**JOB DESCRIPTION**

**Job Title:**  **Primary Care Mental Health Nurse**

**Banding/Equivalent:**

**Hours:**

**Base:**

**Reports to:**

\*please note bold addendums to “clinical responsibilities” relate to a Band 7 Qualified Non-medical Prescriber so please amend according to practice need. May need to add additional information regarding role & responsibilities.

Overview of the role

The Mental Health Nurse will assist in caring for the practice’s patients who present with a range of mental health issues, assessing and formulating treatment plans with patients. In addition, the Mental Health Nurse will provide specialist mental health advice to support GP’s in caring for other patients with mental health issues and will be responsible for carrying out annual reviews for patients on the practice’s Mental Health Register and supporting QOF.

**Add details regarding prescribing responsibilities if advertising for Non-Medical Nurse Prescriber**

**Job Purpose**

* To provide a high standard of patient care as a Mental Health Nurse in general practice using a broad and in-depth knowledge base.
* To manage own clinical workload in general practice responding effectively to patient need and ensuring patient choice and ease of access to services.
* To work within a multi-professional primary care team to provide a service for adults with varying levels of mental health needs that may co-exist with physical health problems within the registered patient population.
* To work independently providing assessment, treatment and referral of patients presenting with a range of mental health issues.
* To liaise with and refer onto primary and secondary mental health services, voluntary and public sector agencies and community support groups.
* To carry out annual health reviews for adults on the practice mental health register
* To provide advice and support to practice colleagues in relation to patients with mental health issues.

**Key Result Areas**

Clinical Responsibilities

* To provide safe, evidence-based, cost-effective and individualised patient care.
* Review medication for therapeutic effectiveness appropriate to patient needs and in accordance with evidence based practice and national and practice protocols **(if appropriately qualified)**
* Use highly developed communication skills in working with people to understand their personal and often very sensitive difficulties
* Assess, plan, implement and evaluate individual treatment plans for patients including assessing patients for suitability for psychological interventions and medical treatment **(if appropriately qualified)**
* Assess risk and implement safety plans with patients
* Exercise autonomous professional responsibility for the assessment and treatment of patients in line with the service and agreed protocols.
* Work with other health and social care professionals to assess, treat and monitor management of patients in line with national and local policies and practice needs. Attend multi-disciplinary meetings relating to referrals or patients in treatment, where appropriate.
* Educate and involve family members, carers and others in treatment as necessary.
* Support in the production of clinical protocols and pathways to ensure high levels of conformance to QOF objectives
* Promote and deliver the care to patients required to manage the demand of the quality and outcomes framework as appropriate.
* Work with patients to support engagement with appropriate services and treatment, which may include onward referral to secondary mental health services or sign-posting to other psychological therapy services within Primary Care e.g. NHS Talking Therapies. Provide specialist advice and consultation to other clinicians and staff at the practice on matters related to the practice and delivery of psychological and mental health care and service provision.
* Keep coherent records of all clinical activity in line with service protocols
* Carry out clinical audits of service performance, including service user surveys and evaluations, and help to collate and disseminate the results for feedback.
* Communicate effectively with patients; recognising the need for varying methods of communication to overcome different levels of understanding cultural background and preferred ways of communicating.

Professional Responsibilities

* Work as an effective and responsible primary care practice team member, supporting others and exploring the mechanisms to develop new ways of working.
* Produce accurate, contemporaneous and complete records of patient consultation, consistent with legislation, policies and procedures and in line with local practice.
* Prioritise, organise and manage own workload in a manner that maintains and promotes quality.
* Deliver care according to NSF, NICE guidelines and evidence-based care.
* Assess effectiveness of care delivery through self and peer review, benchmarking and formal evaluation.
* Use practice computer systems accordingly in line with practice policy.
* Utilise the audit cycle as a means of evaluating the quality of the work of self and the team, implementing improvements where required.
* Collaborate on improving the quality of health care in partnership with other clinical teams, responding to local and national policies and initiatives as appropriate.
* Feedback patients’ responses regarding the effectiveness of care given.
* Support and participate in providing training and shared learning across the practice and wider organisation, including providing specialist advice and information relating to mental health.
* Participate in the management of patient complaints when requested to do so and participate in identification of any necessary learning brought about through clinical incidents and near-miss events.
* Work within local and national policy and guidance relating to vulnerable and abused children and adults, being aware of statutory child/ vulnerable adult health procedure.
* Work within policies regarding family violence, safeguarding children, vulnerable adults, substance abuse and addictive behaviour, and refer as appropriate.
* Delegate clearly and appropriately, adopting the principles of safe practice and assessing competence.
* Understand and implement internal and external referral mechanisms.
* Prioritise own workload and ensure effective time-management strategies are embedded within the culture of the team.
* Take responsibility for own development, learning and performance including participating in clinical supervision and acting as a positive role model.
* Act as a clinical leader in the delivery of general practice mental health nursing services to patients, ensuring that the needs of the patient are the priority.
* Develop contacts with and maintain a database of local knowledge on services (statutory and third sector), community support groups and social networks that can benefit patients with a range of mental health issues.
* Develop and maintain a suite of accessible information to give to patients with a variety of mental health issues.

Operational

* Contribute and participate in the development of local guidelines, protocols and standards.
* Actively promote the workplace as a learning environment, encouraging everyone to learn from each other and from external good practice.
* Participate in planning and implementing changes within the area of care and responsibility.
* Participate in the planning and engagement of practice-based commissioning of similar initiatives.
* Ensure awareness of sources of support and guidance (eg PALS) and provide information in an acceptable format to all patients, recognising any differences or difficulties and refer where appropriate.

Risk Monitoring

* Manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients.
* Monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures and guidelines.
* Apply infection-control measures within the practice according to local and national guidelines.
* Apply policies that reduce environmental health risks, are culturally sensitive and increase access to health care for all.
* Participate in the local implementation strategies that are aligned to the values and culture of general practice.
* Utilising Information and technology as an aid to management in planning, implementation and monitoring, presenting and communicating information.
* Review and process data using accurate Read codes to ensure easy and accurate retrieval for monitoring and audit processes.
* Manage information searches using the internet and local library databases, for example, the retrieval of relevant information for patients on their condition.
* Understand the responsibility of self and others regarding the Freedom of Information Act.
* Collate, analyse and present clinical data and information to the team using appropriate charts and/ or graphs to enhance care.

Learning and Development

* Disseminate learning and information gained to other team members in order to share good practice and inform others about current and future developments.
* Assess own learning needs and undertake learning as appropriate.
* Provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning.

**PERSON SPECIFICATION**

## **Relevant Qualifications**

***Essential***

* RMN qualification
* Current registration with the NMC and commitment to CPD

***Desirable***

* Relevant post-registration qualifications, such as Thorn, Non Medical Prescribing, CBT, AMHP, Brief Interventions etc

## **Relevant Experience, Skills and Knowledge**

***Essential***

* Excellent proven clinical skills
* Experience in mental health assessment, triage and care-planning
* Experience in monitoring for and managing risk to self, others and the organisation (psychological, physical and reputational)
* A minimum of 3 years’ experience working in their professional area
* Recent experience of working within a mental health/NHS context
* Proven experience of working autonomously and determining own workload priorities
* Flexibility
* Ability to deal calmly with high stress situations
* Front line experience of using advanced assessment skills especially in determining the nature and severity of mental illness/health (functional and organic) and differentiation between physical and mental health symptoms and conditions
* Understanding and sensitivity towards a diverse range of individuals and groups who may feel marginalised within our society and a clear commitment to equality, diversity and inclusion within your own practice
* Ability to work with others to write policy and procedural guidance
* Organisational and planning skills
* Accurate record keeping and attention to detail
* IT skills including the use of internet to access guidelines and information
* Full vaccination against COVID-19

***Desirable***

* Experience working in a variety of mental health settings
* Previous primary care experience
* Experience of working with diverse groups of people
* Extensive working knowledge of the make up of the wider health and social care community including statutory and non-statutory services and direct experience of multi inter-agency working and collaboration
* Knowledge of working with EMISWeb medical records system
* Relevant language skills

## **Communication and Interpersonal Skills**

***Essential***

* Ability to empathise and communicate clearly and effectively with patients, adopting your approach according to the needs of the patient.
* Ability to express views constructively
* Strong active listening skills
* Ability to work collaboratively and effectively with other team members
* Able to articulate a detailed understanding of the relevant legal frameworks/legislation including Mental Health Act, Mental Capacity Act, and Safeguarding.