**Independent Hospital Manager – Job Description**

**Status:** Voluntary

An attendance allowance per session (£75 per hearing, or £100 per chaired hearing), travel, and out of pocket expenses may be claimed, where appropriate.

**Time commitments:**

**Hearings:** Roughly 8-10 sessions per year

**Committee meetings:** 2 meetings per year

**Training:** 2 sessions per year

**Appraisal:** Yearly

\*A hearing session is roughly 4 hours and includes any preparation time. A full day is two sessions.

**Overview:** For some detained Service Users in hospital, or those subject to Community Treatment Orders, under the Mental Health Act, there is a statutory requirement to enable all eligible patients the right to appeal or have their section reviewed once renewed. The power to independently review a case cannot be exercised by anybody employed by Cygnet Health Care, so Independent Hospital Managers are appointed to act on behalf of the Hospital Managers.

**Reports to:** Hospital Manager via Mental Health Act Administrator

**Responsibilities:**

* To understand the Mental Health Act 1983 and the Mental Health Act Code of Practice, with particular reference to the role of managers (MHA 1983) Section 2, 3, 37, 20 and 23 and MHA 1983 Code of Practice Chapters 37 and 38. A copy of the relevant chapters of the Code of Practice and information pertaining to the Act will be issued on appointment.
* To sit on a panel with two other managers and conduct a hearing.
* To read reports on a Service User’s mental state and social circumstances, including existing care plans and arrangements for after care.
* To hear appeals from Service Users and review renewals of Service Users detained under the Mental Health Act.
* Interview and question the Service User, Doctor, Social Worker, Nursing staff, and on occasion the Nearest Relative of the patient.
* To allow all attendees the opportunity to fully present their case, and answer questions from the Independent Hospital Manager’s as appropriate.
* To balance all information presented (written and oral) and decide whether the Service User continues to meet criteria for detention or should be discharged from detention(discharge from detention can be effected by the unanimous decision of 3 Independent Hospital Manager’s that the criteria for detention is no longer met).
* To attend committee meetings and training sessions as required during the year.
* The chair of the hearing to conduct the hearing in accordance with policy and the Mental Health Act 1983.
* The chair of the hearing to inform the patient and others present of the panel’s decision.
* The chair of the hearing to be responsible for the administrative duties and writing up the final decision.

**Additional Information**

* The precise ways in which a Service User’s case is examined depend on the individual circumstances. Independent Hospital Managers are required to adopt a fair and sympathetic approach and an ability to listen carefully and tolerantly is essential.
* Cygnet employees cannot serve as Independent Hospital Managers.

**DEFINITIONS**

**Independent Hospital Manager** - an individual appointed in accordance with The Company Terms of Appointment Contract. By definition, the Independent Hospital Manager is paid by way of an honorarium, which does not constitute a contract of employment as between The Company and the Independent Hospital Manager. In addition it is a requirement that the Independent Hospital Manager does not have any financial interest in any of The Company Group’s, its subsidiaries or holding companies. If an Independent Hospital Manager is aware, or subsequently becomes aware of a potential interest, the individual must make this known to those at the company responsible for their appointment or potential appointment. Such interest, if confirmed, would preclude an individual from appointment to the role of Independent Hospital Manager.

**Hospital Managers** - The Organisation that is responsible for the operation of the Mental Health Act in a particular hospital.

**Responsible Clinician** - The person in overall charge of the care of an individual who is subject to the Act. This must be an Approved Clinician

**The Act** - Mental Health Act 1983, as amended by the Mental Health Act 2007