

SOUTH HAMS PRIMARY MENTAL HEALTH TEAM

1. GENERAL INFORMATION

Job Title:	Mental Health Lead Nurse
Location:	South Hams PCN
Grade:	Band 8a
Hours:	37.5 hours per week (job share / part time would be considered on application)
Base:	Various Locations across South Hams PCN
T&Cs:	In accordance with the Agenda for Change NHS Terms & Conditions of Service.
Responsible to:	Mental Health Lead GP
Accountable to:	Clinical Director of the South Hams PCN
Responsible for:	Senior Mental Health Practitioners

All staff employed by South Hams PCN regardless of the band or clinical grade will be required to work within the clinical and operational structures. The job description reflects the generic level of core competencies, skills and experience required to undertake the duties that are consummate to the band or grade.

2. JOB SUMMARY

In 2019 NHS England launched the Community Mental Health Framework document, which clearly outlines the need for more accessible and flexible mental health services across England and Wales. Consequently, Community Mental Health Services across the UK are undergoing widespread, innovative transformation and investment. Over the next few years primary and secondary mental health services will aim to develop more holistic, recovery oriented, biopsychosocial approach to supporting people with Mental illnesses.

The South Hams PCN aims to establish a mental health team within primary care, which will reach the whole mental health population within the geographical area it covers. The focus will be upon prevention, timely referrals to specialist services where indicated, rapid crisis response and sustained recovery. The South Hams Primary Care Network will aim to work in collaboration with the NHS secondary care providers, voluntary sector, peer support and community organisations in order to achieve this. These relationships will be central to establishing an effective community mental health model.

The postholder will be expected to provide effective leadership and overall management for a newly established mental health team. The team will provide clinical expertise in mental health across five GP practices. The post holder will play a leading role within the transformation process and in setting key performance indicators to ensure this service meets its objectives. It is anticipated that the new service will initially target 4 main areas of need for patients 18-65:

- the provision of rapid specialist assessment of service users during a mental health crisis, with effective signposting and clinical management to prevent further escalation of risks.
- the provision of clinical case management for those patients who 1) have stepped down from secondary care 2) are awaiting specialist interventions within secondary care 3) are patients who present with a level of complexity who fall outside the criteria for IAPT or secondary care.
- the provision of effective triage to reduce inappropriate referrals to IAPT and secondary care.
- improved training for professionals within the PCN.

3. MAIN DUTIES AND RESPONSIBILITIES

Managerial

- To be responsible for all aspects of the management of the South Hams Primary Mental Health Team.
- To liaise with key stakeholders around service evaluation, development and expansion; to work strategically to ensure that the needs of the service are met.
- To be responsible for the recruitment, selection and induction of all new permanent staff and temporary staff.
- To be responsible for the development and the implementation of comprehensive systems of communication such as team meetings, MDT meetings across each GP practice.
- To be responsible for service development and business planning, ensuring set targets are met and reviewed.
- To be responsible for ensuring the service provides information and figures for statistical purposes and quality assurance, within required deadlines and according to agreed Key Performance Indicators (KPIs).
- To be responsible for petty cash and budget management, and ensure the service complies with the relevant policies and procedures in relation to this.
- To ensure that care provision is delivered through an effective governance framework.
- To maintain a professional knowledge base and to be aware of developments national and local mental health provision.
- To attend all relevant meetings relating to the service, including representing the PCN at external meetings and public relation work with the community.
- To communicate effectively with a wide range of other professionals and agencies in relation to the care and support of service users and the management of the service.
- To provide professional supervision and the formal appraisal of identified staff ensuring training plans contribute to the overall needs of the service and are in line with the goals of the PCN.
- To receive formal supervision and appraisal from the Service Manager and attend training as identified through appraisal.
- To implement the PCN's policy on access to records, complaints procedures and confidentiality and ensure that the service users are aware of these.
- To be responsible for ensuring that there are policies in place covering risk management, health and safety, including lone working policy if required.

- To be responsible for ensuring that staff are aware of the H & S requirements of the sites from where they are working.
- To be responsible for the implementing / creating / disseminating of policies and procedures.
- To undertake such other duties as may be determined from time to time within the general scope of the post.

Clinical

- To provide overall clinical leadership to the team, in keeping with NMC code of conduct and best practice in mental health; working within parameters of the Mental Health Act 1983, Mental Capacity Act 2005 and NICE guidelines for specific disorders.
- To be a resource for all staff across the PCN, providing advice and support to manage a wide range of mental health presentations and situations.
- To liaise effectively with other clinical services as needed; eg obtaining consultant advice around diagnosis or medicines where appropriate.
- To facilitate learning and development across the PCN around mental health, supporting staff and students to develop their knowledge and skills as appropriate.
- To ensure that CPD is continuous, dynamic and evidence based.
- To provide leadership with complex cases and challenge other services and their provision of care as appropriate and in the best interests of the patient.
- To ensure that appropriate strategies are in place for staff to engage service users effectively with an agreed support plan.
- To provide effective written and verbal information and resources for all service users using the service to enable self-help, including effective safety planning / crisis pathways.
- To support service users to maintain their dignity and independence.
- To ensure support provided is sensitive to service users ethnic and cultural needs.
- To positively promote the independent living of service users in the community.
- To work in collaboration with local services eg SHAW, employment services, drug and alcohol services to promote recovery from mental ill health.
- Ensure appropriate boundaries are understood and implemented by staff that will enable the development of rapport and a therapeutic relationship with service users.
- To maintain confidential records at all times and ensure service users are aware of their rights regarding access to clinical records.

MANDATORY RESPONSIBILITIES

AMENDING THE JOB DESCRIPTION

This is a newly created role and it is expected that as the organisation develops and changes, it may be necessary to vary the tasks and/or the responsibilities of the postholder. This will be done in consultation with the postholder and it is hoped that agreement can be reached to any reasonable changes.

CONFIDENTIALITY

The post holder must at all times maintain a complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or in particular, information relating to diagnoses and treatment of patients and individual staff records must not, under any circumstances, be divulged or passed on to any unauthorised person or persons. The postholder must respect patient named confidentiality in keeping with "Caldicott principles".

DATA PROTECTION

All staff who contribute to patients' care records are expected to be familiar with, and adhere to, the PCN's Standards of Records Keeping Policy. Staff should be aware that patients' care records throughout the PCN will be subject to regular audit.

All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the PCN's Confidentiality of Health Records Policy.

All staff have an obligation to ensure that care records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient / client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act.

PROFESSIONAL REGISTRATION

If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.

You are required to advise the PCN if your professional body in any way limits or changes the terms of your registration.

Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.

If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the PCN you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

RISK MANAGEMENT

All PCN employees are accountable, through the terms and conditions of their employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

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.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receive appropriate training, that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Governance Committee and Risk and Assurance Committee.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Clinical Governance Committee or Risk and Assurance Committee if resolution has not been satisfactorily achieved.

POLICIES & PROCEDURES:

The post holder will be expected to comply with all statutory legislation, PCN Financial Framework Guidance and approved national and local policy. The postholder is also expected to be aware of the PCN's Risk Management Strategy which includes the responsibilities placed on them by the Health & Safety at Work etc Act (1974) and the Clinical Governance Framework. All employees are expected to comply with all PCN Policies and Procedures.

SAFEGUARDING

The PCN is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff are expected to implement the PCN's Safeguarding policies and procedures, act promptly on concern, communicate effectively and share information appropriately.

HEALTH AND SAFETY

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work etc Act (1974) to ensure that the agreed safety procedure is carried out to maintain a safe environment for the other employees and visitors.

INFECTION CONTROL

Employees must be aware of the responsibilities placed upon them by The Health Act (2007) to ensure they maintain a safe, infection free environment. This includes the knowledge and understanding of the management of infected patients and the principles of Standard Infection Control Precautions including the correct technique for Hand Washing and the appropriate use of Personal Protective Equipment (PPE).

GENERAL

The post holder will be expected to comply with all statutory legislation, PCN Financial Framework Guidance and approved national and local policy.

The postholder will be expected to be responsible for his/her continuing professional development and to take a proactive approach to maintaining personal and professional effectiveness in an evolving role.

The duties and responsibilities described in this Job Description are intended to be indicative but not exhaustive of the responsibilities of the postholder. As the PCN develops, the requirements of the job may change and the postholder is expected to adapt to these changes.

EQUAL OPPORTUNITIES POLICY

The PCN operates in a multi-ethnic area. All members of staff are expected to take into account equalities in all areas of work.

All employees are expected to abide by the PCN's equal opportunities policy, failure to do so could result in disciplinary action up to and including dismissal.