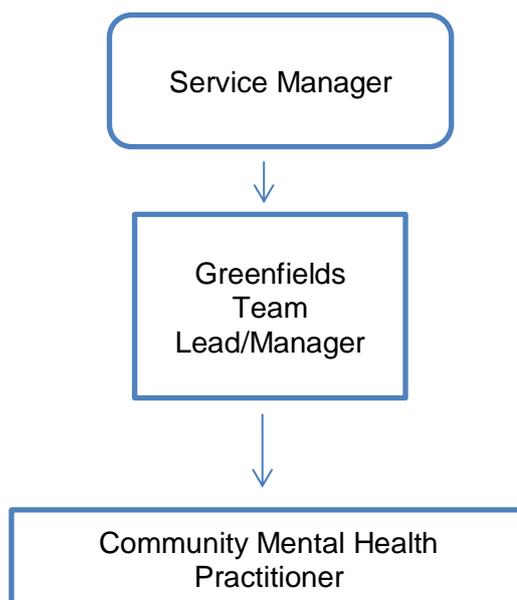


HR Use Only
12/05/21
Job Ref:
CHC_MH13

JOB DESCRIPTION

JOB TITLE:	Community Mental Health Practitioner
PAY BAND:	Band 6
DIRECTORATE:	Community Directorate
TEAM/SERVICE:	Adult Mental Health
BASE:	Greenfields Centre
RESPONSIBLE TO:	Team Lead/Manager
ACCOUNTABLE TO:	Team Lead/Service Manager
RESPONSIBLE FOR:	Qualified and healthcare support staff working within the clinical team; identified administrative staff and others as identified.

Organisational Chart *(Responsible to/Accountable to/Responsible for)*



Job Summary:

The post holder is responsible for the delivery of care and for the supervision of others who are carrying out all aspects of the caring process. The post-holder will assist in setting and maintaining standards of care, will participate in maintaining effective management of the team and will also maintain effective integration with the multi-disciplinary team and assist with the facilitation of a collaborative approach to patient focussed care.

The post-holder will act as a reliable role model for junior staff:

- To act as care co-ordinator for a specific group of patients and provide care under the supervision of the CMHT Team Leader. To deliver specific therapeutic interventions to this group of patients and liaise with other professionals regarding progress and outcomes.
- To ensure that practice remains abreast of new developments and to develop and maintain standards and implement change in respect of this.
- To liaise with other professionals and agencies both statutory and non-statutory and to provide a link between hospital and community and/or primary and secondary services.
- To support the team with carrying out initial assessments, and signposting to other services where appropriate.

Key Duties/Responsibilities

- To act as named mental health practitioner/care co-ordinator with responsibility for the assessment, planning and delivery of care to the identified patient group.
- To act as a Change Agent and actively seek to develop practice
- To develop relationships and strengthen links and liaise between the different care providers.

Specialist/technical requirements

Clinical

To act as a care co-ordinator for an identified group of patients within the overall community team caseload.

To ensure that appropriate interventions are planned and delivered according to assessed need.

To promote a positive, service user relationship and to engage with carers/relatives as appropriate.

To have responsibility for documenting the plans of care and ensuring that plans remain current and that standards for record-keeping are adhered to.

To take an active role in auditing and maintaining standards of record-keeping for this group of patients. To ensure the client has a signed copy of their agreed care plan.

To have responsibility for seeking support and advice from the CMHT Manager in respect of issues and difficulties with individual patient care.

To attend regular decision-making meetings with the CMHT Manager in order to address caseload management issues such as acceptance of assessments, the provision of ongoing care, discharge planning, face-to-face contacts and patient mix.

To administer and manage medicines according to policy and local protocol. To assess patient response and provide advice and education to both patient and carers in respect of prescribed medicines.

To provide support to other patients within the community team caseload at times when the named nurse/worker is unavailable e.g. periods of annual leave, sickness, etc.

Taking prompt action on changes in condition, liaising with other care givers, members of the clinical (multi-disciplinary) team and/or other agencies when necessary, reviewing nursing care and communicating any amendments to the care plan.

Develop skills in respect of specific interventions that are appropriate to the clinical area and act as the lead in developing nursing practice in relation to this.

Professional and statutory obligations

Ensure personal practice and that of those supervised adheres to relevant Codes of Conduct, legislation and policies and procedures. To be aware of the implications of these, particularly those concerning patients' rights, and take any necessary action in the event of non-compliance.

Take responsibility for personal and professional development in accordance with the Nursing and Midwifery Council Guidance, attending statutory and mandatory training and other pertinent training as agreed with the Clinical Manager through the personal review process.

To maintain registration and personal professional portfolio.

Managerial

To have responsibility for the delivery of care to a group of patients within the community setting under the direction of the CMHT Manager and ensuring that clinical need and workload is prioritised effectively and that resources are utilised effectively. Reaching decisions in conjunction with the CMHT Manager based upon knowledge of services and client group, assessment of level of risk and available resources.

Delivering clinical interventions and discharging patients according to agreed treatment pattern and discussing any deviations from this with the CMHT Manager.

To provide supervision and support to junior staff and report any issues or concerns to the CMHT Manager.

Act as Change Agent; develop practice through evidence/action research.

Management of all aspects of the change process, ensuring that significant others are fully engaged and that positive change is reviewed, evaluated and communicated both within the immediate team and more widely within the organisation.

Ensure effective and accurate communication both written and verbal and ensure that communication is maintained within the wider clinical team and where necessary, with other agencies or individuals.

Educational

Contribute to the learning environment of the clinical area. Promote learning opportunities for all staff and encourage enquiry. Contribute to the development of learning packages for both student nurses and HCSW undertaking NVQ training.

Undertake the roles of supervisor and assessor to students allocated to the clinical area. Organise and participate in the delivery of teaching sessions of students, HCSW's and other qualified staff. Maintain knowledge through liaison with educational bodies and link workers. Undertake regular (minimum once monthly) with HCSW's in the team.

Act as preceptor to newly qualified staff nurses. Assist in the identification of objectives and provide ongoing support and supervision throughout the preceptorship period.

Undertake duties as a trainer as agreed with clinical manager and ensure that one's own knowledge and skills in respect of this remain current. Training may be provided locally e.g. Health of the Nation Outcome Scales training or as wider role within the Trust.

Quality Assurance

Take prompt action upon receiving or being notified of a complaint and ensure that all efforts are made to resolve the complaint informally in accordance with the Trust policy. Ensure that complaints are reported and that patients and carers/relatives are informed of the complaints procedure.

To take an active role in promoting and maintaining standards of practice; informally through acting as a role model to junior staff and formally via the relevant standard setting forum.

Maintain a safe and orderly working environment. Identify potential hazards and take appropriate action.

Ensure that audit and Health & Safety checks are undertaken and that deficiencies are acted upon promptly.

Contribute to the areas clinical governance plans and take on specific tasks in relation to these. Promote the involvement of other staff in the clinical governance process and provide information and support.

The above Job Description is not exhaustive, and you may be required to undertake other duties appropriate to your grade.

GENERIC CLAUSES FOR ALL JOB DESCRIPTIONS

- To maintain a broad understanding of the work of North Staffordshire Combined Healthcare NHS Trust as a whole, and actively contribute your ideas for the improvement of service provision.
- To ensure own actions contribute to the maintenance of a quality service provision.
- To be responsible for the self-development of skills and competencies through participation in training and development activities and to maintain up to date technical and professional knowledge relevant to the post.
- To participate in the Performance and Development Review and to undertake any identified training and development related to the post.
- To undertake statutory and mandatory training as deemed appropriate by the Trust.
- To develop and maintain effective working relationships with colleagues.
- To adhere to all Trust policies and procedures.

Trust Values:

As an employee and representative of the Trust, you are required to demonstrate and uphold the Trust's Values. These are:

Proud to CARE:

Compassionate

Caring with compassion, it's about how we listen, what we say, what we do.

Approachable

Friendly, welcoming, sharing ideas and being open

Responsible

Taking personal and collective responsibility, being accountable for our actions

Excellent

Striving for the best, for high-quality safe care and continually improving

Health & Safety:

All staff have a duty to ensure the health and safety of themselves and others whilst at work. Safe working practices and health and safety precautions are a legal requirement. ALL accidents must be reported to your manager and in line with the general philosophy of the Trust, you must participate in accident prevention by reporting hazards and following relevant policies and procedures including Moving and Handling guidelines

Infection Control:

In accordance with the Health Act (2006), the post holder will actively participate in the prevention and control of infection within the capacity of this role. The Act requires the post holder to attend Infection Control training on induction, regular updates and to take responsibility for the practical application of the training in the course of their work. Infection prevention and control must be included in any personal development plan or appraisal

Risk Management:

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

Data Security and Quality:

To ensure that the Trust Policies and Procedures regarding data security are adhered to, and that staff are aware of their obligations under these policies.

Confidentiality:

Working within the trust you may gain knowledge of confidential matters which may include manual / electronic personal and medical information about patients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Equality & Diversity:

The Trust is committed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender, race, religion or belief, sexual orientation, marital status, gender reassignment or pregnancy/maternity. We fully support the right of all staff to equal opportunities and are committed to the development of a diverse workforce.

Safeguarding:

The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and is signed up to Stoke-on-Trent Safeguarding Children Board Procedures, Staffordshire Safeguarding Children Board Procedures and the Staffordshire and Stoke-on-Trent Safeguarding Adults Partnership Procedures. All Trust staff must be familiar with, and adhere to, these procedures.

It is the post-holder's responsibility to attend the Trust's mandatory Safeguarding Training and follow the relevant Trust's Policies and Practice Guidance.

Codes of Conduct and Accountability:

You are required to comply with Trust codes of conduct and accountability and *(include here relevant codes of conduct dependent on profession i.e. N&M/NHS Managers/Allied Health Profession etc.)* codes of conduct which are relevant to this post.

Registration:

Registration with a professional body imposes a duty on health care professionals to maintain the safety of the public through working within professional standards, to provide good quality care to patients and to promote professional education and conduct. It is the policy of the Trust that all health care professionals register or re-register in accordance with the requirements of their professional body.

Criminal Records Bureau (CRB)

“REHABILITATION OF OFFENDERS ACT: This post is exempt from the Rehabilitation of Offenders Act 1974. Should you be offered the post it will be subject to a criminal check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions”. North Staffordshire Combined Healthcare NHS Trust requires an Enhanced Disclosure through the Criminal Records Bureau for this post to ensure suitability for employment.

THE TRUST OPERATES A NO SMOKING POLICY

EMPLOYEE
SIGNATURE:

DATE:

Person Specification

	Essential	Desirable	Method of assessment
Qualifications	<p>Professional registration (Nursing, Social Care, OT)</p> <p>Experience in Adult Mental Health.</p> <p>Evidence of professional updating and development in the delivery services to people with mental illness</p>	<p>Diploma equivalent qualification in sphere of professional practice</p> <p>Degree equivalent qualification</p> <p>Non-medical prescriber</p>	<p>Application form / interview / assessment</p>
Experience	<p>Experience of working therapeutically in community settings</p> <p>Experience of working with a range of statutory, non-statutory agencies</p>	<p>Experience of delivering mental health care in non-traditional settings and of practising involvement in Early Detection and Assertive Outreach work</p> <p>Experience of user and carer involvement working</p> <p>Experience of supervising junior staff</p> <p>Minimum of one years' post registration experience working in a community mental health setting</p>	<p>Application form / interview / assessment</p>
Knowledge and skills	<p>Knowledge of various approaches to mental health assessment</p> <p>Understanding of psychosocial interventions</p> <p>Knowledge of the principles of Care co-ordination</p> <p>Awareness of harassment, social exclusion issues and the effects of person and institutional discrimination</p> <p>Knowledge/awareness of relevant legislation and guidance including common law issues, the Mental Health Act (1983), Community Care Act (1990), Human Rights Act (1998), National Service Framework and Clinical Governance</p> <p>Skills in assessing, planning and evaluating mental health care/treatment interventions</p>	<p>Awareness of basic research methodology</p> <p>Able to use the internet, e-mail and word processing</p> <p>Knowledge of multi-disciplinary team working</p> <p>Skills related to Early Signs Monitoring and relapse management</p> <p>Awareness of skill to Cognitive Behaviour Therapy and behavioural Family Therapy</p> <p>Able to use the internet, e-mail, word processing and database packages</p> <p>Negotiating skills Non-verbal and verbal presentation Skills</p>	<p>Application form / interview / assessment</p>

	<p>Skills in interacting therapeutically with service users who have a range of presenting problems</p> <p>Skills in co-ordinating complex care packages</p> <p>Skills in teaching and assessing</p> <p>Ability to fulfil role of care co-ordinator</p> <p>Ability to work independently and within a team</p> <p>Ability to assimilate new concepts and approaches to care</p> <p>Imagination, determination and a questioning attitude</p> <p>Enthusiasm, flexibility and an ability to work under pressure and meet deadlines</p> <p>A problem solving approach to professional practice</p>	<p>Skills in writing and presenting reports</p> <p>Ability to deal with challenging situations</p> <p>Demonstrate values that are complimentary to organisational/ service values</p>	
Other	Be able to meet the travel requirements for the role		Application form / interview / assessment