

Level 2 – Mental Wellbeing Conversation Record

Name of Assessor / date:

Name of staff member:

Background – Please document Job Role and brief detail of events that have resulted in this meeting**Current Situation** – Please complete as per your training

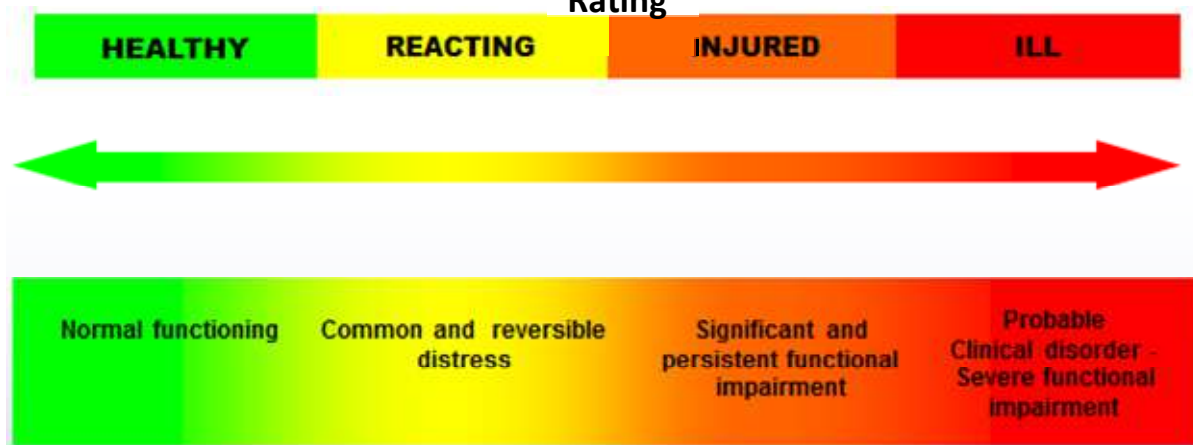
Factor 1 How much control do you have at work?	
Factor 2 Have there been Substantial Changes at Work	
Factor 3 Are Efforts at Work (poorly rewarded or not appreciated)	
Factor 4 Do you have Supportive Managers?	
Factor 5 Do you Supportive Colleagues?	
Factor 6 Work Life Balance?	

Factor 7 Do you have Substantial life Stressors	
Factor 8 * Distress Symptoms?	
Factor 9 Is support available are they willing to access it?	
Factor 10 Alcohol Use and/or Negative coping strategies	

Distress Check List – are any of these happening?

	Y	N	Notes
<i>Sleep disturbed</i>			
<i>Appetite changed</i>			
<i>How do they see the future</i>			
<i>Enjoyment in life</i>			
<i>Feeling Worthlessness</i>			
<i>Anxiousness</i>			
<i>Reactivity</i>			
<i>Concentration problems</i>			
<i>Anger issues</i>			
<i>Tiredness</i>			

Rating



<p>No issues with continuing in their current role, no adjustments required, no problems with daily life are being experienced</p> <p>↓</p> <p>Provide link to Thrive app –</p> <p>Signpost to useful wellbeing info upon intranet for ongoing wellbeing maintenance</p>	<p>Minor difficulties such as poor concentration, not sleeping as well, support is needed to get this person back to green</p> <p>↓</p> <p>Suggest wellbeing visit to the Sanctuary to include:</p> <p>Mindfulness relaxation massage</p> <p>Provide link to Thrive app –</p> <p>Signpost to useful wellbeing info upon intranet</p>	<p>More substantial difficulties such as shouting at the kids, being irritable at work with colleagues or patients, drinking a bottle of wine before sleeping eating too much or too little</p> <p>↓</p> <p>Suggest councillor intervention</p> <p>Provide contact information to support agencies</p> <p>Suggest wellbeing visit to the Sanctuary</p>	<p>Immediate concern about this person's ability to continue with current work / life situation, immediate support is required</p> <p>↓</p> <p>If risk of harm Refer to GP / A&E</p> <p>Consider Informing Next of Kin</p> <p>Inform Manager and Occupational Health</p>
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Colour of Assessment:

Green

Yellow

Amber

Red

Plan of action (with timescales if appropriate):

Date of Follow up Meeting

Return a copy of this to swbh.wellbeinghub@nhs.net

I consent to this plan being shared with the Trust Wellbeing Team to allow them to provide further support if needed

Contact details for support services

SWB Thrive	https://swb.thrive.uk.com/	
The SWB sanctuary	Phone 0121 507 5886	
SWB Occupational Health	Phone 0121 507 3306, swbh.ohreferrals@nhs.net	
SWB Counselling Service	Call OH on 0121 507 3306 and choose option 1.	
Alcohol	https://www.nhs.uk/live-well/alcohol-support/	
Anxiety	https://www.nhs.uk/oneyou/every-mind-matters/anxiety/	
SWB Staff wellbeing intranet	https://connect2.swbh.nhs.uk/od/occupational-health-and-wellbeing-service/	
Sleep	https://www.nhs.uk/live-well/sleep-and-tiredness/how-to-get-to-sleep/	
Weight	https://www.nhs.uk/live-well/healthy-weight/	
Domestic Abuse	Call 0121 552 6448 Email ; IDVA@sandwellwomensaid.co.uk	

Guidance for the Practitioner

After either completing your two day TrIM course or half day Mental Health REACT Course you will be familiar with the process of having a 1-1 conversation with a colleague who may need support with their Mental Wellbeing.

This is the SWBH documentation that we will use to capture conversations – it is not aimed at being an extensively noted conversation, the aim is to gain a brief understanding of the background of the individual by following the 10 key discussion points and then form a judgment of which colour of the risk rating you believe the individual matches.

There is a slight difference that the SWBH model does not use a numerical scoring system; it uses the Red, Amber, Green ‘scoring’ system with descriptions. This is important as the aim is to get a feel for the person and their situation as a whole. For example, a low numerical score could still be a red rating, and a high numerical score could still be green or yellow rating – instead of adding numbers up the aim is to read the scoring criteria for the colours at the end of the conversation, discuss these with the person you are talking to and see which category you think is appropriate.

Remember, there is no expectation for you to form a perfect ‘clinical’ judgement here, we are volunteers and this is an informal process. The key thing is to have a conversation and signpost the person you are talking to as best as you can. If you feel a person you are talking to is on the border of two colours then always opt for the ‘higher’ level of risk and signpost them to support based upon that. For example, if you felt a person was on the border between yellow and amber, score them amber. It is better for them to have support and not need it, than to need it and not have it.

Once you have completed a conversation you can complete the plan of action that was agreed for the staff member to be supported, this can be very simple, just listing the signposts that were indicated or any follow up conversations that need to be had.

Once the conversation is complete the staff member should be asked for their consent to share their plan with the Wellbeing Sanctuary and if consent is given, the completed plan should be emailed to both the staff member and the Sanctuary swbh.wellbeinghub@nhs.net

You should also arrange a follow up meeting with the staff member 28 days later – or as close to that as can be arranged. If someone is Amber or Red, a follow up conversation at 14 days, or less if you think it is appropriate, should also be offered to ensure that the individual has had the best opportunity to access help.

Remember that if an individual has a red risk rating and you are fearful of harm occurring to them then you do not need their consent to share the content of the report with appropriate individuals. If you have any concerns about whether this is the right course of action you can call the SWB Sanctuary on 0121 507 5886 and ask for advice about this.

Dear Colleague,

You recently had a conversation with one of our Volunteer Mental Health Practitioners, we would appreciate some feedback about how you feel that conversation went.

I feel the conversation helped

Not at all

somewhat

Very Much So

Don't Know

I feel the conversation was supportive

Not at all

somewhat

Very Much So

Don't Know

Was the session effective for you?

Not at all

somewhat

Very Much So

Don't Know

I would recommend using this service to others

Not at all

somewhat

Very Much So

Don't Know

Thank you for your time in providing this feedback