

JOB DESCRIPTION

Oxford Health NHS FT

Oxford Health is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Job Title: Community Mental Health Nurse/ Occupational Therapist (Care Coordinator)
Band: 6
Responsible to: Team Manager
Accountable to: Team Manager
Place of work: The Elms Centre, Oxford Rd, Banbury, OX16 9AL
Hours: 37.5hrs

Author: [Kola Gamel](#)
Creation Date: 1 November 2013
Last Updated: April 2024, Philip Parker
Document Ref: [HR\STAFF\JD\JOB TITLE](#)
Version: 1

JOB PURPOSE

Oxford Health is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

The post holder will work within the Older Adult Mental Health Team, providing mental health assessment and treatment in the community for patients with mental health needs identified within Cluster 4-21, supporting patients to work towards their own recovery. The post holder will act as CPA Care Coordinator for a defined case load and undertake Duty and Memory Clinic assessments. The post holder will also provide home treatment for patients experiencing a mental health crisis.

DUTIES AND RESPONSIBILITIES

Main Tasks:

- To work independently as part of a multi-disciplinary team to, assess, plan and implement patient specific programmes of care/interventions under the Care Programme Approach, contributing to the continuous assessment of patients.
- To undertake complex mental health assessments as part of the Duty process using your professional knowledge and skills and evidence-based practice.
- To function effectively across a variety of environments (e.g. ward, department, homes etc.) involving changing and demanding conditions
- To use a comprehensive range of verbal and non-verbal communication tools to communicate effectively with patients, their careers and families and colleagues. This may include people who may have difficulties with understanding or communication.
- To work in partnership with patients and carers to agree goals and treatment proposals, gaining valid informed consent where appropriate.
- To have a working knowledge and understanding of the relevant legal frameworks: Mental Health Act, Mental Capacity Act, NHS and Community Care Act, National Assistance Act
- To work in partnership with patients to assess their progress against mutually agreed goals, amending care plan as appropriate.
- To deliver a range of therapeutic interventions in line with professional requirements (appendix 1) and in accordance with the job specification
- To be responsible for own time management and the prioritisation of a caseload
- To participate in clinical/professional and managerial supervision and provide practice / clinical supervision to designated registered and non-registered staff within the OAMHT.
- To participate in the Trust appraisal process
- To delegate appropriate duties to junior registered and support staff, providing relevant direction and oversight
- Together with colleagues, develop comprehensive contingency plans in the event of a crisis with patients, families and carers.
- To manage patient discharge in a safe and timely manner, ensuring liaison with primary care colleagues: to ensure that family and carers are where appropriate advised of the patients discharge arrangements: with timely completion of documentation.

- To attend designated team meetings
- To participate in the clinical education and support of members of the OAMHT and the wider Community Service, non-registered staff and students
- To manage and contain stressful and emotional situations in an empathetic manner supporting patients and their families and colleagues.
- To develop partnership working with all relevant agencies/services/individuals to support optimal care for patients.
- To undertake a competency assessment and any required training if extending Scope of Professional Practice
- To use the care clustering packages to inform and develop plans of care.
- To be responsible for maintaining own competency to practice through CPD activities and maintain a portfolio which reflects personal development. This will also support requirements for registrations with the HCPC/NMC
- To undertake professional leadership roles as required

Other Responsibilities:

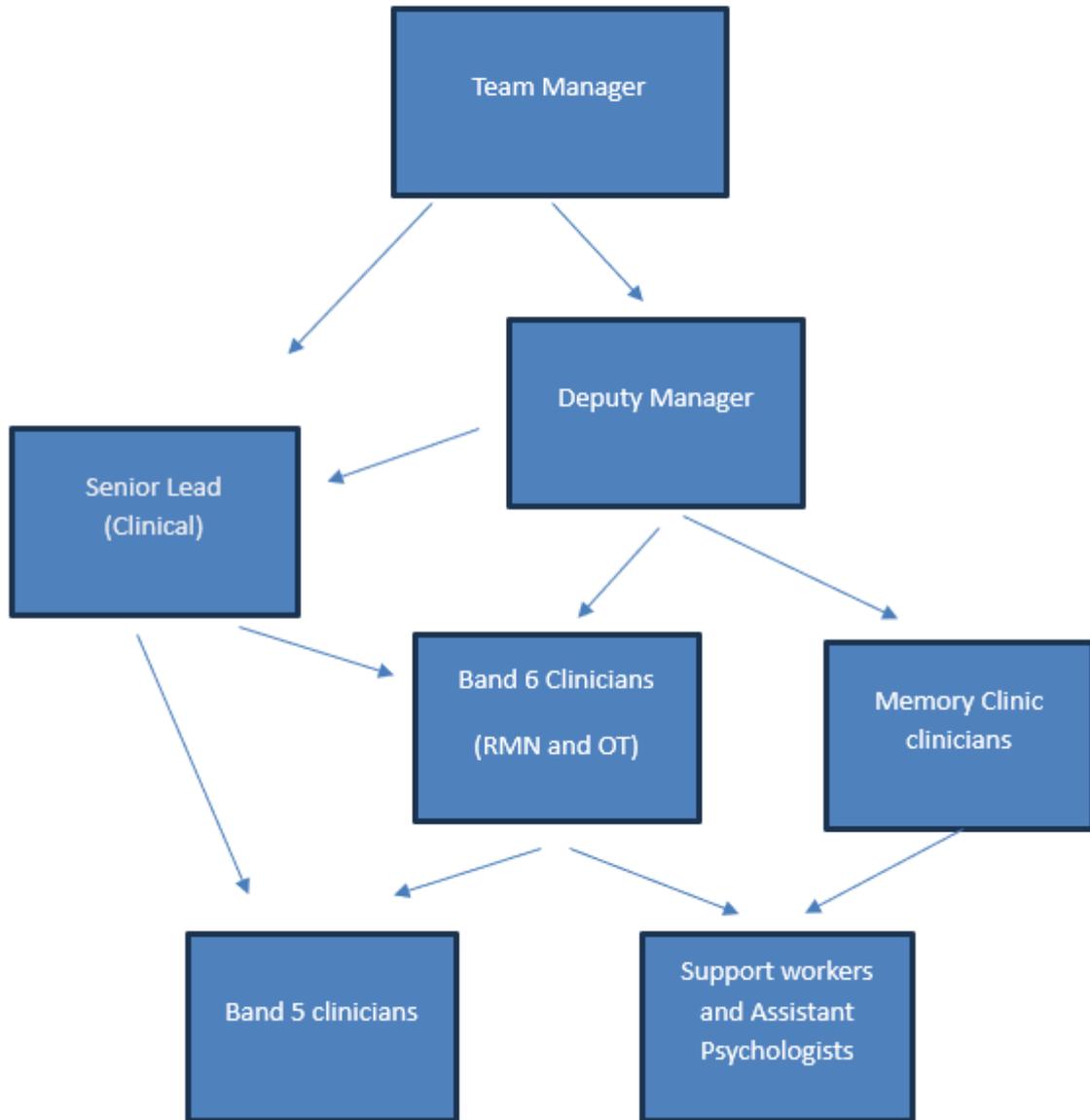
1. To ensure confidentiality and security of patient data is maintained at all times complying with OHFT Policies and procedures in line with the Data Protection Act
2. To ensure all electronic records are updated and complete within the standard for the Trust (e.g. 24 hours for progress notes)
3. To attend appropriate statutory and mandatory training courses in line with requirements of the role
4. To maintain standards of professional practice as required by relevant professional body.
5. To participate and lead in service improvement initiatives.
6. To carry out any other reasonable duties as requested by a manager of the Trust to ensure quality of service

Safeguarding

1. To recognise that promoting the welfare and safeguarding of children, young people and vulnerable adults is everyone's business and access training and supervision as appropriate to the role.
2. To support the organisation in ensuring patients are protected from abuse, or the risk of abuse and their human rights are respected and upheld.
3. To ensure concerns are responded to appropriately in line with the Trust's Safeguarding Vulnerable Adults Policy and the Child Safeguarding Policy and interagency safeguarding procedures.
4. To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Disclosure and Barring Service (DBS)

Organisational Structure:

|



CODE OF CONDUCT

All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, DoH Code of Conduct for Senior Managers).

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

In addition to undertaking the duties as outlined above, the post-holder will be expected to fully adhere to the following:

Personal Development

- To actively participate in an annual performance review (appraisal) and the development and implementation of a personal development plan.
- To take responsibility for their own professional development ensuring professional standards are maintained and statutory and mandatory training is in date.
- To attend any training as requested.

Code of Conduct

- To adhere to the Professional Code of Conduct relating to your profession (if applicable).
- To uphold the principles and values set out in the NHS Code of Conduct for Managers.
- To support the organisation in developing an effective work/life balance for employees that meets the needs of the organisation.
- To ensure that the health and wellbeing of patients is at the centre of all activities and that all staff engage and communicate with patients as appropriate.
- To always promote quality and safety of patients, visitors and staff thus enabling the Trust to meet its regulation requirements (Care Quality Commission Registration – Regulations and Outcomes) that relate most directly to patients and also strive for continuous quality improvement.

Equal Opportunities/Diversity

- To observe Oxford Health NHS Foundation Trust's Equal Opportunities Policy providing equality of treatment and opportunity to employees, service users and service providers irrespective of sex, sexuality, age, marital status, ethnic origin or disability.

Health & Safety

- To take responsibility for the health & safety of themselves and other persons who may be affected by their omissions or actions at work.
- To promote the Trust's Health and Safety Policy and ensure matters are managed in accordance with it.
- To co-operate with the Trust to ensure that statutory and departmental regulations are adhered to.
- Report accidents, incidents and near misses, implementing corrective action where necessary.

Infection Control

- To comply with Trust policies for infection control and hand hygiene such as hand hygiene, decontamination Policy, uniform and workwear code and standard precautions Policy to reduce the spread of healthcare-associated infections (HCAIs).

- Employees with clinical responsibilities must incorporate into their clinical activities up to date evidence that supports safe infection control practices and procedures, such as the use of aseptic techniques and the safe disposal of sharps.

Confidentiality and Data Security

- To comply fully with the duties and responsibilities outlined the the Trust's Information Governance Policy.
- To comply with the Data Protection Act 1998, NHS Confidentiality guidelines (eg. Caldicott, GMC) and any code of practice on Confidentiality and Data Protection as accepted by the Trust. Departmental codes of practice and procedures for confidentiality are available from the head of department.
- To ensure that all information collected, stored and used is done so in compliance with the above Act and any relevant Trust Policy.
- To preserve the confidentiality of any information regarding patients, staff records in your area (in connection with their employment) and the Trust business. This obligation shall continue in perpetuity.
- To raise any matters of concern with your Manager/Director

Safeguarding

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring service users are protected from abuse or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the Trust's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Criminal Records Bureau.

Other

- To be aware of and work in line with all Trust policies and procedures.
- To carry out any other tasks as reasonably directed.

PERSON SPECIFICATION

| | | |
|-------------------------------------|---|---|
| Band: | | |
| | | |
| Criteria for Selection | Essential Requirements | Desirable Requirements |
| Education and Training | <ul style="list-style-type: none"> Registered Professional Qualification (Mental Health Nurse or Occupational Therapy) Evidence of Continuing Professional Development (CPD) portfolio | <ul style="list-style-type: none"> Post graduate education specifically relating to client group (Post basic qualification in community care/ research awareness/ management) Approved Mental Health Professional |
| Occupational Experience | <ul style="list-style-type: none"> To have experience of working within a multidisciplinary team To have relevant experience in community care and have specific clinical expertise in mental health Formal /informal teaching including supervising student placements Providing clinical and or managerial supervision Clinical audit To have an understanding of OAMHTs and interdisciplinary working To have experience of supervising other staff To be able to carry out moderate to intense physical effort throughout the working day and carry out concurrent activities | <ul style="list-style-type: none"> Experience of supervising and managing staff Experience of providing leadership Non-medical prescriber |
| Skills required – IT / Admin | <ul style="list-style-type: none"> To be IT literate To have excellent English verbal and written communication skills To be able to prioritise effectively To show evidence of sound problem solving skills | |

| | | |
|---------------------------|---|--|
| | <ul style="list-style-type: none"> • To be able to work collaboratively as part of a team • To understand the legal responsibilities of the profession • To have experience and be competent in Risk Management • A specialist knowledge and clinical expertise in community mental health in line with professional requirements (see Appendix 1) • Demonstrate an understanding of clinical risk assessment and management • To have a developed understanding of Clinical Governance • To understand the legal frameworks within which you have to practice • To maintain professional accountability and professional registration. To demonstrate good English verbal and written communication skills | |
| Personal Qualities | <ul style="list-style-type: none"> • To be able to manage in a stressful working environment • Adaptable and flexible • Able to use own initiative when appropriate • Keen to learn • Team player • Reliable • Able to challenge and be challenged • Able to build rapport | |
| Other Requirements | <ul style="list-style-type: none"> • To comprehend and work within the Trust policies of data protection, equal opportunities, Health & Safety and to meet the diverse needs of patients • Able to travel to undertake work and have the capacity to | |

| | | |
|--|---|--|
| | <p>carry equipment relative to your post</p> <ul style="list-style-type: none"> • Able to comply with Manual Handling policies and guide lines • Able to comply with the PMVA requirements for this post which are breakaway and de-escalation skills | |
|--|---|--|

Appendix 1

Profession Specific Skills

All of these professions should be competent in delivering a range of psycho-social intervention skills.

Occupational Therapy

- Building a collaborative relationship with the patient that will promote reflection, autonomy and engagement in the therapeutic process.
- Applying O.T. models of practice/frameworks to clinical practice and using profession specific assessment tools and outcome measures (e.g. Model of Human Occupation)
- Utilising expert knowledge of the impact of mental/physical health dysfunction on occupational performance
- Enabling problem solving and engagement in the intervention areas of personal care, vocation, leisure and general productivity to achieve and maintain balance in activities of daily living
- Utilising expert knowledge and skills in using activity as a therapeutic tool
- Applying expertise in the delivery of group work interventions
- Demonstrating the application of physical health knowledge to mental health practice (e.g. minor assessment of environments and adaptive equipment)

Mental Health Nursing

- Physical Health Skills – Advanced knowledge of common physical health conditions and their management, and an ability to monitor physical health conditions and wellbeing
- Advanced knowledge of medications and their effects, including side effects and the management of side effects
- Psycho-educational family approaches
- Work with patients who exhibit negative symptoms such as low motivation.
- Assisting patients to meet their activities of daily living and helping them to attain their optimum level of functioning.
- Champion Bio-Psychosocial approaches to care