

## **JOB DESCRIPTION**

### **JOB DETAILS**

**Job Holder:** Vacant

**Job Title:** Band 6 Nurse/ Occupational Therapist CMHSOP

**Managerially accountable to:** Service Manager

**Reporting to:** Team Leader CMHSOP

**Grade:** Band 6

**Hours:** 37.5

### **JOB PURPOSE AND DIMENSIONS**

The post holder will: -

- Plan and provide flexible, client centred care for patients and their carers referred for assessment and support.
- Take an active role in memory assessments for dementia.
- Act as care co-ordinator for a designated caseload.
- Provide supervision and support for junior staff and students.
- Ensure that patients referred to the service are supported before, during and following diagnosis.
- Enable patients and their carers to access the care and support that they need.
- Contribute to the planning and implementation of therapeutic groups and interventions for clients and carers.

### **ORGANISATIONAL RELATIONSHIPS**



### **KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

#### **Qualification**

- A relevant formal Vocational qualification e.g. BSc in Occupational Therapy / First level nursing registration RMN
- State registration with the appropriate regulatory body
- Accredited student educator / mentor
- A minimum of two years post registration experience in a similar field.

## **Knowledge**

- Knowledge of dementia, the impact of diagnosis and treatment options.
- Knowledge of functional mental illness, treatment options and recovery models.
- Knowledge of CPA using a person-centred approach.
- Knowledge of the Mental Health Act 1983 and the Mental Capacity Act 2005.
- Experience of evidence based therapeutic interventions, both one to one and group work.
- Continuing professional development record that demonstrates interest and up to date knowledge relevant to this area of work.

## **Skills**

- Ability to take the lead in organising memory assessments.
- Ability to plan both pre and post diagnostic support for people with dementia.
- Ability to work flexibly and creatively, planning and problem solving to meet the individual needs of clients and their carers.
- Ability to maintain a high degree of professionalism and to contain complex, challenging situations.
- Ability to work autonomously and co-operatively as part of an inter-professional team, respecting and valuing different contributions.
- Ability to support and facilitate the participation of client (and others) in their programme of care.
- Ability to communicate with sensitivity, tact and persuasion and able to communicate where there are barriers to understanding.
- Ability to make judgements involving a range of facts, in situations which require analysis or comparison of a range of options.
- Ability to report back to senior colleagues and other professionals regarding observations / findings and any action taken.
- Ability to work alone using initiative and co-operation as part of a team.
- Ability to support and supervise support staff in aspects of clinical work.
- Car driver
- Basic IT skills

## **Experience**

- Minimum of 2 years post qualification, relevant work experience.
- Experience of working with people with dementia and their carers.
- Experience of working with people suffering from functional mental illness.
- Experience of facilitating therapeutic groups.
- Experience of delivering person centred care.
- Experience of working in a health or social care setting.
- Experience of working co-operatively within a team.
- Experience of organising own day to day work and adjusting priorities in response to the needs of others.
- Experience of liaising with a variety of stakeholders involved in clinical care

<b>JOB SPECIFICATION</b>	
<b>Domain</b>	<b>Duties / Responsibilities</b>
<b>Clinical</b>	<ul style="list-style-type: none"> <li>• To work effectively as a lead clinician in the Community Mental Health Team for Older People ensuring that patients referred for assessment experience a smooth pathway through the referral, diagnosis and treatment process.</li> <li>• To contribute to the planning and implementation of interventions.</li> <li>• To monitor clients' progress, reporting on clients' psychological, physical, behavioural and social needs.</li> <li>• To adapt and evaluate interventions ensuring that they support the client and his/her carer to meet their needs, adjusting own approach accordingly.</li> <li>• To act as Care co-ordinator to designated caseload</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• To establish effective therapeutic relationships with clients and their carers, communicating in a way that respects their views, and autonomy and overcomes communication difficulties which may exist.</li> <li>• To report effectively and routinely to the multidisciplinary team on issues relating to memory assessments.</li> <li>• To contribute to the effective communication between all parties involved in clients care.</li> <li>• To take part in the team duty system.</li> <li>• To participate in multidisciplinary meetings regarding clients care and progress.</li> </ul>
<b>Documentation</b>	<ul style="list-style-type: none"> <li>• To maintain accurate and up to date written and electronic clinical records in accordance with professional and Trust standards and provide copies of correspondence to clients / carers consistent with local guidelines, and commensurate with their understanding</li> </ul>
<b>Professional Ethics</b>	<ul style="list-style-type: none"> <li>• To adhere to and apply relevant Professional Code of Ethics and Conduct.</li> <li>• To take into account the individuality of views, wishes and beliefs of service users, carers and families, respecting their diversity</li> <li>• To demonstrate the ability to reflect upon ethical issues and to provide guidance to junior staff as appropriate</li> </ul>

<b>Leadership, Supervision and Appraisal</b>	<ul style="list-style-type: none"> <li>• In line with Trust policy and guidelines, review and reflect on own practice and performance through regular participation in both management and clinical supervision and appraisal.</li> <li>• To provide effective support, guidance and supervision for junior members of staff as delegated, and with support from senior members of staff.</li> </ul>
<b>Training staff and students</b>	<ul style="list-style-type: none"> <li>• To participate in the induction, training and education of students and staff in this setting.</li> <li>• To participate in the dissemination and sharing of information and skills regarding the work of the Community Mental Health Team with staff, students and volunteers.</li> <li>• To act as a fieldwork educator / mentor for students as appropriate</li> </ul>
<b>Service Development and Delivery</b>	<ul style="list-style-type: none"> <li>• To ensure that activities undertaken with clients comply with health and safety guidelines, ensuring the safe use of equipment and storage of materials.</li> <li>• To work flexibly adjusting priorities according to the needs of the Service.</li> <li>• To participate in activities concerned with the development and delivery of the CMHSOP.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• To undertake relevant activities to meet training and development objectives as identified with supervisor through supervision and annual appraisal.</li> <li>• To keep a record of training and evidence of own continuing professional development in a portfolio.</li> <li>• To contribute to service and professional development of equality and diversity issues, ensuring any negative impacts are eliminated or minimised.</li> </ul>
<b>Clinical Governance, quality and Standards</b>	<ul style="list-style-type: none"> <li>• To ensure that service is provided in accordance with the Trust's Standards, procedures and objectives for quality and governance, and that they are consistent with agreed best practice.</li> <li>• To apply national guidelines / legislation relating to health and social care in mental health service.</li> <li>• To identify organisational risks and highlight these to the appropriate manager.</li> <li>• To comply with professional standards of practice</li> <li>• To contribute to the development of local operational policies and guidelines which are required to support the work of the CMHSOP.</li> </ul>
<b>Line management, staff, budgets and departments</b>	<ul style="list-style-type: none"> <li>• To maintain when requested, materials and equipment advising Team Coordinator on resources necessary to carry out the job.</li> <li>• To ensure that Trust policies and guidelines regarding confidentiality are adhered to at all times.</li> <li>• To coordinate the day to day activities of junior staff where applicable.</li> <li>• To responsibly secure cupboards, filing cabinets, offices and premises at the end of the day.</li> </ul>
<b>Research and Development</b>	<ul style="list-style-type: none"> <li>• As part of a team, incorporate up-to-date techniques and ideas on best practice (especially person centred care for dementia).</li> <li>• To participate in the CMHSOP audit and evaluation activities as agreed with the Team Leader or Locality Manager.</li> </ul>

## **SCOPE FOR IMPACT**

This post contributes clinically to the CMHSOP. It is designed to make a significant contribution to the development and facilitation of re-enablement programmes for clients referred to the Service. It requires working with individuals, their families and carers as well as members of the wider service to ensure seamless and appropriate care. It requires effective personal organisation, communication skills and creativity.

## **JOB DESCRIPTION AGREEMENT**

Job Holder's signature:

Name:

Date:

Manager's signature:

Name:

Date:

- **This job description is not an exhaustive list of duties and responsibilities and the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with CMHSOP Team Leader.**
- **This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.**
- **The post holder is expected to comply with all relevant Trust policies, procedures and guidelines, including these relating to Health & Safety and Confidentiality of Information.**
- **The post holder is line managed by the Service Manager and relates to the Team Leader of the CMHSOP for day to day operational management, working within the operational policy of the CMHSOP. Professional accountability is to the appropriate Professional Lead.**