

## Job Description

**Post Title:** Early Intervention Care Co-ordinator

**Reports To:** Early Intervention in Psychosis Team Manager

**Directorate/Department:** Specialist Services

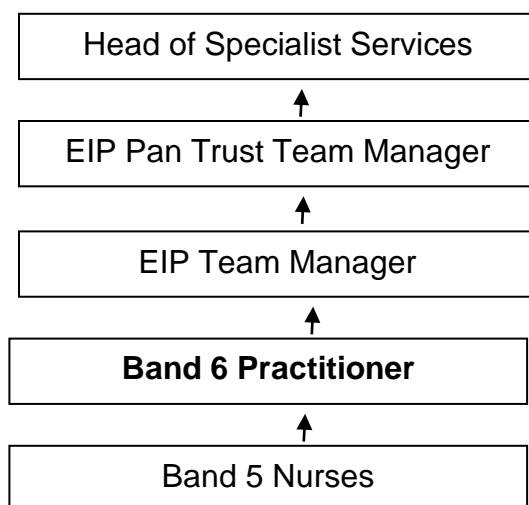
**Salary Range:** Band 6

**Date:** January 2021

## Job Purpose

To have ongoing responsibility for the assessment, planning, implementation and evaluation of the care needs of Early Intervention in Psychosis service users.

## Organisation



## Dimensions

- To engage young people who are experiencing a first episode of psychosis/at risk mental state in a sensitive and non-stigmatising way, taking full account of their need to stay connected with the ordinary activities of their lives.
- To work with, promote and develop appropriate models of community care i.e. psychosocial, social inclusion, family interventions, solution focused and health assessments.
- To lead on the delivery of care that is client focused and culturally competent.



- To support the team in achieving the Referral to Treatment Standard and NCAP audit Targets.
- To work in a client focused way in a variety of non-traditional settings.
- To contribute to the assessment of care needs, development, implementation and evaluation of programmes of care in the context of the care programme approach.
- To contribute to assessment of educational support needs with other agencies.
- To provide supervision and leadership to junior members of staff to ensure delivery of programmes of care for patients on their caseload.

### Principal Accountabilities

- To adhere to Professional Code of Practice for Governing body.
- To identify, report and act on service deficits, limitations/development opportunities to senior colleagues.
- To use clinical judgement to monitor the well being of patients/clients and develop and monitor practice in relation to protecting individuals whose health and well being is at risk
- To promote positive health by informing and educating patients/carers on mental health issues and treatments and is responsible for ensuring all staff practice this approach.
- To ensure effective communication with the multidisciplinary team, service users and carers about programmes of care both routine and complex.
- To develop and promote networking with other agencies including housing, school, employment, leisure and benefit agencies.
- To promote and maintain confidentiality in accordance with the Data Protection Act and professional code of conduct.
- To ensure and promote service user, carer and relatives involvement whenever practicable throughout the episode of care and clinical practice.
- To be conversant and practice within the Mental Health Act 1983 Mental Capacity Act 2005.
- To maintain and monitor records in accordance with local policies.



- If appropriate to professional role, to administer, store and order medications in line with Trust policy. Monitor and report to the medical staff the effects of medication and ensure that all staff practice within the administration of medication policy.
- To set clinical standards within the team based on current research and development in clinical practice.
- To contribute, promote and ensure quality initiatives and audits e.g. clinical audit, essence of care.
- To ensure the development of knowledge and ideas and to support and promote evidenced based practice.
- To allocate, delegate and supervise the work of junior members of staff as appropriate to their level of ability.
- To ensure all junior members of staff receive regular clinical supervision.
- To participate in regular management supervision with the Early Intervention Team manager and attend regular clinical supervision with supervisor.
- To ensure that there is an environment conducive to learning and contribute to the development of junior members of staff and students on placement.
- To ensure that junior members of staff attend regular Performance Development Reviews (PDR) and develop Personal Development Plans (PDP).
- To receive and conduct PDR's and develop PDP for self and staff.
- To work in collaboration with the team manager to support the development of community services.

## Contacts

(List the nature and purpose of contacts that the job holder will have to make in the ordinary course of the work.)

### Inside the Trust

- Multidisciplinary Teams within Mental Health
- CAMHS
- Other Mental Health Professionals/Manager



- Primary Care Services
- Learning Disability Teams
- All departments within the Division
- Human Resources
- Facilities
- Finance
- Clinical Governance
- Training Department

## Outside the Trust

- Schools and educational establishments
- Police, Probation, Prisons and other Criminal Justice agencies
- Voluntary Sector
- Social Services / City Council
- Service Users and their families and carers
- Housing Department
- Housing Associations
- Carer Organisations
- Private Sector
- GPs
- Addictions Services

## Job Context

As a qualified Mental Health Practitioner the post holder will contribute and develop operational procedures for overseeing the co-ordination of the care planning process and the effective supervision of the junior members of the team.



## General Conditions:

### Job Design and Review

This job description may be subject to change in the future. Any proposed changes will normally be discussed fully with the post holder and confirmed via the issue of an updated job description.

### Trust Values

Employees, workers, and / or contractors will be expected to uphold the values of the Trust and exhibit the expected Trust behaviours aligned to the Trust's values. Individuals have a responsibility to ensure that they display the Trust values and behaviours in carrying out their job and that individuals feel able to challenge (or raise a challenge) when other colleagues' behaviours breach the spirit of Trust values.

### Confidentiality and Data Protection

Staff are to familiarise themselves with the Employer's data protection policy when this is available, which sets out its obligations under the General Data Protection Regulation, the UK Data Protection Act 2018 and all other data protection legislation. You must comply with the Employer's data protection policy at all times and you agree that you will only access the systems, databases or networks to which you have been given authorisation and only for the purposes of your work for the Employer. The Employer will consider a breach of its data protection policy by you to be a disciplinary matter which may lead to disciplinary action up to and including summary dismissal. You should also be aware that you could be criminally liable if you disclose personal data outside the Employer's policies and procedures. If you have any queries about your responsibilities in respect of data protection you should contact the Employer's Data Protection Officer.

### Health and Safety

Individual employees of the Trust and other NHS employees contracted to work on the Trust's premises have an equal responsibility, along with managers and supervisors, for maintaining safe working practices for the health and safety of themselves and other persons who may be affected by their acts or omissions at work.

All employees must adhere to their duties under the Health and Safety at Work Act 1974 and other associated safety legislation, including all new Health and Safety Regulations. In addition, employees must comply with all the Trust's policies relating to Health and Safety and Risk Management to secure a safe workplace and will draw management's attention to any deficiencies and/or hazards, which might prove detrimental to themselves or others.

There is a general responsibility for employees to act sensibly and reasonably, and attend mandatory health and safety training sessions.

### Clinical Governance

All employees are required to actively contribute towards the Trust's clinical governance systems, taking responsibility as appropriate for quality standards, and work towards the continuous improvement in clinical and service quality.



## Infection Control

Staff will work to minimise any risk to clients, the public and other staff from healthcare associated infection, including MRSA and C.difficile, by ensuring that they are compliant with the Health and Social Care Act 2008 – Code of Practice for the prevention and control of Healthcare Associated Infections (the Hygiene Code) and by ensuring that they are familiar with the Trust's Infection Control policies located on the Intranet.

## Diversity

All staff through personal example, open commitment and clear action, should ensure that diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications. To be familiar with, actively promote and work within, the spirit of the Trust's Equal Opportunities policy at all times.

## Safeguarding Vulnerable Adults, Children and Young People

Dudley and Walsall Mental Health Partnership NHS Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults. The post holder is responsible for safeguarding the interests of children and adults who they come into contact with during their work. To fulfill these duties post holders are required to attend training and development to recognise the signs and symptoms of abuse or individuals at risk, to follow local and national policy relating to safeguarding practice and to report and act on concerns that they may have.

## Patient Experience and Public Involvement (PEPI)

All staff who interact with the public when delivering NHS services have a responsibility to ask patients about their experience of those services on an ongoing basis. They must then ensure that the knowledge gained is fed through to other staff and/or managers within service areas for action, where appropriate.

Further responsibilities involve staff members in ensuring that service users and members of the public are actively engaged (using a variety of methods) in appropriate service delivery, service development and decision making within their service area and the wider Trust. Determination of these responsibilities should be in conjunction with your Line Manager and delivered accordingly.

## Policies and Procedures

All staff will familiarise themselves with the Trust's policies, procedures and protocols relating to their service and work within the guidelines at all times.

To be familiar with, actively promote and work within the spirit of the Trust's Equal Opportunities policy at all times.



**Corporate Social Responsibility**

The Trust aims to be an exemplar organisation in the way it embraces sustainability and meets its corporate social responsibility. To achieve this it is the responsibility of all staff to minimise the environmental impact of their day to day activities and adhere to Trust policies on sustainability, waste, resource usage and governance.

**Smoking**

The Trust operates a No Smoking policy.

**Approved By:**

Job Holder: -----

Date: -----

Line Manager: -----

