

## Job Description

|                       |   |
|-----------------------|---|
| <b>Job Title:</b>     | Primary Care Mental Health Practitioner |
| <b>Band:</b>          | Band 6                                  |
| <b>Network:</b>       | The Bay                                 |
| <b>Base:</b>          | PCN – Mid Furness                       |
| <b>AfC Ref:</b>       |   |
| <b>Hours of work:</b> | 37.5 hours                              |

### **Reporting Arrangements:**

Reports to: Senior Primary Care Mental Health Practitioner  
Responsible to: LSCFT Team Manager/Service Manager  
Professionally accountable to: PCN Clinical Director

### **Job Summary**

- To work as part of the primary care team in a specified Primary Care Network as an experienced, autonomous practitioner carrying out assessments, care planning and interventions for patients with mental health needs. The role will also involve the provision of advice, education and support to patients and their carers or family members. You will also act as the interface between partner agencies to ensure effective transition to primary care and referral into secondary care settings.
- You will also be actively involved in the interventions provided by the primary care team and provide expert advice and support to enable them to provide an effective service for patients with mental health needs.

### **Key Relationships**

Patients and carers, Senior Primary Care Mental Health Practitioner, Mental Health Primary Care Team Manager, PCN Clinical Director, individual GP Practice MDTs, CMHT MDT, secondary care teams, third sector organisations.

### **Key Responsibilities**

#### **Clinical**

- Assess patients independently, plan interventions, implement and evaluate individual programmes of care as part of the clinical team.
- Provide signposting where appropriate, maintaining an up to date knowledge of services available, which would be of help to patients; acting as a contact for key agencies.
- Undertake risk assessments and formulate risk management plans

- Provide support to patients presenting with the following conditions whose presentation does not currently meet the criteria for secondary care:

- Anxiety & Depression
- Stress Related Problems
- Emotional dysregulation difficulties
- Suicidal thoughts and self-harm
- Trauma
- Schizophrenia and other related psychoses
- Bipolar affective disorder

- Deliver psychoeducation and discuss appropriate options for treatment (pharmacological and non-pharmacological)
  - Deliver brief evidence-based interventions (where qualified to do so, and where intervention can be safely offered outside of a multi-disciplinary mental health team) eg. stabilisation work, including coping strategies, DBT skills, self-help, anxiety management, crisis support etc
  - Deliver interventions safely and effectively, ensuring that they are evidence-based and practicing within own scope of competency.
  - Be willing to undertake Non-Medical Prescriber training, dependent on professional background, and to perform that role where required within the PCN.
  - Work in ways that consistently promotes the safety, dignity and self-esteem of patients
  - Work with patients to support shared decision-making about self-management and with their consent seek the co-operation of other care staff, relatives and friends where appropriate.
  - Provide patients and relatives (where appropriate) with information and education, thus ensuring they have meaningful choices that promote dignity, independence and quality of life.
  - Provide health promotion to patients, their carers and families; giving advice on prevention of illness and staying well
  - Carry out routine patient reviews eg annual reviews (including medication reviews where the MH Practitioner is a non-medical prescriber)
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- Where competent and within scope of practice, carry out general physical health examinations: Bloods, BP, weight, BMI, ECG's, immunisations and provide general health and lifestyle information
  - Review information arising from patients' involvement with external services eg. attendance at A&E for MH reasons, consultant letters from secondary MH care etc.
  - Support maintenance of GP Practice SMI registers ensuring patients are reviewed, including GP QOF outcomes (physical health)
  - Complete onward referrals (START, IAPT, EDS, CMHT, Social Prescribing, CPET, Children and Family wellbeing service, ELCAS, Transforming Lives, CSC, Community Kitchen, Homestart etc).
  - Participate in forums that enable patients to express their views about the service and enable them to contribute to service planning and development.
  - Maintain accurate recording of patient information, consistent with individual GP practice policies and contribute to data collection to ensure meaningful audit of interventions offered.

- Be conversant and comply with LSCFT and PCN policies and procedures as agreed through SLA.
- Ensure compliance with mandatory LSCFT and PCN training.
- Be familiar with the steps to be taken in medical emergencies and act accordingly.

## Team Working

- Be fully embedded as a member of Practice Multi-Disciplinary Teams, attending team meetings as appropriate and determined by the PCN.
  - Work closely with other PCN-based roles to address wider patient needs, e.g. PCN clinical pharmacists for medication reviews, and social prescribing link workers for access to community-based support
  - Be a member of the wider local CMHT MDT and attend the CMHT Monthly Business Meeting
  - Provide verbal and written communication with the multi-disciplinary teams 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
  - Deliver care collaboratively, promoting the patient's strengths whilst addressing individual need, working in partnership with patients and families (where appropriate).
  - Promote and model high levels of communication skills with patients, the family/caring network and all relevant agencies in contact with this service.
  - Actively promote integrated working relationships, both in Practice and the wider Primary Care Network.
  - Maintain professional working relationships with the members of the PCN and other agencies.
  - Participate in the development of an effective team and productive working relationships.
  - Facilitate the development of a positive and supportive team culture by taking responsibility for dealing effectively with potential conflict
  - Actively participate in the evaluation, review and development of policies, procedures and the strategic aims of a continually changing dynamic service in an efficient, effective and proactive manner which will impact the wider Primary Care Network.
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- Support opportunities for positive public relation activities within the PCN.
  - Observe a personal duty of care to equipment and resources used within the course of work.

## Teaching, Mentoring and Supervision

- Engage in clinical supervision and appraisal processes, participating in both operational and clinical supervision with an identified supervisor.
- Where a prescriber, participate in non-medical prescribing supervision
- Provide coaching, mentoring and support to practice nurses, GPs and any other primary care colleagues as required.
- Advise, encourage and share knowledge utilising the latest research and practice development, through literature and peer reviews
- Contribute to developing the workplace as a learning environment.
- Participate in student mentoring and supervision as required.

## **Communication and Relationship Skills**

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

- Be responsible for developing current knowledge, skills and practice within mental health.
- Participate in specific learning events in accordance with own learning needs.
- Develop skills and knowledge base to incorporate specific areas of practice or projects.
- Participate in audit, evaluation and research within the service.
- Contribute towards the improvement and development of the service.

### **Planning and Organisational Skills**

- To liaise with a variety of professionals as required within the PCN, LSCFT and other agencies.
- To maintain good links with specialist mental health services, IAPT services and associated agencies in order to form good referral pathways and provide advice on the management of mental health issues.
- To provide an assessment and formulation according to the requirements of the PCN.
- Responsible for planning and prioritising workload around the needs of the patient, the service and their own capacity.

### **Management Accountability**

- Actively participate in the ongoing review and revision of the team's function, working practices, policies and protocols.
  - Undertake any other duties equivalent to the responsibility of the post and grade, as required by the Senior Primary Care Mental Health Professional
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- Act as a registered practitioner who is legally and professionally accountable for their actions guided by the relevant professional code of conduct and in line with LSCFT and GP Practice policies and procedures.

### **Confidentiality**

Working within the Trust and the PCN, you may gain knowledge of confidential matters, which may include personal and medical information about patients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed unless in exceptional circumstances. Failure to observe this confidentiality could lead to disciplinary action being taken against you. The post holder must ensure that they are compliant with the Trust and PCN's confidentiality policies and procedures.

### **Patient Care**

- To determine the most appropriate course of action for an individual following assessment in collaboration with patients, from a range of available options.
- To act in an advisory capacity on issues relating to mental health.
- To communicate effectively (both verbally and in writing) in a timely manner to the patient, GP and other relevant professionals/agencies.
- Employ professional curiosity when conducting assessment and identify safeguarding concerns and act accordingly to both LSCFT and PCN policy.
- To provide and receive complex, sensitive and contentious information using developed skills to ensure assessments and care planning can be completed.
- To be aware of the physical needs of people with mental health problems and refer physical conditions on as appropriate.
- Refer patients for interventions based upon evidence-based practice in conjunction with NICE guidelines.
- To have a working knowledge of the Mental Health Act 1983 and relevant legislation as it affects the patient group.

### **Responsibility for Finance**

- Comply with relevant Trust and PCN financial policies and procedures.
- Ensure cost-effective and efficient use of PCN and Trust resources.
- Ensure that own time is managed as effectively as possible

### **Responsibility for Human Resources**

- Responsible for undertaking mandatory training in order to deal with occasional medical emergencies e.g. administering basic life support and/or first aid and calling of emergency services to those who may have attempted suicide.

- To comply with mandatory training requirements within LSCFT and the PCN.
- Participating in regular appraisal sessions and to formulate in conjunction with the appraiser a personal development plan.
- Develop innovative practice and local leadership.
- To work at all times to promote equality, diversity and individual rights.
- Responsible for participating in caseload supervision with an appointed supervisor.
- To work as part of a team and to be able to work on own initiative.

### **Responsibility for Information Resources**

- Maintain all records for administrative case management and statistical purposes to the standards required by the PCN.
- To maintain relevant records and provide reports and information to ensure effective collection of data, including the use of computer-based systems.
- Abide by objectives and targets of both the PCN and LSCFT, and follow the procedures and practices utilised in all aspects of the work, including computerised and manual systems and the maintenance of relevant records.

The information available to the post holder is variable and often does not clearly indicate the nature of the patient's problems. The post holder is therefore required to use their professional knowledge, skills and experience in seeking further clarification or acting on the information received

Accurate reporting of all accidents and incidents to the PCN and LSCFT in order that this information is correlated and used to influence future practice. To provide reports as required.

### **Freedom to Act**

- Works autonomously
- Work within own code of professional practice.
- Maintain and keep updated on own high level of knowledge around health and social care agendas.

### **Other**

- To work flexible hours, in agreement with the PCN, including evening work and potentially weekend working, in order to offer patients a reasonable choice of appointment times.
  - To be efficient, responsible and maintain a high level of organisation.
  - Be responsible for maintaining own professional registration and upholding current codes and legislation
  - To ensure knowledge and practice is current and evidence-based.
  - Ensuring adequate clinical and management supervision is received.
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- To act as preceptor, mentor and assessor for trainees/students as appropriate to professional group.
  - To recognise personal and professional limitations and ensure that this is communicated to relevant managers/supervisors where appropriate

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the postholder.

### **Special Conditions:**

As a member of staff you have:

- Legal duties and responsibilities under Health & Safety legislation, plus a general duty to work safely and not to put others at risk i.e. colleagues, patients, visitors, as a result of any activity or omission at work.

- A duty to report any practice that you consider compromises standards of risk and health & safety to the PCN and LSCFT. The Whistleblowing Policy gives effect to the Public Interest Disclosure Act under which an individual who raises such concerns for unfair treatment is protected.

All Lancashire & South Cumbria NHS Foundation Trust staff employed within all environments that have contact with patients, their families or systems to support them have a responsibility to safeguard and promote the welfare of vulnerable children, adults and families.

As a member of staff you must:

- All Lancashire & South Cumbria NHS Foundation Trust staff employed within Clinical Environments have contact with children, vulnerable adults, service users and their families must familiarise themselves and be aware of their responsibilities and adhere to Local Safeguarding Children's Board, Local Safeguarding Adult Board and the PCN and LSCFT Procedures for Safeguarding and Protecting Children.
- The Trust places great importance on sustainable development, reducing their carbon footprint and maximising the positive social, economic and environmental outcomes of Trust actions and activities. As an employee it will be your responsibility to minimise your environmental impact, use resources efficiently, saving energy by switching off unnecessary equipment, reducing waste generation, using recycling / redistribution facilities, minimising travel and saving water when possible. If your role involves purchasing / ordering supplies you must consider the environmental / sustainable impacts and purchase optimal environmental / sustainable products / services.

### **Promoting Equality and Reducing Inequalities**

- To understand and uphold organisational policies and principles on the everyday promotion of equality, diversity and inclusion.
- To promote an inclusive working environment which values a variety of ideas, experiences and practice, where differences are respected and celebrated for the benefit of ourselves, the Trust, the PCN, and the communities we serve.

### **Behaviour**

The post holder is expected to ensure their behaviours are consistent with our values at all times.

We expect you to:

Support the aims and vision of the Trust

- Act with honesty and integrity at all times
- Be a positive ambassador for the Trust and PCN

- Demonstrate high standards of personal conduct
- Value and respect colleagues, other members of staff and patients
- Work with others to develop and improve PCN and LSCFT services
- Uphold the Trust's commitment to equality and diversity
- Uphold the Trust's commitment to health and wellbeing
- Take personal responsibility for their words, deed and actions and the quality of the service they deliver

## Person Specification

Our vision: high quality care, in the right place, at the right time, every time.

| Description                  | Essential  | Desirable  | Assessment                   |
|------------------------------|--|--|------------------------------|
| Education/<br>Qualifications | <ul style="list-style-type: none"> <li>• Registered Mental Health Professional with current registration with the relevant body (eg NMC, HCPC, Social Work England)</li> <li>• Evidence of continuing personal learning and development</li> <li>• Evidence of post-registration continued professional development (e.g. knowledge and expertise acquired through either in-depth experience or theoretical study of a broad range of techniques/processes relating to the knowledge area)</li> </ul>   | <ul style="list-style-type: none"> <li>• Degree in health related subject relevant to area of clinical expertise</li> <li>• Teaching and assessing qualification</li> <li>• Therapeutic intervention qualification</li> <li>• Supplementary non-medical prescribing qualification</li> <li>• Therapeutic intervention qualification</li> </ul> | Application form             |
| Knowledge                    | <ul style="list-style-type: none"> <li>• In-depth understanding of risk assessment and risk management</li> <li>• Experience of managing mental health caseloads.</li> <li>• Experience of delivering evidence-based mental health interventions</li> <li>• Excellent understanding and application of the therapeutic relationship and boundaries</li> <li>• Understanding of pharmacological interventions and side effects</li> <li>• Assessing risk and mitigation</li> <li>• In-depth knowledge of the Mental Health Act, Mental Capacity Act and other significant legislation</li> <li>• Maintain up-to-date knowledge to enable participation in the review</li> </ul> | <ul style="list-style-type: none"> <li>• Competent in physical health skills such as venepuncture, BP, Temp, Pulse, weight, BMI etc</li> <li>• In-depth knowledge of local mental health service provision</li> </ul>  | Application form / interview |

|                   |   |   |                                     |
|-------------------|---|---|-------------------------------------|
|                   | <p>and development of clinical policies and identify improvements to service provision.</p>   |   |                                     |
| <p>Experience</p> | <p>1 year post-registration community-based experience including completion of relevant preceptorship and post preceptorship experience (where from a nursing background) to demonstrate experience outlined below:</p> <ul style="list-style-type: none"> <li>• Working in various statutory settings with knowledge of primary care.</li> <li>• Managing a caseload.</li> <li>• Demonstration of high quality patient care and documentation including experience of assessing, planning and implementing and reviewing care needs</li> <li>• Delivery of various evidence-based therapeutic approaches in the care and treatment of patients</li> <li>• Effectively managing complex clinical situations</li> <li>• Experience of providing mental health assessments and interventions in the community as a registered professional</li> <li>• Undertaking risk assessment and management, including working with safeguarding where relevant</li> <li>• Working as part of a multidisciplinary team and with partnership agencies</li> <li>• Enhanced knowledge and experience of CPA processes</li> <li>• Interacting therapeutically</li> <li>• Supporting family and carers</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of working in a variety of clinical settings</li> <li>• Experience in Care Co-ordination</li> <li>• Skills in basic research processes</li> <li>• Skills /training in a therapeutic intervention</li> <li>• Analytical and problem- solving skills to interpret and present data</li> </ul> | <p>Application form / interview</p> |

|       |  |  |                              |
|-------|--|--|------------------------------|
|       | <ul style="list-style-type: none"> <li>• Therapeutic relationship and boundaries</li> <li>• Assessment and development of plans to aid prevention of deterioration in mental health</li> </ul>   |  |                              |
| Other | <ul style="list-style-type: none"> <li>• Literate and a good all-round communicator.</li> <li>• Experience of good time management and ability to prioritise workload</li> <li>• Ability to be resilient when working under pressure.</li> <li>• Good interpersonal skills</li> <li>• Able to effectively communicate with colleagues and a range of external agencies.</li> <li>• Able to use a wide range approaches to communicating and managing patient care.</li> <li>• Demonstrates the values that underpin quality services</li> <li>• Up to date with current mental health initiatives</li> <li>• Self-motivated with excellent interpersonal skills</li> <li>• Experience of using clinical systems and be able to make significant use of appropriate IT applications, such as Microsoft Word, Excel and Powerpoint.</li> <li>• Committed to person centred approaches</li> <li>• Caring &amp; compassionate</li> <li>• Ability to travel to meet the requirements of the role</li> <li>• Able to work well within a team</li> <li>• Ability to self-reflect and learn from practice</li> </ul> | <ul style="list-style-type: none"> <li>• Computer literate with use of a Practice clinical systems (EMIS/System One/Adastr) and be compliant with the Practice IT policies.</li> <li>• NMP Qualification</li> <li>• Willingness to undertake NMP training</li> </ul> | Application form / interview |

## **EFFORT FACTORS**

| <b>PHYSICAL EFFORT</b><br>What physical effort is required for the job? | How often? | For how long?         | What weight is involved?  | Any mechanical aids? |
|---|------------|-----------------------|---------------------------|----------------------|
| Combination of sitting, standing and walking                            | Regularly  | Short periods of time | No heavy lifting expected | None                 |

| Is the job holders expected to sit / stand in a restricted position? | How often? | For how long? | What activity is involved? |
|--|------------|---------------|----------------------------|
| No   |            |               |                            |

| <b>MENTAL EFFORT</b><br>Are there any duties requiring particular concentration? – Please detail.  | How often? | For how long?                                  |
|--|------------|--|
| Frequent requirement for concentration. Work pattern can be unpredictable due to make up of patients   | Daily      | Variable, depending on the need of the patient |
| Are there any duties of an unpredictable nature? – Please detail.  | How often? | For how long?                                  |
| Although outside the remit of the role, the post holder may have to deal with patients in mental health crisis in order to protect their safety. | Rarely     | Dependent on extent of crisis                  |

| <b>EMOTIONAL EFFORT</b><br>Does the job involve dealing with any distressing or emotional circumstances? – Please detail.                  | Direct / Indirect exposure | How often? |
|--|----------------------------|------------|
| The post holder will regularly have to deal face to face or telephone calls from patients or members of the public who are angry or upset. | Direct                     | Infrequent |

| <b>WORKING CONDITIONS</b><br>Does the job involve exposure to unpleasant working conditions? – Please detail.                               | How often?   |
|---|--------------|
| Clinical space within GP practices is variable, and the post holder may be required to see patients in rooms with limited space and airflow | Occasionally |