

EXAMPLE Job Description and Person Specification

Mental Health Practitioner Band 7

This pack contains an example job description and person specification for the mental health group of roles. These resources align to the requirements set out in the Network Contract DES and are intended to be helpful for PCNs as they recruit to the Additional Roles Reimbursement Scheme. They are based on the role outline included in section B of the Network Contract DES, which can be found [here](#) and incorporate wider responsibilities that NA/TNA may undertake.

However, they are intended as helpful resources only: **they are not mandatory for use and PCNs should create their own versions of each resource to align to their individual needs.**

Job Description

Job Title:	Mental Health Practitioner
Band:	7
Responsible to:	
PCN:	

FOCUS OF THE ROLE

To support people living in their communities with a range of severe mental illnesses, including, for example, eating disorders and complex mental health difficulties associated with a diagnosis of 'personality disorder' and those whose needs are deemed not suitable for Improving Access to Psychological Therapies (IAPT) services but also may not meet secondary care criteria.

JOB PURPOSE

- To support working age adults, young adults and older adults with complex mental health needs that are not suitable for IAPT provision.
- Provide specialist clinical knowledge and interventions to patients in primary care, including working with PCN practices to support people with highly complex mental health needs/serious mental illness
- Provide the expertise to manage complex referrals offering assessment through a variety of channels, including face to face in PCN surgeries or the patient's home.
- Undertake short term interventions for patients where appropriate, and support patients to access other services, including mental health and VCS services
- Provide specialist skills and support to PCNs, giving prompt advice to GPs and the wider primary care team on the care of people with mental health problems
- Practice autonomously in making clinical judgements, identifying courses of action, managing and providing high quality care and completing risk assessments, escalating where necessary.
- Work across the interface between Primary Care and Specialist Mental Health Services to provide support, education, and problem solving approaches to the assessment and management of mental health problems in the adult population, including older people.
- This role will also include management, supervision and support for the other Primary Care Mental Health Practitioners working across the Primary Care Networks.
- Take a leadership role in developing awareness and understanding of mental health issues within the PCN.
- Develop and implement clinical processes that contribute to the continuous improvement of mental health provision across the PCN, for example the adoption of trauma-informed care.

Key Responsibilities

CLINICAL

1. To develop a close relationship with practices within the PCN, attending practice meetings and having regular informal contact.
2. To develop links and foster a culture of partnership with Mental Health services.
3. To maintain regular links to the Community Mental Health Trust, particularly for on-going support, supervision, training and development; and support the design of seamless patient pathway between primary and secondary care.
4. To enable practitioners in Primary Care to develop their skills and confidence in assessment and treatment of particular mental health problems.
5. To receive referrals from primary care, and other sources by agreement, and offer face to face assessments to more complex patients being referred by GPs.
6. To undertake joint assessments and care planning with members of the PCN team and offer advice on appropriate interventions and ongoing patient and case management
7. To promote the use of treatment protocols and care pathways to improve the quality of care for people with mental health problems in the primary care setting
8. To provide clinical leadership, alongside colleagues from Mental Health services, to the multi-disciplinary Primary Care team
9. To be a source of advice, including screening and referral, on the management of individual cases, particularly in ensuring the physical health care and SMI physical health checks are delivered in a psychologically informed way
10. To provide advice, including supported 'signposting', for carers.
11. To attend regular clinical meetings with Mental Health services to manage the flow of patients between primary care and mental health services and ensure oversight is maintained of patients being stepped down from clinical treatment and/or not currently receiving active treatment.
12. To facilitate joint working between primary care and the voluntary sector to increase the range of services and interventions available to patients
13. To participate in and develop mental health promotion at the PCN practices
14. To provide educational opportunities for the Primary Care team (and potentially third sector colleagues), co-ordinating and facilitating skills enhancement and ongoing professional development

TRAINING DEVELOPMENT AND EDUCATION

1. To provide informal mental health specific learning for staff across the primary care network, including providing specialist advice relating to mental health
2. To undertake mandatory and statutory training as required by Trust policy, identifying individual training needs.
3. To identify relevant development opportunities offered through the national [training programme to improve access to psychological therapies for those with severe mental health problems](#), including both training in working in a more psychologically informed way with this client group, as well as training in specific evidence-based therapies.
4. To contribute and commit to undertaking an annual Development Review/appraisal.
5. To undertake personal development as identified in the Personal Development Plan (PDP).

RESEARCH & AUDIT

1. To work with the Primary Care team to develop and implement evidence based treatment guidelines and care pathways where necessary
2. Collate and maintain information on wider local resources to support people with mental health problems.
3. Develop other materials to develop the skills of the primary care team as required.
4. Use patient outcome measures agreed with the PCN
5. Participate in PCN research and clinical audit programmes
6. To use research in practice and develop research from own practice

QUALITY IMPROVEMENT

- To contribute to the improvement of pathways between primary and secondary care and where practicable, to standardise processes across the PCN
- To improve quality and effectiveness of prescribing of mental health medications through clinical audit and education of prescribers to improve performance against NICE standards and clinical and prescribing guidance
- To support primary care initiatives which improve the physical health outcomes of those with a long-term mental health condition and the mental health outcomes of those with a long-term physical health condition

MANAGEMENT

- To be responsible for the management, supervision and appraisals of Primary Care Mental Health Practitioners
- To facilitate and enable appropriate communication within Primary Care Networks, between other teams and departments including Local Authorities, service users, carers and other relevant agencies.
- To ensure the Trust policies on staff supervision, health and sickness, safety and equal opportunities are adhered to, and ensure that all staff absence is recorded through an agreed team procedure.
- To provide supervision on clinical caseloads and ensure that all team members have appropriate clinical supervision and Development Review.
- To ensure all staff receive an appraisal in line with service policy, ensuring that training, professional and legal requirements are met.
- To provide specific professional supervision to team members from the same profession as the post holder.

GENERAL

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- This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.
- The post holder is expected to comply with all relevant Trust and PCN policies, procedures and guidelines, including those relating to Equal Opportunities and Confidentiality of Information.
- The post holder is responsible for ensuring that the work that they undertake is conducted in a manner which is safe to themselves and others, and for adhering to the advice and instructions on Health and Safety matters given by Manager(s). If post holders consider that a hazard to Health and Safety exists, it is their responsibility to report this to their manager(s).
- The post holder is expected to comply with the appropriate Code(s) of Conduct associated with this post and meet the required professional standards for on-going registration.
- To make effective use of supervision and be able to acknowledge their own limitations, reflect on practice and discuss/identify their training and development needs with their line manager.

Example Person Specification

Job Title:	Mental Health Practitioner
Band:	7
Responsible to:	
PCN:	

Criteria	Essential	Desirable
Education / Qualifications	• Relevant professional qualification e.g. Dip OT, Dip SW, RMN, Clinical Psychology Grade A, or equivalent • Minimum of 2-3 years' experience of working in a mental health care setting and of liaising and working with GPs • Experience in the delivery of short term, focussed evidence-based interventions • Experience of working with mental health service users in a statutory or voluntary capacity • Practicing at Level 7 clinical competency	• Further qualification in mental health work.
Experience	• Receptive to and able to use clinical supervision appropriately • Able to integrate and work within a team	• Understanding of mental health issues in a primary care setting • Understanding of Cognitive Behaviour Therapy and other Therapeutic approaches

	• Able to work on own initiative, adaptable whilst recognising own limits • Experience of developing services / project work • Ability and confidence to build and maintain relationships and credibility with a wide variety of stakeholders at different levels • An understanding of the Modernisation agenda within mental health in primary care and the wider determinants of health • Commitment to equal opportunities • Able to assimilate new information and apply theory to practice • Understanding of client confidentiality	• Lived experience of mental health
Skills & Abilities	• Excellent interpersonal and communication skills, both verbal and written • IT literacy • Time management ability • Presentation skills • Good organisational ability	
Knowledge & Understanding	• Knowledge and awareness of issues relating to mental health and mental health problems in a primary care setting • Knowledge of research methods and audit relevant to the job • Interest in developing knowledge base and skills relating to the provision of high quality primary mental health care	
Physical Requirements	• Ability to get between community sites efficiently and travel to locations independently in locations that may be rural across the county	

Other	• Commitment to ongoing training and development	• Able to work flexibly to fulfil service requirements including evening work, if required • The post may entail access to environments that are not adapted to the needs of the people with physical disabilities
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The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The Trust believes in treating everyone with dignity and respect and encourages applications from all sectors of the community. We guarantee an interview to candidates with disabilities who meet the minimum essential criteria.