

JOB DETAILS:

Job Title	Associate Hospital Manager
Pay Band	Not applicable
Hours of Work and Nature of Contract	Casual
Division/Directorate	Mental Health
Department	Mental Health Act
Base	Any site within Swansea Bay University Health Board as required

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Director of Operations
Reports to:	Manager – Mental Health Act Department
Professionally Responsible to:	Board Committee

The core values of Swansea Bay University Health Board are:

- **Caring for each other** - *in every human contact in all of our communities and each of our hospitals.*
- **Working together** - *as patients, families, carers, staff and communities so that we always put patients first.*
- **Always improving** - *so that we are at our best for every patient and for each other.*

Job Summary/Job Purpose:

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 supervised community treatment and champions their rights.

The Hospital Managers may delegate many of their functions to officers employed by the Health Board, except for the review of detention or Community Treatment Orders. This responsibility 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.

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

DUTIES/RESPONSIBILITIES:**Communication**

- Maintain appropriate relationships with all members of the multidisciplinary team and Mental Health Act Administrators.
- Communicate sensitively and effectively with service users.
- Ability to communicate with a wide range of health service personnel, including clinicians, nursing, medical & social care professionals and those at a senior level within the Directorate, together with a wide range of outside agencies and organisations including Solicitors and Independent Mental Health Advocates.

Hearings

- Power of Discharge Group members will (following an initial period of training) be required to attend hearings as a panel member to review detention/ Community Treatment Orders. Having gained experience and attended an additional period of training, members will be invited to chair 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.
- Those who chair hearings will be required to formally record the evidence considered by the panel in reaching their decision, the reasons for the decision, and the decision itself.

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They will communicate the reasons for the decision to the patient and other relevant parties involved in the review.

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

Power of Discharge Group Business 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 Group are required to attend any training sessions and quarterly business meetings. These will include updates to legislation and current practice, implications upon practice of recent case law, Mental Health Act refresher training and any other topics deemed appropriate or as requested.
- Attend any other dedicated training events including the annual All Wales Hospital Managers CPD event
- Provide feedback and report any issues of concern to the Manger of the Mental Health Act Department, or Chair of the Hospital Managers Hearing Panel.
- Participate in the annual appraisal process.

Organisational

- Responsible for ensuring confidentiality is maintained at all times in accordance with the Data Protection Act, Health Board Policies and good practice.
- Responsible for reading, understanding and complying with Health Board and statutory policies and procedures as provided.
- Responsible for maintaining appropriate professional conduct.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	Good general standard		Application Form Pre employment checks Interview References
Experience	Working well with others General life experience that will contribute to the role.		Application Form Interview References
Aptitude and Abilities	Ability to scrutinise, interpret and appropriately challenge complex information presented both orally and in written report format. Good interpersonal and communication skills. Ability to write clear and concise records. Demonstrate total commitment to confidentiality and set guidelines. Computer skills and access to PC	Ability to speak Welsh	Interview References
Values	Ability to demonstrate: fairness, reason and an understanding of lawfulness; an understanding of human rights issues; in an objective and non-judgemental manner, a sensitive and positive attitude to the needs of people with mental health problems.		Application Form Interview References

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<p>Other</p>	<p>Demonstrate some knowledge and awareness of legislation associated with the MHA 1983.</p> <p>Be able to commit time to participate in a minimum number of review hearings.</p> <p>Attend all training days and appraisal reviews.</p> <p>Willingness and ability to travel to various mental health sites in the Swansea Bay UHB area.</p> <p>Be agreeable to DBS clearance.</p>	<p>Knowledge of Mental Health (Wales) Measure</p>	<p>Application Form Interview References</p>
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GENERAL REQUIREMENTS

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.

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- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the health board Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the health board to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have * direct / indirect contact with* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau *Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. *Delete as appropriate.
The post holder does not require a DBS Disclosure Check. *Delete as appropriate.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections.

All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.

- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

Flexibility Statement: The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Signed: (Post Holder) _____ Date: _____

Signed: (Directorate Manager) _____ Date: _____

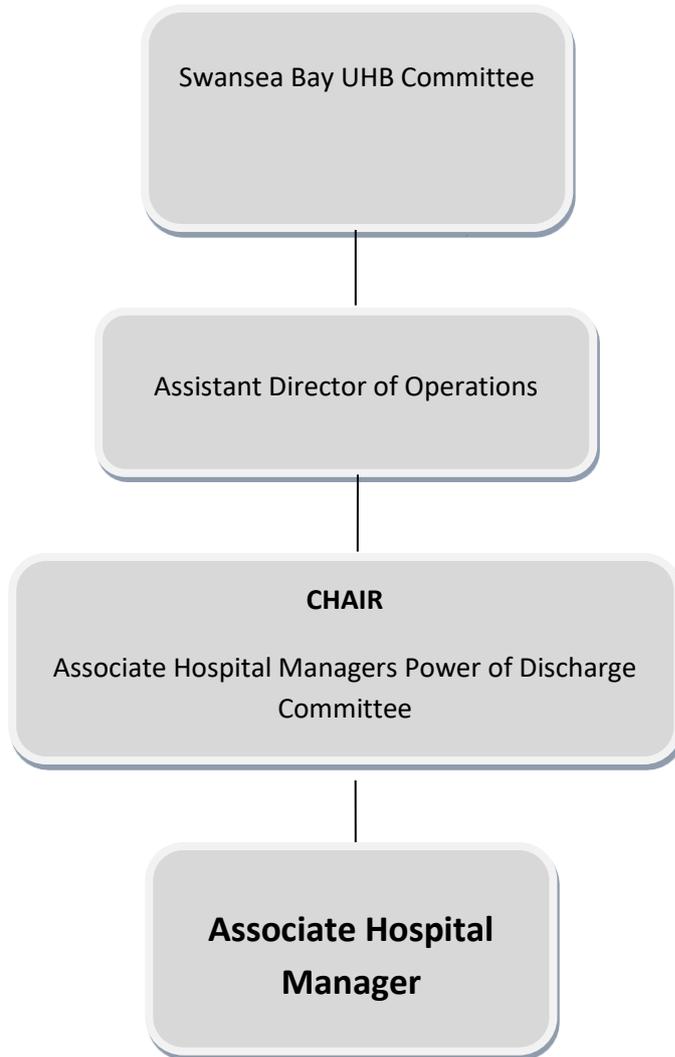
Signed: (Divisional Manager) _____ Date: _____

Date Job Description compiled: _____

Date for Review: _____

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Organisational Chart



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Supplementary Job Description Information

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

Physical Effort

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included'**

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
Required to sit alongside two other panel members for a period of time	As required	1-3 hours	
Walking from site car park to venue	As required	Depends on location of venue	
Carrying a number of confidential reports to and from hearings	As required	Each hearing attended	

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Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
To concentrate for long periods of time	During hearing	1-3 hours	
Taking detailed notes	During Hearing	1-3 hours	
Reading comprehensive reports	Prior to Hearing	Variable	
Listening carefully to care professionals and patients	During Hearing	1-3 hours	

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Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/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 behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Reading potentially distressing reports	Prior to Hearing	variable	
Listening to potentially distressing information	During Hearing	variable	
Witnessing potentially distressed patients	During Hearing	variable	
Giving potentially unwelcome news to patients and/or relatives	During Hearing	variable	

CAJE Reference/Date:

Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable (**even with the strictest health and safety controls**), such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - ***Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
Potential aggressive behaviour from patients	Unknown	Unknown	

CAJE Reference/Date: