Job Description

Job Title: Approved Mental Health Professional

Grade: Agenda for Change Band 6

Location: Bentley House, Community Mental Health Centre

In order to meet the needs of the Trust’s services you may be required from time to time to work outside your normal place of work. The Trust reserves the right to change your normal place of work to any other location within the Trust.

Responsible To: AMHP Coordinator Clinical Team Leader/Team Manager

Accountable To: Community Service Manager

Professional Supervision: AMHP Coordinator Clinical Team Leader

Key Relationships: Service users and their families and friends.  
Adult mental health services in Harrow 
CAMHS / Adolescent Mental Health Service 
Local Crisis Resolution Services 
Substance Misuse Services 
Statutory and non-statutory external agencies and community groups and organisations

Context:

The post holder will be working within a dedicated Approved Mental Health Professional service providing Mental Health Act assessment during office hours (and as required beyond) for residents of Harrow who require this statutory service.

Job Purpose:

1. To provide the AMHP function for the Mental Health Services in Harrow and be part of the AMHP Duty Rota.

2. To provide statutory expertise to other teams and colleagues as required.

3. To contribute to a professional team ethos including participation in the AMHP forum and team meetings.

Overview of Main Responsibilities

1. Key Tasks

   1. To act as an AMHP, carrying out the range of roles and responsibilities defined in the Mental Health Act.
   2. To carry out all duties in accordance with the trust’s policy and procedures.
   3. To carry out Mental Health Act assessments as an autonomous practitioner and consider the least restrictive options.
4. To complete, in accordance with the Mental Health Act, AMHP reports and other relevant documentation and ensure this is uploaded to the patient record.

5. To undertake risk assessments, according to Trust policy.

6. To provide a strong social care perspective to the work undertaken in the team and act as a social care expert to other teams/colleagues around Mental Health Act Legislation.

7. To contribute to the development, planning and implementation of policy and practice relating to statutory work under the Mental Health Act.

8. To engage with service users and carers assertively and where possible offer care/interventions within the least restrictive setting, in normal community environments.

9. To help clients gain fair and equal access to services, through choice and social inclusion and being sensitive to age, culture, ethnicity and gender, sexuality and disability.

10. To have responsibility for following through pieces of statutory work including effective communication with other services and ensuring accurate recording at all times.

11. To respond to emergency situations when required.

12. If admission to hospital becomes necessary, to provide regular, formal, joint Inpatient review to ensure the service user is transferred/discharged to the lowest stigma/least restrictive environment as soon as clinically possible.

13. To ensure CNWL Child Protection Guidelines and procedures are fully understood by self and others. To ensure the safety needs of children are met at all times and take appropriate action when a child is felt to be at risk or in need.

14. Safeguarding is everyone’s responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.

15. To maintain standards of professional conduct at all times and observe the legal requirements of the MHA (1983), it’s Code of Practice, The Children Act (1989) and other relevant legislation and guidance.

16. To ensure all AMHP warranting requirements are maintained in order to remain warranted, including evidence of required continuing professional development.

17. To maintain professional registration with the relevant professional body and observe the professional code of conduct at all times.

2. Communication

1. To use excellent communication skills and to develop and maintain therapeutic relationships with service users and their families and carers who may at times be in situations of emotional distress.

2. To be aware of how your verbal and non-verbal communication can be interpreted by others and ensure a polite approach is maintained at all times.

3. To develop and maintain effective working relationships and networks with colleagues within mental health services, primary care, voluntary agencies and other partner agencies to ensure well co-ordinated care.

4. To actively participate in Inpatient and Community team meetings and clinical reviews, as required, to help promote team cohesiveness, multidisciplinary working and collaboration with colleagues in all parts of the Trust. To use these forums to problem-solve and identify risk and concerns with the team and ensure agreed decisions are implemented and documented.

5. To ensure that views of all service users are effectively sought, channelled and acted upon, including the efficient processing of complaints or untoward incidents in accordance with the Trust policy.

6. To maintain accurate and up-to-date records utilising electronic media as necessary, and ensuring any hand written documentation is legible and in accordance with professional
guidelines and best practice. To maintain statistical information records required by the Trust for reporting on Performance Management.

7. To complete agreed audit and evaluation measures and provide and collate information relevant to performance management as requested.

3. **Training**

1. To participate actively in clinical supervision, as well as in management supervision and annual appraisal with line manager, and to pursue further professional development and training appropriate to the age range covered by the team, according to a Personal Development Plan.

2. To maintain up to date knowledge through networking, training and reading, and to comply with professional requirements for the maintenance of professional registration.

3. To participate in and contribute to induction and training within the team, act as mentor or supervisor to students and junior staff, and to support the development of a working environment conducive to learning.

4. To participate on the cross borough AMHP Rota as required.

5. Relinquishing of AMHP warrant is not automatic and at the discretion of the Harrow Community Service Manager.

4. **Policy and Service Development**

- To work within and contribute to the development of service policies and procedures, within the overall operational policy for CMHT working.

- To participate in and contribute to the development of the AMHP team, using discussion and wider liaison with other teams and community agencies.

5. **Management of Resources**

- To provide advice, support and guidance to junior colleagues.

- To deputise for the AMHP Coordinator Clinical Team Leader as needed and co-ordinate daily work of the team as rostered.

6. **Research**

To participate in research within the service as agreed by the Team Manager, Professional Leads and Community Recovery Services Manager.

**Rider Clause**

This is an outline of the post-holder’s duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Trust and Department.

**Job Flexibility**

The post holder will be required to work flexibly, providing assistance as and when necessary, which may involve them in a developing role.
**Working Relationships**
The working relationship between all members of staff should be mutually supportive, with staff deputising and covering for each other when appropriate.

**Health and Safety**
Central and North West London Mental Health NHS Trust has a Health and Safety Policy applicable to all employees. Employees must be aware of the responsibility placed on them under the Employment Rights Act 1996, to ensure that agreed safety procedures are carried out, and to maintain a safe environment for employees, patients and visitors.

**Infection Control**
The prevention and control of infection is the responsibility of everyone who is employed by Central and North West London Mental Health NHS Trust. Employees must be aware of infection control policies, procedures and the importance of protecting themselves and their clients in maintaining a clean and healthy environment.

**Improving Working Lives**
Central and North West London Mental Health NHS Trust is committed to the principles of Improving Working Lives and all managers are encouraged to follow Improving Working Lives practices. Consideration will be given to all requests for flexible working in line with Trust policy.

**Staff Involvement**
Central and North West London Mental Health NHS Trust is committed to involve staff at all levels in the development of the organisation.

Managers should ensure that staff are encouraged and involved in organisational and service developments including business planning and they are able to influence discussions, which affect them and their working conditions.

All managers should engender a culture of openness and inclusion so that staff feel free to contribute and voice concerns. They should develop and implement communication systems that ensure staffs are well informed and have an opportunity to feedback their views.

**Smoking**
Central and North West London Mental Health NHS Trust acknowledges its responsibility to provide a safe, smoke free environment to its employees, patients and visitors. In expressing its commitment to the prevention of smoking related diseases, the Trust has a ‘Non Smoking Policy’ and all Trust buildings and vehicles are designated as smoke free areas.

**Alcohol**
Employees are expected to be aware of and understand that Central and North West London Mental Health NHS Trust has a policy on alcohol and the consumption of alcohol. Alcohol is not permitted whilst on duty.

**Confidentiality**
Employees should be aware that the Trust produces confidential information relating to patients, staff and commercial information. All employees have a responsibility for ensuring the security of information and to comply with the Data Protection Acts, Access to Health Records and Computer Misuse Act. Disclosure of personal, medical, commercial information, systems passwords or other confidential information to any unauthorised person or persons will be considered as gross misconduct and may lead to disciplinary action which may include dismissal.

**Equal Opportunities**
All employees of Central and North West London Mental Health NHS Trust are expected to be aware of, and adhere to, the provision of the Trust’s Equal Opportunities Policy, and to carry out their associated duties and responsibilities under this policy. As users of the disability symbol, the
Trust guarantees to interview all disabled applicants who meet the minimum essential criteria for a vacant post.

Grievances, Disputes, Disciplinary and Other Industrial Relations Procedures
Central and North West London Mental Health NHS Trust has grievance, disputes, disciplinary and other industrial relations procedures. Employees are required to make themselves aware of these procedures, copies of which are available on the Trustnet, from your manager and the Human Resource Directorate.

Personal Development
The post holder is expected to co-operate in activities which line management believes will contribute to personal and/or to team growth. This includes attending supervisory sessions and training modules, both at their work base and other selected venues of instruction.

Conflict of Interest
Employees are expected to declare any private ‘interest or practice’, which might conflict with their NHS employment, and be perceived to result in actual or potential financial or personal gain.

Working Time Regulations
The Working Time Regulations 1998 require that you should not work more than an average of 48 hours each week i.e. no more that 816 hours in a 17-week period. To work more than 48 hours you must have management authorisation and you will be required to sign an opt out agreement.

The Trust policy has a limit of 60 hours per week and all staff must ensure a 24 hour rest period is taken in every 7 days.

Conditions of Employment
The Trust will screen all staff who will be working with children and police checks will be carried out on all staff appointed to posts which have access to children.

This will also apply if role develops to include access to children.

Terms and Conditions
The terms and conditions of service associated with this position are those agreed by the Trust.