



JOB DESCRIPTION

Job title: Primary Care Mental Health Practitioner

Service: Leeds Mental Wellbeing Service

Responsible to: Deputy Operational Manager

Contract: Permanent

Salary: Agenda for Change £24,907 – £30,615 pro rata

Pension: Eligible employees will be auto-enrolled in a defined contribution scheme.

Hours and days:

1 x post for 17.5 hours (0.5 WTE). There will be a requirement to work until 8pm on one weekday per week (2pm-8pm).

Holidays: 28 days' annual leave per year pro rata plus statutory holidays pro rata and up to 3 discretionary leave days at Christmas.

Location: Predominantly based in GP surgeries (exact locations TBC but applicants' preferences for working area will be taken into account at appointment, where feasible), working as part of an extended Primary Care Mental Health team in a local area with support from Northpoint Wellbeing.

Start date: As soon as possible.

Accountability and reporting: The post-holder is ultimately accountable to the Board of Northpoint, through the Director of Northpoint.

Disclosure and Barring Service Certificate: Due to the nature of the work this post will be subject to an enhanced DBS check. Northpoint's policy on the recruitment of ex-offenders is available on request – a past criminal conviction will not necessarily be a bar to employment.

Purpose of the role: To deliver community mental health support, symptom management, triage and care navigation to clients through Primary Care Networks in Leeds.

Northpoint Wellbeing is part of a relatively new primary care mental health service (Leeds Mental Wellbeing Service), commissioned by Leeds CCG. This exciting partnership, launched in November 2019, delivers an integrated service offering mental health support for people with common mental health problems. Together, our partnership helps thousands of people in Leeds to increase their resilience and live their best lives within their community.

NORTH POINT

The service comprises:



This role is an exciting opportunity for mental health/wellbeing practitioner to work within primary care (GP surgeries and community health centres) to provide symptom management, triage and care navigation to patients referred by their GPs.

Predominantly working as part of an integrated team, the post-holder will provide telephone triage and face-to-face assessment and decision-making support to ensure that patients with common mental health needs gain access to the most appropriate pathway and intervention.

The post-holder will be required to carry out assessment and formulation of mental health needs in order to assist patients towards increased self-management of anxiety and depression symptoms and better tolerance of distress. The role will also involve identifying opportunities to support individuals with their mental health by helping them to access appropriate community support, encourage behavioural and lifestyle changes, and enable and empower patients to become actively involved in their own wellbeing.

The role combines the skills of triage/assessment/care navigation/psychological support. Key to the role will be the ability to utilise psychological formulation (i.e. construct meaning out of mental distress) and build trusting relationships quickly whilst motivating individuals to make sustained changes.

Primary Care Networks (PCNs) bring together a group of neighbouring GP practices to cover a population of 30,000 to 50,000 patients. Member GP practices benefit from economies of scale as they collaborate to provide services with an expanded primary care team – including these Mental Health Practitioner roles – taking pressure off GPs. More information about Leeds PCNs can be found at <https://www.leedsgpconfederation.org.uk/primary-care-networks-member-practices/>

OVERVIEW OF RESPONSIBILITIES

Referrals, triage & assessment

- Accept referrals of patients with chronic and/or mild to moderate common mental health problems (predominantly anxiety, depression, and OCD) via agreed protocols within the GP Practice.
- Use SystmOne/EMIS patient management system (after training) to record referrals, assessments and outcomes.
- Identify and manage cases where complexity and/or severity are present, including triaging referrals and signposting to appropriate mental health and crisis support.
- Use therapeutic skills where appropriate to help patients contain and manage acute emotional distress, where it does not pose a risk.
- Complete a comprehensive and holistic assessment of need for those referred to the service within an agreed timeframe, in order to determine the most appropriate help and support.



- Develop an understanding of the particular issues presented, including any complicating social factors (physical health, employment, housing, substance misuse etc), the patient's sense of what support would be helpful and realistic, and the patient's readiness to engage with connecting services.
- Offer consultation, advice and decision support to primary care colleagues.

Caseload management & interventions

- Work with a caseload of individuals with chronic mental health needs.
- Manage a full caseload and reach agreed activity levels set within the service and ensure treatment delivery remains accessible and convenient.
- Use a range of techniques and interventions to support patients with mental health needs to self-manage their symptoms, and encourage behavioural and lifestyle change, while working within boundaries of professional training and competence.
- Respond to unpredictable situations of risk and manage these in a safe, professional and holistic manner, utilising appropriate risk assessment, relapse prevention interventions and risk management plans.
- Facilitate patients to use/develop their own resources and support networks (family/friends); provide extra support for patients to access the wide range of existing psycho-educational, peer-support and wellbeing groups within Leeds.
- Support navigation into a range of other useful social and support services, including Forward Leeds, Health Trainers and social prescribing.
- Build knowledge of relevant local community networks and support individuals to access these where appropriate (including but not limited to IAPT, Secondary Care Mental Health services, Social Prescribing service and local Voluntary Sector mental health provision).
- Encourage patients to actively manage their own mental health/wellbeing.
- Help patients to develop skills and build confidence in their ability to regulate their emotional state and make appropriate choices that promote mental wellbeing; encourage patients to self-initiate positive behaviours and to gain problem-solving skills.
- Educate and involve family members and others in treatment as necessary, conveying clinical formulations with sensitivity in easily understood language.
- Attend multi-disciplinary meetings relating to referrals or clients in treatment, where appropriate.
- Keep records of all clinical activity in line with service protocols using SystmOne/EMIS and any paper-based systems as appropriate.
- Monitor patient experience using a qualitative evaluation questionnaire.
- Work closely with the GP practice and other members of the team ensuring appropriate communication, including discharge notes, and be available to support practice staff with queries about referrals and suitability.



Training

- Attend and fulfil all mandatory trainings.
- Learn how to use SystmOne/EMIS to input and retrieve information appropriate to the care of individuals on caseload.
- Develop a basic competency in the use of SystmOne/EMIS to an acceptable standard.

Professional practice

- Ensure the maintenance of standards of practice according to the employer and any regulating, professional and accrediting bodies (e.g. BACP, UKCP, BPS), and keep up to date on new recommendations/guidelines set by the Department of Health (e.g. NHS plan, National Service Framework, National Institute for Health and Care Excellence).
- Ensure that patient confidentiality is protected at all times, in line with Northpoint and GP practice policies.
- Attend case and line management supervision on a regular basis as agreed with the Deputy Operational Team Manager.
- Ensure clear professional objectives are identified, discussed and reviewed with the Deputy Operational Team Manager, on a regular basis as part of continuing professional development.
- Keep up to date all records in relation to CPD and ensure your personal development plan maintains up-to-date specialist knowledge of latest theoretical and service delivery models/developments.
- Attend relevant conferences/workshops in line with identified professional objectives.
- Attend team meetings.

General

- Contribute to the development of best practice within the service.
- Combat mental health inequalities actively, applying your knowledge of the social determinants of mental health in Leeds, and how some communities are at greater risk of poorer mental health.
- Maintain up-to-date knowledge of legislation, national and local policies and procedures in relation to mental health and primary care services.
- All employees have a duty and responsibility for their own health and safety and the health and safety of colleagues, patients and the general public.
- All employees have a responsibility and a legal obligation to ensure that information processed for both patients and staff is kept accurate, confidential, secure and in line with the Data Protection Act (2018) and Security and Confidentiality policies.
- Carry out audits of service performance, including service user surveys and evaluations, and help to collate and disseminate the results for feedback.
- Work with managers and colleagues to identify, manage and minimise risks within overarching risk management frameworks.
- Comply with Northpoint's operational policies, service protocols and practice guidelines as required, taking account of any relevant GP practice protocols and procedures.



- It is the responsibility of all staff that they do not abuse their professional position for personal gain, to seek advantage of further private business, or for other interests, in the course of their official duties.

This Job Description does not provide an exhaustive list of duties and may be reviewed in conjunction with the post-holder in light of service development.

Revised: April 2021