



OUTLINE JOB DESCRIPTION

Job Title: Primary care Mental Health Practitioner

Grade: Band 6

Reporting to: Primary care Hub Manager

Accountable to: Community Service Manager

Location: North Solihull Primary Care Network (PCN) which includes 11 constituent practices.

Job Purpose

- To be responsible for the assessment and coordination of mental health care needs, planning and implementation of evidence based interventions to a age inclusive defined group of service users within the primary care environment
- To work flexibly within the service as required
- To develop competence within the primary care environment by providing mental health clinical leadership, clinical advice to primary care staff
- To provide professional advice and support to other agencies and members of the multidisciplinary team,
- To provide compassionate care and improve the wellbeing of service users through the delivery of excellent clinical interventions that promote recovery and well-being
- To be committed to and take a lead role in the Quality Improvement System

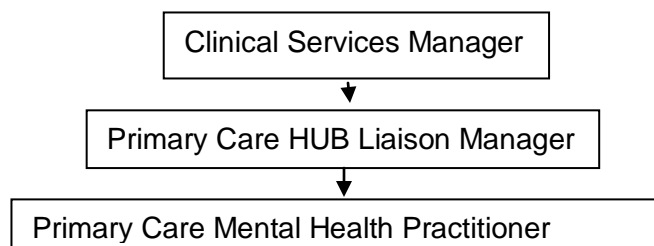
Job Summary

The post holder will provide mental health Triage, assessment and outcomes based Intervention for service users

- Be responsible for triaging new referral's, identifying need and best course of advice, support or intervention
- Promote psychosocial wellbeing by identifying and then supporting pathways for service users and carers
- Be responsible for ensuring the promotion of equality diversity
- Be responsible for identifying personal training needs necessary in providing quality evidence based care as appropriate
- Demonstrate excellent clinical skills and professional integrity on a daily basis.
- Provide support and advice to all colleagues with the PCN
- Respond with compassion to urgent requests for support from service users in distress
- Provide professional advice and support into the PCN neighbourhood MDT
- Offer support to service users discharged from CMHT's
- Lead on mental health discussions within the PCN
- Deliver education sessions within the Primary Care environment and attend neighbourhood and secondary care MDT's as appropriate
- Ensure communication across FTB/BSMHFT and primary care in accordance with each individual service users needs

Organisational Chart

Department organisation chart, which identifies where the vacancy is and reporting relationships





Principal Duties and Responsibilities

Clinical

Review all Mental Health referrals and offer assessment & intervention, advice, prescription advice, link with social prescribers and Community navigators around social issues impacting on mental health.

- To be responsible for the mental health assessment, planning, implementation and evaluation of evidence based personalised care, including health promotion as required by the service
- Responsible for the appropriate clinical risk assessment of service users, providing an effective advice, guidance and decision-making process
- To work flexibly into all key components of the service as required by the service
- Responsible for ensuring effective review management focusing on effective time limited recovery focused interventions, signposting and discharge planning
- Responsible for participating in the development of the service, setting of quality standards, including the auditing, monitoring and reviewing in line with current clinical guidance practice and policy
- Responsible for ensuring understanding of and meeting professional responsibilities under the child protection legislation
- Responsible for supporting the promotion of carer and service user involvement within the service and for its provision
- Responsible for establishing therapeutic relationships with service users, and the implementation of evidence based therapeutic interventions and ensuring a holistic bio-psychosocial assessment and offer of care. Responsible for signposting and connecting in a crisis situation
- To ensure effective liaison with other services according to the needs of the individual to ensure best outcomes for service users
- Required to provide support to patients within a variety of primary care community settings
- Provide pathway support to service users who have recently transitioned from secondary care by being aware of current care and medication management plans linking with ANP and GP as appropriate to support personalised care planning process Re establish support networks in the community including family and 3rd sector support.
- Ensure the application of all Birmingham & Solihull Mental Health Foundation Trust & FTB & Primary care policies and procedures.

Professional

- Responsible for participation in the Trust appraisal process. This will be led by BSMHFT and relevant PCN Lead will contribute.
- Takes a lead in identifying own professional, supervision, personal development and training needs
- Responsible for ensuring that the post holder and any junior staff under their responsibility access and participate in clinical supervision
- To participate and contribute appropriately to research, service modernisation,

clinical governance

- To ensure that the agreed trauma informed bio psychosocial philosophy and approach is adopted and followed,
- Responsible for ensuring confidentiality is maintained at all times in accordance with the data protection act, trust policy and PCN and Practice Policies and good practice
- Participate in joint working with appropriate experts/agencies
- Maintains a personal professional portfolio of learning activity in compliance with registering body requirements

Education

Provide feedback to individual referrers and training / information sessions for the primary care teams with the view to Increase knowledge and understanding amongst primary care staff of statutory and third sector services available to people presenting with mental health problems

Organisational

- The post holder is responsible for ensuring that they contribute and work towards the service/organisational aims and objectives
- The post holder as an individual is required to understand their responsibility for respecting and promoting issues of equality diversity and rights in accordance with good practice and legislation
- Responsible for reading, understanding and complying with all relevant trust and statutory policies and procedures & PCN & Practice Policies.

COMMUNICATION

- The post holder is responsible for ensuring accurate and timely written records are kept which comply with the FTB/BSMHFT and primary care policies
- The post holder is responsible for ensuring they comply with current good practice in informing/updating all members of the multi-disciplinary team, their colleagues, service users and appropriate others of changes involving current care plans, progress, mental state and psychosocial factors in line with best practice
- The post holder is responsible for ensuring that they clearly communicate with clients and carers, actively listen to establish an understanding of the needs of the service user and their carers
- Ensures that effective communication systems are maintained within the team and strengthens partnership links with GPs, social workers, local authorities, statutory, private and voluntary independent providers of care and other primary care agencies, attending multidisciplinary and other meetings as required

Managerial

- Responsible for supporting the effective utilisation resources within the service to ensure adequate clinical care is provided with a requirement that all incidents, which may compromise care, are reported immediately to a senior manager, and clinicians involved in their care as appropriate.

- To make decisions and work within a framework commensurate with their level of knowledge and competence and to act accordingly within their sphere of responsibility.
- Responsible for ensuring that appropriate safeguards and practices are adopted when working autonomously with clients independently.
- Will be required to ensure safe practice in respect of lone working and opening and closing of premises/departments as required

Other Requirements

- The post holder may be required to undertake duties not specified in the job description, but which are commensurate with the role and/or band as required by service need
- The post holder may be required to work in locations other than those specified in the job description as required by service need
- The post holder may be required to work flexible hours as required by service need with some evening and weekend working in line with GP's extended hours.
- There may be a requirement to change the job description in light of developing service needs

Key Communications and Working Relationships

Internal: Multi-disciplinary Team, Service Users, Carers, Support Services Staff, Practice Placement Coordinators, community mental health teams, PCN leads and primary care staff

External: General Practitioners, Universities, Department of Social Security, Statutory Services and Voluntary Sector Agencies

GENERAL

Confidentiality

It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant trust policies are met in respect of information held on the Trust's computerised systems.

Equal Opportunities

The Trust is committed to equality of opportunity. All staff is required to comply with current legislation, trust policies and guidance good practice and the NHS Executive's Planning & Priorities Guidance 1996/7.

Conduct

It is expected that all employees will conduct themselves and represent the Trust in a responsible manner and comply with all policies and procedures;

Risk Management and Health & Safety

The post-holder will ensure compliance with the Trust's Risk Management policies and procedures; these describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, employees and visitors from harm, and stress that all employees have a responsibility to minimise risk. The post-holder will be required to observe local Health & Safety arrangements and take reasonable care of him/herself and the persons that may be affected by his/her work;

Safeguarding

All members of employees have a duty to safeguard and promote the welfare of vulnerable adults, children and young people in all relevant areas of their work. This will include any timely attendance at relevant training events and compliance with the Safeguarding Procedures;

Training, Education and Development

All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying his or her own training and development needs to meet their KSF outline;

Research and Development

Research and development is at the heart of providing effective treatment and high quality services, supporting a culture of evidence based practice and innovation amongst employees. All employees have a duty to be aware of and comply with their responsibilities for research governance, whether as researchers, as part of the team caring for those participating in research or as research participants themselves;

Control of Infection

All employees whether clinical or non-clinical are required to comply with the Health and Social Care Act 2008: Code of Practice for health and adult social care on the prevention and control of infections and related guidance;

Therefore the post-holder is expected to keep patients, visitors, themselves and other employees safe by continuously reducing the risk of healthcare associated infections;

As a manager the post holder is required to ensure that infection control responsibilities are clearly identified, allocated and understood within your team and that appropriate resource, training and support is provided to ensure that they are compliant with Trust policies and procedures on Infection Control and Hygiene;

As a manager the post holder is required to ensure that employees are supported in attending the necessary training and on-going professional development to support their responsibilities and ensure full awareness of infection control and hygiene;

Governance Standards

Comply with the relevant Governance Standards applicable to the Trust as communicated to the post-holder from time to time;

Records Management

Maintain Trust and patient records (both paper and electronic) in accordance with Trust policies to facilitate clinical care and effective administration;

Freedom of Information

Provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with Trust Freedom of Information procedures;

Standards of Professional and Business Conduct

The post-holder will be required to comply with the Trust's Standing Orders and Stranding Financial Instructions, and at all times deal honestly with the Trust, with colleagues and all those who have dealings with the Trust, including patients, relatives and suppliers. The post-holder will also be required to comply with the Code of Conduct for NHS Managers and/or the relevant professional Codes of Conduct;

Data Protection

Comply with Trust Policies and the Data Protection Act in all respects, with particular relevance to the protection and use of personal and patient information;

Security

Comply with Trust policies to ensure there is a safe and secure environment that protects patients, employees and visitors and their property, and the physical assets and the information of the organisation;

Smoking

The Trust operates a No Smoking Policy;

Mobility

This is a Trust Wide appointment and travel around the Trust may be required;

Flexibility

BSMHFT is currently working in a climate of great change within the NHS. It is therefore expected that all employees will develop flexible working practices both within the Trust on a cross-directorate basis, and across Trust's and other organisations to meet the challenges and opportunities of working within the new NHS, which could include taking on new and changes responsibilities, according to the needs of the directorate;

This job description is a reflection of the current position and a summary of the key tasks and may change in light of the developing organisation and in consultation with the post holder. It is the practice of the Trust to regularly examine employees' job descriptions and to update them to ensure that they relate to the job being performed or to incorporate whatever changes

are being proposed. This procedure is jointly conducted by each manager and those working directly to him or her. You will therefore be expected to participate fully in such discussions and in connection with them and to help re-write your job description to bring it up to date if this is considered necessary or desirable. The aim is to reach agreement on reasonable changes, but if agreement is not possible the Trust reserves the right to insist on changes to your job description after consultation with you;

Work will be managed rather than supervised;

Environment

BSMHFT is a major NHS Trust and we pride ourselves in the unique environment which exists for all employees. An environment where innovation is encouraged, hard work rewarded and where our employees play an inclusive role in new developments;

Health and Safety

Staff must ensure that they are familiar with the requirements of the Health and Safety at Work Act (1974), the Trust's Health & Safety policies/codes of practice or regulations applicable to the work place.

This job description is indicative only, and the post will continue to evolve as the Trust's priorities & PCN's develop. It will therefore be revised in consultation with the post holder from time to time and not less than annually. You may also be required to provide cover in other areas following appropriate discussion

Job Description Agreement

Budget Holder **Signature**

..... **Name**

Post Holder **Signature**

..... **Name**

Date

Birmingham and Solihull Mental Health NHS Trust is a major NHS Trust located conveniently to the centre of Birmingham, as a Trust we pride ourselves on the unique environment, which exists, for all our staff.

An environment where innovation is encouraged, hard work rewarded and where our staff, play an inclusive role in new developments.

BIRMINGHAM AND SOLIHULL MENTAL HEALTH NHS TRUST

PERSON SPECIFICATION

JOB TITLE:

<u>ATTRIBUTES</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>HOW IDENTIFIED</u>
Training and Qualifications	Registered professional in mental health arena	Mental Health Studies - Community, Degree/ Diploma training or experience	
Knowledge and Experience	Relevant post registration experience in mental health Understanding by the post holder of their responsibilities under the Care programme Approach, Clinical Governance & Risk Assessment Adult and Children Safeguarding Legislation	Experience of working in the Primary Care environment	
Skills	Ability to analyse and present complex information to professional colleagues Supervisory leadership skills Basic Keyboard Skills Active Listening Skills Effective Communication both written & verbal. Ability to inspire confidence in service users, carers and senior and junior staff. Influencing and Negotiating skills Ability to prioritise workload Full UK driving licence		
Personal Qualities	Flexible		

	Personal Integrity Drive and enthusiasm		
Other	Positively promotes Equality and Diversity in the workplace Genuine interest in working with client group Access to own transport/Ability to drive		

Prepared by :
Designation :
Date :

NB: Managers must make it clear in the person specification for doctors, nurses and pharmacists, the level of English language competency required for the post.