

**HEALTH & JUSTICE SERVICE LINE**

**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Mental Health Practitioner</b>
<b>Band:</b>	<b>Band 6</b>
<b>Hours:</b>	<b>37.5 hrs per week</b> <b>Health &amp; Justice Service Lines work to a 7 day a week working model.</b>
<b>Main Base:</b>	All CNWL Prison Sites – <b>Surrey</b> , Kent, Milton Keynes and Buckinghamshire  In order to meet the needs of the role and service, you may be required 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.
<b>Responsible To:</b>	<b>Clinical Team Leader – Mental Health</b>
<b>Accountable To:</b>	<b>Head of Healthcare</b>
<b>Organisational Chart:</b>	Head of Healthcare Service Lead – Mental Health Clinical Team Leader <b>Mental Health Practitioner</b> Associate Practitioner
<b>Key Relationships:</b>	Mental Health In-reach Colleagues Prison Officers Primary Care Team Social Care Team Substance Misuse Team Healthcare Managers Medical Staff Third (voluntary) Sector Organisations Pharmacy team User Groups Courts and Police services Health & Justice Directorate

**JOB PURPOSE:**

- To function fully within the Mental Health In-reach Team, assessing and treating patients through their journey in prison.
- To accept referrals and triage patients with the team.
- To undertake Early Days In Custody (EDIC) assessments. To ensure all new arrivals to receive a brief assessment of individual presentation and need, referring patients on to other services (GP, SMS, chaplaincy, psychology etc) and book further assessment if indicated.

- To participant in Care and Separation (Segregation) Unit (CSU) rounds with a GP and primary care nurse.
- To undertake comprehensive assessments alone or with colleagues and feedback to the Multi-disciplinary Team, ensuring that planned care is individual and appropriate to the needs of the patient.
- To provide effective case management to a defined caseload in accordance with the Care Programme Approach, in conjunction with the team, appropriate prison departments and external health, social care and probation services.
- To ensure effective pre-release care planning.

## MAIN DUTIES AND RESPONSIBILITIES

### Quality of Care

- Promote the health and well-being of patients and maintain a safe, caring and therapeutic environment based on an individualised approach.
- Working with the Team Leader to provide an environment that promotes training and development among the workforce.
- To work under the direction of the Team Manager and staff in the service to ensure that clinical priorities are clearly understood and met to an agreed standard.
- To assess health and social care needs and negotiate care plans with Patients and staff teams.
- To undertake risk assessments including the formulation of a comprehensive plans developed jointly with the Patients and staff teams.
- To work within the Prison Service safer custody framework for managing Suicide and self harm (ACCT procedures) to support Patients requiring this.
- To provide a service sensitive to age, culture, ethnicity and gender, sexuality and disability.
- To contribute to the effective multi-disciplinary team working within the team and the rest of the Prison.
- To carry out duties in accordance with Prison / NOMS policies.
- To undertake comprehensive assessment of individuals: to include all areas of need and information gathering from all relevant Prison Departments and external agencies.
- To case manage an identified caseload of clients, in conjunction with the multi-disciplinary team and relevant agencies and carers. To include the planning and implementation of effective care plans, regular review meetings, timely referral to external agencies, within the framework of the CPA, to ensure effective pre-release and discharge planning.
- To communicate effectively with all relevant internal departments and external agencies regarding clients, within the restrictions of a prison environment.
- To work closely with the MDT and identify and facilitate an effective range of therapeutic interventions for this particular client group.
- To respond to urgent referrals and to assess whether input from the team is indicated/appropriate.
- To offer a range of evidence based interventions and proactive risk management approaches to help the service user and their family to reduce and manage symptoms, high risk behaviour and other disabling effects of their conditions and enable, as far as possible, full and sustained recovery.
- To ensure that safeguarding procedures are followed.

- To monitor treatment, support concordance and ensure prompt action is taken to alleviate unwanted effects.
- To provide advice and information to Patients about their care.
- To provide access to and ongoing psycho-education regarding the various mental health conditions to Patients.
- To provide interventions and work with other disciplines/agencies/teams in the care of service users experiencing co-morbid problems with substance use/misuse.
- Provide written reports and discharge summaries as required.
- Co-ordinate CPA Review meetings and produce written care plans and circulate care plan to relevant people and agencies in accordance with the Trust policies and guidelines.
- To have a working knowledge of the MHA 1983 (Amendment 2007) as used within criminal justice settings.
- To safely plan Patient care back out into the community from Prison, or transferring to alternative prison establishments ensuring continuity of care is provided.
- The post holder where possible will, under the direction of the Team Manager and the MDT, ensure that the service is delivered to patients inclusively and effectively.

### Management of Resources

- Work within agreed levels of resources, both human and financial, to support the clinical environment. To efficiently co-ordinate all services delivered to the patient groups within prison.
- To participate in the duty rota within the team to ensure that responsiveness to referrals is timely (urgent or routine)
- Provide cover for colleagues in their absence.
- To assist and support the Team Manager in the establishment of an efficient working environment, making the most effective and efficient use of staff, supplies and services.
- To utilise all available resources to the maximum benefit of the service, being aware of resource implications specific to the team.
- Ensure that agreed Prison and Trust policies and procedures are followed.
- To participate in the induction of staff.

### Communication and Liaison

- Ensure and encourage open channels of communication with both internal and external agencies, to maintain and improve service delivery.
- Possess excellent communication skills and be able to form positive, therapeutic relationships with people who are experiencing acute illness, crisis or distress.
- Be aware of how your own verbal and non-verbal communication can be interpreted by others, and ensure a professional approach is maintained at all times.
- Help promote Team cohesiveness, multidisciplinary working and at all times work collaboratively with colleagues in all parts of the prison and the Trust to achieve healthy and effective communication.
- Carry out psychological observation and monitoring of patients, documenting and communicating these effectively within the multi-disciplinary team.

- To ensure that views of patients and carers are actively sought, channelled and acted upon, including the efficient response to complaints in accordance with the prison and Trust policies.
- To make the Team Leader aware of any concerns, and promote professional practice at all times.
- To ensure that information of a confidential nature is not divulged to any unauthorised person and is stored in line with the provisions of the Data Protection Act.
- Ensure that all documentation is legible and written in accordance with professional guidelines and best practice.
- Ensure that all telephone enquiries are managed in a timely fashion, with professionalism and courtesy.
- To maintain accurate and up to date records utilising the electronic patient record system, and ensuring any hand written documentation is legible and in accordance with professional guidelines and best practice.
- To complete agreed audit and evaluation measures and provide and collate information relevant to performance management as requested.
- Provide clinical and managerial supervision and support for junior staff.
- Act as mentor for students on placement and provide education and support.

### **Personal Development**

- Promotion of a positive image of the service through self-development.
- To keep up to date and participate in training programmes identified in a Personal Development plan, resulting from an annual appraisal.
- To keep abreast of changes in national healthcare policy and prison policy.
- Participate in annual appraisal with line manager.
- Participate in special projects, research and surveys related to the clinical area as directed.
- Participate in clinical and managerial supervision.

### **Health and Safety**

- Ensure that the environment is safe and as laid down in the Health and Safety Act (1974), Disabilities Act 2000, and the Trust Health and Safety manual.
- Adhere to the Health and Safety at Work Act, under which it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work and receive relevant training, communicating to the Manager any problems that may compromise safety.
- Be committed to the Trust's Equal Opportunities Policy and avoid any behaviour that discriminates against colleagues, potential employees, service users, carers and visitors for whatever reason.
- Adhere to the Prison's and the Trust's No Smoking Policy and refrain from smoking anywhere other than a designated smoking area.

**The following responsibilities are applicable to all employees:**

**Professional registration**

If professional registration is required for the role you undertake you are expected to maintain your registration with the applicable professional body (i.e. NMC, HCPC etc) and comply with the professional Code of Conduct. Your employment depends on you doing this and failure to remain registered or to comply with the Code of Conduct may result in temporary downgrading, suspension from duty and/or disciplinary action which may result in the termination of your employment. You are required to advise the Trust if the professional body in any way limits or changes the terms of your registration. Throughout your employment with the Trust, if requested you are required to provide your manager with documentary evidence of your registration with the professional body.

**Safeguarding**

You have a duty to safeguard and promote the welfare of children and adults at risk of abuse. You should be aware of local safeguarding procedures and how to contact named professionals for advice and support as well as reporting any concerns. You will be supported with the supervision and training needed to recognise and act on welfare concerns and to respond to the needs of children and adults. You have a responsibility to ensure that you are up to date with the safeguarding training required for all Trust employees.

**Infection Control and Waste Disposal**

Infection prevention and control is the responsibility of all staff. All duties must be carried out in accordance with the Trust hand hygiene and infection control policies and procedures.

You must also ensure that waste produced within the Trust is disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the policy.

**Data Protection, Confidentiality and Access to Health Records**

All information concerning patients/clients and other staff members must be treated as confidential and you must adhere to the policies related to this subject. If you contribute to patients' health records you are expected to be familiar with, and adhere to, the Trust's Care Records Policy and accompanying documentation. You are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act 199 and you should be aware that patients' records throughout the Trust will be subject to regular audit. You have a responsibility to ensure that patient records are maintained efficiently and that confidentiality is protected in line with the Trust's policies.

You are likely to have access to computerised data systems and you are required to obtain, process and/or use information held in these systems in a fair and lawful way. You must hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. Only disclose data only to authorised persons or organisations as instructed.

**Promoting Equality and Diversity**

Central and North West London Foundation Trust aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status. The Trust has a Valuing Diversity in the Workplace Policy and you are expected to adhere to the policy and support equality and value diversity by making sure that you do not discriminate, harass or bully colleagues, visitors or service users. You are also expected to make sure that you don't contribute to discrimination, harassment or bullying or condone discrimination, harassment or bullying by others. Everyone has a personal responsibility to promote and develop a culture that promotes equality and values diversity and where your role requires you to manage and supervise others you have the additional managerial responsibility to ensure that the team you work in does not discriminate, harass or bully.

**Health and Safety and Risk management**

As an employee you must be aware of the responsibilities placed on you under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain

a safe environment for employees, patients and visitors. You are accountable, through the terms and conditions of your employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required. All staff members 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.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff members receive appropriate training and a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Governance Committee and Risk and Assurance Committee. Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Borough Director and relevant governance committee.

### **No Smoking Policy**

There is a smoke free policy in operation in the Trust and smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

### **Staff Support**

The Trust is committed to ensuring that you achieve a good work/life balance, have access to a wide range of support including flexible working options, childcare support and many training and development opportunities.

### **General Note**

The duties and responsibilities outlined above are to be regarded as broad areas of responsibility and do not necessarily detail all the tasks which you may be required to perform. You may be expected to undertake other duties as may be required which are commensurate with your grade and experience. This job description may be subject to change from time to time in order to meet the changing needs of the Trust and department and any changes should be discussed with you. All duties and responsibilities must be carried out in accordance with statutory legislation, CNWL Standing Orders, Health and Safety regulations and professional Codes of Practice.



# Central and North West London

**NHS Foundation Trust**  
**Health & Justice Service Line**  
**Person Specification – Mental Health Practitioner**

FACTORS	ESSENTIAL	SEE KEY *	DESIRABLE	SEE KEY *
<b>EDUCATION AND QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Registered Practitioner (Registered Mental Health Nurse)</li> <li>Evidence of professional development since registration</li> </ul>	<b>A</b>	<ul style="list-style-type: none"> <li>Post registration qualification that enhances clinical work: CBT, DBT, Dual Diagnosis, etc.</li> <li>Mentorship or supervisor qualification</li> </ul>	<b>A</b>
<b>PREVIOUS EXPERIENCE</b> <b>Paid/unpaid relevant to job</b>	<ul style="list-style-type: none"> <li>Experience of working as part of a multi-disciplinary team</li> <li>Experience of care co-ordinating within CPA framework</li> <li>Experience of working in community setting</li> <li>Experience of mentoring or supervising students</li> <li></li> </ul>	<b>A</b>	<ul style="list-style-type: none"> <li>Experience of working in a Prison or forensic environment</li> </ul>	<b>A</b>
<b>SKILLS, KNOWLEDGE, ABILITIES</b>	<ul style="list-style-type: none"> <li>Expert in engaging with people with mental health problems, assessing their needs, designing and delivering appropriate interventions and evaluating the effectiveness of the process.</li> <li>Risk assessment and management skills.</li> <li>Excellent communication skills both verbal and written.</li> <li>Excellent IT skills.</li> <li>Ability to work effectively as part of a team and independently as appropriate.</li> <li>To use supervision positively and effectively.</li> <li>Proven ability to work patients to increase their level of self-determination and resilience.</li> <li>Effective time management.</li> <li>Knowledge of the needs and rights of patients.</li> <li>Knowledge of safeguarding frameworks</li> <li>Problem solving, stress management &amp; conflict resolution skills.</li> <li>Ability to engage in evidence based practice, with an understanding of care quality (clinical governance).</li> </ul>	<b>A/I</b>	<ul style="list-style-type: none"> <li>Knowledge of CPA, Mental Health Act, MAPPA, legislation and policies relevant to prison mental health.</li> </ul>	<b>A/I</b>

<b>ATTITUDES, APTITUDES, PERSONAL CHARACTERISTICS</b>	<ul style="list-style-type: none"> <li>• Motivated to maintain the highest standards possible in the service.</li> <li>• Able to accept constructive feedback.</li> <li>• Able to ask for support where required.</li> <li>• Compassionate &amp; non-judgmental approach.</li> <li>• Flexible.</li> <li>• Smart appearance and professional manner.</li> </ul>	<b>A/I</b>		
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• The post holder must have the ability to understand and implement the equal opportunities policy at a level appropriate to the job.</li> <li>• Ability to promote anti-discriminatory and anti-racist practices.</li> <li>• Ability to promote and work in line with the working model of a 7 day a week service.</li> </ul>	<b>A/I</b>		

\* **Key:** Measured by **A** = Application Form, **I** = Interview