

JOB DESCRIPTION

JOB DETAILS

| | |
|---------------------------|--|
| JOB TITLE: | Mental Health Practitioner (ward or community based) |
| JOB REFERENCE NUMBER: | LW-GEN-132a |
| BAND: | Band 5 |
| WARD/DEPT. | Generic |
| DIRECTORATE/LOCALITY: | Trust Wide |
| ESSENTIAL QUALIFICATIONS: | Diploma or Bachelor Degree in Occupational Therapy or Nursing degree or Equivalent |

ORGANISATIONAL ARRANGEMENTS

| | |
|------------------------|----------------------|
| ACCOUNTABLE TO: | Service Manager |
| REPORTS TO: | Team Manager / LIDTS |
| MANAGER/SUPERVISOR TO: | |

ROLE SUMMARY

To take a clinical role in the assessment, planning, implementation and evaluation of services for clients.

To contribute to, and participate in multi-disciplinary team assessment.

To be involved in the planning, development, delivery and evaluation of person centred care planning and person centred formulations.

To provide a first line response to referrals, providing where necessary a health and social care

needs assessment or meeting the needs already identified in a health and social care needs assessment.

As named nurse to ensure accurate mental health clustering is carried out on admission, discharge and at reviews.

DUTIES AND RESPONSIBILITIES

Ensure that nursing practice is person centred and, as far as possible, promoting the direct involvement of patients and carers in the development of the plan of care from admission to discharge.

Ensure that clinical practice is consistent with the Care Programme Approach.

Identify personal learning and training needs through appraisal and personal development plans linked to service needs.

Take responsibility for ensuring that personal nursing practice is informed by relevant local and national developments and is evidenced based.

Under the direction of the Ward Manager/Senior Practitioner, participate in clinical audit and clinical governance activities.

Regularly undertake research and development and clinical trials, as necessary to own work.

Carrying out Risk Assessment

Act as the named practitioner for a group of patients with ultimate responsibility for providing an individualized plan of care for each patient.

Delegate appropriate tasks to junior staff where appropriate.

Effective management/co-ordination of shifts.

Share information with other members of the multi-disciplinary team, either verbal or written. Attending appropriate meetings.

Use available resources effectively.

Provide and receive clinical supervision as per Trust guidance.

Act as a mentor to students within all professions.

Participate in recruitment, selection and induction of junior staff.

Report and record incidents, complaints and accidents involving patients, staff or visitors in accordance with Trust and Service Standards.

Ensure that personal appearance, practice and manner conform to the Standards and expectations of the Trust and are in accordance with the NMC code of professional conduct.

Ensure compliance with the regulations in respect of the storage and administration of drugs pursuant to the Misuse of Drugs Act 1973.

Ensure compliance with the Trust and Service policies for the care of patient's valuable and ensuring awareness amongst other staff of Standing Financial instructions and others relevant guidance documents.

Maintain a professional Therapeutic relationship/boundary with patients, carers and colleagues.

Report any untoward incidents, accidents or complaints involving patients, relatives/carers or staff to the worker in charge of the area.

Maintain a general knowledge of current ward, service and trust arrangements, operational policies, clinical objectives, procedures and overall philosophy and working in accordance with these.

Ensure good working relationships with all disciplines, contributing to the effective running of the ward by engaging in ward discussions and attending appropriate meetings.

Be aware of personal limitations and role boundaries.

Induct new starters to the work environment.

Attend mandatory and non-mandatory in-service training sessions and refresher courses as required by the trust and as identified in the PDP process.

Undergo IT training and utilise basic IT skills as necessary including intranet, computerized self-rostering and electronic stores ordering.

Carry out basic administrative tasks as required such as photocopying, faxing and the making and receiving of phone calls.

Carry out PMA interventions.

Specific duties

Trust values and behaviours

Our values are positive, respectfully and together. Everything we do for our service users, their loved ones and our colleagues must meet these values. They were first created by 1,300 staff members, service users and carers all working together, and reflect what we all believe makes a difference to the care we offer and to the way we work with one another.

Our values... Our behaviours... Our future

Working together for better mental health...

Positively...



Be proactive...

Look for solutions, think creatively and focus on what we can do

Take pride...

Always do our best

Take responsibility...

Plan ahead, be realistic and do what we say we will

Support people to set and achieve goals...

And be the best they can

Recognise people...

Their efforts and achievements, and say thank you

Respectfully...



Value everyone...

Acknowledge people's unique experiences, skills and contribution

Step into other people's shoes...

Notice what's actually happening

Take time to care...

Be welcoming, friendly and support others

Be professional...

Respect people's time and be aware of our impact

Be effective...

Focus on the purpose and keep it as simple as possible

Together...



Involve people...

Make connections and learn from each other

Share...

Knowledge, information and learning

Keep people updated...

With timely, open and honest communication

Have two-way conversations...

Listen and respond

Speak up...

Seek, welcome and give feedback



nsft.nhs.uk

By demonstrating our three signature behaviours and 'living our values' we will develop our Trust, our people, and continue to improve the quality of everything we do.

- Value everyone
- Take time to care
- Step into other people's shoes

REGISTERED HEALTH PROFESSIONAL

All staff that are members of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure that they are familiar with and adhere to these requirements.

SUPERVISORY RESPONSIBILITIES

Equality and Diversity

We live our values. We work positively, respectfully and together with all our colleagues. We understand, appreciate and follow our Equality Policy in line with the Equality Act. We do not discriminate on the grounds of: age, disability, gender re- assignment, marriage and civil partnership (unless eliminating unlawful discrimination), pregnancy and maternity, race – this includes ethnic or national origins, colour or nationality - religion or belief – this includes lack of belief, sex, sexual orientation

We recognise the importance of people's rights and act in accordance with legislation, policies and procedures because we know that:

- acknowledges and recognises people's expressed beliefs, preferences and choices
- respects diversity
- values people as individuals
- promotes equality through our work
- takes into account our own behaviour and its effect on others

RISK MANAGEMENT / HEALTH AND SAFETY

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures as laid down by the Trust. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

FLEXIBILITY

You are expected to be flexible in the duties you carry out and the Trust reserves the right to vary your duties from time to time in line with service needs and as commensurate with your Pay Band. You may, therefore, be required, during the course of your employment, to work in a different location and/or to carry out alternative duties consistent with your status, role, knowledge and experience, taking account of any professional registration and/or qualification requirements, and which are commensurate with your Pay Band; this may include a temporary or longer term transfer to work within a different Locality or Service. Arrangements under your Terms and Conditions of Service and Trust policies will apply.

RECORDS MANAGEMENT

The post holder has responsibility for timely and accurate record keeping where appropriate and in line with professional guidelines.

The post holder has responsibility for the creation, maintenance and storage of records in accordance with Trust policy, including email documents and regarding the Data Protection Act, The Freedom of Information Act and other relevant statutory requirements. Training will be provided in appropriate information management for the post.

INFORMATION TECHNOLOGY

The post holder is expected to have a reasonable level of competence and confidence in using IT systems (e.g. Outlook, Word, clinical or other record systems) relevant to the role.

SUSTAINABILITY

Carbon reduction and sustainable development are issues that impact on the lives of everyone and it is expected that all staff will commit to the principles of carbon reducing behaviours and sustainable

development to ensure that resources are used efficiently, our carbon footprint is reduced and health services continue to improve.

SAFEGUARDING

Clinical

NSFT expects all practitioners to act in accordance with statutory and local policies regarding recognition, reporting, information sharing, record keeping and joint working in relation to the Safeguarding of Children and Adults as outlined in the Children Act 1989/2004, Working Together to Safeguard and Promote the Welfare of Vulnerable Children 2018 and the Care Act 2014.

WORKING WITH FAMILIES OF SERVICE USERS

Ensure that (practitioners / clinicians etc.) when working with service users consider the effects and impact of their mental health and risk behaviours on their families, and provide appropriate support, advice and education for all family members. The needs of children and young people within the household/family should be given special consideration in line with Social Care Institute for Excellence’s guidance “Think Child, Think Parent, Think Family” and must always be the priority for NSFT staff across all roles and services.

CONFIDENTIALITY

The post holder is required to maintain confidentiality of information in accordance with professional and Trust policy. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of their duties.

This job description is an outline and account of the main duties required to carry out the post. It will be reviewed periodically to reflect changes and developments in service requirements. The post holder is advised that they have a responsibility to ensure they are familiar with their Terms and Conditions of Service detailed in the Contract of Employment.

INFECTION PREVENTION

NSFT expects all staff to act in accordance with statutory requirements regarding infection prevention as outlined in the Health & Social Care Act 2008, Code of Practice on the prevention and control of infection 2015. NSFT staff are responsible for protecting themselves and others against infection risks and complying with infection control policies and procedures.

Signed:.....Manager

Signed:.....Post Holder

PERSON SPECIFICATION

The person specification should set out the qualifications, experience, skills and knowledge, personal attributes, interests and other attributes necessary for the post holder to perform the job to a satisfactory level.

JOB TITLE

| | ESSENTIAL Without which the post holder could not be appointed | DESIRABLE Extra qualities that can be used to choose between candidates with all essential criteria | METHOD OF ASSESSMENT |
|-----------------------|--|---|---|
| QUALIFICATIONS | Degree or Diploma in Occupational Therapy Or, Nursing degree or equivalent RN (MH) Professional Registration | ENB998/Mentorship Evidence of successful post registration academic development at degree level in related field | Certificates |
| EXPERIENCE | | | Application Form / Interview / References |
| SKILLS | Ability to work regularly unsupervised. Good interpersonal and communication skills Good verbal and written skills Good observation and reporting skills Ability to use own initiative Clinical | | Application Form / Interview / References |

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| | <p>Assessment</p> <p>Risk Assessment</p> <p>Crisis Management</p> <p>Problem solving</p> <p>Effective time management</p> <p>Liaison with other professionals</p> <p>Satisfactory verbal and written English language skills</p> <p>Prevention and management of suicide training</p> <p>Medicine Management</p> <p>PMA</p> <p>Safeguarding training</p> | | |
| KNOWLEDGE | <p>Knowledge of medication and the monitoring of its effects</p> <p>Knowledge of psychosocial interventions</p> <p>An understanding of the policies and guidelines both local and national e.g. National Institute for Clinical Excellence guidelines (Government initiative)</p> | <p>Developing knowledge of local wider systems and networks</p> <p>Knowledge of health promotion</p> | Application Form / Interview / References |
| OTHER | Ability to travel | | Application Form / |

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|------------------|---------------|--|----------------------------|
| (Please specify) | independently | | Interview / Document Check |
|------------------|---------------|--|----------------------------|

| VALUES (APPLICABLE TO ALL POSTS) | Positively... | Respectfully... | Together... | METHOD OF ASSESSMENT |
|-------------------------------------|---|---|--|---------------------------|
| | Look for solutions, think creatively and focus on what we can do | Acknowledge people's unique experiences, skills and contribution | Make connections and learn from each other | Application and Interview |
| | Take pride... Always do our best | Step into other people's shoes... Notice what's actually happening | Share... Knowledge, information and learning | |
| | Take responsibility... Plan ahead, be realistic and do what we say we will | Take time to care... Be welcoming, friendly and support others | Keep people updated... With timely, open and honest communication | |
| | Support people to set and achieve goals... And be the best they can | Be professional... Respect people's time and be aware of our impact | Have two-way conversations... Listen and respond | |
| | Recognise people... Their efforts and achievements, and say thank you | Be effective... Focus on the purpose and keep it as simple as possible | Speak up... Seek, welcome and give feedback | |

FURTHER INFORMATION

Please enter here details of frequency and intensity of each element

Element

| (e.g. mental effort) | Details of frequency and intensity |
|--|--|
| Working conditions | |
| Inclement weather | YES - Occasionally exposed to inclement weather |
| Extreme Temperatures | NO |
| Unpleasant smells | YES - Occasionally exposed to unpleasant smells |
| Noxious Fumes | NO |
| Excessive noise/vibration | NO |
| Continuous use of VDU equipment | YES - Frequent use of VDU equipment |
| Unpleasant substances | YES - Occasional exposure to unpleasant substances (patients' homes) |
| Infectious material | YES - Occasional exposure to foul linen (i.e. linen/incontinence pads) |
| Body Fluids, Faeces/Vomit | YES - Occasional exposure to faeces /vomit |
| Dust/Dirt | NO |
| Humidity | NO |
| Contaminated equipment/work area | NO |
| Driving/Being Driven (normal conditions) | NO |
| Driving/Being Driven (emergency conditions) | NO |
| Fleas/Lice/Infestation | YES - Rare exposure to fleas/lice/infestations |
| Dangerous Chemicals – Substances in containers | YES |
| Dangerous Chemicals – Substances (uncontained) | NO |
| Exposure to verbal aggression | YES - Frequent exposure to verbal aggression |
| Exposure to physical aggression | YES - Occasional exposure to physical aggression (dependent upon work areas) |

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| Physical effort | |
| Working in uncomfortable conditions | NO |
| Working in physically cramped conditions | NO |
| Making repetitive movements | NO |
| Lifting weights/equipment without mechanical aid | YES - Occasional requirement to lift without mechanical aids |
| Climbing or crawling | NO |
| Manipulating objects | YES - Subject to appropriate training post may be required to take bloods |
| Manual Digging | NO |
| Running | NO |
| Standing/sitting with limited scope for movement | NO |

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| Kneeling, crouching, twisting, bending, stretching | YES - Frequent exposure to kneeling, crouching, twisting and bending |
| Walking for long periods | NO |
| Heavy duty cleaning | NO |
| Pushing/pulling trolleys or similar equipment | NO |
| Working at heights | NO |
| Controlled restraint i.e. in post requiring training/certification | YES - To undertake breakaway and yearly refresher courses |

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| Emotional effort | |
| Processing (e.g. typing/transmitting) news of highly distressing events | YES - Occasional exposure to distressing situations |
| Giving unwelcome news to patients / clients / carers / staff | YES - Frequent exposure to giving of unwelcome news to clients, carers or staff |
| Caring for the terminally ill | YES - Rare exposure to caring for terminally ill |
| Dealing with difficult situations/circumstances | YES - Frequent exposure to dealing with difficult family situations |
| Designated to provide emotional support to front line staff | NO |
| Communicating life-changing events | YES - Frequent exposure to dealing with life changing events |
| Dealing with people with challenging behaviour | YES - Frequent exposure to dealing with people with challenging behaviour |
| Attending scenes of accidents | YES - Rare exposure to attending scenes of accidents/incidents |

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| Mental effort | |
| Carry out formal student/trainee assessments | YES - Carry out formal student/trainee assessment as part of ongoing development |
| Carry out clinical/social care interventions | YES - Frequent requirement for prolonged concentration whilst carrying out clinical/social care interventions |
| Analyse statistics | YES - Occasional requirement to analyse statistics |
| Operate equipment/machinery | YES - Occasional requirement to operate machinery or equipment |
| Give evidence in court/tribunal/formal hearings | YES - Rare requirement to give evidence at formal hearings |
| Attending meetings (if yes, describe role in "Further Information") | YES - Frequently attend meetings |
| Carry out screening tests/microscope work | NO |
| Prepare detailed reports | YES - Rare requirement to prepare detailed reports |
| Check documents | YES - Frequent requirement to check documents |
| Drive a vehicle | YES - May be required to travel independently |
| Perform calculations | YES - Performing calculations may be a |

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| | requirement as part of the role |
| Make clinical diagnoses | YES - Frequently required to make a working diagnosis |
| Carry out non-clinical fault finding | NO |

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| Freedom to act | |
| Does the post holder generally work without close supervision | YES - Works within clearly defined occupational policies, work is managed rather than supervised Works within codes of practice and professional guidelines |
| Does the post holder work without direct access to a manager | NO |
| Does the post holder work without access to a manager by telephone | NO |
| Is the post holder the lead specialist in their field | NO |

How often on average does the post holder give guidance and advice to others?

Daily: ☒ Weekly: ☐

Other frequency (please comment)

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| |
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How often is the post holder's work checked/monitored/assessed?

| | | | |
|--------|--------------------------|---------|-------------------------------------|
| Daily: | <input type="checkbox"/> | Weekly: | <input checked="" type="checkbox"/> |
|--------|--------------------------|---------|-------------------------------------|

Other frequency (please comment)

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Manager responsible for completion of this document

Name:

Member of Staff to whom this document relates:

Date Completed:

Review Date:

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DISTRIBUTION: One copy to member of staff, one copy to personal file.
Please ensure Job Description is agreed and signed by both manager and employee