



NHS

**Sheffield Health
and Social Care**
NHS Foundation Trust



Associate Mental Health Act Manager (AMHAM)



Role description

| | |
|------------------------|---|
| Role title: | Associate Mental Health Act Manager |
| Pay: | £15.75 per hour; minimum of £63 per session |
| Reports to: | Mental Health Legislation Administration Manager |
| Accountable to: | Head of Mental Health Legislation |

Values:

Sheffield Health and Social Care NHS Foundation Trust is a major employer and provider of services. Our Service Users, Carers and Staff are central, and our Values are important, to the delivery of high-quality care. We actively seek out individuals who share these values:

- Working together for service users
- Respect and kindness
- Everyone counts
- Commitment to quality
- Improving lives

▶ Role purpose

The Associate Mental Health Act Manager (AMHAM) acts as an important safeguard for those individuals who are detained, in hospital, under the Mental Health Act.

They also provide a safeguard for individuals who are subject to Mental Health Act restrictions within the community eg. Community Treatment Orders.

The overarching purpose of the AMHAM role is to ensure that a person's liberty and freedom is only restricted, or removed, when the relevant legal criteria are met.

▶ General requirements

- All AMHAMs will be required to complete initial training and induction which is of relevance to the AMHAM role
- Each Associate Mental Health Act Manager (AMHAM) is expected to be willing and able to participate in at least ten hearings/reviews per year (subject to the Trust providing sufficient opportunities)
- All AMHAMs are expected to attend Quarterly AMHAM meetings; a minimum attendance of two meetings a year is needed.
- All AMHAMs will be expected to take part in continuous development and training in relation to the AMHAM role and relevant aspects of mental health legislation.
- AMHAMs will be required to work within the law and adhere to local policies and guidance
- AMHAMs, whilst not employees of the Trust, are nevertheless required to work in a manner which is in keeping with the Trust's values

Please note:

- In order to be an independent decision maker, AMHAMs are unable to be employees of the Trust. This means that SHSC employees are ineligible to be appointed to the AMHAM role. Should a person be appointed as an AMHAM and subsequently become an employee of the Trust, they will unfortunately be ineligible to continue with the AMHAM role.
- Applicants for the AMHAM role do not have to live within the geographical boundary of Sheffield. Whilst AMHAMs are able to claim for reasonable travel costs which are incurred whilst carrying out the AMHAM role, the amount reimbursed is subject to a limit. The amount of this limit will be reviewed at least on an annual basis.
- The Trust only financially remunerates AMHAMs for time undertaken conducting the AMHAM role. The Trust is unable to remunerate for time spent travelling to/from hearings/meetings.

▶ Principal duties

To carry out certain statutory duties contained within the Mental Health Act 1983 (as amended) on behalf of the Trust.

This consists of:

- Reviewing, on either an appeal or in response to a statutory requirement, whether a person should remain detained in hospital under the Mental Health Act
- Reviewing, on either an appeal or in response to a statutory requirement, whether a person should remain subject to restrictions,

imposed by the Mental Health Act, within the community (such as Community Treatment Orders)

Please note that Sheffield Health and Social Care NHS Foundation Trust currently prefers to hold hospital manager hearings and reviews in-person. Whilst there may be some occasions when hearings/reviews are carried out virtually/on-line, people interested in applying for the AMHAM role are asked to note our face-to-face practice. This may be particularly relevant for those who may live some geographical distance from Sheffield.

Role review

The Mental Health Act 1983 (as amended) has been reviewed nationally and a new Mental Health Act may be introduced at some point within the future. What any new Mental Health Act will contain is subject to Parliamentary approval. Whilst the AMHAM role is expected to remain within the new legislation, the role is understood to remain under review by the Government. This means there is a possibility that the role of the AMHAM under the new legislation may change, or potentially be phased out.

At the time of writing, there are no known plans for such possible changes.

All AMHAMs are expected to observe the following:

Equal opportunities and dignity at work – statement of intent

The Trust is a major employer and provider of services. We are committed to building a workforce which reflects the diversity of and meets the needs of the local community.

We oppose all forms of discrimination on legal and moral grounds and recognise that discrimination creates barriers to achieving equality for everyone.

The Trust is committed to making equality of opportunity and fair treatment a reality whereby an individual can seek, obtain and continue employment without unfair discrimination.

As an equal opportunities employer, we will ensure that all applicants and appointees will receive fair and equal treatment and will not be disadvantaged by unjustified conditions or requirements.

The Trust's Equal Opportunities and Dignity at Work Policy underpins the Trust's commitment to achieve equality and fairness at work and to ensure that individuals or groups are not unfairly discriminated against.

We are committed to improving our practice through signing up to initiatives such as Stonewall Champions, the Disability Standard/Disability Confident and Mindful Employer.

Safeguarding children and adults

The Trust is committed to safeguarding and promoting the welfare of children, young people (anyone under the age of 18) and adults. It expects all AMHAMs to share this commitment and act in such a way that safeguards and promotes the health and wellbeing of children, young people and adults.

AMHAMs must ensure that they are familiar with the signs and symptoms of abuse and know what to do if any such concerns are raised.

AMHAMs are expected to know about and follow the Trust's safeguarding children and safeguarding adult policies which can be found on the Trust intranet and participate in related mandatory/statutory training.

Risk management

AMHAMs should be aware of the principles of risk management and adopt appropriate practice to reduce the risk to themselves and others.

Infection prevention and control

AMHAMs are expected to comply with the Trust's Infection Prevention and Control policies and conduct themselves in such a manner as to minimise the risk of causing healthcare associated infections.



▶ Person Specification

ASSOCIATE MENTAL HEALTH ACT MANAGER (AMHAM)

Here at Sheffield Health and Social Care NHS Foundation Trust, your values are as important as the skills and competencies you bring with you and will learn here.

| VALUES – assessed at interview | TECHNICAL SKILLS | Assessed at interview/ application |
|--|--|---|
| <p>Behaviours and values</p> <ul style="list-style-type: none"> Working together for service users <p>Service users come first in everything we do. We fully involve service users, staff, families, carers, communities, and professionals inside and outside the NHS. We put the needs of service users and communities before organisational boundaries, through working in partnership. We speak up when things go wrong.</p> <ul style="list-style-type: none"> Respect and kindness <p>We value every person – whether patient, their families or carers, or staff – as an individual, respect their aspirations and commitments in life, and seek to understand their priorities, needs, abilities and limits. We take what others have to say seriously. We can be trusted to be honest and open about our point of view and what we can and cannot do.</p> | <p>Knowledge and skills</p> <p>Essential</p> <ul style="list-style-type: none"> • Ability to assimilate large amounts of information provided by health and social care professionals • Ability to communicate clearly, and with empathy, with people of all abilities • Ability to make objective decisions within a context of often emotionally demanding and distressing patient histories • Ability to work with others, to respect and consider diversity of views, yet also be able to convey your individual view • To have a curious mind and be confident | <p>A/I</p> <p>A/I</p> <p>A/I</p> |

Working together for service users

Respect & kindness

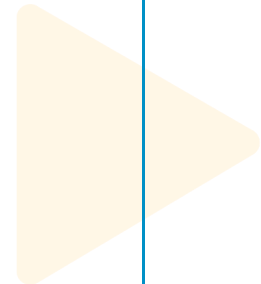
Everyone counts

Commitment to quality

Improving lives

| | | |
|---|--|-----------------------------------|
| <ul style="list-style-type: none"> • Everyone counts <p>We maximise our resources for the benefit of the whole community, and make sure nobody is excluded, discriminated against or left behind. We accept that some people need more help, that difficult decisions have to be taken – and that when we waste resources we waste opportunities for others.</p> <ul style="list-style-type: none"> • Commitment to quality <p>We earn the trust placed in us by insisting on quality and striving to get the basics of quality of care – safety, effectiveness and patient experience – right every time. We encourage and welcome feedback from patients, families, carers, staff and the public. We use this to improve the care we provide and build on our successes.</p> <ul style="list-style-type: none"> • Improving lives <p>We strive to improve health and wellbeing and people’s experiences of the NHS. We cherish excellence and professionalism wherever we find it – in the everyday things that make people’s lives better as much as in clinical practice, service improvements and innovation. We recognise that all have a part to play in making ourselves, patients and our communities healthier.</p> | <p>in asking appropriate, probing questions to health and social care professionals</p> <ul style="list-style-type: none"> • Need to be able to respect and adhere to a high level of confidentiality • Willingness and ability to learn • Be able to reflect upon one’s personal abilities and values, and be able to consider constructive, developmental challenge • Have the ability to work with individuals in a non-judgemental manner • Have basic computer/IT skills eg. use of email and internet, able to read and write word documents, ability to use (or willingness to train to use) virtual communication platforms such as Microsoft Teams | |
| | <p>Training and qualifications Essential</p> <ul style="list-style-type: none"> • No formal health or social care qualifications are required. • Minimum of GCSE English (or equivalent) • Willingness to participate in training and ongoing development | <p>A</p> <p>A/I</p> |
| | <p>Experience Essential:</p> <ul style="list-style-type: none"> • Assimilating a large amount of | <p>A/I</p> |

| | | |
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| | <p>information in order to make decisions</p> <ul style="list-style-type: none"> • Expressing differences of opinion in a professional and respectful manner • Making difficult decisions within an emotionally charged context | <p>AI</p> |
| | <p>Other Essential:</p> <ul style="list-style-type: none"> • Each AMHAM is expected to be willing and able to participate in an appropriate number of AMHAM reviews and AMHAM hearings • All AMHAMs are expected to attend Quarterly AMHAM meetings; a minimum attendance of two meetings a year is needed. • AMHAMs will be expected to take part in continuous development and training in relation to the AMHAM role and relevant aspects of mental health legislation. | <p>AI</p> <p>AI</p> <p>AI</p> |



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| Value | Behaviours to test at Interview |
|--|---|
| <ul style="list-style-type: none"> <p>• Working together for service users Service users come first in everything we do. We fully involve service users, staff, families, carers, communities, and professionals inside and outside the NHS. We put the needs of service users and communities before organisational boundaries, through working in partnership. We speak up when things go wrong.</p> <p>• Respect and kindness We value every person – whether patient, their families or carers, or staff – as an individual, respect their aspirations and commitments in life, and seek to understand their priorities, needs, abilities and limits. We take what others have to say seriously. We can be trusted to be honest and open about our point of view and what we can and cannot do.</p> <p>• Everyone counts We maximise our resources for the benefit of the whole community, and make sure nobody is excluded, discriminated against or left behind. We accept that some people need more help, that difficult decisions have to be taken – and that when we waste resources we waste opportunities for others.</p> <p>• Commitment to quality We earn the trust placed in us by insisting on quality and striving to get the basics of quality of care – safety, effectiveness and patient experience – right every time. We encourage and welcome feedback from patients, families, carers, staff and the public. We use this to improve the care we provide and build on our successes.</p> <p>• Improving lives We strive to improve health and wellbeing and people’s experiences of the NHS. We cherish excellence and professionalism wherever we find it – in the everyday things that make people’s lives better as much as in clinical</p> | <ul style="list-style-type: none"> • I do what I say I am going to do • I work to build trust • I work flexibly with others, inside and outside SHSC, to identify and achieve the best outcomes • I value and acknowledge the contributions made by others • I share my knowledge and skills and offer practical support to others • I speak up if something is not right • I treat others as I would like to be treated myself, with dignity and consideration, and challenge others when they do not. • I am polite, courteous and non-judgemental • I am aware that how I behave can affect others • I appreciate and recognises other qualities and contributions • I work to build relationships based on high trust • I work to ensure our services are accessible for everyone • I appreciate people’s differences and pay attention to meeting different needs • I actively try to help others to get what they need • I consult with and include others in decisions that affect them • I look for ways to continuously improve services • I work collaboratively with others to achieve excellence • I speak up if I think something is not right • I accept and respond to constructive feedback and challenge from others • I admit if I make a mistake • I work flexibly with others to identify and achieve the best outcomes • I share my knowledge and skills and offer practical support to others • I value and acknowledge the contributions made by others |

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Improving lives

practice, service improvements and innovation. We recognise that all have a part to play in making ourselves, patients and our communities healthier

- I support service users and colleagues to achieve their potential



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