



## Placement Request Form

Trust and Contact Details			
<b>Trust Name</b>	Kent & Medway NHS & Partnership Trust		
<b>Location/Hospital (including postcode)</b>	Albion Place Maidstone, ME14 5TS		
<b>Ward/Department</b>	Primary Care Mental Health Services		
<b>1<sup>st</sup> Contact Person</b>			
<b>1<sup>st</sup> Contact Phone Number</b>			
<b>1<sup>st</sup> Contact Email Address</b>			
<b>2<sup>nd</sup> Contact Person</b>			
<b>2<sup>nd</sup> Contact Phone Number</b>			
<b>2<sup>nd</sup> Contact Email Address</b>			
<b>Does this request require senior approval?</b> If yes and has been approved please provide details of senior admin authoriser / panel number.	Has been approved already		
Placement Requirements			
<b>Current Date</b>			
<b>Start Date of Placement</b>	ASAP		
<b>Hours per week</b>	37.5	<b>End Date of Placement</b> (subject to reviews)	
<b>Working Pattern</b> e.g. Mon-Fri	<b>Monday - Friday</b>		
<b>Shift Pattern</b> e.g. Weekdays 9am-17:00pm, Rota'd	9am-17:00pm		
<b>Number of Staff Required</b>	1		
<b>System Knowledge</b> List any system knowledge required and if mandatory or desirable	RIO	<b>Job Share Suitable ?</b>	No
<b>Assignment Code / Band</b>	BAND 6		
<b>Do you Wish to review CVs ?</b>	YES		
<b>Do you wish to interview before placement ?</b>	YES		





## Job Description

### JOB SUMMARY:

- To actively promote mental health, have a sound understanding of mental health and wellbeing in a Primary Care setting
- To forge a culture of partnership between Primary Care, Specialist Mental Health Services, Social Care and the third sector to enable a better understanding and links to all services available. To develop a model of integrated mental health services within the locality.
- To receive and be the first point of contact for potential referrals to both specialist and voluntary services to ensure the most effective intervention is offered to the Service User via robust triaging (face to face and/or telephone)
- To provide an easy access point for patients who have stepped down from secondary care and may need a review of their mental health. Acting as the main liaison between practices and secondary mental health services.
- To promote recovery, facilitate self-management skills for Service Users by formulating and implementing care plans through evidence based short-term, time limited and outcome focussed interventions.
- In cases where Service Users present in crisis, the Link Worker will liaise with appropriate services to ensure onward referrals and appropriate safety planning
- To work with the Primary Care Team to enable them to develop their skills and confidence in assessment and treatment of mental health disorders. To advise on further management where necessary. To ensure appropriate onward referral as required.
- To co-work with practice-attached staff (eg: Practice Nurses), Community Health Services staff (eg: District Nurses), Social Services as well as other community initiatives and community Pharmacists, to enhance skills
- To develop a close working relationship with Primary Care Practitioners with regular attendance at the practice MDT meetings. To act as a source of specialist knowledge, support and provide advice to both Primary Care and Service Users concerning mental health promotion.
- To provide specialist advice and support to carers supporting those with mental health issues identified in Primary Care
- To ensure a family-centred approach to managing distress caused by mental illness and in doing so focusses on engaging Service Users in the positive management of their well-being.
- To participate in regular Clinical Management Supervision to maintain safe practice and high standards in Service User Care
- Be responsible for the maintenance and accurate recording of service user information in the documentation systems and ensure the effective dissemination of service user information throughout the multi-disciplinary team with a clear audit trail.
- To identify and respond to own continuous development needs particularly in relation to assessment and treatment of Service Users with common mental health issues.
- Where cross border issues arise, to ensure links are facilitated with teams and agencies in other PCT areas/counties. Ensure that care is appropriately co-ordinated.
- Operate at all times from an inclusive values base which promotes recovery and recognises and respects diversity.





## MAIN DUTIES AND RESPONSIBILITIES

### Clinical Responsibilities, Patient Contact

- Promote and maintain safety, privacy and dignity of all patients in the delivery of patient centred care, recognising and respecting differences including spiritual and cultural beliefs.
- Act, wherever applicable, in accordance with the Mental Health Act, Mental Capacity Act and associated policies and procedures
- Responsible for recognising the potential for or signs of patient harm, abuse or neglect, including poor clinical practice reporting all such concerns and taking all reasonable steps to protect the patient. Responsible for identifying and reporting concerns regarding the safeguarding of children who may be at risk.
- Responsible for ensuring the highest professional standards and attitudes towards the care of patients are maintained and that care is delivered in accordance with evidence based practice at all times. Patients have a range of mental health conditions of mild to moderate severity (including issues relating to child abuse), they may have difficult family situations and may demonstrate behaviours that challenge at initial assessment, or as a result of unexpected changes during programme of therapy
- Undertake a comprehensive initial assessment of referred patients, including those with complex needs and use clinical judgement and analysis to sign post to appropriate services or to retain within the primary care mental health service for time-limited therapy
- Support patients and their families/ carers in the community, providing advice and liaising with other support services to co-ordinate individual support packages
- Provides clinical advice and consultation on complex issues to other members of the clinical team and staff from other disciplines and agencies
- Have responsibility for own caseload of patients and takes responsibility as lead professional as appropriate. Develop, implement and evaluate intervention/ care plans as part of the multi-disciplinary team, statutory and non-statutory agencies and with the involvement of the patient and where appropriate, their carer or family.
- Ensure that intervention/ care plans are based on current risk assessment evidence based practice, critical thinking and whole system support requirements that take account of relevant physical, social, cultural, psychological, spiritual, generic and environmental factors
- Undertake risk assessments in accordance with the Trust's Clinical Risk Assessment and Management Policy, devising and implementing actions and intervention plans which take the risk formulation fully into account
- Working within a stepped care pathway, deliver talking therapies for individuals or groups including or utilising e.g. guided self-help, solution focussed therapy, anxiety management, interpersonal therapy, cognitive behaviour techniques etc., undertaking ongoing assessment of effectiveness
- Where applicable, monitor patients' mental health medication, identifying concordance/ non-concordance, effectiveness and side effects, liaising with the prescriber as necessary
- Provide health education and advice on health promotion to patients and their carers
- Responsible for decision making and coordination in a crisis situation, where necessary seeking advice and guidance from other relevant professionals
- Demonstrate safe breakaway techniques in the management of violence and aggression as required
- Where appropriate and with authorisation, act as an advocate for patients/ carers





#### Administrative Responsibilities

- Undertake administrative tasks in relation to own work
- Use Microsoft applications
- Use Trust approved electronic systems as required. e.g. ESR, Datix and Primary Care patient electronic system

#### Responsibility for Information Systems

- Responsible for the maintenance of accurate and comprehensive patient records by self and others, using Primary Care patient electronic system and other electronic system approved by the Trust, in accordance with the Trust and professional record keeping standards
- Use clustering tools, related assessments and other performance measures accurately, as a measurement of the key performance indicator to facilitate clinical reporting, monitoring and improvement activities
- Write reports for multiagency safeguarding strategy meetings

#### Responsibility for Planning/ Organising and Strategic/ Business Development

- Plan own workload, managing competing demands to ensure care is delivered according to clinical priority and complies with national and Trust performance indicators
- May coordinate referrals into the service
- May act as a coordinator for safeguarding issues
- Contribute to the business planning process as a member of the team

Once completed please return to [NHSP-EKHUT@nhsprofessionals.nhs.uk](mailto:NHSP-EKHUT@nhsprofessionals.nhs.uk)

