

Job Description

Post:	Clinical Lead Practitioner
Band:	Band 7
Location/Base:	All Age Liaison Team
Responsible to:	Operational Team Manager
Main Contacts:	Internal or external contacts

Job Summary

To provide clinical leadership, support and supervision to clinical staff. To support an identified team of practitioners with advice and guidance on the management of complex clinical case.

To work as an integral part of the All Age Liaison

To participate in the extended working hours as required by the needs of the service
Shift pattern, internal rotation as required

To provide clinical leadership and structured clinical supervision to the team.

- a) Maintain consistency and quality of care for all service users under the care of All Age Liaison and support effective and timely discharge from A&E and Medical Wards
- b) Support safe ,efficient and effective high quality transitions in and out of the All Age Liaison
- c) Ensure the team works in a collaborative manner with other PCFT services, primary care and other partners
- d) Support the team in delivering recovery focused mental healthcare

To ensure that clinical standards are monitored and evaluated, and ensure both they and the team provide care of the highest quality to patients

To liaise closely with general practitioners, to ensure clinical pathways are supportive of patient flow from All Age Liaison to Primary Care.

Main Duties and Responsibilities

- Provide case management supervision to the staff team,

- To be an effective decision-making and clinical resource to support the Team manager in the selections and recruitment of staff, and to develop and promote strategies aimed at staff retention
- To support the Team manager to complete appraisals for relevant allocated staff within the team.
- To support the team in developing and building effective communication with all other services.
- To take appropriate action with regard to complaints and reportable incidents within the service as directed by the Team Manager.
- To contribute to the implementation of local and national objectives.

Clinical Responsibilities

- To provide guidance and support to clinical staff in the management of complex cases.
- To provide guidance and support on MHA
- To be responsible for the development and maintenance of effective clinical pathways between All Age Liaison and other services.
- To provide additional leadership and guidance to other team members in risk assessment, risk management and positive problem solving and lead on debriefs following incidents.
- Develop confidence and competence within the team for managing complex clinical cases and issues.
- To take a lead role in the provision of clinical leadership and structured clinical supervision to the team.
- To lead on and ensure that the team undertakes appropriate and in-depth assessments and on-going intervention,
- To work collaboratively with medical staff to produce clinical management plans.
- To ensure the provision of the highest possible standard of care within the All Age Liaison and ensure the team follow these principles Ensure patients within the team have a safety plan reflective of their risk and care needs in line with policy and procedures.
- To participate and lead in mental health education and provide advice/support as necessary to patients
- To receive formal managerial supervision from the Team Manager and clinical supervision from a suitable expert.
- To initiate, develop and implement evidence based clinical practice.
- To lead on Safeguarding issues within the service
- To participate on policy implementation around infection control.
- To participate on carer and service user involvement.

Education and Training

- To organise the training of students, ensuring that they are provided with the

necessary experiences to develop their skills by allocating them an experienced supervisor who will provide assessment, supervision and support during their allocation to All Age Liaison

- Liaise with learning partners to ensure effective learning environments.
- Prepare and give teaching sessions on a formal and informal basis to the team, learners and other agencies.
- To ensure own professional development by participating in in-service and post-basic training courses.
- To be responsible for creating an environment which is conducive to the training and development of all staff employed with the team, taking into account their personal objectives and learning styles, needs of the service and the benefits to their professional practice.
- To work with the Team manager and consultant psychiatrist in the identification of training needs for all staff within All Age Liaison

Administration and Information Technology

- To ensure accurate, up to date records of visits and observations for people receiving services from All Age Liaison and comply with team handover policies, in line with the Trust's standards for record keeping.
- To maintain any official documentation as required.
- To monitor staff safety/accidents/reportable incidents and complaints as identified by the Trust's policies and procedures.
- To support and participate in the multi-disciplinary team's formal review process.
- To ensure that assessments and care plans produced by the team are, in line with Trust standards.

Professional Responsibilities

- To practice at all times in accordance with the Professional Codes of Conduct/Practice as set out by the relevant professional body.
- To observe the legal requirements of the Mental Health Act 1983 (2007), The Care Act 2014, the Capacity Act 2005, and Children Act 1989 (2004) and to practice in accordance with requirements of the relevant Codes of Practice.
- To adhere to all PCFT policies and Service protocols and to keep up to date in understanding these policies by use of the Trust internet, attendance at team meetings and in supervision.

- To observe confidentiality on all matters relating to client care and treatment, in accordance with the code of Conduct on Confidentiality.
- To be involved in research and projects to help maintain a high standard of professional knowledge.
- To practice in a professional manner, acting as a role model through practice, positive attitude and presentation to staff, other agencies, clients and carers.

Clinical Governance

- To lead and develop Clinical Governance initiatives within the team.
- To ensure that team standards are set in conjunction with the Team manager and are monitored.
- To monitor standards, ensuring quality and consistency and to take action under the guidance of the Team manager where any shortfall occurs.
- To ensure all team standards are audited on a regular basis.
- To attend the All Age Liaison professional forum and attend other relevant professional forums, within and outside the Trust.

This job description is not exhaustive, but is intended to give an overall picture of the role. Other duties within the general scope of the post may be required from time to time. The duties of the post and job description can be reviewed through the agreed process

General Duties of all post holders

- To undertake any other reasonable duty, which is appropriate to the band, when requested by Senior Staff.
- To be familiar with and comply with all Trust and departmental policies, procedures, protocols and guidelines.
- To be aware of and work towards the Trusts strategic goals.

Standards of Business Conduct

- The post holder will be required to comply with the organisations standing order and standing financial instructions and at all times, deal honestly with the organisation with colleagues and all those who have dealing with the organisation including patients, relative and suppliers.
- The post holder must ensure that their behaviour and interests inside and outside work do not conflict with their Trust position, duties and/or responsibilities.
- The post holder must comply with and support the development of the performance standards within the service/department to ensure the service is responsive to and meets the needs of its customers.

- The post holder will be required to develop and maintain good working relationships with all patients, service users, staff, contractors and where appropriate, members of the public.
- The Trust aims to maintain the good will and confidence of its own staff, patients, service users, NHS contractors and the general public. To assist in achieving this objective it is essential that at all times, the post holder carries out their duties in a courteous, sympathetic and professional manner.
- All post holders who are members of a professional body must comply with standards of professional practice / conduct. It is the post holders' responsibilities to ensure they are both familiar with and adhere to these requirements and maintain their professional membership to the relevant body.

Equality and Diversity and Equal Opportunities

- The post holder must carry out all duties and responsibilities of the post in accordance with the Trust's Equal Opportunities and Equality and Diversity policies, avoiding unlawful discriminatory behaviour and actions when dealing with colleagues, service users, members of the public and all other stakeholders.
- The post holder must promote awareness of and respect for equality and diversity in accordance with Trust policies and procedures.
- The post holder is responsible for treating all staff, patients, service users, NHS contractors and the general public with dignity and respect at all times.

Safeguarding

- Appointments to regulated and controlled activities require an enhanced DBS disclosure.
- Pennine Care NHS Foundation Trust (PCFT) employees have a statutory duty to promote the welfare of children and young people and to protect adults; enabling them to live free from harm, abuse and neglect.
- Engagement with safeguarding training, in line with responsibilities, is mandatory for all PCFT employees. PCFT employees must familiarise themselves with policies and procedures and adhere to these.
- It is the responsibility of all staff to report safeguarding concerns and familiarise themselves with who to contact in order to do this or seek further guidance.

Professional and Personal Development

- The post holder must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction Programme.
- The post holder will be involved in a formal appraisal and yearly conversations review with their manager at least every 12 months. Once performance / training objectives have been set, the staff member's progress will be

reviewed on a regular basis, so that new objectives can be agreed and set, in order to maintain progress in the service delivery.

- The post holder will be expected to take responsibility for their own professional development and will be supported by the Trust to achieve development opportunities as appropriate.

Confidentiality and Information Governance

- Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to confidential documents and information relating to patients, service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the NHS unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence has been established.
- All information obtained or held during the post-holders period of employment that relates to the business of the Trust and its service users and employees will remain the property of the Trust. Information may be subject to disclosure under legislation at the Trust's discretion and in line with national rules on exemption.
- The post holder must maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately, appropriately and kept up to date. The post holder must only access information, whether paper, electronic or in other media, which is authorised to them as part of their duties.
- The post holder must work to the requirements of data protection laws as applicable to the UK, which includes the General Data Protection Regulations (GDPR).

Health and Safety at Work

- The post holder is required to take reasonable care of the health and safety of themselves and other persons who may be affected by their acts or omissions at work and to co-operate with the Trust in adhering to statutory and departmental safety regulations.
- The post holder is responsible for ensuring that they do not intentionally or recklessly misuse or interfere with anything provided in the interests of health safety or welfare e.g. misuse of equipment.
- The post holder is required to contribute to the control of risk and must report immediately, using the Trust Incident reporting system, any incident, accident or near miss involving patients, service users, carers, staff, contractors or members of the public.
- All Trust sites have been designated a no smoking area. The post holder is therefore advised smoking is not permitted within the hospital premises or grounds or whilst representing the Trust in the course of their duty. While the Trust will not discriminate against employing smokers, all prospective employees should be aware of this policy.

Infection Control

- Infection Prevention and Control is the responsibility of all Trust staff.
- All staff members have a responsibility to protect service users, visitors and employees against the risk of acquiring health care associated infections by consistently observing Trust Infection Prevention and Control Policies and procedures and best practice guidance in order to maintain high standards of Infection Prevention and Control.

Sustainability / Net Zero Carbon

Pennine Care are committed to sustainable development, social value and achieving the NHS Net Zero Carbon reduction targets. All employees must play their part and adhere to the principals in the Green Plan, this will ensure our services are efficient, sustainable and carbon emissions are reduced. As an employee you will be expected to conserve energy / water, minimise wastage in all formats, actively promote biodiversity and use sustainable transport whenever possible.

- **Energy:** Switch off non-essential electrical equipment / lighting when not in use. Report heating issues, building too hot / too cold to the Estates Team.
- **Water:** Do not leave taps running and report all drips, leaks, and condensation issues to the Estates Team.
- **Waste:** Follow the Trust waste policy – Reduce – Reuse – Recycle do not overorder equipment / medicines. Healthcare waste must be disposed of in line with the Trust's waste management policy.
- **Biodiversity:** Enhancing biodiversity has a wealth of positive outcomes for our colleagues, services users and the environment. Think of your site, can an area be improved to have a quality green space, specific planting for habitat improvement or the installation of a couple of bird boxes? Contact the estate team for further details
- **Transport & Travel:** Where possible lift share, cycle, walk or use public transport