

COMMUNITY MENTAL HEALTH SERVICE

Enfield South Integrated Core Community Mental Health Team

JOB DESCRIPTION

Job Title: Community Mental Health Care Practitioner

Grade: Band 6

Reports to: Team Manager

Accountable to: Service Manager

Location: Your normal place of work will be Lucas House, Edmonton.
However, you may be required to work or travel to any other location of the Trust's interests, including travelling to appropriate Trust meetings or service users' homes.

Job Overview

We are looking to recruit two Band 6 Community Mental Health Care Practitioners with a passion for working with people with mental health condition.

This is a well established, high performing team delivering compassionate care in the community to adults who suffer from mental health problem. You will be working in a team that is diverse in background, highly motivated, friendly, agile, flexible and responsive.

The post-holder will provide effective and timely care within a multidisciplinary team setting for working age adults who present with functional mental health problems who are residing in the London Borough of Enfield.

The post holder will carry a defined caseload and will work closely with other members of the team, including Psychologists, Medical professionals, Social Workers, Nurses other Health & Allied professionals to ensure that the best quality of care is provided.

This work will be underpinned by a bio psychosocial model of care and the post holder will ensure that best practice psycho-social interventions are offered wherever possible within their skill set.

The post holder will have a key role in providing on-going care and support to people with mental health problems, their carers and relatives and will liaise with colleagues within primary care, community health, social care services, private and voluntary organisations and the wider

mental health of adult services as appropriate.

Main Duties & Responsibilities

1. To work as a Care-coordinator within the team in the planning, delivery, co-ordination and evaluation of assessments and formulation frameworks.
2. To work closely and collaboratively with other members of the team including Psychologists Medical professionals and other Allied Professionals to provide optimal care.
3. To carry out complex person-centred assessments.
4. To ensure that all care offered is evidence based and all interventions take into account specific physical, cultural, psychological and spiritual needs of service users.
5. To assess care needs, devise care programmes, packages of care including Risk assessment, Dialog+ and implement and evaluate these in collaboration with individual service users and their carers.
6. To support and mentor less experienced staff, support workers and students from related professional backgrounds who are on placement within the team.
7. To undertake duties designed to extend clinical and managerial expertise as delegated by the Team Manager when required.
8. To undertake comprehensive outcome monitoring of all referrals seen.
9. To work collaboratively with other service providers – social/community and voluntary sector, including using social care procedures to facilitate packages of care.
10. To participate in Mental Health Act Assessments & undertake Care Act Needs Assessments that are compliant with the Care Act 2014 of service users as required.
11. To ensure that discharges are appropriate, safe and timely.
12. To lead and or co-facilitate in the delivery of non-pharmacological post diagnostic interventions, in conjunction with other team members.
13. To maintain clear, unambiguous and contemporaneous written clinical records on all service users in accordance with relevant professional standards and Trust policies, ensuring that confidentiality is kept at all times.
14. To initiate and/or collaborate in clinical developments based on appropriate research evidence. Set, monitor and ensure maintenance of standards of care provision.
15. To keep abreast of latest developments / guidance in the provision of mental health care to working age adults.
16. To contribute to clinical audit and outcome measures with the support of the MDT and participate in research if required.
17. Participate in the Duty System as the Duty worker to address any urgent queries and screen new referrals, arrange assessments, provide advice and refer to other agencies as appropriate.

1) Management / Administrative

1. Undertake involvement of formal and informal training and team development for qualified



2. and unqualified staff, including students.
3. Set, monitor and ensure maintenance of standards of mental health as appropriate to the post holder's professional qualification.
4. Analytical skills to include gathering, interpreting, formulating and presenting (either verbal or written) data/information.
5. Attend all Trust mandatory trainings.
6. Ensure compliance with all local and Trust wide policies e.g. complaints, disciplinary procedures, sickness/absence, Health & Safety and risk management.
7. Promote and support systems for service user and carer involvement at all levels.
8. Carry out any other duties as delegated by the Team Manager for the clinical area.
9. To play a strategic role and actively raise the profile of Mental Health Services for Adult population in Enfield trust wide, locally and nationally.
- 10) To create effective working relationships with other agencies involved in the provision of mental health care working age adults and to work collaboratively with all staff including volunteers.

2) Educational/Professional

1. Maintain own personal and professional status by ensuring the requirements laid down by the relevant registration authority e.g. NMC registration and continuity of professional development.
2. Receive on-going clinical and managerial supervision.
3. Attend staff development and training as required.
4. The post holder will also be subject to annual appraisal for their work/performance (Performance Development Reviews) and objectives will be set on an annual basis between the post holder and their Supervisor /Manager.
5. Maintain high standards of professional service user and carer care in accordance with the Trust's aims and objectives and in line with the individual's own professional regulatory requirements.
6. Keep abreast of developments in care and psychosocial interventions.
7. Act in such a manner as to safeguard and protect the interest of the individual service users and their carers, serve the interest of society, justify public trust and confidence and uphold and enhance the good standing and reputation of the profession.

8. Legislative

1. Have an informed knowledge and understanding of the Mental Health Act 1983 and related legislation, particularly related to care of service users in the community.
2. Have knowledge and understanding of the Health & Safety Act.



9. Other duties

- 1) To undertake any other duties as may be required of you by the Team Manager/Community
- 2) Service Manager as appropriate to grade or post.
- 3) Undertake involvement of formal and informal training and team development for qualified
- 4) and unqualified staff, including students.
- 5) The post holder may be required to work at alternative locations within the Mental Health division.
- 6) The post holder may be required to complete assessments of service users referred with using the agreed assessment protocol and tools.
- 7) The post holder is required to undertake the duties and responsibilities of the post with due regard to confidentiality and the Trust Policies on Data Protection, Equal Opportunities, Health and Safety and Smoking.

This Job Description is intended as a general guide to the duties and not as an inflexible specification. This Job Description may, in consultation with the post holder, be amended from time to time to take into account new developments and any changes in working arrangements.



Equal Opportunities Statement

The Trust acknowledges the right of all people to equality of opportunity. It is the policy of the Trust to ensure that no users of its services, its employees or job applicants are unfairly discriminated against on the grounds of their race, creed, colour, ethnic origin, marital status, HIV status, disability, age, sexual orientation, religion or belief or criminal record nor disadvantaged by any conditions or requirements that cannot be shown to be justified

The Trust is committed to providing high quality and accessible services to the population served and will work hard to ensure that the different needs and expectations of its diverse communities are met.

We welcome people of all backgrounds and encourage groups that are under-represented in our workforce. We regularly monitor the diversity of our workforce and have a strategy in place to ensure we have a workforce that reflects the community we serve and publish employment monitoring data each year as part of our Race Equality Scheme.

The Trust recruitment and selection standards require each post to have a current job description and person specification which have been evaluated to ensure staff receive the same rate of pay for performing similar tasks. All selection requirements and assessment exercises must be related to the person specification for that vacancy. Recruitment advertisements and literature will be written to avoid any form of discrimination and will be consistent with the job description. All applicants that meet the essential criteria on the person specification will be shortlisted.

We are proud to hold 'Positive About Disabled People' status, which is awarded by the Job Centre Plus to employers who demonstrate a commitment to recruiting and retaining disabled people.

Job Description – Core Additional Information

Mobility

As an employee of Barnet, Enfield and Haringey Mental Health Trust (hereafter referred to as the Trust) 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 Trust 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

As an employee of the Trust you will be expected at all times to practice in accordance with the infection control standard specified in the Trust policies.

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.

Data Protection

In line with national legislation, and Trust 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.

Health Promotion

The Trust 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 eg. 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.

Smoking

As part of its responsibility for the promotion of health and prevention of ill-health the Trust is a non-smoking organisation. Staff are not permitted to smoke within or on Trust premises and are strongly urged not to smoke outside Trust premises in areas where they may be seen by patients and visitors.

Equal Opportunities

In line with our Equal Opportunities Statement, the Trust 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 the Trust.

Safeguarding Children and 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 well being 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 responsibility with regard to Safeguarding Children and Vulnerable Adults.

Flexible Working

The Trust 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.

Confidentiality

The Trust attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, and other data held and processed by the Trust. 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 Trust 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 Trust 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 six-information management Caldicott principles when dealing with Trust data and person identifiable information.

1. Justify the purposes of using confidential information
2. Only use it when absolutely necessary
3. Use the minimum that is required
4. Access should be on a strict need to know basis
5. Everyone must understand his or her responsibilities
6. Understand and comply with the law

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 Trust's Standing Orders and Standing Financial Instructions.

The Trust 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 giving full consideration to the available facts. At all times, the safety of the public, Trust staff and the reputation of the Trust 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 Trust 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 postholder 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 postholder must maintain satisfactory registration status throughout his/her employment in the post.

BARNET ENFIELD AND HARINGEY MENTAL HEALTH NHS TRUST

PERSON SPECIFICATION

Band 6

Team /Service: Enfield South Integrated Core CMHT / Community Mental Health Service

Job Title: Community Mental Health Care Practitioner

“How Tested” relates to Essential and Desirable criteria and indicates assessment will be by (A) application form, (I) interview.

Factor	Requirement	Essential = E Desirable = D	How Tested
Qualifications and Training	Registered Mental Health Practitioner, Professional registration as RNMH.	E	A/I
	Must be currently registered with appropriate professional body.	E	A
	Evidence of on-going CPD in portfolio.	E	A
Previous Experience	Minimum of 1 year post qualification experience.	D	A/I
	Post registration experience of working in a mental health setting.	D	A/I
	Experience of multi-agency/professional working.	D	A/I
	Working experience in community mental health	D	A/I



	Setting. Ability and experience in developing and implementing systems that support clinical excellence. Ability to work autonomously as well as within a wider multi-disciplinary team setting	D D	A/I A/I
Knowledge and Skills	<p>Demonstrate an extensive knowledge of evidence-based assessments and interventions.</p> <p>Able to deal with difficult situations e.g. dealing with aggressive and/or emotional patients or carers.</p> <p>Ability to communicate clearly and effectively both orally and in writing.</p> <p>Ability to use and provide effective supervision in accordance with Trust policy.</p> <p>High quality record keeping Risk Assessment and Risk Management skills.</p> <p>Ability to prioritise work demands Analytical skills to include gathering, interpreting, formulating and presenting (either verbal or written) data/information</p> <p>Ability to carry out complex assessments, interpret the gathered data and identify and implement appropriate interventions. All interventions to take account of specific physical, cultural, psychological, and spiritual needs.</p>	<p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>	<p>A/I</p> <p>A/I</p> <p>A/L</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>



Factor	Requirement	Essential = E Desirable = D	How Tested
Knowledge & Skills	Understanding of the policies relating to mental health care delivery including Safeguarding of Vulnerable Adults & Children, Mental Health Act 1983, Mental Capacity Act and Care Act 2014.	D	A/I
	Understanding and application of the use of IT systems in Health care organisations.	D	A/I
	Ability to gather, interpret and provide written reports of information often of a complex nature.	D	A/I
Attributes	Honest, trustworthy and reliable, friendly, approachable.	D	A/I
	To show unconditional positive regard to all service users and their carers.	D	A/I
	Ability to adapt to changing environments, needs and demands and respond accordingly.	D	A/I
	Ability to act as an advocate for service users as and when necessary.	D	A/I
	Act as a positive role model, dynamic, motivated caring and supportive.	D	A/I
	Ability to work under pressure while remaining calm and maintaining quality.	D	A/I
	Ability to work closely and form good working	D	A/I



	relationships with a wide range of people from other professional backgrounds and disciplines. To have a flexible and creative approach to problem solving.	D	A/I
Special Requirements	Ability to travel across the geographical areas served by the Trust. Ability to work occasional flexible hours.	D	A

FOR CANDIDATES TO NOTE

Please read the applicants guide carefully, noting particularly where initial assessment of criteria will be made. The interview will probe, in core depth, ALL CRITERIA.

This Person Specification gives the description of the skills, abilities, qualifications and experience that are required by the post holder. It is a particularly important document to consider when you are writing the 'supporting statement' element of your application form, as it provides a benchmark against which applicants will be short-listed.

Only candidates who can demonstrate that they meet the essential criteria will be invited to interview. You should therefore ensure that your application/supporting statement demonstrates how your previous experience, skills, qualifications and abilities match all of the essentials identified and possibly show examples or evidence of these.

Please also note which essential criteria will be assessed at interview and which you will need to demonstrate on your application form.