

**Children and Young People Directorate**

**JOB DESCRIPTION**

<b>Job Title:</b>	Advanced Practitioner and Team Lead (SBIT)
<b>Pay Band:</b>	7
<b>Department/Base:</b>	Child and Adolescent Mental Health Specialism (CAMHS)
<b>Directorate:</b>	CYP Specialist Services
<b>Responsible to:</b>	Service Manager
<b>Accountable to:</b>	Service Manager
<b>Job Summary:</b>	To provide leadership and management to the Skills Based Intervention Team within the CAMH Service. To develop and deliver high level psycho-education to a range of young people and families. To work autonomously within clinical guidelines and exercise responsibility for the delivery of effective evidence based practice and development within the identified Team.

**Key Responsibilities:**

- To lead the development of the Skills Based Intervention Team and service area, and to hold responsibility for defined service delivery as directed by the Operations or Service Manager.
- To deliver services to support children/young people to be maintained within the community and lower level mental health services.
- To lead on appropriate aspects of service audit evaluation and review, in regard to the identified Team.
- To participate in the regular review of policies and guidelines within this service area, and implement required changes to practice.
- To fully participate in the operational planning of the service, in conjunction with the Operations Manager, to include service development and implementation of service change.
- To work across professional and organisational boundaries to develop and sustain appropriate relationships, partnerships and networks to influence and

improve the mental health, outcomes, and health care delivery for children/young people and their families/carers.

- To autonomously assess, develop, implement and evaluate a wide range of interventions, for individual children/young people and their families/carers.
- To design and deliver a range of interventions, to be implemented within the Team, and delivered across individual, group and family settings.
- 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 plan and implement an appropriate range of activities or programmes, to be delivered with and by the identified Team, and to ensure these activities are subject to review.
- To make judgements on an individual basis involving highly sensitive and complex information and/or situations, which require analysis, interpretation and the comparison of a range of options, and to provide support and direction to all staff within the Team, regarding their clinical decision making and risk assessment.
- To monitor outcomes using accepted outcome measures, and ensure these outcomes are fed back to children/young people and their families/carers appropriately.
- To monitor outcomes across the service delivery area for the identified Team, and to ensure that this information is captured and shared appropriately across the service.
- To 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 contribute to the development and implementation of Countywide Integrated Specialist Pathways.
- To work in collaboration with other Teams within the CAMH Specialism, ensuring that developments are carried out in conjunction with other Team Leads, and under the direction of the Operations and Service Manager.
- To lead and foster a workforce that works within Integrated Specialist Pathways, 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 be able to communicate to a wide range of people, using a variety of skills, and with the ability to utilise effective verbal and non-verbal communication skills, recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating particularly when the information can be highly complex.
- To use highly developed skills to observe and assess the behaviour and interactions of individuals within a family or group setting, or an arena out of the clinical environment.
- To use highly developed skills to observe and assess the behaviour and interactions of individuals within a family or group setting, or an arena out of the clinical environment.
- To effectively use body language and verbal communications to deal with the service users' fears and distresses, and to utilise exceptional communication skills, understanding where the distress may originate from and to de-escalate potentially aggressive situations.
- To build collaborative relationships with other agencies involved in the care of children and young people with mental health issues, where appropriate.
- 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 develop specialised advice and education packages, in relation to the care of children/young people and families/carers, and ensure these are shared across organisations, where appropriate.
- To provide advice and consultation on behalf of the identified Team, 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 ensure attendance at, and appropriate and professional expression of relevant clinical opinions into multi-agency team discussions. To ensure that all staff within identified Team are encouraged and supported to engage in appropriate team discussions.
- To attend relevant meetings, and give formal presentations when required.
- To 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.

## **2. Personal Development**

- To participate in the Trust's Supervision and Appraisal processes.
- To utilise existing supervisory systems, including monitoring and developing standards for own reflective practice, in consultation with identified senior staff member.
- To develop a high degree of professional autonomy and responsibility, and to accept responsibility for own professional actions and decision making, whilst being aware of levels of own competence, acknowledging limitations and seeking support when required working within the scope of the professional code of conduct
- 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 Manager.
- To demonstrate up to date knowledge, skills and continual improvement by identifying own strengths and weaknesses, taking responsibility for own continuing development, participating in self-study, learning opportunities, individual and peer supervision, acting as a role model for students and junior therapists.
- 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 be responsible for Health and Safety requirements across the relevant Team.
- 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 provide line management and leadership to other staff members, through clinical/managerial supervision and appraisal processes.
- To recognise when staff need additional support, and be able to provide that in an effective manner.
- To participate in recruitment, induction, development and performance of staff, undertaking appraisals, objective setting, reviews and PDPs.
- To be the main point of contact for service direction and managerial decision making within the identified Team, in conjunction with the Operations Manager.

#### **5. Leadership Components**

- To lead the identified Team to ensure the delivery of national and local changes or improvements, and to work in a directive but collaborative manner with all staff to recognise opportunities for further development, and to support change as appropriate.
- To be actively involved in, and lead 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 identified Team.
- To have a good understanding of the value of quality research to improve service user care and maintain an up to date knowledge of professional issues, trends and developments relevant to the clinical area.
- To participate and lead, when requested, on clinic projects, standards setting, audits and quality monitoring within the clinical area to improve service user care.

- To regularly lead on, and participate in, activities that promote improvement in the quality and efficiency of service delivery.
- To use and incorporate nationally agreed standards and guidelines, research/audit findings as a basis for own practice and promote the wider use of research in the clinical area.
- To support all clinical governance audits and surveys in the clinic areas as required.
- To work with the Operations & Service Manager to ensure the provision of professional and clinical leadership.
- 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 use specialist knowledge across the range of work procedures and practices, underpinned by theoretical knowledge or relevant practical experience, and Continuous Professional Development.
- To plan and prioritise own clinical caseload, and respond to and adjust schedule of work, which may include crisis assessments in cases of self-harm in young people.
- To be responsible for the direction of workload management across the identified team.
- To be responsible for the clinical caseload of other staff, where appropriate, and to support them to respond to the requirement to adjust schedules of work.

- To act as lead professional or care co-ordinator for a complex caseload of young people.
- To use professional skills and knowledge to deliver effective interventions to 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 effectively manage appropriate prioritisation of own workload.
- To be an effective team member and team leader, working alongside other administration staff and clinical/managerial colleagues.
- 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 caseload.
- 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**

- To hold a registered qualification within Health and Social Care, or significant training and experience to be equitable with a registration..
- 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 students and other staff from a range of disciplines across the identified Team.
- 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 are undertaken as required.
- 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.
- To be able to build and plan effective intervention packages across the identified Team, with consideration of the impacts for the whole CAMH Specialism.
- 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 has frequent requirement for periods of prolonged concentration, particularly when completing service development 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.

## **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 Practitioner and Team Lead Band 7**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>TRAINING &amp; QUALIFICATIONS</b>	<p>Relevant core profession within Health and Social Care, or significant experience, knowledge and training in this clinical field.</p> <p>Post graduate diploma or specialist qualification/ training to Masters level in child/adolescent mental health and/or relevant field.</p>	<p>Evidence of continuing professional development.</p> <p>Full Masters qualification.</p> <p>Management/Team leadership experience or qualification.</p> <p>Proven post qualification experience of working in community settings.</p>
<b>EXPERIENCE</b>	<p>Maintenance of current specific professional and legal standards of practice in accordance with professional codes of conduct.</p> <p>Significant experience working with Children &amp; Young People with mental ill health in a community setting.</p> <p>Experience of integrated agency working.</p> <p>Experience of service planning and development.</p>	<p>Experience of providing clinical training/supervision.</p> <p>Experience of managing change.</p>
<b>KNOWLEDGE AND SKILLS</b>	<p>Knowledge of a range of mental illnesses in children and young people, and how to work alongside NICE guidance and evidence based practice to intervene effectively.</p> <p>Ability to motivate and lead team members.</p> <p>Ability to effectively and appropriately communicate complex and sensitive information</p>	

	<p>to patients, carers/families and all members of the multidisciplinary team.</p> <p>Use of multimedia materials for presentations in professional settings.</p> <p>Work effectively as part of a multidisciplinary team and undertake lead professional and/or care co-ordinator responsibilities.</p> <p>Provide effective supervision, teaching, training and assessing in practice.</p> <p>Analysis of complex data, including service data, including good information technology knowledge of Microsoft Office programmes.</p> <p>Good quality clinical and service report writing skills.</p>	
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<b>PERSONAL</b>	<p>Enthusiastic, motivated, autonomous as well as being a good team worker.</p> <p>Able to engage with a variety of people, including those within identified Team, and those in external agencies.</p> <p>Able to work flexibly and co-operatively as part of a team</p> <p>Able to use own initiative and make decisions independently</p> <p>Committed to continual quality and service improvement</p> <p>Self aware and committed to professional and personal development.</p> <p>Able to accept and respond positively to feedback from supervision</p>	
<b>OTHER</b>	<p>Ability to travel between locations.</p> <p>Ability to work evenings and weekends, as required.</p> <p>Ability to operate in challenging circumstances and adapt to changes to priorities.</p> <p>Good problem solving skills.</p> <p>Good self/time management and organisational skills.</p> <p>Professional appearance, attitude and role model.</p> <p>Flexible and proactive attitude.</p>	