**HURLEY GROUP JOB DESCRIPTION**

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| **POST** | Mental Health Nurse |
| **LINE MANAGER/ SUPERVISOR** | Medical Director Practitioner Health Services |
| **LOCATION** | Riverside Medical Centre, Vauxhall, SW8 2JB (head office) , or Central Leeds. |
| **JOB PURPOSE:** | The post holder will be required to:   * Provide evidence based mental health and addiction interventions for sick health professionals * Case manage a group of patients who may or may not be in active treatment elsewhere. * Prepare reports for external agencies (including the regulators). * Effectively manage risk and share concerns with the wider team, and report back to a lead clinician as necessary. * Work with patients in active addiction and support them towards abstinence. * Contribute towards wider Hurley Group activities and projects. * Work with the medical and clinical directors in developing and delivering health promotion and teaching projects, including psychoeducation.   You will be required to provide appropriate lead clinicians with summary information on a regular basis for team meetings/ report writing/ and occupational liaison, and to provide these yourself where you are the lead clinician. You will work as part of a multidisciplinary team which includes primary care GPs, specialist nurses, psychiatrists and therapists.  You may be required to work a mixture of social and unsocial hours, including evening sessions and Saturday clinics, as well as potentially working across a number of different sites. |

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| **MAIN DUTIES** | **RESPONSIBILITIES** |
| Clinical Responsibilities | * To carry out initial assessments for patients who register with the service and provide mental health follow up, management, and treatment plans. * To support patients in their recovery from ill health or related issues. * Lead on the eMDT’s (electronic multidisciplinary team) which clinicians submit once an initial assessment has been carried out. Screen the referral and decided on the appropriate treatment intervention for the patient. * Assess which modality of therapy, if any, is appropriate and refer to suitable provider. * As a non-medical prescriber, to provide pharmacology advice when attending the MDT and support to clinicians. * Use enhanced communication skills to make decisions where clinicians may have preferred an alternative outcome to stay within budget requirements. * Initiate treatment for patients who require pharmacology interventions. * Initiate treatment for patients who are presenting with substance misuse and continue to monitor abstinence. * To carry out high risk calls for patients who may present to the service in crisis. * To provide cover/deputise for the DUTY clinician role onsite. * To promote health through interventions, empowering patients, offering appropriate health education, information and advice to patients, relatives and carers and relevant supporting agencies. * To challenge and improve current practice where appropriate, ensuring practice is evidence based. * To work closely with PHS lead clinicians ensuring complex cases are supported and managed appropriately * To assist in the use of relevant information technology in order to collate accurate and timely information as and when required by commissioners. * To work appropriately with key stakeholders, attending meetings as required and contribute to the decision-making process * To provide expertise on assessment, management and care planning for patients who have complex/mental health problems and/or problematic alcohol or substance use. * To assess whether patients are fit to work and follow procedures if this is not the case. * To refer patients with complex needs to the most appropriate PHS, NHS or another provider. * To provide a first port of call for all PHS clients in absence of lead clinician. * To assist in abstinence screening as required. * To offer guidance to the admin team surrounding clinical queries that cannot be handled directly by the administrative team. * To present concise and accurate written and/or verbal information at regular team meetings relating to treatment being delivered and the patient’s response. * Support the admin with any clinical issues which may arise. * To support initial triage and referral screening and highlight those at most risk, taking appropriate action. * You will also need to be highly organised and hold a caseload of patients who may or may not be in treatment elsewhere. |
| Other Responsibilities | * Attend daily multidisciplinary team meetings and chair when required * Once screening eMDT’s to email clinicians, upload outcomes to EMIS and code patients in accordance with the PHS policy. * Work with other members of the team to raise the profile and understanding of the Practitioner Health Services * To contribute to the writing and publication of articles and research about the work of the programme. * To assist with the organisation and the delivery of multi-disciplinary education and training * To contribute in identifying the professional needs of core team members and to assist with making recommendations for meeting those needs. * To promote the use of health promotion and referral protocols with stakeholders * To contribute to the agenda of the Practitioner Health Services Educational Strategy to assist with the development of educational programmes for organisations, staff, patients, relatives and carers. * To understand the special needs of health professionals with medical problems * Be familiar with the prevalence and epidemiological data for practitioner health in relation to mental health, substance misuse and alcohol. * To understand the Regulatory framework which the PHS services will work within, in particular the GMC and GDC. * To link in with formal mechanisms to share good practice in the Hurley Group and elsewhere sharing knowledge, skills and clinical expertise. * To assist in the developing of policy and guidelines. * Complete reports for patients who may have regulatory involvement. * Provide advice to occupational health departments on any adjustments required relating to a patient’s mental health. * To support securing external contracts as necessary. |
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| **CONFIDENTIALITY** | | * In the course of your employment, you will have access to confidential information relating to Hurley Group business. You are required to exercise due consideration in the way you use such information and should not act in any way which might be prejudicial to the Hurley Group interests. * Information for extra consideration includes access to the general business of the service and any information regarding individuals. * Information relating to patients, carers, colleagues, other healthcare workers, or the business of Hurley Group may only be divulged to authorised persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data, * If you are in any doubt regarding the use of information in the pursuit of your duties, you should seek advice from your line manager before communicating any information to any third party |
| **DATA PROTECTION** | | * Hurley Group is registered under the Data Protection Act (DPA) 1984. You must not at any time use the personal data held by Hurley Group for any purpose not described in the registry entry or disclose to a third party * It is essential that a strict code of confidentiality is adhered to all times * All dealing within Hurley Group remains strictly confidential and the post holder would be expected to maintain confidentiality at all times during employment and also after employment has ended with the Hurley Group * If you are in any doubt regarding what you should or should not do in connection with the DPA then you must contact your line manager |
| **HEALTH AND SAFETY** | | * Employees must be aware of the responsibility placed upon them under the Health and Safety at Work act 1974 to maintain a healthy and safe environment for both staff and visitors * The post-holder will assist in promoting and maintaining their own and others health and safety and security as defined in the Health and Safety Policy (Staff Handbook) * Using personal security systems within the workplace according to Hurley Group guidelines * Identifying risks involved in work activities and ensuring appropriate safeguards are used when the activities are undertaken * Making effective use of training to update knowledge and skills * Using appropriate infection control procedures * Maintaining work areas in a tidy and safe way free from hazards * Reporting any risks that are identified both timely and accurately to your line manager |
| **EQUALITY AND DIVERSITY** | | * The post-holder will support the equality, diversity, and rights of patients and carers colleagues to include: * Acting in a way that recognises the importance of people’s rights, interpreting them in a way that is consistent with Hurley Group Policies, Procedures and current legislation * Respecting the privacy, dignity, needs, and beliefs of patients carers and colleagues * Behaving in a manner which is welcoming, non-judgemental and respects their circumstances, feelings, priorities and rights |
| **QUALITY** | | * The Post-holder will strive to maintain quality within the practice and will: * Alert other team members to issues that affect quality and risk * Assess own performance and take accountability for their own actions either directly or, under supervision * Contribute to the effectiveness of the team by reflecting on their own and team activities, making suggestions on ways to improve and enhance team performance * Work effectively with individuals in other agencies to meet patient needs * Effectively manage own time, workload and resources |
| **COMMUNICATION** | | The post holder should recognise the importance of effective communication within the team and will strive to communicate effectively with:   * Other team members * Patients and carers   Recognise:   * People’s need for alternative methods of communication and respond accordingly |
| **CONTRIBUTION TO THE IMPLMENTATION OF SERVICES** | | * The post-holder will * Apply Hurley Group standards and guidance * Discuss with other members of the team how the policies, standards and guidelines will affect their own work * Participate in audit where appropriate |
| **FINANCIAL REGULATIONS** | | * All Staff are responsible for security of any property belonging to Hurley Group avoiding loss or damage and being economical and efficient in the use of resources * Staff should conform to the requirements of the financial procedures which include the Bribery, Fraud and Corruption Policy and other polices as set out in the Staff Handbook |
| **SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS** | | All employees have a responsibility for:   * Safeguarding children and Safeguarding Adults in the course of their daily duties * For ensuring that they are aware of the specific Safeguarding duties related to their role |
| **GENERAL** | | * The post-holder * Is advised that the job description describes responsibilities as they are currently required, and these are subject for review and updating in the light of changing service needs. Any changes will be subject to consultation as part of the annual appraisal * Should be aware that job descriptions are not fixed although every effort is made to ensure that the responsibilities reflect what you are being asked to do. However, by the nature of the business that Hurley Group undertakes this demands flexibility in order to provide a service to our patients and Doctors. The job title and description may be amended, and you may be asked to undertake additional duties not specified that may be reasonably required * May be expected to work at any of the medical practice sites in line with service needs * Must at all times carry out his/her responsibilities with due regard to the Hurley Group Equal Opportunities Policy (Staff Handbook) * Has a contractual duty to participate in the practice performance appraisal scheme and to contribute to their own personal development and the development of any staff they are responsible for * Is expected to follow the Hurley Group’s general standards of performance and behaviours. If you require a copy of this document please ask your line manager or contact the HR department |

**Person Specification: Mental Health Nurse, Practitioner Health Services**

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| **Specification** | **Essential** | **Desirable** |
| **Professional Qualifications, Education and Training:** |  |  |
| Registered with the NMC with at least 5 years post qualification experience in the field. | X |  |
| Evidence of continuing professional development | X |  |
| Evidence of postgraduate study in substance misuse – Part 2 RCGP Certificate in Substance Misuse or equivalent such as other specialist psychiatric experience in a related field e.g. eating disorders |  | X |
| **Qualified non-medical prescriber** | x |  |
| **Experience:** |  |  |
| Experience of working in mental health and/or addiction | X |  |
| Experience of working in primary care |  | X |
| Experience of working with, or commitment to sick health professionals | X |  |
| Experience of producing reports, assessments and presentations involving highly complex information. | X |  |
| Experience of providing, receiving and processing sensitive or contentious information and communicating this effectively. | X |  |
| Experience of building and developing effective working relationships and networking with senior professionals | X |  |
| Personal clinical supervision | X |  |
| **Skills, Abilities and Knowledge:** |  |  |
| Able to utilise different and innovative modalities to consult with patients including text, email and Skype | X |  |
| Knowledge of the needs of health professionals, including knowledge of relevant epidemiology, natural history, assessment, treatment and prognosis | X |  |
| Understanding of help seeking behavior and access to health care by health professionals | X |  |
| Be aware of the full range of treatment models for the management of different mental health problems | X |  |
| Have a knowledge of behavioral, medical, social and psychological factors that are particularly prevalent in health professionals | X |  |
| Have an awareness of boundary issues when dealing with practitioner-patients | X |  |
| Understanding of the roles of other health professionals | X |  |
| Understanding of the professional regulation and standards environment for healthcare professionals | X |  |
| Be able to raise the issue of mental health problems sensitively either in response to a particular presentation or opportunistically | X |  |
| Be able to provide support and advice to other practitioners on the management of practitioner-patients |  | X |
| Able to refer practitioner-patients to appropriate treatment services | X |  |
| Able to minimise risk of mental health problems/addiction in self and support personal wellbeing | X |  |
| An understanding of the education and training environment for doctors and dentists | X |  |
| An ability to work in an integrated multi-professional team | X |  |
| **Specific Aptitudes and Abilities:** |  |  |
| To be able to maintain confidentiality at all levels | X |  |
| Be highly organised and IT literate | X |  |
| Have a non-judgmental attitude | X |  |
| Support and encourage normalisation of mental health discussions by health professionals | X |  |
| Have an awareness of how cultural, gender, sexual or spiritual differences may impact on assessment and engagement | X |  |
| To be solution focused and consider innovative approaches to problem solving | X |  |
| Have an ability to work as part of a team and to communicate effectively and shared ownership of care with team members | X |  |
| Have a flexible approach to delivery of care including use of technology | X |  |
| Ability to work across a number of sites as required. |  | X |
| Have a high degree of confidence in your own clinical skills, that will allow you to successfully manage fellow health professional with ease. | X |  |