



POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

<u>JOB DETAILS</u>	
Job Title:	Primary Care Mental Health Services Practitioner
Pay Band:	6
Hours of Work and Nature of Contract:	To be completed on recruitment
Service Group:	Mental Health
Department:	Mental Health
Base:	To be completed on recruitment
<u>ORGANISATIONAL ARRANGEMENTS</u>	
Managerially Accountable to:	LPMHSS Team Leader
Professionally Accountable to:	Senior Nurse
<u>VALUES & BEHAVIOUR</u>	
	<p>Our Values and Behaviours are demonstrated through our 'Health Care Strategy' centred on the Needs of the Individual' through Respect, Trust, Integrity, Working Together, Kindness and Caring and Fairness and Equality.</p>

JOB SUMMARY / PURPOSE:

The Mental Health (Wales) Measure 2010 has provided an opportunity for Powys Teaching Health Board and its Local Authority partners of Powys to develop new primary care-based mental health services for the population of South Powys.

The service is set up to deliver five key functions for people with mild-moderate mental health needs, severe stable conditions or behavioural issues:

- 1 Provision of comprehensive assessment of mental health and wellbeing;
- 2 Delivery of brief, outcome-focused and evidence-based psychosocial interventions;
- 3 Provision of guidance, advice and signposting to service users and carers;
- 4 Provision of guidance and advice to primary care providers;
- 5 Referral on to secondary services where appropriate.

As part of the primary care service you will be responsive to the needs of individuals for whom the GP feels a further assessment of their mental health is necessary. Experienced and confident to discuss with the GP concerns, and where appropriate provide guidance, signposting and advice about treatment or management.

As a Primary Care-based Practitioner, work closely with GP's and other primary care staff, providing guidance and/or training to help develop understanding and confidence in dealing with individuals with mental health problems, and help to ensure that the barriers to accessing appropriate treatments are removed.

As a practitioner working in a generic role be mindful of ensuring that all aspects of practice are informed by relevant professional bodies.

Access professional supervision to ensure maintenance of professional focus and articulate the necessary profession's values and principles.

Work independently when necessary, while being aware of the benefits of a team approach in managing busy or challenging situations.

Mindful of the important role that voluntary and other public sector organisations can play in addressing the needs of this client group.

Show a commitment to working flexibly so that the service can be provided to the greatest number of people, understanding and acknowledging diversity in relation to age, gender, race, culture, disability, spirituality and sexuality.

DUTIES & RESPONSIBILITIES

Provide a psychologically-minded service to referred individuals with common mental health problems, stable severe mental health conditions, emotional distress and/or behavioural difficulties that is comprehensive, accessible, responsive, age and ability inclusive, and that focuses on recovery and outcomes.

Ensure the service user receives a full part one mental health assessment, with a clear formulation as direction for the intervention to be undertaken. This will be a significant part of the role.

Work in partnership with individuals and others to ascertain the mental health, wellbeing and social needs of referred individuals.

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Work collaboratively with individuals and others to co-produce a shared understanding of the individual's needs (the formulation), and to jointly develop a plan on the basis of this. The formulation should take-into-account biological / physical, social and psychological factors, and the preferred lifestyle and aspirations of the individual.

Provide service user centred care by negotiating achievable and meaningful goals, seeking the means to achieve these goals and clarifying the responsibilities of the people who will provide any help that is needed.

Prioritise need and workload, ensuring effective use of time.

Ensure that an age and ability inclusive service is delivered (including working with children and families, working age adults, older adults, people with a learning disability and people with concurrent substance misuse issues) by modifying and adapting your clinical approach according to the needs, values, capacities, social context and resources of individuals and others.

Ensure formulation at assessment stage is clear and robust for practitioners to then follow what intervention is required which may include group work.

Provide advice and guidance to individuals and their carers about mental health and wellbeing, including identifying self-management strategies and 'signposting' them to Third sector and community resources as part of a thorough part one assessment.

Establish and maintain positive relationships with primary care providers and to provide information, advice and consultation that supports the primary care providers in identifying, treating and managing common mental health problems, stable severe conditions and behavioural difficulties.

Refer individuals onwards to statutory and non-statutory services, and to support primary care providers in referring individuals to statutory and non-statutory services, as appropriate.

Update primary care providers and other referring agencies, verbally and in writing, regarding service care.

Develop and maintain professional links with other agencies and to work collaboratively with service users, carers, statutory and third sector agencies.

Maintain clear, accurate, concise and up-to-date primary care based clinical records and documentation relating to interventions undertaken with service users.

Assess and manage risks, including risks to self, risks to others, risks from others and safeguarding issues (POVA, Child Protection issues).

Promote safely and positive risk taking by empowering the person to decide the level of risk they are prepared to take with their health and safety. This includes working with the tension between promoting safety and positive risk-taking, including assessing and dealing with possible risks for service users, carers, family members, and the wider public.

Respond to the general public and other services regarding enquiries and referral protocols, offering professional advice and education as required.

Encourage the participation of users and carers in the development and review of the service.

Understand the need to practice ethically and with a recognition of the values that underpin the provision of mental health and wellbeing services in primary care, recognising the rights and aspirations of service users and their families, acknowledging power differentials and minimising these whenever possible. Provide treatment and care that is accountable to service users and carers within the boundaries prescribed by national, professional, legal and local codes of ethical practice.

Staff Responsibilities

In the absence of the Team Manager and when authorised to do so by the Senior Manager for Mental Health Services, to assume line management responsibility and manage the LPMHSS.

In the absence of the Team Manager to allocate, delegate and overview the work and performance of the team, ensuring that work is allocated to appropriate staff in line with their experience, skill and discipline.

Monitor and ensure standards of care are maintained, ensuring that all staff abide by agreed standards, policies, procedures and protocols in order to protect self, client, team and service.

Manage and provide professional advice and support to junior staff with their caseload aiding their development and ensuring they are supported. This will include monitoring that a consistent approach is adopted to service user care and policy and that procedures are implemented professionally.

Under the direction of the Team Leader, to assist in the management of junior staff's performance, development and reviews, return to work sickness/absences interviews, and where appropriate provision of cover, making the Team Leader aware of any staff competency issues.

Under the direction of the Team Leader, to ensure the team vision and philosophy is delivered in line with Mental Health (Wales) Measure 2010, National Service Frameworks, National Guidance, Research and Health Board Policies, protocols, procedures.

Educational Responsibilities

Understand the need to keep up to date with changes and developments in professional practice with a willingness to participate in life-long learning, personal and professional development through the use of supervision, appraisal and reflective practice.

Receive individual clinical supervision on a regular basis in accordance with PTHB Supervision Policy for Local Primary Mental Health Support Services

Provide clinical supervision to other LPMHS Practitioners as required by Team Leader.

Offer training to Local Primary Care Practitioners in the identification, treatment and management of mental health problems and behavioural difficulties.

Attend locally and nationally organised training appropriate to the work role.

Maintain and improve upon knowledge and skill base relevant to clinical practice, ensuring that practice is evidence based.

Attend Statutory Training as required in line with Health Board and/or Local Authority expectations.

Participate and undertake in training and education as requested and to contribute to the development of training programmes.

Maintain an up-to-date knowledge of Mental Health and other appropriate legislation.

Maintain an up-to-date knowledge of techniques and interventions appropriate to your profession and to implement them in practice.

Develop and maintain a reasonable and up to date understanding of common medical treatments for common mental health problems and to be able to advise primary care providers and service users in relation to this.

Assist in identifying training needs and participate in the development of the Team's Training Plan.

Provide presentations/talks and teach on Mental Health and Community work issues when requested.

Assist in formulating Personal Appraisal and Development Plans for junior members of the Team as requested.

Provide training opportunities for students from various disciplines.

Managerial Responsibilities

Act up in the absence of the Team Manager as authorised by the Senior Mental Health Services Manager.

Ensure the Team Manager is made aware of any service user considered to be at risk and/or vulnerable.

Attend and participate in meetings as directed by the Team Manager.

Facilitate contact and communication with colleagues by regular attendance at team meetings.

Contribute to the on-going development and functioning of the primary mental health care service.

Contribute to the formulation of policies and procedures directly applicable to primary care.

Be flexible when the need arises to work outside of conventional office hours (e.g. Monday to Friday, 9:00am – 5:00pm).

Maintain records of patient contacts as per operational, primary care, Health Board and Local Authority policies.

Submit reports, records and returns as required.

Provide support, supervision and advice as required by other members within the team.

Maintain quality standards as agreed and set for the clinical area by the Health Board.

Responsible for health and safety of self, staff, users and visitors in accordance with Health & Safety at Work Policy and in line with Local Authority and/or Health Board Policies and report any health and safety matters to the nominated manager.

Participate as required in the recruitment, selection and induction process for new staff

Professional Responsibilities

Act as a role model, demonstrating high standards of professional proficiency as appropriate to your professional background, working within the framework of accountability and authority pertinent to your professional background.

Access professional supervision as stipulated in PTHB Supervision Policy for Local Primary Mental Health Support Services to ensure that you maintain your professional focus and are able to articulate the values and principles to your profession.

Ensure effective and confidential communication between medical, nursing, allied health professional, social services and other supporting care agents on significant data governing service user care and treatment.

Maintain professional registration / accreditation as per professional requirements.

Maintain and develop your practice in line with the code of ethics, professional standards and conduct prescribed by your professional body.

Administration Responsibilities

Maintain comprehensive case records in line with Health Board requirements.

Work with and improve upon local systems of administration.

Understand appropriate Information Technology and its applications.

Collect and provide statistical data as required.

Research and Development

Participate in clinical audit and multidisciplinary clinical audit.

Be familiar with the Patient's Standards, Local Service, Standards and Health Board Quality Standards and ensure that they are met.

Improve and maintain service quality with evidence-based practice that meets local needs.

Participate in agreed research projects and to use evidence-based findings to the benefit of client care.

Participate in the development of clinical governance strategies, clinical effectiveness and quality initiatives.

Use research findings, designing health and social care programmes to develop awareness of significance of research.

This Job Description does not provide an exhaustive list of duties and may be reviewed in conjunction with the post holder in light of service development.

PERSON SPECIFICATION			
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<p>Registered Mental Health Nurse or Live Registration with a professional body (Social Work/OT/Psychology)</p> <p>Additional Training in:</p> <p>Cognitive Behavioural Therapy and/or; Family Therapy and/or; Psychotherapy and/or; Psychosocial Interventions and/or; Counselling and/or; Group Therapies and/or; Solution-Focused Brief Therapy and/or; Teaching/Training</p> <p>Post graduate qualification in a related therapy or significant relevant experience equivalent to formal qualification</p> <p>Evidence of Continuous Professional Development</p> <p>Professional qualifications and skills must complement the multi-disciplinary and skill mix of the Team</p> <p>Knowledge of Safeguarding legislation and procedures for children, young people and vulnerable adults</p> <p>Understanding of and a commitment to values underpinning the provision of mental health and wellbeing services in primary care</p>	<p>CBT accreditation with BABCP</p> <p>Certificate or Diploma in CBT – or working towards these</p> <p>Training in providing clinical supervision</p> <p>Evidence of further training in psychological interventions / therapy</p> <p>Experience working in a stepped care service for anxiety and depression</p> <p>An awareness of serious mental health presentations (Psychosis, Bi-polar)</p> <p>Evidence of further training in psychological interventions/therapy</p> <p>Awareness of the legislation underpinning service delivery, e.g. Mental Health (Wales) Measure 2010</p>	<p>Pre-employment checks</p> <p>Application Form</p>

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge cont'd	<p>Knowledge and understanding of the stigma and discrimination that can sometimes be experienced by individuals suffering mental health problems and shows a commitment to challenging all discriminatory beliefs and behavior</p> <p>Demonstrates an understanding for the need to use evidence based psychological therapies and how that relates to this post</p>		
Experience	<p>Demonstrable experience of working in mental health, primary care and/or learning disabilities services</p> <p>Experience of meeting agreed/specified service targets</p> <p>Experience of managing own caseload and time and of working independently</p> <p>Demonstrates high standards in all forms of communication</p> <p>Experience of leading change or new initiatives or other service development</p> <p>Evidence of supporting daily living, community networking, health promotion and an understanding of the Recovery Model</p>	<p>Experience of supervising and developing other staff</p> <p>Experience of organizing and facilitating psycho-education to groups of services users</p> <p>Experience of providing mental health support to people of all ages</p>	Application Form and Interview

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Aptitude and Abilities	<p>Capacity to apply psychological approaches in a way that is congruent with the primary care culture</p> <p>Able to formulate clearly as to why things are the way they are and provide recommendations to support change</p> <p>Ability to adapt approach according to individuals' needs, values, capacities, social context and resources in order to practice in an age and ability inclusive way</p> <p>Ability to undertake clinical risk assessment</p> <p>Ability to develop and maintain good therapeutic relationships with clients</p> <p>Ability to work within a team and foster good working relationships</p> <p>Ability to use clinical supervision and personal development positively and effectively</p> <p>Ability to work under pressure</p> <p>Ability to work cross-culturally</p> <p>Ability to provide information, guidance and advice about mental health issues to service users, carers and primary care providers</p>	<p>Ability to speak Welsh is desirable, (if the successful applicant wishes to develop an understanding of the language the post holder will be supported through the personal development plan process)</p>	Interview

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Aptitude and Abilities cont'd	<p>Ability to liaise and network with a wide range of organisations and members of the public</p> <p>Basis IT skills, including word processing and database packages</p> <p>Ability to use outcome measures for both clinical and audit purpose</p>		
Values	Demonstrate PTHB Values		Interview
Other	<p>High level of enthusiasm and motivation</p> <p>Ability to work within a team and foster good working relationships</p> <p>Ability to work under pressure</p> <p>Ability to be self-reflective</p> <p>Ability to travel between sites in a timely manner</p> <p>Willingness to provide support, education, guidance to the carers and family members</p>		Application Form and Interview

GENERAL REQUIREMENTS

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high-quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take

every opportunity to promote the Welsh language in their dealings with the public.

- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have **direct contact** with patients / service users / children in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhanced Disclosure Check as part of the HB/Trust's pre-employment check procedure.
- **Safeguarding Children and Adults at Risk:** Powys Teaching Health Board is fully committed to safeguarding people. Employees and workers (including agency and bank workers) are responsible for ensuring they understand what actions to take if they have reasonable cause to suspect that a child or an adult is at risk of harm and mandatory safeguarding training is completed in line with their role specific competencies.

- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.
- **Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Organisational Chart



