

JOB DESCRIPTION

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

JOB TITLE	Perinatal Mental Health Practitioner
BAND	6
RESPONSIBLE TO	Team Manager
ACCOUNTABLE TO	Service Manager
BASE	Based in South Essex/North Essex (The post holder may be required to work across Essex and/or in any location in the Trust area)
HOURS OF WORK	37.5

ROLE SUMMARY

The Perinatal Mental Health Practitioner will work as a member of the Perinatal Mental Health Service. The post holder will manage a defined caseload of service users experiencing moderate to severe perinatal mental health problems, and those with pre-existing severe mental health diagnoses to reduce perinatal risk and maintain stability in this vulnerable period for women's mental health. They will undertake holistic community assessments with a strong emphasis on the parent-infant relationship and safeguarding.

The post holder will offer a variety of therapeutic interventions including supportive therapy, psychosocial interventions, specialist medication advice and problem solving techniques. In addition the post holder will be expected to offer both support and advice to carers and relatives, and to work in an integrated manner with key partner organisations and professionals. The post holder will be required to provide consultative advice to other agencies, and to participate in delivering training and development for other professionals.

The post holder will contribute to facilitating the transformation of the perinatal service to meet best practice standards including NICE Guidelines Antenatal and Postnatal Mental Health (2014) and Royal College of Psychiatrist Quality Network Standards.

"The focus of future mental Health services will be based on the delivery of a comprehensive range of services, provided within a stepped care model that ensures that people with a mental health need receive services that are underpinned by the principle of recovery and aimed at achieving and maintaining the maximum level of functioning, independence, social inclusion". South Essex Mental Health Strategy. The Perinatal Mental Health Service is a multi-disciplinary mental health service providing support to women in pregnancy and the

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postnatal period, working closely with other agencies such as midwifery, health visiting and social services.

KEY RESPONSIBILITIES

Clinical

1. To work jointly with care coordinators from CMHTs with a small complex and challenging caseload of pregnant women or those with an infant up to one year old.
2. Conduct both single handed and joint high quality mental health assessments as required to identify mental health needs for people referred to the Perinatal Mental Health Service.
3. Take responsibility for the management of a defined client caseload as identified in consultation with the Team Manager, Clinical Team Leader and team.
4. Utilise the Care Programme Approach (CPA) as defined within the Trust Policy and to act as Care Co-ordinator as required.
5. To ensure that all Trust Perinatal service users have a perinatal care plan, this is implemented. This may require attending and contributing to pre and post-birth meetings.
6. Ensure risks are effectively managed and interventions are effectively prioritised.
7. Maintain effective individualised care through the assessment of health and social care needs, planning, implementation and evaluation of care plans co-produced with service users.
8. Utilise the Information Management and Technology system of the Trust to maintain effective communication and clear, concise and contemporaneous documentation for individualised client care
9. Establish therapeutic relationships with individual clients and to work with fathers, partners and significant others to provide appropriate education training and support.
10. Demonstrate an awareness of the needs of carers and develop strategies to meet those needs: e.g. self-help groups, respite care.
11. To be responsible for the administration, carriage and storage of medications in accordance with the relevant legal frameworks and Trust policies as appropriate to the post holder's profession.
12. Ensure effective and confidential communication between the care team and relevant agencies as appropriate to the client's needs and significant others (risk issues)
13. Act in accordance with the requirements for NMC Code of Practice.
14. Utilise research findings in the promotion of good practice, clinical effectiveness and audit
15. To seek consultation where necessary with clinical supervisor and/or line manager on clinical work and participate in regular supervision.
16. Be conversant with the Mental Health Act 1983 and the discharge of the responsibilities under the Act and Good Practice Guidance
17. Ensure that the principles for continuity of care are maintained and that appropriate plans are made for a client's transfer/discharge from the clinical team in line with Trust Policy requirements and CPA
18. Supporting the establishment of peer support groups in the local community.

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19. To work in consultation with other professionals making known concerns regarding safeguarding children and/or adults to the appropriate and responsible service. This includes attending Child Protection and Review Conferences as appropriate where the child is at risk because of the mother's mental illness.
20. Working closely with Children's Centres, charities and other third sector organisations to educate, improve access and outreach to local communities. This would include increased home visiting and the establishment of community satellite clinics and a move away from hospital based services where possible.
21. To be knowledgeable about, and advise on best practice for treatment of pregnant and postpartum women.

Administration and Management

1. To represent the mental health Trust by playing a vital role in communicating and maintaining excellent working relationships in this interface.
2. To contribute to change in order to promote innovation and high standards of practice.
3. In the absence of senior clinicians, take responsibility on a day-to-day basis for the coordination of the activities of the service.
4. Ensure effective and efficient time management.
5. To receive regular clinical and managerial supervision.
6. To contribute and commit to participating in an annual Personal Development Review/Appraisal and undertake any personal development as identified in the plan.
7. To undertake all mandatory and statutory training, as per Trust policy.
8. To adhere to the health care professional Council's (HCPC) Standards of Professional Practice, Code of Conduct.
9. To be aware of current evidence-based developments and practice in relation to Perinatal Psychiatry and the interface with other relevant services.
10. To support the engagement with service users to ensure effective consultation regarding service standards and development.
11. To precipitate and enhance good team working.
12. To supervise junior staff and deputise for Team Leader in their absence.
13. Facilitate communication with colleagues by the active participation in team business and clinical meetings.
14. Maintain records of patient contacts and care in line with CPA and Trust and departmental policy.
15. Submit activity data and returns in order to meet performance management and reporting requirements.
16. Participate as a mentor or role model in the training and education needs of students undergoing training.
17. Contribute to the formulation of policies and procedures directly applicable to the work of the team as required by the Team Manager and/or Clinical Team Leader.
18. Participate in the development of and maintain the quality standards as agreed for team practice where appropriate in line with Trust policy.

19. The post holder must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974 to ensure that agreed procedures are carried out in order to maintain a safe working environment for patients, visitors and employees.

Personal and Professional

1. Develop both specific perinatal knowledge and a broad clinical knowledge of psychiatric practice through participation in post basic training, appraisal and personal development.
2. Act as a preceptor, mentor and assessor for nurses undertaking professional training
3. Act up for the Clinical Team Leader as required.
4. Conduct and participate in research and audit practice as required
5. Adhere to all relevant legislation and guidance relevant to practice.
6. Ensure that own knowledge and skills are constantly updated.
7. Act as a resource for the promotion of mental health education in the community

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
- To keep yourself updated on all matters relating to Trust policy
- To provide management supervision where appropriate

OUR TRUST STRATEGIC OBJECTIVES SUPPORTED BY OUR VISION AND VALUES

PEOPLE FIRST

PURPOSE

We **care** for people, every day.
What we do **together**, matters.

VALUES

We **CARE**
We **LEARN**
We **EMPOWER**

VISION

To be the **leading** health and wellbeing service in the provision of **mental health** and **community care**.

STRATEGIC OBJECTIVES

We will deliver **safe**, high quality **integrated** care services.

We will **enable** each other to be the **best** that we can.

We will work together with our **partners** to make our services **better**.

We will help our communities **thrive**.

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.

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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.

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 Data Protection & Confidentiality Policy (CP59) which provides guidance on the use and disclosure of

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information. The Information Governance & Security Procedure Policy (CP50) also provides further detail. 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 these policies are included in the Trust's Policies and Procedures Manual/Intranet.

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.

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.

"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.

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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.

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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