

Job Description

Job Title	Mental Health Assessment Practitioner
Salary Band	Band 6
Division/Service Line	Community Mental Health Services
Department	Adult Mental Health and Learning Disabilities

Job Overview

- To work with the existing mental health teams to develop a single dedicated clinical assessment service for the Adult Community Mental Health Teams.
 - To develop assessment and interface protocols between current mental health services.
 - To complete effective triage process for referrals to services and sign post to relevant secondary, Primary and 3rd sector agencies.
 - To be responsible for the assessment of the mental health of service users, recognizing care needs and clinical management of a defined assessment caseload within the Mental Health Team.
 - To work as part of a multi-disciplinary team to ensure that the service users are offered the most appropriate interventions.
 - To work alongside other clinical staff in developing assessments skills.
 - May be delegated the responsibility for the co-ordination of clients from a designated assessment and allocation caseload.
 - To develop the interface between primary and secondary care services so the patients/carers are offered focused and co-ordinated packages of care that are appropriate to their needs.
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Organisational Chart



Duties and Responsibilities

Communication and Working Relationships

Internal

- CMHT Members
- Other Partnership Trust staff.

External

- Clients
- General Practitioners
- Family/Carers
- Voluntary Agencies
- Social Services
- Other statutory and non-statutory organizations.
- General Public
- Other NHS staff.

Management and Personal Development

- To advise CMHT Team Manager regarding training needs and developmental requirements.

- To keep professionally updated with ongoing developments in mental health through evidence based approach to delivering high quality mental health services by evaluating, updating, initiating and /or participating in training, audit and research.
- To ensure receipt of supervision as per Trust Policy.

Clinical Activities

- To deliver a high quality mental health service to those individuals with severe and/or enduring mental health problems.
- Being responsible for the assessment and evaluation of persons with mental health needs.
- Lone working and autonomous practice.
- To participate in clinical supervision and individual appraisal in accordance with Trust Policy, ensuring high levels of skills and competence.
- Ensure all obligations of the Mental Health Act and the Code of Practice are fulfilled and other Mental Health Legislation is complied with.
- Develop and improve working relationships with GP's, other professionals and outside agencies working collaboratively to ensure effective referral, assessment, treatment and discharge.
- To provide clinical advice, education, support and training the primary healthcare team, other professionals, relatives and carers on the management of mental health problems
- To maintain safe and acceptable standards of practice in accordance with professional bodies, Trust Policies and Procedures.
- Promote and sustain good interpersonal relationships with residents, carer/families, members of the multi-disciplinary/primary healthcare team, other professionals, voluntary agencies, independent sector and the general public.
- Participate in caseload management.
- Offer line management supervision to clinical and non clinical staff as required.
- To promote mental health through leaflets, newsletters, media and mental health awareness events.
- To provide personalized care to support clients with their mental health management and when they experience a crisis/relapse.
- To raise the profile of mental health and tackle stigma and discrimination.
- To provide good mental health awareness information to the community.

Administrative

- To carry out clinically related administrative duties relevant to the operation of the department.
- To maintain accurate, comprehensive and up to date documentation, in line with legal and departmental requirements and to communicate assessment and treatment results in report or discussion format, to appropriate people e.g. local health, social care and education providers.
- To provide written reports for the child, family, MDT and local team which detail the assessment findings and provide information and recommendations for on-going intervention as appropriate.

IT Systems and Processes

- Able to maintain accurate and contemporaneous electronic patient records
- Standard Keyboard skills
- To contribute to quantitative or qualitative audit work including reports and presentations relating to specialist area
- To share information within the remit of Information Governance Guidance

Additional Information

Code of Conduct

The post holder is required to comply with all relevant Code of Conducts for the role, including the Trusts Code of Conduct. All staff are required to support the Trust's commitment to developing and delivering excellent customer service by treating patients their carers, families, friends, visitors and staff with professionalism, dignity and respect. All staff are expected to behave in a professional manner and not to bring the Trust into disrepute.

Confidentiality and Data Protection Act

All NHS employees have a duty to maintain confidentiality under both common law and the Data Protection Act 2018. Service users and staff have a right to expect that any information, whether personal or commercial, held by the Trust will be treated in a confidential manner. All employees of Cornwall Partnership NHS Foundation Trust must not, without prior permission, disclose any information regarding patients or staff.

Safeguarding Children and Adults at risk of abuse

All employees of Cornwall Partnership NHS Foundation Trust must be familiar with, and adhere to, the Trust's safeguarding policies and procedures. This includes prioritising concerns about domestic abuse.

Personal Development

All employees are required to undertake statutory and essential training as directed by the Trust. This will be monitored through the supervision and appraisal process which is in place for all staff to participate in.

Risk Management and Health and Safety

All employees of Cornwall Partnership NHS Foundation Trust are required to make positive efforts to maintain their own personal safety and that of others. You are reminded of your responsibilities for health and safety at work under the Health and Safety At Work Act 1974 as amended and associated legislation. These include the duty to take reasonable care for the health and safety of yourself and of others in your work activities or omissions, and to co-operate with your employer in the discharge of its statutory duties. It is also essential that precautions advised by Management, Occupational Health, Risk & Safety Services, etc. are adhered to for your own protection.

Infection Prevention and Control

All staff, collectively and individually, has a duty of care in following best practice in adherence to guidelines which is a fundamental requirement in underpinning the management of infection control.

Location/Mobility

In accordance with the Trust's requirements, all staff are required to undertake work and alternative duties as reasonably directed at variable locations in the event of, and for the duration of a significant internal incident, major incident or pandemic. You may be required to work at or from any additional location as determined by the Trust. You may also be required to travel between Trust premises for the performance of your duties.

Equal Opportunities

The aim of the Trust's policy is to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of race, creed, sex, marital status, disability, age, nationality, ethnic or national origins. The Trust commits itself to promote equal opportunities and will keep under review its policies, procedures and practices, to ensure that all users and providers of its services are treated according to their needs.

Review of the Job Description

This is a generic job description and is intended as an outline of the general area of activities. It may be amended in light of the changing needs of the organisation, in which case it will be reviewed.

Rehabilitation of Offenders Act

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 is applicable to this post. Therefore should you be offered the post it will be subject to a Disclosure & Barring Service check satisfactory to the Trust. You will therefore be required to declare all criminal convictions, cautions, reprimands and warnings that would not be filtered in line with current guidance

The Trust operates a no smoking policy. Employees are not permitted to smoke anywhere in the premises of the Trust or when outside on official business. Staff must be mindful of public perception and therefore must not smoke whilst travelling in Trust identified vehicles or when can be identified as a member of CFT staff.

Person Specification

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Department	Adult Mental Health and Learning Disabilities

Role Requirement	Essential	Desirable
<i>Education and Qualifications</i>		
Relevant professional registration – RMN, OT, SW	✓	
Current professional registration – NMC, HCPC	✓	
Evidence of post basic training	✓	
Evidence of appropriate postgraduate courses and CPD to support practice	✓	
Teach and assessing in clinical practice		✓
To have a Sign Off Mentor (SOM) qualification as in accordance with the NMC and be able to sign off students as proficient of registration.	✓	
<i>Experience</i>		
Registered mental health professional with substantial post registration experience.	✓	
Previous experience working in a community setting	✓	
Experience of working within mental health or learning disability services	✓	
Experience of using high level communication skills within a wide range of clinical settings	✓	
<i>Skills and Aptitude</i>		
Effective caseload management skills, effective risk management skills.	✓	
Interpersonal, communication and supervision skills. Good telephone manner.	✓	
Demonstrate clinical leadership skills.	✓	
Computer literate to include Microsoft office packages	✓	
Risk assessment and caseload management skills.	✓	
Facilitating self help groups and carers group.	✓	
Motivational and organisational skills	✓	

<i>Knowledge and abilities</i>		
Demonstrate knowledge and understanding of mental health profession with evidence of continued professional development, as defined by organisational body.	✓	
Sound working knowledge of the Mental Health Act of 1983 and other mental health legislation.	✓	
Ability to supervise staff, demonstrating the highest clinical standards.	✓	
Ability to work within an integrated model with all agencies.	✓	
Evidence of Audit procedures		✓
Risk assessment and management suicide awareness		✓
<i>Personal Qualities</i>		
Flexible working manner with an ability to use own initiative as well as to be a team player across agencies.	✓	
<i>Other</i>		
Demonstrates evidence of Trust "CHOICE" values	✓	
A Valid driving licence is required for this post.	✓	
Ability to travel independently where required	✓	
Occupational health clearance satisfactory to the Trust	✓	
Disclosure and Barring Service check satisfactory to the Trust	✓	
This role may be deemed as an Information Asset Owner in line with the Trust Information Risk Policy		