

## JOB DESCRIPTION / PROFILE

**Job Title** Mental Health Act Administrator

**Agenda for Change** Band 4

**Directorate** Nursing Directorate

**Job Description Reference**

**My job makes better lives by** providing administration of the Mental Health Act (MHA) department. Promoting dignity and respect for people detained under the MHA to achieve better outcomes and experience for people, their families, and our staff.

### Job Overview

You are accountable for supporting sustainable MHA administration processes across our clinical services. This means ensuring the administration of the MHA is delivered effectively and efficiently working as a team to support our frontline clinical services. To assist with the Trust procedures implementing the Mental Health Act in accordance with agreed procedures, with minimal supervision.

NHS Competency	Level
Communication	2
Personal and People Development	1
Health, Safety and Security	1
Quality	1
Equality and Diversity	2
IT skills	2

Personal Competencies	
Interpersonal sensitivity	2
Courage	2
Team working	2
Values	
Treat People Well	
Open, Inclusive and Accountable	
Involve not ignore	
Create respectful places	

### Qualifications required

Administrative qualification that demonstrates competence in systems and processes  
Legal or MHA administrative qualification or equivalent experience or knowledge of MHA.

### Experience required

- Experience in MHA administration across a variety of services.
- Knowledge of the Mental Health Act 1983 and associated legislation
- Experience in working at all levels across an organisation
- Experience of writing specialist policies and procedures
- Experience of working with people with mental health and learning disabilities
- Experience of working with partner agencies including Care Quality Commission, Home Office, Courts and Police
- Experience of working with the Data Protection Act and Caldicott guidelines

**Suitable for someone who** is determined and motivated to ensure the rights of others are upheld and who is passionate about ensuring people who use services have harm free care and excellent experience. You will be able to translate complex legal information to be accessible for our staff, people who use services, their carers and

families. With a demanding workload the role would suit someone who is resilient and can manage and support yourself and others well.

### **Key Responsibilities**

- To assist with the Trust procedures implementing the Mental Health Act in accordance with agreed procedures, with minimal supervision.
- To undertake the appropriate receipt, recording and scrutiny of applications and recommendations for admission to Hospital or receipt and scrutiny of Community Treatment Orders under the Mental Health Act following agreed procedures.
- To make arrangements for any necessary corrections to legal documentation within the appropriate section 15 time-limits.
- To ensure that detained patients, and where appropriate their nearest relative, are advised of their statutory rights under the Mental Health Act.
- To monitor agreed procedures and paperwork to ensure that these rights are upheld and safeguarded, advising the MHA Co-ordinator when there are problems.
- To provide cover during periods of annual leave and staff sickness.
- To be responsible for aspects of training provided by the Co-ordinator and Mental Health Act Administrators across the Trust.
- To be responsible for keeping records of training sessions carried out and monitoring when sessions are required.
- To assist in preparation of training material used by MHA Co-ordinator or MHA Administrator
- To liaise with external organisations and agencies (e.g. Care Quality Commission, Tribunal Service, Solicitors, Social Services, Police, Courts etc) in connection with the remit of the MHA Department.
- To assist the MHA Co-ordinator in all aspects of the Mental Health Act Managers duties, i.e. ward visits, preparing training packs, provision of secretarial support as necessary, expenses, arrange Hearing panels.
- To assist with the preparation of statistics and other ad-hoc information as required by the MHA Co-ordinator.
- To make arrangements for patient appeals and Review of Detention for both Community Treatment Order patients and inpatients, eg, CTO and Section 3/37 by external statutory bodies, ensuring all the legal documentation is available within the statutory time frames.
- To provide administrative support on the day of Tribunals and Manager Appeals, as necessary.
- To liaise with the Care Quality Commission in completion of statutory documentation e.g., admission of a minor, death of a detained patient or requests for a second opinion

doctor as per consent to treatment legislation.

- To liaise with all professional staff within the Trust that may necessitate visits to in-patient units as directed by the MHA Co-ordinator.
- To undertake audits of legal documentation held on all in-patient units as required by the MHA Co-ordinator.
- The post holder will be required to undertake training and attend regular updates to achieve a working knowledge of the Mental Health Act, 1983 in order to provide basic advice to staff and people who use services and carers when the MHA Co-ordinator is absent.
- To provide administrative support at meetings involving the work of the Department.
- Drafting correspondence, file notes and other material, such as office protocol instructions, as required by the MHA Co-ordinator.
- To assist with general administrative duties, this will include handling sensitive material.
- The post holder must be computer literate and able to use Word and Excel and become conversant with specialist systems in operation within the Trust.
- The access and use of a car is vital. This role involves visiting and working at various locations across the Trust. The post holder is required to hold a clean driving license.
- To have an awareness of and adhere to Trust policies and procedures.
- To adhere to the requirements of strict confidentiality in relation to the work of the Trust and people who use our services.

## **General**

- All staff will have a sound awareness of Safeguarding issues and be clear about their respective roles and responsibilities to report, respond to and share information in relation to Safeguarding Adults, Safeguarding Children, Domestic Abuse and Public Protection.
- All staff will have knowledge of and adhere to the Data Protection Act and will not disclose to any person or organisation, any confidential information that comes into their possession in the course of their employment.
- To fully participate in the Trust's performance review and personal development planning process on an annual basis.
- Undertake training as necessary in line with the development of the post and as agreed with line manager as part of the personal development planning process.
- To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- To contribute positively to the effectiveness and efficiency of the teams in which he/she works.

- To undertake any other duties at the request of the line manager which are commensurate with the role, including project work, internal job rotation and absence cover.
- To contribute to a healthy and safe working environment by adhering to health and safety regulations and Trust policies.
- To contribute to the prevention and control of health care associated infection by adhering to Trust policies and guidelines.
- Surrey & Borders Partnership NHS Trust is committed to valuing and promoting diversity in employment, service delivery practices and its' general environment. An expectation of all leadership posts within the Trust is that each individual will take responsibility for promoting open, inclusive and accessible service provision, staff development and a culture that values and respects difference.
- To champion Equality and Human Rights, embedding this approach in all of your own work and that of the team you work in, as both an employer and provider of services. Provide Equality data and / or reports to support the organisations objectives and legal duties
- To work as a member of a team, learning to cover colleagues' roles and responsibilities so that you can substitute for them in their absence
- To be flexible in the roles and responsibilities you undertake to ensure that the team that you work within and the department as a whole is successful in achieving its duties.

Employees must:

- Cooperate with the Trust and its officers in implementing the requirements of the Health & Safety at Work etc Act 1974.
- Take reasonable care of their own health, safety & welfare.
- Refrain from doing anything which may constitute an unacceptable health & safety risk to themselves or others.
- Report any defective equipment, unsafe situations, or practices immediately to the responsible manager.
- To champion Equality and Human Rights, embedding this approach in all of your own work and that of the team you work in, as both an employer and provider of services.