

## Job Description

### **JOB DETAILS**

Job Title:	<b>Mental Health Practitioner (Occupational Health)</b>
Department:	<b>Occupational Health Service</b>
Reports to:	<b>Senior Occupational Health Specialist Practitioner</b>
Accountable to:	<b>Occupational Health Nurse Manager</b>

### **JOB PURPOSE**

To participate in the provision of a high-quality Occupational Health Service to clients of Sheffield Teaching Hospitals NHS Foundation Trust.

To promote positive Mental Health in the workplace and to advise Managers on Mental Health issues in the workplace, e.g., recognising anxiety, stress depression. Provide support to departments/groups of staff in crisis e.g., coping with change

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Undertake and manage own caseload.

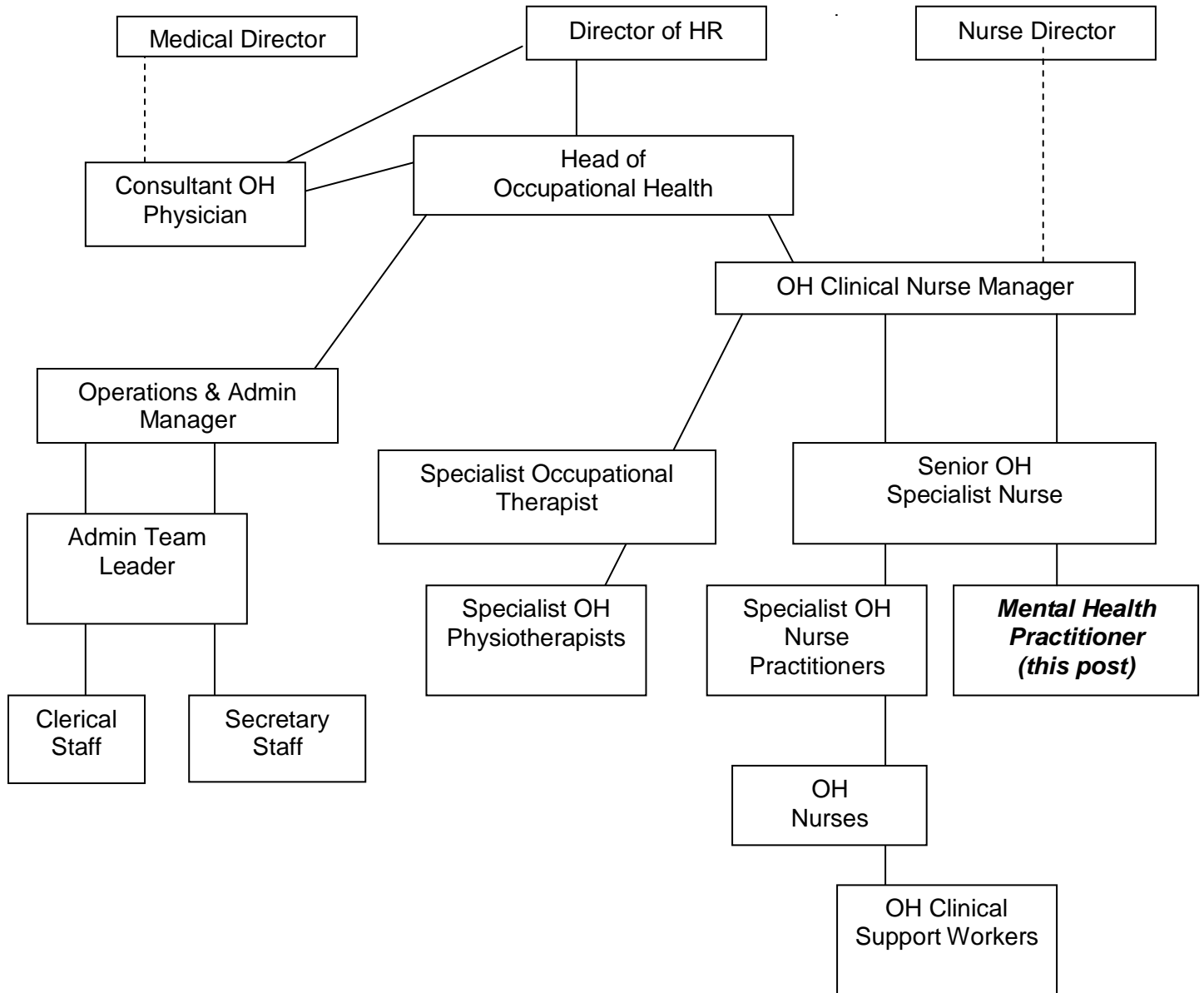
### **ROLE OF THE DEPARTMENT**

Sheffield Occupational Health Service provides a range of OH services to Sheffield Teaching Hospitals NHS Trust, other Trusts in the city and other employers in the public and private sector. It supports the NHS Health at Work initiative.

The Sheffield Occupational Health Service is responsible for assisting managers in delivering the Trust's objectives, in particular:

- To participate in the provision of a high-quality occupational health service to clients of Sheffield Occupational Health Service, including the assessment, development, implementation and evaluation of occupational health activities and standards.
- To deliver specialist Occupational Health advice within the Trust and to external client groups as per agreed contracts and Service Level Agreements.
- To promote Occupational Health within the Trust and maintain an understanding and good working relationships with all client groups.
- To respond to the professional developments in Occupational Health Practice, Health and Safety Legislation and any other legislation impacting on good clinical practice.
- To be aware of new initiatives and, together with the Senior Occupational Health Specialist Practitioner develop policies to ensure that legal requirements are communicated effectively to clients to minimise health and safety risks.

## ORGANISATION CHART



————— Indicates direct reporting line  
----- Indicates professional reporting line

## MAIN DUTIES AND RESPONSIBILITIES

- To raise awareness of Mental Health issues in the workplace.
- To update bank of current self-help literature or online information.
- To refer to multidisciplinary team within Occupational Health and other outside agencies / GP where necessary
- Provide short-term intervention only.
- To provide training on Mental Health issues in the workplace complementing current and future planned provision.
- To advise managers on Mental Health issues in the workplace and on the management of individual cases where employees are on long-term sickness or have persistent short-term absence.
- To work pro-actively undertaking group work with those departments who have high sickness absence levels due to Mental Health issues.

- To assist in identifying collective health needs within specific groups.
- To provide specialist advice verbal and/or written reports following assessment to other health professionals, managers, staff and clients.
- To assess clients who often have complex, sensitive or contentious information. High levels of communication skills are needed as staff/clients will often have barriers to accepting/understanding and may disclose highly sensitive information of a personal nature.
- To formulate specific care/treatment pathways with clients.
- Contribute to the management of sickness absence and rehabilitation as part of a holistic management approach.
- To participate and advise management/Human Resources on mental health needs.

### **Professional**

- Maintain valid and up to date registration and duty of confidentiality in accordance with NMC/HPCPC.
- Maintain awareness of current general and specific legislation in relation to Mental Health.
- Maintain an awareness of current professional issues.
- The post holder is guided by legislation, local and national policies and procedures, the professional code of conduct, accountable for own actions.
- Using a range of skills to improve communication, being proactive in seeking out different styles and methods of communicating to assist longer term needs and aims.

### **Quality**

- To support the SOHS in gaining and maintaining its SEQOHS accreditation, constantly participating in updating quality standards to reflect current best practice.
- To participate in clinical audit and quality assurance programmes to monitor performance against agreed standards and National targets.
- Assist with identifying areas for research and contribute to new initiatives and developments in practice.
- To support the OH Nurse Manager where required in investigating complaints in line with the Departmental and Trust policy.
- To maintain and develop evidence-based skills and knowledge
- Assist with the development, implementation and setting of measurable service standards.
- Provide a service that reflects NHS standards and promotes benchmarking in Occupational Health.
- To assist in developing the Occupational Health Service to realise its potential, this will include attending meetings and seminars to promote/improve quality of service within the department/Trust

### **Risk Management**

- Assist in the management of Health and Safety and Clinical Risk within the SOHS, where delegated by senior staff and help to ensure that all delegated risk assessments are regularly reviewed.
- To undertake risk assessments to provide expert advice with regard to fitness for work, safe working environments and safe systems of work.
- To provide expert advice and written reports in relation to risk assessments.
- To work with due regard to own and client's health and safety

## **Communication and working relationships**

- To ensure confidentiality at all times.
- To maintain and develop on going professional partnerships.
- Provide support relating to Mental Health and advice regarding fitness to work and adaptations working in partnership with the multi-disciplinary team.
- To participate in active listening and facilitate an impartial problem-solving advisory approach for individuals with complex issues.
- Provide an opportunity for individuals to make informed choices on workplace health issues taking into account equality, ethics and duty of care.
- Participate in working groups as and when required
- To provide comprehensive written and verbal reports.
- To be familiar with Trust objectives, beliefs, values and policies and how they contribute to Occupational Health and Wellbeing strategy.
- To maintain secure, accurate, continuous, and confidential health records for all clients.
- To contribute to health care promotion initiatives this may involve formal presentations.
- To deliver training, Health Promotion, Group Support Work in addressing Mental Health issues in a pro-active manner.
- To develop constructive departmental, cross-departmental, and inter-agency links with colleagues.
- To keep updated on local and national developments in Mental Health.
- To participate in relevant working/focus groups.
- Management of Mental Health issues in the workplace.
- Focus on preventative work – stress management (sickness absence reduction).
- To attend relevant annual training e.g. Fire, Moving and Handling and CPR.
- To communicate at all levels within both Trusts and with organisations to which a service is provided

## **FINANCIAL MANAGEMENT RESPONSIBILITIES (including estimated size of budget)**

None (Not Applicable)

## **ASSET MANAGEMENT RESPONSIBILITIES (i.e. stock, equipment, buildings)**

- To work with due regard to own and client's health and safety in relation to clinical, office and other equipment.
- To monitor and supervise stock control within the OH department,

## **WORKING RELATIONSHIPS (please identify the main personnel with whom the post holder will be required to communicate and advise internally and externally)**

### **INTERNAL**

Departmental colleagues

Trust managers

Trust staff

Physiotherapy services

Human Resources

TU/Staff Representatives

Health and Safety Team

### **EXTERNAL**

Non-STH Trust and third-party contract managers

Non-STH Trust and third-party contract staff

OH networks

Health and Safety Executive

Public Health Specialists

General Practitioners

links to external Contracts