

## **Job Description**

### **1. Job Details**

**Job Title:** Senior PCN Mental Health Practitioner – NMP

**Reports to:** Service Manager

**Accountable to:** Area Service Manager/ LMHT Team Leader

**Band:** Band 7

**Main Location:**

**Date:** May 2022

### **2. Job Summary**

This role will work across the interface between Primary Care and Secondary Mental Health Services as part of an Integrated Model of Care. The post holder will provide support, treatment, advice, education, and problem-solving approaches as part of the PCN Teams for members of our community experiencing moderate to severe problems with their mental health.

The post-holder will work in collaboration with the Derbyshire Dales PCN and Trust locality team and will be responsible for leading, monitoring and evaluating the clinical practice of the PCN team driving towards clinical excellence. The post holder will provide and oversee clinical supervision and support the multi-disciplinary team to ensure the delivery of high quality and safe patient centered care.

The post-holder will be responsible for providing specialist mental health care and interventions to patients with moderate to severe mental health needs within the PCN using high level assessment to understand needs, treatment options, refer appropriately and co-ordinate the patient's journey across the health, social care and voluntary sector system, regardless of care setting.

The post-holder will lead on service transformation, evolution of pathway interventions, support and lead the development of pathways of care across the Trust and Primary Care to embed and implement new ways of working.

To demonstrate active clinical and managerial leadership skills within the team, providing education and supervision to junior staff members and other professionals.

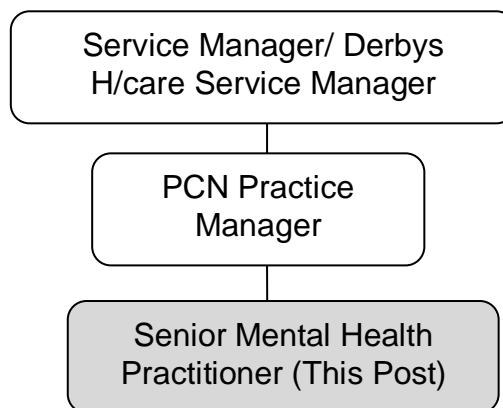
### 3. Dimensions (Financial responsibility)

Where required manage resources and equipment; maintain stock control; order supplies when necessary.

To maintain a personal duty of care for finance and physical resources

To ensure clinically safe, effective and efficient services are delivered within the resources available.

### 4. Organisation Chart



### 5. Knowledge, Skills and Experience

- Professional Qualification (Mental Health) plus significant further specialist knowledge/post registration experience/ to masters level or equivalent in Mental Health or other formal training.
- Qualified as a non-medical prescriber
- Maintain current registration
- Demonstrate an understanding of physiological healthcare and have the ability to take appropriate action. i.e. signposting for diabetes, epilepsy
- Advanced knowledge of clinical interventions required in the Community for adults with complex and or enduring mental health difficulties

- To demonstrate continued professional development to maintain professional registration
- Excellent interpersonal, liaison, management and organisational skills
- Experience of developing and implementing change management processes
- Experience of clinical leadership of staff and experience of providing clinical supervision
- In-depth understanding of risk assessment and devising collaborative risk management plans and ability to provide consultation to others in relation to this
- Knowledge of the principals of medication management and concordance as appropriate to professional role
- Building effective communication with a diverse range of colleagues and agencies
- To have excellent managerial and leadership skills
- Experience of building and promoting good relationships and integrated team-working
- Experience of adopting a systematic approach to problem solving using varied sources of information
- Sound judgement and decision-making skills
- Information technology experience and application skills
- Experience of education of others
- Knowledge/accreditation in assessing students in clinical practice
- Working knowledge of the Care Programme Approach, Mental Health Act, Mental Capacity Act, Deprivation of Liberty and Safeguarding etc.

## 6. Key result areas (main duties/responsibilities)

To provide advice, enhanced assessment, support and treatment for those experiencing problems with their mental health and emotional wellbeing as part of a multidisciplinary team. To provide support to the all age adult mental health model. To provide clinical advice and support to non-mental health clinicians in a PCN.

To be part of the interface between primary care and specialist mental health services in the Locality Team.

To develop specialist programmes of care/care packages.

To design, implement and evaluate safe creative and effective specialist treatment plans in collaboration with the patient's needs, their carers and other professionals.

Responsibility for the delivery of high quality patient care within the service area.

To have excellent managerial and leadership skills and will be expected to support service transformation by leading on service change to embed new ways of working across primary and secondary care.

To regularly be responsible for the day to day operational management and clinical/managerial supervision of peers and supervision of students.

To provide mentorship, preceptorship, supervision and support of students/newly registered staff.

To work as an accountable and autonomous practitioner working to pro-actively monitor and anticipate changing phase of illness and health and social care needs of patients with serious mental illness.

To practice autonomously in making clinical judgements, identifying alternative courses of action, managing and providing a high-quality care.

To be a key member of the PCN multi-disciplinary team, attend and engage with the PCN MDT. Where applicable actively contribute to wider system MDT.

To undertake initial assessments of need, either face to face or by telephone/video. Record consultations on an agreed clinical system.

To facilitate 'sign posting' to services such as Social Prescribing and those provided by voluntary and community groups. Maintain links with local community groups and help maintain a local directory of services.

To undertake risk assessments and devise collaborative risk management plans. Devise collaborative and person-centered care plans.

To undertake follow-up reviews in line with the service users need and Trust policy. Offer time-limited brief NICE recommended therapeutic interventions for patients. Provide an appropriate learning environment for relevant students.

To work with the Locality Mental Health Team to 'step-up' and 'step-down' patients.

To participate in the management of medication appropriate to professional qualification and Trust Policy.

To demonstrate and be responsible for the safe application of relevant, up-to- date legislation including the Mental Health Act, Mental Capacity Act and Safeguarding.

To ensure that own practice is clinically effective and in line with national and local guidance (E.g. NICE) and be accountable for own professional actions.

To access and provide clinical supervision to maintain competency and best quality care for service users and their families.

Maintain respectful, effective professional interpersonal relationships with others.

To attend all mandatory training as required by the Trust and to undertake further training and updating as required to carry out the role.

To maintain a professional portfolio, which demonstrates development in reflective practice.

To be a qualified non-medical prescriber

To work in line with all trust policies and procedures and within own professional code of conduct.

To be responsible for the clinical leadership, performance and governance of the ICP level team. To be a professional role model and promote high standards of professionalism representing both the Trust and the profession in the exercise of duties.

To provide innovative and flexible clinical leadership, responding to emerging and developing client/team/partner needs and will develop quality improvement strategies.

To provides and receive highly complex, sensitive and contentious information, provide persuasive, diplomacy, negotiation and reassurance skills to help overcomes significant barriers in communication. Uses effective verbal and nonverbal communication methods where appropriate.

To be able to use information technology effectively to promote effective working within relevant legislation and Trust policies, including the production of complex and comprehensive reports.

To lead, participate and support all investigations using root cause analysis methods. Provide written reports and interpret statistical information.

To engage service users requiring advanced engagement skills.

To deliver training and presentation to others.

To forged effective relationships with PCN colleagues.

To make judgements involving complex facts or situations, which require the analysis, interpretation and comparison of a range of options.

To carry out a comprehensive assessment of specialist health, wellbeing and social care needs.

To have an understanding of how medication, diet, psychological and social and other external factors can impact on patient care.

Research, evidence based practice and audit activity is promoted and supported.

To disseminate and comply with Trust policies and procedures effectively.

To ensure that Health and safety and risk management processes are effective, including reporting and learning from incidents and near misses.

To work on own initiative; carry out new/comprehensive assessments in a variety of settings.

To manage own time by prioritising workload.

To organise own time and that of other staff and learners and co-ordinating care with other agencies.

To work across GP surgeries within the PCN and liaise with PCN colleagues to divide time appropriately.

To follow and implement policies in own work area and proposes changes to working practices.

To participate in the development of evidence based effective practices in the service including NICE guidance.

The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of Derbyshire Healthcare NHS Foundation Trust. It is the post holder's responsibility to keep up to date with these policies and other policy documents.

To implement, monitor and review Trust Policies and Procedures.

The post holder will hold a vital role as a senior leader within the service in the evaluating of new ways of working in line with transformation and service redesign alongside supporting teams and individuals to adapt to change.

To record personally generated information.

To review, interpret and present records and reports, ensuring that work meets best practice standards and is used appropriately to support proposals and recommendations for decision making on a regular basis.

Will be responsible for accurately updating patient's healthcare records.

To undertake surveys/audits as necessary to own work.

To direct, participate in and implement the recommendations of audit, both within the team and external.

To maintain an up to date knowledge of clinical research findings and make proposals for changes to clinical practice in light of these.

### **PCN Support**

To provide advice, support and training to general practice clinical staff regarding the treatment, therapy and clinical risk assessment and management of patients/service users.

To attend practice clinical meetings and where applicable training sessions.

To proactively and effectively engage with the PCN MDT meetings where appropriate.

### **Service User and Carers**

To initiate, create and maintain therapeutic relationships with patients and carers, ensuring that practice is patient centered and needs led.

To adopt a 'partnership approach' relationship, engaging service users in the positive management of their health and wellbeing.

To ensure that all service users/carers/ families are given full explanation on their care pathway/treatment options and no decision is taken forward without their consent.

### **Leadership and Management**

To maintain an up to date knowledge of clinical research findings and make proposals for changes to clinical practice in light of these.

To provide clinical and managerial supervision within the team to maintain competency, ensure performance targets are achieved and deliver best quality care to patients and their families.

To support clinical staff in offering training and consultation to services.

To seek out internal and external training opportunities to assist the professional development and skill set of the team.

Have oversight of mandatory training to ensure that staff are up to date and compliant with Trust expectations.

To regularly review the skills and training needs within the team and utilise this to

contribute to the staff recruitment process.

To contribute the Nurse Revalidation processes.

To participate in service audits, reviews and risk assessments.

To assist in ensuring that all practice is both clinically safe and can show evidence of evidence-based practice.

To undertake the range of qualitative and quantitative outcomes outlined within the service specification to ensure quality of service, complete quarterly reports and contribute to the service's annual report.

### **Clinical Partnerships**

To support the establishment of partnerships and networks with key stakeholders.

To facilitate joint work with PCN, Secondary Care providers and Voluntary Sector (VCSO) to increase range of services / interventions available to the communities.

To facilitate opportunities for regular informal contact within the PCN members.



## **Information Governance**

The Derbyshire Healthcare NHS Foundation Trust requires its staff to comply with Information Governance related standards and policies at all times when dealing with confidential information, which includes any information relating to the business of the Trust and its service users and employees.

All NHS employees are bound by a duty of confidentiality and must conduct their duties in line with the NHS Confidentiality Code of Practice, Data Protection Act and Freedom of information Act.

Post-holders must maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately 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.

All Information obtained or held during the post-holder's 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.

Any breach of confidentiality or computer misuse could lead to disciplinary action, and in serious cases could result in dismissal. Breaches after the post-holder's employment has ended could result in the Trust taking legal action against them.

Post-holders must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction programme.

## **Infection Control**

All staff have a responsibility to appraise themselves of how the prevention of the spread of infection relates to their role. They have a responsibility to ensure they are aware of Trust policies and procedures in relation to infection prevention and control, and ensure that they comply with them in fulfilling their role.

## **Values**

As an employee of Derbyshire Healthcare NHS Foundation Trust you are required to adhere to the Trust's overriding value of putting "patients at the heart of everything we do". In recognising both the values expressed in the NHS Constitution and the Trust Values:

**People first** – We put our patients and colleagues at the centre of everything we do

**Respect** – We respect and value the diversity of our patients, colleagues and partners and support a respectful and inclusive environment

**Honesty** – We are open and transparent in all we do

**Do your best** – We work closely with our partners to achieve the best possible outcomes for people.

**Safeguarding** – The action we take to promote the welfare of children and vulnerable adults and protect them from harm

## **SAFEGUARDING CHILDREN & VULNERABLE ADULTS IS EVERYONE'S RESPONSIBILITY**

All staff working within Derbyshire Healthcare NHS Foundation Trust who come into contact with children, young people and/or their families/carers, including those who are non-clinical and those who work predominantly with adults has a duty within their role and responsibility to ensure that they understand what is required of them as an individual and as part of the wider organisation in order to keep children and vulnerable adults safe.

### **Health & Safety**

In addition to the responsibilities of the Trust under Health and Safety legislation you are reminded of your responsibilities for health and safety at work under the Health and Safety At Work Act 1974 as amended and associated legislation. These include the duty to take reasonable care for the health and safety of yourself and of others in your work activities or omissions, and to co-operate with your employer in the discharge of its statutory duties.

You must adhere strictly to the policies and procedures on health and safety, and report all accidents, dangerous occurrences, unsafe practices or damage to your manager promptly using the Trust's incident reporting system.

You must make use of appropriate training, safety equipment, protective clothing and footwear and attend training. Failure to comply with these requirements may result in disciplinary action.

## **7. Communications and Working Relationships**

### **INTERNAL**

- Derbyshire Dales PCN GP Practices (including clinical and non-clinical staff)
- DHCFT
- Living Well Derbyshire
- PCN Pharmacists
- Practice Nurses and AHPs
- Primary & Community MDT/Teams
- PCN Clinical Director and Clinical Leads
- PCN Operational Lead
- PCN Administrator

### **EXTERNAL**

- Derbyshire Healthcare NHST Mental Health Team
- IAPT & Counselling Teams
- Neighbourhood Teams
- Derbyshire Community Health Services
- Learning Disabilities Team
- Care Homes
- Independent Living Teams
- Local Authority Teams
- Social Services Team
- Safeguarding Teams
- Hospital Teams (A&E / Discharges)
- Community and Voluntary Sector Providers

## 8. Most Challenging Part of your Job

The post-holder will work in autonomous manner to lead clinical decision making in response to presenting needs of service users.

Expected results are defined but the post holder decides how these are best achieved.

The post holder will have the responsibility to make autonomous and independent decisions regarding the Clinical Leadership of the team. To ensure that the clinical service delivery is of high standard. Supervision and oversight regarding decisions will be delivered by the AMH Service Manager.

Works within Trust policy and procedures, accountable for their own practice.

## 9. Job Description Agreement

Job Holder's Signature..... Date.....

Senior Officer/Head of Department

Signature..... Date.....

Title:.....

## Job Description Additional Information Appendix A

### **Physical Effort**

Keyboard and desk use.

Ability to travel across Trust/PCN sites and occasionally to service users homes. Occasional requirement to drive between clinics.

Occasional requirement for moderate physical effort for several short periods during a shift/worktime.

Potential for bending and kneeling.

### **Mental Effort**

Frequent concentration where the work pattern is unpredictable. Ability to work in groups, and with patients to problem solve, and with those presenting with high levels of distress/complex needs.

Concentration required for checking documents and recording information.

### **Emotional Effort**

Frequent exposure to distressing or emotional circumstances, occasionally highly distressing due to the patient group involved and the unpredictable, varying and intensive nature of their illness and associated risks.

Occasionally may encounter severe challenging behavior .

Ability to make speedy yet rational decisions under pressure, considering the broad range of consequences and the likely impact upon the population served.

The role can be emotionally demanding due to the client group involved and supporting staff. Safeguarding adults and children is a key part of the role and can be psychologically challenging. Frequently working autonomously with limited direct access to supervision.

**Working Conditions**

Occasional exposure to highly unpleasant working conditions, i.e. body fluids/hoarded and unsanitary home conditions etc.

Adhere to Lone Working policy and Health and Safety guidance as necessary.

Job Appendix Agreed

Job Holders Signature ----- Date-----

Senior Officer/  
Head of Department Signature ----- Date-----

## PERSON SPECIFICATION

**Job title:** Senior PCN Mental Health Practitioner - NMP

**Grade:** Band 7

Attribute	Essential	Weight	Desirable	Weight	How Identified
Physical requirements			To be able to drive / use public transport to different clinics where appropriate		Application Form
Qualifications - Academic / Craft / Professional	<p>Professional Qualification RMN to degree level or with experience equivalent.</p> <p>Be a qualified Non-Medical prescriber</p> <p>Maintains current registration with the appropriate body NMC</p> <p>Further specialist knowledge/post registration experience in specific service area or other formal training.</p> <p>Practice based educator qualification or equivalent (or prepared to undertake training)</p>		Demonstrate continued professional development to maintain professional registration		Application Form
Training	Willingness to undertake new clinical practices, education and training that will enhance service delivery.				Interview

Experience	<p>Demonstrates satisfactory clinical expertise for the banding.</p> <p>Specialist and area specific experience ( adult mental health nursing / NMP )</p> <p>Experience in supporting service development</p> <p>Demonstrate effective risk assessment and risk management experience</p> <p>Experience in the delivery of clinical interventions</p> <p>Experience of working autonomously within a senior position</p> <p>Experience of managing staff and good leadership skills.</p>		<p>The ability to deal with and resolve conflict</p> <p>Experience of leading service change/development/transformation.</p> <p>Experience of leading training sessions</p>		<p>Application Form</p> <p>Interview</p>
Knowledge	<p>Knowledge and understanding of current legislation and understanding of clinical risk assessments</p> <p>Good knowledge of the national agenda for mental health.</p> <p>Developing knowledge of local wider systems and networks</p> <p>Knowledge of health promotion</p>		<p>Awareness of national and local issues impacting healthcare</p> <p>Knowledge of management theories</p>		<p>Interview</p>

Skills	Ability to work as part of a team Good written/oral communication skills Diplomatic, caring & sympathetic Ability to be flexible and handle conflict issues				Application Skills  Interview
Values	<ul style="list-style-type: none"> <li>• <i>Respect</i></li> <li>• <i>Honesty</i></li> <li>• <i>People First</i></li> <li>• <i>Do your best</i></li> </ul>				