



# Job description and specification



## CYPMHS Care Pathway Lead Band 7



## JOB DESCRIPTION

**JOB TITLE:** CYPMHS Care Pathway Lead

**BAND:** 7

**RESPONSIBLE TO:** CYPMHS Integrated Team Manager

### KEY RELATIONSHIPS:

Internal	External
CYPMHS Team CYPMHS Care Pathway Leads CYPMHS Team Manager NELFT Staff	GPs Social Care Third Sector Acute Hospitals

### CONTROLS ASSURANCE STATEMENT:

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is clearly identified and carried out under clear lines of accountability.

#### Aim of the role:

The post holder will be expected to support their team, department and organisation to achieve the Trust's Values in their day to day work. These are the 5P's:

- Putting people first
- Prioritising quality
- Being progressive, innovative and continually improve
- Being professional and honest
- Promoting what is possible – independence, opportunity and choice

The post-holder will be a post-graduate qualified psychological practitioner (e.g. psychologist, family therapist, child and adolescent psychotherapist) or graduate qualified health care professional (e.g. nurse, social worker, occupational therapist) or will have substantial CAMHS clinical, management and leadership experience. Where appropriate they will be fully registered with the appropriate professional or regulatory body (e.g. HCPC, NMC). They will have extensive clinical experience working with children and young people with emotional wellbeing and mental health difficulties.

Post holders operating at Band 7 in a clinical or clinical leadership role must be able to demonstrate adherence and competence to evidence-based clinical models, hold an



autonomous caseload, clinically supervise and register with/meet the requirements of any applicable accrediting body.

Post holders must demonstrate significant experience and will be from a range of backgrounds with specific, specialist knowledge in relation to aspects of social care, education, SEN/D or educational healthcare plans as well as CAMHS.

The post-holder will provide operational and clinical leadership to the care pathway and all CYPMHS clinicians working in the care pathway. They will be responsible for assessment, treatment and systematic outcome measurement in the care pathway.

They will ensure that a high quality, timely, accessible and evidence-based service is available to all service users who need it and who use the care pathway.

The post-holder will establish and maintain excellent working relationships with wider mental health and wellbeing services and ensure adherence to evidence based treatments by all clinical staff within the care pathway

The post-holder will manage any waiting list for the care pathway.

The post-holder will be directly involved in delivering a range of therapeutic interventions, which may include parent work, group work, school observations of children, short term CYPMHS input and specialist psychological treatments. They will be an effective care pathway leader working on their own initiative. They will spend 80% of their time working clinically, allowing 20% for care pathway leadership.

### **Key Responsibilities:**

1. To provide an efficient, effective, comprehensive and specialist care pathway for children and adolescents with emotional and mental health problems, their carers/parents and families
2. To contribute to multi-disciplinary assessment and treatment of children and adolescents with emotional and mental health problems, their carers/parents and families
3. To undertake a range of generic clinical work, urgent assessment work, parenting support and specialist cases.
4. To provide supervision and consultation on care pathway cases to other multi-disciplinary staff within the service, including junior medical staff.
5. To contribute to audit and research.
6. To actively engage in treatment and outcome monitoring, including the use of normed measures associated with CYP-IAPT
7. To work in clinical practice, making use of supervision, within the overall CYPMHS framework and the Trust's policies and procedures

### **Leadership**

1. The post-holder will provide operational and clinical leadership to the care pathway and all CYPMHS clinicians working in the care pathway. The post-holder will line manage experienced clinical staff within the care pathway but will not hold a budget.



2. To actively promote integrated health/care professional working internally and externally
3. To facilitate the development of a positive and 'supportive' team culture by taking responsibility for dealing effectively with potential conflict
4. To take an active interest in working parties and groups within the Trust to develop and improve on service delivery, protocols and guidelines
5. To participate in the audit process, linking in with the clinical governance agenda
6. To advise, encourage and share knowledge utilising the latest research and practice development, through literature and peer reviews
7. They will ensure that a high quality, timely, accessible and evidence-based service is available to all service users who need it and who use the care pathway.

### **Clinical Skills**

1. To act as an autonomous professional fully registered with the appropriate professional or regulatory body (e.g. HCPC, NMC).
2. To use an expert clinical understanding in assessing, jointly with colleagues in the multi-disciplinary team, children, adolescents and their families in order to formulate their strengths and difficulties and to determine the most appropriate treatment plan
3. To work alongside other colleagues in CYPMHS and in the care pathway in order to provide an in-depth comprehensive assessment of the child's, young person's, and family's functioning where there is a constellation of high dysfunction and entrenched difficulties in the family
4. To provide therapeutic interventions with due regard to issues of cultural, racial and religious difference and sexual orientation
5. To provide clinical assessment of children and young people with severe, highly complex and persistent mental health problems
6. To undertake specialist observations of children in school settings as part of wider assessments
7. To provide therapeutic interventions (including parent/child work, group work, parent support input, psycho-education and brief individual work with children and young people) to children and young people with complex mental health difficulties including neurodevelopmental disorders such as autistic spectrum disorders, learning difficulties, ADHD; emotional difficulties, including depression and anxiety states; attachment disorders; conduct disorders, eating disorders; post-traumatic stress disorder; psychosomatic disorders; enuresis/encopresis, aggression, borderline states, self-harming, substance misuse and other behaviour potentially dangerous to the child/young person or others
8. To undertake work with parents/carers/networks of referred children and young people
9. To utilise theory, literature and research to support evidence based practice in individual work and work with other members of CYPMHS.

### **Computer/Administration**

1. To be computer literate and implement the Trust's IM&T Strategy
2. To ensure accurate recording and updating of patients' records, including risk information, maintaining confidentiality at all times
3. To ensure electronic outcome monitoring is completed for patients' treatment
4. To complete mandatory on-line training associated with the post



5. To take part, and assist, in the planning and administration relating to day to day running of the caseload

### **Communication**

1. To have a wide range of knowledge in specialist clinical approaches to communicating and managing patient care
2. To be able to effectively communicate with colleagues, peers, senior managers and clinical leads within the Trust
3. To be able to communicate complex patient related information facilitating positive outcomes and ensuring collaborative working
4. To participate in the review and development of clinical policies and identify improvements to service provision
5. To provide reports on children and young people for parents, referrers and for other outside agencies, including Social Services and Education Services which describe assessment outcomes in accessible terms and formulate care plans
6. To participate in regular clinical discussions and reviews of cases in treatment with members of the multi-disciplinary team
7. To present cases to network meetings with professional members of other agencies
8. To provide psychological and clinical advice to other professionals working within the CYPMHS team
9. To be responsible for continually monitoring and evaluating risk to/from children and young people in one's own caseload and during supervision/consultation discussions

### **Training**

1. To contribute to the training experience of trainee therapists and students from other disciplines on placement, as appropriate
2. To provide clinical supervision as required and extensively within the care pathway
3. To support new staff and their integration within the team
4. To be responsible for contributing to the academic and clinical teaching programmes within the team
5. To ensure own continued professional development to maintain the highest professional standards of practice, through active participation in internal and external CPD training and development programmes, in consultation with the post holder's professional and service managers
6. To maintain up to date knowledge of legislation, national and local NHS, Social Care and Education policies and issues of relevance to the patient group, particularly safeguarding policies and procedures and NICE guidelines
7. To undertake mandatory training and workshops
8. To receive regular clinical and service related supervision from an appropriate professional within NELFT
9. To undertake a regular appraisal, developing a personal development plan that includes clinical competencies reflecting the mental health needs of the local population and related to Trust strategy

### **Specific Tasks directly related to the post:**



- The post-holder will represent the care pathway within the CYPMHS wider management structure

## **Additional Information**

### **Health & Safety**

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) and subsequently published regulations to ensure that the Trust's Health and Safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

### **Infection Control**

Each staff member has a duty to take personal responsibility for the prevention and control of infection, in accordance with Trust Infection Prevention and Control Policies, which reflect the statutory requirements of the Health Act 2006 – Code of Practice for the Prevention and Control of Healthcare Associated Infection. They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAs.

### **Risk Management**

You will be responsible for adopting the Risk Management Culture and ensuring that you identify and assess all risks to your systems, processes and environment and report such risks for inclusion within the Trust Risk Register. You will also attend mandatory and statutory training, report all incidents/accidents including near misses and report unsafe occurrences as laid down within the Trust Incidents

### **Safeguarding Children and vulnerable adults**

NELFT is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults and families in their care. Staff are required to comply with Trust policies on Safeguarding.

### **Standards of Business Conduct & Conflict of Interest**

The NHS Code of Conduct and Standards of Business conduct for NHS Staff require all employees to declare all situations where you or a close relative or associate has a controlling interests in a business [such as a private company, public organisation or other NHS or voluntary organisation] or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. All such interests must be declared in the Trust's register of interests either on appointment or when such interests are gained.

As an employee you are required to make yourself aware of and adhere to the Trust's governance policies, such as Standing Orders and Standing Financial Instructions.

### **Sustainability**



All staff has a responsibility for delivering high quality healthcare in a low carbon environment, where energy is used wisely and not wasted. It is the responsibility of all staff to minimise the Trust's environmental impact by recycling where possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

## **Smoking Policy**

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within the Trust buildings and vehicles.

## **Codes of Conduct**

NELFT requires the highest standards of personal and professional conduct from all of its employees. All employees must comply with the Code of Professional Conduct appropriate to their professional governing body.

As an NHS employee, you are required to observe the following principles:

- Make the care and safety of patients my first concern and act to protect them from risk;
- Respect the public, patients, relatives, carers, NHS staff and partners in other agencies;
- Be honest and act with integrity;
- Accept responsibility for my own work and the proper performance of the people I manage;
- Show my commitment to working as a team member of working with all my colleagues in the NHS and the wider community;
- Take responsibility for my own and continuous learning and development

## **Data Protection**

Personal data is protected under the Data Protection Act (1999) and the post holder will ensure that it is securely held and that the requirements of the Act are followed. It is the responsibility of all staff whose jobs requires them to record information in Trust Computer systems (e. g RIO and ESR) to ensure that the data entered into these systems is of high data quality and that information is recorded correctly and in a timely manner. Failure to adhere to this requirement could be considered a disciplinary matter

## **Information Security and Confidentiality**

All employees are required to observe the strictest confidence with regard to any patient/client information that they may have access to, or accidentally gain knowledge of, in the course of their duties.

All employees are required to observe the strictest confidence regarding any information relating to the work of the Trust and its employees.

You are required not to disclose any confidential information either during or after your employment with the Trust, other than in accordance with the relevant professional codes.



All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with NHS Confidentiality Guidelines [Caldicott] and the Data Protection Act 1998 unless explicit written consent has been given by the person identified, or where information sharing protocols exist.

Failure to comply with these regulations whilst in the employment of the Trust could result in action being taken under the Trust Disciplinary Policy and Procedure.

## **Equality and Diversity**

NELFT is committed to the implementation of the Equality and Diversity at Workplace policy which ensures equal opportunities for all. NELFT is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. The Trust will ensure that it provides equal and fairness for all, and not to discriminate on the grounds of gender, marital status, race/ethnicity, disability, sexual orientation, religion, transgender or gender reassignment status, age, marriage or civil partnership/same sex marriage, and because of you being pregnant or being on maternity/paternity leave. All staff are required to observe this policy in their behaviour to employees and patients/service users.

## **Key Performance Indicators (KPI)**

Each individual and service will be set KPIs and achievement against these will be regularly reviewed. Performance against individual and service KPI's will be routinely monitored by your manager.

## **Review of this Job Description**

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

## **Other Duties**

There may be a requirement to undertake other duties as may reasonably be required to support the Trust. These may be based at other Trust managed locations.

## **For HR Use Only:**

**Date of template:** 1 January 2015 **Version:** 1

## **For Manager Use Only:**

**Date last reviewed:** 18 January 2018



**Date to be reviewed:**

**Signed:**.....  
**(Manager)**

**Dated:** .....

**Signed:** .....

**Dated:**.....

**(Employee)**



## Person Specification

	Essential	Desirable	Measurement
<b>Demonstration of Trust Values</b>			
Putting people first	✓		Application Form Interview Assessment
Prioritising quality	✓		Application Form Interview Assessment
Being progressive, innovative and continually improve	✓		Application Form Interview Assessment
Being professional and honest	✓		Application Form Interview Assessment
Promoting what is possible, independence, opportunity and choice	✓		Application Form Interview Assessment
<b>Qualifications</b>			
NVQ level 2 or equivalent standard of literacy and numeracy	✓		Application Form Interview Assessment
Successful completion of a graduate training (e.g. nursing, social work, occupational therapy)	✓		Application Form Interview
Further professional knowledge will have been gained through accredited courses workshops, study and in house training programmes (e.g. CYP-IAPT training)	✓		Application Form Interview
To be eligible for registration as a full member of the appropriate professional body (e.g. HCPC, NMC) where appropriate	✓		Application Form Interview
<b>Experience</b>			
Experience of working	✓		Application Form



with difficult, disturbed or challenging children/young people requiring skilled and complex interventions			Interview
Experience of working with children and adolescents with co-morbid difficulties and special needs. (i.e. combination of organic and emotional deficits, such as autistic spectrum disorders and trauma)	✓		Application Form Interview
Experience of working therapeutically with parents/carers/families of children and young people with complex mental health problems	✓		Application Form Interview
Experience of using observation (eg. In school contexts) to contribute to assessments of children	✓		Application Form Interview
Experience of carrying out generic assessment with other colleagues in the multi-disciplinary team	✓		Application Form Interview
Experience of specialist assessment carried out autonomously in order to determine the most appropriate treatment plan from a range of options for the child/young person	✓		Application Form Interview
Experience of providing specialist individual interventions with a wide variety of children and young people, from 3 to 19 years old-presenting problems at the most severe end of	✓		Application Form Interview



the spectrum			
Experience of initiating, organising and planning inter-agency meetings aimed at setting in place a treatment package tailored to the individual needs of a child/young person	✓		Application Form Interview
Experience of providing professional teaching and training for other professionals working with the client group within the service and within related agencies	✓		Application Form Interview
Experience of providing clinical interventions in different cultural contexts	✓		Application Form Interview
<b>Knowledge</b>			
An awareness of NHS Plan, NSF and clinical governance priorities	✓		Application Form Interview Assessment
High level knowledge of the theory and practice of short term and long term in clinical interventions in CAMHS/EWMHS	✓		Application Form Interview
Knowledge of legislation in relation to children and adolescents and safeguarding procedures and policies	✓		Application Form Interview
Knowledge of NHS, Social Care and Education structures, national policies and frameworks, evidence based practice including NICE guidelines	✓		Application Form Interview
Knowledge of risk management and	✓		Application Form Interview



ability to monitor and assess risk and act accordingly to ensure safety			
Knowledge of research methodology and outcome research methodology and outcome research design and ability to critically interpret research findings	✓		Application Form Interview
Knowledge of electronic record systems, e.g. Rio	✓		Application Form Interview
<b>Skills</b>			
Basic awareness of IT and IT skills	✓		Application Form Interview Assessment
Ability to communicate clearly and effectively highly complex and sensitive matters to patients, which give rise to psychological distress	✓		Application Form Interview
Highly developed ability to integrate complex clinical information into a coherent formulation	✓		Application Form Interview
Specialist skill in the ability to communicate effectively, verbally and in writing complex, highly technical and/or clinically sensitive information to clients, their families, carers and other professional colleagues both within and outside CAMHS/EWMHS	✓		Application Form Interview
Ability to tolerate anxiety without recourse to premature action whilst appreciating the role of	✓		Application Form Interview



the supervisor			
Capacity to work alone, involving colleagues and manger as relevant	✓		Application Form Interview
Capacity to write clear records and observe policies, procedures and guidelines	✓		Application Form Interview
Ability to plan and organise own workload and time	✓		Application Form Interview
Ability to use outcome monitoring across all clinical work	✓		Application Form Interview
<b>Other</b>			
To be able to travel efficiently throughout the area	✓		Application Form Interview
To be able to work within the Professional Code of Conduct and Ethics	✓		Application Form Interview
To be able to work autonomously within the overall framework of the Trust's policies and procedures	✓		Application Form Interview
Able to form good working relationships with others in multi-disciplinary and inter-agency settings	✓		Application Form Interview
Evidence of personal resilience and aptitude for dealing with challenging, potentially distressing and highly emotional clinical work	✓		Application Form Interview

