

**Primary Care Network**

**EXAMPLE JOB DESCRIPTION**

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| **Job Title:**  **Primary Care Network Mental Health Practitioner**    **Banding: Clinical Band - 7**  **Hours per week: 37.5**  **Managerially**  **Responsible to: Clinical Director Primary Care Network (**to be confirmed)  **(Professional Links to be established).** |

The post is to support the delivery of primary care mental health services within the Primary Care Network PCN). The post holder will be based within one of the PCN practices supporting the delivery of mental health care.

The Senior Mental Health Practitioner role promotes and provides early assessment, treatment and improved access to evidence-based interventions for people with mental health needs. The role will help people to focus on achievable goals, access local community resources and promote self-management.  The service will be for people over 18 years old with a specific focus on:

* Those with mental health needs that exceed the access criteria for IAPT and do not meet the access criteria for secondary care
* People with serious or significant mental illness (SMI) who are in recovery and relatively stable in secondary care mental health services who could be cared for within primary care
* People with SMI who are eligible for an annual health check and medication review and improved access to physical health interventions

Main duties of the job

The post holder will:

* Provide mental health triage, assessment, formulation and clinical   interventions based on NICE guidance within the neighbourhood
* Support an access function for people, ensuring swift and seamless access to the most appropriate care pathway and onward access to mental health services
* Develop and implement mental health clinics based on the needs of each PCN or neighbourhood
* Directly support GP’s with the management of more complex mental health presentations and linking with secondary care mental health services
* Support people presenting in crisis, assessing clinical risk and providing short term interventions, where possible, to manage the crisis, link in to mental health support networks and promote self-management
* Provide a link role between neighbourhood primary care services and secondary care mental health services for complex cases and issues
* Identify training and education needs for PCN & neighbourhood teams in relation to mental health practice and support the development of mental health training as required

**Team Working**

1. To fully participate as a member of the Practice Team, attending all team meetings as appropriate.
2. To ensure that all patients case managed by the post holder are approached in a way that promotes partnership with their care and support arrangements and promotes the individual’s potential and strengths and addresses individual need.
3. To maintain good working relationships with the members of the team and other agencies.
4. To actively participate in the evaluation, review and development of policies, practices, procedures and the strategic aims of a continually changing, dynamic service in an efficient, effective and proactive manner.

**Teaching, Mentoring and Supervision**

1. To meet regularly with the clinical team for supervision and performance appraisal.
2. To provide coaching, mentoring and support to practice nurses, GPs and any other primary care colleagues as required.
3. Contributes to developing the workplace as a learning environment
4. To support opportunities for positive public relation activities within the locality.
5. To participate in student mentoring and staff supervision as required.

**Research, Evidence - Based Practice & Professional Development**

1. To be responsible for developing current knowledge, skills and practice within mental health.
2. To participate in specific learning events, in accordance with own learning needs.
3. To develop skills and knowledge base to incorporate specific areas of practice or projects.
4. To participate in audit, evaluation and research of service.
5. To promote and model high levels of communication skills with patients, the family/ caring network and all relevant agencies in contact with this service.
6. Contributes to the improvement and development of the service

**Post Holder Supervision**

1. To participate in both operational and clinical supervision with an identified supervisor
2. To participate in supervision for non-medical prescribing as per policy.

**Management Accountability**

1. To actively participate in the ongoing review and revision of the team’s function, working practices, policies and protocols
2. To maintain accurate recording of patient information, consistent with Practices policies and contribute to data collection of the team to ensure meaningful audit of interventions offered.
3. To undertake any other duties equivalent to the responsibility of the post and grade, as required by the Line Manager.

**Leadership**

1. To participate in the development of an effective team and productive working relationships.
2. To actively promote integrated working relationships, both in Practice and the wider Primary Care Network.
3. To facilitate the development of a positive and supportive team culture by taking responsibility for dealing effectively with potential conflict.
4. To advise, encourage and share knowledge utilising the latest research and practice development, through literature and peer reviews.

**Clinical Skills**

1. To act as an autonomous, registered practitioner who is legally and professionally accountable for own unsupervised actions guided by the professional code of conduct and in line with the Practice policies and procedures.
2. The post holder will have current live registration on the Nursing and Midwifery Council (NMC) – Registered Nurse (RN/MH).
3. To be an active practicing Non-Medical Prescriber in order to support Primary Care or working towards.
4. Further professional knowledge will have been gained through accredited courses workshops, study and in-house training programmes.
5. To be responsible and accountable for service delivery to patients.
6. To be able to assess and develop plans to prevent deterioration of patients with common mental health problems.
7. To provide patients and relatives with information and education thus ensuring they have meaningful choices that promote dignity, independence and quality of life.
8. To be able to initiate referrals to other health professional specialist services and agencies.
9. To ensure own practice is supported by research, literature, peer review and is evidenced based. .

**Computer/Administration**

1. To be computer literate with use of the Practices clinical systems (EMIS) and be compliant with the Practices IT policies.

**Communication**

1. To have a wide range of knowledge in approaches to communicating and managing patient care.
2. To be able to effectively communicate with colleagues and a range of external agencies.
3. To be able to communicate complex patient related information facilitating positive outcomes and ensuring collaborative working.
4. Participate in the review and development of clinical policies and identify improvements to service provision.
5. To provide verbal and written communication with the multi-disciplinary team to co- ordinate effective patient care or service/clinical development, including referrals and sharing of care plans where appropriate to support integrated, patient-centred care, in line with Practice process.

**Training**

1. Ensure students are actively supported to enable them to achieve their learning needs.
2. Ensure mandatory training is completed in line with the Practice policy.
3. To support training as part of the role including changes to professional development and implementation of new policies and guidelines.

**Additional Information**

**Health & Safety**

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) and subsequently published regulations to ensure that the Practice’s Health and Safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

**Infection Control**

Each staff member has a duty to take personal responsibility for the prevention and control of infection, in accordance with Practice Infection Prevention and Control Policies, which reflect the statutory requirements of the Health Act 2006 – Code of Practice for the Prevention and Control of Healthcare Associated Infection. They must complete mandatory training in Infection Control and be compliant with all measures required by the Practice to reduce HCAIs.

**Risk Management**

You will be responsible for adopting the Risk Management Culture and ensuring that you identify and assess all risks to your systems, processes and environment and report such risks for inclusion within the Practices Risk Registers. You will also complete mandatory and statutory training, report all incidents/accidents including near misses and report unsafe occurrences as laid down within the Practice Incidents

**Safeguarding Children and Adults**

Ribblesdale PCN is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Practices recognise their responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults and families in their care. Staff are required to comply with Practice policies on Safeguarding.

**Smoking Policy**

It is the PCN’s policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within the Practice buildings and vehicles.

**Codes of Conduct**

The PCN requires the highest standards of personal and professional conduct from all of its employees. All employees must comply with the Code of Professional Conduct appropriate to their professional governing body.

As an NHS employee, you are required to observe the following principles:

1. Make the care and safety of patients my first concern and act to protect them from risk;
2. Respect the public, patients, relatives, carers, NHS staff and partners in other agencies;
3. Be honest and act with integrity;
4. Accept responsibility for my own work and the proper performance of the people I manage;
5. Show my commitment to working as a team member of working with all my colleagues in the NHS and the wider community;
6. Take responsibility for my own and continuous learning and development

**Data Protection**

Personal data is protected under the GDPR (2018) and the post holder will ensure that it is securely held and that the requirements of the Act are followed. It is the responsibility of all staff whose jobs requires them to record information in Practices Computer systems to ensure that the data entered into these systems is of high data quality and that information is recorded correctly and in a timely manner. Failure to adhere to this requirement could be considered a disciplinary matter

**Information Security and Confidentiality**

All employees are required to observe the strictest confidence with regard to any patient/client information that they may have access to, or accidentally gain knowledge of, in the course of their duties.

All employees are required to observe the strictest confidence regarding any information relating to the work of the Practices and their employees.

You are required not to disclose any confidential information either during or after your employment with the PCN, other than in accordance with the relevant professional codes.

All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with NHS Confidentiality Guidelines [Caldicott] and the Data Protection Act 1998 unless explicit written consent has been given by the person identified, or where information sharing protocols exist.

Failure to comply with these regulations whilst in the employment of the Practice could result in action being taken under the Practice Disciplinary Policy and Procedure.

**Equality and Diversity**

The PCN is committed to the implementation of the Equality and Diversity at Workplace policy which ensures equal opportunities for all.

Person specification

**Qualifications**

Essential criteria

* Registered Nurse - Mental Health (RMN), Social Worker, Occupational Therapist, with current registration

Desirable criteria

* Non-medical Prescribing

**Experience**

Essential criteria

* Substantial post registration experience of working with people with serious mental illness
* Proven experience of working with clients with complex needs
* Experience of leading multidisciplinary working in mental health care with complex cases
* Experience of working to objectives and meeting deadlines, within a performance management framework
* Experience of providing day to day clinical leadership and operational management
* Experience of supervising junior staff
* Experience of managing budgets or resources

Desirable criteria

* Experience of working in community settings

**Knowledge**

Essential criteria

* Working knowledge of current mental health legislation and guidance
* Safeguarding thresholds and procedures
* Understand the nature of working in a primary care setting
* Working knowledge of NICE guidance in the treatment of common mental health problems
* Knowledge of mental health /risk management processes
* Understanding of confidentiality and data protection issues
* Comprehensive understanding of deliberate self-harm and appropriate management strategies
* Display a good understanding of clinical governance and quality improvement
* Be competent in developing and delivering training packages relating to mental health
* Overview and knowledge of the range of interventions and services that meet the needs of all service users referred to the service
* Ability to plan, manage, monitor, advise and review interventions