

## **JOB DESCRIPTION**

**POST TITLE:** Mental Health Act Manager

**REPORTING TO:** The Hospital Director

### **JOB PURPOSE:**

To undertake the Hospital Director's delegated functions in relation to considering appeals against detention under Section 23 of the Mental Health Act 1983 and reviewing detention following a renewal of Section, or a nearest relative discharge application being barred.

### **DUTIES:**

1. To participate as an appeal/review panel member and, if agreed, as Chair on an 'as required' basis.
2. To ensure, in liaison with the Mental Health Act Administrator, that the appeal/review panel follow the agreed procedures as laid out in the Code of Practice and that the patient understands the process of the appeal/review hearing.
3. To ensure that all parties involved in hearings are given the opportunity to speak and to be heard.
4. To be impartial and objective.
5. To participate fully in establishing the reasons for the decision and recording these adequately on the Review of Detention form.
6. To identify training needs and attend training and briefing sessions as required maintaining an up to date knowledge of the amended Mental Health Act 1983.
7. To be committed to the policies pertaining to the Glencare Group.
8. To bring to the attention of the Mental Health Act Administrator any concerns which arise during the course of your duties.
9. To adhere to the rules of confidentiality policy at all times.

This post is voluntary and you will be part of a panel of three at each meeting, however, expenses will be paid and a fee given.