

Appendix 1



We are seeking to appoint suitable people to undertake the role of Lay Hospital Managers.

The role of a hospital manager is a statutory role as defined in the Mental Health Act 1983 (the Act) and provides a safeguard for those patients who are detained under the Act or subject to community treatment orders.

A lay hospital manager is a role delegated by officers employed by the Health Board in order to carry out reviews of detention or community treatments orders for those patients under the Act. Participating as a panel member of three you will consider and scrutinise whether the legal justification is met and /or whether to exercise the power of discharge.

An initial period of training will be provided in order to develop knowledge and understanding and to support the function undertaken on behalf of the hospital managers. Members are required to attend any training sessions and meetings which are held every four months.

We are particularly keen to receive applications from a wide diversity of backgrounds including individuals that have had direct experience of mental health services and those from under- represented groups such as black and other minorities.

This is an important and challenging role and hospital managers should have strong communication skills who can encourage patients to express their own feelings about their detention or community treatment order. Applicants must possess good listening skills and have the ability to assimilate information quickly and must also recognise and respect issues around confidentiality and data protection.

Hospital managers are independent of the Health Board so that they remain impartial with a positive approach to fairness and equity in ensuring patients' rights are maintained within the terms of the Mental Health Act whilst making decisions based on the evidence presented to them.

Swansea Bay University Health Board offers payment for attendance as a panel member and for any travel expenses incurred whilst on UHB business along with an electronic computer tablet.

For further information and/or submission of CV please contact Penny Cram, Mental Health Act Team Manager at PennyJanecram@wales.nhs.uk.

If appointed a DBS check and occupational health clearance may be required.

Swansea Bay University Health Board

ROLE DESCRIPTION – ASSOCIATE HOSPITAL MANAGER (Mental Health Act)

Role:	Associate Hospital Manager/Lay Member Power of Discharge Committee
Location:	Within or surrounding area of Swansea Bay UHB or remotely via MS teams
Employment Status:	Honorary Appointment – sessional fee
Hours:	Sessional by invitation
Terms:	Renewable for a maximum of 2 x 4 year periods subject to satisfactory annual review with MHA Team Manager & bi-annual review with Chair of Power of Discharge Committee.
Remuneration:	Remuneration fee, plus travel and subsistence expenses (£45 per Hearing, £50 per Hearing when acting as Panel Chair).

ORGANISATIONAL ARRANGEMENTS

Accountable to: Chair, Power of Discharge Sub-Committee

Time Commitment: Approximately two sessions per month, attendance at two Sub-Committee meetings annually and any additional requisite training

ROLE SUMMARY

The “Hospital Managers” is a statutory role as defined in the Mental Health Act 1983 (2007) (the Act). It provides a safeguard for those patients who are detained under the Act or subject to community treatment orders and championing patients’ rights. In Wales NHS hospitals are managed by Local Health Boards. For these hospitals these are defined as the “hospital managers” for the purposes of the Act.

The Hospital Managers may delegate many of their functions to officers employed by the Health Board except the review of detention or community treatment orders which may only be delegated beyond Hospital Managers to suitably experienced lay members who have been appointed and trained to consider and possibly exercise the power of discharge from those under the Act.

Re-appointment of members will be preceded by a tri-annual review.

DUTIES & RESPONSIBILITIES

Hearings

Power of Discharge Sub-Committee members will (following an initial period of training) be required to attend hearings as a panel member to review detentions and community treatment orders. Having attended an additional period of training and gained experience, members will be invited to participate review panels ensuring that reviews are undertaken in accordance with the rules of natural justice (MHA 1983 Code of Practice for Wales).

They will ensure that the grounds for continuing detention or community treatment are valid.

The three panel members will be required to formally record the evidence considered in reaching their decision, the reasons for the decision, and the decision itself. The chair will communicate the reasons for the decision to the patient and other relevant parties involved in the review. An experienced administrator will be in attendance in the reviews to help support and coordinate members and the management of the review.

Reviews can be conducted remotely through the use of MS Teams or face to face at inpatient wards or community settings across the Health Board. For the purposes of remote reviews and receiving information a handheld computer tablet is provided to appointed members.

They will record any appropriate recommendations and/or comments arising from hearings.

Power of Discharge Sub-Committee Meetings / Training

To develop relevant knowledge and understanding and to support the function undertaken on behalf of the Hospital Managers, members of the Power of Discharge Sub-Committee are required to attend any training sessions and meetings which are held every four months.

Attend any other dedicated training events.

Provide feedback and report any issues of concern to the Mental Health Act Administration Lead or Chair of the Power of Discharge Sub-Committee.

Participate in the tri-annual appraisal process.

The role will be supported by the Mental Health Act Administration Lead and their deputy

Status

Lay members undertake the duties above entirely on a voluntary basis and may choose whether or not to perform their duties at any stage. However, commitment to the role by accepting the above duties and conditions must be demonstrated in order to assure the Board of competence to continue within the role.

Health and Safety

Members have 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 laid down by the Health Board.

Confidentiality

Hospital Managers have access to confidential information and must maintain confidentiality with regard to information regarding patients and employees at all times. Failure to do so will result in termination of appointment.

Smoke Free Policy

All Health Board sites and premises and grounds are designated as smoke free areas. This policy applies to all staff, contractors/service providers, patients, visitors and the public.

Equal Opportunities

The Board is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff, patients and others reflects their individual needs and that individuals or groups will not face discrimination, harassment or victimisation, or be treated less favourably on the basis of sex, pregnancy and maternity, gender reassignment, disability, race, age, sexual orientation, religion and belief, family circumstances including marriage and civil partnership. To this end the Board has an Equality and Diversity Policy and Equality Impact Assessment Policy and Procedure which must be enacted on.

Our Values

Swansea Bay University Health Board is a values driven organisation. The post holder is expected to uphold our values of caring for each other, working together and always improving.

PERSON SPECIFICATION

Associate Hospital Managers/Lay Member Power of Discharge Sub-Committee

MEASURE	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
QUALIFICATIONS	Good general standard		CV Certificate check
EXPERIENCE	<p>Working well with others</p> <p>General life experience that will contribute to the role.</p> <p>Ability to demonstrate:</p> <p>fairness, reason and an understanding of lawfulness;</p> <p>understanding of equality and diversity issues</p> <p>an understanding of human rights issues;</p> <p>an objective and non-judgemental manner, a sensitive and positive attitude to the needs of people with mental health problems.</p>		<p>CV Interview</p> <p>CV Interview</p> <p>CV Interview</p> <p>CV Interview</p> <p>CV Interview</p>

SKILLS	<p>Ability to scrutinise, interpret and appropriately challenge complex information presented both orally and in written report format.</p> <p>Good interpersonal and communication skills.</p> <p>Ability to write clear and concise records.</p> <p>Demonstrate total commitment to confidentiality and set guidelines.</p> <p>Computer skills</p>	<p>Welsh speaker</p> <p>Access to wi-fi in a private area</p>	<p>CV Interview</p> <p>CV Interview</p> <p>Interview</p> <p>CV</p>
SPECIAL KNOWLEDGE	Demonstrate some knowledge and awareness of legislation associated with the MHA 1983.	Knowledge of Mental Health (Wales) Measure	CV Interview
PERSONAL QUALITIES	<p>Be able to commit time to participate in a minimum number of review hearings.</p> <p>Willingness and ability to travel to various mental health sites in the Swansea Bay UHB area.</p>	Attend all training days and appraisal reviews.	<p>CV</p> <p>CV Interview</p> <p>CV Interview</p>

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