

Regional Associate Practitioners Job Description – Mental Health and Learning Disabilities - Mapping:

This document is the regionally agreed job description for associate practitioners, mapped to key frameworks. This is the overall working document from which you can cut and paste elements, e.g. you would not use the whole thing as a job description to give to candidates but you will use it for induction and portfolio work on the associate practitioner programmes. Pathways and Packages(InPac SWYPT 2008) is being used across the Region to shape future service delivery, this document takes the key elements of a band 4 practitioner, whichever care cluster they work with and uses a framework to map the elements of the job description to this. The key for this is found at the end of the job description. Within the Skills for health competences, the job description is mapped to specific mental health and the generic skills for health national occupational standards. Details of the overall descriptor for these are mapped to the job description in a key. It would be impossible to reproduce the details of the competences in this map; the following provides a link to the Skills for Health Home page where you will be able to track down the full detail of each of the competences.

<http://www.skillsforhealth.org.uk/>

1. Pathways and Packages (InPac)
2. Skills for Health National Occupational Standards
3. Knowledge and Skill Framework (KSF) Dimensions

ASSOCIATE PRACTITIONER

BAND 4

REPORTS TO

OPERATIONALLY
RESPONSIBLE TO

PROFESSIONALLY
RESPONSIBLE TO

LOCATION

JOB PURPOSE

1. To deliver high level, quality care and evidence based interventions within a multi-disciplinary team.
2. To work collaboratively across a range of disciplines, developing knowledge and expertise to enable them to perform non complex, protocol limited, clinical tasks with minimal supervision
3. To supervise/support identified healthcare assistants

4. **Specific role.** Organisations to enter job purpose as applied to their needs

Communication/Relationship Skills (complex information, barriers to understanding)	Pathways and Packages	National Occupational Standards-Skills for health	KSF Dimension
<p>4. To provide and receive complex and sensitive information requiring tact, reassurance, empathy and persuasive skills, where there are barriers to understanding</p> <p>5. To demonstrate a safe level of inter-personal skills when managing individuals with complex needs, accounting for any communication difficulties facing the patient.</p> <p>6. To accurately record patient information in accordance with Trust procedures</p> <p>7. To support patients to improve and develop their communication skills</p>	<p>CR 1,2,6,7,8,10 M1,3,4 CM1-5E E2,3,4,5,7</p>	<p>MH1 MH4 MH94 HSC31 HSC226 HSC344 HSC369 HSC371 HSC434</p>	<p>Communication Level</p>

Personal, Professional Development	Pathways and Packages	National Occupational standards	KSF Dimension
<p>8. To maintain up to date knowledge and skills relevant to the field of practice</p> <p>9. Work with other colleagues within the relevant area of care</p> <p>10. To further develop a knowledge and understanding of relevant legislation and policy e.g. Mental Health Act, Vulnerable Adult Policy, The Children’s Act, Valuing People and implications of these to patients and their care</p>	<p>CR1-12</p> <p>CM3-5</p> <p>E1,2,5</p>	<p>MH81</p> <p>MH87</p> <p>MH92</p> <p>MH93</p> <p>HSC23</p> <p>HSC33</p> <p>HSC43</p> <p>HSC310</p> <p>HSC449</p>	<p>Personal and People Development</p>

Analysis, Problem Solving and Service Planning (judgements of a range of options)	Pathways and Packages	National Occupational Standards	KSF dimension
<p>11. To make judgements around what may or may not be significant changes in a patient's condition, involving observation and engagement skills and whether or not to report any changes to a registered healthcare professional/unit manager</p> <p>12. To recognise emergency situations and respond accordingly</p> <p>13. To undertake basic physical or psychological tests recognising and reporting significant findings.</p>	<p>CR5,7,9,11,12 M1,2,5,6 CM1-5 CR11,12, E5,6</p>	<p>MH18-24 MH35 MH46 MH68-70</p>	<p>Health and Well-being</p>

Planning and Organisational Skills (of straightforward tasks/activities/programmes)	Pathways and Packages	National Occupational Standards	KSF dimension
<p>14. To plan and organise own day to day tasks</p> <p>15. With the support of the registered healthcare professional; plan, organise and implement tasks, activities and care programmes for identified patients</p> <p>16. In collaboration with the service user, plan and organise interventions specific to their individual needs and within the remit of their care plan</p>	<p>CM1-5 PT1-3</p>	<p>MH20-24 MH30-40 MH89 HSC351</p>	<p>Health and Well-being</p> <p>Quality</p>

Physical Skills (developed physical skills)	Pathways and Packages	National Occupational Standards	KSF dimension
17. Maintain up to date training and knowledge of violence and aggression and basic life support skills	CR11,12 M4-6	MH18,36	Health and Safety
18. Ability to move and handle patients in a safe and effective manner		CHS3	Health and Well-being
19. Ability to employ developed skills to carry out agreed procedures e.g. taking blood samples, venepuncture.		HSC22 HSC395 HSC3103	

Patient Care (implements care packages)	Pathways and Packages	National Occupational Standards	KSF dimension
20. To contribute to care planning and the review process for a caseload of service users.	CR1-12 CM1-5 RS1-3 OI1-10 E4-6	MH7	Health and Well-being:
21. To provide direct personal care to patients using initiative in response to patient need		MH25-28	
22. To contribute and assist in the process of ensuring carer support is offered and implemented		MH38-42	Equality and Diversity
23. Escort patients or small groups of patients in the community		MH46 MH62,62 MH81 MH88	

Policy and Service Development Implementation (follows policy in own role)	Pathways and Packages	National Occupational Standards	KSF dimension
<p>24. Be aware of relevant Trust policies and procedures e.g. control of infection policies and procedures; Clinical Governance Framework</p> <p>25. Contribute to the ongoing development of the Associate Practitioner role locally, regionally and nationally.</p>	N/A	IPC2 HSC22,23 HSC42 CFA102	Service Improvement Level Quality Level
Responsible for Financial and Physical Resources	Pathways and Packages	National Occupational Standards	KSF dimension
<p>26. Handles patient's property and valuables</p> <p>27. Responsible for ensuring that petty cash systems are in place and adhered to under the guidance of the unit manager</p>	CR11 RS1 OI 2,6,9	MH30,31 MH48 HSC32 HSC345 HSC395 CFA102	Service Improvement Communication

Responsible for Human Resources (demonstrates own role)	Pathways and Packages	National Occupational Standards	KSF dimension
28. Assists in the induction of new or less experienced staff or agency staff by demonstrating their own role 29. Provides support to less experienced staff 30. May supervise less experienced staff	E 1,2,5	MH23 GEN33 AC3 HSC3110	Personal & People Development Level Learning & Development Level People Management Level

Responsible for Information Resources (of personally generated information)	Pathways and Packages	National Occupational Standards	KSF dimension
31. Responsible for the recording of personally generated clinical observations and information relating to patients and their care, ensuring all entries are counter-signed by a registered healthcare professional	CR1-12 M1-6 CM 1-5	MH20-25 HSC22 HSC31 HSC434	Information and Knowledge Level

Research and Development (audits/surveys as necessary for own work)	Pathways and Packages	National Occupational Standards	KSF dimension
32. To contribute to research projects/audits/surveys within the clinical speciality under the supervision of a registered healthcare professional	CR1-12	HSC23 HSC43 R&D 8a	Quality
Freedom to Act (guided by standard operating procedures)	Pathways and Packages	National Occupational Standards	KSF dimension
33. Guided by Trust policies and procedures 34. Acts on own initiative, guided by a registered healthcare professional	N/A	N/A	

Pathways and Packages- Common elements derived from the care clusters applicable across the role of the associate practitioner

Core Role

1. Maximise social role functioning- CR1
2. Return to previous best level of function -CR2
3. Significant reduction in symptoms-CR3
4. Better adjustment to situation- CR4
5. Prevention of relapse-CR5
6. Maintain appropriate contact-CR6
7. Management of crises-CR7
8. Significant improvement of quality of life-CR8
9. Prevention of worsening of situation-CR9
10. Maintain current social role functioning-CR10
11. Reduce risk of harm to self-CR11
12. Reduce risk of harm to others-CR12

Monitoring

1. Monitor mental health state-M1
2. Administer and score assessment tools-M2
3. Role functioning-M3
4. Complicating factors-M4
5. Treatments-M5
6. Care concordance-M6

Care management

1. Monitor care plans- CM1
2. Provision of information-CM2
3. Liaise with others-CM3
4. Alert others-CM4
5. Reporting-CM5

Role support

1. Training-RS1
2. Emotional-RS2
3. Social-RS3

Psychological therapies

1. Structured psychological therapies-PT1
2. Group therapies-PT2
3. Physical health therapy (exercise)-PT3

Occupational interventions

1. Role support-OI 1
2. Training-OI 2
3. Informal counselling-OI 3
4. Emotional support-OI 4
5. Practical support-OI 5
6. Social participation-OI 6
7. Employment support-OI 7
8. Education-OI 8
9. Activities of daily living OI-9
10. Relationships-OI 10

Enabling

1. Representing service user interests-E1
2. Communicating service user needs-E2
3. Increasing service user confidence-E3
4. Promoting independence-E4
5. Provision of information-E5
6. Treatment adherence-E6
7. Assertive engagement-E7

Skills for Health –National Occupational Standards and Competency Key.

These map to the National Occupational Standards and competences as outlined in the job description. They follow the sequence as in the job description so that you can easily map them across, this does mean that some are repeated, however when mapped back to the job description the context of application becomes clear.

MH1- Promote effective communication and relationships with people who are troubled or distressed

MH4- Assist individuals to evaluate and contact support networks

MH94- Enable people to recover from mental illness/distress, take control of their lives and achieve self-agency

HSC31- Enable individuals to maintain the safety and security of their living environment

HSC226- Support individuals who are distressed

HSC344- Support individuals to retain, regain and develop the skills to manage their lives and environment

HSC369- Support individuals with specific communication needs

HSC371- Support individuals to communicate using interpreting and translation services

HSC434- Maintain and manage records and reports

MH81- Sustain and review collaborative working

MH87- Assess the need for, and plan awareness raising of mental health issues

MH92- Support and challenge teams and agencies on specific aspects of their practice

MH93-Support and challenge workers on specific aspects of their practice

HSC23- Develop your knowledge and practice

HSC33- Reflect on and develop your practice

HSC43- Take responsibility for the continuing professional development of self and others

HSC310- Support colleagues to relate to individuals

HSC449- Represent one's own agency at other agencies' meetings

MH18-24- Implement, monitor and evaluate therapeutic interventions within an overall care programme; Plan and review the effectiveness of therapeutic interventions with individuals with mental health needs; Maintain active continuing contact with individuals and work with them to monitor their mental health needs; Respond to crisis situations; Work with individuals with mental health needs to negotiate and agree plans for addressing those needs; Co-ordinate, monitor and review service responses to meet individuals' needs and circumstances; Identify the physical health needs of individuals with mental health needs

MH46-Support people in relation to personal and social interactions and environmental factors

MH68-70-Develop action plans which assist stakeholders in improving environments and practices to promote mental health; Support stakeholders in improving environments and practices to promote mental health; Monitor and review changes in environments and practices to promote mental health;

MH30-40-Enable individuals and families to put informed choices for optimising their mental health and social well-being into action; Enable individuals and families to identify factors affecting, and options for optimising, their mental health and social well-being; Enable people to choose and participate in activities that are meaningful to them; Support individuals in undertaking procedures and treatments; Support individuals to administer their own medication; Enable individuals with mental health needs to access housing and accommodation; Enable housing and accommodation services to support individuals with mental health needs; Enable individuals to maintain their personal hygiene and appearance; Enable individuals to maintain the safety and security of their living environment; Enable individuals to obtain and maintain household and personal goods

MH89- Project manage action targeted at addressing mental health issues

HSC351-Plan, agree and implement development activities to meet individual needs

MH18,36-Identify the physical health needs of individuals with mental health needs; Support individuals to administer their own medication

CHS3-Administer medication to individuals

HSC22-Support the health and safety of yourself and individuals

HSC395-Contribute to assessing and act upon risk of danger, harm and abuse

HSC3103-Help develop community networks and partnerships

MH7- Develop, implement and review programmes of support for carers and families

MH25-28- Promote the benefits of activities to improve physical health and well-being; Contribute to the assessment of needs and the planning, evaluation and review of individualised programmes of care for individuals; Implement specific parts of individualised programmes of care; Reinforce positive behavioural goals during relationships with individuals;

MH38-42- Enable people with mental health needs to participate in social, economic and cultural activities and networks; Empower people with mental health needs to represent their views and organise their own support, assistance or action; Enable individuals and families to put informed choices for optimising their mental health and social well-being into action; Enable individuals and families to identify factors affecting, and options for optimising, their mental health and social well-being; Enable people to choose and participate in activities that are meaningful to them

MH46- Support people in relation to personal and social interactions and environmental factors

MH62- Determine the concerns and priorities of individuals and families in relation to their mental health and mental health needs

MH81- Sustain and review collaborative working

MH88- Support the implementation, monitoring, evaluation and improvement of awareness raising around mental health issues

.IPC2- Perform hand hygiene to prevent the spread of infection

HSC22,23- Develop your knowledge and practice; Support the health and safety of yourself and individuals

HSC43- Take responsibility for the continuing professional development of self and others

CFA102- Work within your business environment

MH30,31- Enable individuals to obtain and maintain household and personal goods; Enable individuals to maintain the safety and security of their living environment

MH48- Work with people to identify their needs for safety, support and engagement and how these needs can best be addressed

HSC32- Work within your business environment

HSC345- Support individuals to manage their financial affairs

HSC395- Contribute to assessing and act upon risk of danger, harm and abuse

HSC-452 Contribute to the development, maintenance and evaluation of systems to promote the rights, responsibilities, equality and diversity of individuals

CFA102- Work within your business environment

MH23- Plan and review the effectiveness of therapeutic interventions with individuals with mental health needs

GEN33- Enable other individuals to reflect on their own values, priorities, interests and effectiveness

AC3- Contribute to the development of the knowledge and practice of others

HSC3110- Support colleagues to relate to individuals

MH20-25- Work with individuals with mental health needs to negotiate and agree plans for addressing those needs; Respond to crisis situations; Maintain active continuing contact with individuals and work with them to monitor their mental health needs; Plan and review the effectiveness of therapeutic interventions with individuals with mental health needs; Implement, monitor and evaluate therapeutic interventions within an overall care programme; Contribute to the assessment of needs and the planning, evaluation and review of individualised programmes of care for individuals

HSC22- Support the health and safety of yourself and individuals

HSC31- Promote effective communication with, for and about individuals

HSC434- Maintain and manage records and reports

HSC23- Develop your knowledge and practice

HSC43- Take responsibility for the continuing professional development of self and others

R&D 8a- Assist in the research work