



**danetre**medicalpractice  
*Working together for better healthcare*

# 2021

## Mental Health Nurse Job Description & Person Specification



**Practice Manager – Jo Gilford**

**Senior Partner - Dr Judith Viira**

**Team Leader**

**Clinical Services – Emma O'Brien**

**Danetre Medical Practice**

**March 2021**



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An excellent opportunity has arisen for a Mental Health Nurse to join a friendly and busy GP Practice. The successful candidate will work collaboratively with the general practice team and project a positive and friendly image to patients and other visitors either in person or via the telephone. The post holder will also assess and direct patients in accessing the appropriate service or healthcare professional in a courteous, efficient and effective way.

The post holder must be motivated and enthusiastic and have excellent communication, organisational and IT skills and be able to work well under pressure. Previous experience in working in a GP surgery would be an advantage, however training would be provided to the suitable candidate.

What we will offer you in return:

- Generous Annual Salary
- NHS Pension Scheme
- 25 days Holiday a Year (pro rata) plus 1 days Birthday leave
- A good working environment. - The practice itself is located in close proximity to Daventry Town centre in a modern building adjoining Danetre Hospital a community hospital which opened in September 2006.
- Canteen on site
- Also adjacent to the Practice operating independently is Kiddi Caru Day Nursery & Boots Chemist

# Job Description

## JOB DETAILS

<b>TITLE:</b>	Prescribing Mental Health Nurse
<b>HOURS OF WORK:</b>	Contractually 8.00am to 8.00pm Monday to Sunday, This position is currently on rota for 4 days a week but flexibility of hours can be offered
<b>SALARY:</b>	Level 5b – 5c      £39,107 - £46,439 FTE £20.00 - £23.75 per hour
<b>DIRECT REPORT TO:</b>	Team Leader Clinical Services
<b>IN-DIRECT REPORT TO:</b>	Clinical Manager
<b>DATE:</b>	March 2021

## ABOUT US

The current list size of Danetre Medical Practice is approximately 12,800. Any increase over the last ten years has been due mainly to; natural change (more births than deaths); building development within Daventry itself and more recently migration from the rest of the UK and overseas. The boundaries of the Practice show we are large in terms of geographical size, with the majority of the land classified as rural.

The practice itself is located in close proximity to Daventry Town centre in a modern building adjoining Danetre Hospital (a community hospital which opened in September 2006) offering a wide range of services and delivering a high standard of care. Also attached to the Practice operating independently is Boots Chemist.

Currently the practice works with 5 x GP partners, 1 x Managing Partner, 4 x salaried GP's, 3 x Practitioners, 2 x Clinical Pharmacists and over 250Hrs of Clinical nursing support.

## ABOUT US ADDITIONAL INFORMATION

The post holder holds a position of importance, being the crucial link between the doctors, staff and patients.

Full training will be given in all aspects of the job.

Telephone calls are monitored and used for training purposes and to accurately record patient and GP information.

You will be required to wear scrubs and a name badge, which will be provided for you.

You will be expected to attend regular staff meetings. The meetings provide an opportunity to discuss matters arising from the job and can be used for in-house training.

## **JOB PURPOSE**

The post holder will work collaboratively with the general practice team to meet the needs of patients in relation to Mental Health, supporting the delivery of policy and procedures whilst managing their own workload to deliver the practice priorities and vision.

## **CLINICAL**

- To provide care for the presenting patient from initial history taking, clinical assessment, diagnosis, treatment and evaluation of their care.
- To carry out annual health reviews for adults on the practice mental health register.
- Assess, plan, implement and evaluate individual treatment plans for patients including assessing patients for suitability for psychological interventions and medical treatment.
- To provide specialist advice and support to practice colleagues in relation to patients with mental health issues.

## **RESPONSIBILITIES**

### **GENERAL**

- Work collaboratively as a key member of the practice team.
- Ensure the provision of high quality, customer focused services to support the practice and meet service demands.
- Ensure that service delivery is evidence based, of high quality and within budget.
- Ensure health and safety requirements are met and that the Practice complies with the Health & safety at Work legislation, carrying out a systematic program of risk assessments.
- Manage data collection to support data requirements/claims.

### **KEY WORKING RELATIONSHIPS**

- Work with the GPs and other primary care professionals to identify and manage a caseload of patients, and where required and as appropriate, refer people back to other health professionals.
- Raise awareness within the practice of shared-decision making and decision support tools.
- Raise awareness of how to identify patients who may benefit from shared decision making.

### **CONFIDENTIALITY**

In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients and their carers, Practice staff and other healthcare workers. They may also have access to information relating to the Practice as a business organisation. All such information from any source is to be regarded as strictly confidential.

Information relating to patients, carers, colleagues, other healthcare workers or the business of the Practice 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.

**REHABILITATION OF OFFENDERS ACT 1974**

This post is not exempt from the provisions of the Rehabilitation of Offenders Act 1974. Therefore the post holder is required to disclose any spent convictions.

***THIS JOB DESCRIPTION IS SUBJECT TO CONSTANT CHANGING NEEDS WITHIN THE WORK SITUATION AND WILL BE REVIEWED ANNUALLY IN CONSULTATION WITH THE POST HOLDER***

# Person Specification

HEADING	ESSENTIAL	DESIRABLE
<i>Education and Qualifications</i>	<ul style="list-style-type: none"> <li>● Registered Nurse</li> <li>● Current NMC Qualification</li> <li>● Minor illness or clinical assessment qualification</li> <li>● Evidence of appropriate continuing professional development</li> <li>● Management Qualification</li> </ul>	<ul style="list-style-type: none"> <li>● Nurse Prescriber</li> <li>● MSc or equivalent</li> <li>● Recognised Advanced Nurse Practitioner qualification</li> <li>● Mentoring/teaching qualification</li> <li>● GCP certificate</li> </ul>
<i>Clinical</i>	<ul style="list-style-type: none"> <li>● Minimum of 3 years post graduate experience</li> <li>● Experience working as an autonomous practitioner</li> <li>● Experience in management of long-term conditions</li> <li>● Ability to assess and manage patients risk effectively and safely</li> </ul>	<ul style="list-style-type: none"> <li>● Nurse led triage or first contact experience</li> <li>● Primary care/community care nursing experience</li> </ul>
<i>Skills, Abilities and knowledge required</i>	<ul style="list-style-type: none"> <li>● Management of patients with complex needs</li> <li>● Ability to remain calm and professional in an emergency situation</li> <li>● Ability to work both autonomously and as part of a multidisciplinary team</li> <li>● Effective time management and excellent communication skills</li> <li>● Be able to take a lead in developing policies and standards</li> <li>● Be able to take an active role in future planning and development of services</li> </ul>	<ul style="list-style-type: none"> <li>● Knowledge of Local and National Health policy</li> <li>● Understanding of evidence based practice</li> <li>● Understanding of clinical governance in primary care setting</li> </ul>
<i>IT Skills</i>	<ul style="list-style-type: none"> <li>● Well developed IT skills including use of clinical software and Microsoft packages</li> </ul>	<ul style="list-style-type: none"> <li>● Knowledge of primary care clinical IT systems</li> </ul>
<i>Motivation and personal characteristics</i>	<ul style="list-style-type: none"> <li>● Enthusiasm and common-sense</li> <li>● Self motivated</li> <li>● Self directed practitioner</li> <li>● Ability to work flexibly to meet service needs</li> </ul>	<ul style="list-style-type: none"> <li>● Commitment to provide effective and high quality service</li> <li>● Values and respects the different cultures and beliefs of patients and colleagues</li> </ul>
<i>Working conditions</i>	<ul style="list-style-type: none"> <li>● Ability to work with high patient turnover and a pressurised environment on a daily basis.</li> <li>● Able to work flexible hours</li> </ul>	<ul style="list-style-type: none"> <li>● Hold a valid driver's licence</li> </ul>