

## JOB DESCRIPTION

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<b>POST TITLE:</b>	<b>Advanced Mental Health Practitioner</b>
<b>BASE:</b>	<b>Night shifts:</b> Wexham Park Hospital, Wexham St, Slough SL2 4HL <b>Day shifts:</b> Fir Tree House, Upton Hospital, Albert street, Slough, SL1 2BJ
<b>BAND:</b>	<b>7</b>
<b>LINE MANAGER:</b>	<b>CAMHS Rapid Response Team Lead</b>
<b>PROFESSIONAL ACCOUNTABILITY:</b>	<b>Appropriate professional lead within CAMHS</b>

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### OUR VISION AND VALUES

Our **vision** is to **be a great place to get care, a great place to give care.**

Our values are:

- **Caring** for and about you is our top priority
- **Committed** to providing good quality, safe services
- working **Together** with you to develop innovative solutions

### JOB SUMMARY

The Berkshire Specialist CAMH Service is made up of a number of different specialist teams:

- Common Point of Entry (CPE) & Urgent Care
- Specialist Community Teams (locality based)
- Anxiety Disorder Treatment Team Specialist Pathway
- ADHD Specialist Pathway
- ASD Diagnostic Pathway

**CAMHS Rapid Response** In line with the NHS Long-term Plan, we are offering a for 24-hour CAMH Crisis Service across Berkshire, therefore the clinician will be part of a shift pattern of night shifts and day shifts to ensure the service is available 24/7.

### **Assessment**

Clinicians will undertake a comprehensive assessment and formulation of clinical presentation and risk and make appropriate care plans for ongoing care. This will include assessing mental state, risk, and psychosocial factors, as well as being able to devise a Clinical Formulation from assessment.

### **Shift Lead / Crisis Line**

Clinicians will also undertake shift lead duties, by coordinating the shift, and having oversight of incoming referrals, responding to CAMHS crisis calls and delegating/prioritising tasks.

### **Short term Intervention**

Clinicians will provide short-term intervention such as ongoing patient reviews, multi-agency consultation/liaison, and other relevant intervention to support young people and their families. Clinicians will be expected to contribute to, attend and, where appropriate, chair, multi-agency meetings including safeguarding and child protection meetings, to achieve positive outcomes for children and young people.

Clinicians will work closely with other CAMHS Community Teams such as making onward referrals or working alongside them to meet the young persons needs.

### **Supervision**

Clinicians will be required to both provide and receive clinical supervision and management supervision as defined in the Trust policy (Clinical and Management Supervision for all BHFT Staff (Clinical and Non-Clinical Staff), BHFT CCR097)).

### **Routine Outcome Measures (ROMS)**

Staff within all teams and pathways are required to use ROMS as routine with all young people to ensure service users are actively involved in decisions within their own treatment and for staff to evaluate their own effectiveness and development needs through individual supervision and to contribute to team and service evaluation and development.

### **Rapid Response Operating Hours**

Berkshire CAMHS Rapid Response operating hours during the day are 09:00 – 22:00 Monday to Friday and 09:00 – 17:00 Bank holidays and Weekends and for the night shift Monday to Sunday. The current shift patterns within RRT are as follow:

Day shift:

Shift lead: (11 Hrs shift including 1 hour break)

Assessing: (11 Hrs shift including 1 hour break)

Late clinician: (11 Hrs shift including 1 hour break)

Follow up: (8 Hrs shift including 30 min break)

Night shift:

Night shift: (12 Hrs shift including 1 hour break)

(Clinicians will be allocated combination of the above shifts to complete their contracted hours per week)

## **RESPONSIBILITIES**

### **1. Care delivery**

- a. Be responsible for the effective delivery and quality of care standards for a sub-division of service or for the delivery of specialist services across an organizational and geographical area.
- b. To maintain and develop relationships with professionals external to the area of service, children and young people and their families (where appropriate) within area of service/specialism.
- c. To be able to assess, interpret and diagnose and implement treatment of children and young people's conditions, developing, planning, implementing, and evaluating specialist packages of care, including the involvement of multi-agency input around the children and young people's needs.
- d. To provide effective analysis of a range of complex data from a variety of sources and situations. To formulate and implement plans for the formal treatment and/or management of a client's mental health problems, based upon an appropriate conceptual framework of the client's problems, and employing methods based upon evidence of efficacy as well as evidence generating, across the full range of care settings.
- e. To make appropriate judgments that best improve the treatment outcomes for the child, young person and their families' as well as improve resilience and recovery and which mitigates risk to themselves or others.
- f. To formulate and design interventions as part of the children and young people and their families' care plan, ensuring that clinical policies and procedures are followed correctly and risks inherent in any procedures are minimised.
- g. To ensure services are delivered in a manner that is appropriate, relevant and respectful to all community members, recognising the diversity of ethnicity, culture, belief, privilege and capacity of service users and carers.
- h. To provide specialist advice to other members of the service and agencies on the particular needs of children and young people and their families.
- i. The post holder is expected to lead by example in adopting the principles of the Care Programme Approach (CPA) and ensure their team works within the framework when assessing, planning and co-ordinating the care and medical treatment that a person requires.

## **2. Record keeping, information collection and communication**

- a. Effectively manage highly complex and sensitive situations and condition related information regarding diagnosis and prognosis to children and young people and their families, other professionals, and external agencies, where there may be barriers to understanding or a hostile and antagonistic working environment.
- b. To be able to communicate reassuringly, finding ways of enabling the information to be understood and providing empathy and reassurance to specialist children and young people groups.
- c. To be responsible for the accurate maintenance of clinical record keeping and the required communication of individual patient care packages for the post holder's area of responsibility/specialism.
- d. To ensure all systems (electronic and hard copy), records, data and information (stored and transferred) are of high quality across the service which will withstand inspection of their effectiveness and appropriateness to support the delivery of safe services and compliance of Trust Business rules.
- e. To manage and maintain all electronic systems and data as required in the role, in particular RiO, service user outcomes and safeguarding systems.
- f. To be responsible for the accurate recording and transferring (to other services) of information relating to patients in receipt of care as determined by the Trusts operational policies or when directed by the team leader.
- g. To promote and encourage staff involvement, engagement, and motivation, making sure there are effective channels of communication and staff satisfaction in area of service.

### **3. Leadership, Development & Supervision**

- a. To apply up to date professional and other knowledge to ensure any options of care for Individuals is evidenced based and informed by theoretical and practical learning and experience.
- b. Supervise junior staff, undertaking annual appraisals, PDP's and proactively supporting the development review cycle, the progression of personal performance and achievement of objectives, including career aspirations within the Trust and Partner Organisations processes.
- c. In conjunction with operational manager be responsible for addressing staffing issues and the efficient and effective recruitment of all resources and staff in designated areas of workforce, ensuring all recruits complete the required employment checks prior to commencing work.
- d. To develop and facilitate, with other members of the service, clinical groups, training sessions and workshops as appropriate.
- e. Maintain continuous professional development meeting professional requirements.
- f. To measure personal, team and service goals and ensure they align to the wider Trust goals and strategic objectives.
- g. To consistently plan and manage resource requirements within own area of specialism, ensuring the needs of the children and young people and their families are met and levels of clinical and quality standards are achieved.
- h. To undertake Clinical Audits, research, and test different types of aids as necessary for own area of specialism.

### **4. Professional & Trust policies**

- a. The post holder must comply with all national, statutory, legislative, professional and local policy.
- b. The post holder is responsible for policies in own specialist area / subdivision and should proactively contribute to improve local policy and any changes to improve service or protocols that impact on own service area as well as other professions.

### **5. Management Responsibility**

- a. The post holder will be an authorised signatory for procuring and processing payments and managing a delegated budget or budget for the department.
- b. Responsible for authorising overtime, expenses, purchasing of equipment and the approval of staff manpower returns to payroll.
- c. To ensure services are delivered, in area of specialism, that meets the quality and clinical effectiveness standards; to proactively participate in measuring children and young people and their families and staff satisfaction in service area.
- d. Responsible for the maintenance of Trust and Local Policies and work within partner organisations policies as appropriate.
- e. To undertake investigations relating to service, users, staff and/or 'serious untoward incidents' (SUI's).

### **GENERAL**

- 1. This is a varied role where you'll be expected to undertake the range of responsibilities specified above, working together with your line manager and colleagues to ensure that the activities of this post make a real difference to our patients. Your line manager may ask you to undertake other reasonable duties to facilitate the smooth running of your service or team.

2. We are an equal opportunities employer and you'll be expected to role model equality of opportunity, live the values and always operate in accordance with our Equal Opportunities Policy.
3. Health and Safety at work is important to us and we would like you to role model the highest standards of behaviour and go above and beyond by adopting excellent practice where it links to the health and wellbeing of our colleagues. It is important that you cooperate with us to ensure that statutory and departmental safety regulations are adhered to.

## **BEHAVIOURS**

In addition to the responsibilities and requirements outlined in this job description, you should refer to the associated and expected behaviours that are relevant to this role - your line manager will be able to provide you with this detail.

Our values define the behaviours we are all expected to display during the course of our work and they underpin our organisational recruitment, appraisal, reward and development processes.

## **LOCATION/MOBILITY**

We may require you to work at or from a different work base or location from time to time, to meet service demands and deliver an operational service. Given the geographical nature of the Trust, you may be required to travel between Trust premises as part of your role.

We also may need to change your work base on a permanent basis and if this is the case, we will consult with you in line with our policies and procedures.

## **FLEXIBILITY**

We may need to amend your job description and/or your duties from time to time in order that we can continue to provide the best possible service to our patients. It is important that you work with us to deliver our services, by complying with lawful and reasonable instructions, by adapting to new ways of working, and by attending training courses as requested from time to time.

## **CONTINUING PROFESSIONAL DEVELOPMENT**

You'll be expected to attend and contribute to staff meetings and forums, supervision sessions, training courses, seminars and workshops, all of which will contribute to the development and enhancement of our current working practices.

You will also be expected to participate in all personal review meetings and to take responsibility for your own personal and professional development and the professional accountability for your role.

## **DATA PROTECTION ACT**

We are all expected to be aware of the Data Protection Act and to follow the local Codes of Practice to ensure appropriate action is taken to safeguard confidential information.

## **HEALTH & SAFETY**

We all have a responsibility for health and safety, risk assessment and workplace inspections, and you will be expected to take reasonable care for your own health and safety and that of others.

You will also be expected to co-operate with your colleagues to ensure that statutory regulations, policies, codes of practice and departmental safety procedures are adhered to, and to attend any training programmes that we consider to be relevant.

## **INFECTION CONTROL**

The Health and Social Care Act 2008: (code of practice on the prevention and control of infections and related guidance) sets out responsibilities for NHS managers, Heads of departments, Clinical Leads and all staff to ensure patients are cared for in a clean and safe environment. Cleanliness and prudent antimicrobial stewardship (AMS) is essential to ensure that people who use health and social care services receive safe and effective care.

Prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients and to the safety of staff and visitors. As a core element of the trust's clinical governance and risk programmes, all staff are required to be aware of their responsibilities and comply with infection prevention and control policies and guidelines.

## **CONFIDENTIALITY**

We all have a responsibility to make sure that we don't disclose any information of a confidential nature relating to the services we provide or in respect of any service user, client or third party. This applies both during and after your employment.

You must not remove or copy any documents or tangible items including software which belong to the Trust or which contain any confidential information unless you have specific permission to do so. When you leave our employment, or if you are asked, you must return all documents and tangible items which are in your possession or are under your control, but which belong to us or contain or refer to any confidential information.

You should be aware that a breach of confidentiality may result in your dismissal and that, regardless of any disciplinary action that we may take, a breach of confidence could result in civil action for damages.

## **DATA QUALITY**

We are all responsible for making sure that our data and electronic records are updated, accurate, relevant, reliable, and completed in line with our record keeping standards and policies.

## **CLINICAL GOVERNANCE**

We aim to provide the highest standards of care. To help us achieve this aim, you are expected to follow acceptable working practices as defined in our policies and guidelines. You also have a personal responsibility to your colleagues and patients to keep yourself up to date with any changes to policies and to report any practice that you consider to be unacceptable through the appropriate channels.

## ASYLUM & IMMIGRATION ACT 1996 AND AMENDMENTS

We need to make sure that we comply with the Asylum and Immigration Act 1996. To do this, we check the documentation of all applicants to confirm that they have the right to work in the UK. We won't offer employment to any applicant who does not have valid leave to remain and work in the UK or whose leave is subject to conditions which prevent them from taking up employment with us.

If your leave to remain and/or right to work status changes during the course of your employment, we will determine what impact this may have on our ability to continue employing you.

## SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a responsibility for safeguarding individuals who come into contact with our services, whether they are a child or young person, a person with Learning Disabilities or an older or vulnerable adult.

We adhere to the Berkshire Local Safeguarding Children Boards Child Protection Procedures, which places a duty of care and responsibility on us all to safeguard and promote the welfare of children.

## SMOKE FREE

We operate a smoke free policy which means that smoking is not permitted on any of our sites. This also applies when you are travelling in vehicles (including owned and lease cars) whilst on official business, parked on our premises in privately owned vehicles, or transporting services users or visitors. We will not support taking additional breaks during the working day to smoke off site. Further information can be found in the Staff Smoke Free policy.

## PERSON SPECIFICATION

CATEGORY	ASSESSMENT METHOD		
Education/Qualifications/Training	Application Form Essential or Desirable	Interview Essential or Desirable	Selection Tool Application (A) Interview (I)
	E	-	A
	E	-	A
	E	-	A
	E	-	A

<ul style="list-style-type: none"> <li>• Qualified Systemic Family Therapist Masters level or</li> <li>• Qualified Psychotherapist or</li> <li>• Clinical or Counselling Psychologist or</li> <li>• Occupational Therapist</li> </ul>	<p>E</p> <p>E</p> <p>E</p>	<p>-</p> <p>-</p> <p>-</p>	<p>A</p> <p>A</p>
<ul style="list-style-type: none"> <li>• Registration with NMC or HCPC or other recognised professional body</li> <li>• A supervisory qualification in the relevant professional discipline.</li> </ul>	<p>E</p> <p>D</p>	<p>-</p> <p>-</p>	<p>A</p> <p>A</p>
<p><b>Previous Experience</b></p> <ul style="list-style-type: none"> <li>• Significant post-qualifying experience of undertaking comprehensive assessment of mental health needs, developing care plans, and offering appropriate support based on psychological formulation of presenting difficulties.</li> <li>• Experience of working with service users with high-risk presentations and undertaking risk assessment and risk management plans.</li> <li>• Experience of hard-to-reach diverse community groups and individuals with emerging complex needs, dual diagnoses, people with additional disabilities and safeguarding.</li> <li>• Experience of working effectively in a multi-disciplinary team and multi-agency environment.</li> <li>• Experience of working within mental health settings supporting children, adolescents and their families.</li> <li>• Experience of providing supervision or leadership to others.</li> <li>• Experience of contributing to service improvement initiatives.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>	<p>-</p> <p>E</p> <p>E</p> <p>E</p> <p>-</p> <p>D</p> <p>D</p>	<p>A</p> <p>A&amp;I</p> <p>A&amp;I</p> <p>A&amp;I</p> <p>A</p> <p>A&amp;I</p> <p>A&amp;I</p>
<p><b>Knowledge and skills</b></p> <ul style="list-style-type: none"> <li>• Knowledge and skill to assess acute mental health crisis, and deliberate self-harm at Tier 3 levels.</li> <li>• Demonstrates up to date knowledge of legislation and National strategies and requirements for CAMHS.</li> </ul>	<p>E</p> <p>E</p>	<p>E</p> <p>E</p>	<p>A&amp;I</p> <p>A&amp;I</p>

<ul style="list-style-type: none"> <li>• Ability to identify and employ mechanisms of clinical governance as appropriate, to support and maintain clinical practice in the face of regular exposure to highly emotive material and challenging behaviour.</li> <li>• Ability to motivate and inspire others and to support others to develop key competencies.</li> <li>• Well-developed skills in the ability to communicate effectively, orally and in writing, complex, highly technical and/or clinically sensitive information to clients, their families, carers and other professional colleagues both within and outside the NHS.</li> <li>• Skills in providing consultation to other professional and non-professional groups.</li> <li>• Ability to take clinical responsibility for patient care and treatment.</li> <li>• Ability to work to timescales and comfortably cope in pressurised situations, applying practical problem-solving skills in everyday and complex situations</li> <li>• Ability to work autonomously and effectively in a team, reprioritising work and that of others work to reflect changing needs.</li> <li>• Competent IT skills and the ability to navigate around various systems and software packages (such as outlook, databases, e.g. RiO MS office and internet</li> </ul>	E	E	A&I
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<b>Additional Requirements</b> <ul style="list-style-type: none"> <li>• Ability and willingness to work in a flexible way including working outside of normal hours to facilitate out of hours clinics as required.</li> <li>• Able to maintain professional boundaries and conduct.</li> <li>• Supportive approach towards colleagues and service users.</li> <li>• Enthusiastic, self-motivated team player.</li> <li>• Able to negotiate, be confident and assertive.</li> </ul>	E	E	A&I
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