

Acute Liaison Mental Health Service

JOB DESCRIPTION

JOB TITLE:	Team Leader/lead practitioner – ALMHS
GRADE:	Band 7 (A4C)
RESPONSIBLE TO:	Operational Lead Acute Liaison Mental Health Service
ACCOUNTABLE TO:	Head of Community Mental Health Services
BASE	Acute Hospitals – Northamptonshire

JOB SUMMARY

To work with key agencies and non-statutory Mental Health Services, to deliver systems and strategies for the management of patients admitted to Northampton General Hospital with potential/identified mental health needs. In particular, in line with identified service need and relevant liaison psychiatry initiatives, to support the Operational Lead with the development and implementation of an acute liaison mental health service at Northampton General Hospital.

The overall aim is to work in facilitating effective communication between Mental Health Services and the general hospital; to ensure that there is appropriate provision of mental health assessment and care when patients are admitted to the General Hospital.

To deliver, with the management and direction of the Operational Lead, a mental health service to the two A&E departments. Ultimately to provide overarching specialist mental health assessments, interventions, care planning, and discharge planning for the General Hospital.

KEY DUTIES

1. To liaise and communicate effectively with statutory and non-statutory Mental Health Services regarding identification of patients with mental health needs who are admitted to the two acute general hospitals.
2. To develop and maintain protocols for effective communication (i.e. CPA information) between local Mental Health Services and the acute hospitals.

3. To undertake and ensure the team provide specialised risk and mental health assessments of patients with mental health needs and make recommendations for their care/treatment.
4. To promote and develop effective working relationships with key agencies with the two General Hospitals.
5. To act as a focal point for the identification and planning of aftercare for patients within the two hospitals.
6. As Team Leader within the service to take a role in developing and managing the teams with the direction of the Operational Lead. With direct intervention, to support the team as a whole in ensuring that an appropriate Mental Health Care Service is delivered to the hospitals. In conjunction with the Operational Lead, provide direct line management and supervision to the team. To support the process: management of a budget to address both the training needs and recruitment/retention requirements of the Acute Liaison Mental Health Service.
7. With the support of the Operational Lead, to deputise for the Operational Lead within the service, providing representation within relevant meetings.

Service Delivery

1. To carry out and ensure the team complete a detailed mental health assessment of individuals within the General Hospitals, addressing the holistic aspects of their mental health needs.
2. To ensure the team implements a comprehensive risk assessment process, to highlight risk to both self and others – and facilitate early discharge from hospital where appropriate.
3. To ensure the team formulates and implements appropriate care plans/packages of care for the individual prior to their discharge to ensure that mental health care is seamless throughout the care pathway.
4. To assist in the maintenance of appropriate use of the Mental Health Act, when individuals within the general hospital system require transfer to a mental health hospital setting.
5. To involve the patient in the assessment process, to ensure that all care pathways are individualised in their form.
6. Ensure that Mental Health Services are fully involved in their responsibility to provide assessment and planning liaison with general hospital staff and further to ensure that appropriate provision for community interactions are organised and available upon discharge.
7. To support the teams to maintain an effective database of patients with mental needs within the two general hospitals. Also, using "I Want Great Care", patient and carer feedback system, develop strategies in order to incorporate suggested changes and potential service improvement.
8. To act as clinical mentor for nursing students.

9. Ensure the team maintains up-to-date clinical records in line with Trust policy, and professional NMC standards.

Advisory

1. To act as a source of advice and consultation within the clinical specialism of an Acute Liaison Mental Health Service in supporting other appropriate agencies.
2. In working alongside other professionals, develop a multi-agency approach to the care and needs of mental health patients admitted to a general hospital.
3. To take an active role in the formulation and implementation of care to address on-going risks associated (where appropriate) with mental health patients .

Education

1. Attend Mental Health forums, both locally and regionally, to enhance the service development of Acute Liaison Mental Health within the Trust.
2. To ensure that all nursing practice has a theoretical base to inform and support clinical delivery of care.
3. To actively engage in a structured process of clinical supervision of students/learners from other areas in the Trust.
4. Throughout the delivery of the service, to project an informed understanding of the ongoing needs of patients with mental health problems engaged with general hospitals.

Management

1. To support the Operational Lead with reporting against the relevant KPIs and monitoring schedule for the Acute Liaison Mental Health Contract.
2. With the direction of the Operational Lead, to formulate performance and statistical data as driven by the wider NHS Trust agenda.
3. With the support of the Operational Lead, to be actively involved in the execution of the Clinical Governance and National Service Framework documents.
4. To line manage the clinical team within the Acute Liaison Mental Health Service .
5. With the direct supervision of Operational Lead, to support the management of the budget of the Acute Liaison Mental Health Team, ensuring that recruitment/retention of staff/training are all met to address needs of service requirement.
6. To involve relevant agencies in the delivery of the service, ultimately to ensure that the Acute Liaison Mental Health Service is meeting/addressing service need.
7. To maintain active lines of communication with the Operational Lead to ensure awareness of the service delivery.

8. Keep up to date with relevant policies, standards, and guidelines to support the safe delivery of clinical practice.

Personal and Professional Development

1. To ensure that professional registration with the Nursing & Midwifery Council is maintained.
2. To participate in a process of regular managerial supervision and appraisal.
3. To engage in an active process of clinical supervision.
4. To maintain awareness and participate in the support networks of mental health Liaison Services.
5. To keep up-to-date with clinical development and advances in mental health to support clinical practice.
6. To lead critically appraisal of clinical practice, using reflective practice techniques in order to maintain high standards of clinical practice within the team.

Health and Safety

To carry out the duties placed on employees by the Health and Safety at Work Act 1974 i.e.

- I. To take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
- II. To co-operate with their employer as far as is necessary to meet the requirements of the legislation.
- III. Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in the pursuance of any relevant statutory provision.

No Smoking

In order to protect the health of employees, patients and visitors, Northamptonshire Healthcare NHS Foundation Trust operates a No Smoking Policy. Therefore smoking is prohibited in all of the Trust's buildings, grounds and all Trust-owned or leased vehicles.

Equality and Diversity

To ensure that all duties are carried out to the highest possible standard, and in accordance with current quality initiatives within the area of work and the Trust Managing Diversity and Equal Opportunities in Employment Policy.

Risk Management

To have a commitment to identifying and minimising risk, report all incidents and report to manager any risks, which need to be assessed.

Professional Registration

All qualified / professional staff are required to adhere to the relevant Code of Practice (and other guidance issued by them). It is the responsibility of the individual concerned to keep professionally registered and updated in accordance with the requirements of the relevant Code of Practice and to follow guidance issues by the professional body.

Policies and Procedures

The post holder is expected to comply with all relevant Trust policies, procedures and guidelines. Any contravention of the Trust Policies or managerial instruction may result in disciplinary action being initiated.

This post is subject to the terms and conditions of employment of Northamptonshire Healthcare Foundation Trust.

Review of Job Description/Person Specification

This is not an exhaustive list of duties and responsibilities, but indicates the key responsibilities of the post. The postholder may be required to undertake other duties as may reasonably be required of you commensurate with your grade and/or hours of work at your initial place of work or at any other of the Trust's establishments.

NOTE: This is a description of the job as it is at present constituted. It is the practice of this Trust regularly to examine employee's job descriptions and to up-date them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager and those working directly to him or her. You will, therefore, be expected to participate fully in such discussions and, in connection to them, to re-write your job description to bring it up-to-date if this is considered necessary or desirable. It is the Trust's aim to reach agreement on reasonable changes, but if agreement is not possible the Trust reserves the right to effect changes to your job description after consultation with you. Appropriate notice of such changes will be given.

Employee/Managers Signature

I agree that this Job Description is a true reflection of the main duties and competencies required to carry out my role:

Employee Name: _____

Signature: _____ **Date:** _____

Managers Name: _____

Signature: _____ **Date:** _____

Revised Date:

Additional

Throughout, to be aware of and comply with:

Trust Policies and Procedures
The Services Standards, Policies and Procedures
Health and Safety Legislation
Guidelines pertaining to the use of Mental Health Act 1983
Data Protection Act 1984
Criminal Justice Act 2003

This job description is not intended to be exhaustive but simply to set out the main objectives of the post. Additionally, the post holder may well be required to undertake any other duties as delegated by the Manager. An innovative, flexible approach to the role will be encouraged and job descriptions reviewed and amended as necessary.

It is the responsibility of all staff to ensure that their day to day activities embrace the Trust's vision for sustainability and reduce its impact upon the environment by minimise waste and maximise recycling; saving energy; minimise water usage and report any electrical faults, water leakage or other environmental concerns to the facilities department or their line manager

To take all reasonable measures to limit carbon emissions and reduce energy / resource consumption when undertaking work activities.

All staff have a personal responsibility and accountability to the Trust to ensure that their day to day activities adhere to the Sustainable Development Policy and minimise the impact upon the environment.

Ensure that all duties are carried out in compliance with both the Trust's vision for Sustainability and in line with the staff sustainability code of conduct.

NORTHAMPTONSHIRE HEALTHCARE NHS TRUST

LEAD PRACTITIONER/PRISON LIAISON CRIMINAL JUSTICE TEAM

<u>PERSON SPECIFICATION</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Qualifications and training	<ul style="list-style-type: none"> First level registered nurse (Mental Illness) State registered Evidence of post graduate education 	<ul style="list-style-type: none"> Degree level or equivalent
Experience and skills	<ul style="list-style-type: none"> Minimum of three years post qualifying experience with the mentally ill Experience of working with people with complex mental health difficulties. and an understanding of issues involved Excellent clinical skills. Sound risk assessment and management skills. Previous experience of multi-disciplinary team working Hold a full driving licence Basic computer literacy Up to date knowledge of current specialist Mental Health policy 	<ul style="list-style-type: none"> Advocacy and user/carer consultation skills Experience of working within general hospital settings Experience of working within community settings Experience of previous innovative practice Research orientated
Innate abilities	<ul style="list-style-type: none"> Flexible approach to problem solving Professional leadership skills Creative, confident, responsible and effective communicator. 	<ul style="list-style-type: none"> Relaxed under pressure Equable personality Sense of humour
Motivation	<ul style="list-style-type: none"> High degree of initiative Able to work independently within role Seeks out clinical and management supervision Determined and self motivated Keen to lead and participate in team development 	
Adjustment and Attitude	<ul style="list-style-type: none"> Non-judgemental, honest, strives for consistently high clinical standards Positive attitude towards client group Able to tolerate pressure/stress and manage a crisis Flexible working – may need to work outside of regular office hours. 	

