

JOB DESCRIPTION

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| POST TITLE: | Mental Health Practitioner / Memory Clinic Nurse / Social Worker / Occupational Therapist Older People's Mental Health Services |
| BASE: | Nicholson House - Maidenhead |
| BAND: | 6 |
| HOURS: | 37.5 hrs Full time |
| MANAGERIAL ACCOUNTABILITY: | Service Manager |
| PROFESSIONAL ACCOUNTABILITY: | Locality Manager |
| DETAILS OF SPECIAL CONDITIONS: | May be asked to work flexibly within the service |

OUR VISION AND VALUES

Our **vision** is to **be a great place to get care, a great place to give care.**

Our values are:

- **Caring** for and about you is our top priority
- **Committed** to providing good quality, safe services
- working **Together** with you to develop innovative solutions

JOB SUMMARY

The Windsor, Ascot and Maidenhead (WAM) Older Peoples Mental Health Service is looking for an enthusiastic, caring and highly motivated Mental Health Practitioner with a relevant professional qualification (Mental Health Nurse or Social Worker) to join our friendly and innovative team. The post holder will have the opportunity to work across the teams, CMHT, HTT and Memory Clinic.

An experienced practitioner to contribute towards maintaining our standards of high-quality care to our patients. Excellent assessment and communication skills are essential. You must be committed to older people's mental health and demonstrate a person-centred approach.

The post holder is responsible for managing his/her own caseload, working collaboratively with other disciplines from both statutory and voluntary sectors as well as contributing towards the development of

the service. He/she may be required to take a lead in an area of special interest, such as working with carers or Younger People with Dementia. The post holder is also responsible for ensuring clinical governance guidelines are followed and to be involved in delivering training and educational programmes as well as participating in audit and research.

To embrace and apply Quality Improvement Methodology

RESPONSIBILITIES

CLINICAL

- To undertake initial comprehensive assessments in a range of settings including patient's own home, taking into account the person's physical, psychological, social and spiritual needs.
- To manage and be responsible for an identified caseload of patients.
- To ensure that all programmes of nursing care interventions are based upon the service user's individual needs and that they are consistent with the Memory Clinic Care Pathway.
- To provide support to medical staff in the Memory Clinics using the relevant assessment tools (MOCA, ACE etc.) including the taking of collaborative patient history.
- To conduct Memory Clinic reviews to monitor patient's response to prescribed medication.
- To develop an agreed care plan with the service user and where appropriate include the view of the families and carers.
- Be able to identify and select from a range of health, social and voluntary agencies which could assist and improve the care of individuals and their families.
- To monitor and evaluate the agreed care plan, making adjustments as appropriate in collaboration with the wider team by reporting in clinical supervisions, reviews or at CPA meetings.
- To respond to an acute psychiatric problem and be able to take new referrals.
- To have knowledge of a variety of therapeutic interventions e.g. short term problem solving, crisis intervention and basic CST techniques.
- To develop and maintain effective liaison and communication with members of the Primary Care Team, Local Authority, Voluntary Organisations on matters relating to patient care.
- To participate actively in Service Development contributing to projects/plans aimed at improving and maintaining quality of care.
- To participate in education programmes to formal and informal carers as a means of enhancing standards of care in the locality.
- To provide consultation and advice on issues relating to the care of older people with mental health problems to others within the wider care community such as Residential and Nursing Homes, Sheltered Housing, Day Centres etc.
- To act as supervisor to junior members of staff and students as required.
- To maintain accurate clinical documentation as per guidance.
- To ensure that the Trust policies, especially in relation to CPA and Risk Assessment are adhered to.

PROFESSIONAL

- To take responsibility for own professional development through clinical and managerial supervision, attending relevant training courses as requested by the trust.

- To participate in an annual appraisal and performance review.
- To ensure ongoing development through reflective practice by attending appropriate peer groups such as Learning sets and Clinical Governance Groups.
- To attend team meeting, actively contributing in the development of the mental health service for older people, evaluating & monitoring its effectiveness & efficiency.
- To adhere to professional code of conduct.
- To be knowledgeable of recent legislations and government policies influencing delivery of care.
- To maintain accurate patients records, producing statistical data as required by the Trust.
- To supervise and participate in the development of junior staff within the wider community team.

EDUCATION

- To develop and facilitate educational and support programmes for members of the MDT and students on placement.
- To initiate health promotion and education programmes to improve the mental health care of individuals.

ADVOCACY

- To advocate effectively on behalf of older people with mental health problems by attending related interest groups and forums within the locality.
- To ensure each patient and their family have access to information relevant to their condition.

GENERAL

- This job description is not exhaustive and can be altered in consultation with the post holder.
- Any other duties which may be requested by the line manager in order to facilitate the smooth running of the hospital.
- The Trust is an equal opportunities employer. The post – holder is at all times expected to carry out their duties in accordance with the Trusts Equal Opportunities Policy.

- The Trust operates a non-smoking policy. Staff are not permitted to smoke on Trust premises.
- The post – holder is required to take reasonable care of the health and safety of him/her acts or omissions at work, and to co-operate with the Berkshire Healthcare NHS Trust to ensure that statutory and departmental safety regulations are adhered to.

BEHAVIOURS

In addition to the responsibilities and requirements outlined in this job description, you should refer to the associated and expected behaviours that are relevant to this role - your line manager will be able to provide you with this detail.

Our values define the behaviours we are all expected to display during the course of our work and they underpin our organisational recruitment, appraisal, reward and development processes.

LOCATION/MOBILITY

We may require you to work at or from a different work base or location from time to time, to meet service demands and deliver an operational service. Given the geographical nature of the Trust, you may be required to travel between Trust premises as part of your role.

We also may need to change your work base on a permanent basis and if this is the case, we will consult with you in line with our policies and procedures.

FLEXIBILITY

We may need to amend your job description and/or your duties from time to time in order that we can continue to provide the best possible service to our patients. It is important that you work with us to deliver our services, by complying with lawful and reasonable instructions, by adapting to new ways of working, and by attending training courses as requested from time to time.

CONTINUING PROFESSIONAL DEVELOPMENT

You'll be expected to attend and contribute to staff meetings and forums, supervision sessions, training courses, seminars and workshops, all of which will contribute to the development and enhancement of our current working practices.

You will also be expected to participate in all personal review meetings and to take responsibility for your own personal and professional development and the professional accountability for your role.

DATA PROTECTION ACT

We are all expected to be aware of the Data Protection Act and to follow the local Codes of Practice to ensure appropriate action is taken to safeguard confidential information.

HEALTH & SAFETY

We all have a responsibility for health and safety, risk assessment and workplace inspections, and you will be expected to take reasonable care for your own health and safety and that of others.

You will also be expected to co-operate with your colleagues to ensure that statutory regulations, policies, codes of practice and departmental safety procedures are adhered to, and to attend any training programmes that we consider to be relevant.

INFECTION CONTROL

We all have a responsibility to make sure that Infection Control remains a priority in terms of attention and resources. If you work in a role that provides direct patient care then you'll be expected to follow our policies and procedures which are designed to reduce the risk of passing on the organisms that can cause infections.

We all, collectively and individually, have a duty of care to follow best practice and adhere to any guidelines which underpin the management of Infection Control.

CONFIDENTIALITY

We all have a responsibility to make sure that we don't disclose any information of a confidential nature relating to the services we provide or in respect of any service user, client or third party. This applies both during and after your employment.

You must not remove or copy any documents or tangible items including software which belong to the Trust or which contain any confidential information unless you have specific permission to do so. When you leave our employment, or if you are asked, you must return all documents and tangible items which are in your possession or are under your control, but which belong to us or contain or refer to any confidential information.

You should be aware that a breach of confidentiality may result in your dismissal and that, regardless of any disciplinary action that we may take, a breach of confidence could result in civil action for damages.

DATA QUALITY

We are all responsible for making sure that our data and electronic records are updated, accurate, relevant, reliable, and completed in line with our record keeping standards and policies.

CLINICAL GOVERNANCE

We aim to provide the highest standards of care. To help us achieve this aim, you are expected to follow acceptable working practices as defined in our policies and guidelines. You also have a personal responsibility to your colleagues and patients to keep yourself up to date with any changes to policies and to report any practice that you consider to be unacceptable through the appropriate channels.

ASYLUM & IMMIGRATION ACT 1996 AND AMENDMENTS

We need to make sure that we comply with the Asylum and Immigration Act 1996. To do this, we check the documentation of all applicants to confirm that they have the right to work in the UK. We won't offer employment to any applicant who does not have valid leave to remain and work in the UK or whose leave is subject to conditions which prevent them from taking up employment with us.

If your leave to remain and/or right to work status changes during the course of your employment, we will determine what impact this may have on our ability to continue employing you.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS



We all have a responsibility for safeguarding individuals who come into contact with our services, whether they are a child or young person, a person with Learning Disabilities or an older or vulnerable adult.

We adhere to the Berkshire Local Safeguarding Children Boards Child Protection Procedures, which places a duty of care and responsibility on us all to safeguard and promote the welfare of children.

SMOKE FREE

We operate a smoke free policy which means that smoking is not permitted on any of our sites. This also applies when you are travelling in vehicles (including owned and lease cars) whilst on official business, parked on our premises in privately owned vehicles, or transporting services users or visitors. We will not support taking additional breaks during the working day to smoke off site. Further information can be found in the Staff Smoke Free policy.

PERSON SPECIFICATION

| CATEGORY | ASSESSMENT METHOD | | |
|---|--|-------------------------------------|-------------------|
| | Application Form Essential or Desirable | Interview Essential or Desirable | Selection Tool |
| <p>Education/Qualifications/Training</p> <p>Registered Mental Health Nurse / Social Worker / Occupational Therapist</p> | E | E | A/I |
| <p>Continuous Professional Development</p> <p>Willingness to undertake further personal and professional development</p> | E | E | A/I |
| <p>Previous Experience</p> <ul style="list-style-type: none"> • Experience of working with older people with mental health problems • Two years post qualification experience • Can demonstrate skills in assessing and managing risk in a variety of settings. • Proven ability in assessing the needs and strengths of people and their carers. • Ability to deliver a range of therapeutic techniques which can be incorporated into one to one and / or group interventions • Working within an integrated multi-disciplinary environment and co-working with other teams within team meetings, case conferences and professional meetings | E | E | A/I |
| <p>Knowledge, Skills & Abilities</p> <ul style="list-style-type: none"> • Working knowledge of recent government legislation e.g. Mental | E | E | A/I |

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| <p>Health Act, Health & Safety, Care Programme Approach, Care Act & Safeguarding</p> <ul style="list-style-type: none"> • Able to work incorporating principles of Clinical Governance • Knowledge of working collaboratively with people and their carers to ensure their involvement in the assessment and care planning process. • Shows awareness of cultural diversity and is able to incorporate this into care planning and the delivery of care. • Knowledge and evidence of using IT systems. • Good written and verbal communication skills. • Knowledge of audit processes • Knowledge of carer services/ issues/ assessment | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> | <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> |
| <p>Additional Requirements Driving License and access to a car.</p> | <p>E</p> | | |

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