

JOB DESCRIPTION

Job Title:	Social Worker, Liaison Psychiatry
Grade:	Band 6
Location:	Acute Hospital Base (The North Middlesex University Hospital) In order to meet the needs of the Trust's services you may be required from time to time to work outside your normal place of work. The Trust reserves the right to change your normal place of work to any other location within the Trust.
Hours:	37.5 per week
Responsible to:	Team Manager
Accountable to:	Managing Director Barnet Division
Key Relationships:	Acute Hospital Staff, Service Manager, all members of the multi-disciplinary team, and key management and clinical staff within NLMH Partnership and other health and local authority agencies.
Background Information: (See below)	Enhanced Liaison Psychiatry Services

These services started on January 2nd, 2014. They are based on an integrated, Consultant-led, multi-disciplinary team approach to liaison psychiatry.

The teams have a high presence at the hospital focusing on all adults over 18 and all mental health conditions, giving an immediate response to urgent cases, wherever the patient need is greater.

These multi-disciplinary teams include Consultant Psychiatrists, Medical doctors foundation year 1 & 2, a Social Worker, a psychologist, Assistant Psychologists, Mental Health Nurses and Peer support workers.

The teams undertake the following:

- assessment and management of patients exhibiting signs of comorbid mental health problems.
- management of mental and physical health interactions
- assistance with Mental Capacity Act decisions and Mental Health Act assessments
- assistance with behavioural management of patients
- treatment of depression and anxiety
- motivation of patients to engage with rehabilitation and physiotherapy.

During hours of operation the services deliver:

- a dedicated, multi-disciplinary team providing a comprehensive range of mental health interventions



- improvement in the flow of patients through A&E including admission avoidance where possible
 - pro-active patient identification
 - Support for the acute trust clinicians with Mental Capacity Act decisions as and when required
 - Mental Health Act assessments as and when required
 - prompt assessment and intervention
 - close working with patients on the wards to support the staff to manage them, particularly those patients exhibiting challenging behaviour
 - increased skills for the inpatient ward staff and collaborative working between the two teams
 - liaison with Social Services to ensure that they are supportive of the early discharge of patients
 - pragmatic and positive team philosophy ensuring all cases are reviewed and management plans developed in conjunction with the ward team
 - increased quality of care for co-morbid patients and improved patient experience
 - Safeguarding lead
 - To signpost to other services across the authority
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1. Job Summary

The post holder will:

- provide mental health assessments and interventions for all adults (including older people) on inpatient wards and in Accident & Emergency as well as advice and consultation to the Enhanced Psychiatric Liaison Service. The North Middlesex University Hospital has a CAMHS Team that operate within normal working hours and there is also an out of hours limited service provided by CAMHS. There are times when Liaison services provide assessment of CAMHS patients 16- and 17-year-olds out of hours and liaise with the CAMHS consultant on-call.
- work closely with the Consultant Psychiatrists and other members of the multidisciplinary team, nursing and medical staff, Social Services social work teams and other community teams.
- For Social workers with Approved Mental Health Professional (AMHP) qualification, there is an expectation that they undertake the duties within the meaning of the Mental Health Act 1983 (MHA) by completing MHA assessments for acute hospital patients who may require psychiatric admission on behalf of the local authorities; and
- be based within the acute hospital and will be expected to 9-5 shifts with some flexibility to work out of hours in line with service needs and as agreed with the team manager.

2. Main duties and Responsibilities

- To receive referrals and undertake mental health assessments. Design and implement initial care plans for people with mental health or psychological problems in acute and rehabilitative medical care settings. Documenting such assessments in a way acceptable to the service provider.
- To communicate effectively with the Consultant and multidisciplinary team following assessment and implementation of the care plan.
- To work independently and autonomously, making clinical decisions about patients
- To be familiar with and develop links with the range of mental health facilities and services available – Health, Social Services and Voluntary Sector.



- When appropriate to assist ward teams in completion of documentation supporting applications to the appropriate panel for consideration of future placements, providing specialist supplementary reports as required.
- To ensure continuous professional development in line with local authority requirements e.g. the AMHP role and provision of quality social care.
- To liaise with staff in a variety of settings, ensuring that teams are able to respond effectively and efficiently to the needs of people with mental health problems in their care.
- To provide mental health advice and support for staff in hospital wards or A&E settings.
- To carry continuing responsibility for the initial assessment of care needs and to also support the management of a shared team caseload
- To ensure where appropriate that service users are referred for suitable follow-up care.
- To participate and lead on informal and formal training to acute hospital staff.
- To maintain clear, concise and accurate notes on all patients referred to the liaison service. Developing and maintaining suitable data bases to contain this information. Providing such information on request.
- To proactively work with patients, carers and ward staff to ensure access to the most appropriate care and to facilitate discharge as appropriate.
- Participate in and on occasions lead professional group activities relevant to service and Trust requirements/activity.
- To have reference as appropriate to the relevant legislation in arranging the provision of resources and packages for patients such as respite, brokerages, step-down, enablement, residential packages making requests or via panel if necessary.

3. Professional Responsibilities

- To access regular Clinical and Professional Supervision
- To act in accordance with all relevant Codes of Professional Conduct
- To undertake training as required including training as an Approved Mental Health Professional and Best Interests Assessor.
- To work at all times with the Council's Financial Regulations in coordinating packages of care and other services.
- To ensure compliance with national initiatives, purchaser's requirements, Trust policies and relevant DOH Directives & policies.
- To undertake Safeguarding Adult enquiries.
- To maintain and promote effective communication with the ward/department teams and other relevant health care professionals and ancillary staff.
- To maintain professional confidentiality and ensure all staff understand the relevance of this.
- To be aware of the need to maintain a safe environment and identify potential risks for all personal, patients and visitors.
- To ensure staff and own compliance with mandatory training as per Trust policy
- To set objectives and participate in regular appraisal. Ensuring that you have a Personal Development Plan agreed with your manager relevant to the requirements of the post.

4. Managerial Responsibilities

- To act up in the absence of both Senior Mental Health Liaison Nurses and the Team Manager.



- To take a lead on a key area of responsibility for the team e.g. child protection, substance misuse
- In collaboration with other senior colleagues, provide social care related advice and leadership within the liaison team and the wider service line and Trust, where required.
- To meet regularly with the Team Manager for managerial supervision.
- To meet regularly with senior colleagues to facilitate the liaison function of the service
- To collect, collate and submit information or statistics as requested.
- To ensure that all clinical and legal documents are completed correctly.
- To set objectives with and conduct regular appraisal of designated others.
- Maintain an effective working knowledge of the Mental Health Act (1983) (and subsequent revisions), the Mental Capacity Act working within the said legislation and statutory requirements/guidance. Advising others on these matters as appropriate.

5. Education and Teaching Responsibilities

- To keep abreast of developments and research in health, social care and liaison psychiatry services and relate/apply/adapt recent findings as appropriate to practice.
- To lead on and contribute to informal and formal training delivered to acute hospital staff as well as staff within NLMH Partnership MHT and other agencies where required.
- To be an effective role model for all staff that you come into contact with, both within the Trust as well as other organisations.

6. Quality and audit responsibilities

- To ensure you and your colleagues remain familiar with national, professional and local standards and quality issues relevant to the delivery of care.
- Participate in service development and partake in the evaluation of the quality of service delivery.
- To set and monitor measurable standards of care relevant to the service and be accountable for maintaining such standards.
- To participate in Clinical Governance initiatives relevant to the service/role.
- To ensure that audits are carried out within appropriate timeframes and fed into clinical governance processes
- To promote acceptable standards of care; enabling and assisting others to implement and monitor these in a variety of care settings.
- Assist in planning, undertaking and evaluating specific projects related to practice.
- To ensure that Trust procedures for dealing with incidents and complaints are followed. Leading on investigations when asked to do so.
- To follow others Health & Safety policies when not on Trust premises

To be noted:

- **This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.**
- **This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.**
- **The post holder is expected to comply with all relevant Trust policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information.**

JOB DESCRIPTION – CORE ADDITIONAL INFORMATION FOR ALL EMPLOYEES

MOBILITY

As an employee of this organisation you may be asked to carry out duties at any of its establishments, at any time throughout the duration of your contract.

HEALTH and SAFETY

It is the duty of all employees to ensure that a safe working environment and safe working practices are maintained at all times. It is also the responsibility of management to do so.

INFECTION CONTROL

All staff will be expected at all times to practice in accordance with the infection control standard specified in the policies of the organisation.

RISK MANAGEMENT

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

HEALTH PROMOTION

This organisation is committed to helping people live a healthier life. All staff are encouraged to make healthier choices and to be aware of the range of health promotion information and local policies that support the promotion of health and the prevention of ill health e.g. food and nutrition, stress management etc.

All clinical staff are reminded of their individual professional responsibilities for the promotion of health, by providing up to date and relevant best practice advice, in supporting their patients/clients to live a healthy life.

FLEXIBLE WORKING

This organisation is committed to offering flexible, modern employment practices which recognise that all staff need to strike a sensible balance between home and work life. All requests to work flexibly will be considered

SMOKING

Barnet, Enfield & Haringey Mental Health NHS Trust has a smoke free policy. Smoking will not be permitted on any Trust premises (including the grounds that those premises are sited on) or in any Trust-owned vehicle. Applicants should be aware that it will not be possible to smoke throughout working hours.

EQUAL OPPORTUNITIES

In line with the organisation's Equal Opportunities Statement, this organisation is committed to ensuring and promoting the rights of all people to equality of opportunity and all staff are required to abide by and promote this.

POLICIES AND PROCEDURES

All employees, at all times are subject to the policies and procedures of this Organisation.

SAFEGUARDING CHILDREN & VULNERABLE ADULTS

Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults.



Familiarisation with, and adherence to, the appropriate organisational Safeguarding Policies and any associated guidance is an essential requirement of all employees as is participation in related mandatory/statutory training. All employees must ensure that they understand and act in accordance with this clause. If you do not understand exactly how this clause relates to you personally then you must ensure that you seek clarification from your immediate manager as a matter of urgency. Equally, all managers have a responsibility to ensure that their team members understand their individual responsibilities with regard to Safeguarding Children and Vulnerable Adults

DATA PROTECTION

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific registered purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

CONFIDENTIALITY

This organisation attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, and other data held and processed by the organisation. All data should be treated as confidential and should only be disclosed on a need to know basis. Some data may be especially sensitive and is the subject of a specific organisational policy, including information relating to the diagnosis, treatment and/or care of patients, individual staff records and details of contract prices and terms. Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data. Due to the importance that the organisation attaches to confidentiality disciplinary action will be taken for any breach of confidentiality. All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.

All employees should be mindful of the seven information management Caldicott principles when dealing with data belonging to the organisation and person identifiable information.

1. Everyone must justify the purpose(s) for which patient-identifiable information is used
2. Do not use patient-identifiable information unless it is absolutely necessary
3. Only use the minimum necessary for the purpose
4. Access to patient-identifiable information should be on a strict "need to know" basis
5. Everyone with access to patient-identifiable information should be aware of their responsibilities
6. Everyone with access to patient identifiable information should understand and comply with Data Protection and Security legislation.
7. The duty to share information can be as important as the duty to protect patient confidentiality.

If there is any doubt whether or not someone has legitimate access to information, always check before you disclose.



STANDARDS OF BUSINESS CONDUCT FOR NHS STAFF & CODES OF CONDUCT

You are required to act at all times in accordance with the relevant professional Codes of Conduct and Accountability (including, where applicable, those for Board Members). In addition, all management staff must comply with the Code of Conduct for NHS Managers. All staff are required to act in accordance with the rules and regulations as described in the organisation's Standing Orders and Standing Financial Instructions.

The organisation reserves the right to report any activity, incident, or suspicion of behaviour likely to be deemed a breach of a professional code of conduct to the appropriate professional body. This decision as to whether such a report will be made will only be taken by the appropriate service Director after he/she has fully considered the available facts. At all times, the safety of the public, staff and the reputation of the employing organisation and the wider NHS will be key points for consideration before any report is made.

MANDATORY TRAINING

All staff are required to attend any training designated by the organisation and/or service as mandatory (compulsory) for the position held or to provide evidence of previous, recent equivalent training at a level appropriate to the post held.

SATISFACTORY CLEARANCES

For all posts where the appointment is subject to satisfactory clearance via the Criminal Records Bureau or Independent Safeguarding Authority, or any other successor agency, it should be clearly understood that the post holder must maintain satisfactory clearance status throughout his/her employment in the post.

PROFESSIONAL REGISTRATION

With respect to any post for which the appointment is subject to holding a specific professional registration, as set out in the person specification for the post, it should be clearly understood that the post holder must maintain satisfactory registration status throughout his/her employment in the post.

ADDITIONAL CLAUSE FOR ALL MANAGERS

RISK MANAGEMENT

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed and that staff receives appropriate training, that a local risk register is developed and regularly monitored and reviewed. Significant level risk must be reported through the Quality Improvement and Risk Committee (QIRC) network. Risk registers need to be submitted to the Support Services Manager or other nominated officer, on an annual basis.

ADDITIONAL INFORMATION FOR ALL STAFF

Where relevant, further information regarding these core clauses can be found in each employee's written statement of terms and condition of employment (contract documentation).

BEH-MHT VISION AND VALUES

Our vision

Our vision is embedded within our clinical strategy. We want to help people live, love, do.

- Live - A safe and secure place to call home
- Love - Re-building relationships which may have broken down during a period of illness
- Do - Help people to find a meaningful activity - that may be getting back into employment or further education

Our values

The Trust's values are:

- Compassion
- Respect
- Being Positive
- Working together

NHS VALUES

It is recommended that where possible the NHS values below are reflected in job descriptions. Please go to the NHS Confederation website for further information www.nhsconfed.org

RESPECT AND DIGNITY

We value each person 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 are honest about our point of view and what we can and cannot do.

COMMITMENT TO QUALITY OF CARE

We earn the trust that is placed in us by insisting on quality and striving to get the basics right every time – safety, confidentiality, professional and managerial integrity, accountability, dependable service and good communication. We welcome feedback, learn from our mistakes and build on our success.

COMPASSION

We find the time to listen and talk when it is needed, make the effort to understand and get on and do the small things that mean so much – not because we are asked to but because we care.

Improving lives

We strive to improve health and well-being and people's experiences of the NHS. We value 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.

WORKING TOGETHER FOR PATIENTS

We put patients first in everything we do, by reaching out to staff, patients, carers, families, communities, and professionals outside the NHS. We put the needs of patients and communities before organisational boundaries.

EVERYONE COUNTS

We use our resources for the benefit of the whole community, and make sure that nobody is excluded 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 other's opportunities. We recognise that we all have a part to play in making ourselves and our communities healthier.

DIGNITY AT WORK STATEMENT

Barnet, Enfield & Haringey Mental Health NHS Trust is committed to treating all of our staff and patients with dignity and respect. You are responsible for behaving in a way that is consistent with these aims. This includes not discriminating unfairly in any area of your work and not harassing or otherwise intimidating other members of staff.