

# JOB DESCRIPTION

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

<b>JOB TITLE</b>	Community Mental Health Practitioner
<b>BAND</b>	6
<b>RESPONSIBLE TO</b>	Matron
<b>ACCOUNTABLE TO</b>	Clinical Lead
<b>BASE</b>	Crisis Resolution Home Treatment Team – Basildon
<b>HOURS OF WORK</b>	37.5 hours per week (Flexible shifts)

## ROLE SUMMARY

The post holder carries responsibility for the assessment of care needs and their development, implementation and evaluation of programmes of care for Older Adults and Adults of Working Age with mental health problems that are referred to the Crisis Resolution Home Treatment Team. The post holder is responsible on a day to day basis to the Clinical Lead but ultimately accountable to the Team Manager for the overall service. In addition, they will be a member of a multi-disciplinary team and work in close co-operation with wards and Primary Health Care based professionals. They will also review service users admitted to the Mental Health Assessment Unit in Basildon and work collaboratively with the In-Patient Services for as part of the In-Reach role. They will also be responsible for the maintenance of standards of care within the Crisis Resolution Home Treatment service. They will also be responsible for ensuring that an integrated service is provided to their clients and ensure that a good inter-disciplinary working environment is maintained

## KEY RESPONSIBILITIES

1. To establish and maintain effective individual health and social care by
  - Holistic assessment of client problem/needs.
  - Planning, implementation and evaluation of interventions.
  - Clear, accurate and concise documentation of client care
2. To participate in the initial assessment of clients to determine appropriateness for the Crisis Resolution Home Treatment Service and to liaise with referring agencies to identify alternative agencies as appropriate to meet the client's needs.

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3. To participate in Team and Clinical Meetings, initiating and discussing new methods/models of care and in the introduction of research or trials within the area.
4. To be aware of one's own values, beliefs and attitudes when assessing clients to ensure that a non-judgmental and objective overview of the client's needs are met at all times.
5. Need to establish a therapeutic relationship with individual clients and their families.
6. Ensure effective and confidential communication between health and social care agencies on significant data governing client care and treatment by:
  - Participating in informal or formal case conferences and discussions.
  - Maintaining a secure system of record keeping and information exchange.
  - Establishing regular written reviews in progress.
7. To be fully aware of the importance of effective risk management, the undertaking of clinical risk assessment and the on-going monitoring of the client's mental state to evaluate risk either to themselves or towards others.
8. To ensure those clients in the community with behavioural problems e.g. violent or potentially violent clients are identified in caseload and that caution and care is taken when visiting such clients, if necessary organising joint visits.
9. To develop close links with relatives/carers and ensure that effective communication takes place especially when clients are admitted to hospital or preparing to be discharged and that all appropriate agencies are informed so that follow-up care can take place.
10. To advise Line Manager and Professional Social Work Supervisor and/or Nurse Advisor on all breaches of Nursing/Social Work/Occupational Therapy professional conduct as required by the NMCs/HCPC Code of Professional Conduct.
11. To liaise with Line Manager to ensure that all Essex Partnership NHS Foundation Trust Policies and Procedures are communicated, implemented and developed within the area.
12. To work flexibly across the whole spectrum of Crisis Resolution Home Treatment Service within Essex Partnership NHS Foundation Trust.
13. To take on clinical work commensurate with experience/skills, in liaison with their supervisor and other senior staff within the team.
14. To be responsible for working with your colleagues in seeking to improve the quality of services provided to our clients/patients. This will include providing cover arrangements for Home Treatment and Crisis Services at needs of the service within Essex Partnership NHS Foundation Trust.
15. To participate in the on call arrangements for the Crisis Resolution Home Treatment Service.

## **MANAGERIAL DUTIES**

1. Liaison with the Lead/Consultant Practitioner to set objectives for the safe delivery of health and social care within the area and to devise ways of implementing and monitoring these.
2. To participate in the multi-disciplinary decision making process, through allocation meetings, team building and team maintenance.
3. To review at regular intervals through supervision the overall nature of the caseload, work methods and techniques and evaluating clinical practice as a whole.
4. Provide accurate returns, statistics and reports such as diary sheets as required by the Trust.
5. In co-operation with the Lead Practitioner to report and investigate issues such as complaints/accidents and incidents and that appropriate documentation is completed and returned to the Team Manager as soon as possible following the incident.
6. To participate in managerial and professional supervision.

## **TRAINING AND EDUCATION**

1. To maintain own CPD.
2. To instruct and supervise staff in the Crisis Resolution Home Treatment setting as necessary, identifying training needs and actively participating in staffing development programmes.
3. To be responsible for updating own knowledge of contemporary psychiatry with particular relevance to Crisis Resolution Home Treatment and in-patient settings.
4. To contribute towards Crisis Resolution Home Treatment Service, team education sessions providing opportunities for a change of ideas, experience, techniques and interventions.
5. To use research findings when designing care programmes and to develop an awareness of the significance of research that underpins evidence based practice.
6. Have a knowledge/understanding of the legislation likely to be encountered as part of the role of the community mental health worker e.g. Mental Health Act 1983, Misuse of Drugs Act 1986, Health and Safety at Work Act 1974 and Safeguarding Vulnerable Children & Adults, Mental Capacity Act 2005.

## **COMMUNICATION AND WORKING RELATIONSHIPS**

Must have excellent communication skills and be able to build positive working relationships with service users, colleagues and outside agencies

## 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
- To provide management supervision where appropriate

## OUR TRUST STRATEGIC OBJECTIVES SUPPORTED BY OUR VISION AND VALUES

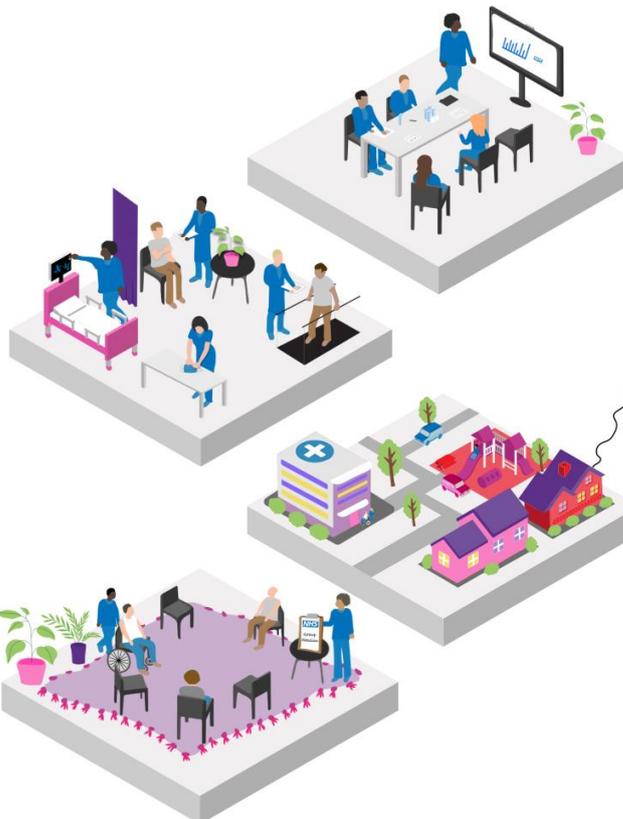
### PEOPLE FIRST

#### (O) (U) (R) PURPOSE

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

#### (O) (U) (R) VALUES

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



#### (O) (U) (R) VISION

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

#### (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**.

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## **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.

## **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

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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 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

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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.

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.

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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 .....**