

JOB DESCRIPTION

Oxford Health NHS FT

Job Title: Mental Health Act Administrator
Band: 5
Responsible to: *Mental Health Act Service Manager*
Responsible for: *Head of Information Governance*
Accountable to: *Executive Director – Digital Transformation*

Place of work: *Littlemore Mental Health Centre*
Hours: 37.5 hours per week

Author: *Kola Gamel*
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JOB PURPOSE

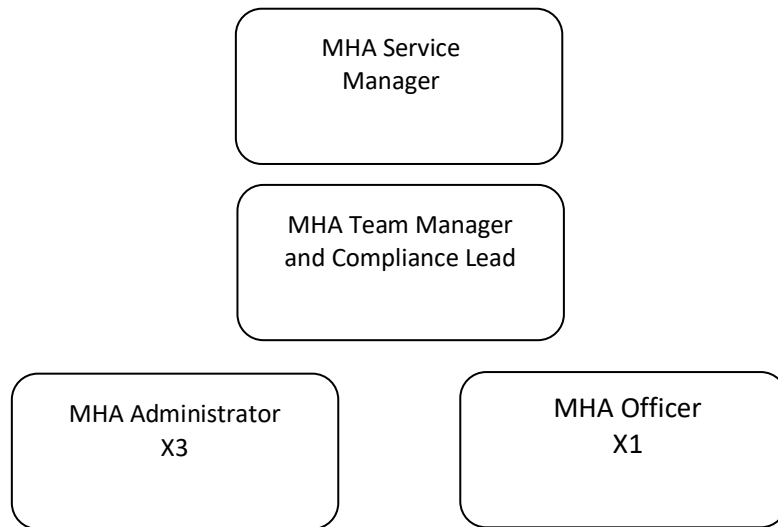
- To manage the administration of the Mental Health Act (MHA), the Mental Capacity Act (MCA) and associated legislation and guidance

- To support clinicians and Hospital managers applying the Acts, and to encourage best practice by those clinicians and Hospital managers

DUTIES AND RESPONSIBILITIES

- Ensure the lawful completion of statutory forms, and where necessary, to ensure rectification of statutory forms within relevant time periods.
- Manage the process of Appeals to the HM Courts and Tribunal Service (HMCTS) by:
 - liaising with the HMCTS, Solicitors and care professionals in scheduling the Tribunal
 - liaising with Consultant Psychiatrists, Care Managers and Key Nurses regarding the production of Tribunal Reports
 - making all necessary practical arrangements regarding venue, attendance, outcome etc.
- Manage the process of Appeals to the Hospital Managers by:
 - assisting the patient in their appeal by providing information and explanation of the Appeal process
 - liaising with the Hospital Managers, Solicitors and care professionals in scheduling the Managers' Hearing
 - liaising with Consultant Psychiatrists, Care Managers and Key Nurses regarding the production of Managers Reports
 - making all necessary practical arrangements regarding venue, attendance, outcome etc.
 - attending and recording the proceedings of the Managers' Hearing
- Maintain, and where necessary develop, systems that record and monitor the application of the Mental Health Act and associated legislation and guidance.
- Maintain, and where necessary develop, systems that record and monitor, Deprivation of Liberty authorisation requests.
- Create and produce performance reports, as requested by the Department's Senior Management Team.
- Audit Mental Health Act practice and procedure as required by the Code of Practice to the Mental Health Act, Care Quality Commission (CQC) Commissioner recommendations, or the Mental Health Act Service Manager
- Participate in Trust and Multi-Agency training programmes for medical and nursing staff, Hospital Managers, and other staff as required by the Mental Health Act Service Manager
- Correspond and work in partnership with various interested groups, HMCTS, Ministry of Justice, Supervisory Bodies, IMHA providers, Nearest Relatives, Solicitors, etc.
- Maintain and report on the Section 117 register to clinical teams and social services in Buckinghamshire and Oxfordshire
- Provide advice and pro-active support to clinicians and Hospital managers on Mental Health Act issues and ensure that the delegated duties of the Hospital Managers are performed.
- Ensure that there is guidance available for patients, relatives and carers on the Mental Health Act and associated legislation, and on patient rights under such legislation.
- Keep up to date with developments in case law and statutory guidance in relation to the Mental Health Act and associated guidance and legislation.

STRUCTURE CHART



CODE OF CONDUCT

All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, DoH Code of Conduct for Senior Managers).

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

In addition to undertaking the duties as outlined above, the post-holder will be expected to fully adhere to the following:

Personal Development

- To actively participate in an annual performance review (appraisal) and the development and implementation of a personal development plan.
- To take responsibility for their own professional development ensuring professional standards are maintained and statutory and mandatory training is in date.
- To attend any training as requested.

Code of Conduct

- To adhere to the Professional Code of Conduct relating to your profession (if applicable).
- To uphold the principles and values set out in the NHS Code of Conduct for Managers.
- To support the organisation in developing an effective work/life balance for employees that meets the needs of the organisation.
- To ensure that the health and wellbeing of patients is at the centre of all activities and that all staff engage and communicate with patients as appropriate.
- To always promote quality and safety of patients, visitors and staff thus enabling the Trust to meet its regulation requirements (Care Quality Commission Registration – Regulations and Outcomes) that relate most directly to patients and also strive for continuous quality improvement.

Equal Opportunities/Diversity

- To observe Oxford Health NHS Foundation Trust's Equal Opportunities Policy providing equality of treatment and opportunity to employees, service users and service providers irrespective of sex, sexuality, age, marital status, ethnic origin or disability.

Health & Safety

- To take responsibility for the health & safety of themselves and other persons who may be affected by their omissions or actions at work.
- To promote the Trust's Health and Safety Policy and ensure matters are managed in accordance with it.
- To co-operate with the Trust to ensure that statutory and departmental regulations are adhered to.
- Report accidents, incidents and near misses, implementing corrective action where necessary.

Infection Control

- To comply with Trust policies for infection control and hand hygiene such as hand hygiene,

decontamination Policy, uniform and workwear code and standard precautions Policy to reduce the spread of healthcare-associated infections (HCAIs).

- Employees with clinical responsibilities must incorporate into their clinical activities up to date evidence that supports safe infection control practices and procedures, such as the use of aseptic techniques and the safe disposal of sharps.

Confidentiality and Data Security

- To comply fully with the duties and responsibilities outlined in the Trust's Information Governance Policy.
- To comply with the Data Protection Act 2018 and General Data Protection Regulations (GDPR), National Data Security Standards and any professional code of practice on Confidentiality and Data Protection as accepted by the Trust. Departmental codes of practice and procedures for confidentiality are available from the head of department.
- To ensure that all information collected, stored and used is done so in compliance with the above Act and any relevant Trust Policy.
- To preserve the confidentiality of any information regarding patients, staff records in your area (in connection with their employment) and the Trust business. This obligation shall continue in perpetuity.
- To raise any matters of concern with your Manager/Director

Safeguarding

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring service users are protected from abuse or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the Trust's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Criminal Records Bureau.

Other

- To be aware of and work in line with all Trust policies and procedures.
- To carry out any other tasks as reasonably directed.

PERSON SPECIFICATION

Band: 5

The following information must be used when completing this section

Criteria for Selection	Essential Requirements	Desirable Requirements
Experience/Knowledge Requirements	<ul style="list-style-type: none"> • Experience of Mental Health Act developments in line with needs of all stakeholders • Demonstrate knowledge of the Care Quality Commission • Robust understanding of Mental Health Act, Mental Capacity Act, CNST requirements, FOIA, Data Protection Act and Human Rights legislation • Demonstrate an understanding of the service pressures and role for Mental Health Act/Mental Capacity Act information in supporting clinical service delivery 	
Qualifications – Academic/Skills/Professional		<ul style="list-style-type: none"> • Degree level education or equivalent • Certificate in Mental Health Law • Management Qualification
Further Training or Job Related Aptitude and Skills	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Excellent attention to detail • Good knowledge of Microsoft 365 and MS Teams • Good problem solving skills • Ability to sustain 	

	<p>performance under pressure</p> <ul style="list-style-type: none"> • Political awareness of the external environment at local and national level 	
Personal Qualities	<ul style="list-style-type: none"> • Demonstrates a proactive and achievement oriented approach • Demonstrate leadership skills which support change • Able to challenge recognised ways of working in positive and influential manner • Able to prioritise to meet deadlines through effective time management • Personal effectiveness 	
Contractual Requirements or other requirements	Ability to travel between sites and to regional meetings	