

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Mental Health Practitioner</b>
<b>PAY BAND:</b>	<b>Band 6</b>
<b>LOCATION:</b>	<b>West Dorset Locality</b>
<b>ACCOUNTABLE TO:</b>	<b>Service Lead for The Rehabilitation Service</b>
<b>LINE MANAGER:</b>	<b>Community Rehabilitation Team Leader East</b>
<b>KEY RELATIONSHIPS:</b>	<b>Professionals, patients, carers, and the wider public</b>
<b>HOURS OF WORK:</b>	<p><b>This is a full time post of 37.5 hours per week. The service operates Monday – Friday 9am-5pm.</b></p> <p><b>The post holder may be required to work flexibly to meet the needs of the service.</b></p>

<b>JOB SUMMARY</b>	<p><b>To provide a high quality person centred approach to a caseload of individuals which always considers people's safety, their potential and hopes, privacy and dignity and supports individuals to maximise their independence in the community.</b></p> <p><b>To act as a clinical role model providing leadership, support and day to day supervision to junior members of the team, facilitating effective working within the team and collaborative and multidisciplinary working.</b></p> <p><b>To support the development of staff and assist them in meeting work demands in providing a quality patient experience.</b></p> <p><b>Promote a safe working environment.</b></p> <p><b>Work effectively with other agencies to support individuals in the community in order to provide holistic care and support in line with best practice guideline and evidence.</b></p>
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## SECTION A: MAIN DUTIES AND RESPONSIBILITIES

### 1. CLINICAL RESPONSIBILITIES

- 1.1 To assess, plan, implement and evaluate treatment and care to people; promoting independence and autonomy; working within a multi-disciplinary team. The post holder will develop specialist programmes of care for an individual or groups of patients/clients and provide specialist advice.
- 1.2 Advance own clinical knowledge, skill and competence based on current evidence through advanced educational programmes
- 1.3 Recognise, assess and manage risk across the immediate and wider working environment and make appropriate decision autonomously ensuring statutory requirements are met
- 1.4 To be responsible for patient safety through knowledge of systems, legal requirements and understanding of litigation.
- 1.5 To communicate effectively in verbal and written form in the exchange of complex, sensitive or contentious information in difficult situations using de-escalation, mediation, resolution and professional Duty of Candour.

### 2. MANAGERIAL RESPONSIBILITIES

- 2.1 Supervise and support team members and contribute to their overall Continuous Professional Development, mandatory training and appraisal process where required by the team leader, recognising the skills required across the team.
- 2.2 Liaise with the Team Leader to develop career pathways and support students.

- 2.3 Empower the team to creatively meet professional and organisational objectives, promote a culture of learning, development, inquiry and a team vision.
- 2.4 To ensure the work of the team is co-ordinated and concerns are fed back in a structured and timely manner which can then be acted upon efficiently and effectively.
- 2.5 To evaluate care, taking appropriate action leading to improvement in quality standards through Clinical audit, Root Cause Analysis and dealing with complaints.
- 2.6 To inspire and demonstrate leadership qualities through managing the team, working with others, demonstration of personal qualities, continuous service improvement, and setting direction.
- 2.7 Supporting the management of change through strategic thinking, use of negotiating skills, self-awareness and communication.
- 2.8 Act as a role model and promote the Trust Behaviours of being proactive, positive, respectful, supportive, reliable and trustworthy.
- 3. **RESPONSIBILITY FOR HUMAN RESOURCES / WORKFORCE**
  - 3.1 To be responsible for day to day management and/or supervision of junior staff applying HR knowledge and skill to practice to include performance management, sickness and absence management, and compliance with organisational targets as required by the team leader.
  - 3.2 Participate in the recruitment and selection of staff, assisting in the orientation of new staff.
- 4. **RESPONSIBILITY FOR FINANCE / RESOURCES**
  - 4.1 To promote the best use of available resources in the pursuit of quality service provision.
  - 4.2 Authorised signatory up in excess of £1,000 per month for area of responsibility where required by the team leader.
- 5. **RESEARCH & DEVELOPMENT**
  - 5.1 Participate in surveys, regular audits, and clinical trials relevant to role as required and create a learning environment to improve quality of care based on these results
- 6. **POLICY & SERVICE DEVELOPMENT**
  - 6.1 Responsible for contributing to the development of policies, procedures and practices applicable to their own discipline
- 7. **RESPONSIBILITY FOR INFORMATION / DATA**
  - 7.1 To maintain and ensure the highest quality of recording of patient data into the relevant record system in line with professional guidance and Trust Policy
  - 7.2 Evaluate and report data relevant to role using Trust record systems and use of Microsoft Office components such as Word and Excel
- 8. **PROFESSIONAL RESPONSIBILITIES**
  - 8.1 Ensure that personal and team performance meets job requirements, Professional Codes and standards, Trust and post competency standards at all times

- 8.2 Ensures the required level of IT competence required for the role and for team members to process, record, evaluate and report data.
- 8.3 Demonstrate commitment to the role and to service improvement through developing relationships with Commissioners, innovative thinking and small scale project management.
- 8.4 Challenge poor practice and take appropriate action making full use of current support systems.
- 8.5 Provide a positive, compassionate role model to junior staff and colleagues to ensure the delivery of people centred care and the key components of compassionate care.
- 8.6 Create effective team work across professional boundaries using team building skills, creating common goals, and through engagement.
- 8.7 Respects and applies the requirements of equality and diversity, promoting and role modelling these across the team.
- 9. **OTHER RESPONSIBILITIES - SERVICE SPECIFIC**
- 9.1 Lead on the provision and support of intensive input for a defined caseload of people requiring a rehabilitative approach that is flexible according to need but without fostering dependence.
- 9.2 As a lone worker, the post holder will be required to make autonomous clinical decisions in relation to the care of patients with complex mental health problems without constant/direct supervision and support junior staff to do the same.
- 9.3 Devise detailed and individualised well-being plans that are drawn up in collaboration with patients to enable recovery and social inclusion, reflect assessment of risk and include medication, psychological and social interventions in line with NICE guidance.
- 9.4 Provide an in-reach / outreach function that can assist with care to support transitional work when people are nearing discharge from the Inpatient Rehabilitation Units and provide intensive community follow up and support.
- 9.5 Use a systems approach to working with the person's support networks, including but not exclusive to the family, friends and accommodations providers.
- 9.6 Establish close links with local services and resources that can offer a range of social and therapeutic services and assist with broadening social networks; reducing dependence on secondary mental health services.
- 9.7 Establish links with local housing providers who are commissioned to provide accommodation, supporting and monitoring people's wellbeing with a view to progressing to independent living wherever possible.
- 9.8
- 9.10 Ensure compliance with the Mental Health Act (1983) regulations/procedures and Code of Practice.
- Administrate medication in the community (e.g. depots), ensuring compliance with nursing responsibilities under the Medicines Act (1971), the local Care of Drugs policy and other relevant Trust clinical procedures (Registered Nurses only).
- 10. **ENVIRONMENTAL FACTORS**
- 10.1 Adhere to all approved Trust and local policies and procedures. Comply with the Health and Safety at Work Act and support other staff in their responsibilities under this legislation.
- 10.2 Be familiar the Trust and local Fire and Evacuation Procedures, and enact them as necessary.
- 10.3 Be familiar with, and comply with the Trust's Incident Reporting policy/procedures
- 10.4 The role will require highly developed physical skills where accuracy is important e.g. for patient interventions and specialist therapy appropriate to profession and area of practice such as use of specialist equipment and fine tools; manual, sensory and cognitive assessment and treatments including, for nursing staff the administration intramuscular injections.
- 10.5 The post holder will be required to concentrate for sustained periods, e.g. when compiling complex client reports.
- 10.6 The post holder will be required to process distressing information relating to service users, e.g. typing letters/reports relating to child abuse, sexual abuse, etc.

- 10.7** The post holder will work extensively within client homes including seeing new clients in unknown environments; there may be exposure to pets (possibly fleas), offensive smells, cigarette / vape smoke and unsanitary environments or other hazards.
- 10.8** Daily driving requirement, both to clients homes and to meetings, which may include in inclement weather conditions.
- 10.9** Lone Working.
- 10.10** Dealing with depot injections and carrying/ disposal of sharp implements and medication.
- 10.11** Dealing with Challenging behaviours.
- 10.12** Daily concentration on clients' assessments, reports, schedules of visits, dealing with urgent issues.
- 10.13** Dealing with highly emotive situations, making clinical decisions, which may not be wanted by client/family and conveying information to them.
- 10.14** Implementation and co-ordination of assessment for decision of use of Mental Health Act, and involving family within this.
- 10.15** Supporting vulnerable people as well as carers of clients with severe mental health problems.

**PERSON SPECIFICATION  
Mental Health Practitioner**

		ESSENTIAL	DESIRABLE
<b>1.</b>	<b>KNOWLEDGE, SKILLS AND TRAINING</b>		
1.1	Registered practitioner to degree / diploma level supplemented by diploma level specialist training and / or short courses or demonstrable extensive experience in the relevant specialty	Yes	
1.2	Membership of the relevant Professional Body	Yes	
1.3	Learning and Assessing in Practice Qualification or equivalent practice assessors training		Yes
1.4	Evidence of recent professional development in an up to date portfolio	Yes	
1.5	Knowledge and understanding of Trust Strategy relevant to role	Yes	
1.6	Ability to work autonomously in the community making appropriate clinical decisions and managing risk without constant and direct supervision. Able to identify when issues require joint working and escalation into the wider multi-disciplinary team.	Yes	
1.7	Knowledge of lone working policy requirements and the risk assessment skills required to promote safe lone working.	Yes	
1.8	Ability to manage own workload in respect of a designated caseload, appropriately prioritising time and responding to clinical needs, being flexible and able to reprioritise as situations rise.	Yes	
<b>2.</b>	<b>JOB SPECIFIC EXPERIENCE</b>		
2.1	Previous line management experience		Yes
2.3	Experience of multi-disciplinary working	Yes	
2.4	Recent previous experience within a comparable role		Yes
2.5	Experience of managing change		Yes
2.6	Knowledge and understanding of legislation relevant to Practice	Yes	
2.7	Ability to evaluate care leading to improvement in quality standards and service improvement	Yes	
2.8	Ability to teach staff new to the clinical area, less experienced staff, students and members of the multi-disciplinary team	Yes	
2.9	Able to demonstrate highly developed physical skills where accuracy is important such as in the manipulation of fine tools and materials for patient interventions.	Yes	
<b>3.</b>	<b>MANAGERIAL/SUPERVISORY EXPERIENCE</b>		
3.1	Ability to prioritise and organise workload effectively, and supervise others' work.	Yes	
<b>4.</b>	<b>FINANCE/RESOURCES</b>		
4.1	Ability to promote the best use of available resources in the pursuit of quality service provision ensuring a safe environment.	Yes	
<b>5.</b>	<b>INFORMATION TECHNOLOGY/RESOURCES</b>		
5.1	Competent with Microsoft office packages e.g. word.	Yes	

5.2	Experience of electronic patient / service user record systems	Yes	
6.	PERSONAL QUALITIES/ATTRIBUTES		
6.1	Able to communicate effectively at different levels of the organisation in both verbal and written form for example with staff, patients / service users, visitors or external organisations in the exchange of complex, sensitive or contentious information, which will require the use of negotiating and/or persuasive skills.	Yes	
6.2	Able to overcome barriers to understanding where there are physical or mental disabilities.	Yes	
6.3	Able to analyse and assess sometimes challenging and complex situations requiring interpretation of potentially conflicting situations with the ability to make judgements on appropriate courses of action, requiring consideration of a range of options and the implications of each .	Yes	
6.4	Experience of planning and organising complex activities such as organising own time and that of junior staff and learners, planning patient contacts in line with expected productivity and supporting inpatient units with undertaking discharge planning as the community lead involving co-ordination with other agencies.	Yes	
6.5	Evidence of demonstrating the Trust's values and behaviours. Ability to be reflective and recognise the value of supervision to manage emotional demands of clinical role.	Yes	
6.6	Evidence of complex communication skills both verbal and written to deal with difficult situations	Yes	
6.7	Ability to use own initiative within sphere of authority	Yes	
6.8	Demonstrated ability at using tact & diplomacy	Yes	
6.9	Demonstrable leadership qualities and the ability to perform as a role model	Yes	
6.10	Willingness to advance own clinical knowledge, skill and competence based on current evidence	Yes	
7.	BUSINESS TRAVEL		
7.1	Subject to the provisions of the Equality Act, able to travel using own vehicle on Trust business.	Level 1	
8.	ADDITIONAL REQUIREMENTS		
8.1	Demonstrable skills in written and spoken English to a standard which enables the post holder to carry out the full range of duties and responsibilities of the role effectively.	Yes	

\*Essential / desirable car user definitions

Level 1 – (Essential) post holder is required to:

- travel an average of more than 3,500 miles a year;
- or travel an average of at least 1,250 miles a year; and necessarily use their car an average of 3 days a week; or spend an average of at least 50% of their time on such travel; including duties performed during the visits;
- or travel an average of at least 1,000 miles a year and spend an average of 4 days a week on such travel, including the duties performed during the visits.
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**Level 2 – (Essential) users who use their own vehicles for official journeys other than in the circumstances described under Level 1 above.**

**Level 3 (Desirable) non-essential car users who may exceptionally be required to travel on Trust business where such journeys could also be reasonably be made by public transport.**