

JOB DESCRIPTION

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

JOB TITLE	Senior Primary Care Mental Health Practitioner (SPCMHP)
BAND	B7
RESPONSIBLE TO	Team Manager, Primary Care Mental Health Services – EPUT
ACCOUNTABLE TO	Service Manager for Adult Community Mental Health Services, Mid Essex.
BASE	Mid Essex Locality
HOURS OF WORK	37.5 hrs per week

ROLE SUMMARY

The delivery of an enhanced Primary Care Team as part of a new approach to the delivery of Mental Health Primary Care services in Mid Essex. This unique team will be based in Mid Essex Locality. The post will be based in General Practice, working with existing Primary Care teams to triage, manage and follow up patients registered with GPs in the area.

This innovative approach allows for new roles to complement the existing traditional General Practice roles to manage more patients at the point of contact. The team's skill mix has been designed based on a local population needs assessment and will consist of Physiotherapists, Clinical Pharmacists, Advanced Nurse Practitioners, Physicians Assistants, Community Psychiatric Nurses and Paramedics.

This is an exciting new role for a Primary Care Mental Health Practitioner to lead and shape the way forward in the delivery of Community Mental Health Services. The post will be hosted by Essex Partnership University NHS Foundation Trust (EPUT) with day to day management within Primary Care.

As a Primary Care Mental Health Practitioner you will be highly skilled and motivated and be part of the Enhanced Primary Care team, at the forefront of establishing this innovative development in Primary Care Mental Health Services. As a highly competent and proficient practitioner, you will be able to work autonomously and be confident in your ability to provide evidence based

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Psychological and non- Psychological treatments for common mental health disorders.

Proactive in your approach to collaborative working, you will be based in the Locality. The team will offer a range of interventions from active mental health monitoring, guided self-help, physical health checks and the administration of depot injections for those patients discharged from Secondary Care (nurse applicants). The Primary Care Mental Health Practitioner will work with the wider local network (e.g. IAPT) to ensure early “help” interventions and proactive care and treatment is delivered at the Primary Care level.

You will work with service users and carers, close to their home, to deliver highly accessible and responsive interventions via flexible referral routes. The key principles of the team are to offer interventions within Primary Care to promote a truly integrated, holistic approach to care.

The practitioner will have a clear focus on prevention, early detection and intervention and will be passionate about promoting self-management, through empowerment and partnership working with service users, embracing the person centred approach to recovery. The interventions offered will be outcome focused and time limited, with the overall aim of recovery and self-management being obtained through meaningful engagement.

Using sound clinical judgment in the delivery of evidence based treatments; the practitioner will promote better management of chronic Mental Health conditions as well as the management of common Mental Health disorders.

Excellent skills of assessment and knowledge of local services is essential to this role, as the practitioner will be the gate keeper and guardian for referral to secondary services. Working in collaboration with Primary Care colleagues, the practitioner will provide support and specialist advice, consultation, education and problem solving skills to Primary Care colleagues with regards to the assessment and management of service users with common Mental Health disorders. You will act as a ‘sign poster’ for other internal and external services appropriate to service users’ needs, where required and be at the forefront of developing integrated care pathways.

KEY RESPONSIBILITIES CLINICAL

- Create a single path within the sphere of their responsibility and work closely with other Community Mental Health teams and Inpatient Services to provide a seamless service in order to aid the Patient’s recovery and Well-being plans in the community.
- Work in conjunction with the GP, Primary Care team and Consultant Psychiatrists to ensure that patients are supported in the most appropriate clinical practice environment from a Multi-disciplinary perspective.
- Ensure safe Clinical Practice takes place, maintaining Care Quality Commission standards at all times and in line with the NHS Constitution.
- Triage patients and facilitate them receiving the most appropriate

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support for their needs ensuring people are not passed around the system.

- Manage and deliver effective and safe services which support the key elements of Clinical/Practice governance.
 - As the Primary Care model develops, the post holder will focus on leading the teams to introduce ways of continuously improving the quality of their services and safeguarding and high standards of care by creating an environment in which excellence will flourish.
 - Provide and undertake detailed Physical Health investigations such as ECGs and offer basic interpretation of the results.
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- Be responsible for the completion of full and comprehensive Assessments (Physical and Mental Health) where possible and provide complete person centered care planning for services users requiring Physical Health related aspects of care with the support of the Multi-Disciplinary Team.
 - Provide advice on smoking cessation and support.
 - Ensure appropriate reporting within clinical records by following good practice guidelines and professional codes of conduct for example, NMC (UKCC) guidelines for records and record keeping.
 - Communicate any relevant information to the MDT as required within handovers, meetings and other forums as required.

For Non-Medical Prescribers

- Trained Advance Nurse Practitioners (Independent Non-medical prescribers) who have diagnostic skills will provide consultation diagnosis and prescribe for a specific group of service users

Operational Management

- As the Primary Care Mental Health offer increases, the post holder will have responsibility for the day-to-day supervision and management of lower banded staff within their professional group and team locality when appropriate. As required by your Manager – this may include the management of these staff in line with agreed Trust HR processes.
- Establish strong working relationships with other specialist services.
- Provide the enhanced Primary Care team with educational support and training to enhance their knowledge of Mental Health and Wellbeing.
- Provide professional clinical leadership at multi-disciplinary meetings i.e. referral/review /business, professional or safeguarding meetings.
- Adhere to Trust Policies and Procedures in the delivery of care and also contribute to the ongoing review and implementation of new policies, practices and procedures by keeping professionally updated.
- Ensure that professional accountability is maintained by liaising with the Trust Physical Health Lead ensuring that Clinical and Professional supervision is undertaken and opportunities to discuss and disseminate best practice are utilised.
- Contribute to the development and implementation of Trust and Government directives within the locality.
- Ensure the delivery of high quality care and treatment within the

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clinical setting to service users and their carers.

- Work in close co-operation with other mental health professionals, statutory and voluntary organisations and community networks.
 - Identify, assess and manage clinical and non-clinical risks/hazards in your area through the completion of the relevant Risk Assessments and the implementation of risk treatment plans for inclusion in the local and Trust's Risk Registers.
 - In delivering your duties you are expected to display behaviours that are aligned with the Trust values and as required in accordance with the NHS Constitution at all times.
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- Report and document incidents as required and act upon findings as appropriate.
 - Assess and review care and support and supervise lower banded staff in this process as required.
 - Be responsible for the administration of medications (nurse applicants), assessment of side effects, review concordance and clinical effectiveness of medication regime in line with Trust policy including:
 - Providing education around the medication prescribed, side effects, actions and aids to compliance.
 - Providing education and support to develop service user's understanding of Physical Healthcare and training packages for staff
 - Providing practical support, guidance and education for service users, carers and other professionals as required.
 - Provide specialist assessment and intervention commensurate with skills and training with colleagues where required.
 - Lead and participate in formulation, delivery and review of individualised evidence based care/care packages according to NICE guidance including non-medication strategies.
 - Lead in the continuing development of a high quality service and contribute to local emergency plan, team risk assessment etc. that is underpinned by evidence based practice, care pathways/packages and NICE and DH Guidance.
 - Create and maintain working relationships with statutory and non-statutory agencies involved in the provision of Physical Healthcare and Mental Health Care.
 - Participate with the Team Manager in the recruitment of employees in accordance with Trust Recruitment Policy and NHS Safer Recruitment Guidelines. Ensure that appropriate corporate and departmental Induction is undertaken immediately following appointment and that staff records that are retained are accurate and up-to-date.
 - Develop a Primary Care Mental Health Operational Clinical Policy with EPUT and primary care colleagues and stakeholders.
 - Work closely with and assist the Team Manager with development and implementation of operational/clinical policies contributing to the formulation and review of appropriate policies as required.
 - Deliver training where appropriate for other professionals.
 - Complete and return timely and accurate statistics to the Information Department.
 - Ensure compliance in meeting agreed Outcomes/KPI's.
 - Identify aspects of the service which need to be improved and implement appropriate changes in conjunction with the MDT, EPUT

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management and primary care teams.

- In conjunction with the Team Manager, work within the available budget of the service and attend regular Performance Management meetings as required.
- Complete highly complex nursing needs assessments.
- Ensure that the service, through the implementation of performance management, meets all key performance indicators and targets identified by the Trust and adhere to local and government initiatives.
- Be able to use computer systems including Word and E-mail for effective communication of information.
- Provide patients and relatives with information and education thus ensuring they have meaningful choices that promote dignity, independence and quality of life.

The above is not an exhaustive list of expected clinical or managerial duties to be undertaken. Full training and competencies will be given to ensure that the post holder has the appropriate skills to undertake the above.

Professional Delivery Framework:

The following framework is designed to illustrate the priorities given to the additional key activities associated with the role when delivering these normal day-to-day activities:

- Complete Mandatory Training in line with the Trust Policy as well as any other training required relevant to the role
- Receive management supervision and provide management supervision where appropriate
- Receive clinical supervision and deliver clinical supervision to lower banded staff in accordance with Trust policy
- Receive annual appraisal, provide and oversee annual appraisals to lower banded staff
- Take all allocated annual leave
- Comply with the CPD, practice hours and revalidation process requirements set out by Nursing Midwifery Council (NMC - this is the essential requirement for yearly registration)/Social Work England/HPC
- Ensure lower banded staff are appropriately inducted, receive appropriate supervision, have an annual appraisal and are compliant with mandatory training requirements
- As and when required participate in Case note scrutiny work
- Participate in SI investigations, Complaint Investigations, disciplinary and grievance procedures plus any relevant investigations in line with Trust policies
- Comply with the Medicines competency framework
- Attend seminars/conferences and other CPD events – external/internal
- Participate in audits and research
- Act as a Physical Healthcare Champion for Mental Health
- Keep yourself updated on all matters relating to Trust policy
- You will be expected to work collaboratively with key partner

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organisations, service users, carers, clinicians and other practitioners within the multi- disciplinary team in delivering services.

KEY RESPONSIBILITIES CLINICAL

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

OUR PURPOSE

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

OUR VALUES

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

OUR VISION

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

OUR 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**.

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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.

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

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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.

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

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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.

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