

## JOB DESCRIPTION

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<b>POST TITLE:</b>	Senior Mental Health Practitioner
<b>BASE:</b>	Britwell Health Clinic Wentworth Avenue Slough SL2 2DH
<b>BAND:</b>	6
<b>LINE MANAGER:</b>	Jackie Glenister, CRHTT East Hub Service Manager
<b>PROFESSIONAL ACCOUNTABILITY:</b>	Appropriate professional lead within BHFT

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## OUR VISION AND VALUES

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

- **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

### 1. Clinical

- a. The post holder will review service users to the service, who are in a mental health crisis and require intensive home treatment and support without which they would likely require a hospital admission.
- b. The post holder will be responsible for the formulation, execution, and evaluation of a care plan, including signposting to other services.
- c. The post holder will ensure that each individual plan is developed in consultation/agreement with the service user and informed by the wider multidisciplinary team.
- d. The post holder will operate within a multidisciplinary team and will be responsible for the delivery of care, risk management and evaluation of care, emphasising individual service user's recovery.
- e. From time to time the post holder will operate within the local Acute Trust as a senior practitioner, providing advice and specialist assessments to formulate appropriate plans of care, including signposting to other services.
- f. The post holder will direct and supervise junior staff and / or students in the delivery of care to the post holders allocated service users or as required by the clinical team lead.

## **2. Leadership**

- a. As an experienced mental health practitioner the post holder will direct and supervise junior staff and/or students and resources within their area of responsibility and take an active participation in clinical quality assurance and learning programmes.
- b. As an experienced mental health practitioner the post holder will from time to time act as a shift lead for the Urgent Care East or West, whereby they will coordinate and direct the work of team across Hub and spokes. This includes deploying staff across the areas depending on the clinical need.

## **3. Point of Delivery**

- a. The post holder will be a member of the Urgent Care Community Mental Health Team and as such will be working across East or West of Berkshire, covering shifts over a 24 hour, 7 day a week operation as set out in its operational policy.
- b. The post holder will be operating from one of the two hubs across Berkshire. The service arrangements include a significant level of remote working and as such at the start of any shift the post holder may deploy directly into the community to which they are allocated. This may include Trusts local services bases (e.g. Care Pathways, Hospital) or directly into the venue in which care is to be provided.

## **RESPONSIBILITIES**

### **1. Care delivery**

- a. To communicate complex and sensitive information and advice to service users, carers and professionals, including information about diagnosis and prognosis, to find ways of enabling the information to be understood, providing empathy and reassurance.
- b. To maintain and develop relationships with professionals external to the area of service, service users and their significant others (where appropriate) within area of service/specialism.
- c. To be responsible for the assessment, planning, implementing and evaluating of specialist care, including evaluating the work of junior staff. And to be responsible for developing and delivering intensive crisis care, working collaboratively with multi-agencies to ensure service users' needs are met.
- d. To provide effective analysis of a range of facts and inputs to establish and apply an evidenced based formulation and options of care that can be negotiated with the service users and appropriate judgments made that best improve the opportunity of the service users recovery and which mitigates risk to themselves or others.
- e. To formulate and design physical interventions as part of the service users care plan, ensuring that clinical policies and procedures are followed correctly and risks inherent in any procedures are minimised.
- f. To ensure services are delivered in a manner that is appropriate, relevant and respectful to all community members, recognizing the diversity of ethnicity, culture, belief, privilege and capacity of service users and carers
- g. To provide advice to other members of the service and agencies on the particular needs of service users.
- h. The post holder is required to adopt the principles of the Care Programme Approach (CPA) and work within the framework when assessing, planning and co-ordinating the care and medical treatment that a person requires.

### **2. Record keeping, information collection and communication**

- a. Effectively manage complex and sensitive situations and condition related information and situations to service users, other professionals and external agencies, where there may be barriers to understanding or a hostile and antagonistic working environment
- b. To ensure data recorded (by post holder and by those staff and students supervised by post holder) on all electronic systems, in particular RiO, Patient Experience Trackers (PETs) and safeguarding systems, conforms to necessary policies, processes and protocols.
- c. To be responsible for the accurate maintenance of clinical record keeping and the required communication of individual service users care packages for the post holders area of responsibility/specialism
- d. To be responsible for the accurate recording and transferring (to other services) of information relating to service users in receipt of care as determined by the Trusts operational policies or when directed by the team leader.
- e. To promote and encourage staff involvement and engagement, making sure there are effective channels of communication and staff satisfaction in area of service

### **3. Leadership, Development & Supervision**

- a. To apply up to date professional and other knowledge to ensure any options of care for individuals is evidenced based and informed by theoretical and practical learning and experience.
- b. To maintain continuous professional development
- c. To undertake Clinical Audits and research as necessary for own area of specialism
- d. To allocate work and provide the day to day supervision and direction of junior staff and students as allocated by the team leader.
- e. To develop and facilitate, with other members of the service, clinical groups, training sessions and workshops as appropriate
- f. To measure personal goals and ensure they align to the wider Trust goals and strategic objectives
- g. To consistently plan and manage resource requirements within own area of specialism, ensuring the needs of the service and service users are met and levels of clinical and quality standards are achieved.

### **4. Professional & Trust policies**

- a. The post holder must comply with all national, statutory, legislative, professional and local policy
- b. The post holder should proactively contribute to improve local policy and any changes to improve service or protocols

### **5. Management Responsibility**

- a. To ensure services are delivered, in area of specialism, that meets the quality and clinical effectiveness standards; to proactively participate in measuring service user and staff satisfaction in service area
- b. To assist team lead / shift lead in day to day management of the service. This includes coordinating the shift and ensuring service continuity

## **GENERAL**

1. This job description is not exhaustive and can be altered in consultation with the post holder.

2. Any other duties which may be requested by the line manager in order to facilitate the smooth running of the hospital.
3. 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.
4. 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, all staff should refer to the associated behavioural framework relating to their role. These are based on the Trust's values, define the behaviours all staff are expected to display and underpin our organisational recruitment, appraisal, reward and development processes.

## **LOCATION/MOBILITY**

You may be required to work at or from any additional location as may be determined by the Trust from time to time. The Trust also reserves the right from time to time to change your base on a permanent basis to a location determined by it at the time that the change is made.

You may also be required to travel between Trust premises as may be required for the performance of your duties.

## **FLEXIBILITY**

The Trust reserves the right to amend your job description and/or your duties from time to time. You also agree that you will work with the Trust to deliver the Trust's services, including without limitation, by complying with lawful and reasonable instructions from the Trust by adapting to new ways of working and attending training courses determined by the Trust from time to time.

## **CONTINUING PROFESSIONAL DEVELOPMENT**

To attend and contribute to staff meetings and Forums, supervision sessions, training courses, seminars and workshops, to ensure the development and enhancement of current working practices.

To participate in all personal review meetings and take responsibility for personal and professional development. Responsibility for developing the role and the services provided.

## **DATA PROTECTION ACT**

You should be aware of the Data Protection Act and follow the local Codes of Practice to ensure appropriate action is taken to safeguard confidential information.

## **HEALTH & SAFETY**

You are required to take responsibility for Health and Safety Risk Assessment and Workplace Inspections, and to take reasonable care for your own health and safety and that of other persons who may be affected by his/her acts of omissions.

You are also required to co-operate with all staff to ensure that all statutory regulations, policies, Codes of Practice and departmental safety procedures are adhered to, and to attend relevant training programmes.

## **INFECTION CONTROL**

The Health and Social Care Act 2008: (code of practice on the prevention and control of infections and related guidance) sets out responsibilities for NHS managers, Heads of departments, Clinical Leads and all staff to ensure patients are cared for in a clean and safe environment. Cleanliness and prudent antimicrobial stewardship (AMS) is essential to ensure that people who use health and social care services receive safe and effective care.

Prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients and to the safety of staff and visitors. As a core element of the trust's clinical governance and risk programmes, all staff are required to be aware of their responsibilities and comply with infection prevention and control policies and guidelines.

## **CONFIDENTIALITY**

Your attention is drawn to the confidential aspects of this post. You must not disclose any information of a confidential nature relating to the Trust or the service that it provides, or in respect of which the Trust owes an obligation of confidence to any service user, client or third party during or after your employment except in the proper course of your employment or as required by law.

You must not remove or copy any documents or tangible items including software which belongs to the Trust or which contain any confidential information from the Trust's premises at any time without proper advanced authorisation. You must return to the Trust upon request and in any event upon the termination of your employment, all documents and tangible items which belong to the Trust or which contain or refer to any confidential information and which are in your possession or under your control.

A breach of confidence could result in dismissal.

You should be aware that regardless of any disciplinary action taken, a breach of confidence could also result in civil action for damages.

## **CLINICAL GOVERNANCE**

The Trust aims to provide the highest standards of care. To further this aim you are expected to adhere to acceptable working practice as defined in Trust policies and guidelines. You also have a personal responsibility to your team and service to keep up to date and, if you encounter unacceptable practice, to raise through accepted channels.

## **ASYLUM & IMMIGRATION ACT 1996 AND AMENDMENTS**

In order to comply with the Asylum and Immigration Act 1996, it is Trust policy to check documentation of all applicants in respect of proper immigration status to work in the UK. Employment will not be offered to any applicant or employee who does not have valid leave to remain in the UK or is subject to conditions, which prevent the individual from taking up employment.

## **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

Safeguarding of individuals who come into contact with our services, whether a child or young person, person with Learning Disabilities or an older or vulnerable adult, is the responsibility of all employees of Berkshire Healthcare NHS Foundation Trust in whatever capacity they are employed.

## **SAFEGUARDING CHILDREN**

The Trust adheres to the Berkshire Local Safeguarding Children Boards Child Protection Procedures, and all employees have a duty of care and a responsibility to safeguard and promote the welfare of children.

## **SMOKE FREE**

A smoke free policy is in operation and smoking is not permitted on any of the Trust's sites'. The policy also applies to all persons travelling in vehicles (including owned and lease cars) whilst on official business. Smoking is not permitted in privately owned vehicles that are parked on Trust grounds, or when transporting services users or visitors on official Trust business. Staff will not be supported by taking additional breaks away from the workplace to smoke off site. Please refer to the Staff Smoke Free policy for further details.

## PERSON SPECIFICATION

CATEGORY	ESSENTIAL	DESIRABLE
<b>Education/Qualifications</b>		
Degree in health/social care or equivalent qualification/experience	√	
Registered Mental Nurse, Occupational Therapist, Allied Health Professional or Social Worker whereby the person is licensed to assess, plan, implement and evaluate care for patients with mental health problems.	√	
<b>Training</b>		
<b>Previous Experience</b>		
Experience of clinically supervising junior and unqualified staff and mentoring students		√
Substantial experience of managing a busy caseload or service users with a range of mental health conditions	√	
Experience of working effectively in a multi-disciplinary team and multi-agency environment	√	
<b>Knowledge, Skills &amp; Abilities</b>		
Excellent knowledge and understanding of the health and social care systems and operating frameworks, clinical observations and the Mental Health Act	√	
Previous knowledge and experience of working in a care environment and with service users who have complex mental health needs	√	
Specialist knowledge acquired through training in a specialised discipline		√
Effective and competent interpersonal, influencing, communication, observation and reporting skills	√	
Strong organisational skills and the ability to analyse situations and be able to make the right decisions	√	
Able to empathise, be supportive and sensitive to the needs of others as well as being able to cope with distressing circumstances	√	
Ability to cope in a pressurised environment and apply practical problem solving skills in everyday situations	√	
Competent IT skills and the ability to navigate around various systems and software packages ( <i>such as outlook, databases, MS office and the internet</i> )	√	

Able to work flexibly on a shift pattern as required and the ability to travel independently between locations to fulfil the requirements of the position	√	
Ability to work effectively in a team, work on own initiative, work unsupervised and manage own workload	√	
<b>Additional Requirements</b>		
Ability to travel to multiple sites	√	
Manage difficult situations with service users that have complex mental health conditions and challenging behaviours	√	

**DATE OF ISSUE:**