



Hampshire Hospitals  
NHS Foundation Trust

# Application & Recruitment Pack



**LIFE CHANGING  
CHANGING LIVES**

[hampshirehospitalscareers.co.uk](http://hampshirehospitalscareers.co.uk)

# Welcome from Chief Executive Officer Alex Whitfield



Dear Candidate,

Thank you for your interest in this post and for taking time to read this information pack. We hope this exciting and rewarding role catches your imagination and you are encouraged to apply and contribute to providing outstanding care for the people of Hampshire.

Our vision is to provide outstanding care for every patient. Patient care is at the heart of what we do at our three sites Basingstoke and North Hampshire Hospital, Royal Hampshire County Hospital in Winchester and Andover War Memorial Hospital. Hampshire Hospitals NHS Foundation Trust provides medical and surgical services to a population of approximately 600,000 across Hampshire and parts of West Berkshire.

We provide specialist services to people across the UK and internationally. We are one of only two centres in the UK treating pseudomyxoma peritonei (a rare form of abdominal cancer) and we are leaders in the field of tertiary liver cancer and colorectal cancer.

The trust employs over 8,600 staff and has a turnover of over £450 million a year. As a Foundation Trust, we are directly accountable to our members through the governors. The Council of Governors represent the interests of their constituencies and influence the future plans of the Foundation Trust.

We expect the post holder to uphold the trust's CARE values:

**COMPASSION** caring about our patients and our staff

**ACCOUNTABLE** and responsible, always improving

**RESPECT** for all colleagues, patients and their families

**ENCOURAGING** and challenging each other to always do our best

We are really excited to hear from you and look forward to receiving your application.

Yours sincerely



Alex Whitfield, chief executive

# Job Description

<b>Job Title</b>	Specialist Mental Health Practitioner
<b>Department</b>	Mental Health
<b>Division</b>	Medicine
<b>Salary Band</b>	Band 7
<b>Accountable To</b>	Lead Nurse for Mental Health
<b>JOB SUMMARY</b>	
<ul style="list-style-type: none"> <li>• To contribute to the development and delivery of outstanding mental health care to patients across Hampshire Hospitals NHS Foundation Trust.</li> <li>• To provide leadership, expert practice, education, specialist advice to support the safe, effective and high quality care of patients and families affected by mental health.</li> <li>• Support colleagues in the risk assessment, care planning and enhanced care and support of these patients, providing a 7 day a week service.</li> <li>• Whilst working as part of a trust wide service each Specialist Mental Health Practitioner will take a lead in education, quality improvements and other initiatives in the following areas of specialism based on their knowledge and expertise:             <ul style="list-style-type: none"> <li>○ Adults</li> <li>○ Older Persons</li> <li>○ Unscheduled Care</li> <li>○ Children, Young People and Maternity</li> </ul> </li> </ul>	
<b>KEY RESULT AREAS/RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>• To contribute to the development of mental health practice within the Trust, responding to National guidance and research developments. Working with colleagues across their specialist area of expertise in development of QI programmes and initiatives to enhance mental health provision within the specialism/division.</li> <li>• Ensure the safe therapeutic management of mental health patients across the Trust, practicing autonomously as a core member of wider inter-trust mental health provision.</li> <li>• To plan and provide specialist advice, education and support to patients, their carer's and health care professionals. They will practice clinically in agreed care settings and advise and support Divisions regarding patient's mental health care and enhanced observation requirements. Assessing the requirements around 1:1 care and reducing agency usage.</li> </ul>	

- To work across professional, departmental and Trust boundaries as required, developing and supporting patient-centred seamless care in collaboration with colleagues across the system
- To provide leadership, line management, clinical supervision to an identified group of Enhanced Care Support workers in the Trust.
- To work with the Lead Nurse for Mental Health, Psychiatric Liaison, Education and other specialist teams in the delivery of high-quality training and education.
- To respond to urgent/critical incidents involving mental health patients to provide leadership, expertise and to ensure actions are aligned with protocol and legislation (during working hours)
- Key Working Relationships
- Patients and their families, Associate Directors of Nursing, Divisional Chief Nurses, Safeguarding, Divisional Management Teams, Liaison Psychiatry Team, Matrons, Ward Leaders, Ward Teams, Specialist Nurses, System Partners.

#### CUSTOMER CARE FOR PATIENTS AND/OR SERVICE USERS

##### Practice

- Practice at an advanced level to provide in-depth knowledge and specialist care on the care pathway for the complex needs of the patient group
- Provide support to colleagues in the care planning and risk assessment of patients to aid decision making around enhanced care and supervision.
- Provide 'hands on' role modelling to support best practice in mental health care.
- As part of the multi-disciplinary care team holistically assess and identify complex health and psychosocial needs of the individual patients. Effectively working in partnership with other professionals and referring patients to other practitioners as required
- Deliver knowledgeable nursing, health and social care to patients in agreed practice settings, working as part of the multi-disciplinary teams and in partnership with the ward and departmental clinical leaders.
- Be proactive in managing and facilitating change to support practice development and service improvement/modernisation activities in accordance with local and national service policy or guidance.
- Contribute appropriately to clinical governance activities that relate to own area of practice and patient/client group.
- With support from the Lead Nurse for Mental Health develop protocols, documentation systems, standards, policies and clinical guidelines for others to use in practice.
- Work in collaboration with health and social care colleagues within the Trust and external providers to develop patient-centred pathways of care

##### Professional

- To be responsible for your own activities within the limits of your own competence and authority.
- To prioritise own workload and effectively manage clinical and other responsibilities
- To keep abreast of government and key national and international initiatives to enhance patient care ensuring this is effectively disseminated to clinical staff

- To act in both a professional and accountable manner at all times
- To receive clinical and management supervision; participate in appraisal and development of others
- To promote positive approach to diversity and equality
- Maintain adequate patient documentation to NMC requirements for all patients seen and advice given in any practice setting and collate and record clinical activity/data collection as required.
- Ensure legal frameworks are adhered to ensuring high quality patient care is maintained.
- Act as an advocate for individual patients and the mental health client group.

### **COMMUNICATION**

#### **Communication and Relationship Skills**

- Communicate with patients in ways that empower them to make informed choices about their health and care
- To be personally competent to assess capacity, gain valid informed consent and have the ability to work within a legal framework with patients who lack capacity to consent to treatment, referring to the line manager when advice is needed
- To ensure that you communicate complex and sensitive information in an understandable form to seriously ill patients, carers and other staff, including imparting unwelcome news and ensuring understanding of their condition. e.g. patients who are dysphasic, deaf, blind or have difficulty accepting the diagnosis and act as a patients advocate
- To use effective communication skills of negotiation, persuasion and empathy to enable timely and effective communication in own team the wider MDT team and other agencies
- To maintain confidentiality of information relating to patients, staff and Health Service business in accordance with Trust policy and the Data Protection Act
- To develop personal capability to optimally support others who may be in distress or requiring support and then to address issues which may be affecting their performance.
- To support those in your team to constantly strive to improve care and experience for patients and staff
- To be actively involved and support the teams effectiveness by attending staff meetings and contribute to teams' development and smooth running.
- Provide appropriate information and education to patients and their families to promote health and encourage self-care and participation in the planned programme of treatment and care
- Use enhanced communication skills to challenge professional and organisational boundaries in the interest of patients and clients and to improve health outcomes, whilst also maintaining positive working relationships.

### **PLANNING AND ORGANISATION**

- To plan and organise own work
- To ensure that tasks delegated to the support worker team, are carried out optimising skill mix, flexibility and responsiveness of the team.

- To deal with any issues of professional behaviour or attitudes, quality or safety in the moment.

#### **BUDGETARY AND RESOURCE MANAGEMENT**

##### **Responsibilities for information resources**

- Provide information and data as requested by the trust, service and the department maintaining confidentiality at all times
- Ensure that you maintain contemporaneous, accurate and evaluative patient records in line with the professional codes, service standards and team specific requirements.
- To report any adverse incidents in accordance with trust policies.

##### **Productivity and financial management of clinical area**

- To deploy and utilise staff appropriate to patients needs which is not only safe but economically efficient.
- To be responsible within their scope of practice for the safe and effective use, maintenance and repair of the equipment.
- To assist in identifying needs and advice on equipment, requisitioning where there is delegated authority.

#### **TEACHING, TRAINING AND RESEARCH RESPONSIBILITIES**

- Plan and provide education and training opportunities for health care professionals.
- Assess the training and development needs of colleagues and use appropriate strategies to share specialist knowledge and influence the practice of others
- Continually develop and improve knowledge, skills and attitudes in a structured manner, including accessing clinical supervision and participating in the Trust individual performance review.
- Share good practice through creating positive opportunities to network locally, regionally and nationally and contribute to the wider development of the specialist area of practice through publication and dissemination.
- Provide clinical supervision to nurses and AHPs to support development of effective care
- Take an active lead in evaluation of the service and patient care, including patient satisfaction, selecting and applying a range of valid and reliable methods that are appropriate to needs and context
- Critically appraise and synthesise the outcomes of relevant research, evaluations and audits and act on this information in collaboration with colleagues to continually develop the service
- Identify gaps in evidence and / or practice knowledge that require resolution through research, and initiate or assist in research activities as appropriate.
- Demonstrate and disseminate clinical practice developments, utilising research in the specialist area of practice to develop and promote evidence based care.

#### **TRUST VALUES**

Our values help us in what we do and how we do it. It is important that you understand and use these values throughout your employment with the Trust to define and develop our culture.

The post holder will be:

- **Compassionate, caring about our patients.**

- **Accountable and responsible, always looking to improve.**
- **Respectful for all and show integrity in everything.**
- **Encouraging and challenging each other to always do our best.**

**ADDITIONAL INFORMATION**

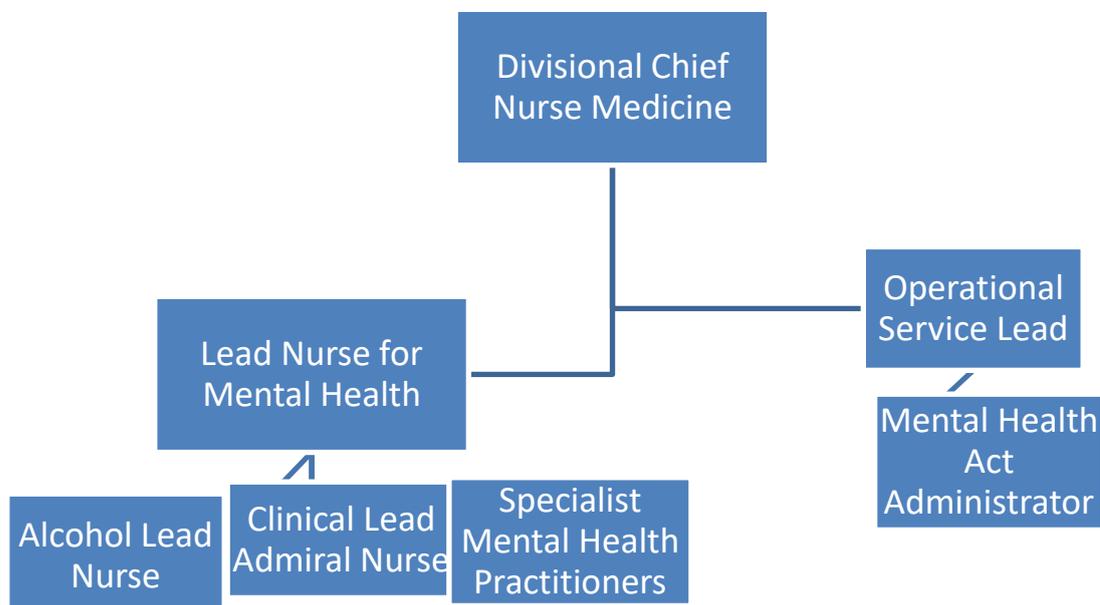
This job description is designed to assist post holders with understanding what is expected of them in their role. Hampshire hospitals NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Appendix A to this Job Description and Person Specification details key information you should be aware of.

**ORGANISATION STRUCTURE**



# Person Specification

<b>Training &amp; Qualifications</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• First degree or equivalent experience</li> <li>• RMN/Social Worker/ OT with demonstrable mental health experience and or relevant qualifications</li> <li>• Mentorship</li> </ul>	<ul style="list-style-type: none"> <li>• Specific education/training qualification</li> <li>• QI qualification</li> <li>• Dual qualified</li> <li>• Masters in relevant area of practice</li> </ul>
<b>Experience &amp; Knowledge</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• In-depth knowledge of mental health diagnosis, treatment and interventions across various specialisms</li> <li>• Advanced expertise and skills relevant to the area of specialism</li> <li>• Comprehensive specialist knowledge of Mental Health legislation</li> <li>• Sound knowledge of Mental Capacity Act (MCA) 2005</li> <li>• Sound knowledge and understanding in order to comply with local policies and procedures relating to MCA</li> <li>• Experience of working in a leadership role and leading others</li> <li>• Evidence of quality improvement projects and change management</li> <li>• Significant experience across a range of mental health service provision and client groups</li> <li>• Experience of developing and facilitation of educational training</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of co-creation in the development of services and initiates</li> <li>• Experience of delivering mental health care within an acute hospital</li> </ul>
<b>Skills &amp; Ability</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Highly developed facilitation skills</li> <li>• Excellent communication skills, verbal and</li> </ul>	<ul style="list-style-type: none"> <li>• Coaching</li> </ul>

<p>written</p> <ul style="list-style-type: none"> <li>• Ability to develop and maintain constructive relationships and provide a link with system partners including Mental Health Liaison and Community Teams</li> <li>• Computer skills Office, Word, Excel and PowerPoint</li> <li>• Facilitation of supervision and debriefs</li> </ul>	<ul style="list-style-type: none"> <li>• Talking Therapies</li> </ul>
<p><b>Other Specific Requirements</b></p>	
<p><b>Essential</b></p>	<p><b>Desirable</b></p>
<ul style="list-style-type: none"> <li>• To be able to demonstrate the required behaviour in keeping with the Trust values</li> <li>• Ability to adjust to pressures of the job in a changing environment.</li> <li>• Good interpersonal skills.</li> <li>• Be able to demonstrate patience, dependability and motivation.</li> <li>• Responds positively to feedback.</li> <li>• Ability to juggle many priorities at one time, whilst remaining calm.</li> <li>• Should be willing to work flexible hours on occasion.</li> <li>• Team player</li> <li>• Tenacity, assertive and able to listen to others views, supportive to others</li> <li>• Drive and enthusiasm for speciality</li> <li>• Proactive and acts on initiative</li> <li>• Able to justify own decisions.</li> </ul>	<ul style="list-style-type: none"> <li>• Full driving licence.</li> <li>• Access to own vehicle, which can be insured for business use.</li> </ul>

**Post holders signature:** ..... **Date:** .....

**Managers' signature:** ..... **Date:** .....

# Appendix A

## ADDITIONAL INFORMATION APPLICABLE TO ALL POSTS

### Confidentiality

During the course of your employment, you may see, hear or have access to information on affairs of patients and staff. Post holders may only use such information as appropriate to carry out their normal duties.

Post holders must not disclose personal, clinical or commercial information to any unauthorised third party; any such disclosure will be investigated and may lead to disciplinary action and possible dismissal.

These obligations are in line with common law duty, the Caldicott principles on patient data, the Data Protection Act, the Freedom of Information Act and other legislation which apply both during employment and after the termination of employment.

### Equality and Diversity

The post holder must comply with all Trust policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families.

The post holder must promote equality, diversity and human rights for all and treat others with dignity and respect. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

### Quality & Safety

Patient, service/facility user and staff safety is paramount at Hampshire Hospitals NHS Foundation Trust.

The post holder will promote a just and open culture to reporting of incidents and adverse events. To ensure the practice of self and others is at all times compliant with both the safeguarding children's policy and guidance and vulnerable adult's policy.

The post holder should be aware of current health and safety policies of the Trust. They must attend all mandatory health and safety training. They are also required to maintain a safe working environment for patients, visitors and employees and report any accidents or dangerous incidents promptly. They should use protective clothing and equipment where provided.

### Vetting & Barring Scheme

The Vetting and Barring Scheme was created to ensure that the Trust has the most robust system possible for preventing those who seek to harm children, or vulnerable adults, from gaining access to them through work or volunteering.

It is a criminal offense for someone Barred from regulated activity working with vulnerable adults or children to seek this employment. Any employer who knowingly pursues the employment of someone Barred from working with vulnerable adults or children are liable for prosecution.

### Infection Control

To ensure the practice of self and others is at all times compliant with infection control policy and procedures. Hand hygiene must be performed before and after contact with patients and their environment.

### **Governance and Risk**

Adhere to all Trust policies, procedures and guidelines. Follow professional and managerial codes of conduct as applicable to the role. Take active steps to prevent theft or fraud in the workplace.

### **Duty of Candour**

The post holder is also required to ensure compliance with the statutory 'duty of candour'. This is a legal duty to inform and apologise to patients if there have been mistakes in their care that have led to significant harm. It is aimed at helping patients receive accurate, truthful information from health providers achieving a wholly transparent culture.

### **Safeguarding**

Employees must at all times treat all patients with dignity and respect and ensure that vulnerable adults and children are safeguarded from abuse and neglect within the provisions of the Trust's Policies.

### **MCA**

All employees are required to have regard for the Mental Capacity Act code of Practice, regardless of their role within the organisation. Employees are responsible for ensuring that they use the Act as appropriate in the course of their day to day duties. Training is available to staff, as are materials to help support employees to embed the provisions of the Act.

### **Training & Personal Development – Continuous Professional Development**

There is a requirement for all Trust Employees to take part in the annual appraisal process; this can be in the capacity of facilitating staff appraisals and participating in their own appraisal and development plan.

The post holder must take responsibility in agreement with his/her line manager for his/her own personal development this includes attending all Trust Statutory and Mandatory training allocated for the role.

In addition the post holder must be aware of their education responsibilities within their area of work. All Healthcare Professionals have a responsibility to support and educate students / trainees and other learners in practice.

### **Climate Action and Sustainability**

- Green Plan: Ensure that the role and working practices contribute to the implementation of the Trust's Green Plan.
- Carbon emissions: Use the most sustainable and lowest carbon ways of working.
- Sustainability: Wherever possible reduce waste and maximize recycling. Phase out single use plastic items and switch to re-usable ones, where appropriate.
- Procurement: Where goods and services are procured, that the most sustainable items with the lowest carbon impact are selected.
- Digital: Maximize the use of digital solutions and reduce use of paper, where possible.
- Care Pathways: Streamline care pathways and reduce patient travel, where clinically appropriate.
- Adaptation: Identify ways to mitigate the risks of climate change and take steps to adapt, where needed (e.g. to stop buildings from overheating.)