

JOB DESCRIPTION

JOB DETAILS

JOB TITLE:

Assistant Mental Health Act Compliance Officer

JOB REFERENCE NUMBER:

98084

GRADE:

3

WARD/DEPT.

Mental Health Law Department

DIRECTORATE/LOCALITY:

Corporate Services: Quality and Safety

ESSENTIAL QUALIFICATIONS:

GCSE in English or equivalent
NVQ 3 Business Administration or equivalent

ORGANISATIONAL ARRANGEMENTS

ACCOUNTABLE TO:

Mental Health Act Compliance Team Leader

REPORTS TO:

Mental Health Act Compliance Officer

RESPONSIBLE FOR:

Maintaining Section 117 Registers

Maintain existing reminder system for clinicians with S117 responsibility

Maintain existing systems for registering people who are subject to Section 136 MHA.

ROLE SUMMARY

- To be part of the Mental Health Act (MHA) Compliance team.
- To maintain existing systems to record Section 117 documentation.
- To oversee and support the administration process of the Section 117 after-care service ensuring the completeness and accuracy of the Section 117 records
- To maintain existing reminder systems for clinicians who are required to arrange Section 117 reviews.
- To maintain existing systems to record Section 136 documentation. This includes data entry and scanning and uploading of documentation.
- To assist and support the Mental Health Act Compliance Officers with tasks associated with recording MHA data, and maintaining compliance with the MHA.
- Support MHA Compliance Officers in timely booking of Associate Hospital Manager appeal and renewal hearings and administrative tasks associated with the same.

GENERAL DUTIES AND RESPONSIBILITIES

- To develop and maintain a working knowledge of the Mental Health Act 1983
- To develop and maintain a thorough understanding of Section 117 After-care Services.
- To use set procedures to undertake administrative functions around legislative procedures.
- Complete regular monitoring and checks to ensure that an accurate and robust system is maintained and make recommendations for change.
- To provide in conjunction with others, holiday and sickness cover for the Assistant MHA Compliance Officers within the team. This may involve travel to other sites.
- To assist and support the Mental Health Act Compliance Officers with tasks associated with recording MHA data, and maintaining compliance with the MHA.

SPECIFIC DUTIES

- To carry out timely filing, photocopying, scanning and other admin duties as required
- To ensure security of confidential clinical and administrative records
- Be proficient in the use of Microsoft applications, including Word, Excel, Outlook, Teams and PowerPoint

- Undertake specific administration tasks as required
- Be responsible, along with other staff working on the premises, for the day-to-day building security. Take responsibility for reporting and following up of general maintenance requirements as required
- To undertake other appropriate duties as directed, being adaptable to service needs/changes
- To participate in own appraisal and supervision meetings and within that identify a personal development plan
- To take part in staff meetings and team briefings as required

TRUST VALUES AND BEHAVIOURS

To promote and adhere to the workplace values of NSFT.

Our values and behaviors were created by 1,300 staff members, service users and carers all working together in the Putting People First project.

They reflect what we all believe makes the most positive difference to the care we offer and to the way we work with one another. By 'living our values' we will develop our Trust, our people, and continue to improve the quality of everything we do.

Our values... Our behaviours... Our future

Working together for better mental health...

Positively...



Be proactive...

Look for solutions, think creatively and focus on what we can do

Take pride...

Always do our best

Take responsibility...

Plan ahead, be realistic and do what we say we will

Support people to set and achieve goals...

And be the best they can

Recognise people...

Their efforts and achievements, and say thank you

Respectfully...



Value everyone...

Acknowledge people's unique experiences, skills and contribution

Step into other people's shoes...

Notice what's actually happening

Take time to care...

Be welcoming, friendly and support others

Be professional...

Respect people's time and be aware of our impact

Be effective...

Focus on the purpose and keep it as simple as possible

Together...



Involve people...

Make connections and learn from each other

Share...

Knowledge, information and learning

Keep people updated...

With timely, open and honest communication

Have two-way conversations...

Listen and respond

Speak up...

Seek, welcome and give feedback



nsft.nhs.uk

REGISTERED HEALTH PROFESSIONAL

All staff that are members of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure that they are familiar with and adhere to these requirements.

SUPERVISORY RESPONSIBILITIES

None

RISK MANAGEMENT / HEALTH AND SAFETY

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures as laid down by the Trust. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

FLEXIBILITY

You are expected to be flexible in the duties you carry out and the Trust reserves the right to vary your duties from time to time in line with service needs and as commensurate with your Pay Band. You may, therefore, be required, during the course of your employment, to work in a different location and/or to carry out alternative duties consistent with your status, role, knowledge and experience, taking account of any professional registration and/or qualification requirements, and which are commensurate with your Pay Band; this may include a temporary or longer term transfer to work within a different Locality or Service. Arrangements under your Terms and Conditions of Service and Trust policies will apply.

RECORDS MANAGEMENT

The post holder has responsibility for timely and accurate record keeping where appropriate and in line with professional guidelines.

The post holder has responsibility for the creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and other relevant statutory requirements. Training will be provided in appropriate information management for the post.

SUSTAINABILITY

Carbon reduction and sustainable development are issues that impact on the lives of everyone and it is expected that all staff will commit to the principles of carbon reducing behaviours and sustainable development to ensure that resources are used efficiently, our carbon footprint is reduced and health services continue to improve.

SAFEGUARDING

Non Clinical

The NSFT expects that all staff will maintain statutory and local compliance to competency based training in relation to Safeguarding Children and Adults as outlined in Children Act 1989/2004, Working Together to Safeguard and Promote the Welfare of Vulnerable Children 2010 and No Secrets 2002.

WORKING WITH FAMILIES OF SERVICE USERS

Ensure that (practitioners / clinicians etc.) when working with service users consider the effects and impact of their mental health and risk behaviours on their families, and provide appropriate support, advice and education for all family members. The needs of children and young people within the household/family should be given special consideration in line with Social Care Institute for Excellence's guidance "Think Child, Think Parent, Think Family" and must always be the priority for NSFT staff across all roles and services.

CONFIDENTIALITY

The post holder is required to maintain confidentiality of information in accordance with

professional and Trust policy. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of their duties.

This job description is an outline and account of the main duties required to carry out the post. It will be reviewed periodically to reflect changes and developments in service requirements. The post holder is advised that they have a responsibility to ensure they are familiar with their Terms and Conditions of Service detailed in the Contract of Employment.

Signed:.....Manager

Signed:.....Post Holder

PERSON SPECIFICATION

The person specification should set out the qualifications, experience, skills and knowledge, personal attributes, interests and other attributes necessary for the post holder to perform the job to a satisfactory level.

JOB TITLE

Team Administrator

| | ESSENTIAL Without which the post holder could not be appointed | DESIRABLE Extra qualities that can be used to choose between candidates with all essential criteria | METHOD OF ASSESSMENT |
|-----------------------|---|---|---|
| QUALIFICATIONS | English GCSEs A –C, NVQ Certificate in Business and Administration | NVQ Level 3 Certificate in Business and Administration | Certificate |
| EXPERIENCE | Experience of working as an administrator/ secretary in an office environment Experience of using general office equipment, eg scanner, copier Able to work proactively on own initiative Previous Office experience | Previous experience working within the NHS | Application form / interview / references |
| SKILLS | Excellent communication skills. Excellent ICT skills including Microsoft Word and Excel Advanced keyboard Skills Good standard of literacy and numeracy. | PowerPoint Minute taking | Application form / interview / references |

| | | | |
|-----------------------------------|--|--|---|
| KNOWLEDGE | Knowledge of Microsoft systems including Word, Excel and Outlook Knowledge of office procedures | | Application form / interview / references |
| OTHER (Please specify) | Ability to work to a high degree of accuracy. Ability to work within a team | | Application form / interview / references |

| VALUES (APPLICABLE TO ALL POSTS) | Positively... | Respectfully... | Together... | METHOD OF ASSESSMENT |
|-----------------------------------|---|---|--|---------------------------|
| | Look for solutions, think creatively and focus on what we can do | Acknowledge people's unique experiences, skills and contribution | Make connections and learn from each other | Application and Interview |
| | Take pride... Always do our best | Step into other people's shoes... Notice what's actually happening | Share... Knowledge, information and learning | |
| | Take responsibility... Plan ahead, be realistic and do what we say we will | Take time to care... Be welcoming, friendly and support others | Keep people updated... With timely, open and honest communication | |
| | Support people to set and achieve goals... And be the best they can | Be professional... Respect people's time and be aware of our impact | Have two-way conversations... Listen and respond | |
| | Recognise people... Their efforts and achievements, and say thank you | Be effective... Focus on the purpose and keep it as simple as possible | Speak up... Seek, welcome and give feedback | |

FURTHER INFORMATION

Please enter here details of frequency and intensity of each element

Element

| (e.g. mental effort) | Details of frequency and intensity |
|---------------------------|------------------------------------|
| Working conditions | |
| Inclement weather | |
| Extreme Temperatures | |

| | |
|---|---|
| Unpleasant smells | |
| Noxious Fumes | |
| Excessive noise/vibration | |
| Continuous use of VDU equipment | Will spend long periods at VDU processing data, receiving and responding to emails (most days). |
| Unpleasant substances | |
| Infectious material | |
| Body Fluids, Faeces/Vomit | |
| Dust/Dirt | |
| Humidity | |
| Contaminated equipment/work area | |
| Driving/Being Driven (normal conditions) | May requires travel (driving) to other areas of the Trust |
| Driving/Being Driven (emergency conditions) | |
| Fleas/Lice/Infestation | |
| Dangerous Chemicals – Substances in containers | |
| Dangerous Chemicals – Substances (uncontained) | |
| Exposure to verbal aggression (little/no support) | |
| Exposure to physical aggression (little/no support) | |

| | |
|--|---|
| Physical effort | |
| Working in uncomfortable conditions | |
| Working in physically cramped conditions | |
| Making repetitive movements | Will be required to work at desk for periods of time (each day) |
| Lifting weights/equipment without mechanical aid | |
| Climbing or crawling | |
| Manipulating objects | |
| Manual Digging | |
| Running | |
| Standing/sitting with limited scope for movement | Will be required to work at desk for periods of time (each day) |
| Kneeling, crouching, twisting, bending, stretching | |
| Walking for long periods | |
| Heavy duty cleaning | |
| Pushing/pulling trolleys or similar equipment | |
| Working at heights | |
| Controlled restraint i.e. in post requiring training/certification | |

| | |
|---|--|
| Emotional effort | |
| Processing (e.g. typing/transmitting) news of highly distressing events | |
| Giving unwelcome news to service users / clients / carers / staff | |
| Caring for the terminally ill | |
| Dealing with difficult situations/circumstances | |
| Designated to provide emotional support to front line staff | |
| Communicating life-changing events | |

| | |
|---|-------------------------------------|
| Dealing with people with challenging behavior | Role includes attending ward areas. |
| Attending scenes of accidents | |

| | |
|---|--|
| Mental effort | |
| Carry out formal student/trainee assessments | |
| Carry out clinical/social care interventions | |
| Analyse statistics | |
| Operate equipment/machinery | |
| Give evidence in court/tribunal/formal hearings | |
| Attending meetings (if yes, describe role in "Further Information") | Participate in team and individual meetings as required |
| Carry out screening tests/microscope work | |
| Prepare detailed reports | |
| Check documents | Check documents and spreadsheets for quality and accuracy, on a daily basis. |
| Drive a vehicle | |
| Perform calculations | |
| Make clinical diagnoses | |
| Carry out non-clinical fault finding | |

| | |
|--|-----|
| Freedom to act | |
| Does the post holder generally work without close supervision | Yes |
| Does the post holder work without direct access to a manager | No |
| Does the post holder work without access to a manager by telephone | No |
| Is the post holder the lead specialist in their field | No |

How often on average does the post holder give guidance and advice to others?

Daily: x Weekly:

Other frequency (please comment)

How often is the post holder's work checked/monitored/assessed?

Daily: Weekly: x

Other frequency (please comment)

Weekly by MHA Compliance Team Leader
Monthly under supervision
Annually under Appraisal

Manager responsible for completion of this document

| | |
|---|--------------|
| | Name: |
| Member of Staff to whom this document relates: | |
| Date Completed: | |
| Review Date: | |

DISTRIBUTION: One copy to member of staff, one copy to personal file.
Please ensure Job Description is agreed and signed by both manager and employee