

## JOB DESCRIPTION

---

<b>POST TITLE:</b>	<b>ADVANCED MENTAL HEALTH PRACTITIONER</b>
<b>BASE:</b>	<b>CAMHS Common Point of Entry London House Bracknell</b>
<b>BAND:</b>	<b>7</b>
<b>LINE MANAGER:</b>	<b>Children, Young, People and Families (CYPF) Hub Manager</b>
<b>PROFESSIONAL ACCOUNTABILITY:</b>	<b>Appropriate Professional Lead within CAMHS</b>

---

## OUR VISION AND VALUES

Berkshire Healthcare's vision is to provide the best care in the right place; developing and delivering excellent services in local communities with people and their families to improve their health, well-being and independence. We pride ourselves in recruiting staff who display our values and the right behaviours and work hard to create a culture which respects all of our staff for the unique contribution they make to ensuring high quality care is delivered. 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:

Clinicians working in CPE will review referrals coming into the service and undertake a structured telephone triage to determine the mental health needs of the child or young person, assessing risk and either signposting to the appropriate CAMHS team or pathway, or an appropriate tier 2 service; identifying those who need a more detailed face to face assessment within CPE and allocating a priority level.

The post holder will undertake assessments gathering information and providing a formulation and recommending a care plan for young people referred as priority or urgent where a telephone triage is not sufficient to determine need for further care or level of risk. This may require travel to patient's homes or other CAMHS sites. These assessments can be face to face, video assessments and in the patients home.

CPE staff undertake a key role in providing advice and consultation to referrers, colleagues and families who may require advice about symptoms, risk or the need for a referral

The CYPF Hub operates Monday to Friday 8am-8pm opening hours to improve access to services. All staff will need to be flexible to be able to work these extended hours as relevant to their role.

### 1. Care delivery

- a. The post holder working in CPE will be to review referrals coming into the service and undertake a structured telephone triage to determine the mental health needs of the child or young person, assessing risk and either signposting to the appropriate CAMHS team or pathway, or an appropriate tier 2 service; identifying those who need a more detailed face to face assessment within CPE and allocating a priority level.
- 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 undertake holistic assessments of children and young people and from this assessment develop a formulation and develop, implement and evaluate a plan of care.
- d. 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.
- e. The post holder 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 be expected to identify and liaise with the most appropriate agency to undertake identified pieces of work under the CPA.
- f. Clinicians will be expected to have a wide knowledge of other agencies within their Locality and to develop relationships that facilitate and enhance patient care.
- g. The post holder will be expected to take on a Champion role for a specific service initiative (e.g. participation, transition) or for a specific client group (e.g. learning disability, looked after children)
- h. 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.
- i. The post holder will provide specialist advice to other members of the service and agencies on the particular needs of children and young people and their families.
- j. Support the management team to promote continuous quality improvement by embedding lean methodology tools into the team to support patient care, quality of service, staff wellbeing and engagement.
- k. To conduct timely, efficient, and effective triage, assessment and intervention, that is coordinated across services where appropriate to meet the needs of service users.
- l. The post holder will provide advice and consultation to referrers, colleagues and families who may require advice about symptoms, risk or referrals pathways across Berkshire.
- m. Transition and discharge planning should form part of care plans from an early stage Clinicians will be expected to identify those young people who are likely to require transition to an adult service in a timely manner and to coordinate care to facilitate a safe and effective transition.
- n. 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.
- o. All CAMHS staff are expected to actively involve service users in decisions about the service and support they receive, to be aware of and inform service users about participation initiatives, and actively support the development of such initiatives to ensure the voice of service users is at the heart of service design, development and delivery.

## 2. Governance

- a. The post holder will be responsible for high quality accurate and timely recording on Trust electronic systems, e.g., RiO, of clinical information such as assessment, formulations, progress notes, care plans, risk assessments, outcomes, and discharge
- b. To conduct investigations for complaints to determine cause and effect and support the production of an action plan
- c. Support the implementation of quality standards and audits as identified by the Team manager and monitor achievement making changes and recommendations as necessary
- d. Deputises for the CPE Team Manager
- e. 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.
- f. To be responsible for the accurate recording and sharing transferring (to other services) of information relating to patients in receipt of care as determined by the Trusts operational governance policies.

## 3. 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 maintain clinical records in accordance with professional standards and Trust Record keeping Standards.
- c. To ensure all systems for recording activity and outcomes are adhered to.
- d. To actively participate in collection of qualitative and quantitative data from patient experience feedback, complaints and complements to improve service user experience.
- e. 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.
- f. To promote and encourage staff involvement, engagement and motivation, making sure there are effective channels of communication and staff satisfaction in area of service.

## 4. Leadership, Development & Supervision

- a. To apply up to date professional evidence-based 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. To develop and facilitate, with other members of the service, clinical groups, training sessions and workshops as appropriate.
- d. Maintain continuous professional development.

- e. To promote and encourage staff involvement, engagement and motivation, making sure there are effective channels of communication and staff satisfaction in area of service.

## **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

## MENTAL HEALTH PRACTITIONER (CAMHS)

CATEGORY	ASSESSMENT METHOD		
	Application Form Essential or Desirable	Interview Essential or Desirable	Selection Tool
<p><b>1. <u>Education/Qualifications/Training</u></b></p> <ul style="list-style-type: none"> <li>Registered Mental Health Nurse (NMC) or</li> <li>Registered Nurse Child or MH branch) or Occupational Therapy degree level qualification and registered with HCPC or Qualified Psychotherapist registered with professional body i.e. ACP approved Child Psychotherapist.</li> <li>Masters level or significant experience in mental health</li> <li>HCPC Registered Practitioner/Social Worker or</li> <li>Postgraduate doctoral qualification in clinical or counselling psychology (or equivalent for those who trained before 1996)</li> <li>Registered and accredited with HCPC</li> <li>Eligible for Chartered status with the BPS</li> </ul> <ul style="list-style-type: none"> <li>Mentorship qualification</li> <li>Qualification in a therapeutic modality, , Masters level or equivalent experience</li> <li>Post graduate qualification in Child Mental Health</li> </ul> <p>Education/Qualifications/Training</p> <p>Or</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>		<p>A/I</p> <p>A/I</p>



<ul style="list-style-type: none"> <li>• Postgraduate doctoral qualification in clinical or counselling psychology (or equivalent for those who trained before 1996)</li> <li>• Registered and accredited with HCPC</li> <li>• Eligible for Chartered status with the BPS</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Masters level qualification or equivalent training in Systemic Family Therapy</li> <li>• UKCP registered</li> </ul>			
<p><b>2. <u>Continuous Professional development</u></b></p> <ul style="list-style-type: none"> <li>• Ability to manage complex and sensitive information using well-developed motivational and negotiating skills, representing the service in a variety of different situations</li> <li>• Evidence of children, young people and carer involvement within care planning and service development</li> <li>• Evidence of post qualification learning in a relevant field</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Desirable</p>		<p>A/I</p> <p>A/I</p>
<p><b>3. <u>Previous Experience</u></b></p> <ul style="list-style-type: none"> <li>• Experience of working assertively with children and young people to engage in therapeutic activities</li> <li>• Knowledge and significant experience in mental health</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p>		<p>A/I</p>



<ul style="list-style-type: none"> <li>Experience of working effectively in a multi-disciplinary team environment</li> <li>Experience of working effectively in a team and able to demonstrate ability to work on own initiative, without direct supervision, making sound clinical decisions</li> </ul>	Essential		
<b>4. <u>Knowledge, Skills &amp; Abilities</u></b> <ul style="list-style-type: none"> <li>Knowledge and understanding of the relevant national guidance and policies in management of children's emotional and mental health needs process</li> <li>Excellent knowledge and understanding of the health and social care systems and operating frameworks, clinical observations and the Children's Safeguarding, SEND and other legal frameworks relating to children and young people</li> <li>Good interpersonal, communication, observation and reporting skills. Ability to engage and communication with a wide range of professionals, staff and other service stakeholders</li> <li>Able to empathise, be supportive and sensitive to the needs of others and demonstrate resilience to able to cope with distressing circumstances</li> <li>Ability to assess a young person and from this assessment develop a formulation.</li> </ul>	Essential		I
	Essential		I
	Essential		I
	Essential		I
	Essential		
<b>5. <u>Additional Requirements</u></b> <ul style="list-style-type: none"> <li>Ability to travel around the geographical area of BHFT</li> <li>Able to work flexible patterns as required and the ability to travel independently between locations to fulfil the requirements of the position.</li> </ul>	Essential		A/I
	Essential		I

**Selection Tool:**

**A = Application Form,**

**I = Interview,**

**P = Presentation,**

**T = Test**