

**HERTFORDSHIRE PARTNERSHIP UNIVERSITY NHS FOUNDATION
TRUST**

JOB DESCRIPTION

Title:	Community Mental Health Nurse/Social Worker in The Community Perinatal Team
Band:	Band 6
SBU:	West SBU
Responsible to:	Community Perinatal Team Leader
Accountable to:	Service Line Lead
Base:	Radlett & Hitchin, with travel throughout the county

Job Summary

- The post-holder will be responsible for the clinical and operational day to day service delivery ensuring that an individualised comprehensive assessment and Care Management service is effectively delivered.
- Responsibilities may include the clinical and operational supervision of students as allocated by the Team Leader.
- To be accountable for delivering a quality service that is effective and efficient in line with the organisation's objectives and performance indicators.
- To contribute to strategic service development working collaboratively with other agencies.
- To act as a clinical expert in their service area: keeping clinically up to date, being able to assess service users thoroughly, plan care rigorously, and audit and evaluate clinical interventions based on evidence and locally agreed protocols and policies

Communication & Relationships



- To support the Team Leader in establishing and maintaining effective inter-team and inter agency communication.
- To provide effective liaison/communication throughout the care pathway to service users and babies, their carers and others, responding sensitively to all needs especially in highly emotive settings.
- To maintain effective joint working with others, developing positive working relationships and clear communications with MDT and other professionals.
- Ensure that all relevant information regarding service users' care in particular issues of concern regarding practice and workload are communicated as necessary to the Team Leader and/or the clinical supervisor.
- To liaise with other professionals in relation to service user care, actively participating in care planning and review meetings and attending case conferences if required and agreed by Team Leader

Analytical and Judgemental

- The post holder will be able to undertake assessment of need of service users who meet the service eligibility criteria, and their families.
- To formulate a care plan and risk assessment, review its effectiveness and re-plan using evidence based interventions to best effect in partnership with the service user.
- The post holder will be expected to identify and respond to acute presentations in order to manage risk and promote the safety and well-being of the service user and others.
- Use clinical judgement to evaluate a service user's physical and psychological responses to treatment.
- To ensure a consistent and timely response to safeguarding cases in line with Trust procedures.
- To provide a responsive, effective service to individuals in crisis.

Planning and Organisation

- To plan, organise and prioritise resources and tasks on a daily basis to meet service and organisational needs.



- To take a leading role in the day to day management of the service supporting the Team Leader.
- To work in conjunction with and alongside colleagues and partners within the organisation.
- To plan and deliver treatment interventions in line with best practice and local and national guidelines.
- To act as a Care Coordinator with your identified caseload, ensuring high quality care delivery at all times.
- To take a leading role in designated projects/service development as allocated.
- To support the Team Leader in the effective and timely management of complaints and serious untoward incidents.
- To plan, develop and deliver training to others as needed.

Physical & Emotional Working Conditions and Environment

- Document service user care by recording information on electronic patient record, demonstrating keyboard skills.
- To be adaptable to the physical environment, particularly when meeting service users in their homes, continually being aware of Trust Health & Safety Policies, in particular the Lone Worker Policy, within this context.
- The post holder will be expected to cope with the physical demands of driving between numerous appointments each day across a potentially wide geographical area in their own vehicle.
- The post holder will be expected to share office space in a hot desk arrangement and work in an open plan environment. Visits to service users within their own homes or other settings can include exposure to a wide range of environments.

Mental Effort

- Work frequently in distressing, challenging and emotionally demanding situations requiring mental effort to undertake duties effectively.

Service User Care

- To carry a clinical caseload and act as a CPA Care Coordinator, adhering to the Trust CPA policy.
- To undertake comprehensive assessments of health needs and risk (including capacity assessments) and to develop an appropriate care plan in accordance with identified needs in line with Recovery Principles.
- To carry out joint assessments with other MDTs as required.
- To be aware of and comply with the relevant mental health and work related legislation and policies at all times.
- To provide relevant, up to date evidence-based information about treatment/intervention that enables service users to make informed choices about their care.
- To deliver evidence-based care in a timely manner.
- To undertake health promotion activities with individuals and groups.
- To promote physical health and well-being by encouraging/facilitating health checks/screening and monitoring.
- To maintain accurate, timely and comprehensive clinical records as a matter of course and prepare reports as required.
- To provide and facilitate specialist help and advice to other professionals, agencies and carers.

Human Resources

- To be a sign off mentor for students and provide a conducive learning environment for any students within the team.
- The post holder will maintain their own professional registration and development.

- To actively participate in and seek clinical and professional supervision and appraisal in line with organisational policy.

Financial and Physical Resources

- To ensure effective and economic use of NHS resources.
- To comply with the relevant Trust financial policies and procedures.

Personal Development

- To remain up to date concerning relevant clinical, social and legal issues.
- To be aware of relevant research findings which inform clinical practice.

Service Development

- To assist the Team Leader in the development of the team, incorporating evidence based practice.
- To adhere to quality initiatives compatible with national targets and local standards applicable to practice.
- To be involved in the development and use of quality assurance systems contributing to and participating in audits/outcomes, evaluation and lesson learning.

Information Resources

- To gather and record statistical data relevant to service provision and development and to input data as required.
- To comply with the provisions of the Data Protection Act 1984, General Data Protection Regulations 2017 and other relevant legislation.
- To maintain effective service user records within the Trust Electronic Patient Record in line with Trust and national policies.
- To maintain an electronic diary which is accurate and up to date and which is shared with the team.

ADDITIONAL INFORMATION:

Knowledge and Skills Framework:

- The post holder will be expected to meet the requirements of the NHS
- Knowledge and Skills Framework (KSF) appropriate outline for the post.

Health and Safety

- The post holder has a duty of care to themselves and to others with whom they come into contact in the course of their work as laid down in the Health and Safety at Work Act 1974 and any subsequent amendment or legislation.

Infection Control

- All Trust staff will adhere to Trust policies on infection control

Values and Behaviours

- The Trust's values and behaviours have been developed by over 800 service users, carers and members of staff. They describe how the staff should behave with service users, carers and each other. The post holder will be expected to adhere to these values which are described as follows:
 - We are **welcoming** so you feel valued as an individual
 - We are **kind** so you can feel cared for
 - We are **positive** so you can feel supported and included
 - We are **respectful** so you can feel listened to and heard
 - We are **professional** so you can feel safe and confident

Our values set the tone for:

- The way we plan and make decisions.
- The way we behave with service users and each other.
- The kind of colleagues we recruit.
- The way we induct, appraise and develop our staff.

Equality and Diversity

- Hertfordshire Partnership University NHS Foundation Trust is committed to providing an environment where all staff, service users and carers enjoy equality of opportunity.
- The Trust works to eliminate all forms of discrimination and recognise that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.



- Providing equality of opportunity means understanding and appreciating the diversity of our staff, service users & carers and ensuring a supportive environment free from harassment. Because of this, the Trust actively encourages its staff to challenge discrimination and promote equality of opportunity for all.

Confidentiality

- All staff must be aware of the Data Protection Act 1984, and its subsequent amendments, which are now in force. This means that protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the Trust and the individual may be prosecuted.

Standards of Business Conduct and Conflicts of Interest

- The Trust has adopted a Standards of Conduct Policy, which reflects NHS Management Executive Guidelines. It is the responsibility of staff to ensure that they do not abuse their official position for personal gain or seek advantage or further private business or other interests in the course of their official duties. Staff should inform their line manager if they are working for any other organisation to ensure that this Trust complies with the Working Time Regulations.

Information and Records Management

- The post holder must be competent in using IT and have the relevant skills to carry out the activities required for the post.
- To comply with the Data Protection Act 1998, Freedom of Information Act 2000 and Department of Health Code of Confidentiality in line with Trust procedures.
- To adhere to the Trust's policies on records management including creation, use, storage and retention and disposal of records.
- Adhere to the Trust's corporate identity (using the standard templates which are to be found on the Trust intranet.)

Safeguarding Adults and Children

- The Trust is committed to ensuring adults and children are protected from all forms of abuse or exploitation. All Trust employees have a responsibility to be aware of national and local policies, their individual responsibilities with regards to the protection and safeguarding of both vulnerable adults and children, and must adhere to them at all times.

Organisational Change



- As services develop and change, the post holder may be required to undertake other responsibilities within the Trust.
- This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post holder.

