

Children and Young People Directorate

JOB DESCRIPTION

Job Title:	Advanced Nurse Coordinator - Hospital Outreach and Education
Pay Band:	7
Department/Base:	Child and Adolescent Mental Health Specialism (CAMHS)
Directorate:	CYP Specialist Services
Responsible to:	Identified Clinician/Team Lead/Operations Lead
Accountable to:	Service Manager
Job Summary:	To work within the Initial Intervention Team, to deliver a wide range of clinical interventions to children/young people, (and their families), across the county whose mental health difficulties have impaired their ability to engage in education, through an assertive outreach approach. To work through an integrated, multidisciplinary and partnership approach, providing a range of appropriate individual and group interventions to identified children/young people, and their families/carers, and to provide specialist advice, support and training to professionals.

Key Responsibilities:

- To offer an initial assessment for all young people accessing hospital and outreach and formulate a care plan and co ordinate the implementation of this.
- To co ordinate/or support the care planning of children/young people who are unable to access education due to their mental health difficulties.
- To work within the designated Team, according to the Team practices, ethos and responsibilities.
- To deliver services to support children/young people to be maintained within the community and lower level mental health services.

- To provide professional consultation and advice to a range of professionals within Universal and Targeted services, through telephone advice and planned and responsive training packages.
- To provide consultation to specialist practitioners (e.g. Educational Psychologists, Community Paediatricians, Additional Needs Teachers, Social Workers) and to specialist services (e.g. BACIN, HOE, Specialist CAMHS etc).
- To independently assess, develop, implement and evaluate brief intervention episodes of care/care packages to children/young people and their families/carers when appropriate.
- To undertake joint assessments with professionals in the community where potential mental health needs have been identified.
- To plan and participate in a range of individual, family and group intervention techniques for children, young people and their families/carers.
- To utilise analytical skills for assessing and interpreting complex facts. ie. suicide risk/child protection, and to take appropriate action, following the analysis, interpretation, and comparison of a range of options.
- To monitor outcomes using accepted outcome measures, and ensure these outcomes are fed back to children/young people and their families/carers appropriately.
- To work on own initiative with significant autonomy in terms of on the spot clinical decision making.
- To carry a case load of appropriate complexity, and to work effectively and according to NICE guidelines to improve outcomes for children/young people
- Understand and apply legal policy that supports the identification of vulnerable and abused children and adults, being aware of statutory child/vulnerable adults' health procedure and local guidelines.
- To participate in service audit evaluation and review.
- To work within Countywide Integrated Specialist Pathways, and as part of a multi-disciplinary team, through a treatment package, structured but supportive approach.

1. Communication Requirement

- To maintain a high standard of confidentiality and work within the Trust's Policies and Procedures.

- To explore complex, sensitive or contentious information, where there are significant barriers to acceptance, using developed interpersonal and communication.
- To utilise highly developed body language, demonstrating engagement with the child/young person and family/carers, and specific visual and auditory skill to observe behaviour, interactions and family dynamics.
- To effectively use body language and verbal communications to diffuse challenging and volatile situations.
- To be able to communicate effectively in a group/workshop scenario, this may include up to 20 participants.
- To build collaborative relationships with service users and significant others that will promote engagement in the therapeutic process.
- To work in collaboration with other agencies involved in the care of the family, where appropriate. To be involved in referrals and transfer of care, where required.
- To communicate all relevant information to appropriate parties through reports, letters and other media, ensuring issues relating to confidentiality and child protection are addressed.
- To provide specialised advice and education in relation to the care of children/young people and families/carers.
- To provide advice and consultation within own clinical area, and for other appropriate agencies, working across professional and educational boundaries, to promote high quality mental health care for children/young people and their families/carers.
- To participate within the multi-disciplinary team, in engaging colleagues from other agencies to facilitate the development of appropriate, effective and comprehensive services.
- To ensure attendance at, and appropriate and professional expression of relevant clinical opinions into multi-agency team discussions.
- Develop and maintain relations with local, regional and national services, including Health, Education , Social Care, and the Voluntary sector, to ensure that services are client centred.
- To maintain confidential, accurate and accessible records of all clinical work, in line with Trust Policy and information systems, and including writing complex and sensitive letters and reports to clients and other professionals.

2. Personal Development

- To participate in the Trust's Supervision and Appraisal processes.

- To utilise existing supervisory systems as an essential element of clinical practice, including monitoring and developing standards for own reflective clinical practice, in consultation with identified senior clinical staff member.
- To develop a high degree of professional autonomy and responsibility, whilst remaining accountable to clinical supervisor/Operations Manager.
- To provide and respond to feedback constructively and appropriately.
- To demonstrate evidence of continuous personal and professional development.
- To attend local, regional and national training and service development meetings, as required and agreed with clinical supervisor/Operations M
- To demonstrate up to date knowledge, skills and continual improvement by identifying own strengths and weaknesses, taking responsibility for own continuing development with support of senior staff, participating in self-study, learning opportunities, individual and peer supervision, acting as a role model for students, where appropriate.
- To ensure up to date personal awareness and knowledge of Trust wide issues and directives, applying the knowledge in the workplace, including attending appropriate directorate briefings and meetings.
- To participate in relevant training as required.

3. Health and Safety

- To demonstrate appropriate judgement in unpredictable situations of risk and manage these in a safe, professional and holistic manner using risk assessment and management plans.
- To assess issues of risk in areas including self-harm, potential acts leading to suicide, harm to others and child protection, and to employ timely interventions in accordance with Trust policy.
- To maintain a safe working environment, in line with Health and Safety legislation.
- To be vigilant of security issues across the building.
- To report lost swipe cards to main reception.
- To report maintenance issues to main reception or estates.
- To be aware of the fire evacuation procedure for the building.

4. Management Responsibilities

- To clinically supervise other clinical staff and student nurses, both directly during client contact and indirectly through the process of clinical supervision.

- To participate in the development of educational, supervisory and managerial elements related to the work.
- To recognise when staff need additional support, and be able to provide that in an effective manner.
- To be responsible for the training of new staff and students.

5. Leadership Components

- To be actively involved, and lead, when requested, on the development and proposals of professional standards of care based on evidence, and clinical audit, and to assist on the development and implementation of any appropriate policy/guideline changes applicable to the role.
- To act as a positive role model, providing support to other team members and students, as appropriate.
- To participate in the formulation, implementation and evaluation of policies and pathways in the area of child and adolescent mental health, and propose changes to working practices or procedures for own work area.
- To contribute to the creation of an environment that promotes clinical excellence in their professional practice and empowers staff to develop high levels of clinical skills

6. Clinical Skills

- The ability to deal autonomously with children/young people who self-harm, have experienced physical or emotional breakdown or sexual abuse, severely challenging behaviour, family breakdown and bereavement issues.
- The ability to deal with untoward situations that may suddenly occur within the clinical environment quickly and effectively with limited other clinical staff support to manage the situation.
- To ensure the provision of support to children/young people and their families/carers, which is likely to include frequent exposure to highly distressing and emotional circumstances.
- To act as lead professional or care co-ordinator for a complex caseload of young people.
- To use specialist knowledge across the range of work procedures and practices, underpinned by theoretical knowledge or relevant practical experience, and Continuous Professional Development.

- Plan and prioritise own clinical tasks and responsibilities, and respond to and adjust schedule of work, which may include crisis assessments in cases of self-harm in children/young people.
- Provide and maintain the highest standard of mental healthcare for children/young people and families/carers, utilising the Care Programme Approach when appropriate.
- To use professional skills and knowledge to develop and maintain therapeutic relationships with children/young people and their families/carers, whilst developing and maintaining professional boundaries.
- To be young person and family focused, working collaboratively with key partner organisations, clinicians and other practitioners within the multi-disciplinary team.
- To maintain a commitment to person centred care and to promote the use of the recovery model where appropriate.
- To be able to demonstrate knowledge of Clinical Governance and CPA and demonstrates the ability to apply them in practice.
- To be flexible and adaptable in approach to all work duties.

7. Information Processing

- To use Microsoft Office programmes, including Outlook, Word, Powerpoint, and Excel on a daily basis.
- To utilise available information technology and communication systems within area of work.
- To maintain up to date and accurate statistical information related to individual workload.
- To update and maintain correct ePEX data for service users, including amendments to personal details.
- To maintain information regarding appointments on a daily basis, and to ensure that electronic calendars are kept up to date and in good order.

8. Education, Experience and Workforce Development

- Holds a recognised professional qualification RMN, RN (Mental Health), Dip COT or BSc/degree/SW Dip
- To demonstrate highly developed specialist knowledge, acquired through a degree supplemented by post graduate diploma specialist training and experience.
- To participate fully in the induction training and development of student, senior nurses, and other staff from a range of disciplines across the service.

- To ensure that students have access to a range of learning experiences within the service, to act as a role model and that the appropriate documentation for student assessments is undertaken in line with the established role of Mentor.
- To have knowledge of a range of evidence based clinical and therapeutic interventions and approaches and the ability to apply them based on the child/young persons need.
- Able to demonstrate post qualification continuing professional development.
- Will maintain current specific professional and legal standards of practice in accordance with professional codes of conduct.
- Will take responsibility to ensure maintenance of professional registration by meeting specific professional standards and adhering to codes of practice.

9. Other Specific Roles

- To be able to work weekends and evenings, as required.
- To be able to travel easily across county, and to work from a variety of CAMHS sites, and community settings.
- To assist with the cover of colleagues during absence due to sickness and holidays.
- To apply a flexible approach to the job to meet the changing needs of the Directorate and Trust
- Such other duties appropriate to the grade and the needs of the department, as agreed between the post holder and the Line Manager from time to time

10. Effort Factors

- This post may require lengthy periods of sitting at a desk, or in consultation with young people and their families.
- This post requires the ability to drive and access to a vehicle.
- This post requires standard keyboard skills.
- This post involves ensuring the cleanliness and maintenance of any appropriate arts equipment.
- This post has frequent requirement for periods of prolonged concentration, particularly when completing clinical care plans, risk assessments and treatment outcome letters and reports.

- This post will involve frequent exposure to children/young people who may have experienced significant abuse or trauma.
- This post includes working in a variety of settings, including home visits, and may include exposure to verbal, or even occasional physical aggression.

STATUTORY AND MISCELLANEOUS

1. This post is subject to the terms and conditions of employment of Northamptonshire Healthcare NHS Trust.
2. No Smoking – In order to protect the health of employees, patients and visitors, Northamptonshire Healthcare NHS Trust operates a No Smoking Policy. Therefore smoking is prohibited in all of the Trust's buildings, grounds, and all Trust owned or leased vehicles.
3. Annual leave must be booked in conjunction with the team leader/line manager to ensure that service provision is adequately maintained.
4. All employees are subject to the requirements of the Data Protection Act and must maintain strict confidentiality of patient records and the business of the Trust's staff, residents, patients and general public which they may learn in the execution of their duties..
5. Whilst on duty, the post-holder will be required to wear a name badge issued by Northamptonshire Healthcare NHS Trust; in some parts of the Trust a security identity badge may be required.
6. To be aware of the responsibility of all employees to maintain a safe and healthy environment to patients, visitors and staff.in line with the Health and Safety at Work Act 1974.
7. To ensure that all duties are carried out to the highest possible standard and in accordance with current quality initiatives within the area of work and the Trust Equal Opportunities Policy.
8. To have a commitment to identifying and minimising risk, report all incidents and report to manager any risks, which need to be assessed.
9. The prevention and control of healthcare associated infections in service users, staff and visitors is taken seriously by the Trust. All staff employed by Northamptonshire Healthcare NHS Foundation Trust are required to adhere to the Trust infection control policies and procedures and any breach may result in disciplinary action.
10. It is the duty of all staff working for the Trust to safeguard children and adults and undertake safeguarding of adults and children training at an appropriate level.
11. The post holder is expected to comply with all relevant Trust policies, procedures and guidelines. Any contravention of the Trust Policies or managerial instruction may result in disciplinary action being initiated.

12. The post holder will participate in the culture of involvement in NHFT. They will be aware of national and local initiatives in order to promote participation and involvement with young people and families, and will liaise with the relevant staff to ensure that involvement opportunities are shared with the young people and families that they are in contact with.

Professional Registration:

All qualified/professional staff are required to adhere to the relevant Code of Practice (and other guidance issued by them). It is the responsibility of the individual concerned to keep professionally registered and updated in accordance with the requirements of the relevant Code of Practice and to follow guidance issues by the professional body.

Review of Job Description/Person Specification:

This is not an exhaustive list of duties and responsibilities, but indicates the key responsibilities of the post. The post holder may be required to undertake other duties as may reasonably be required of you commensurate with your grade and/or hours of work at your initial place of work or at any other of the Trust's establishments.

NOTE: This is a description of the job as it is at present constituted. It is the practice of this Trust regularly to examine employee's job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager and those working directly to him or her. You will, therefore, be expected to participate fully in such discussions and, in connection to them, to re-write your job description to bring it up-to-date if this is considered necessary or desirable. It is the Trust's aim to reach agreement on reasonable changes, but if agreement is not possible the Trust reserves the right to effect changes to your job description after consultation with you. Appropriate notice of such changes will be given.

Employee/Manager's Signature:

I agree that this Job Description is a true reflection of the main duties and competencies required to carry out my role:

Employee Name: _____

Signature: _____ **Date:** _____

Manager's Name:_____

Signature:_____

Date:_____

PERSON SPECIFICATION

Job title: Advanced Coordinator HOE Band 7

	ESSENTIAL	DESIRABLE
TRAINING & QUALIFICATIONS	<p>Recognised professional qualification - RMN, RN (Mental Health), Dip COT or BSc/degree/SW Dip.</p> <p>Evidence of post graduate professional development.</p> <p>Specific training in child/adolescent mental health</p>	.
EXPERIENCE	<p>Maintenance of current specific professional and legal standards of practice in accordance with professional codes of conduct.</p> <p>Proven ability to work within a team.</p> <p>Experience of working with children/young people with mental health issues, and their families/carers.</p> <p>Experience of working in the community.</p> <p>Experience of autonomous working</p>	<p>Experience in the CAF/EHA/EHCP processes.</p>
KNOWLEDGE AND SKILLS	<p>Experience of working in partnership with service users, carers and other agencies.</p> <p>Knowledge of clinical governance, and CPA and ability to apply them</p>	

	<p>in practice.</p> <p>Ability to use appropriate judgement in unpredictable situations of risk and manage these in a safe, professional and holistic manner using risk assessment and management plans.</p> <p>Competent in all aspects of clinical communication including the maintenance of accurate records and will show a commitment to further develop these skills.</p> <p>Understanding of the national and local mental health and social care agenda and ability to contribute to service development initiatives.</p> <p>Knowledge of therapeutic approaches to care.</p> <p>Working knowledge of clinical, teaching and leadership skills.</p> <p>Ability to deliver therapeutic interventions in a group setting.</p> <p>Proven case management skills.</p> <p>Well-developed clinical skills, including risk assessment.</p> <p>Problem solving skills.</p>	
--	---	--

PERSONAL	<p>Ability to work as part of a team, and to lead own work load and be accountable for own actions.</p> <p>A positive attitude and approach towards own personal development.</p> <p>Flexibility in approach to clinical work and resource management</p>	
OTHER	<p>Ability to travel between locations.</p> <p>Ability to work evenings and weekends, as required.</p> <p>Good self/time management and organisational skills.</p> <p>Able to demonstrate appropriate prioritisation of own workload</p> <p>Professional appearance, attitude and role model.</p> <p>Flexible and proactive attitude.</p> <p>Pleasant, warm and friendly manner with sense of humour.</p> <p>Non-judgemental, reliable and conscientious.</p>	