

## JOB DESCRIPTION & PERSON SPECIFICATION

**Job Title:** Senior Physical Health Practitioner

**Band:** 7

**Department:** Physical Healthcare Team/ Forensic Services

**Location and mobility:** Your normal place of work will be Chase Farm. However, you may be required to work at any other location of the Trusts, including travelling to appropriate meetings, outside of the borough, as required.

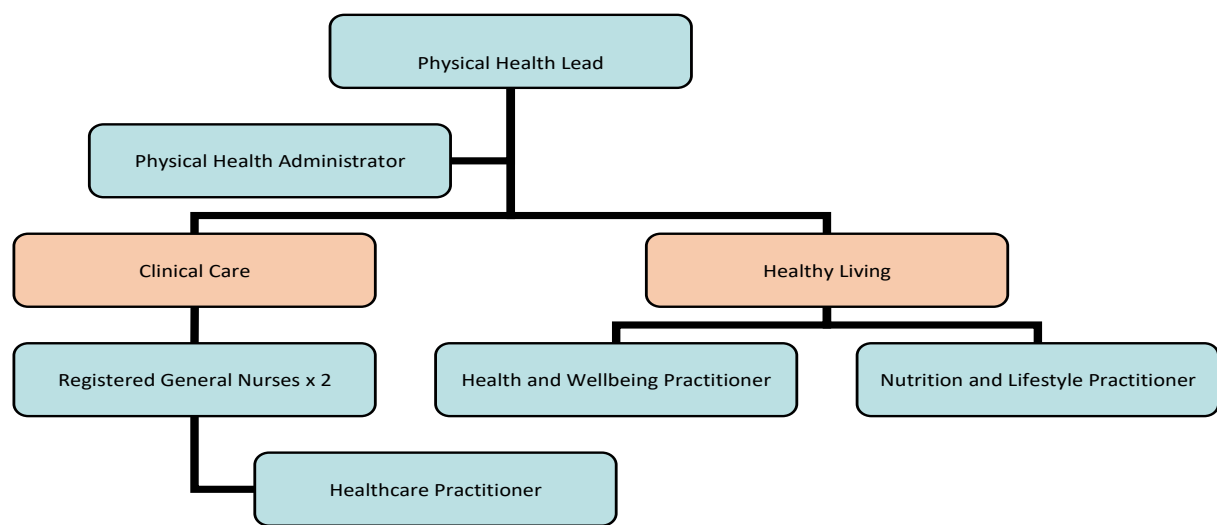
**Accountable to:** Head of Physical Health

**Responsible to:** Head of Nursing

### WORKING RELATIONSHIPS:

**Internal:** Multidisciplinary Teams  
Team Leaders and Managers  
Senior Managers  
Administrative Staff  
Primary care providers sub-contracted by the service

**External:** Secondary Care  
General Practitioners  
Infection Control  
Trust Physical Health Teams



## **JOB SUMMARY:**

The post holder will work as a Senior Physical Health Practitioner within the Forensic Service Physical Health Team providing comprehensive physical healthcare across inpatient services, with a degree of outreach work into our community teams.

The post holder will provide high quality care and a safe and therapeutic environment to patients experiencing mental health problems / physical health difficulties. To take charge on a regular basis and assist in the supervision and/or development of junior staff, nurses, support workers and students, as well as support the development of evidence-based practice. To achieve this, strong relationships with stakeholders will need to be developed and maintained through collaborative working.

The post holder will be expected to work both under supervision and independently ensuring they work in line with trust-wide aims and values, promoting physical health within mental health settings and helping people live fuller, longer and more independent lives.

### **Working Environment**

A secure inpatient environment with patients detained under the 1983 Mental Health Act (amended 2007), many of whom suffer from a severe and enduring mental illness which may present itself at times in challenging behaviour to others or the environment.

## **TASKS AND RESPONSIBILITIES:**

### **1. Clinical Care**

- 1.1. Using clinical judgement and expertise, be responsible for the co-ordination, assessment, planning, implementation and evaluation of individual patient programs of care, ensuring appropriate management of risk in delivery of any physical healthcare interventions.
- 1.2. Independently manage a caseload of patients who may have long term conditions or complex physical health needs and to be responsible for the physical health aspects of the care plan, including liaison with other disciplines within the MDT and external agencies
- 1.3. Ensure that individual care plans are completed and maintained in conjunction with patient, relatives and other Health Care Professionals, and in accordance with NMC guidelines
- 1.4. Support empowerment of patients having regard for their dignity, rights and advice, whilst maintaining professional responsibility for individuals in our care.
- 1.5. Use advanced communication skills to ensure effective engagement with a range of audiences when delivering healthcare interventions, including to those with impaired cognition and barriers to communication.
- 1.6. Support ward and MDT staff in the management of patients' physical health when they are experiencing a period of challenging behaviour due to extremely poor mental health; including periods of seclusion.
- 1.7. Ensure staff understand and adhere with the trust rapid tranquillisation policy and the required physical health interventions
- 1.8. Be a highly visible role model within Specialist Services, working alongside the wider multidisciplinary team.
- 1.9. Promote high standards of clinical practice through the demonstration of clinical expertise
- 1.10. Assess, monitor and ensure compliance with NICE guidelines, Trust policies and procedures and address any barriers to effective service delivery.
- 1.11. Support the community transition manager in liaison and ensuring continuity of care for patients transitioning into the community
- 1.12. Ensure equipment, including resus bags, are regularly checked and maintained

### **2. Communication**

- 2.1. Use advanced communication skills to ensure effective and sensitive engagement with a range of audiences when delivering healthcare interventions, including to those with impaired cognition and barriers to communication.
- 2.2. Relay highly complex clinical information to relevant clinical staff to ensure results/actions required are communicated, recorded and followed up as appropriate.
- 2.3. Sensitively communicate highly complex or potentially distressing clinical information to patients, carers or members of the MDT, including end of life care
- 2.4. Liaise with acute trusts ensuring effective information / clinical handover and follow up for patients referred for to secondary care

- 2.5. Organise, participate and chair meetings relating to Physical Health or as requested by the Head of Physical Health

### **3. Information, Audit and Research**

- 3.1. Ensure accurate and timely documentation in the patient's electronic or supplementary paper record
- 3.2. Ensure that all information of confidential nature gained in the course of duty is not divulged to third parties according to NMC guidelines
- 3.3. Produce/utilise highly complex clinical and management information to inform decision making and work closely with other team leaders to ensure an equitable spread of resources to meet demand, to minimise waiting times and ensure treatment delivery remains accessible, timely and convenient.
- 3.4. To actively promote and encourage research and evidence-based care, including participating and collaborating in research and QI projects, leading on identified physical health work streams as required.
- 3.5. To undertake clinical audit as directed by the Head of Physical Health, including audit design, information gathering and analysis, report production with recommendations.
- 3.6. To evaluate service and staff performance using a range of information sources to identify and implement service improvements in conjunction with the Head of Physical Health.

### **4. Training, Education and Development**

- 4.1. Support the delivery of physical healthcare training in collaboration with the head of physical health team across inpatient wards, community settings and other specialist services
- 4.2. To ensure course material produced and delivered for training is evaluated and results analysed; implementing changes as required.
- 4.3. Attend and present at study days/courses as directed by the Head of Physical Health and Head of Nursing
- 4.4. Lead and encourage physical health evidence based practice development
- 4.5. To work in collaboration with matrons, service managers and ward managers in facilitating the creation of positive learning environments where staff development is supported and encouraged
- 4.6. Regularly update own clinical knowledge through training, clinical discussion and literature review
- 4.7. Undertaken all mandatory training and continue professional development where available
- 4.8. Co-ordinate ward based learning and other CPD programs as required to staff in clinical areas
- 4.9. Provide clinical supervision to junior staff as required
- 4.10. Participate in in-service and external training in keeping with personal development plan to develop relevant skills and knowledge
- 4.11. Be a reflective practitioner, evaluating the effectiveness of your own work and learning from experience, including proactive use of supervision and appraisal process

- 4.12. Be aware of the limitations of own clinical knowledge and seek advice as necessary
- 4.13. To attend regular supervision with the Head of Physical Health and positively participate in appraisal processes

## **5. General**

- 5.1. As part of the Physical Health Team, develop and implement policies and protocols across the service as required
- 5.2. Attend ward business meetings as required
- 5.3. Ensure the safe and appropriate use of equipment, ensure stocks are monitored and maintained
- 5.4. Authorise agency timesheets as required
- 5.5. Contribute to the development of local physical health policies and support their implementation across the service
- 5.6. Representation and participation at trust wide meetings on behalf of the Head of Physical Health
- 5.7. Take bloods and other samples as required
- 5.8. To support the operation of the Clozapine Clinic in conjunction with the Physical Health Team

## **6. Professional**

- 6.1. Adhere to all appropriate NMC guidelines / regulations.
- 6.2. Adhere to all Trust policies and procedures, and protocols within the defined timescales, Healthcare Commission standards and guidelines, Department of Health guidelines and legislations, including the Mental Health Act and Code of Practice
- 6.3. Ensure compliance with key performance indicators
- 6.4. To promote a positive and professional identity for the physical health team
- 6.5. To ensure that all activities are provided in accordance with the Health and Safety procedure, fire regulations and security policies of Barnet, Enfield and Haringey Mental Health Trust.

## **JOB DESCRIPTION – CORE ADDITIONAL INFORMATION FOR ALL EMPLOYEES**

### **MOBILITY**

As an employee of this organisation you may be asked to carry out duties at any of its establishments, at any time throughout the duration of your contract.

### **HEALTH and SAFETY**

It is the duty of all employees to ensure that a safe working environment and safe working practices are maintained at all times. It is also the responsibility of management to do so.

### **INFECTION CONTROL**

All staff will be expected at all times to practice in accordance with the infection control standard specified in the policies of the organisation.

### **RISK MANAGEMENT**

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

### **HEALTH PROMOTION**

This organisation is committed to helping people live a healthier life. All staff are encouraged to make healthier choices and to be aware of the range of health promotion information and local policies that support the promotion of health and the prevention of ill health e.g. food and nutrition, stress management etc.

All clinical staff are reminded of their individual professional responsibilities for the promotion of health, by providing up to date and relevant best practice advice, in supporting their patients/clients to live a healthy life.

### **FLEXIBLE WORKING**

This organisation is committed to offering flexible, modern employment practices which recognise that all staff need to strike a sensible balance between home and work life. All requests to work flexibly will be considered

### **SMOKING**

As part of its responsibility for the promotion of health and prevention of ill-health this organisation is a non-smoking organisation. Staff are not permitted to smoke within or on any of the organisation's premises and are strongly urged not to smoke outside such premises in areas where they may be seen by patients and visitors.

### **EQUAL OPPORTUNITIES**

In line with the organisation's Equal Opportunities Statement, this organisation is committed to ensuring and promoting the rights of all people to equality of opportunity and all staff are required to abide by and promote this.

### **POLICIES AND PROCEDURES**

All employees, at all times are subject to the policies and procedures of this organisation

## **SAFEGUARDING CHILDREN & VULNERABLE ADULTS**

Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well being of children and vulnerable adults.

Familiarisation with, and adherence to, the appropriate organisational Safeguarding Policies and any associated guidance is an essential requirement of all employees as is participation in related mandatory/statutory training. All employees must ensure that they understand and act in accordance with this clause. If you do not understand exactly how this clause relates to you personally then you must ensure that you seek clarification from your immediate manager as a matter of urgency. Equally, all managers have a responsibility to ensure that their team members understand their individual responsibilities with regard to Safeguarding Children and Vulnerable Adults

## **DATA PROTECTION**

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific registered purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

## **CONFIDENTIALITY**

This organisation attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, and other data held and processed by the organisation. All data should be treated as confidential and should only be disclosed on a need to know basis. Some data may be especially sensitive and is the subject of a specific organisational policy, including information relating to the diagnosis, treatment and/or care of patients, individual staff records and details of contract prices and terms. Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data. Due to the importance that the organisation attaches to confidentiality disciplinary action will be taken for any breach of confidentiality. All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.

All employees should be mindful of the six information management Caldicott principles when dealing with data belonging to the organisation and person identifiable information.

Justify the purposes of using confidential information.

Only use it when absolutely necessary.

Use the minimum that is required.

Access should be on a strict need to know basis.

Everyone must understand his or her responsibilities.

Understand and comply with the law.

If there is any doubt whether or not someone has legitimate access to information, always check before you disclose.

## **STANDARDS OF BUSINESS CONDUCT FOR NHS STAFF & CODES OF CONDUCT**

You are required to act at all times in accordance with the relevant professional Codes of Conduct and Accountability (including, where applicable, those for Board Members). In addition, all management staff must comply with the Code of Conduct for NHS Managers. All staff are required

to act in accordance with the rules and regulations as described in the organisation's Standing Orders and Standing Financial Instructions.

The organisation reserves the right to report any activity, incident or suspicion of behaviour likely to be deemed a breach of a professional code of conduct to the appropriate professional body. This decision as to whether such a report will be made will only be taken by the appropriate service Director after he/she has fully considered the available facts. At all times, the safety of the public, staff and the reputation of the employing organisation and the wider NHS will be key points for consideration before any report is made.

### **MANDATORY TRAINING**

All staff are required to attend any training designated by the organisation and/or service as mandatory (compulsory) for the position held or to provide evidence of previous, recent equivalent training at a level appropriate to the post held.

### **SATISFACTORY CLEARANCES**

For all posts where the appointment is subject to satisfactory clearance via the Criminal Records Bureau or Independent Safeguarding Authority, or any other successor agency, it should be clearly understood that the post holder must maintain satisfactory clearance status throughout his/her employment in the post.

### **PROFESSIONAL REGISTRATION**

With respect to any post for which the appointment is subject to holding a specific professional registration, as set out in the person specification for the post, it should be clearly understood that the post holder must maintain satisfactory registration status throughout his/her employment in the post.

## **ADDITIONAL CLAUSE FOR ALL MANAGERS**

### **RISK MANAGEMENT**

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed and that staff receive appropriate training, that a local risk register is developed and regularly monitored and reviewed. Significant level risk must be reported through the Quality Improvement and Risk Committee (QIRC) network. Risk registers need to be submitted to the Support Services Manager or other nominated officer, on an annual basis.

## **ADDITIONAL INFORMATION FOR ALL STAFF**

Where relevant, further information regarding these core clauses can be found in each employee's written statement of terms and condition of employment (contract documentation).

## **NHS VALUES**

**It is recommended that where possible the NHS values below are reflected in job descriptions.** Please go to the NHS Confederation website for further information [www.nhsconfed.org](http://www.nhsconfed.org)

## **RESPECT AND DIGNITY**

We value each person as an individual, respect their aspirations and commitments in life, and seek to understand their priorities, needs, abilities and limits. We take what others have to say seriously. We are honest about our point of view and what we can and cannot do.

## **COMMITMENT TO QUALITY OF CARE**

We earn the trust that is placed in us by insisting on quality and striving to get the basics right every time – safety, confidentiality, professional and managerial integrity, accountability, dependable service and good communication. We welcome feedback, learn from our mistakes and build on our success.

## **COMPASSION**

We find the time to listen and talk when it is needed, make the effort to understand and get on and do the small things that mean so much – not because we are asked to but because we care.

Improving lives

We strive to improve health and well being and people's experiences of the NHS. We value excellence and professionalism wherever we find it – in the everyday things that make people's lives better as much as in clinical practice, service improvements and innovation.

## **WORKING TOGETHER FOR PATIENTS**

We put patients first in everything we do, by reaching out to staff, patients, carers, families, communities and professionals outside the NHS. We put the needs of patients and communities before organisational boundaries.

## **EVERYONE COUNTS**

We use our resources for the benefit of the whole community, and make sure that nobody is excluded or left behind. We accept that some people need more help, that difficult decisions have to be taken – and that when we waste resources we waste other's opportunities. We recognise that we all have a part to play in making ourselves and our communities healthier.

## **DIGNITY AT WORK STATEMENT**

Barnet, Enfield & Haringey Mental Health NHS Trust is committed to treating all of our staff and patients with dignity and respect. You are responsible for behaving in a way that is consistent with these aims. This includes not discriminating unfairly in any area of your work and not harassing or otherwise intimidating other members of staff.

## **Values-based Model**

### **Accountability and Achieving results**

You act as an ambassador for the Trust by taking personal accountability and responsibility for your workload.

You always achieve the best possible outcome by striving for excellence, high quality standards and achieving results in everything you do.

### **Building Relationships & Team Working**

You develop and maintain effective relationships with key partners, providers and stakeholders.

You build effective relationships with a range of key stakeholders which are based on openness, honesty, trust and confidence.

Your contribution towards a 'one team culture' by providing on-going support within your borough, service and team.

### **Change Focus**

You recognise, understand and anticipate the need for change, use it successfully and adapt to changing demands and conditions to improve organisational performance.

### **Collaborative & Partnership working**

You build strong partnerships in a team, with other boroughs, services, other organisations for the benefit of our patients, carers and service users with the aim of collaboratively achieving organisational strategic priorities. In practice this means consulting with and establishing professional working partnerships that lead to excellence in delivering services. This also involves encouraging and supporting others so that we contribute to their success.

### **Communication & Customer Focus**

You speak clearly, fluently and in a convincing manner to both individuals and groups. You provide a high quality customer focus service to our patients, carers, staff and other stakeholders putting the customer first in every interaction.

### **Creativity and Innovating**

You produce new ideas, creative approaches or insights to work-related issues. You create innovative service or designs by identifying fresh approaches and show willingness to question traditional assumptions. You produce a range of solutions to problems and see opportunities for organisational improvement and devises effective change interventions.

### **Decision making**

Makes prompt, clear decisions, which may involve tough choices or considered risks. Takes responsibility for actions, projects and people. Takes initiative, acts with confidence and works under own direction. Initiates and generates activity.

**Enablement is based around the principles of recovery + social inclusion.**

Enablement provides support and interventions which enhance and promote recovery, social inclusion, and community integration to maximise resilience and independence. Key to the delivery of this model are the principles of coproduction and Values Based Practice.

### **Inspirational Leadership**

You provide inspirational leadership by innovating, motivating and empowering others to create a high performing organization.

### **Planning and implementation**

You generate viable action plans, putting them into operation and then monitoring progress to ensure objectives are achieved.

This involves anticipating what is required to deliver excellence and the resources (human, capital or financial) that will be required to successfully implement the plan. This involves planning actions in a coordinated way, setting clear milestones and other performance measures / success factors and regularly monitoring progress as the plan is implemented.

### **Problem Solving**

You identify and understand the causes of problems and use a range of methods or approaches to arrive at effective solutions. In practice this involves assimilating important information, possibly from a number of sources, without being distracted by irrelevant facts. This means taking into consideration the relevant tangible and intangible factors to arrive at the best possible solution that will enable organisational objectives to be achieved.

### **Thinking broadly**

The ability to think broadly, to see the whole picture and identify patterns and connections between situations that are not obviously related.

## PERSON SPECIFICATION

### GENERAL INFORMATION

**Job Title:** Senior Physical Health Practitioner

**Band:** 7

**Department:** Physical Healthcare for Specialist Services

A person specification should comprise of a list of attributes required of the role. Essential criteria are those without which, the post holder would be unable to adequately perform the job. Desirable criteria are those that may enable the candidate to perform better or require a shorter orientation period. You should not include any reference to numbers of years' experience unless justified.

REQUIREMENTS	ESSENTIAL	DESIRABLE	Assessment Type  Interview (I) /Test (T) /Application (A)
<b>EDUCATION AND QUALIFICATIONS</b>	First degree plus post graduate diploma specialist training, experience, short courses plus further specialist training to masters equivalent level  NMC Registered Nurse – RGN	Health Promotion or Teaching qualification (PG Certificate Practice Education or equivalent) or willingness to undertake.  Accredited training in chronic disease management  Prescribing qualification	Registration check  Application Form
<b>EXPERIENCE AND KNOWLEDGE</b>	A minimum of 12 months experience in Band 6 nursing role in acute or mental health settings	Experience working within MH/secure/ forensic care	Application Form.  Interview  References

	<p>Demonstrable knowledge around national policy and guidance (in and outside of the NHS) associated with physical health and wellbeing</p> <p>Co-ordinating projects in complex and challenging environments.</p> <p>Experience of setting up and implementing internal processes and procedures</p> <p>Experience of working in a multi-disciplinary team and with patients with complex needs.</p> <p>Experience of research and audit</p> <p>Knowledge of relevant and current legislation and their implications on practice (Mental Health Act, ECC, NSF, etc.)</p> <p>Professional Development</p>		
<b>SKILLS AND ABILITIES</b>	<p>Knowledge of change management and how to apply.</p> <p>Excellent communication skills.</p> <p>Ability to work on autonomously and meet clinical and managerial deadlines.</p>	Clinical and managerial leadership skills	<p>Application Form</p> <p>Interview</p> <p>References</p>

	<p>Experience of developing and delivering training programs</p> <p>Demonstrated capability to act upon incomplete information, using experience to make inferences and decision making</p> <p>Experience in clinical audit / effectiveness / service evaluation.</p>		
<b>PERSONAL QUALITIES</b>	<p>Flexible and adaptable</p> <p>Ability to influence.</p>		<p>Interview</p> <p>References</p>
<b>OTHER REQUIREMENTS</b>	<p>Ongoing post-qualification development/CPD</p>		<p>Portfolio</p> <p>Interview</p>

Date: