

JOB DESCRIPTION

**OUR VISION: 'TO BE THE LEADING HEALTH AND WELLBEING SERVICE IN
THE PROVISION OF MENTAL HEALTH AND COMMUNITY CARE'**

JOB TITLE	Older Adult – AA & HTT - Practitioner
BAND	6
RESPONSIBLE TO	Team Manager
ACCOUNTABLE TO	Operational Service Manager
BASE	TBC
HOURS OF WORK	Full Time – 37.5 hours pro rata Covering operation 08:00 to 20:00 seven days a week.

ROLE SUMMARY

To work as a Band 6 Older Adult AA&HTT Practitioner in the Mid and South Essex, Older Adult Community Mental Health, Dementia and Frailty Service. This will be in the newly forming Older Adult Admission Avoidance & Home Treatment Team, which will provide assessment and support appropriate care planning to prevent unnecessary hospital admission and support early discharge when the individual is admitted.

The post holder will work with a range of professionals and will have some link into other professional services in Mid and South Essex, including EPUT, NELFT and Provide Community Services, Mental Health Inpatient services, Social Care, the Acute Trust, VCSE organisations and care sector providers.

The team will support people and their carer's in their own homes/care homes or alternative community environments during periods of acute illness and/or rehabilitation to prevent hospital admission.

The team member will be a valued member of the wider Older Adult Community Mental Health, Dementia and Frailty Services and where appropriate will assist colleagues in practice.

Role SUMMARY

The post holder carries responsibility for the assessment of care needs and the development, implementation and evaluation of programmes of care for patients with functional mental health needs who are within their own home, care home, nursing home, Acute hospital or Mental Health Inpatient Units.

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In addition, the post holder will be working in close co-operation with hospital, community services, primary health staff, social care professionals and VCSE organisations. They will be responsible for helping to maintain standards of care within the Team and actively participate in the training and education of staff as required. They will be expected to work collaboratively with individuals and their carer's/family delivering person centred care. In addition, they will also be responsible for ensuring that an integrated service is provided and ensure that good inter-disciplinary working is maintained.

KEY RESPONSIBILITIES

The post holder will be expected to act as an ambassador for EPUT within all health and social care settings. Undertaking assessments where required including planning, facilitating, implementing, and evaluating care for individuals with frailty and functional mental health issues to avoid unnecessary hospital admission and re-admission.

Advise a range of health and social care professionals on effective treatment, interventions and management of individuals promoting independence.

Signpost individuals to other teams and services as required.

Ensure effective lines of communication are maintained and establish to promote effective working relationships.

Disseminate specialist knowledge across a range of professionals and services as required. Actively and constructively contribute in Team Meetings, MDT meetings initiating and discussing new methods/models of working.

Participate in research or trials where necessary or required.

Inform the Team Manager if they are concerned with regards to any breaches of professional conduct.

Have a sound knowledge/understanding of the legislation as part of the role of the Registered Mental Health Nurse or Registered Nurse, including Mental Health Act 1983, Mental Capacity Act, Misuse of Drugs Act 1971, Access to Information Act 1991, Health and Safety at Work Act 1974. NICE Dementia Guidelines and National Dementia Strategy. In association with Anglia Ruskin University, University of Essex ensure the learning environment for all nurses in training is appropriate and that teaching areas comply with all N.M.C. Regulations. This is also extended and applies to student doctors and student social workers

Participate and take professional responsibility/accountability and ensure that accurate, timely records are maintained in line with the Trust Policy.

Ensure that clinical practice is evidence-based wherever possible and participate in research and audit.

Use research findings when designing care and to develop and awareness of the significance of nursing practice.

Keep updated in all legislative government initiatives.

Following any serious incident ensure that required documentation is fully completed in line

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with Trust Policy and Procedures.

Have an awareness of the complaints Policy and Procedure of SEPT and Southend University Hospital and attempt to resolve any issues by local resolution in the first instance. Be responsible for updating own knowledge of contemporary psychiatry and a commitment to continuing own professional and personal development, in line with Trust Appraisal and Development Policy

Attend training as provided and be responsible for keeping yourself up-to-date at all times with mandatory training.

Undertake and be proactive in clinical and managerial supervision as required and identify the training needs of junior, unregistered staff and students.

Participate in the appraisal process every year; ensure all personal objectives are met in a timely manner

Promote a positive image, showing a professional and helpful approach and identify where relationships with the public could be improved, in line with the Trust customer care agenda

OPERATIONAL RESPONSIBILITIES

Maintain agreed service standards and participate in agreed clinical quality assurance activities, leading on clinical audits, Practice Development and innovation to improve services and apply evidence based practice.

Work with Team Manager and Service Manager and clinical lead to ensure all required service targets and activity is achieved.

Act at all times in accordance with: Midwifery and Nursing Council Code of Professional Practice

In liaison with the Team Manager contribute to setting objectives for the service and devise ways of implementing and effective monitoring.

Ensure an effective workload management system is in place and that there is an equitable distribution of workload in liaison with the Team Manager.

To review at regular intervals with the clinical lead, the overall nature of the workload, work methods and techniques and evaluating clinical practice as a whole.

Provide accurate returns, statistics and reports as required by the Manager and Service Manager.

In the absence of the clinical lead ensure that referral, assessment and workload allocation happens in a timely, flexible and responsive manner, taking into account the wishes of the patients and their carer's.

On a daily basis help manage all incoming referrals effectively, providing appropriate prioritisation of the work load within agreed time frame e.g. urgent or non-urgent depending on the nature of the presenting needs and risks.

Participate in multi-disciplinary and multi-agency decision making process, through team meetings, team building and team maintenance.

Undertake and be proactive in Clinical and Managerial supervision in accordance with Trust

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Policy and Procedures.

In co-operation with the clinical lead report and investigate incidents such as complaints/accident/incidents and ensure that appropriate documentation is completed and returned to the Team Manager as soon as possible following the incident.

STAFF SUPPORT

Act as role model at all times, able to demonstrate leadership skills.

Provide specialist advice, support, supervision and consultation, to staff within the Team, outside Teams and other agencies.

Provide support and supervise junior staff in identifying training needs and actively participate in staff development programmes.

Contribute towards Team education and development providing opportunities for exchange of ideas, experience, techniques and intervention.

Instruct and supervise staff in nursing techniques applicable to the setting as necessary, identifying training needs and actively participating in staff development programmes
Ensure all junior staff is fully conversant with the physical health needs of all of patients. An approach to care is required that encompasses physical health, mental health and social care.

Assist the clinical lead & Team Manager in the maintenance and development of team morale, by demonstrating support for colleagues and showing high level of enthusiasm and commitment.

Undertake effective risk assessment and support other staff to recognise and de-escalate difficult, challenging and aggressive behaviour, ensuring all patients on the caseload have up to date risk assessments and risk management plans.

Ensure that clients on the caseload with behavioural problems are identified and that other staff are aware of the risks involved, and that other staff act with caution and care is taken when visiting, if necessary organising joint visits and remaining mindful of the lone worker policy.

Ensure the learning environment for all nurses in training is appropriate and that teaching areas comply with NMC regulations

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

ADDITIONAL DUTIES

In addition to the above duties you will also be expected to perform the below key activities in line with your job role;

- Complete mandatory training in line with Trust policy and procedures
- To participate in the staff appraisal process and to undertake for any staff you manage
- To keep yourself updated on all matters relating to Trust policy

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- To provide management supervision where appropriate

OUR TRUST STRATEGIC OBJECTIVES SUPPORTED BY OUR VISION AND VALUES

PEOPLE FIRST

(O)(U)(R) PURPOSE

We **care** for people, every day.
What we do **together**, matters.

(O)(U)(R) VISION

To be the **leading** health and wellbeing service in the provision of **mental health** and **community care**.

(O)(U)(R) VALUES

We **CARE**
We **LEARN**
We **EMPOWER**

(O)(U)(R) STRATEGIC OBJECTIVES

We will deliver **safe**, high quality **integrated** care services.
We will **enable** each other to be the **best** that we can.
We will work together with our **partners** to make our services **better**.
We will help our communities **thrive**.

ASSURANCE STATEMENT

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

NHS CONSTITUTION

You are responsible for ensuring that the values outlined in the NHS Constitution are adhered to daily and any matters of concern are raised with the relevant Line Manager or through the necessary processes within the Trust.

You are responsible for delivering a compassionate, dignified and respectful service to patients at all times.

DUTY OF CANDOUR

You must adhere to the principles of openness, transparency and the statutory duty of candour in your day to day work and conduct and encourage the same behaviours within the wider organisation.

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EQUAL OPPORTUNITIES STATEMENT

The Trust operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity in relation to employment, development, training and service delivery.

NO SMOKING POLICY

The Trust is committed to a policy which discourages smoking and prohibits smoking on Trust property and on Trust business outside it.

INFECTION CONTROL

The post holder is accountable and responsible for the prevention of healthcare associated infections by complying with all Infection Prevention & Control policies and procedures in line with legislation (Health Act 2006; Code of Practice for the Prevention and Control of Healthcare Associated Infections.)

HEALTH AND SAFETY

All employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

GENERAL DATA PROTECTION REGULATION 2018

The General Data Protection Regulation (2018) is to ensure compliance with all Trust policies, and those procedures relevant to the area of work.

The Trust will always seek to process your personal data in accordance with its obligations and your rights.

The GDPR requires that personal data shall be;

- Processed Lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purpose;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate, technical or organisational measures.

All employees must adhere to the Trust's Policy on the Protection and Use of Personal Information which provides guidance on the use and disclosure of

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information. The Trust also has a range of policies for the use of computer equipment and computer generated information. These policies detail the employee's legal obligations and include references to current legislation. Copies of the Policy on the Protection and Use of Personal Information and other Information Technology policies are included in the Trust's Policies and Procedures Manual/Intranet.

INFORMATION ASSET OWNERS AND ADMINISTRATORS

An information asset is a service user, staff or corporate information/data, processed by us and held in an electronic or hard copy/manual format. An information asset owner (IAO) is a senior member of staff who is the nominated owner for one or more identified information assets within the service/Trust. If you are a nominated IAO you will understand and monitor the following;

- What information assets are held and for what purpose within your team
- How information is created, amended or added to over time
- Who has access to information and why
- Understand and address the risk to the asset, providing assurance to the senior information risk owner in the overall information risk management function
- As an Information Asset Administrator you will ensure you fulfil the following responsibilities
- Ensure that policies and procedures are followed
- Recognise actual or potential security incidents, consulting with IAO's on incidents and management
- Ensuring that information asset registers are accurate and up to date.

CONFIDENTIALITY

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the General Data Protection Regulation.

You are required to observe the strictest confidence regarding any Confidential Information relating to work of the Trust, its patients/clients and its employees.

"Confidential Information" includes but is not limited to information relating to the Trust received by you in the course of your employment with the Trust or its predecessors, information relating to patients, personnel information, budgeting and financial information and information in respect of which the Trust owes a duty of confidentiality to a third party.

You are required not to disclose any Confidential Information either during or after your employment with the Trust, unless expressly authorised to do so by the Trust or required in the proper performance of your duties or as required by law.

This obligation will cease only when such information comes into the public domain other than through unauthorised disclosure by you.

Failure to comply with these requirements could result in action being taken under the Trust's Conduct/Disciplinary Policy and Procedure.

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This obligation is without prejudice to the law concerning protected disclosures in the Public Interest Disclosure Act 1998 (the so-called "Whistleblowers Act").

RISK MANAGEMENT

All staff working in, or for the Trust have a responsibility for participating in the risk management programme. All post-holders have a responsibility to assess all risks to systems, processes and environment and contribute to the clinical and corporate governance agendas as appropriate.

SAFEGUARDING DUTY

"It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Children and Adults as stated in the Trust Safeguarding Policy and the Southend, Essex and Thurrock (SET) Child Protection Guidance. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for ensuring they receive the appropriate level of Safeguarding Children training according to their role".

INFORMATION TECHNOLOGY

It is the responsibility of the post holder to have a level of IT competence relevant to their job role and will be expected to continue to keep their skills up to date as part of their Continuing Professional Development.

CHANGES TO THIS JOB DESCRIPTION

Post holders have a responsibility to discuss any significant job changes with their line manager at the time the change occurs and agree any permanent substantial change.

On appointment within the Trust staff may be allocated to a specific area of care. It is however Trust policy to allocate staff to other areas of work within the Trust from time to time where this is in the interest of the individual and / or the service.

The Job Description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

Date post holder in receipt of job description

Signature of post holder

Signature of line manager

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