

## JOB DETAILS:

<b>Job Title</b>	Care and Treatment Planning / WARRN Lead
<b>Pay Band</b>	7
<b>Hours of Work and Nature of Contract</b>	37.5 hours per week, Permanent.
<b>Division/Directorate</b>	Mental Health Care Group
<b>Department</b>	Business, Improvement, Strategy and Commissions Directorate
<b>Base</b>	Glanrhyd Hospital, Bridgend

## ORGANISATIONAL ARRANGEMENTS:

<b>Managerially Accountable to:</b>	Head of Nursing
<b>Reports to: Name Line Manager</b>	Senior Nurse
<b>Professionally Responsible to:</b>	Senior Nurse

**MAE EIN GWERTHOEDD YN EIN HELPU NI I FOD AR EIN GORAU**

**OUR VALUES HELP US BE AT OUR BEST**

**RYDYN NI'N GWRANDO, YN DYSGŪ AC YN GWELLA**

**WE LISTEN, LEARN AND IMPROVE**

**RYDYN NI'N TRIN PAWB A PHARCH**

**WE TREAT EVERYONE WITH RESPECT**

**RYDYN NI I GYD YN CYDWEITHIO FEL UN TÎM**

**WE ALL WORK TOGETHER AS ONE TEAM**

Our values and behaviours are fundamental to the way we do things at Cwm Taf Morgannwg University Health Board. They are everything we stand for and aspire to. That includes the way we behave, how we perform our roles and the way we recruit new talent. We look forward to exploring how your values align with ours. This is how

CAJE Reference RYL/2017/0067 updated 04/04/2024

Care and Treatment Planning Lead (Band 7)

**we work:**

*We listen, learn and improve  
We treat everyone with respect  
We all work together as one team*

To find out more about our values, visit: <https://cwmtafmorgannwg.wales/we-are-cwm-taf-morgannwg/>

**Job Summary/Job Purpose:**

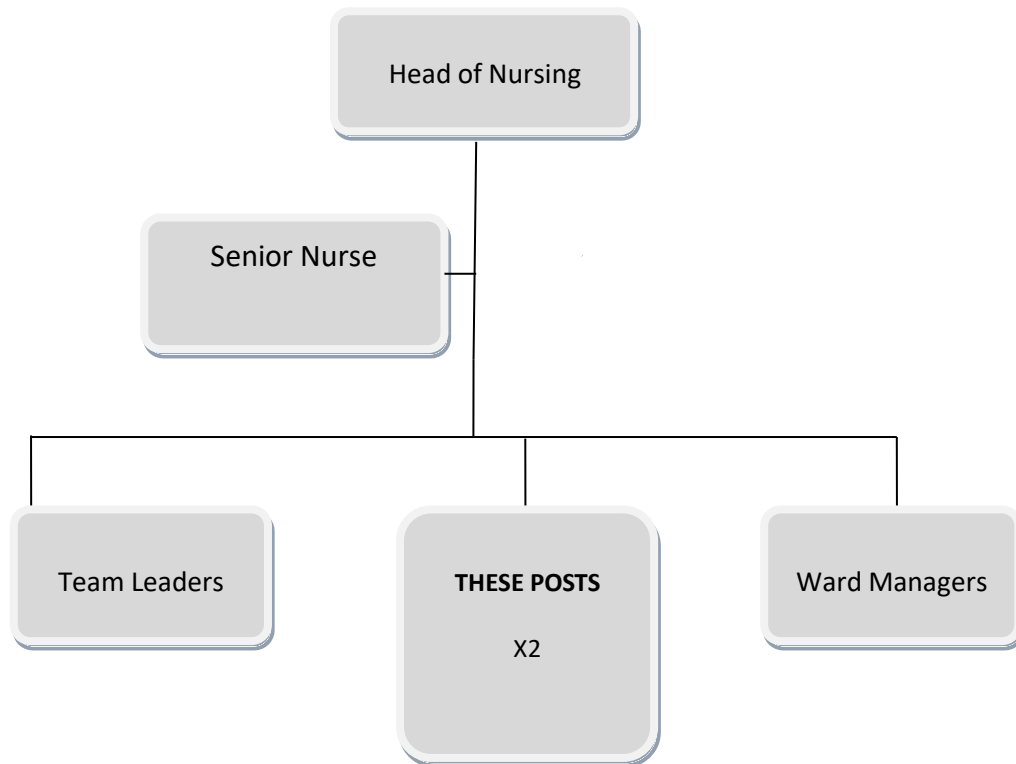
The post holders will support the Care Group by facilitating the ongoing monitoring, performance and delivery of Care and Treatment Planning (CTP) and Wales Applied Risk Research Network (WARRN) across the Care Group .

The post holders will work closely with Senior Nurses and Heads of Department to ensure that CTP and WARRN are integrated into the teams, providing specialist advice and guidance to Managers on targets and standards.

The post holders will plan and deliver specialist CTP and WARRN training, as well as evaluating the effectiveness of the training. .

The post holders will also undertake clinical work, which will allow the post holder to constantly evaluate the CTP and WARRN process as well as provide clear demonstrable leadership in the delivery of CTP and WARRN.

## Organisational Chart



## DUTIES/RESPONSIBILITIES:

### Principle Duties

- Lead the ongoing monitoring, performance and delivery of Care and Treatment Planning (CTP) and Wales Applied Risk Research Network (WARRN) across the Care Group and be accountable for own professional actions.
- Provide regular progress reports to the Directorate Management Team on the ongoing monitoring and development of CTP and WARRN.
- Give advice on the service requirements to inform the development of integrated IT systems that can be used to manage the CTP and WARRN process.
- Provide a conduit between policy makers and the Directorate Management Team to

CAJE Reference RYL/2017/0067 updated 04/04/2024

Care and Treatment Planning Lead (Band 7)

support the delivery and monitoring of CTP and WARRN .

- Provide specialist training in order to maintain the delivery of CTP and WARRN, Lead on undertaking audits, analysing results and providing feedback on CTP and WARRN performance to theCare Group, making suggestions where improvements can be made.
- Establish and maintain robust working relationships with all partners, in particular Local Authorities and Primary Care.

The post holder will :

- Work across the partnership of Health and Local Authority, voluntary agencies, service users and carers groups and other key stakeholders ensuring that all are involved in the progress of CTP and WARRN.
- Develop and facilitate training and awareness training sessions relating to CTP and WARRN in partnership with the Health Board, Local Authority and Voluntary Agencies. These would be delivered to large and small groups of multi professional staff.
- Work with all agencies to deliver specialist training to staff groups in the philosophy, process, and use of documentation within the CTP and WARRN process.
- Work as part of a multi-disciplinary, multi-agency team fostering effective and efficient communication with colleagues of all disciplines, and across all sectors.
- Establish rapport and maintain supportive professional relationships with clients and their carers, even when there are barriers to acceptance such as lack of insight or difficulties adjusting to complex life changes; recognising the stress associated with caring, offering and undertaking carer's assessments as required.
- Liaise with statutory and voluntary sector agencies, in particular General Practitioners and the primary health care team, to meet client needs.
- Provide specialist clinical reports as required eg. Mental Health Review Tribunal, Child Protection Case Conferences, Continuing Healthcare Applications.
- Contribute to effective communication with all parts of the Mental HealthCare Group, in particular in-patient services with specific responsibility for ensuring regular contact and communication is maintained with patients from the team caseload during periods of admission to hospital.

CAJE Reference RYL/2017/0067 updated 04/04/2024

Care and Treatment Planning Lead (Band 7)

- Update and maintain client's case notes with relevant, legible, contemporaneous information and activity data in accordance Professional Guidelines and Health Board Policy.
- Ensure record keeping meets the standard required by the NMC, utilising paper-based and/or IT systems and ensure information sharing protocols are understood and appropriately explained to clients.
- Provide clinical practice innovation and development advice to colleagues within the Directorate, and across the wider organisation to support the CTP and WARRN agenda.
- Present cases to the Multi-Disciplinary Team, considering the range of care and treatment options available in line with the current evidence base and making recommendations regarding the appropriate course of action.
- Assess and manage critical/unpredictable situations that arise either in relation to the individual case load or within the wider service as required.
- Manage a clinical caseload, providing comprehensive assessment, care and treatment to clients referred to the Community Mental Health Team in accordance with the Mental Health Measure.
- Provide comprehensive assessment of clients referred to the Mental Health Service, ensuring risk assessment is an integral component of all clinical work and specialist care programmes are developed and implemented to meet the clients' needs.
- Participate in the delivery of care, communicating condition sensitive information to clients/carers and ensure consistency and continuity in the quality of care provided.
- Evaluate the care given systematically, using evidence based practice, and review care plans to reflect the changing needs of the client.
- Provide expert knowledge in the care, treatment and risk assessment of clients experiencing a range of mental health problems relevant to the area of practice.
- Be competent in and provide a range of therapeutic interventions relevant to the area of practice eg. family intervention, medication management, psycho-social interventions.
- Ensure the safe administration of oral/intramuscular medication as prescribed, and monitor therapeutic effects and side effects, liaising with the appropriate staff

CAJE Reference RYL/2017/0067 updated 04/04/2024

Care and Treatment Planning Lead (Band 7)

regarding the physical and mental state of the client.

- Exercise clinical judgement and evidence based decision making when undertaking client assessments, and be responsible for negotiating and commissioning care packages to meet identified client needs.
- Require hand/eye co-ordination and accuracy to administer oral/intramuscular medication to clients, and to undertake venepuncture if required.
- Be required to use appropriate equipment to monitor client's physical health eg. thermometer, sphygmomanometer, alcometer, and hold responsibility for reporting any faults with the equipment to the appropriate Department in a timely manner.
- Support clients in state benefits applications and any aspect of housing, employment or educational needs.
- Arrange admission for assessment, continuing care and respite when necessary in consultation with the multi-disciplinary team.
- Ensure the smooth transfer of care to specialist/out of area placements as required and become re-involved in cases which are assessed as requiring repatriation to the locality.
- Provide support to clients on discharge from hospital, ensuring after care is delivered as planned.
- Lead on the delivery and monitoring of the CTP and WARRN process across Health, Local Authority and Voluntary Sectors.
- Provide regular feedback on progress to the CTP Monitoring Group and Risk Assessment Steering Group, as well as providing advice and guidance on future development and audit.
- Collect and collate data, and conduct regular audits of CTP and WARRN, working closely with the Business, Improvement, Strategy and Commissions Directorate .
- Participate in clinical and multi-disciplinary audit ensuring implementation of evidence based practice.
- Be involved in any external research programmes as required.
- Develop policies and practices to support the continued delivery of CTP and WARRN

CAJE Reference RYL/2017/0067 updated 04/04/2024

Care and Treatment Planning Lead (Band 7)

across the Care Group, which will impact on other disciplines throughout the Health Board.

- Negotiate with partner agencies to develop integrated approaches to the delivery of CTP and Risk Management.
- Develop a training strategy and ongoing training programme to ensure the Directorate is up-to-date with developments of CTP and WARRN .
- Make recommendations regarding the allocation and prioritisation of resources to ensure effective ongoing development and monitoring of CTP and WARRN.
- Demonstrate an understanding of the resource implications of clinical decision making, and have a personal duty of care for equipment used during the course of duty.
- Use available resources effectively ensuring adherence to financial control procedures.
- Manage and maintain a diary of all work activities, making it available for audit of work and travel as necessary.
- Set up, organise and maintain a range of clinics as required ensuring effective communication and continuity of care.
- Participate in and when appropriate, chair CTP review meetings.
- Possess standard keyboard skills and information technology skills including word processing, e-mail, intranet and internet, PowerPoint for communication, correspondence, recording patient activity and assessments and clinical reports.
- Participate in annual performance reviews, providing evidence of achievement against agreed objectives and maintaining a professional portfolio as required by the NMC and be required to undertake all mandatory training including manual handling.
- Act as a mentor to students on placement and provide support and supervision to junior staff, and engage in appropriate clinical supervision to support own practice development.

## **PERSON SPECIFICATION**

The knowledge to be measured in the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of years experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post.

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications and/or Knowledge</b>	Registered Mental Health Nurse.  Degree supplemented by post graduate Diploma specialist training.  Masters Degree or evidence of post-registration experience, specialist training and attendance at short courses to equivalency.  Extensive knowledge of current Mental Health, particularly CTP and WARRN.  To have completed the WARRN Train the Trainer course (or be willing to immediately complete the course) Knowledge and understanding of clinical audit, effective research processes and application of findings.  Up to date with current Mental Health legislation and developments.  Evidence of continued professional development.		Application Form  Interview  Production of evidence (certificates etc)
<b>Experience</b>	Substantial post-registration experience, with a reputation for professional innovation and	Experience of working within health and social services systems both at	Application Form  Interview

CAJE Reference RYL/2017/0067 updated 04/04/2024

Care and Treatment Planning Lead (Band 7)



	<p>excellence.</p> <p>Clinically credible with a background in multi-disciplinary working.</p> <p>Experience of managing/supervising staff.</p> <p>Teaching experience.</p>	local and strategic level.	References
<b>Aptitude and Abilities Skills</b>	<p>IT literate with standard keyboard skills.</p> <p>Research skills.</p> <p>Report writing and presentation skills.</p> <p>Change management skills.</p> <p>Excellent communication and interpersonal skills both written and verbal.</p> <p>Organisational and time management skills.</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>
<b>Personal Qualities</b>	<p>Have a positive attitude to multi-disciplinary and multi-agency working.</p> <p>Be confident and able to work independently and without supervision for long periods of time.</p> <p>Ability to demonstrate sound clinical knowledge and awareness of current evidence base relevant to the area of practice.</p> <p>Flexible and adaptable in a changing environment.</p>	Welsh Speaker.	<p>Interview</p> <p>References</p>
<b>Circumstances</b>	<p>Ability to travel throughout the locality in a timely manner.</p>		<p>Application Form</p> <p>Interview</p>

<b>Other</b>	Satisfactory Enhanced DBS certificate.		Application Form Interview References Occupational Health Questionnaire
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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.
- **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.
- **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.
- **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.
- **Confidentiality of Information:** 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. 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

CAJE Reference RYL/2017/0067 updated 04/04/2024

Care and Treatment Planning Lead (Band 7)

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 HB Disciplinary Policy.

- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB 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 without bias. All staff are requested to report and 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.
- **Safeguarding Children and Vulnerable Adults:** The organisation is committed to safeguarding children and vulnerable adults. All staff must therefore attend Safeguarding Children training and be aware of their responsibility under the Adult Protection Policy.
- **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.
- **DBS Disclosure Check:**  
The post holder does not require a DBS Disclosure Check.
- **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: \_\_\_\_\_

### **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
Be required to use a combination of sitting, standing and walking throughout the day.	Daily	2 to 3 hours	Will be visiting a number of clinical settings as well as client home environments.
Will be required to travel between different locations throughout the locality in a timely manner.	Daily	Duration of shift	Will be visiting a number of clinical settings as well as client home environments.

CAJE Reference RYL/2017/0067 updated 04/04/2024

Care and Treatment Planning Lead (Band 7)

Physical dexterity to administer intramuscular medication and undertake venepuncture.	<b>As per prescription could be weekly , fortnightly, monthly</b>	<b>10 to 20mins each administration</b>	Clinical settings or patient own home.
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CAJE Reference RYL/2017/0067 updated 04/04/2024

Care and Treatment Planning Lead (Band 7)

## 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
Concentrate for long periods on a frequent basis eg. undertaking client assessment, and may be subject to interruptions from visitors, phone calls.	Daily	Periods of 1 to 2 hrs	Will be chairing meetings, reviews, audits, preparing clinical and information reports.
Required to concentrate when delivering programmes of care and administering medication.	Up to two days weekly	15 hrs	Role will encompass clinical CMHT duties.
Be expected to deal with clients and families who may be distressed/angry or aggrieved.	Daily	1 to 2 hours	Will be supporting patient carers / families.

## Emotional Effort

CAJE Reference RYL/2017/0067 updated 04/04/2024

Care and Treatment Planning Lead (Band 7)

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
Frequently exposed to distressing situations and challenging behaviour when dealing with serious mental health problems.	<b>Weekly</b>	<b>1 to 2 hours</b>	This may happen but is expected to be planned to deal with whenever necessary with the support necessary present to minimise distress.
Occasional need to impart unwelcome news.	<b>Weekly</b>	<b>1 to 2 hours</b>	Will happen occasionally but frequency difficult to quantify.
Occasional highly distressing circumstances eg. intervene in a crisis.	<b>Weekly</b>	<b>1 to 2 hours</b>	This may happen but is expected to be planned to deal with whenever necessary with the support necessary present to minimise distress.  Will happen occasionally but

CAJE Reference RYL/2017/0067 updated 04/04/2024

Care and Treatment Planning Lead (Band 7)



			frequency difficult to quantify.
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## 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
VDU use on a regular basis.	Daily	Short periods, frequently during the day	Able to take breaks away from VDU screen.
Frequent unpleasant and unavoidable hazards eg. body odours, body fluids.	Twice a week	Short periods lasting up to 30mins to 1hour	Possible unpleasant visiting conditions cant always be predicted.

CAJE Reference RYL/2017/0067 updated 04/04/2024

Care and Treatment Planning Lead (Band 7)

Occasionally highly unpleasant exposure requirement to work in situations where verbal and/or physical aggression may occur.	<b>Monthly</b>	<b>Short periods lasting a few minutes</b>	This may happen but is expected to be planned to deal with whenever necessary with the support necessary present to minimise distress. Will happen occasionally but frequency difficult to quantify.
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CAJE Reference RYL/2017/0067 updated 04/04/2024

Care and Treatment Planning Lead (Band 7)