

## EXAMPLE JOB DESCRIPTION

**POST TITLE:** Mental Health Practitioner

**LOCATION:** Working within Primary Care Networks

**RESPONSIBLE TO:** Senior Mental Health Practitioner

### **JOB SUMMARY**

Has continuing responsibility for the provision of skilled interventions to people with mental health problems within the Primary Care Networks. Works within a multi-disciplinary team as a member of the PCN level primary care team.

### **Key Result Areas:**

- Management of own patient group in line with General Practice procedures and risk management protocols.
- Delivery of psychosocial interventions to people and carers.
- Supervision and support of other team members.
- Participation in service development and clinical governance structures.

### **Professional:**

1. Assesses needs and identifies problems relevant to the care of people referred to age of 18 and above.
2. Devises a plan of care in partnership with the person and carers.
3. Implements the planned programme of care to ensure a high standard is achieved.
4. Reviews the effectiveness of the care provided and where the appropriate initiates any action.
5. Advises and supports the person and carers to promote health and well-being and to prevent illness.
6. Recognises situations that may be detrimental to the health and well-being of the person and initiates action that may be required.
7. Establishes and maintains satisfactory communication with all agencies involved in

- the persons care in both hospital and community.
8. Functions as a member of a multi-disciplinary team.
  9. Management of enquiries and direct referrals of people in accordance with the Practice.
  10. Maintain professional registration and demonstrate commitment to statutory codes of practice and continued professional development requirements.

**Administrative:**

1. Maintains accurate patient care records in accordance with professional codes of conduct and Practice procedures and ensures records are made available when required by the appropriate agency.
2. Participates in the formulation of policies at unit level.
3. Maintains accurate mileage records.
4. Manages caseload with due economy of cost and time.
5. Ensures safe carriage, storage and administration of drugs prescribed (registered nurses only).
6. Responsible of ordering to stock with due economy.
7. Produces audits in line with practice directives.
8. Keeps the Management Team and colleagues informed of developments relevant to the area of responsibility.

**Education:**

1. Supervises students and trainees on placement.
2. Assists in the teaching and in-service training of staff.
3. Is conversant with current trends in clinical practice.
4. Participates and accepts delegated responsibility in research and clinical audit as required.
5. Attends courses or training sessions relevant to the updating of knowledge and experience.

**Personnel:**

1. Promotes an understanding of mental health and well being.
2. Ensures health and safety regulations are observed.
3. Attends mandatory training sessions as directed by the Practice.
4. Participates in the values based induction and the annual appraisal process.
5. Attends team meetings.
6. Supports the Practice's commitment to a healthy work-life balance.

### **Network Values:**

The Network is committed to ensuring the highest standards of care and treatment and expects that **all** staff treat people e.g, service users, their carers, relatives, friends, colleagues, visitors etc, with dignity and respect at all time. The post holder must all time act in accordance with the Network Values:

- Honest, open, transparent
- Respectful
- Person first and in the centre
- Improve and be outstanding
- Relevant today, ready for tomorrow
- Families and carers matter

### **Safeguarding:**

- Report any concerns regarding the safety or wellbeing of children, adults service users, members of their families etc, in accordance with Policy.
- Prevent and respond appropriately to abuse and understand own role in this by undertaking Safeguarding training.

### **Policies and commitments :**

All staff employed must comply with policies and procedures, undertake appropriate training required for their role and commit to:

- ensure they are aware of the Whistleblowing Policy and how they raise concerns;
- maintain confidentiality, in line with the Confidentiality Policy and Code of Conduct;
- understand their personal responsibilities with regards to data quality for any information which they create, use or process in accordance with the Data Protection Act 1998 and PCS Data Protection Policy;
- comply with the provisions of Health and Safety Policy and Protocol. Ensuring their own safety and that of colleagues, service users and visitors. Know the action to be taken in the event of a fire and must undertake fire training annually;
- receive supervision in line with the Supervision Policy and an annual Appraisal in line with the Appraisal Policy, during which mandatory, role specific and personal

development needs should be identified and agreed;

- understand their responsibilities under the Equal Opportunities in Employment Policy and ensure that they adhere to the provisions of the policy;
- recognise, respect and support the equality diversity of staff, colleagues, service users, carers and the public. Contribute to a working environment which promotes and responds positively to difference and diversity;
- ensure they carry out their duty to safeguard and promote the welfare of children and young people under the age of 18 years, as issued under Section 11 of The Children Act 2004, by being familiar with and adhering to Trust safeguarding policies and participating in relevant training; participating in relevant training;
- comply with their professional responsibilities to develop their practice and deliver care through a Clinical Governance framework (i.e. CPD, Audit, Supervision);
- demonstrate, through practice and practical understanding, the importance of the continual development of individual, team and service wide quality improvement;
- abide by relevant codes of professional practice, with the organisation taking action when codes of conduct are breached;
- work flexibly to meet the needs of the service/organisation, whilst working within a culture of progressive employment practices and commitment to the Investors in People (IiP) Standards.
- adhere to the smoke free policies, which prohibits smoking anywhere on grounds;
- being socially responsible by complying with measures that support the Trust in reducing or offsetting our environmental impact;
- Identify and report risks, hazards, incidents, accidents and near misses promptly;

In addition to the Practice's own responsibilities under the Health and Social Care Act 2008, Code of Practice on the prevention and control of infections and related guidance,

for your safety, ALL staff (and contractors) are responsible for ensuring their work adheres to this Code in the delivery of safe patient care.

This job description is an outline of the main duties of the post. The postholder will be required to undertake other duties commensurate with the band as directed. The content of this post will be reviewed in consultation with the postholder when necessary and in line with the service developments.

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>QUALIFICATIONS</b>	<p><b>Any professional qualification from 1-3 stated below, relevant to the given clinical discipline:</b></p> <ol style="list-style-type: none"> <li>1. RMN – Current NMC registration and degree/diploma in nursing</li> <li>2. Social Work degree and current Social Work England registration</li> <li>3. Allied Health Professionals who hold a degree and current HCPC registration</li> </ol> <ul style="list-style-type: none"> <li>• Mentorship or equivalent</li> <li>• Practice Placement Educator</li> </ul>		<p>Application form NMC/ Social Work England checks Certificates Application form / Interview Application form / Interview</p>
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>• Assessment and care planning skills</li> <li>• Risk assessment and risk management</li> <li>• Relevant post-registration qualifications and / or training</li> </ul>		<p>Application form / Interview Application form / Interview Application form / Interview</p>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Significant experience of working within a mental health setting</li> <li>• Can demonstrate skills in assessing and managing people experiencing mental health problems</li> <li>• Experience of supporting/mentoring and supervising colleagues/students/trainees</li> <li>• Knowledge and evidence of using IT systems</li> <li>• Can demonstrate skills in assessing and managing risk in a variety of settings</li> <li>• Proven ability in assessing the needs and strengths of people and their carers.</li> <li>• Experience of delivering a range</li> </ul>	<p>Experience of working holistically with Adults with an emphasis on coexisting mental and physical health needs that impact on wellbeing.</p>	<p>Application form/ interview Application form/ interview Application form/ interview Application form/ interview Application form / Interview Application form / Interview</p>



of therapeutic techniques

- Working within an integrated multi-disciplinary environment and co-working with other teams and professions within

Application form / Interview