

JOB DESCRIPTION

JOB DETAILS

JOB TITLE:	Mental Health Practitioner
JOB REFERENCE NUMBER:	GG-GG-31
GRADE:	Band 6
WARD/DEPT.	Generic
DIRECTORATE/LOCALITY:	Trustwide
ESSENTIAL QUALIFICATIONS:	Nursing degree or equivalent, Dip OT, Clinical Psychology or equivalent

ORGANISATIONAL ARRANGEMENTS

ACCOUNTABLE TO:	Locality Manager
REPORTS TO:	Clinical Team Leader / LIDTS
RESPONSIBLE FOR:	The assessment and appropriate treatment of people presenting with mental health problems, working within a multidisciplinary team.

ROLE SUMMARY

The post holder will undertake the planning and delivery of direct patient care with appropriate supervision, ensuring continuity of practice and working within a multi-disciplinary and multi-agency environment.

Managing a caseload and the provision of Mental Health Care services to people with mental health care needs.

Support and advising to other health care professionals. To support aspects of service development.

Provide an appropriate learning environment for relevant UEA students.

To be responsible for accurate mental health clustering of all patients on admission, discharge and at review.

To ensure all mental health clustering information is passed onto other Trust teams or services on transfer of patients.

To ensure the accuracy and quality of mental health clustering activity within the team.

DUTIES AND RESPONSIBILITIES

Your personal supervisor will help you to develop skills to carry out the following duties and responsibilities.

Management

Responsible for the line management of identified members of the service.

To support the development of effective mental health care pathways within the service.

Support to service evaluation and audit systems.

Support review/development of service wide policies and protocols.

Support the establishment of partnerships and networks with key stakeholders.

Deputise for Line Manager as required.

Clinical

To be accountable for own professional actions.

Participate in mental health promotion.

Provide the appropriate interventions to patients with mental illness (incorporating NICE Guidelines).

Provide training and support for colleagues, including non-statutory and statutory agencies.

Effective personal planning and organisation of daily work load.

Flexible working and manage own working time effectively and accordingly to service demands.

Practice autonomously in making clinical judgements, identifying alternative courses of action, managing and providing a high quality of care.

Maintain respectful, effective professional interpersonal relationships with others.

To attend all mandatory training as required by the Trust and to undertake further training and updating as required to carry out the role.

Initiate, create and maintain therapeutic relationships with patients and carers, ensuring that practice is patient centred.

Promote the involvement of service users and carers in the development of the care pathway.

Ensuring that all patients are given full explanation of their care pathway/treatment options and no decision is taken forward without their consent.

Regularly be involved in various research studies.

Professional

To adhere to local and professionally prescribed codes of ethical conduct and practice (e.g. confidentiality).

Maintain a professional portfolio, which demonstrates development in reflective practice.

Have arrangements in place for individual supervision as per Trust policy.

Ensure recorded contact data are accurately and timely as per Business Processes.

Adhere to all policies, procedures, guidelines and standards set by Norfolk and Suffolk Foundation Trust and relevant professional body.

Maintain and update knowledge relating to the current Mental Health Act 1983/2007 and any relevant guidance thereof, and sharing all relevant information to Primary Care colleagues as necessary.

Identifying personal learning and training needs through PDP, appraisal and personal development plans on an annual basis.

Support and develop the principles of joint partnership working and to be pro-acting in fostering positive interagency relationships and information sharing.

Provide cover in the absence of colleagues in the team and assume the responsibility normally undertaken by them during their period of absence.

Act as a Mentor to students to ensure that annual updates are undertaken and evidence for Triennial review is provided.

Be responsible for student placements and learning outcomes, with regular contact with the link tutor to discuss student issues as they arise.

Undergo training to act as a sign of Mentor for Student Nurses, ensuring that the Triennial review is completed to fulfill the requirements of the sign off role.

Ensure that personal appearance, practice and manner conform to the standards and expectations of the Trust.

To comply with all Trust Policies, Guidelines and Protocols with particular regard to community services.

SPECIFIC DUTIES

TRUST VALUES AND BEHAVIOURS

To promote and adhere to the workplace values of NSFT.

Our values and behaviours were created by 1,300 staff members, service users and carers all working together in the Putting People First project.

They reflect what we all believe makes the most positive difference to the care we offer and to the way we work with one another. By 'living our values' we will develop our Trust, our people, and continue to improve the quality of everything we do.

Our values... Our behaviours... Our future

Working together for better mental health...

Positively...



Be proactive...

Look for solutions, think creatively and focus on what we can do

Take pride...

Always do our best

Take responsibility...

Plan ahead, be realistic and do what we say we will

Support people to set and achieve goals...

And be the best they can

Recognise people...

Their efforts and achievements, and say thank you

Respectfully...



Value everyone...

Acknowledge people's unique experiences, skills and contribution

Step into other people's shoes...

Notice what's actually happening

Take time to care...

Be welcoming, friendly and support others

Be professional...

Respect people's time and be aware of our impact

Be effective...

Focus on the purpose and keep it as simple as possible

Together...



Involve people...

Make connections and learn from each other

Share...

Knowledge, information and learning

Keep people updated...

With timely, open and honest communication

Have two-way conversations...

Listen and respond

Speak up...

Seek, welcome and give feedback

REGISTERED HEALTH PROFESSIONAL

All staff that are members of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure that they are familiar with and adhere to these requirements.

SUPERVISORY RESPONSIBILITIES

The post holder will be responsible for Clinical/Management supervision to appropriate members of NSFT Trust staff. This should be carried out in line with Trust Policy.

RISK MANAGEMENT / HEALTH AND SAFETY

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures as laid down by the Trust. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

FLEXIBILITY

You are expected to be flexible in the duties you carry out and the Trust reserves the right to vary your duties from time to time in line with service needs and as commensurate with your Pay Band. You may, therefore, be required, during the course of your employment, to work in a different location and/or to carry out alternative duties consistent with your status, role, knowledge and experience, taking account of any professional registration and/or qualification requirements, and which are commensurate with your Pay Band; this may include a temporary or longer term transfer to work within a different Locality or Service. Arrangements under your Terms and Conditions of Service and Trust policies will apply.

RECORDS MANAGEMENT

The post holder has responsibility for timely and accurate record keeping where appropriate and in line with professional guidelines.

The post holder has responsibility for the creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and other relevant statutory requirements. Training will be provided in appropriate information management for the post.

SUSTAINABILITY

Carbon reduction and sustainable development are issues that impact on the lives of everyone and it is expected that all staff will commit to the principles of carbon reducing behaviours and sustainable development to ensure that resources are used efficiently, our carbon footprint is reduced and health services continue to improve.

SAFEGUARDING

Clinical

The NSFT expects all practitioners to act in accordance with statutory and local policies regarding recognition, reporting, information sharing, record keeping and joint working in relation to the Safeguarding of Children and Adults as outlined in Children Act 1989/2004, Working Together to Safeguard and Promote the Welfare of Vulnerable Children 2010 and No Secrets 2002.

WORKING WITH FAMILIES OF SERVICE USERS

Ensure that (practitioners / clinicians etc.) when working with service users consider the effects and impact of their mental health and risk behaviours on their families, and provide appropriate support, advice and education for all family members. The needs of children and young people within the household/family should be given special consideration in line with Social Care Institute for Excellence's guidance "Think Child, Think Parent, Think Family" and must always

be the priority for NSFT staff across all roles and services.

CONFIDENTIALITY

The post holder is required to maintain confidentiality of information in accordance with professional and Trust policy. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of their duties.

This job description is an outline and account of the main duties required to carry out the post. It will be reviewed periodically to reflect changes and developments in service requirements. The post holder is advised that they have a responsibility to ensure they are familiar with their Terms and Conditions of Service detailed in the Contract of Employment.

Signed:.....Manager

Signed:.....Post Holder

PERSON SPECIFICATION

The person specification should set out the qualifications, experience, skills and knowledge, personal attributes, interests and other attributes necessary for the post holder to perform the job to a satisfactory level.

JOB TITLE

Mental Health Practitioner (Deputy Clinical Team Leader)

	ESSENTIAL Without which the post holder could not be appointed	DESIRABLE Extra qualities that can be used to choose between candidates with all essential criteria	METHOD OF ASSESSMENT
QUALIFICATIONS	<p>Nursing degree or equivalent, Dip OT, Clinical Psychology or equivalent</p> <p>Mentorship qualification or ENB 998. Willingness to train to become Sign-off Mentor</p> <p>Ongoing professional development working towards degree level</p> <p>Higher degree or post graduate certificate in area of clinical / therapeutic practice</p>	<p>Good to great management course, or equivalent</p>	<p>Application form / certificates / professional portfolio</p>
EXPERIENCE	<p>Able to demonstrate an appropriate level of knowledge of mental health practice from previous experience</p> <p>Demonstrate effective risk assessment and risk management experience</p> <p>Experience in the delivery of clinical interventions</p> <p>Experience in working in team delivering person centred treatment packages</p>	<p>Experience in delivering group based interventions</p> <p>Experience in supporting service development</p>	<p>Application form / interview / professional portfolio / References</p>

	ESSENTIAL Without which the post holder could not be appointed	DESIRABLE Extra qualities that can be used to choose between candidates with all essential criteria	METHOD OF ASSESSMENT
SKILLS	<p>Excellent communication skills</p> <p>Competent assessment skills</p> <p>Effective analytical and decision-making skills</p> <p>Care planning skills</p> <p>Risk assessment knowledge and skills</p> <p>Competent and effective treatment skills</p> <p>Able to effectively prioritise own work load</p> <p>Basic computer skills including use of email/internet</p> <p>Satisfactory verbal and written language skills</p>	<p>Able to time manage and reflect on clinical practice</p> <p>PMA Training</p> <p>Prevention and Management of Suicide training</p> <p>Medicine Management</p> <p>Safeguarding training</p>	Interview
KNOWLEDGE	<p>Knowledge of medication and the monitoring of its effects</p> <p>Knowledge of psychosocial interventions</p> <p>An understanding of the policies and guidelines both local and national e.g. National Institute for Clinical Excellence guidelines (Government initiative)</p>	<p>Developing knowledge of local wider systems and networks</p> <p>Knowledge of health promotion</p>	Application form / interview / references
OTHER (Please specify)	<p>Ability to travel independently</p>		Application form / interview / document check

VALUES (APPLICABLE TO ALL POSTS)	Positively...	Respectfully...	Together...	METHOD OF ASSESSMENT
	Look for solutions, think creatively and focus on what we can do	Acknowledge people's unique experiences, skills and contribution	Make connections and learn from each other	Application and Interview
	Take pride...	Step into other people's shoes...	Share...	
	Always do our best	Notice what's actually happening	Knowledge, information and learning	
	Take responsibility...	Take time to care...	Keep people updated...	
	Plan ahead, be realistic and do what we say we will	Be welcoming, friendly and support others	With timely, open and honest communication	
	Support people to set and achieve goals...	Be professional...	Have two-way conversations. ...	
	And be the best they can	Respect people's time and be aware of our impact	Listen and respond	
	Recognise people...	Be effective...	Speak up...	
	Their efforts and achievements, and say thank you	Focus on the purpose and keep it as simple as possible	Seek, welcome and give feedback	

JOB DESCRIPTION SUPPLEMENTARY INFORMATION

POST TITLE:	Mental Health Practitioner
WARD/LOCALITY:	Trust Wide
DATE COMPLETED:	Generic 2016

Please indicate in the boxes whether the post holder will be expected to work in or be directly exposed to the following factors:

WORKING CONDITIONS

	YES	NO		YES	NO
1. Inclement weather	X		11. Humidity		X
2. Extreme Temperatures		X	12. Contaminated equipment / work area		X
3. Unpleasant smells	X		13. Driving/Being Driven (normal conditions)		X
4. Noxious Fumes		X	14. Driving/Being Driven (emergency conditions)		X
5. Excessive noise/vibration		X	15. Fleas/Lice/Infestation	X	
6. Continuous use of VDU equipment		X	16. Dangerous Chemicals – Substances in containers	X	
7. Unpleasant substances	X		17. Dangerous Chemicals – Substances (uncontained)		X
8. Infectious material	X		18. Exposure to verbal aggression (little/no support)	X	
9. Body Fluids, Faeces/Vomit	X		19. Exposure to physical aggression (little/no support)	X	
10. Dust/Dirt		X			

Each YES response requires completion in 'Further Information' Section

PHYSICAL EFFORT

	YES	NO		YES	NO
1. Working in uncomfortable conditions		X	9. Standing/sitting with limited scope for movement		X
2. Working in physically cramped conditions		X	10. Kneeling, crouching, twisting, bending, stretching	X	
3. Making repetitive movements		X	11. Walking for long periods		X
4. Lifting weights/equipment without mechanical aid	X		12. Heavy duty cleaning		X
5. Climbing or crawling		X	13. Pushing/pulling trolleys or similar equipment	X	X
6. Manipulating objects	X	X	14. Working at heights		X
7. Manual Digging		X	15. Controlled restraint i.e. in post requiring training/certification	x	
8. Running		X			

Each YES response requires completion in 'Further Information' Section

EMOTIONAL EFFORT

	YES	NO
1. Processing (e.g. typing/transmitting) news of highly distressing events	X	
2. Giving unwelcome news to patients/clients/carers/staff	X	
3. Caring for the terminally ill	X	
4. Dealing with difficult situations/circumstances	X	
5. Designated to provide emotional support to front line staff		X
6. Communicating life-changing events	X	
7. Dealing with people with challenging behavior	X	
8. Attending scenes of accidents	X	

Each YES response requires completion in 'Further Information' Section

MENTAL EFFORT

	YES	NO		YES	NO
1. Carry out formal student/trainee assessments	X		9. Check documents	X	
2. Carry out clinical/social care interventions	X		10. Drive a vehicle	X	
3. Analyse statistics	X		11. Perform calculations	X	
4. Operate equipment/machinery	X		12. Make clinical diagnoses	X	
5. Give evidence in court/tribunal/formal hearings	X		13. Carry out non-clinical fault finding		X
6. Attending meetings (if yes, describe role in "Further Information")	X				
7. Carry out screening tests/microscope work		X			
8. Prepare detailed reports	X				

Each YES response requires completion in 'Further Information' Section

FREEDOM TO ACT

	YES	NO
1. Does the post holder generally work without close supervision	X	
2. Does the post holder work without direct access to a manager		X
3. Does the post holder work without access to a manager by telephone		X
4. Is the post holder the lead specialist in their field		X

Each YES response requires completion in 'Further Information' Section

How often on average does the post holder give guidance and advice to others?

Daily: ☒ Weekly: ☐

Other frequency (please comment)

How often is the post holder's work checked/monitored/assessed?

Daily: ☐ Weekly: ☒

Other frequency (please comment)

FURTHER INFORMATION

Please enter here details of YES responses in the preceding sections

Element

(e.g. mental effort)	Ref No	Details of frequency and intensity
Working conditions	1	Occasionally exposed to inclement weather
	3	Occasionally exposed to unpleasant smells
	6	Frequent use of VDU equipment
	7	Occasional exposure to unpleasant substances (patients' homes)
	8	Occasional exposure to foul linen (i.e. linen/incontinence pads)
	9	Occasional exposure to faeces /vomit
	15	Rare exposure to fleas/lice/infestations
	18	Frequent exposure to verbal aggression
	19	Occasional exposure to physical aggression (dependent upon work areas)
Physical effort	4	Occasional requirement to lift without mechanical aids
	6	Subject to appropriate training post may be required to take bloods
	10	Frequent exposure to kneeling, crouching, twisting and bending
	13	Frequent exposure to pushing and pulling trolleys
	15	To undertake breakaway and yearly refresher courses
Emotional effort	1	Occasional exposure to distressing situations
	2	Frequent exposure to giving of unwelcome news to clients, carers or staff
	3	Rare exposure to caring for terminally ill
	4	Frequent exposure to dealing with difficult family situations
	6	Frequent exposure to dealing with life changing events
	7	Frequent exposure to dealing with people with challenging behaviour
	8	Rare exposure to attending scenes of accidents/incidents
Mental effort	1	Carry out formal student/trainee assessment as part of ongoing development
	2	Frequent requirement for prolonged concentration whilst carrying out clinical/social care interventions
	3	Occasional requirement to analyse statistics
	4	Occasional requirement to operate machinery or equipment
	5	Rare requirement to give evidence at formal hearings
	6	Frequently attend meetings
	8	Rare requirement to prepare detailed reports
	9	Frequent requirement to check documents
	10	May be required to travel independently
	11	Performing calculations may be a requirement as part of the role
	12	Frequently required to make a working diagnosis
Freedom to act	1	Works within clearly defined occupational policies, work is managed rather than supervised Works within codes of practice and professional guidelines

Manager responsible for completion of this document

Name:

Member of Staff to whom this document relates:

Date Completed:

Review Date:

DISTRIBUTION: One copy to member of staff, one copy to personal file.

Please ensure Job Description is agreed and signed by both manager and employee