

<b>JOB DESCRIPTION AND PERSON SPECIFICATION FOR AGENDA FOR CHANGE BAND</b>	Mental Health Practitioner B7 (Band 7)
<b>HOURS AND DURATION</b>	As specified in the job advertisement and the Contract of Employment
<b>AGENDA FOR CHANGE REFERENCE NUMBER</b>	2966
<b>DBS LEVEL</b>	Enhanced DBS
<b>REPORTS TO</b>	Team Manager
<b>ACCOUNTABLE TO</b>	Service Manager
<b>LOCATION</b>	The post holder will initially be based at the location specified in the job advertisement and the Contract of Employment. However, the Trust reserves the right, with consultation, to relocate post holders to any base within the Trust in line with service requirements.

#### **JOB SUMMARY**

- To work autonomously, taking overall responsibility for care quality performance and clinical activity by providing clinical leadership and guidance, clinical advice and management in relation to the key dimensions of health care quality:
  - Patient safety
  - The effectiveness of all health care interventions
  - Patient experience
  - The environment in which care is delivered
- To ensure the delivery of a clinically effective service which meets the needs of individuals, families and communities in line with local and national development plans, Trust policies and procedures.
- To be responsible for the coordination of services and to promote optimum health, self-management and effective liaison between agencies.
- To be responsible for the development of specialist care interventions and care plans.
- To ensure staff are trained appropriately to competently deliver the care required and ensure supervision and mentorship is in place.
- To support other members of the MDT with training in mental health best practice to support delivery of appropriate and effective care. Provide supervision and mentorship to peers and other MDT members.
- To be influential within the organisation and provide detailed advice to others internally and externally to the organisation, within their sphere of competence.
- To work collaboratively with other clinicians and practitioners within wider health, social care and voluntary sector communities as appropriate and promote the role of the Senior Mental Health Practitioner to all stakeholders.

- To foster a culture of networking in an open and transparent approach with internal and external MDT's and between all stakeholders.

## **MAIN DUTIES AND RESPONSIBILITIES:**

1. To demonstrate the Trust's values in everything you do in the work environment and live up the LPT Pledge
2. To be responsible in the use and expenditure of the Trust's resources that you utilise
3. Delivery of Effective Healthcare within the organisation
  - 3.1. To work as an autonomous practitioner and lead mental health specialist within the healthcare setting.
  - 3.2. Perform and monitor comprehensive assessments of clients/service users' needs. Plan, implement and evaluate care delivery according to changing health care needs.
  - 3.3. Use advanced skills and expert knowledge to assess the mental health and social needs of a defined client group. This will involve the analysis of complex and unique clinical, individual and family situations in order to arrive at an appropriate formulation of the service user's needs, instigating therapeutic care plans and treatments based on the best available evidence in order to improve health outcomes and give the service user the best opportunity for effective management of mental health issues or recovery
  - 3.4. Take continuous management responsibility for the delivery of specialist care needs of a defined caseload.
  - 3.5. Ensure patient information is collated, monitored and fully accurate, maintaining complete and contemporaneous records in line with NMC/professional bodies and Trust standards.
  - 3.6. Promote the involvement and engagement of clients/services users and carers/ relatives in the assessment, planning, delivery and evaluation of care.
  - 3.7. Work within a multi-disciplinary team to ensure effective care plans and treatments are in place for complex clients/services users. This will involve co-ordinating care and treatment activities with other professionals or external agencies, including detailed planning of treatment and discharge plans to ensure the best outcomes for service users.
  - 3.8. Work collaboratively and ensure maintenance of effective multi-disciplinary communication and with other professionals, agencies and stakeholders to ensure needs are met in relation to care input, support for on-going care needs and safe discharge.
  - 3.9. Communicate highly complex information about clients/services users' conditions to multi-disciplinary team colleagues, to ensure effective delivery of patient treatments.
  - 3.10. To ensure that systems are established and maintained to ensure effective communication with services users, and carers / relatives.
  - 3.11. Use advanced skills and expert knowledge to clinically lead and enable others to deliver best practice across the service.
  - 3.12. Lead and support others to recognise, prioritise and respond appropriately to urgent and emergency situations including the assessment and management of risk.
  - 3.13. Ensure understanding of own and others level of accountability and responsibility when delegating tasks and duties to students, non-registered staff or registered staff.
  - 3.14. Lead, participate in and cooperate with concerns, complaints and investigations as required.
  - 3.15. Where the post-holder is a non-medical prescriber, to perform the duties of a NMP, ensuring that appropriate medication is prescribed, monitored and administered in line with current best practice and the Trust Medicines Management Policy.

3.16. Where the post-holder is a registered Nurse, administer intramuscular depo injections and carry out other appropriate nursing tasks as appropriate (i.e. taking bloods).

#### **4. Establishing Effective Leadership and Communication**

- 4.1. Lead, co-ordinate, organise and prioritise your own work and the work of the team on a day-to-day basis.
- 4.2. Ensure supervision of others and participate in education and development.
- 4.3. Lead and monitor the development of services, new ways of working and the implementation of change.
- 4.4. Acts as a professional and clinical role model to all staff, clients/service users, carers and the public at all times.
- 4.5. Develop effective and efficient relationships with members of the multi-disciplinary team on issues related to patient care.
- 4.6. Act in a professional manner and ensure self and other staff adhere to the Work Wear policy at all times.

#### **5. Continuing Education, Professional and Personal Development**

- 5.1. Undertake the Trust's corporate and local induction, and maintain your learning and compliance with training requirements for your role
- 5.2. Participate in supervision via agreed review and appraisal mechanisms
- 5.3. It is mandatory for all professionally qualified staff and clinical support staff to actively participate in clinical supervision as an integral part of their professional development.
- 5.4. To provide professional/clinical supervision to peers, more junior staff and other members of the MDT
- 5.5. To deliver training to other members of the MDT in relation to current evidence-based practice on the treatment and support of those with complex mental health needs. Where the post-holder has a relevant qualification, this may also include training in relation to the safe administration of depo injections and other appropriate medication to treat mental health conditions.
- 5.6. Ensure own compliance and compliance of others with regard to mandatory training and NMC/Professional re-registration and revalidation requirements.
- 5.7. Participate, facilitate and monitor managerial and clinical supervision for themselves and the team via review and agreed appraisal mechanisms.
- 5.8. Responsible for identifying on-going training and updating needs, and for maintaining own and others up-to-date evidence based skills, knowledge and competence for the role requirements.
- 5.9. Act as a clinical expert and information resource, leading in training, education and orientation programmes for staff, students and others.
- 5.10. Assess and ensure the specialist education and training needs required for self, others and the service are identified, that will allow health care to be delivered to the user through new ways of working.
- 5.11. Teach and educate clients/services users, their carers and other healthcare professionals to recognise subtle changes in their condition that could lead to exacerbation of acute deterioration and take appropriate actions.
- 5.12. Proactively develop, implement and monitor public health and health promotion activities in accordance with national and local priorities.
- 5.13. To develop systems and structures that enables life-long learning and monitors the effectiveness of the learning and strategies.
- 5.14. To ensure student learners on clinical placement are appropriately supervised and assessed and have an effective learning experience.
- 5.15. Accepts designated responsibilities from senior leaders and actively contributes to performance review and the appraisal process.

## **6. Clinical Governance, Reduction of Risk, Audit and Research**

- 6.1. Ensure that the delivery of care to clients/service users meets the standards required by regulating bodies, for example CQC, NMC.
- 6.2. Develops, leads and monitors compliance with Trust policies, procedures and clinical guidelines within the team and has overall responsibility for the implementation of new and existing policies in work area. Post-holder will also be required to comment on and contribute to the development of policies and procedures as appropriate.
- 6.3. Lead, promote and practice the highest standards of prevention and control of infection at all times as per Trust policy and ensures compliance of others.
- 6.4. Continually monitor standards of clinical care and lead and facilitate improvements of care, through benchmarking, audit and research.
- 6.5. Incorporate relevant research findings with practice and participate in LPT Trust approved research programmes.
- 6.6. Lead and facilitate participation and contribution to patient and public involvement activities.
- 6.7. Lead and ensure the promotion of patient dignity, equality, diversity and human rights.
- 6.8. Ensures self and all staff practice at all times in accordance with their Code of Professional Conduct and escalate concerns through management structure as required.
- 6.9. Maintains own and ensures others maintain professional boundaries and appropriately declare any conflicts of interest.

## **7. Management and use of Resources and Information**

- 7.1. Responsible for effectively managing the financial resource, including budget management for the relevant service area, including alerting managers to resource issues and the effect of these on service delivery.
- 7.2. Providing accurate and appropriate information for the business planning process.
- 7.3. All records that the role is responsible for or modifies must be kept up to date and maintained in an accurate and diligent manner.
- 7.4. To adhere to the Trust policy for booking and taking annual leave/time owing/training to enable adequate levels of cover within the team at all times.
- 7.5. Be responsible for the deployment of HR policies within your sphere of responsibility including the proactive management of sickness and unauthorised absence.
- 7.6. To undertake the recruitment and selection of staff to the team, assessing the skill mix needed, undertaking relevant documentation and chairing the recruitment panel.
- 7.7. To manage issues and concerns related to staff performance and conduct in line with Trust Policies and Procedures.
- 7.8. To co-ordinate and have overall responsibility for effective and efficient case load management, liaising with other services as appropriate. Working across teams and specialism and within a broader MDT to ensure the best outcomes for service users.
- 7.9. To ensure the medication prescribed to service users by the post-holder is managed, in terms of storage, administration and monitoring of side effects and offer advice on such medication to other clinical staff/practitioners.
- 7.10. Responsible and accountable for the effective and efficient use of Clinical, physical and financial resources.
- 7.11. Use health related information only for the purposes of what it is intended for and in accordance with the Data Protection Act.
- 7.12. Ensure confidentiality is maintained at all times and information relating to patient / users and personnel is used only in connection with authorised duties.
- 7.13. All records that the role is responsible for or modifies must be kept up to date and maintained in an accurate and diligent manner

## **8. Operating with Quality in everything you do and Maintaining a Safe Environment**

- 8.1. Take responsibility for maintaining own and others Health and Safety and Security.
- 8.2. Ensure own actions and others assist with maintaining best practice and regulatory standards.
- 8.3. Ensure that you and others take action as appropriate, report in line with the Trust Incident Reporting Policy, escalate any concerns regarding patient safety and clinical risk to the line manager.
- 8.4. Monitoring, reviewing and action incidents, mitigating against further risk, identifying themes and trends and ensuring lessons learnt are embedded into practice.
- 8.5. Lead and participate in the investigation of complaints, concerns and serious incidents.
- 8.6. Ensure self and others carry out duties in accordance with the Health and Safety at work Act 1971.
- 8.7. Ensure self and others move and handle clients/service users and goods in ways that promote the health of the patient and care team and are consistent with legislation.
- 8.8. Ensure self and others are responsible for the maintenance of a clean and safe environment adhering to infection control policies procedures and best practice.
- 8.9. Ensure self and others assist and maintain safe and hazard free area of work.

## **COMMUNICATION AND WORKING RELATIONSHIPS**

1. The Senior Mental Health Practitioner will be required to communicate complex and sensitive condition related information to service users, relatives and carers which will require the use of tact, persuasion and reassurance. There may be barriers to understanding (learning differences, cultural and language barriers, treatment and condition resistance or denial) that the Mental Health Practitioner will be expected to overcome through the use of communication skills.
2. The Senior Mental Health Practitioner will be required to develop strong working relationships within the wider healthcare community, other practitioners, social care and the voluntary sector working with the local service user population. They will be required to use tact and negotiation skills to work collaboratively in-order to ensure the best outcomes for service users.

## **ENVIRONMENTAL FACTORS**

### **9. Physical Effort**

- 9.1. There may be a requirement for sitting and standing in a restricted position, i.e. driving to patient's homes/ other Trust sites/ during consultations
- 9.2. There will be a requirement undertake MAPA training

### **10. Mental Effort**

- 10.1. Frequent requirement for concentration where work pattern is unpredictable

### **11. Emotional Effort**

- 11.1. Frequent requirement to deal with distressing or emotional circumstances
- 11.2. There may be a requirement to deal with highly distressing or emotional circumstances, i.e. child abuse / trauma etc working with individuals with severely challenging behaviour

### **12. Working Conditions**

- 12.1. Frequent exposure to unpleasant working conditions
- 12.2. There may be a requirement to deal with highly unpleasant working conditions (verbal / physical aggression)
- 12.3. In some areas there may be a requirement to carry a panic alarm

The job description is not exhaustive and will be reviewed in the light of changing needs and organisational development. Any changes will be discussed with the post holder who may be required to carry out the duties appropriate to the grade and scope of the post.

## OUR LEADERSHIP BEHAVIOURS: IT STARTS WITH ME

Our leadership behaviours framework set the standards of expectation we aspire to in our daily work. Meeting these standards and developing the capability to exceed them, will not only ensure that we continue to improve and respond flexibly to changing needs as an organisation, but will also help our staff to fulfil their potential, both in terms of personal achievement and career advancement.

The behaviours we expect to see at LPT are:



Valuing one another



Recognising and valuing people's differences



Working together



Taking personal responsibility



Always learning and improving

### ADDITIONAL INFORMATION

The NHS is in a period of continuing change due to developments and rationalisation of services. This will lead to a modification of structures and job descriptions. The post holder will be expected to co-operate with changes, subject to consultation, at any time throughout the duration of their contract.

### MOBILITY

The person specification for the role will detail the mobility requirements of the post. However, employees may be required to work at any of the other sites within the organisation subject to consultation.

### POLICIES AND PROCEDURES

All staff should comply with the Trust's Policies and Procedures. It is the employee's responsibility to ensure that they are aware of the relevant Policies and Procedures for their area of work. Key Policies and Procedures will be explained as part of local induction arrangements

### SAFEGUARDING CHILDREN AND ADULTS

The Trust takes the issues of Safeguarding Children and Adults, and addressing domestic violence very seriously. All employees have a responsibility to support the Trust in its duties by adhering to all relevant national and local policies, procedures, practice guidance and

professional codes; promptly reporting any concerns to the appropriate authority in line with safeguarding policy and guidance; attending mandatory training on Safeguarding children and adults; being familiar with individual and the Trust's requirements under relevant legislation.

### **MENTAL CAPACITY ACT**

All clinical staff will be aware of their responsibilities under the Mental capacity Act and will ensure that assessment for Deprivation of Liberty Safeguards is in place for any patient that is deemed to lack capacity to consent to their care and treatment.

### **MAKING EVERY CONTACT COUNT**

All staff are positively encouraged to contribute to improving health for themselves, their patients, service users and colleagues. This happens when, in everyday contact, the opportunity is taken to raise the subject of choosing better health by stopping smoking, reducing alcohol intake, eating more healthily and becoming more active. The Trust's Making Every Contact Count programme has further information.

### **HEALTH AND SAFETY**

It is the duty of all employees of the Trust to ensure that a safe working environment and safe working practices are maintained at all times. Any specific duties you are required to fulfil as part of the job you are employed to undertake will be detailed as part of your job description. All employees must comply with the duties imposed on them by the Health and Safety at Work Act 1974, i.e.

- To take responsibility for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
- To co-operate with their employer as far as is necessary to meet the requirement of the legislation.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety or welfare

These duties apply to all staff whenever and wherever they are engaged on Trust business.

### **DATA PROTECTION**

In line with national legislation, and the Trust's policies, you must process all personal data fairly and lawfully and in a transparent way, for the specific, explicit and legitimate purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.

The post holder must be familiar with and comply with the all Trust Policies on Data Protection, Confidentiality and Information Security and requests for personal information.

The post holder must be familiar with and comply with the General Data Protection Regulation and Data Protection Act 2018.

Personal Data must be:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- Adequate, relevant and limited to what is necessary
- Accurate and where necessary, kept up-to-date
- Kept in a form which permits identification of data subjects for no longer that is necessary for the purposes which it is processed
- Processed in manner that ensures appropriate security, including protection against unauthorised or unlawful processing and accidental loss, destruction or damage

### **CONFIDENTIALITY**

The Trust attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, personal data and other data held and processed by the Trust. All data should be treated as confidential and should only be disclosed on a need-to-know basis.

Some data may be especially sensitive and is the subject of a specific organisation policy, including information relating to the diagnosis, treatment and/or care of patients and service users, as well as individual staff records. Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data. In addition, staff must not access personal information unless authorised to do so as part of their role.

Due to the importance that the organisation attaches to confidentiality, disciplinary action will be considered for any breach of confidentiality. All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection. With the increased use of information technology and e-communications, staff should also be aware that safe guards are in place to protect the privacy of individuals when using these mechanism, both inside and outside of work. This includes the use of social media i.e. Facebook, Twitter, Snapchat etc. Where privacy is breached disciplinary action will be considered.

All employees should be mindful of the seven Caldicott principles when dealing with person identifiable information.

1. Justify the purposes of using confidential information
2. Only use it when absolutely necessary
3. Use the minimum that is required
4. Access should be on a strict need to know basis
5. Everyone must understand his or her responsibilities
6. Understand and comply with the law
7. The duty to share information can be as important as the duty to protect patient confidentiality

If there is any doubt whether or not someone has legitimate access to information, always check before you disclose.

## **EQUALITY AND DIVERSITY**

We aim to design and provide services and employment practices that meet the diverse needs of our service users and staff, ensuring that none are placed at a disadvantage over others. You will be expected to take into account the provisions of the Equality Act 2010 to advancing equal opportunity. You must to act in your role to ensure that no one receives less favourable treatment due to their protected characteristics i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) or sexual orientation.

In carrying out its functions, you must have due regard to the different needs of different protected equality groups in their area.

## **INFECTION CONTROL**

All employees have a responsibility to protect from infection themselves and other people, whether they be patients, other staff or visitors, as well as making all reasonable effort to reduce or prevent the risk of infection in their working environment. All staff have a duty to make themselves familiar with and comply with Infection Prevention and Control Policies and Procedures, carry out duties required by legislation such as the Health and social care Act

2008 (updated 2015) (and subsequent legislation), and to attend mandatory training relating to infection prevention and control.

### COUNTER FRAUD

Staff are expected to report any incidences of potential fraud to the Counter Fraud Helpline on 0800 028 40 60.

### SMOKING AT WORK

The Trust has a “Smoke Free Policy”, which applies to:

- All persons present in or on any of the Trust grounds and premises
- All persons travelling in Trust owned vehicles (including lease cars) whilst on official business.
- Privately owned vehicles parked on Trust grounds or when transporting Service Users, Visitors on official Trust business.
- When wearing an NHS uniform.

### ELECTRONIC ROSTERING

‘Our Electronic Rostering system is key to ensuring staff are in the right place with the right skills at the right time, to ensure we carry out this responsibility effectively; all LPT staff must adhere to the rostering standards and guidelines set out in the Electronic Rostering Policy, pertaining to their role’.

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Application form	Interview	Test	Presentation
<b>Demonstrates a commitment to the Trust’s Behaviours</b>  1.1 Valuing one another 1.2 Recognising and valuing people’s differences 1.3 Working together 1.4 Taking personal responsibility 1.5 Always learning and improving	3 3 3 3 3		x x x x x		
<b>Qualifications (Equivalent qualifications will be considered where their equivalency can be demonstrated)</b>  2.1 Current professional registration: Registered Mental Health Nurse, Social Worker, Occupational Therapist  2.2 Evidence of relevant post registration training and development in psychosocial interventions such as but not restricted to motivational	3  3	X  X	X  X		

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Application form	Interview	Test	Presentation
<p>interviewing, brief solution focussed interventions, cognitive and behavioural approaches, DBT, MBT, Structured Clinical Management and other evidence based therapeutic approaches to enable the management of a caseload of patients with complex needs</p> <p>2.3 Non-medical Prescriber or willing to work towards (those with NMC Registration only)</p>	1				

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Application form	Interview	Test	Presentation
<b>Knowledge and Skills</b>					
3.1. Demonstrates effective communication and interpersonal skills	3	X	X		
3.2. Ability to demonstrate leadership and work effectively with others	3	X	X		
3.3. Demonstrates initiative and ability to work independently, able to problem solve and prioritise own and others work	3	X	X		
3.4. Demonstrates planning and organisational skills	3	X	X		
3.5. Demonstrates adaptability and flexibility dependent upon work priorities	3	X	X		
3.6. Able to make judgements based on evidence-based practice and translate this for use in the clinical team environment	3	X	X		
3.7. To be able to demonstrate understanding of current developments in the NHS and their implications for leadership and quality care for clients/service users	3	X	X		
3.8. Ability to motivate self and others.	3	X			
3.9 Ability to operate a computer to use standard Office programmes and Electronic Patient Record Systems					
<b>Experience (both work and 'life' related)</b>					
4.1 Significant post registration/qualification experience of working with service users with complex mental health needs	3	X	X		
4.2. Significant experience of undertaking comprehensive mental health assessments	3	X	X		
4.3 Demonstrates motivation and commitment to providing high quality service user centred care and patient education	3	X	X		

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Application form	Interview	Test	Presentation
<b>Personal Attributes</b>  5.1. Emotional resilience 5.2. Physically capable of performing the role and responsibilities expected of the post holder	3  3	X  X	X  		
<b>Standard Requirements</b>  Commitment to Equality & Valuing Diversity Principles  Understanding of Confidentiality & Data Protection  Understanding of the service users of the Trust (which could include lived experience of conditions the Trust deals with or of receiving services relevant to those the Trust provides)	3  3  3	X  X  X	X  X  X		
<b>Mobility</b> Own transport or suitable alternative. Dependence on public transport is not suitable for this role		You must demonstrate how you would meet the stated mobility requirement on your application form			