

**Job Description**

<b>Post:</b>	Community Mental Health Practitioner – Progression post
<b>Band:</b>	Band 5, with progression to Band 6 on completion.
<b>Location/Base:</b>	Community Mental Health Services, Maple House, Oldham
<b>Responsible to:</b>	Team Manager
<b>Main Contacts:</b>	Multi-disciplinary team, services across adult mental health pathway, local authority partners, service users and carers

The progression post is a new and exciting role within the Community Mental Health team. We are looking to support a newly qualified registered mental health practitioner join the team as a Band 5 Practitioner, working through competencies set out by Health Education England, Mental Health Nursing Competence and Career Framework. To enable them to progress to a band 6 role. This will be offered on a fixed term 24month contract, with the option to extend with an agreed time frame if required. If the progression to Band 6 cannot be completed within the agreed time frame, consideration of remaining at Band 5 could be given on a permanent basis.

**Job Summary**

The Mental Health Practitioner will work towards achieving the competencies identified in the Mental Health Nursing Competence and Career Framework. This will be assessed through supervision and close working with Clinical leaders and/or team managers. The standard preceptorship is expected to be completed within the first 12 months in post.

The Mental Health Practitioner will provide a comprehensive mental health service to adults of working age who experience moderate to severe mental health problems within the community. The practitioner will also: -

- Assist in the development and co-ordination of skills within the community Mental Health Team.

- Work collaboratively across a range of disciplines to continuously promote a need-based approach to all clients.
- Promote an integrated approach to service delivery.

### **Main Duties and Responsibilities**

- To act as Community Mental Practitioner under the supervision of the Team Manager and peer support from an experienced staff group.
- To conduct a holistic assessment of individual's needs, providing specialist Mental Health Assessments/ Risk Assessments / Care Plans/ Risk Management Plans.
- To provide evidence based therapeutic interventions appropriate to the service users assessed needs in accordance with NICE guidelines.
- Establishing Care Act eligibility/ identify packages of care to meet the needs of those people referred to the team and implement these packages, with regular review.
- Refer onto other services where deemed appropriate.
- To report and investigate concerns identified under Safeguarding Adults procedures, under supervision of senior team members.
- To liaise with all agencies, and members of the multi-disciplinary team to ensure the needs of the client are met.
- Establish and maintain communication with individuals and groups on the caseload about difficult or complex matters, in such a way as to overcome any problems in communication.
- To carry out clinic duties such as the administration of depot injections either in the clients home or in the clinics. To manage medication and its administration within Trust Policy
- Supervise Community Support Workers as appropriate to implement elements the care plan.
- To maintain accurate, up to date records of all clients referred and receiving assessment, care treatment and support.

- To demonstrate learning and progression of competencies as outlined Mental Health Nursing Competence and Career Framework.

### **Main Duties and Responsibilities - at full competency**

Undertake the role of Community Mental Health Practitioner in the assessment, treatment and delivery of care to individuals with severe and complex mental health problems, who meet the criteria for access to the service.

You will ensure that the highest quality care is carried out in accordance with the policies and procedures of Pennine Care NHS Foundation Trust.

### **Main Duties and Responsibilities**

- To assess the health and social care needs of individuals referred to the service, holistically, under the agreed procedures.
- To conduct specialist mental health assessments and Risk Assessments and devise appropriate care plans and risk management plans.
- To provide evidence based therapeutic interventions appropriate to the service users assessed needs.
- With regards to Care Act eligibility identify packages of care to meet the needs of those people referred to the team and to implement these packages of care or refer onto other services as appropriate.
- To perform the duties of a Care Manager in arranging the commissioning of services to ensure the needs of the client referred to the team are met effectively, reviewed regularly, and provided according to local authority guidance.
- To provide direct assistance, including education and advice, emotional and psychological support to those referred to the team with the aim of promoting re-enablement and recovery.
- To promote choice and service user involvement in care planning and risk management.
- To ensure practice is in line with social inclusion and recovery models.
- To support and work with colleagues, other MDT members and outside agencies collaboratively and in best interests of the service user.
- To liaise with and provide written and verbal feedback to clients, carers and relevant professionals (e.g. GP's), giving due regard to consent, confidentiality and Information Governance guidelines.
- To ensure all carers are offered Carer Assessments.
- To report and investigate concerns identified under Safeguarding Adults procedures.
- To complete social circumstances reports for Mental Health Act Review Tribunals and Hospital Managers Hearings.
- To observe the legal requirements of the current Mental Health Act, Mental Capacity Act, Care Act and other relevant legislative frameworks.

AFC 13/12/23 JME-341-23 Community Mental Health Practitioner Progression Post Band 5 to Band 6

- To maintain accurate, contemporaneous clinical records on all service user contact, in accordance with current Trust documentation standards, and with due regard to confidentiality and Information Governance guidelines.
- To complete all necessary inputting, training and documentation related to electronic record systems and the clustering of service users.

### **Communication and Relationship Skills**

- Maintain excellent communication with patients on their health and social care plan and inform relatives on progress as appropriate.
- Maintain excellent communication and provide guidance to, Assistant Practitioners/support workers as appropriate, on the health and social care needs of patients.
- Communicate effectively with all members of the multi-disciplinary, multi-agency team involved in the care of the client.
- Assess and respond appropriately to challenging behaviour.
- Make appropriate referrals to other agencies.
- Promote and maintain confidentiality.
- Promote and adhere to the Trust's values statement.
- To demonstrate learning and progression of competencies as detailed above.

### **Education and Training**

- Participate in the supervision and assessment of students/learners on placement within the service.
- Maintain a personal development plan and an annual program of learning and development using a personal portfolio to ensure practice is based on best practice and up to date.
- Participate in individual performance development review on an annual basis
- Keep up to date with all policies, procedures and protocols relating to the client group/organisation and relevant practice.
- Provide support to Assistant Practitioners/ Support Workers by providing work based training and development opportunities.
- To act as mentor and preceptor for Assistant Practitioners/support workers as appropriate.

- To assess and undertake personal development within MYC .
- Attend further training as identified with the line manager through the CPD process.
- To demonstrate learning and progression of competencies as detailed above.

### **Administrative and Information Technology**

- Use information technology to support the care process for the benefit of the service users and their families through the recording relevant data.
- Record patient activity and interventions in a contemporaneous manner, whilst acting on this information as necessary.
- To demonstrate learning and progression of competencies as detailed above

### **Clinical Governance**

- Identify risk issues that impact on the patients/client's health or social care needs.
- Take appropriate action to the significance of the risk and consistent with protection procedures e.g. applying appropriate control and restraint techniques, applying child or adult protection procedures.
- Demonstrate high standards of health and social care practice at all times.
- Demonstrate effective team working inclusive of all relevant professionals.
- Be accountable for own practice.
- Report all accidents / incidents, and all ill health, failings in equipment and/or environment.
- This is not an exhaustive role specification and does not include specific skills or therapeutic interventions which will be required as part of this role.
- To demonstrate learning and progression of competencies as detailed above.

### **General Duties of all post holders**

- Observe the provisions of and adhere to all Trust Policies and procedures.

- Be familiar with and follow health and safety policy and procedures and be aware of the individual responsibilities under legislation, drawing any areas of potential risk to the attention of the managers.
- Undertake any other duty, which is appropriate to the grade, when requested by Senior Staff.
- When requested to work across the Trust footprint, where required.
- To demonstrate learning and progression of competencies as detailed above.

The above indicates the main duties of the post, which may be reviewed in the light of experience and developments within the service. Any review will be undertaken in conjunction with the post holder.

This job description is not exhaustive, but is intended to give an overall picture of the role. Other duties within the general scope of the post may be required from time to time. The duties of the post and job description can be reviewed through the agreed process

### **General Duties of all post holders**

- To undertake any other reasonable duty, which is appropriate to the band, when requested by Senior Staff.
- To be familiar with and comply with all Trust and departmental policies, procedures, protocols and guidelines.
- To be aware of and work towards the Trusts strategic goals.

### **Standards of Business Conduct**

- The post holder will be required to comply with the organisations standing order and standing financial instructions and at all times, deal honestly with the organisation with colleagues and all those who have dealing with the organisation including patients, relative and suppliers.
- The post holder must ensure that their behaviour and interests inside and outside work do not conflict with their Trust position, duties and/or responsibilities.
- The post holder must comply with and support the development of the performance standards within the service/department to ensure the service is responsive to and meets the needs of its customers.
- The post holder will be required to develop and maintain good working relationships with all patients, service users, staff, contractors and where appropriate, members of the public.

- The Trust aims to maintain the good will and confidence of its own staff, patients, service users, NHS contractors and the general public. To assist in achieving this objective it is essential that at all times, the post holder carries out their duties in a courteous, sympathetic and professional manner.
- All post holders who are members of a professional body must comply with standards of professional practice / conduct. It is the post holders' responsibilities to ensure they are both familiar with and adhere to these requirements and maintain their professional membership to the relevant body.

### **Equality and Diversity and Equal Opportunities**

- The post holder must carry out all duties and responsibilities of the post in accordance with the Trust's Equal Opportunities and Equality and Diversity policies, avoiding unlawful discriminatory behaviour and actions when dealing with colleagues, service users, members of the public and all other stakeholders.
- The post holder must promote awareness of and respect for equality and diversity in accordance with Trust policies and procedures.
- The post holder is responsible for treating all staff, patients, service users, NHS contractors and the general public with dignity and respect at all times.

### **Safeguarding**

- Appointments to regulated and controlled activities require an enhanced DBS disclosure.
- Pennine Care NHS Foundation Trust (PCFT) employees have a statutory duty to promote the welfare of children and young people and to protect adults; enabling them to live free from harm, abuse and neglect.
- Engagement with safeguarding training, in line with responsibilities, is mandatory for all PCFT employees. PCFT employees must familiarise themselves with policies and procedures and adhere to these.
- It is the responsibility of all staff to report safeguarding concerns and familiarise themselves with who to contact in order to do this or seek further guidance.

### **Professional and Personal Development**

- The post holder must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction Programme.
- The post holder will be involved in a formal appraisal and yearly conversations review with their manager at least every 12 months. Once performance / training objectives have been set, the staff member's progress will be reviewed on a regular basis, so that new objectives can be agreed and set, in order to maintain progress in the service delivery.

- The post holder will be expected to take responsibility for their own professional development and will be supported by the Trust to achieve development opportunities as appropriate.

### **Confidentiality and Information Governance**

- Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to confidential documents and information relating to patients, service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the NHS unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence has been established.
- All information obtained or held during the post-holders period of employment that relates to the business of the Trust and its service users and employees will remain the property of the Trust. Information may be subject to disclosure under legislation at the Trust's discretion and in line with national rules on exemption.
- The post holder must maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately, appropriately and kept up to date. The post holder must only access information, whether paper, electronic or in other media, which is authorised to them as part of their duties.
- The post holder must work to the requirements of data protection laws as applicable to the UK, which includes the General Data Protection Regulations (GDPR).

### **Health and Safety at Work**

- The post holder is required to take reasonable care of the health and safety of themselves and other persons who may be affected by their acts or omissions at work and to co-operate with the Trust in adhering to statutory and departmental safety regulations.
- The post holder is responsible for ensuring that they do not intentionally or recklessly misuse or interfere with anything provided in the interests of health safety or welfare e.g. misuse of equipment.
- The post holder is required to contribute to the control of risk and must report immediately, using the Trust Incident reporting system, any incident, accident or near miss involving patients, service users, carers, staff, contractors or members of the public.
- All Trust sites have been designated a no smoking area. The post holder is therefore advised smoking is not permitted within the hospital premises or grounds or whilst representing the Trust in the course of their duty. While the Trust will not discriminate against employing smokers, all prospective employees should be aware of this policy.

## Infection Control

- Infection Prevention and Control is the responsibility of all Trust staff.
- All staff members have a responsibility to protect service users, visitors and employees against the risk of acquiring health care associated infections by consistently observing Trust Infection Prevention and Control Policies and procedures and best practice guidance in order to maintain high standards of Infection Prevention and Control.

## Sustainability / Net Zero Carbon

Pennine Care are committed to sustainable development, social value and achieving the NHS Net Zero Carbon reduction targets. All employees must play their part and adhere to the principals in the Green Plan, this will ensure our services are efficient, sustainable and carbon emissions are reduced. As an employee you will be expected to conserve energy / water, minimise wastage in all formats, actively promote biodiversity and use sustainable transport whenever possible.

- **Energy:** Switch off non-essential electrical equipment / lighting when not in use. Report heating issues, building too hot / too cold to the Estates Team.
- **Water:** Do not leave taps running and report all drips, leaks, and condensation issues to the Estates Team.
- **Waste:** Follow the Trust waste policy – Reduce – Reuse – Recycle do not overorder equipment / medicines. Healthcare waste must be disposed of in line with the Trust's waste management policy.
- **Biodiversity:** Enhancing biodiversity has a wealth of positive outcomes for our colleagues, services users and the environment. Think of your site, can an area be improved to have a quality green space, specific planting for habitat improvement or the installation of a couple of bird boxes? Contact the estate team for further details
- **Transport & Travel:** Where possible lift share, cycle, walk or use public transport