



BIRMINGHAM AND SOLIHULL MENTAL HEALTH NHS FOUNDATION TRUST

JOB DESCRIPTION

Job Title: Forensic Mental Health Specialist

Grade: Band 7

Reporting to: Central Counter Terrorism Clinical Consultancy Service (CCS)

Accountable to: CCS Clinical Lead

Location: East Midlands, Wales & West Midlands Police Counter Terrorism Unit. There is a physical requirement to travel to provide an equitable service to other bases nationally as per service specification.

Hours: Full Time 37.5 per week

DBS / SC check required (Level of disclosure), NPV3 and local mandatory Police Checks/screening as minimum.

Job Purpose:

The Forensic Mental Health Specialist is a clinical specialist post with responsibility for services to individuals with Mental health issues and complex needs referred to the Counter Terrorism strategy.

The Forensic Mental Health Specialist will work as an accountable, autonomous mental health care practitioner.

To assist with the development, coordination and implementation of a strategy to cover the provision of the Clinical Consultancy Service.

The Forensic Mental Health Specialist will manage all referrals and subsequent caseload that will include all individuals both male and females, with lower or upper age limit referred to the CCS by West Midlands Counter terrorism Unit, East Midlands Counter Terrorism Unit, Wales Extremism and other cases referred from the North CCs and South CCS, covering a geographical scope of England and Wales.

To provide specialist assessment, advice and liaison via the management of a devised clinical pathway to meet the needs of this client group.

To liaise with mental health services in accessing appropriate services for identified clients.

To provide specialist advice to Counter Terrorism case officers, senior police personnel, probation, offender managers, Prevent leads, safeguarding and other agencies in respect of clients with mental health problems and complex needs referred to the Clinical Consultancy Service.

Job Summary:

The post holder will be part of a National Team of NHS & Police staff and provide high quality liaison, assessment and management plans to the referring agencies. The post holder will be responsible for gathering information on referrals, participating in MDT risk formulation, stratification and agreeing an onward pathway and liaising with stakeholders.

The post holder will be responsible for ensuring the highest level of information governance are adhered to at all times and Trust and NMC/or other governing body values are adhered to at all times.

Organisation Chart:

Forensic Service Director

Clinical Consultancy Service Clinical Lead

Forensic Mental Health Specialist – BAND 7¹

Key Communications and Working Relationships

Internal Including and not limited to: Responsibility to the service Clinical Lead, The Central Counter Terrorism Clinical Consultancy Service, Multi-disciplinary teams, Community Mental Health Teams, Inpatient services both local and Forensic teams, support services staff, service user, GP's, carers.

External Including and not limited to: National Counter Terrorism Police Unit (NCTPU) and associated Professionals, East Midlands, Wales, West Midlands Counter terrorism Police. North West Counter Terrorism Unit Mental Health Team and associated professionals, SO15 Metropolitan Police Service and associated professionals. Wider neighbourhood policing. National Probation Service (NPS) counter terrorism unit, National Probation Service, Social Services, GP Practices, Criminal Justice agencies, Local Authorities, statutory and voluntary sector agencies and wider professionals within the Prevent sphere.

Principle Duties and Responsibilities

1. CLINICAL RESPONSIBILITIES

- 1.1 To hold a caseload of individuals for the Counter Terrorism CCS. This will include robust management of documentation standards.
- 1.2 The post holder will be expected to screen referrals using structured clinical judgement to determine a concern level.
- 1.3 To be a single point of contact providing advice and support to customers within regions and the requirement to spend time away from home at remote working locations.
- 1.4 Following MDT assessment the post holder will need to be able to develop a bespoke management plan using this information and within the context of the risk factors. The plan will need to cover the individual's needs as well as onward health and social care pathways. This will include developing a clinical formulation of need.
- 1.5 An excellent understanding of information governance and follow the information sharing agreements in place. This will involve gathering the necessary clinical and offending related background information from a range of systems. This information will support the clinical assessment and decision making process.
- 1.6 The post holder would then need to provide a proportionate amount of health information to other agencies involved in the criminal justice pathway such as the police and security agencies. This information needs to contribute towards the safety of the individual as well as inform the appropriate care pathway and advising policing units on risk management.
- 1.7 To prioritise and manage competing demands and ensure they can keep the police briefed on their actions.
- 1.8 A high standard of interpersonal skills is required due to the need to convey brief but significant information to a range of agencies.
- 1.9 To prepare accurate written reports, which are of such a high quality that can be distributed amongst outside agencies.
- 1.10 The post holder will have access to confidential multi-agency sensitive information and is expected to be aware of the potential public and media interest that this may generate and deal with these issues in line with trust policies regarding confidentiality.
- 1.11 To have a good understanding of potential onward pathways into a range of health and social care services.
- 1.12 To be conversant and possess sound working knowledge of the CONTEST Strategy and the legal guidelines in relation to criminal justice and mental health, as below:
 - Mental Capacity Act 2005
 - The Mental Health Act 1983, Amendments (2007)
 - Criminal Justice Act
 - Community Care Act
 - Police and Criminal Evidence Act
 - Valuing People Document

- Children's Act
- Health & Safety at Work Act
- Data Protection Act
- Access to Health Records 1991
- Child Protection/Safeguarding Children
- Safeguarding Adults
- Domestic Violence procedures
- CONTEST strategy.

- 1.13 To provide support and advice ensuring that all parties are briefed on the current presentation, risks and on-going treatment plan.
- 1.14 Where diversion is indicated, aid any Mental Health Act assessments at the police station or court in conjunction with the duty AMHP as required. Equally this will involve diversion into local mental health services.
- 1.15 To refer to the prison mental health teams where custody is indicated ensuring appropriate information is received along the care pathway.
- 1.16 Provide a clinically informed perspective to the Police and provide informal and formal education around mental disorder, risk and service provision.
- 1.17 Work in partnership with other healthcare providers and act as a single point of contact for health, maintaining and promoting positive working relationships with all referring agencies.
- 1.18 The post holder will support the recovery and enablement model in all aspects of their role.

2. PROFESSIONAL AND MANAGERIAL RESPONSIBILITIES

- 2.1 To maintain own personal and professional status by ensuring the requirements set out by the NMC/or relevant body and continuity of professional registration is met.
- 2.2 To input data that is required for each patient for contract management and ensure those under your line management are up to date and producing quality accurate data.
- 2.3 To keep up-to-date on current clinical and legal developments relevant to the post.
- 2.4 To meet on a regular basis with the Team Leader for clinical/management supervision and appraisal.
- 2.5 To provide clinical supervision and appraisals to staff you line manage in line with Trust policy.
- 2.6 Promoting staff morale and maintaining supportive relationships within the Team and with external stakeholders.
- 2.7 Participate in identifying on-going developments of appropriate statutory and non-statutory services/resources that can be used in onward pathways.
- 2.8 To take part and lead in co-ordinating and implementing mental health research and developments as required.
- 2.9 Participating and lead in the development of initiatives within the Team and wider

service.

- 2.10 To work in collaboration with criminal justice agencies to ensure that effective risk management systems are in place and contribute to the joint strategy for managing risk.
- 2.11 To participate and lead team meetings, business meetings, clinical meetings and others as directed by your line manager.

3. GOVERNANCE RESPONSIBILITY

- 3.1 Comply with Trust policies and procedures, statutory regulation as well as the procedures laid down by the hosting establishments.
- 3.2 To work with the Trust information sharing guidelines and policies at all times.
- 3.3 The post holder will need to pass and continue to maintain a higher level of security vetting.
- 3.4 To report all incidents in line with the Trust incident reporting procedure and conduct investigations as directed by your line manager.
- 3.5 To be responsible for the protection of vulnerable adults in line with local safeguarding procedures and in ensuring the appropriate sharing of information.
- 3.6 Diversity Issues. The post holder will have a clear understanding of how the individual's gender, ethnicity, religious beliefs, culture and/or language may affect their presentation, and will adopt their engagement accordingly, referring to specialist services as required.
- 3.7 To manage all complaints in line with the Trust policy and where agreed with your line manager investigate complaints.
- 3.8 To take a proactive lead on governance issues within the service and where directed conduct regular audits and ensure compliance with regulatory standards.

4. ADMINISTRATION RESPONSIBILITY

- 4.1 The post holder will keep up to date clinical records.
- 4.2 To regularly record service activity as per contract
- 4.3 To be responsible for the effective management of clinical records, diary appointments and workload priorities.
- 4.4 To ensure maintenance by staff of accurate and up to date documentation and ensuring confidentiality of such records of information are not breached to unauthorised personnel, and are in line with Trust policy and the Data Protection Act.
- 4.5 To ensure that service administration systems are followed.

5. EDUCATIONAL RESPONSIBILITY

- 5.1 To undertake informal and formal teaching of Police staff around issues pertaining to mental disorder, mental health services, relevant policy and procedures, risk assessment etc.
- 5.2 To promote the services to other statutory/non-statutory agencies, staff induction and clinical supervision to professional colleagues, always acting as an ambassador of the

service.

- 5.3 To ensure that the post holder remains up to date with all required mandatory training and Trusts personal development review and their own training needs.
- 5.4 To ensure that clinical practice is evidenced based, and to encourage an on-going involvement in research.
- 5.5 To contribute and participate in development of clinical practice and innovative change process. To participate and contribute to research, service modernisation, clinical governance and the National Service Framework.
- 5.6 To demonstrate an active commitment to the development of self and colleagues' practice and service development, ensuring performance indicators and targets are a priority for service delivery.
- 5.7 Responsible for ensuring confidentiality is maintained at all times in accordance with the Data Protection Act, Information Governance and Trust Policy and good practice.
- 5.8 To work jointly with other experts/agencies.

6. DIMENSIONS

- 6.1 The post holder will deliver a high quality rapid assessment of health and social care need relating to mental health, complex learning disability and other vulnerabilities for the Court and Police, and engage with appropriate services to ensure assessment needs are met.

7. CONDITIONS OF EMPLOYMENT

- 7.1 The post holder is expected to undertake any other duties according to grade, by the Team Lead.

POLICY AND ORGANISATIONAL

- The post holder is responsible for ensuring that they contribute and work towards the service/organisational aims and objectives with a contribution to risk management policy and strategic development
- Required to understand their responsibility for respecting and promoting issues of equality, diversity and rights in accordance with good practice and legislation.
- Ensure that clinical practice is in line with associated Professional Codes of Conduct.
- Participate in mandatory training and training / education relevant to the post (eg risk assessment / management, personal safety).
- Work with colleagues to develop and promote the service's philosophy, framework of care delivery and strategic objectives, taking responsibility for specific areas of policy and strategy delivery as delegated by the Clinical Lead.
- Work with colleagues to develop clinical expertise and high standards of clinical practice.
- Keep up to date with national developments in the CTU realm.
- Lead and facilitate programmes of work that contribute to the on-going development of the Team.
- Responsibility of adhering to professional and Trust Policies and Procedures.
- Demonstrate sound understanding of the legal and ethical issues in caring for people with mental health issues. In particular, demonstrating sound understanding of the Mental Health Act (1983)/Mental Capacity Act and its use in a non-mental health setting.
- Responsibility to contribute to the on-going development of the Prevent In Place Team.
- Attend team meetings as required and chair in the absence of the Clinical Lead.

Responsibility for Staff

- Work as a member of a multidisciplinary team, this will entail working with and supervising other disciplines.
- To be adaptive and flexible to the needs of the service and the expectations of other disciplines.
- Operate as a member of the CCS. They may be required to cover for the Clinical Lead during periods of annual leave and sickness and to support the Clinical Lead in facilitating an on-going programme of support, development and supervision for other members of the Team.
- Manage and appraise the performance of qualified staff within the sphere of responsibility, and report to the Clinical Lead and/or Forensic Outreach Services Lead as/or when required.
- Initiate clinical supervision for clinicians working at Band 6 and below. Offer supervision and guidance to new staff within the team as required.
- Take responsibility for agreed clinical, managerial and strategic projects associated with the provision of the CCS Team. This will include planning, implementing, reviewing and revising these projects as necessary, especially in relation to this new service development.
- Act as change agent to promote innovation and high standards of practice, promoting the CCS.

Analytical and Judgemental Skills / Freedom to Act

- The post holder will be expected to undertake comprehensive and complex assessments and make clinical decisions using their own clinical judgement and without direct supervision.
- The post holder must synthesise highly complex clinical information from a number of sources (e.g. the Service User, family member, other professionals) alongside their own clinical assessment findings in order to interpret these and formulate an impression and outcome, following which they must make independent decisions about the appropriate next steps in respect to safely and effectively managing the Service Users mental health needs.
- React proactively in cases of crisis and put in place immediate plans to resolve potentially high risk situations, ensuring all actions are communicated and documented in accordance with local policy.
- The post holder needs to act within their own professional guidelines and the Trust's policies and procedures; the post holder should have an understanding and awareness of local authority's policies and procedures.

Working Conditions

Physical Effort

- The post holder should be aware the CCS is a NATIONAL service.
- The post holder will work across the locality of West Midlands, East Midlands and Wales and expected to travel regionally or nationally according to the needs of the CCS. This can include overnight stays as directed.
- The transport/carrying of audio visual and other IT equipment may also be required.
- Present and offer training and liaison with services across the CCS national reach.

Mental Effort

- There is a frequent requirement for prolonged concentration with some interruptions.
- To be able to work in a pressurised environment which can sometimes be emotionally charged or hostile and where there may be constraints on the

engagement, motivation and co-operation, tolerance and understanding of the service users involved and their families.

- There is a frequent requirement to respond urgently to complex issues and offer support to colleagues.
- To be flexible in ability and willingness to work in a variety of settings.

Emotional Effort

- The post holder is likely to be exposed to highly distressing or highly emotional situations on a frequent basis, and may occasionally witness or have to deal with highly distressing and challenging incidents of violence or self-harm.
- When working within multidisciplinary settings the post holder may encounter and be required to address challenging team dynamics and conflicting personal perspectives.
- Often giving unwelcomed news.
- Dealing with grievances and complaints.

Working Conditions

- There will be an expectation for the post holder to be able to drive / travel without undue delay or restriction to other venues in the locality.
- Regularly using VDU on a prolonged basis.
- The post will involve a combination of sitting, standing and walking and will require sitting in a restricted position whilst performing assessment.
- The post will involve working within settings that are not managed by the Trust and working closely with other agencies.
- Be able to respond to tight timelines around assessments and service performance indicators.
- The post holder may be required to work flexibly to adapt to the needs of the service evolve.

OTHER DUTIES

- The post holder will be required to use a computer, either a stand-alone or as part of a networked system, and will be responsible for the quality of information they input. The amount of time spent on this type of work will depend on the job.
- The Trust embraces the principles of Improving Working Lives and all staff will be required to adhere to the standards laid down in this initiative.
- The post holder will be required to take part in an annual performance appraisal, where this job description will be reviewed, and objectives set.
- To undertake mandatory and statutory training as required by Trust policy.
- The Trust has a No Smoking Policy that prohibits any smoking whilst at work.
- To follow and adhere to the Trust's Health and Safety Policies and instructions and be responsible for your own and others health and safety in the work place.
- The post holder is expected to contribute to the creation of a working environment where everyone feels respected, valued and treated with dignity.

This job description is not exhaustive and may be amended in consultation with the post holder. It should be reviewed whenever major changes have been agreed to the post and should be reviewed as part of the annual appraisal process to ensure it remains an accurate reflection of the duties and responsibilities undertaken by the post holder.

General

Confidentiality

It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant trust policies are met in respect of information held on the Trust's computerised systems.

Equal Opportunities

The Trust is committed to equality of opportunity. All staff are required to comply with current legislation, trust policies and guidance good practice and the NHS Executive's Planning & Priorities Guidance 1996/7.

Conduct

It is expected that all employees will conduct themselves and represent the Trust in a responsible manner and comply with all policies and procedures;

Risk Management and Health & Safety

The post-holder will ensure compliance with the Trust's Risk Management policies and procedures; these describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, employees and visitors from harm, and stress that all employees have a responsibility to minimise risk. The post-holder will be required to observe local Health & Safety arrangements and take reasonable care of him/herself and the persons that may be affected by his/her work;

Safeguarding

All members of employees have a duty to safeguard and promote the welfare of vulnerable adults, children and young people in all relevant areas of their work. This will include any timely attendance at relevant training events and compliance with the Safeguarding Procedures;

Training, Education and Development

All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying his or her own training and development needs to meet their KSF outline;

Research and Development

Research and development is at the heart of providing effective treatment and high quality services, supporting a culture of evidence based practice and innovation amongst employees. All employees have a duty to be aware of and comply with their responsibilities for research governance, whether as researchers, as part of the team caring for those participating in research or as research participants themselves;

Control of Infection

All employees whether clinical or non-clinical are required to comply with the Health and Social Care Act 2008: Code of Practice for health and adult social care on the prevention and control of infections and related guidance;

Therefore the post-holder is expected to keep patients, visitors, themselves and other employees safe by continuously reducing the risk of healthcare associated infections;

As a manager the post holder is required to ensure that infection control responsibilities are clearly identified, allocated and understood within your team and that appropriate resource, training and support is provided to ensure that they are compliant with Trust policies and procedures on Infection Control and Hygiene;

As a manager the post holder is required to ensure that employees are supported in

attending the necessary training and on-going professional development to support their responsibilities and ensure full awareness of infection control and hygiene;

Governance Standards

Comply with the relevant Governance Standards applicable to the Trust as communicated to the post-holder from time to time;

Records Management

Maintain Trust and patient records (both paper and electronic) in accordance with Trust policies to facilitate clinical care and effective administration;

Freedom of Information

Provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with Trust Freedom of Information procedures;

Standards of Professional and Business Conduct

The post-holder will be required to comply with the Trust's Standing Orders and Stranding Financial Instructions, and at all times deal honestly with the Trust, with colleagues and all those who have dealings with the Trust, including patients, relatives and suppliers. The post-holder will also be required to comply with the Code of Conduct for NHS Managers and/or the relevant professional Codes of Conduct;

Data Protection

Comply with Trust Policies and the Data Protection Act in all respects, with particular relevance to the protection and use of personal and patient information;

Security

Comply with Trust policies to ensure there is a safe and secure environment that protects patients, employees and visitors and their property, and the physical assets and the information of the organisation;

Smoking

The Trust operates a No Smoking Policy.

Mobility

This is a Trust Wide appointment and travel around the Trust may be required;

Flexibility

BSMHFT is currently working in a climate of great change within the NHS. It is therefore expected that all employees will develop flexible working practices both within the Trust on a cross-directorate basis, and across Trust's and other organisations to meet the challenges and opportunities of working within the new NHS, which could include taking on new and changing responsibilities, according to the needs of the directorate;

This job description is a reflection of the current position and a summary of the key tasks and may change in light of the developing organisation and in consultation with the post holder.

It is the practice of the Trust to regularly examine employees' job descriptions and to update them to ensure that they relate to the job being performed or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager and those working directly to him or her. You will therefore be expected to participate fully in such discussions and in connection with them and to help re-write your job description to bring it up to date if this is considered necessary or desirable. The aim is to reach agreement on reasonable changes, but if agreement is not possible the Trust reserves the right to insist on changes to your job description after consultation with you;

Environment

BSMHFT is a major NHS Trust and we pride ourselves in the unique environment which exists for all employees. An environment where innovation is encouraged, hard work rewarded, and where our employees play an inclusive role in new developments;

Health and Safety

Staff must ensure that they are familiar with the requirements of the Health and Safety at Work Act (1974), the Trust's Health & Safety policies/codes of practice or regulations applicable to the work place.

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An environment where innovation is encouraged, hard work rewarded and where our staff, play an inclusive role in new developments.

This job description is indicative only, and the post will continue to evolve as the Trust's priorities develop. It will therefore be revised in consultation with the post holder from time to time and not less than annually. You may also be required to provide cover in other areas following appropriate discussion.

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Additional Information

Job Description Agreement

Budget Holder	Signature
	Name
Post Holder	Signature
	Name
Date	

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