

Job description and specification



Clinical Lead
CYP Mental Health Services,
Essex / Kent
BAND 8C



JOB DESCRIPTION

JOB TITLE: Clinical Lead – CYP Mental Health Services (Essex or Kent)

BAND: 8c

RESPONSIBLE TO: Director of Children's Services, Essex & Kent

KEY RELATIONSHIPS:

Internal	External
Associate Directors, Essex & Kent	Primary Care Networks
Associate Medical Directors, Essex & Kent	Local authorities
Associate Director of Nursing & Quality, Essex & Kent	Clinical Commissioning Groups
Professional & Directorate Psychological Professions Lead, Essex & Kent	Integrated Care Systems (ICB & ICP)
NELFT Director of Psychological Professions	Acute, Tier 4 & Adult MH Providers
	Voluntary Sector Providers
	NHS England & Improvement
	Health Education England

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:

There are two full-time Clinical Lead roles available on an interim basis. One is focused on CYP Mental Health Services across Southend, Essex & Thurrock and the other is focused on CYP Mental Health Services across Kent & Medway.

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 improving
- Being professional and honest
- Promoting what is possible - independence, opportunity and choice

The post holder will achieve this by being responsible for the strategic and clinical leadership of the Mental Health Services, working closely with the Associate Directors, Heads of Service, Team Managers and Team Clinical Leads across the assigned locality and being accountable for the delivery and development of a comprehensive mental health service.

To promote and develop effective relationships with key partners, especially the local authority, GP's, voluntary sector organisations, commissioners and other statutory agencies.

The post-holder will be a post-graduate qualified psychological practitioner (e.g. psychologist, family therapist, child and adolescent psychotherapist) fully registered with the appropriate professional or regulatory body (e.g. HCPC).

The post holder will have extensive clinical and operational leadership experience and will support their team, acting as an effective team member whilst working on their own initiative. They will supervise pre-registration students/trainees and post-graduate qualified staff. They will have a commitment to collaborative working and actively supporting and liaising with other health and social professionals and agencies.

Develop, refine and implement an overarching clinical strategic vision for Children's Mental Health Services across either Essex (Southend, Essex and Thurrock) or Kent (Kent and Medway)

Provide clinical leadership to Children's Mental Health Services, working closely with the Director.

Work clinically within Children's Mental Health Services as appropriate.

Key Responsibilities:

1. To set, implement and evaluate clear, achievable and measurable clinical objectives for Children's Mental Health Services with the team managers.
2. To assist with the effective management of operational services and resources within the designated service areas, including budgets, and staffing.
3. To initiate and implement programmes to achieve strategic changes and improvement to services and systems.
4. To deputise when required in the Director's absence and delegate appropriately to clinical and administration staff.
5. To have organisational knowledge relating to Trust protocols and procedures and adhere to them, particularly safeguarding.
6. To ensure effective risk management at team level by accident/incident reporting, assessing and controlling risk and ensuring residual risks are added to the Trust register.
7. To ensure that there is a research culture within the services. To co-ordinator the implementation of R&D activity within the service, ensuring that all research and development activity is monitored and reported in accordance with the Trust R&D Governance guidelines. This may include securing external funding or supporting multi-disciplinary research.
8. To provide strategic and clinical leadership and liaise with commissioners at CCG and CCG area levels across multiple contracts.
9. To provide clinical quality control and to ensure adherence and competence to evidence-based models in clinical staff.

Leadership

1. Ensure a robust clinical and professional supervision structure is in place across Children's Mental Health Services in conjunction with Operational Leads
2. In collaboration with the Children's Mental Health Services team managers to provide leadership, and to promote initiative, creativity and motivation to ensure staff's personal

4. To participate/lead in the development of an effective team and the development of productive working relationships throughout the Trust.
5. To actively promote integrated health professional working internally and externally.
6. To facilitate the development of a positive and supportive team culture by taking
7. To take an active interest in working parties and groups within the Trust to develop and improve on service delivery, protocols and guidelines.
8. To participate in the audit process, linking in with the clinical governance agenda.
9. To advise, encourage and share knowledge utilising the latest research and practice development, through literature and peer reviews.
10. To achieve effective and constructive relationships with Commissioning Authorities and external agencies to ensure the required level of co-operation is achieved to secure improvements in patient services.
11. To ensure continued development of financial and management information systems and controls which achieve and demonstrate cost effective and efficient management of available resources.
12. To ensure those services commissioned outside the core SLA are provided within the agreed contract obligations and performance indicators.
13. To ensure effective systems of communication are available for all staff ensuring that service briefings are robust.
14. Collaboratively with the service leads to ensure the referrals accepted by Children's Mental Health Services meet the referral criteria, work is allocated and waiting lists are managed effectively and appropriately.
15. To help lead on the recruitment and selection of multi-agency staff.
16. Developing and implementing innovative recruitment, retention and career progression strategies, in line with the Trust's workforce strategy and New Ways of Working, ensuring NELFT is considered an attractive employer in the East and South East of England.

Clinical Skills

1. The post-holder will be a post-graduate qualified psychological practitioner (e.g. clinical/counselling psychologist, family therapist, child and adolescent psychotherapist) fully registered with the appropriate professional or regulatory body (e.g. HCPC).
2. To be responsible, and accountable, for service delivery to clients, via NICE compliant pathways.
3. To be able to assess and develop plans of care to meet the complex needs of clients with a variety of conditions. This includes brief and longer term interventions through talking therapies. This will include continuously evaluating and acting on outcomes and activity.
4. To provide clients and families with information and education thus ensuring they have meaningful choices that promote dignity, independence and quality of life.
5. To ensure practice is supported by research, evidence-based practice, literature and peer review.
6. To participate in processes across localities working with social services, education, voluntary sector, service users and parents/carers.
7. To ensure that the skills mix is correct and is used effectively to produce a high quality service within the localities, and contribute to the development of workforce planning.
8. To monitor the effective performance of individual members of staff, ensuring they have appropriate clinical and managerial supervision, performance reviews and personal development plans.
9. To undertake project work as assigned by the head of AAEDS service, including deputising on an ad hoc basis.

10. To implement and manage, in conjunction with the complaints manager the local complaints procedure
11. To promote service user and parent/carer involvement in the development of local service provision.
12. To ensure access to high quality clinical supervision for all clinical staff.
13. Facilitating dialogue with all clinical staff regarding best practice, in order that service facilitates the provision of “leading edge” evidence-based practice which promotes anti-discriminatory practice, cultural competence and equality of opportunity.

Computer/Administration

1. To be computer literate and encourage implementation of the Trust’s IM&T Strategy.
2. To promote agile working.
3. To ensure accurate recording of actions, and updating patient’s records, maintaining confidentiality at all times.
4. To take part, and assist, in the planning and administration relating to day to day running of the caseload.
5. To review activity reports on a monthly basis.
6. To ensure that all staff have access to ICAN and use tool effectively.
7. To ensure systems are in place to monitor.

Communication

1. To develop a broad range of relationships with both internal and external colleagues and partner agencies, including the voluntary sector, service users, parents and carers.
2. To have a wide range of knowledge in approaches to communicating and managing patient care.
3. To be able to effectively communicate with colleagues, peers, senior managers and clinical leads within the Trust.
4. To be able to communicate complex patient related information facilitating positive outcomes and ensuring collaborative working.
5. Participate in the reviews and development of clinical policies and identifies improvements to service provision.
6. Communicating with Operational and Clinical Leads across services to interpret and cascade national and local policies, ensuring systematic governance of psychological practice within Children’s Mental Health Services and working with senior colleagues to maintain systems for effective professional and managerial supervision and support,

Training

1. Ensure students are actively supported to enable them to achieve their learning needs.
2. To ensure own continued professional development and support a culture of lifelong learning in self and others.
3. To undertake, and assist, in the planning of own mandatory training and workshops.
4. To undertake a regular appraisal, developing a personal development plan that includes clinical competencies reflecting the health needs of the local population and relates to Trust strategy.
5. To support new staff and their integration within the team.
6. To support training as part of the role including changes to professional development and implementation of new policies and guidelines.

Additional information

Health & Safety

Employees must be aware of the responsibilities placed upon them under the Health & Safety 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 you're 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 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:

For Manager use only:

Date last reviewed:

Date to be reviewed:

Signed:..... **Dated:**

(Manager)

Signed:.....**Dated:**.....

(Employee)

Person Specification

	Essential	Desirable	Measurement
Demonstration of Trust Values			
Putting people first	✓		Application Form Interview Assessment
Prioritising quality	✓		Application Form Interview Assessment
Being progressive, innovative and continually improving	✓		Application Form Interview Assessment
Being professional and honest	✓		Application Form Interview Assessment
Promoting what is possible, independence, opportunity and choice	✓		Application Form Interview Assessment
Qualifications			
NVQ level 2 or equivalent standard of literacy and numeracy	✓		Application Form Interview Assessment
Post-graduate qualified psychological practitioner (e.g. psychologist, family therapist, child and adolescent psychotherapist) fully registered with the appropriate professional or regulatory body (e.g. HCPC).	✓		Application Form Interview Assessment
Extensive clinical and operational leadership experience in Child & Adolescent Mental Health Services	✓		Application Form Interview
First level degree or standard equivalent	✓		Application Form Interview
Previous experience in middle management or clinical leadership either with adults or with children and young people	✓		Application Form Interview
Relevant management qualification		✓	Application Form Interview
Experience			
Complex project management experience	✓		Application Form Interview

Successful track record of meeting performance and governance targets in the modern NHS	✓		Application Form Interview
In depth relevant experience of working clinically with mental health across the age range	✓		Application Form Interview
Experience of managing major change in service provision	✓		Application Form Interview
Proven experience of successful management of organisational change	✓		Application Form Interview
Successful track record of strategy formulation and implementation in mental health services	✓		Application Form Interview
Experience of Child protection procedures	✓		Application Form Interview
An awareness of child mental health, commissioning and partnership working	✓		Application Form Interview
Extensive experience of multidisciplinary working and clinical supervision in mental health services	✓		Application Form Interview Assessment
Computer literate	✓		Application Form Interview
Ability to understand national legislation and guidance in relation to children's services		✓	Application Form Interview Assessment
Knowledge of Mental Health Act		✓	Application Form Interview
Knowledge			
An awareness of NHS Plan, NSF and clinical governance priorities	✓		Application Form Interview Assessment
Knowledge of strategic planning process with particular knowledge of DoH current strategy	✓		Application Form Interview Assessment

Skills			
Basic awareness of IT and IT skills	✓		Application Form Interview
Effective leadership skills	✓		Application Form Interview
Accountable for own professional actions, works within professional ethics & trust policies, lead specialist	✓		Application Form Interview Assessment
Ability to form effective working relationships with the multidisciplinary team	✓		Application Form Interview Assessment
Able to motivate staff to develop practices and meet new challenges	✓		Application Form Interview Assessment
Excellent communication skills, verbal and non-verbal	✓		Application Form Interview
Ability to write detailed reports on present and future services using research methods as appropriate	✓		Application Form Interview Assessment
Ability to present and disseminate information both at a senior and field level	✓		Application Form Interview Assessment
Ability to develop and use a computerised database and manipulate activity based information, systems and reports	✓		Application Form Interview Assessment
Staff and budget management responsibility (with evidence of control)	✓		Application Form Interview Assessment
Analytic skills (situations and information)	✓		Application Form Interview
Other			
To be able to travel effectively throughout the Trust	✓		Application Form Interview Assessment