

## Job Description

<b>Job title</b>	Mental Health Act (MHA) Administrator	<b>Job family</b>	Healthcare
<b>Reporting to</b>	Director of Clinical Services	<b>Job code</b>	
<b>Location</b>		<b>Evaluation Date</b>	1 June 2018

### Job Purpose

Administration of the Mental Health Act 1983 (as amended) to ensure compliance with MHA 1983 Regulations, MHA 1983 Code of Practice and Divisional policies and procedures in relation to the Mental Health Act.

### Responsibilities

- To manage the efficient administration of the Mental Health Act (MHA) within the area of responsibility and prioritise workload to meet constantly changing demands.
- To ensure compliance with the MHA 1983, amendments to the act and the revised MHA Code of Practice.
- To support and advise staff, service users and relatives on the MHA 1983 and associated procedures.
- Where applicable, manage and supervise Assistant Mental Health Act administrators.
- To be an active member of the Healthcare MHA administrators group, MHA training sub group and MHA audit sub group.
- Create and maintain individual legal files for service users subject to the Act, safeguarding confidential information and statutory documentation.
- Maintain accurate data in relation to the use of the Act in order to provide statistical information for national and local reporting processes.
- Keep up to date with new legislation relating to the MHA, and the implementation of new policies and procedures as required and ensure staff are fully informed and trained in new practices.
- Provide MHA training for the hospital, as part of the division's mandatory training.
- Provide support to other MHA administrators and provide cover when required and as agreed.
- Receive and scrutinise statutory documentation; ensure that errors are rectified within the legal timescale; be responsible for identifying an invalidating error and following documented procedures after consultation with the Director of Nursing.
- Provide information to Service Users and their nearest relatives under section 132 of the MHA.
- Provide information to qualifying patients in relation to their right to access Independent Mental Health Advocacy Services (IMHA) under section 132D.
- Monitor, remind and record changes in legal status and appropriate documentation. Informing Consultants and nursing staff of legal requirements relating to detained patients i.e renewal of sections, consent to treatment etc.
- Be responsible for processing hearings in relation to MH tribunals and Hospital Directors review, notifying all relevant parties, obtaining reports negotiating hearing dates and venues, providing and processing documentation in accordance with the MHA Code of Practice and Divisional Policies and procedures.
- Follow up MHA action points in CQC Inspection reports following visits to clinical areas by the CQC
- Escalate and report breaches, areas of concern and poor practice in line with Divisional protocol.
- Reporting to the hospital Clinical Governance Committee, MHA managers meeting etc as required.
- Act in the capacity of audit facilitator regarding any local or divisional clinical audits on the MHA.
- Ensure supplies of MHA documentation, statutory and in house, are available for clinicians, service users and their nearest relatives.
- Ensure as far as practicable, a safe environment in hearings for visitors and staff.

### Knowledge / Education / Skills

- Good standard of general education with GCSE or equivalent in maths and English;
- NVQ level 4 or equivalent in Business Management;
- Competent in the use of software including Microsoft office
- Able to challenge and direct staff on the use of the MHA;
- Able to read, understand interpret and apply relevant legislation and current case law relating to the act.
- Ability to work under pressure and prioritise to meet constantly changing demands

### Experience

- Experience in an administrative function
- Healthcare or legal experience desirable
- Excellent administrative skills
- Interest in Mental health and mental health legislation

### Communication

To have excellent written and verbal communication skills; will involve telephone and face to face communication with colleagues and clinical staff, Mental Health Tribunal, CQC, solicitors, other Mental Health service providers, service users and their relatives

### Responsibility

#### **Leadership**

Responsible for leadership of usage of the MHA; where an assistant MHA administrator is in the establishment, the post-holder will be directly responsible for their leadership

#### **Budgets & Equipment**

Delegated responsibility for the efficient and effective use of human and inanimate resources involved in executing the MHA

#### **Information**

Shared responsibility for the confidentiality, security and accuracy of patient records, data and information. Ensuring good quality patient documentation, which meets the Regulatory guidelines and statutory requirements.

### Working Environment

Works during weekdays; occasional telephone assistance required out of hours to the On Call Manager

## Upholding the Company Behaviours

This provides some guidance on the types of conduct to support the Company Behaviours

Behaviour	Evidence
Putting People First	<ul style="list-style-type: none"> <li>• Strives to ensure every colleague is able to make a positive and lasting difference to Service Users and their families</li> <li>• Actively seeks to develop the potential of every service user and staff member</li> </ul>
Being Supportive	<ul style="list-style-type: none"> <li>• Celebrates success and supports colleagues through difficult times</li> <li>• Demonstrates loyalty to colleagues, manager and team</li> </ul>
Acting with Integrity	<ul style="list-style-type: none"> <li>• Is honest and respectful in all interactions with colleagues and customers</li> <li>• Demonstrates emotional control</li> <li>• Ensures accurate recording of any transactions and interactions on all company documentation</li> <li>• Challenges poor performance and behaviours</li> </ul>
Being Positive	<ul style="list-style-type: none"> <li>• Promotes the company in a positive way at all times</li> <li>• Strives for positive outcomes, especially when times are challenging</li> </ul>
Striving for Excellence	<ul style="list-style-type: none"> <li>• Always puts service quality first</li> <li>• Shares and encourages innovation</li> <li>• Keeps on top of new developments in the sector</li> </ul>