

## Job description for Band 6 Perinatal Mental Health Nurse

### About us – team NHFT

As a **health and wellbeing organisation** here at **team NHFT** we are dedicated to continually **innovate** and **strive to make a difference** to our community and those working for our Trust, we aim to serve the people of Northamptonshire and surrounding areas with **safe, quality care**. We deliver this from an understanding of our local healthcare needs, economy and the changing demands of our community.

**Our mission**, **making a difference for you, with you** was chosen by our staff and stakeholders. It means in everything we do and through every service we provide, we want to make a **positive difference in people's lives** – for **those we care for**, **those we work with** and **those who work with us**. **Everyone is part of our team**.

Our core strategy is to be an **employer of choice**, **a great place to work** and be known for a **diverse and inclusive culture** whose staff feel **valued**. We provide a range of NHS services including physical, mental health and specialty services provided in hospital settings and out in the community within schools, GP clinics and patients own homes.

Here at NHFT we pride ourselves on our 54321 roadmap, pictured here which encompasses our **PRIDE values**, **leadership behaviours**, **teams**, **enablers** and **our mission** all of which are driven by **our vision of 'being a leading provider of outstanding, compassionate care'**. We are extremely proud to say this has also been recognised by the Care Quality Commission (CQC) and our CQC rating of **Outstanding for team NHFT**.



## This role...

*We have an exciting opportunity for a Band 6 Mental Health Nurse to work as part of the Specialist Perinatal Mental Health Service to ensure that women with moderate to severe mental health conditions who are planning pregnancy, pregnant or have a child under the age of one, receive high quality, evidence based, specialist advice, assessment and interventions. To ensure the provision of specialist advice, consultation, liaison and education to professionals who work with women contemplating pregnancy and during the perinatal period.*

### **PRINCIPLE DUTIES:**

- 1. To be part of the development of the countywide Specialist Perinatal Mental Health Service.*
- 2. To work directly with women, their infants and families who are at risk of or who are experiencing severe and complex perinatal mental health conditions.*
- 3. To contribute to the development and delivery of Perinatal Mental Health training and education to other staffing groups.*
- 4. To work jointly with staff from other services.*
- 5. To provide specialist advice and consultation to other staff regarding the management of women experiencing severe and complex mental health conditions during the perinatal phase, including guidance on management and signposting where conditions do not require input from the Specialist Perinatal Mental Health Service.*
- 6. Attend professionals meeting and other meetings to offer advice where appropriate.*
- 7. Develop close working relationships and liaison work with maternity services.*
- 8. Linking with the Named Professionals for Safeguarding Children, Psychiatric Liaison Team and other relevant staff.*
- 9. To work as part of a team and on your own initiative as required.*

### *Clinical Responsibilities*

- 1. To deliver, or support the delivery of, highly specialist evidence based assessment, care planning, treatment and review for service users in the perinatal period*
- 2. To provide specialist consultation, advice and support to Trust inpatient and community services on best practice when working with pregnant women and women with infants up to one year old.*
- 3. Advise on best practice on treatment of pregnant and postpartum women, with particular regard to relevant NICE guidelines and MBRRACE-UK reports.*
- 4. Jointly with care co-ordinators, to work intensively with an allocated caseload of pregnant women or those with an infant up to one year old.*
- 5. To process referrals in a prompt and timely manner as they come into the service.*
- 6. Liaise and work in collaboration with the Mother and Baby Units within the East Midlands region and nationally to facilitate admission and discharge of women during the perinatal period.*

7. *To provide specialist assessments and follow-up for women referred with severe and complex mental health conditions including assessment of risk in terms of dangerousness, self-harm, self-neglect, vulnerability, domestic violence and safeguarding children and refer on appropriately.*
8. *To be mindful of the needs of women, children, young people, families and individuals 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.*
9. *Ensure women open to the service have a perinatal plan, which may require pre-birth and post-birth meetings.*
10. *To participate in hospital multi-disciplinary ante-natal meetings and any other multi-disciplinary meetings as appropriate.*
11. *Attend Safeguarding Children Pre-Birth and Review Conferences as appropriate and provide written and verbal reports.*
12. *To be responsible for monitoring and recording and reporting on clinical work and communicating complex clinical information to a variety of recipients e.g. patient's, families and carers, other professionals orally and in writing.*
13. *To record relevant information at the time of referral, during on-going work, and for evaluation purposes as consistent with trust policies and procedures.*
14. *To develop and share knowledge of local resources and developing working relationships with relevant statutory, voluntary and community groups and organisations.*
15. *To seek consultation where necessary on clinical work and participate in regular supervision.*
16. *To be aware of and comply with all Trust policies and procedures and in particular follow and promote the Safeguarding and Promoting the Welfare of Children Policy and the Perinatal Mental Health Policy.*
17. *Demonstrate sound clinical judgement and commitment to meet the needs of women and their families referred to the Specialist Perinatal Mental Health Service demonstrating a level of competence, autonomy responsibility and accountability to that required of the post, identifying personal areas of training and development.*
18. *To work flexibly across the county of Northamptonshire including provision of an urgent response to emergency referrals where possible*
19. *To provide such other services as may be required from time to time in relation to the post*

**Communication Requirement:**

- *Excellent oral and written communication on a regular basis with a broad spectrum of key stakeholders including:*
  - *Women, their partners, carers and significant others*
  - *Midwives, Health Visitors, General Practitioners, Obstetricians*
  - *Acute Hospitals, Medical wards, Maternity Wards and Obstetric departments*
  - *Mother and Baby Unit's within the East Midlands Network and Countrywide*
  - *Adult and Children's Social Care*
  - *Independent Advocacy Services*
  - *Independent Carer Groups*
  - *Other external agencies*

- *Regular handling of sensitive and/or contentious information i.e breaking bad news, dealing with emotionally charged situations and people;*
- *Ability to present and discuss complex issues and concepts in a coherent format*
- *Communicates service related information to senior managers, staff, external agencies*
- *Special needs to ensure effective communication*
- *Requirement to discuss complex issues*
- *Participation in case conferences and gives formal presentations*

**Personal Development**

- *Provide training and education in Perinatal Mental Health to Trust wide staff and external agencies alongside women with lived experience*
- *Develop one self and contribute to the development of staff and students, making effective use of learning opportunities e.g. networking with other service providers and engaging in reflective practice*
- *Provide clinical supervision and mentorship to junior staff and students where applicable*
- *Responsibility for own personal development; maintain a portfolio in line with NMC revalidation requirements or HCPC requirements*
- *To receive and actively engage in managerial and clinical based supervision, accessing additional supervision where appropriate*
- *Attend courses, study days and team building days as required to increase knowledge and skills in perinatal mental health*
- *Provide education and training to women/mothers and their partners/relatives*
- *Contribute towards positive promotion of perinatal mental health*

**Health, Safety and Security:**

- *Takes responsibility for the health, safety and welfare of themselves and others, promoting and maintaining a healthy, safe and secure working environment in accordance with legislation, policies and procedures.*
- *When working within external services, familiarise self with Health, Safety and Security information (clinical and non-clinical)*
- *Contributes to identifying, assessing, managing and reviewing of potential and actual risks involved in all work activities and processes for self and others (clinical and non-clinical) including identifying how to support others how to manage risk*
- *Reports any issues at work that may put the health, safety and security of staff, or others, at risk (clinical and non-clinical)*
- *To recognise, report and record any untoward incidents in order to maintain the safety of the work environment*
- *Act as a role model, identifying when it is appropriate to seek expert advice and support*

**Management responsibilities:**

- *To support with the development of the Specialist Perinatal Mental Health Service*
- *To provide effective, responsive, evidence based and user focused services*
- *To provide supervision for identified staff and mentor students within the service*
- *To develop and support patient involvement projects ensuring that lived experience is at the heart of service development*
- *To support staff to maximise their potential and highlight any concerns to the relevant line manager as appropriate*
- *Delegation of appropriate duties to staff working under supervision of a registered nurse*
- *Ensures quality service delivery, including managing risk and improving patient experience*
- *In the absence of senior clinicians, take responsibility on a day-to-day basis for the coordination of the activities of the service*

**Leadership components**

- *Support the service in meeting Key Performance Indicators and outcome measures and ensure junior staff maintain training and any compliance issues as required*
- *Support the service to undertake CCQI Perinatal Peer review and accreditation*
- *Work as an autonomous practitioner*
- *Work within agreed deadlines*
- *Ability to chair/lead meetings as required*

**Clinical/Job skills:**

- *Approachable and accessible*
- *Ability to understand data and processes and communicate same in written, oral and electronic form that is understandable at a level appropriate to its recipients*
- *Ability to communicate sensitive issues*
- *Have a full understanding of the Trust's complaints procedure and demonstrate the ability of effective complaint resolution*
- *Frequent concentration required to produce complex reports eg social services court reports within short deadlines*
- *Able to remain calm and objective when dealing with emotive/contentious issues including exposure to distressing or emotional circumstances such as child protection, mental health and unwelcome news*
- *Have full awareness of current developments within their relevant professional group and the corporate identity of the Trust*
- *Prioritise competing demands*
- *Demonstrate fair and appropriate delegation skills*

**Performance Management:**

- *Work in-line with all agreed standards and performance measures are met and that there is a constant thrust for service improvement and risk education*
- *Work alongside clinicians and professionals and support staff within the service to audit outcomes and promote best practice*
- *Participate in research, service evaluation and audits and actively contribute to implementation of identified improvements/changes in practice through a team approach*
- *To ensure delivery service outcomes and KPI's*

**General Management:**

- *To ensure that the service is friendly and responsive and deals with complaints and suggestions in a timely and efficient manner. To be able to work positively with women, their families or carers who express verbal concerns or complaints about the service and attempt early and effective resolution in conjunction with the Service manager and the PALS Service*

**Information processing:**

- *Use of information systems such as ESR, SystmOne, Trac, and other databases whilst maintaining responsibility for confidentiality*
- *To ensure documentation and birth plans are comprehensive and consistent with the policies and protocols of the Trust*
- *To be responsible for monitoring, recording and reporting on clinical work and communicating complex clinical information to a variety of recipients e.g. patients, families and carers and other professionals, both verbally and in writing*

**Education, experience and workforce development**

- *In depth knowledge of mental health services, conditions and treatment acquired through experience and degree supplemented by further specialist training and knowledge of perinatal mental health conditions, treatment and national priorities and publications.*
- *Undertake further training and development as required.*
- *Support with the delivery of a county wide strategy for Perinatal Mental Health Training*
- *Maintenance of own Professional Registration*
- *Identify training needs from clinical work*

**Confidentiality**

- *All staff are required to respect the confidentiality of all Trust business and the business of the Trust's staff, residents, patients and general public which they may learn in the execution of their duties.*

**Data Protection**

- *All staff are expected to adhere to the regulations regarding the Data Protection Act 1984 as laid down by Northamptonshire Healthcare NHS Foundation Trust.*

**Infection Control**

***The prevention and control of healthcare associated infections in service users, staff and visitors is taken seriously by the Trust. All staff employed by Northamptonshire Healthcare NHS Foundation Trust are required to adhere to the Trust infection control policies and procedures.***

- *Employees must be aware of the importance of protecting themselves, service users and visitors and of maintaining a clean safe environment. Any breach in infection control practice, which places service users, other staff or visitor at risk, may result in disciplinary actions. Each staff member is responsible for ensuring they identify together with their manager, their infection control training needs in their PDP.*

**Health And Safety**

- *To carry out the duties placed on employees by the Health and Safety at Work Act 1974 i.e.*
  - *To take reasonable care 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 requirements of the legislation.*
  - *Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in the pursuance of any relevant statutory provision.*

**No Smoking**

- *In order to protect the health of employees, patients and visitors, Northamptonshire Healthcare NHS Foundation Trust operates a No Smoking Policy. Therefore smoking is prohibited in all of the Trust's buildings, grounds and all Trust-owned or leased vehicles.*

**Equality and Diversity**

- *To ensure that all duties are carried out to the highest possible standard, and in accordance with current quality initiatives within the area of work and the Trust Managing Diversity and Equal Opportunities in Employment Policy.*

**Risk Management**

- *To have a commitment to identifying and minimising risk, report all incidents and report to manager any risks, which need to be assessed.*

**Safeguarding Adults and Children**

- *It is the duty of all staff working for the Trust to safeguard children and adults and undertake safeguarding training at an appropriate level.*

**Professional Registration**

- *All qualified / professional staff are required to adhere to the relevant Code of Practice (and other guidance issued by them). It is the responsibility of the individual concerned to keep professionally registered and updated in accordance with the requirements of the relevant Code of Practice and to follow guidance issues by the professional body.*

**Policies and Procedures**

- *The post holder is expected to comply with all relevant Trust policies, procedures and guidelines. Any contravention of the Trust Policies or managerial instruction may result in disciplinary action being initiate*

*This job description may be amended from time to time as service needs dictate, and following discussion with the post holder.*



## About you

Behaviours and Values	Knowledge and Experience
<ul style="list-style-type: none"> <li>• <i>Demonstrate excellent initiative and organizational skills</i></li> <li>• <i>Ability to communicate clearly and effectively through formal presentation to others and delivery of perinatal mental health training and education</i></li> <li>• <i>Ability to work flexibly across service boundaries and with professionals from health care settings such as maternity services</i></li> <li>• <i>Ability to contribute to and facilitate effective multi-disciplinary/multi-agency working</i></li> <li>• <i>In depth knowledge of local health services</i></li> <li>• <i>Keen to lead and participate in team development</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>NMC Registration</i></li> <li>• <i>Qualification to degree level or equivalent</i></li> <li>• <i>Evidence of continuing professional and personal development</i></li> <li>• <i>Training to level 3 in Safeguarding children and young people or willingness to undertake</i></li> <li>• <i>Mentorship qualification or willingness to undertake</i></li> <li>• <i>Specialist training in perinatal and infant mental health</i></li> <li>• <i>Experience of working with women in the perinatal period</i></li> <li>• <i>Experience of working with women with serious mental illness</i></li> <li>• <i>Experience of formal child protection processes and inter-agency work with families</i></li> <li>• <i>Experience of multi-agency pre-birth planning for women with serious mental illness</i></li> <li>• <i>Experience of multi-disciplinary and multi-agency working including with statutory agencies</i></li> <li>• <i>Experience of risk assessment and risk management</i></li> <li>• <i>Experience of undertaking detailed mental health assessments and developing care plans</i></li> <li>• <i>Substantial experience of managing a busy caseload of clients with a range of mental health problems.</i></li> <li>• <i>Experience of managing and supervising staff</i></li> <li>• <i>Experience of liaison working with obstetrics and maternity services</i></li> <li>• <i>Experience of service user and carer initiatives and engagement and co-production</i></li> <li>• <i>Experience of planning and delivery of training in response to identified needs</i></li> <li>• <i>Experience of previous innovative practice, leading change or service development</i></li> </ul>

### Skills and Abilities

- *Excellent verbal and written communication on a regular basis with a broad spectrum of key stakeholders, including:*
  - *Women, their partners, carers and significant others*
  - *Midwives, Health Visitors, General Practitioners, Obstetricians*
  - *Acute Hospitals, Medical Wards, Maternity wards and Obstetric departments*
  - *Adult and Children's Social Care*
  - *Independent Advocacy Services*
  - *Independent Carer Groups*
  - *Other external agencies*
- *Ability to present and discuss complex issues and concepts in coherent format*
- *Specialist knowledge of perinatal mental health conditions and interventions or willingness to undertake training*
- *Specialist knowledge in attachment and infant mental health or willingness to undertake training*
- *Knowledge regarding risk within the perinatal period, red flags and MBRRACE-UK confidential enquiries in to maternal deaths*
- *Knowledge of National policy and service development issues relating to Perinatal mental health*
- *Ability to effectively liaise and offer specialist perinatal mental health advice and consultation to other agencies and disciplines*
- *Ability to provide specialist assessments and interventions to women in the perinatal period/willing to undertake training.*
- *Ability to deliver psycho-education to women and their families*
- *Ability to effectively manage own clinical and administrative caseload and work under pressure at times of change.*
- *Ability to identify, recognise and understand safeguarding children issues and refer appropriately*
- *Ability to work effectively with women from diverse minority ethnic and cultural backgrounds and with families with a high level of deprivation, social isolation, exclusion and stigma*
- *Knowledge and understanding of diversity and equality issues and their application in perinatal mental health*
- *Ability to assess clinical situation quickly and use initiative*
- *Good verbal communication skills based on fluency in the English Language*
- *Excellent communication skills including the ability to engage with women experiencing a wide range of mental health problems and their families*
- *Knowledge of relevant legislation e.g. MHA, MCA*
- *Advanced keyboard and computer literacy skills including ability to input onto clinical systems, produce reports and documents and keep diary up to date*



## About the role – linking with our 4 Leadership Behaviours

### ENGAGING PEOPLE/WORKING TOGETHER

- *Share knowledge and experience within the team to promote learning opportunities for all.*
- *Ability to motivate self and others.*
- *Work in close partnership with clinical professionals such as nurses, OT's, Social Workers, Psychologists, Psychiatrists/Consultants and other team administrators to ensure the delivery of a high quality service.*
- *To ensure a timely and efficient service is provided to all customers, by maintaining good practices and ensuring excellent communication and working relationships.*
- *The post holder will support managers to train new staff, ensuring that we are able to deliver our services effectively and efficiently to patients and service users.*
- *Ensure that all administration is carried out in a timely manner, supporting the business support manager to meet all timescales and deadlines.*
- *To attend team meetings and participate in discussions.*
- *To support the team(s) within the department during peak periods, annual leave training and sickness.*

### BEING AUTHENTIC

- *Be a role model of the leadership behaviours that build engaged staff and teams.*
- *Ensure the provision of a customer focused and responsible Perinatal Mental Health Service that responds and is flexible to the needs of the organisation.*
- *Ensure Systmone, eRostering and any remaining internal databases and systems are maintained and updated to enable ongoing monitoring of activity.*
- *Ensure that all Perinatal Mental Health Service administration meets internal quality standards and legal requirements. Be proactive in identifying potential issues before they become a problem, taking appropriate preventative action and being aware of legal implications.*







## TAKING RESPONSIBILITY





- Use data and feedback to highlight and escalate blockages in the process.
- Work to key performance indicators, highlighting areas of concern.
- Contribute to service processes, procedures and systems to implementing changes.
- Utilise Systmone to ensure that all Perinatal Mental Health Service administration is carried out in a timely manner, meeting internal quality standards and KPIs, relevant national frameworks and legal requirements.
- Responsible for ensuring that all the relevant administrative paperwork for the Perinatal Mental Health Service is consistent, effective, accurate, and timely.
- To work with colleagues to produce monthly reports on the work of the department and outcomes obtained.
- Effectively manage diaries for senior clinical staff, rearranging appointments when required and supporting with any conflicts in demand.

## EMBRACING CHANGE

- Able to operate in a climate of continuous change and improvement.
- Be able to suggest and trial new ways of working to grow the service.
- Ability to review own working practices in order to develop and implement more effective ways of working

## Benefits

Salary 	Location of work 	Permanent/fixed term 						
<b>Band 6</b> You will be paid on the 27 <sup>th</sup> of each month. If this date falls at a weekend you will be paid on the Friday before this date.	Based countywide, predominantly based at Campbell House (Northampton), but must be able to travel independently to other trust sites across Northamptonshire when required.	12 month secondment						
Hours/pattern of work 	Annual leave and bank holiday entitlement 	Pension entitlement 						
37.5 hours Monday to Friday 9-5. Occasional out of hours working to meet the needs of the service	<table><tr><td>Length of service</td><td></td></tr><tr><td>On appointment</td><td>27 days + 8 days</td></tr><tr><td>After five years' service</td><td>29 days + 8 days</td></tr></table>	Length of service		On appointment	27 days + 8 days	After five years' service	29 days + 8 days	Details on the benefits of the NHS Pension Scheme can be found here:  <a href="https://www.nhsbsa.nhs.uk/nhs-pensions">https://www.nhsbsa.nhs.uk/nhs-pensions</a>
Length of service								
On appointment	27 days + 8 days							
After five years' service	29 days + 8 days							

	After ten years' service	33 days + 8 days	
<b>Health and Wellbeing</b>  <b>Because your health matters too</b>	<b>Learning and Development</b> 	<b>Equality and diversity</b> 	
<p>Our Occupational Health and Wellbeing team support our staff through many different channels. Whether you have a physical or emotional issue or want to take positive steps to improve your fitness, this team can help you.</p> 	<p>Our Learning and Development team provide effective and impactful learning solutions for our staff. Our experienced team of facilitators offer a wide range of opportunities from corporate induction, mandatory and role specific training, personal development and leadership training.</p>	<p>We are committed to ensuring people are treated equally and fairly whether at work, during care or out in the community. Equality, diversity and inclusion will always be a core focus and commitment for team NHFT. We have a number of staff networks to support this focus too. These networks are open to all our staff.</p>	

Find out more about us at:  
[www.bit.ly/24hoursinNHFT](http://www.bit.ly/24hoursinNHFT)  
[www.nhft.nhs.uk](http://www.nhft.nhs.uk)

### Confidentiality and Data Protection

Any matters of a confidential nature, including patient and staff records, and any commercially sensitive information must, under no circumstances, be divulged or passed on to any unauthorised person or persons without a legal basis to do so. In accordance with the Data Protection Act 2018, if you are required to access personal data held in any format, you will be expected to adhere to the Trusts Information Governance Policies, copies of which are held on the staff intranet.

Any breach of confidentiality or data protection legislation will result in disciplinary action and may result in summary dismissal.

### Infection Control

The prevention and control of healthcare associated infections in service users, staff and visitors is taken seriously by the Trust. All staff employed by Northamptonshire Healthcare NHS Foundation Trust is required to adhere to the Trust infection control policies and procedures. Employees must be aware of the importance of protecting themselves, service users and visitors and of maintaining a clean safe environment. Any breach in infection control practice, which places service users, other staff or visitor at risk, may result in disciplinary action. Each staff member is responsible for ensuring they identify together with their manager, their infection control training needs in their PDP.

## **Health and Safety**

To carry out the duties placed on employees by the Health and Safety at Work Act 1974 i.e.

I. To take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.

II. To co-operate with their employer as far as is necessary to meet the requirements of the legislation.

III. Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in the pursuance of any relevant statutory provision.

## **No Smoking**

In order to protect the health of employees, patients and visitors, Northamptonshire Healthcare NHS Foundation Trust operates a No Smoking Policy. Therefore smoking is prohibited in all of the Trust's buildings, grounds and all Trust-owned or leased vehicles.

## **Equality and Diversity**

To ensure that all duties are carried out to the highest possible standard, and in accordance with current quality initiatives within the area of work and the Trust Managing Diversity and Equal Opportunities in Employment Policy.

## **Risk Management**

To have a commitment to identify and minimising risk, report all incidents and report to manager any risks, which need to be assessed.

## **Safeguarding Adults and Children**

It is the duty of all staff working for the Trust;

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.

- To support the organisation in ensuring service users are protected from abuse or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the Trust's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Criminal Records Bureau.

### **Professional Registration**

All qualified/ professional staff is required to adhere to the relevant Code of Practice (and other guidance issued by them). It is the responsibility of the individual concerned to keep professional registered and updated in accordance with the requirements of the relevant Code of Practice and to follow guidance issues by the professional body.

### **Policies and Procedures**

The post holder is expected to comply with all relevant Trust policies, procedures and guidelines. Any contravention of the Trust Policies or managerial instructions may result in disciplinary action being initiated.

### **Review of Job Description/ Person Specification**

This is not an exhaustive list of duties and responsibilities, but indicates the key responsibilities of the post. The post holder may be required to undertake other duties as may reasonably be required commensurate with the grade and/ or hours of work at the postholder's initial place of work or at any other of the Trust's establishment.

**NOTE:** This is a description of the job as it is at present constituted. It is the practice of this Trust regularly to examine employee's job descriptions and to up-date them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed.