

JOB DESCRIPTION

JOB DETAILS:

Job Title:	Criminal Justice Mental Health Practitioner
Band:	Band 6
Directorate:	Mental Health
Department:	Advice and Support in Custody and Court Team
Base:	Police Custody/Mallard Court
Responsible to:	ASCC Team Manager

Job Purpose:

Somerset Partnership's Advice and Support in Custody and Court (ASCC) team provides a service to individuals appearing at Somerset's criminal courts (Taunton, Yeovil and North Somerset Magistrates' courts, Taunton Crown Court) and to those who have been arrested and are detainees in police custody (Bridgwater).

The service operates 7 days a week between the hours of 8.00am to 8.00pm. Working hours have some flexibility, although staff work predominantly 'long days' (8.00am-8.00pm) shifts to cover these hours.

The team is part of NHS England's national liaison and diversion programme (and in partnership with Avon and Wiltshire Partnership, provides the Advice & Support in Custody & Courts service to the wider Avon and Somerset police area). The team's primary role is to complete mental health and other vulnerability assessments in criminal justice settings and identify unmet needs with a view to referring on to a range of relevant health and social care services. The team routinely share relevant information with criminal justice agencies (where consent has been obtained) to ensure that wherever individuals are in the criminal justice system, their mental health needs and information about other vulnerabilities are known, enabling the police and courts to make informed decisions about charging and sentencing.

ASCC practitioners are based in the Bridgwater police custody suite, courts of Somerset, and will work with people of all ages within the criminal justice system where potential mental health, learning disability and other vulnerabilities are identified. You will be responsible for undertaking initial assessments within police custody and court system, and providing a rapid, high quality written screening report. You will offer professional guidance, advice and an educative role to colleagues working within the criminal justice system, along with liaison with community services. The service acts as a "first point of contact", providing mental health advice for people held in police custody or appearing in court, alongside assessment, liaison and facilitating access to appropriate mental health and social care services. You will also be involved in implementing and reviewing referral pathways with the police so that they are able to effectively identify mental health problems and refer appropriately. In addition, you will compile and present health and social circumstances reports, and facilitate the production of



psychiatric reports to court when required. At times, you may have to give verbal opinions to the courts.

As part of the wider ASCC team, you will be part of a rota mainly covering Bridgwater police custody. You may also need to provide some cover to Taunton, Yeovil and North Somerset Magistrates' Court, and will be part of a "voluntary attenders" project, a service for those individuals who are suspected of committing an offence but interviewed at a police station or other location voluntarily, rather than being arrested and brought into police custody. At times you will be working autonomously, completing rapid assessments and screening reports, but with support available from the senior practitioners and / or Band 6 colleagues. You will also complete monthly data returns as required by the Liaison and Diversion programme.

You will offer professional guidance, advice and an educative role to colleagues working within the criminal justice system, and liaison with community services. This involves a commitment to close partnership working with both statutory and voluntary sector agencies and a commitment to working with an often complex and diverse range of individuals with varying needs.

Date of Job Description: December 2023

Duties and Responsibilities

Communication and Key Working Relationships

To be based in police custody suite and when needed to meet service needs cover magistrates' courts in order to provide holistic, psycho-social assessments of mental health and other vulnerabilities for those coming into contact with the criminal justice system. Following assessment, to identify robust care pathways for individuals where a potential mental health, learning disability or other significant health or social care need has been identified.

To work alongside and provide support and supervision for Band 3 support workers.

You will offer professional guidance, advice and an educative role to colleagues working within the criminal justice system, and liaison with community services. This involves a commitment to close partnership working with both statutory and voluntary sector agencies and a commitment to working with an often complex and diverse range of individuals with varying needs.

With the service users' consent (or where there is a public duty to do this) to provide the police and courts with relevant written information pertaining to the individual in a timely fashion to help inform criminal justice disposal and manage risk.

To work closely and build links with all referring agencies within the criminal justice system, acting as a single point of contact for mental health services and maintaining and promoting positive working relationships with all referring agencies.

If covering Courts, to address the court in person, when necessary, in order to advise the court on the disposal and care pathways of a particular individual.

Where appropriate to refer onto relevant mental health services i.e. CMHT's and Crisis Resolution / Home Treatment Teams.



To build a good working knowledge of the Mental Health Act in relation to the police, courts and the criminal justice system.

Where indicated, to request Mental Health Act assessments at the police station or court in conjunction with the AMHP (Approved Mental Health Professional) Hub or EDT (Emergency Duty Team).

To refer to prison mental health teams where custody is indicated ensuring appropriate information is received along the care pathway

Providing education and training packages to multi-agency staff.

Providing learning experiences for students.

Providing in house training regarding the interface of Mental Health and Criminal Justice practice.

Utilising skills and knowledge gained to impart to Mental Health colleagues.

Acting as a link person between the team and other agencies, maintaining and promoting positive working relationships with all referring agencies.

This role should enable pursuit of special interests, and where possible training will be offered to assist this. The team is also part of Somerset Partnership's Forensic Liaison Service, which provides the opportunity for additional specialist advice and training.

Planning and Organisation

To work autonomously, with the ability to organise and manage time according to delegated workload.

The postholder will deliver a high-quality rapid assessment of health and social care need relating to mental health, learning disability and other vulnerabilities for the Court and Police, and engage with appropriate services to ensure assessment needs are met.

To take an active role in the delivery of locality and Trust objectives, ensuring compliance with policy and procedure.

To ensure that clinical practice is evidenced based, and to encourage an ongoing involvement in research.

To contribute and participate in development of clinical practice and innovative change process.

To demonstrate an active commitment to the development of self and colleagues' practice and service development, ensuring performance indicators and targets are a priority for service delivery.

To lead on, and promote, a model of recovery and social inclusion within a whole systems approach.

Analytics



The postholder will participate in internal and external audit and evaluation in order to support the provision of high quality care and services.

To take part in clinical and consumer audit and implement resulting recommendations

To participate in team/service reviews, and contribute to the production of the annual service description.

Responsibility for Patient / Client Care, Treatment & Therapy

To be responsible for the protection of vulnerable adults and children in line with local safeguarding procedures and in ensuring the appropriate sharing of information.

The postholder will support the recovery model in all aspects of their role.

To work within agreed guidelines and protocols of treatment and care for this client group.

To ensure that treatment and care programmes are led by evidence based practice.

The postholder will have a clear understanding of how the individual's gender, ethnicity, religious beliefs, culture and/or language may affect their presentation, and will adopt their engagement accordingly, referring to specialist services as required.

To adopt a proactive, educative and advocative role for our patients.

To be conversant and possess sound working knowledge of the legal guidelines in relation to criminal justice and mental health including;

Mental Capacity Act 2005
The Mental Health Act 1983, Amendments (2007)
Criminal Justice Act
Police and Criminal Evidence Act
Child Protection/Safeguarding Children
Safeguarding Adults

Policy, Service, Research & Development Responsibility

To possess an excellent working knowledge of care planning, risk formulation, and risk management.

The postholder will work within their professional code of conduct, and with Trust policies and procedures.

To monitor and develop operational and clinical practice within Liaison and Diversion Services by direct and proactive involvement in service provision, staff development, self-development and operational practice.

The postholder will keep up to date with new developments in mental health care and criminal justice initiatives.

To maintain and adhere to clinical standards, and to ensure adherence to all Trust Policies and Procedures.



Responsibility for Finance, Equipment & Other Resources

To ensure allocated equipment (mobile phone / laptop) is responsibly managed in line with trust information governance policy

Responsibility for Supervision, Leadership & Management

To act as shift lead when in police custody, ensuring prioritisation of referrals received, and providing advice and support colleagues.

The postholder will respect the confidential nature of clinical information and adhere to Trust policy.

To participate in clinical and management supervision on a regular basis and undertake an annual appraisal from the Team Manager.

Participating in the process of recruitment, selection and induction of new staff, where appropriate, if relevant training has been completed.

Promoting staff morale and maintaining supportive relationships within the team.

Participating in the development of initiatives within the team and wider service.

To work in collaboration with the criminal justice agencies to ensure that effective risk management systems are in place and contribute to the joint strategy for managing risk between health and criminal justice as appropriate.

To support the Trust/Criminal Justice Agencies in ensuring that staff are aware of their individual roles and responsibilities in terms of achieving service objectives, maintaining standards and adhering to policies and procedures.

To participate in multidisciplinary team meetings/case discussions, both internally and externally.

To participate in business meetings, clinical meetings and others as directed by your line manager.

To attend local and national service wide meetings as team representative when required.

To facilitate group meetings for the support and education of staff, as required.

Information Resources & Administrative Duties

The postholder will keep up to date clinical records on the Trust and criminal justice recording systems.



To regularly record service activity by using a data spreadsheet and completing monthly data returns.

To be responsible for the effective management of clinical records, diary appointments and workload priorities.

To ensure maintenance by staff of accurate and up to date documentation of defendants in police custody and court, and ensuring confidentiality is adhered to.

To ensure that service administration systems are followed.

Any Other Specific Tasks Required

WORKING CONDITIONS

The post will involve working within settings that are not managed by the Trust and working closely with other agencies such as the police and court custody staff. It will also involve carrying out assessments in a wide range of environments which in themselves may increase the individuals' distress.

Enhanced DBS checks/police vetting

Job offers will be based on applicants successful enhanced DBS check and police vetting check.



Review of this Job Description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

General Information

At all times promote and maintain the safety of children by working according to the Trust's Child Protection Policy and supporting guidance. Being pro-active and responsive to child protection concerns by early reporting, recording and referral of issues according to Trust arrangements. Attending child protection training that is appropriate to your role.

Confidentiality

The post holder will maintain appropriate confidentiality of information relating to commercially sensitive matters in regard to Trust business, and also to personal information relating to members of staff and patients. The post holder will be expected to comply with all aspects of the Data Protection Act (1998), the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy.

Equality & Diversity

Somerset NHS Foundation Trust is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

Safeguarding

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact.

Risk Management / Health and Safety

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act 1974, ensure that agreed safety procedures are carried out and maintain a safe environment for employees, patients and visitors.



Records Management

The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

Clinical Governance

The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services.

Prevention and Control of Healthcare Associated Infection

The post holder is expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

Smoking

The Trust operates a 'non-smoking' policy. Employees are not permitted to smoke anywhere within the premises of the Trust or when outside on official business.

Policies & Procedures

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or external website or via your manager.

Sustainability Clause

Somerset NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to think about their actions in the course of their work and make positive steps to reducing, reusing and recycling wherever and whenever possible.



Person Specification

This is a specification of the Qualifications, Skills, Experience, Knowledge, Personal Attributes and Other Requirements which are required to effectively carry out the duties and responsibilities of the post (as outlined in the Job Description).

Requirement	Essential / Desirable	How Assessed
<u>QUALIFICATIONS & TRAINING</u> <u>Evidence of Qualifications required</u> A professional qualification relevant to mental health practice. Either RMN/Degree/Diploma in Nursing, CQSW/Degree/Diploma in Social Work, Degree in Occupational Therapy, Current relevant professional registration.	E E E	Interview & Application form
<u>KNOWLEDGE & EXPERIENCE</u> Significant experience and knowledge (minimum of 2 years post qualification) of working with people with mental health problems. A good understanding of holistic assessment, recovery principles (including health and social care assessments) and the role of secondary mental health services in the delivery of care. Significant experience of assessing risk and developing risk management plans. Experience of undertaking autonomous assessments. Evidence of continuing professional development relevant to the clinical area. Experience of providing supervision. Experience of working in a community mental health setting. Experience of working within a Forensic/Criminal Justice environment. Good knowledge of resources and working practices across Health and Social Care, including substance misuse, learning disability, children's services and housing.	E E E E E D D D D	
<u>SKILLS & ABILITIES</u>		



<p>Compassionate with the ability to communicate effectively with patients, carers and relatives about complex and sensitive issues remaining sensitive and empathetic.</p> <p>Ability to work under pressure and on own initiative.</p> <p>Treat Service Users with respect and dignity, being culturally sensitive as appropriate, and consider the needs of the whole person.</p> <p>Able to work collaboratively with partnerships and other agencies.</p> <p>Ability to compile and present written and verbal reports.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	
<p><u>PERSONAL QUALITIES</u></p> <p>Compassionate - Open minded, treats colleagues, patients, carers and relatives with dignity and respect.</p> <p>Ability to work proactively as part of a team.</p> <p>Ability to make decisions under pressure.</p> <p>Ability to motivate others to, and to embrace, change.</p> <p>Experienced and confident in positively managing risk Self reliant and resilient able to respond positively to challenging situations.</p> <p>Understand the importance of professional development and reflective practice supported by supervision and training.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
<p><u>COMMUNICATION SKILLS</u></p> <p>Evidence of a good standard of Literacy / English language skills</p>	<p>E</p>	
<p><u>PLANNING & ORGANISING SKILLS</u></p> <p>Ability to manage pressured work load.</p> <p>Ability to manage challenging and emotionally demanding situations.</p>	<p>E</p> <p>E</p>	



<u>PHYSICAL SKILLS</u> Required to use appropriate level of Personal Safety techniques to deal with challenging clients or incidents as per mandatory training.	E	
<u>OTHER</u>		
SUPPORTING BEHAVIOURS To carry out this role successfully the post holder needs to be fully aware of and adhere to Trust values/standards and reflect these as their behaviours: <ul style="list-style-type: none"> • Kindness • Respect • Teamwork 		



Department Organisational Chart

Forensic Service

Service Manager

Operational Service
Manager

IIRMS

- Lead Forensic Psychologist
- OT
- Engagement worker

OPD

- Forensic Psychologist
- Assistant Psychologist

Specialist Forensic
Community Team
(SFCT)

- Team Manager
 - Case officers
- (This service is currently pending expansion and will include an MDT team, psychology and psychiatry)

Advice, Support in
custody & Court (ASCC)
(Advertised Team)

- Team Manager
- Clinical Lead
- **Band 6 Practitioners (advertised post)**
- C&YP Social Worker
- Band 5 Practitioners
- Band 4 Recovery workers
- Band 4 ST&R Worker
- Team Administrators



SUPPLEMENTARY INFORMATION

Physical Effort	Yes	No	If yes – Specify details here - including duration and frequency
Working in uncomfortable / unpleasant physical conditions	x		Requirement to work within restricted criminal justice settings e.g. police and court cells, custody environment.
Working in physically cramped conditions	x		Requirement to work within restricted criminal justice settings e.g. police and court cells, custody environment.
Lifting weights, equipment or patients with mechanical aids		x	
Lifting or weights / equipment without mechanical aids		x	
Moving patients without mechanical aids		x	
Making repetitive movements		x	
Climbing or crawling		x	
Manipulating objects		x	
Manual digging		x	
Running		x	
Standing / sitting with limited scope for movements for long periods of time	x		Occasionally when talking with a service user.
Kneeling, crouching, twisting, bending or stretching	x		Occasionally when talking with a service user.
Standing / walking for substantial periods of time	x		Occasionally when talking with a service user. Moving between team bases.
Heavy duty cleaning		x	
Pushing / pulling trolleys or similar		x	
Working at heights		x	
Restraint ie: jobs requiring training / certification in physical interventions		x	
Mental Effort	Yes	No	If yes - Specify details here - including duration and frequency
Interruptions and the requirement to change from one task to another (give examples)	x		May be to respond to a call from a patient or to give advice to colleagues and/or police or court professionals.



Carry out formal student / trainee assessments	x		At times, if a student in the team.
Carry out clinical / social care interventions	x		At times, if required from custody.
Analyse statistics	x		Required to keep Dataset up to date.
Operate equipment / machinery	x		Standard Trust IT equipment
Give evidence in a court / tribunal / formal hearings	x		
Attend meetings (describe role)	x		
Carry out screening tests / microscope work		x	
Prepare detailed reports	x		Court Assessment/Screening Reports
Check documents		x	
Drive a vehicle	x		Requires a full valid license to drive between bases and at times to transport service users.
Carry out calculations		x	
Carry out clinical diagnosis		x	
Carry out non-clinical fault finding		x	
Emotional Effort	Yes	No	If yes - Specify details here - including duration and frequency
Processing (eg: typing / transmitting) news of highly distressing events	x		
Giving unwelcome news to patients / clients / carers / staff	x		
Caring for the terminally ill		x	
Dealing with difficult situations / circumstances	x		
Designated to provide emotional support to front line staff	x		
Communicating life changing events	x		
Dealing with people with challenging behaviour	x		
Arriving at the scene of a serious incident		x	
Working conditions – does this post involve working in any of the following:	Yes	No	If yes - Specify details here - including duration and frequency
Inclement weather		x	
Excessive temperatures		x	



Unpleasant smells or odours	x		When working with service users who have poor self / environmental care
Noxious fumes		x	
Excessive noise &/or vibration	x		
Use of VDU more or less continuously	x		On some days when a number of reports may be required
Unpleasant substances / non household waste		x	
Infectious Material / Foul linen		x	
Body fluids, faeces, vomit	x		
Dust / Dirt		x	
Humidity		x	
Contaminated equipment or work areas	x		
Driving / being driven in Normal situations	x		
Driving / being driven in Emergency situations		x	
Fleas or Lice		x	
Exposure to dangerous chemicals / substances in / not in containers		x	
Exposure to Aggressive Verbal behaviour	x		
Exposure to Aggressive Physical behaviour	x		



Department Core Purpose

The Forensic service provides intervention for service users in Somerset who experience mental health difficulties and are in contact with the criminal justice system, or who present with significant risks to others.

ASCC Team

The team's primary role is to complete mental health and other vulnerability assessments in criminal justice settings and identify unmet needs with a view to referring on to a range of relevant health and social care services.

The Knowledge and Skills Framework (KSF) outline for this post which demonstrates the skills and competencies required once in post should be considered in conjunction with this document.

Job Profile Agreement

Agreed and Signed:	(Manager)	Date:	
Agreed and Signed:	(Post Holder)	Date:	
Date Role Description is Effective From:			

