

## HEALTH & JUSTICE SERVICE LINE

### JOB DESCRIPTION

<b>Job Title:</b>	Specialist Perinatal Mental Health Nurse <b><i>(Maternity Leave Cover for 12months)</i></b>
<b>Band:</b>	Band 7
<b>Hours:</b>	37.5hrs
<b>Main Base:</b>	<b>HMP/YOI Bronzefield</b> All CNWL Prison Sites – Surrey, Kent, Milton Keynes and Buckinghamshire In order to meet the needs of the role and service, you maybe required to work outside your normal place of work. The Trust reserves the right to change your normal place of work to any other location within the Trust.
<b>Responsible To:</b>	Perinatal Service Lead
<b>Accountable To:</b>	Female Service Line Lead
<b>Responsible for:</b>	
<b>Key Relationships:</b>	Mental Health In-reach Colleagues Prison Officers Primary Care Team Healthcare Managers Medical Staff Local Secondary Mental Health Services Local Maternity Services Acute Hospital Services Other Perinatal Mental Health Teams across NW London Prison mental health inreach teams Health Visitors Local Safeguarding Children's team Local Children & Families Social Services GPs Third (voluntary) Sector Organisations Pharmacy team User Groups Courts and Police services Health & Justice Directorate

## **JOB PURPOSE**

As the post holder you will assess, plan and provide appropriate interventions, using evidenced based models of care, to patients presenting in the perinatal period with mental health needs in prison. You will offer advice and consultation on clients' mental health needs to colleagues and to other non-professional carers, working autonomously within professional guidelines and the overall framework of the team's policies and procedures. You will also liaise with referrers and support training and advice to primary and secondary services and other external agencies. You will contribute towards service development within the area serviced by the team.

## **MAIN DUTIES AND RESPONSIBILITIES**

Perinatal mental health disorders are those that complicate pregnancy and the postpartum year. The Specialist Perinatal Mental Health Service will offer a range of services for women who are planning to conceive, during their pregnancy and the postpartum period that:

- Have an existing mental health condition or personality disorder
- Develop a mental health condition or at risk of doing so
- Have become new parents and experience severe difficulties during the parent-infancy relationship building

Recruitment to this permanent nursing position is part of the development of the perinatal prison mental health service which has been developed alongside the existing CNWL perinatal services. Although the role and responsibilities have been outlined within this job description, it is important that the new post-holder is flexible, innovative and has a positive attitude to change as the new service develops.

The team base will be at HMP Bronzefield and the service will be provided to four women's prisons. The postholder will be required to be flexible and to work at other sites in female prison estate in their day to day working. The service is integrated with community maternity services at each prison and the postholder will work very closely with local community midwives and obstetricians.

The postholder will be expected to work collaboratively and in partnership with; Mental Health Service staff; Primary Care staff, Prison Service staff, Health & Justice Directorate staff, Local Secondary Mental Health Services, Maternity Services, Primary Care, Local Authority Services, Acute Hospitals and Voluntary and Third Sector Organisations.

The purpose of this specialist service is to:

- To ensure that women who have a mental health difficulty in the perinatal period who are in prison receive appropriate screening and identification of their mental health needs and are managed accordingly throughout this period.
- To provide supervision to the team of other staff, including prison staff, midwives and health visitors, who work with pregnant women suffering from or at risk of developing mental illness.
- To provide on-going training, supervision, consultation and advice on mental health issues in childbearing to a range of professionals who work closely with this group of women.

The service aims to provide a pragmatic and user-friendly service where the post holder will take a leadership role in the further establishment, development and maintenance of structures to ensure the team's accessibility, excellent communication, excellent assessment of patients and provision of expert assistance and advice about the management of mental health issues in the perinatal period.

The post holder will be pivotal to the establishment of the ethos of the team and to the integration of Perinatal Mental Health Services and local maternity Services through development of and maintenance of good working relationships and collaborative partnerships.

This will be achieved through:

- Embedding as a specialist nurse within the prison perinatal service and to perform multiagency liaison work, offering easy-to-access expert advice.
- Regular targeted training programmes which will be disseminated and evaluated for a range of professionals
- Direct work in complex cases with women booked for delivery at the local maternity hospital, providing comprehensive assessment, treatment, planning and review.
- Attendances at perinatal CPA meetings, to advise and ensure procedures are implemented. Supporting the establishment of peer support groups in the prison community
- Supporting prison based antenatal classes to educate and promote positive mental health.
- Contributing to the development and dissemination of robust integrated CNWL /local Maternity Hospital perinatal care pathways and policies.
- Contributing to the on-going development and establishment of Prison Perinatal Mental Health Services
- Attend and contribute specialist mental health knowledge at Child Protection Conferences, psychosocial meetings and birth planning meetings.

### ***Clinical Responsibilities:***

- To deliver a highly specialist evidence-based mental health assessment, formulation of diagnosis, care planning, treatment and review for women in the perinatal period.
- To undertake risk assessment and risk management for individual clients, and to provide advice to other professions on aspects of risk assessment and risk management.
- To act as care coordinator, where appropriate, taking responsibility for initiating planning and review of care plans under enhanced CPA including clients, their carers, referring agents and others involved the network of care.
- To provide specialist evidence-based interventions such as CBT, VIPP, VIG, to women in the perinatal period, to the parent infant dyad or the family system.
- To provide specialist consultation, advice and support to both CNWL, local Maternity Hospital in-patient and community services on best practice when working with women with mental health needs; at preconception, pregnant women and women with infants up to one year old.
- To work jointly with care coordinators from CMHTs with a small complex and challenging caseload of pregnant women or those with an infant up to one year old.
- To work in consultation with other professionals making known concerns regarding safeguarding children and/or adults to the appropriate and responsible service. This includes attending Child Protection and Review Conferences as appropriate where the child is at risk because of the mother's mental illness.
- To work with colleagues to establish a clear process and criteria for receiving referrals to undertake direct work or information for advice and liaison work.
- To assist in setting up structures that allow the dissemination of knowledge and skills regarding working with perinatal women in prison services.
- To liaise and work with specialist services such as Mother & Baby Units, personality disorder services, eating disorder services etc.
- Where possible, to work with partners and significant others to provide appropriate education training and support.
- To identify carers and refer/sign post for assessment as appropriate
- To work as a member of the multi-disciplinary team exercising autonomous professional responsibility for managing a clinical caseload independently, providing highly specialist assessments and follow-up for women referred with complex problems, which includes assessment of risk in terms of self-harm, self-neglect, vulnerability, harm to others, domestic violence and safeguarding children.
- To seek consultation where necessary with clinical supervisor and/or line manager on clinical work and participate in regular supervision.

- To be mindful of the needs of women from a wide range of racial, cultural, sexual, religious and social backgrounds and to develop, with colleagues, sensitive and innovative ways of meeting these needs.
- To ensure that all service users have a perinatal care plan, which is implemented. This requires attending and contributing to pre and post-birth meetings.
- To work with other professionals in supporting them to implement an agreed parent –infant care plan.
- To attend the CNWL Safeguarding Children multidisciplinary meetings and any other relevant multidisciplinary meetings within Maternity services, as appropriate.
- To be responsible for monitoring, recording and reporting on clinical work and communicating highly complex clinical information to a variety of recipients (e.g. patient's, families and carers, other professionals) orally and in writing.
- To be responsible for developing and maintaining knowledge of local resources and developing excellent working relationships with relevant statutory, voluntary and community groups and organisations.
- The postholder will work autonomously as a specialist perinatal practitioner managing antenatal clinics and post-natal clinics in the prison setting.

### **Communication:**

- Utilise high level oral and written communication skills.
- Demonstrate a high level of interpersonal skills, self-awareness and empathy in all communication.
- Demonstrate the ability to give and receive complex clinical details clearly, with patients, carers and other professional colleagues, supervise and augment the work of midwives as necessary.
- Demonstrate the ability to communicate clearly and sensitively in situations that are challenging and/or contentious.
- Demonstrate an ability to negotiate and problem solve in contentious and/or antagonistic situations, where agreement is required to communicate clear decisions and rationale when agreement cannot be reached e.g. in situations where there are Safeguarding issues.
- Demonstrate the ability to develop and maintain excellent working relationships with colleagues within the Prison Perinatal mental health Team, Mental health Teams, and other relevant agencies.
- To maintain the highest standards of clinical record keeping including electronic data entry and recording, report writing and the responsible exercise of professional self- governance in accordance with professional codes of practice of the relevant professional body and with Trust policies and procedures.

### **Education & Training:**

- To provide regular education and training (both formally and informally) on perinatal mental health issues to a wide range of professionals involved in the care and management of women in the perinatal period (*particularly those listed Key Working Relationships*). This should be focused around compliance with NICE guidelines.
- To provide on-going training and advise to midwives on enquiring about mental illness at booking of pregnancy and ensuring the implementation of NICE guidelines.
- To contribute to the development and maintenance of the highest professional standards of practice, through active participation in internal and external CPD training and development programmes, in consultation with the post holder's professional and service managers.

### **Policy & Service Development:**

- To be aware of and comply with all CNWL and Local Acute Hospital policies and procedures and in particular follow and promote the Safeguarding and Promoting the

Welfare of Children Policies and contribute to the development of the Perinatal Psychiatry Policy.

- To be responsible for monitoring, recording and reporting on clinical work and communicating highly complex clinical information to a variety of recipients (e.g. patient's, families and carers, other professionals) orally and in writing.
- To contribute to the development of systems and processes to record relevant information at the time of referral, during on-going work, and for evaluation purposes, as consistent with the policies and protocols of CNWL and Local Acute Trust record keeping policies.
- To work closely with colleagues to promote and develop a collaborative Prison Perinatal Mental Health Service for the assigned locality.
- To be actively involved in the audit process, collecting data, mapping of local needs, and the evaluation and monitoring of personal work and the work of the service. This would include quality improvement projects and involvement in research and development.
- To contribute to the development, evaluation and monitoring of the team's operational policies and services, through the deployment of professional skills in research, service evaluation and audit. As negotiated and within time constraints, the post holder will be expected to attend relevant clinical meetings of local adult mental health services for individual patients.
- To attend and contribute to the regular departmental meetings.
- To attend local and regional conferences, meetings and forums as appropriate on Perinatal Mental Health

#### ***Clinical Governance:***

- To be knowledgeable about, and advise on best practice for treatment of pregnant and postpartum women, parent –infant relationship with particular regard to relevant NICE guidelines and CEMACH reports.
- To be knowledgeable about, and advise on best practice for Safeguarding Children, with particular regard to Working Together to Safeguard Children, HM Government, revised 2006 and the London Child Protection Procedures, revised 2007.
- To participate in the evaluation and audit of clinical work and the service.
- To take an active role in seeking user, carer and stakeholders feedback to help shape and influence the further development of the service.

#### ***Management, Supervision and Accountability:***

- To assist in providing specialist supervision to other professionals regarding perinatal psychiatry cases.
- To represent CNWL in the Trust setting, playing a vital role in communicating and maintaining excellent working relationships in this interface.
- Act as a change agent to promote innovation and high standards of practice.
- In the absence of senior clinicians, take responsibility on a day-to-day basis for the coordination of the activities of the service.
- Ensure effective and efficient time management.
- To receive regular clinical supervision.
- To receive regular professional/managerial supervision.
- To contribute and commit to participating in an annual Personal Development Review/Appraisal and undertake any personal development as identified in the plan.
- To undertake all mandatory and statutory training, as per Trust policy.
- To at all times adhere to the Nursing and Midwifery Council's (NMC) Standards of Professional Practice, Code of Conduct and Post Registration Education and Practice (PREP).
- To ensure he/she is aware of current evidence-based developments and practice in relation to Perinatal Psychiatry and the interface with other relevant services.
- To ensure that services within the multidisciplinary team are well co-ordinated in order they are responsive and attuned to the needs of its service users

- To ensure that systems are in place for monitoring assessments, allocation, caseloads and clinical review processes
- To ensure that clinical supervision is given to all health qualified staff in the team and to ensure that staff work to high standards of professional practice.
- To engage directly with service users to ensure effective consultation regarding service standards and development
- To facilitate and enhance good team working and promote reflective practice
- To line manage and /supervise junior staff.
- Authorise leave and training as delegated by the Service Lead
- To provide interim management cover as required for the service
- To deputise for the Service Lead, as required

**The following responsibilities are applicable to all employees:**

**Professional registration**

If professional registration is required for the role you undertake you are expected to maintain your registration with the applicable professional body (i.e. NMC, HCPC etc) and comply with the professional Code of Conduct. Your employment depends on you doing this and failure to remain registered or to comply with the Code of Conduct may result in temporary downgrading, suspension from duty and/or disciplinary action which may result in the termination of your employment. You are required to advise the Trust if the professional body in any way limits or changes the terms of your registration. Throughout your employment with the Trust, if requested you are required to provide your manager with documentary evidence of your registration with the professional body.

**Safeguarding**

You have a duty to safeguard and promote the welfare of children and adults at risk of abuse. You should be aware of local safeguarding procedures and how to contact named professionals for advice and support as well as reporting any concerns. You will be supported with the supervision and training needed to recognise and act on welfare concerns and to respond to the needs of children and adults. You have a responsibility to ensure that you are up to date with the safeguarding training required for all Trust employees.

**Infection Control and Waste Disposal**

Infection prevention and control is the responsibility of all staff. All duties must be carried out in accordance with the Trust hand hygiene and infection control policies and procedures. You must also ensure that waste produced within the Trust is disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the policy.

**Data Protection, Confidentiality and Access to Health Records**

All information concerning patients/clients and other staff members must be treated as confidential and you must adhere to the policies related to this subject. If you contribute to patients' health records you are expected to be familiar with, and adhere to, the Trust's Care Records Policy and accompanying documentation. You are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act 199 and you should be aware that patients' records throughout the Trust will be subject to regular audit. You have a responsibility to ensure that patient records are maintained efficiently and that confidentiality is protected in line with the Trust's policies.

You are likely to have access to computerised data systems and you are required to obtain, process and/or use information held in these systems in a fair and lawful way. You must hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. Only disclose data only to authorised persons or organisations as instructed.

**Promoting Equality and Diversity**

Central and North West London Foundation Trust aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status. The Trust has a Valuing Diversity in the Workplace Policy and you are expected to adhere to the policy and support equality and value diversity by making sure that you do not discriminate, harass or bully colleagues, visitors or service users. You are also expected to make sure that you don't contribute to discrimination, harassment or bullying or condone discrimination, harassment or bullying by others. Everyone has a personal responsibility to promote and develop a culture that promotes equality and values diversity and where your role requires you to manage and supervise others you have the additional managerial responsibility to ensure that the team you work in does not discriminate, harass or bully.

**Health and Safety and Risk management**

As an employee you must be aware of the responsibilities placed on you under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors. You are accountable, through the terms

and conditions of your employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required. All staff members have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff members receive appropriate training and a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Governance Committee and Risk and Assurance Committee. Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Borough Director and relevant governance committee.

#### **No Smoking Policy**

There is a smoke free policy in operation in the Trust and smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

#### **Staff Support**

The Trust is committed to ensuring that you achieve a good work/life balance, have access to a wide range of support including flexible working options, childcare support and many training and development opportunities.

#### **General Note**

The duties and responsibilities outlined above are to be regarded as broad areas of responsibility and do not necessarily detail all the tasks which you may be required to perform. You may be expected to undertake other duties as may be required which are commensurate with your grade and experience. This job description may be subject to change from time to time in order to meet the changing needs of the Trust and department and any changes should be discussed with you. All duties and responsibilities must be carried out in accordance with statutory legislation, CNWL Standing Orders, Health and Safety regulations and professional Codes of Practice.



## HEALTH & JUSTICE SERVICE LINE

### JOB SPECIFICATION – Specialist Perinatal Mental Health Nurse

<b>CRITERIA</b>	<b>ESSENTIAL</b> Requirements necessary for safe and effective Performance in the job	<b>SEE KEY</b>	<b>DESIRABLE</b> Where available, elements that would contribute to immediate performance in the job	<b>SEE KEY</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>Registered Mental Health Nurse and evidence of current registration on Part 3 of NMC Register</li> <li>Mentorship or supervisor qualification</li> <li>Evidence of relevant perinatal professional development since registration</li> </ul>	<b>A</b>	<ul style="list-style-type: none"> <li>Degree level qualification</li> <li>Post registration qualification that enhances clinical work: CBT, DBT, Dual Diagnosis, etc.</li> </ul>	<b>A</b>
<b>Previous Experience</b>	<ul style="list-style-type: none"> <li>Experience of working as part of a multi-disciplinary team</li> <li>Experience of care co-ordinating within CPA framework</li> <li>Experience of working with service users within the perinatal period</li> <li>Experience of managing a caseload of service users with evidence of completing high quality assessments</li> <li>Experience of mentoring or supervising students</li> </ul>	<b>A</b>	<ul style="list-style-type: none"> <li>Experience of working in a Prison or forensic environment</li> <li>Experience of multi-agency pre-birth planning for women with serious mental illness for both those on CPA and non-CPA</li> <li>Experience of planning and delivery of training in response to identified needs</li> <li>Experience of contributing to policies and procedures</li> <li>Experience of supervising mental health / non mental health professionals</li> </ul>	<b>A</b>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Sufficient clinical knowledge to be able to make autonomous decisions, based on analysis of complex presenting problems and judgement about available options.</li> <li>Ability to engage with people with mental health problems, assessing their needs, designing and delivering appropriate interventions and evaluating the</li> </ul>	<b>A/I</b>	<ul style="list-style-type: none"> <li>Knowledge of CPA, Mental Health Act, MAPPA, legislation and policies relevant to prison mental health.</li> </ul>	<b>A/I</b>

	<p>effectiveness of the process.</p> <ul style="list-style-type: none"> <li>• Risk assessment and management skills.</li> <li>• Excellent communication skills both verbal and written.</li> <li>• Competent IT skills.</li> <li>• Ability to work effectively as part of a team and independently as appropriate.</li> <li>• To use supervision positively and effectively.</li> <li>• Proven ability to work patients to increase their level of self-determination and resilience.</li> <li>• Effective time management.</li> <li>• Knowledge of the needs and rights of patients.</li> <li>• Knowledge of safeguarding frameworks</li> <li>• Problem solving, stress management &amp; conflict resolution skills.</li> <li>• Ability to engage in evidence based practice, with an understanding of care quality (clinical governance).</li> </ul>			
<b>Attitudes, aptitudes personal characteristics</b>	<ul style="list-style-type: none"> <li>• Motivated to maintain the highest standards possible in the service.</li> <li>• Able to accept constructive feedback.</li> <li>• Able to ask for support where required.</li> <li>• Compassionate &amp; non-judgmental approach.</li> <li>• Flexible.</li> <li>• Smart appearance and professional manner.</li> </ul>	<b>A/I</b>		
<b>Other</b>	<ul style="list-style-type: none"> <li>• To conduct self in accordance with relevant code</li> <li>• of conduct and practice for registration.</li> <li>• Full clearance via the Disclosure &amp; Barring</li> </ul>	<b>A / I</b>		

	<p>Service</p> <ul style="list-style-type: none"> <li>• (DBS), and enhanced Prison Clearance (vetting).</li> <li>• Declared medically fit by the Occupational Health Department to perform the duties of the post.</li> <li>• The post holder must have the ability to understand and implement the equal opportunities policy at a level appropriate to the job.</li> <li>• Ability to promote anti-discriminatory and anti-racist practices.</li> </ul>			
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\* **Key:** Measured by **A** = Application Form, **I** = Interview, **As** + Assessment