

JOB DESCRIPTION

POST DETAILS

Post Title:	Community Mental Health Nurse/Practitioner
Band:	6
Directorate:	Adult Mental Health
Location:	Christchurch & Southbourne Community Mental Health Team
Reports To:	Team Leader
Accountable To:	Integrated Service Manager, Bournemouth East Locality

JOB PURPOSE

1. To provide a comprehensive, accessible and responsive mental health service to adults within the local area.
2. To undertake assessment and duty work if required.
3. To undertake a small caseload of care coordination if needed.
4. To continually develop clinical, team and service evaluation and delivery of service.
5. To contribute to effective multidisciplinary working within the CMHT and to build effective liaison with community, primary, other secondary and tertiary services and agencies within the locality to provide holistic care packages based on an individual's needs.

DIMENSIONS

1. Comprehensive Assessment of Mental Health and Social needs in response to open referral system.
2. Duty work.
3. Individual and group clinician casework.
4. Inputting assessment and care delivery within RIO.
5. Regular individual clinical and managerial supervision. Participation and contribution to group supervision.
6. Managing the effective use of staff and resources.
7. Multi disciplinary and agency teamwork.
8. Clinical Governance development and promotion.
9. Liaison and collaborative working with internal and external agencies.

ORGANISATION CHART

Director

Head of Community Mental Health Services

Service Manager East Locality Adults and Older Person's MH services

Team Leader

Mental Health Nurse/Practitioner (*This Post*)

MAIN DUTIES AND RESPONSIBILITIES OF THE POST

Responsibilities for Staff

- 1) Act as a mentor supervisor to post qualification students; formulate training programmes facilitating learning objectives to give a comprehensive overview and active involvement in caring for the mentally ill in the community.
- 2) Provide regular professional and clinical supervision and guidance to others, qualified and unqualified team members in order to promote skills development, professional growth and safe practice.
- 3) Active organisation and participation of multidisciplinary clinical team supervision
- 4) Undertake appraisals such as Job Development Reviews and Personal Development Plans of others, qualified and unqualified team members.
- 5) Allocation and delegation to multi disciplinary team in response to urgent and routine clinical work and service delivery.
- 6) To support team leader in facilitating effective working relationships within the team and maximising opportunities for more effective collaboration and integration between all locality agencies.
- 7) Selection and recruitment of staff as delegated by team leader.
- 8) Organise team training sessions and liaise with others to provide team training with emphasis on clinical governance/ evidence base, risk and policy issues.

Responsibilities for Clients and Carers

- 1) Respond to general public regards enquires and through open referral system.
- 2) Undertaking duty work including screening referrals and undertaking initial assessments.
- 3) Responsibility for specialist mental health assessment, formulation and development of holistic multidisciplinary and multiagency packages of care to clients with serious mental health problems incorporating the recovery principles.
- 4) Discuss required needs with client and/or their carer and to formulate a realistic and therapeutic care plan based on identified needs that is recovery orientated .Plan and implement associated interventions and evaluate care plans within RIO
- 5) To exercise a high degree of autonomy and make critical judgements and decisions for often complex and difficult casework and service delivery issues.
- 6) Formal risk assessment, including suicide, self harm and self neglect, and harm to others and to formulate and implement where required using multiagency and multidiscipline risk management plans.
- 7) Client contact through home visits, at CMHT base, G.P surgeries, acute psychiatric and general wards and specialist tertiary units, with additional telephone contact.

- 8) To transport or accompany clients to ordinary community resources and appointments as required.
- 9) Liaise with and advise other professional/voluntary groups in order to ensure an integrated and individual approach ensuring care is person centre.
- 10) Provide advice and support to carers facilitating a greater understanding of individual mental health problems either in one-to-one sessions.
- 11) Manage a caseload in the community; establishing priorities within that caseload; ensuring effective use of time
- 12) Conform to professional code of ethics and professional conduct and abide by locally agreed standards, policies and procedures in order to protect self and client interests
- 13) Maintain and update knowledge and skills and participate in mandatory and further training in order to enhance quality of care for clients and carers, and to aid professional development and to comply with professional registration requirements.
- 14) Provide a risk assessment and management plan that reflects the resources available and the carer's needs.

Responsibilities for Resources

- 1) Authorised ordering, checking and storage of therapeutic materials.
- 2) To ensure that staff adhere to NHS guidelines and maintain safe environment and working practices.
- 3) Autonomously ensuring safe closure of client property e.g. if taken to hospital, and access to client keys and property with client consent. Transportation of client property with client consent.

Responsibilities for Administration

- 1) To be responsible for the keeping of accurate records in accordance to professional and Trust standards and policy.
- 2) Use of and responsibility for up to date computerised RIO records, especially regards complex issues and issues of risk so that information accessible to others who need to know.
- 3) Responsibility for taking and transcribing and distribution of formal minutes of multidisciplinary and multiagency minutes through care plan review and professional case conference, team business meetings.
- 4) Responsibility of documenting full mental health assessments, letters to GPs and other professionals and agencies.

Responsibilities for Strategic and Service Development

- 1) To liaise and communicate effectively with all stakeholders in the care process, including carers and relatives, aspiring to provide an effective, seamless and integrated service to every patient or client seen by the team.
- 2) To ensure that all relevant Trust policies, protocols and procedures are known and are positively adopted.
- 3) To assist in clinical governance to secure quality improvements, liaising with and influencing other disciplines within the wider CMHS.
- 4) To contribute to the local implementation of appropriate National Service Frameworks and local standards.
- 5) To ensure that safe working practices are adhered to in accord with legislation and Trusts policies Risk management and health and safety policies.

Responsibilities for Research and Development

- 1) Evaluation of CMH service against Trust and national benchmarks with resultant development of CMH service in response to areas identified as needing development through staff training, service delivery.
- 2) Participating in undertaking of evaluation and audit relating to clients and services.
- 3) To maintain and update relevant knowledge and skills, maintain a professional portfolio, participate in further training to comply with professional registration and clinical governance requirements.

COMMUNICATION AND WORKING RELATIONSHIPS

- 1) The post holder shall work as part of a multi disciplined community mental health team, comprising Consultant Psychiatrists, psychologists, social workers, occupational therapists, vocational support workers, CPNs and support time & recovery workers.
- 2) The post holder shall liaise with other departments and agencies including GP's (undertaking GP link role , social services, Acute inpatient services ,GP staff, Practice Nurses, Police, member of this and other trusts, other Community Health Care workers, voluntary and statutory agencies as required.
- 3) To communicate service related information to senior management.
- 4) To liaise and communicate effectively with all stakeholders in the care process, including carers and relatives, aspiring to provide an effective, seamless and integrated service to every patient or client seen by the team.
- 5) To ensure that all relevant DHC policies, protocols and procedures are known and are positively adopted.
- 6) To assist in clinical governance to secure quality improvements, liasing with and influencing other disciplines in the wider CMHT.
- 7) To contribute to the local implementation of appropriate National Service Frameworks and local standards and aspirations outlined in the Provider Services Operational Plan for Mental Health.
- 8) To ensure that safe working practices are adhered to in accord with legislation and Trusts policies Risk management and health and safety policies.

EQUALITY AND DIVERSITY

NHS Dorset is committed to developing, supporting and sustaining a diverse workforce, representative of the community it serves, through the creation of a work environment where staff are able to do their jobs to the best of their abilities without having to face discrimination or harassment. **All employees** have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the policies and measures adopted by the Trust.

CONFIDENTIALITY AND DATA PROTECTION

Confidential and personal information related to staff, patients and the Trust must not be disclosed within or outside the place of work, except in the proper discharge of duties. It is the responsibility of all staff to be aware of their obligations in respect of the Data Protection Act 1998, as outlined in the Trust Policy and Procedure

CLINICAL OBLIGATIONS

- If Statutory/Professional Registration is a requirement of this role it must be maintained at all times
- Responsibility to maintain continuous professional development in order to meet requirements of professional registration
- To work within the boundaries of your relevant Professional Code of Conduct
- Adherence to national guidelines and best practice evidence on infection control
- Compliance with the Trust's clinical policies and those adopted by the Trust
- Participation in the Trust's Clinical Governance Work Programmes

JOB AND DEVELOPMENT REVIEW

All employees are entitled to have at least an annual job and development review with their line manager, which will include drawing up a personal development plan and reviewing the job description.

TRUST IDENTITY BADGES

Trust ID badges must be worn at all times while on duty.

MAJOR INCIDENTS

On limited occasions, the Trust may be asked to respond to a major incident, called by the Emergency Services. All staff will be expected to respond to a Major Incident if required and this may include arriving for work when asked or remaining at work until relieved.

TERMS AND CONDITIONS OF SERVICE

Dorset HealthCare has a range of clinical, operational, financial, health & safety, risk management, human resource, equality & diversity and other policies, procedures and guidance, copies of which can be found on the Trust Intranet or obtained from the line manager or Human Resources Department. The post holder is expected to be aware of all policies, procedures and guidance which applies to them and to observe their provisions at all times.

Employment in this post is subject to a Disclosure & Barring Service criminal records Disclosure. The post holder may be required to undertake a Disclosure application at any time during employment.

Staff are not permitted to smoke on Dorset HealthCare premises, either inside or outside, or inside Trust vehicles.

Staff are expected to undertake all mandatory training and refresher training appropriate to their role. This may include preventative management of violence and aggression (PMVA) and/or breakaway techniques, and cardio-pulmonary resuscitation (CPR). If in doubt as to which mandatory training applies to this post, advice should be sought from the line manager.

All staff who are required to handle food and drink other than for their own consumption must comply with the Food Safety and Hygiene (England) Regulations 2013.

Dorset HealthCare is committed to promoting the welfare of children and vulnerable adults. Staff are expected to be aware of, and comply, with their roles and responsibilities in relation to safeguarding vulnerable groups.

Staff are expected to observe the highest standards of care and conduct and to engage constructively with managers, colleagues, patients/service users/carers and others in the course of their duties.

CORE ATTRIBUTES AND BEHAVIOURS

Staff are expected to adhere to and demonstrate Dorset HealthCare's Core values and behaviours at all times.

Values

Our values underpin all that we do and provide a sense of direction to people, teams and the Trust overall.

Respect And Dignity

We value each person as an individual, respect their aspirations and commitments in life, and seek to understand their priorities, needs, abilities and limits. We take what others have to say seriously. We are honest about our point of view and what we can and cannot do.

Commitment To Quality Of Care

We earn the trust placed in us by insisting on quality and striving to get the basics right every time: safety, confidentiality, professional and managerial integrity, accountability, dependable service and good communication. We welcome feedback, learn from our mistakes and build on our successes.

Compassion And Kindness

We respond with humanity and kindness to each person's pain, distress, anxiety or need. We search for the things we can do, however small, to give comfort and relieve suffering. We find time for those we serve and work alongside. We do not wait to be asked, because we care.

Improving Lives

We strive to improve health and wellbeing and people's experiences of the NHS. We value excellence and professionalism wherever we find it – in the everyday things that make people's lives better as much as in clinical practice, service improvements and innovation.

Working Together For Patients

We put patients first in everything we do, by reaching out to staff, patients, carers, families, communities, and professionals outside the NHS. We put the needs of patients and communities before organisational boundaries.

Everyone Counts

We use our resources for the benefit of the whole community and make sure nobody is excluded or left behind. We accept that some people need more help, that difficult decisions have to be taken – and that when we waste resources we waste others' opportunities. We recognise that we all have a part to play in making ourselves and our communities healthier.

Behaviours

Our behaviours provide a guide to how we can bring our values to life and constantly remind us that how we do things is as important as what we do and achieve.

Positive

Embracing change and feedback, utilising constructive feedback to make improvements and promoting achievements of the Trust and others.

Proactive

Challenging unacceptable behaviour, showcasing learning and innovation, actively encouraging ideas and involvement from others.

Supportive

Being attentive, encouraging and helping others, giving and receiving feedback to enable people, teams and services to develop.

Respectful

Empowering people to voice their opinion, introducing yourself and ensuring language is professional and inclusive.

Reliable and Trustworthy

Being open and transparent, acknowledging errors, being honest about limitations and not over-promising.

CHANGES

This document represents a description of the job, and the skills, knowledge, experience and attributes required, at the date of issue.

Dorset HealthCare will periodically review this job description and person specification to ensure that it continues to meet service needs and will involve the post holder/s in the review process with the aim of reaching agreement on any reasonable changes which may be required. In the event that agreement is not achieved, Dorset HealthCare reserves the right to insist on reasonable changes following consultation with the post holder.

PERSON SPECIFICATION

Post of CPN Adult CMHT

CATEGORY	CRITERIA	RANK	SCORE	HOW ASSESSED
Education, Qualifications & Training	• Registered Mental Health Nurse/OT/Social Worker	1		<i>Application / Interview</i>
	• Valid registration with the appropriate professional body e.g. NMC/SWE/HPCPC	1		
	• Evidence of continuous professional development.	1		
		2		
Experience	• Extensive postgraduate experience in working in community mental health.	2		<i>Application / Interview</i>
	• Working experience of using the Care Programme Approach	2		
	• Inter-agency working	1		
	• Adult Mental Health	1		
Skills, Abilities & Knowledge	• Able to assess, plan, implement & evaluate programmes of care. Risk assessment and management.	1		<i>Application / Interview</i>
	• Proven communication skills (written & oral)	1		
	• Competent computer skills experience inputting information on CPA	2		
	• The ability to: prioritise & meet deadlines; organise work of self & others; supervising, teaching & assessing; self motivated with the ability to motivate others; effective resource management	1		
	• Uses initiative and can make decisions			
	• Manages difficult situations effectively	1		
	• Skills in managing complex cases	1		
	• Awareness of Primary care and steps to Wellbeing	1		
	• Applies current research and theory into practice	2		
	• Works well in a multi disciplinary team	2		

PERSON SPECIFICATION

	<ul style="list-style-type: none"> • Able to organise and co-ordinate services during the absence of more senior staff • Knowledge of the Mental Health Act 2007, MCA, DOLS • Use of assessment tools/ techniques • Promote people's equality, diversity & rights • Knowledge of Clinical Governance & a commitment to clinical supervision. • Demonstrable skills in written and spoken English, adequate to enable the post holder to carry out the role effectively • Ability to achieve a pass mark (75%) in the ICT Basic Skills test • Subject to the provisions of the Equality Act, able to travel using own vehicle on Trust business. 	2 2 2 2 2 2 1 1 Level ½		
Total Short Listing Score:				

RANKING

Criteria in each section are ranked in order of importance 1 - 3, with 1 being the most important.

***Essential / desirable car user definitions**

Level 1 - (Essential) post holder is required to:

- travel an average of more than 3,500 miles a year;
- or travel an average of at least 1,250 miles a year; and necessarily use their car an average of 3 days a week; or spend an average of at least 50% of their time on such travel; including duties performed during the visits;
- or travel an average of at least 1,000 miles a year and spend an average of 4 days a week on such travel, including the duties performed during the visits.

Level 2 - (Essential) users who use their own vehicles for official journeys other than in the circumstances described under Level 1 above.