

# JOB DESCRIPTION

**OUR VISION: 'TO BE THE LEADING HEALTH AND WELLBEING SERVICE IN  
THE PROVISION OF MENTAL HEALTH AND COMMUNITY CARE'**

<b>JOB TITLE</b>	Senior Community Mental Health Practitioner- First Episode Psychosis
<b>BAND</b>	6
<b>RESPONSIBLE TO</b>	Team Manager
<b>ACCOUNTABLE TO</b>	Clinical Manager
<b>BASE</b>	Latton Bush Centre, Harlow Essex – but required to work across other West Essex locations as requested in response to demands of the service.
<b>HOURS OF WORK</b>	37.5

## ROLE SUMMARY

We have an opportunity for a Registered Mental Health Practitioner to join our established First Episode Psychosis Service and developing At Risk Mental State service. The aim of the service is to provide recovery-focused treatment and support via personalised care plans for individuals who are presenting with a First Episode Psychotic disorder: supporting them from diagnosis to recovery, to enable them to lead the lives they wish to live. You will work with a Multidisciplinary Team: a spectrum of clinical professionals that includes Nurses, Psychologists, Support Time Recovery workers, etc.

We are looking for a positive team player who has a special interest in working compassionately with individuals and their wider support networks. We are interested in you joining our supportive and dedicated team if you are:

- Motivated by doing what is right for our service users and their carers
- Have some experience in working with individuals who are experiencing a psychotic disorder
- Flexible, with a problem solving approach
- A contributor to positive working environments
- Interest in additional training to enhance skills and knowledge base.

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## **KEY RESPONSIBILITIES CLINICAL**

Please note that this role outline serves to provide an illustrative example of the duties and responsibilities you may be expected to undertake during the course of your nominal duties. It is not an exhaustive list and you will therefore be required to undertake other responsibilities and duties that are considered to be commensurate with the band.

### **Core Clinical Function**

- Provide and oversee the management and care of service users
- Produce accurate and timely documentation, conduct and manage the maintenance of records on all service users in line with your professional Code of Conduct and Trust policy
- Undertake comprehensive assessments: formulating personalised care plans which reflect the needs of the service user, their family and wider support networks
- Conduct risk assessment of the individual and of the potential hazards in the service users environment
- Attend the weekly Multidisciplinary team meeting
- Report and document incidents as required
- Conduct and oversee physical health care checks and act upon the findings
- Act as a Care Co-ordinator
- Responsible for administration of medications, assessment of side effects, review concordance and clinical effectiveness of medication regime in line with Trust policy
- Responsible for ensuring the safe transportation and storage of medicines, checking receipt and storage
- Provide education around the medication prescribed, side effects, actions and aids to compliance
- Provide education and support to develop service users understanding of mental illness and training packages for staff
- Provide psycho-social interventions, education and support to develop service users and their carer's understanding of mental illness with the aim to prevent relapse and admission
- Provide practical support, guidance and education for service users and their carers
- Undertake carers assessments in line with the Trust's Key Performance Indicators

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- Undertake Mental Health Nursing Needs Assessments – contributing to Self-Directed Support assessments/packages
- Be competent in the use of relevant screening and assessment tools and supervise lower banded staff to undertake this function
- Provide comprehensive assessment, care planning, treatment and review of care in line with the requirements of the Mental Health Clusters and Care Act
- Provide formulation, delivery and review of individualised evidence based care/care packages in accordance to NICE guidelines: including non-medication strategies
- Lead in the continuing development of a high quality service that is underpinned by evidence based practice, care pathways/packages, NICE and DOH Guidance
- Identify, assess and manage clinical and non-clinical risks/hazards in your clinical area via the completion of relevant risk assessments
- Implement the risk treatment plans for inclusion in the local and Trust's risk registers through the Risk Management department
- Participate in audits and research
- Undertake physical health checks of service users and act on the findings, appropriately and in a timely manner
- Understand the eligibility criteria and assessment process for Self-Directed Support (SDS) to meet service user's identified personalised needs
- Review SDS packages in a robust and efficient manner, pro-actively promoting the recovery focused approach
- Understand and utilise Health and Social Care commissioned services, demonstrating an empathetic approach to Fairer Access to Care Services

#### **Core Non-Clinical Function**

- Manage and coordinate Multidisciplinary Team meetings, as required by the Band 7 Team Manager
- Participate in service development and review
- Participate in the recruitment process for clinical staff, as required
- Ensure the service meets the agreed performance/contractual targets and adheres to local and Government initiatives
- Work closely with and assist the Clinical Manager/professional lead with development and implementation of Team operational policies
- Deliver training, where appropriate, for other professionals

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- Manage the Nursing capability process, as appropriate
- Promote the Nursing Strategy within the Trust

## PROFESSIONAL DELIVERY FRAMEWORK

In addition to core clinical and non-clinical support the following are additional key activities identified as being necessary to the role in the delivery of your normal day to day activities.

- Complete mandatory training in line with Trust policy and attend in-house developmental training
- Receive annual appraisal and conduct annual appraisals to lower banded staff
- Receive management supervision and deliver management supervision as required by your Manager
- Supervise and manage, on a day to day basis, lower banded staff within the professional group and team locality as required and in line with Trust HR processes
- Ensure lower banded staff are appropriately inducted, receive appropriate supervision, have annual appraisals and are compliant with mandatory training requirements
- Comply with the CPD and practice hours requirement set out by the Nursing Midwifery Council NMC
- Mentorship and supervision of students on placement with the service
- Provide management and clinical supervision for Band 3-5 in your professional staff group in accordance with Trust policy
- Receive clinical supervision
- Act as a Safeguarding Champion
- As and when required participate in file scrutiny work
- Participate in Serious Incident investigations, disciplinary and grievance procedures and any additional relevant investigations in line with Trust policies
- Take all allocated annual leave

## ADDITIONAL DUTIES

In addition to the above duties you will also be expected to perform the below key activities in line with your job role;

- Complete mandatory training in line with Trust policy and procedures
- To participate in the staff appraisal process and to undertake for any staff you manage

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- To keep yourself updated on all matters relating to Trust policy
- To provide management supervision where appropriate
- You will be expected to work collaboratively with key partner organisations, service users, carers, clinicians and other practitioners within the multi-disciplinary team in delivering

services; providing a 7-day a week, 24-hours a day service for 365 days a year working shifts, where appropriate and operationally required.

### **Raising Concerns at Work**

You are contractually bound to the duties and expectations set out within the NHS Constitution and therefore that raise any genuine concern of risk or wrongdoing. If you are a professionally qualified member of staff you have a further professional duty to put the interests of the people in your care first and to act to protect them if you consider they may be at risk of harm.

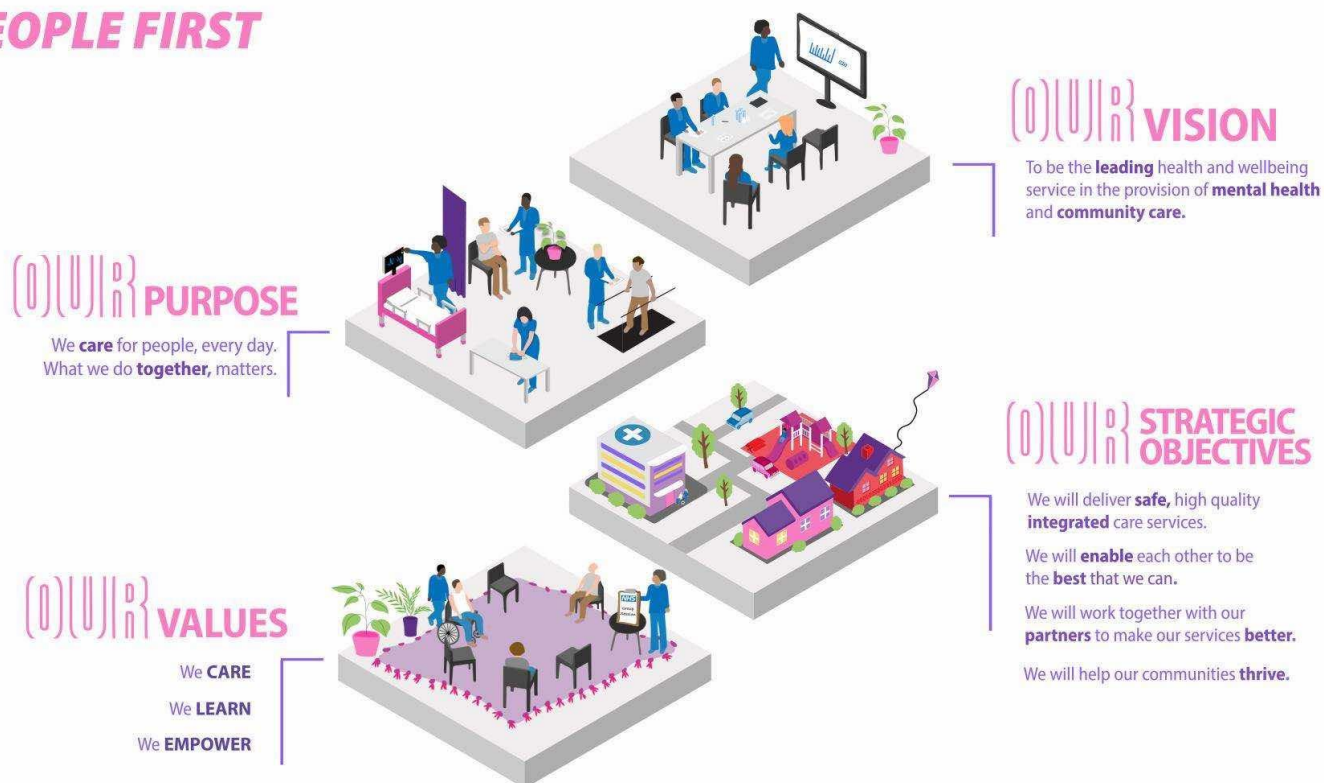
In using the term 'in your care' we are referring to those you come across or know about, and not just those that you deliver specific care to, or have direct clinical or managerial responsibility for.

**If you do not report concerns in your workplace it may bring your fitness to practice into question and place your professional registration at risk. Just as raising concerns represents good practice, 'doing nothing' and failing to report concerns is unacceptable.**

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# OUR TRUST STRATEGIC OBJECTIVES SUPPORTED BY OUR VISION AND VALUES

## PEOPLE FIRST



## ASSURANCE STATEMENT

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

## NHS CONSTITUTION

You are responsible for ensuring that the values outlined in the NHS Constitution are adhered to daily and any matters of concern are raised with the relevant Line Manager or through the necessary processes within the Trust.

You are responsible for delivering a compassionate, dignified and respectful service to patients at all times.

## DUTY OF CANDOUR

You must adhere to the principles of openness, transparency and the statutory duty of candour in your day to day work and conduct and encourage the same behaviours within the wider organisation.

## EQUAL OPPORTUNITIES STATEMENT

The Trust operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity in relation to employment, development, training and service delivery.

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## **NO SMOKING POLICY**

The Trust is committed to a policy which discourages smoking and prohibits smoking on Trust property and on Trust business outside it.

## **INFECTION CONTROL**

The post holder is accountable and responsible for the prevention of healthcare associated infections by complying with all Infection Prevention & Control policies and procedures in line with legislation (Health Act 2006; Code of Practice for the Prevention and Control of Healthcare Associated Infections.)

## **HEALTH AND SAFETY**

All employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

## **GENERAL DATA PROTECTION REGULATION 2018**

The General Data Protection Regulation (2018) is to ensure compliance with all Trust policies, and those procedures relevant to the area of work.

The Trust will always seek to process your personal data in accordance with its obligations and your rights.

The GDPR requires that personal data shall be;

- Processed Lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purpose;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate, technical or organisational measures.

All employees must adhere to the Trust's Policy on the Protection and Use of Personal Information which provides guidance on the use and disclosure of information. The Trust also has a range of policies for the use of computer equipment and computer generated information. These policies detail the employee's legal obligations and include references to current legislation. Copies of the Policy on the Protection and Use of Personal Information and other Information Technology policies are included in the Trust's Policies and Procedures Manual/Intranet.

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## **INFORMATION ASSET OWNERS AND ADMINISTRATORS**

An information asset is a service user, staff or corporate information/data, processed by us and held in an electronic or hard copy/manual format. An information asset owner (IAO) is a senior member of staff who is the nominated owner for one or more identified information assets within the service/Trust. If you are a nominated IAO you will understand and monitor the following;

- What information assets are held and for what purpose within your team
- How information is created, amended or added to over time
- Who has access to information and why
- Understand and address the risk to the asset, providing assurance to the senior information risk owner in the overall information risk management function
- As an Information Asset Administrator you will ensure you fulfil the following responsibilities
- Ensure that policies and procedures are followed
- Recognise actual or potential security incidents, consulting with IAO's on incidents and management
- Ensuring that information asset registers are accurate and up to date.

## **PRACTICE ASSESSORS AND PRACTICE SUPERVISORS**

As a band 5 and band 6 Nurse you will be responsible and applicable for the following:

As a minimum requirement all clinical band 6's will be expected to undertake the duties of a Practice Assessor for students placed within the trust, and will be able to act as Practice supervisors for students placed within their area of work.

As a minimum requirement all clinical band 5's will be expected to act as Practice supervisors for students placed within their area of work. With the opportunity to also be trained to act as a Practice Assessor for students placed within the trust.

## **CONFIDENTIALITY**

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the General Data Protection Regulation.

You are required to observe the strictest confidence regarding any Confidential Information relating to work of the Trust, its patients/clients and its employees.

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“Confidential Information” includes but is not limited to information relating to the Trust received by you in the course of your employment with the Trust or its predecessors, information relating to patients, personnel information, budgeting and financial information and information in respect of which the Trust owes a duty of confidentiality to a third party.

You are required not to disclose any Confidential Information either during or after your employment with the Trust, unless expressly authorised to do so by the Trust or required in the proper performance of your duties or as required by law.

This obligation will cease only when such information comes into the public domain other than through unauthorised disclosure by you.

Failure to comply with these requirements could result in action being taken under the Trust’s Conduct/Disciplinary Policy and Procedure.

This obligation is without prejudice to the law concerning protected disclosures in the Public Interest Disclosure Act 1998 (the so-called “Whistleblowers Act”).

## **RISK MANAGEMENT**

All staff working in, or for the Trust have a responsibility for participating in the risk management programme. All post-holders have a responsibility to assess all risks to systems, processes and environment and contribute to the clinical and corporate governance agendas as appropriate.

## **SAFEGUARDING DUTY**

“It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Children and Adults as stated in the Trust Safeguarding Policy and the Southend, Essex and Thurrock (SET) Child Protection Guidance. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for ensuring they receive the appropriate level of Safeguarding Children training according to their role”.

## **INFORMATION TECHNOLOGY**

It is the responsibility of the post holder to have a level of IT competence relevant to their job role and will be expected to continue to keep their skills up to date as part of their Continuing Professional Development.

## **CHANGES TO THIS JOB DESCRIPTION**

Post holders have a responsibility to discuss any significant job changes with their line manager at the time the change occurs and agree any permanent substantial change.

On appointment within the Trust staff may be allocated to a specific area of care. It is however Trust policy to allocate staff to other areas of work within the Trust from time to time where this is in the interest of the individual and / or the service.

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The Job Description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

**Date post holder in receipt of job description .....**

**Signature of post holder .....**

**Signature of line manager .....**

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