

## **JOB DESCRIPTION & PERSON SPECIFICATION**

<b>Job Title:</b>	Senior Screening & Assessment Clinician
<b>Band:</b>	Band 7
<b>Hours</b>	1.0 WTE
<b>Department:</b>	Haringey Community Services
<b>Location and mobility:</b>	Your normal place of work will be St Ann's Hospital, N15 3TH. However, you may be required to work at any other location of the Trusts interests, including travelling to appropriate meetings, outside of the borough, as required.
<b>Accountable to:</b>	Haringey Managing Director
<b>Responsible to:</b>	Manager of Haringey Mental Health Services for Older People

### **WORKING RELATIONSHIPS:**

**Internal:** Core Community Team Clinicians, Crisis Resolution & Home Treatment Team, Voluntary Care Sector Partners, Complex Emotional Need Pathway, Crisis Telephone Service, Hawthorn Recovery Unit, Team administrators

**External:** Primary Care Networks, London Borough of Haringey, Police, Haringey Housing, Voluntary Care Sector Providers, Local Community Organisations, Multi Agency Care Coordination Team, Enhanced Health in Care Homes Team, Care Home Assessment Team and Community Matrons

### **JOB SUMMARY:**

The postholder will be the lead clinician responsible for screening and assessing referrals for the Haringey Older Person's Community Mental Health Team, to ensure the service meets the four-week referral to treatment requirement. The post requires significant clinical, supervisory and organisational skills.

You will embed the 'No wrong Front Door' approach to mental health referrals to older people with mental health needs associated with ageing. You will be an autonomous practitioner, providing support and oversight to the Screening and Assessment (Band 5) clinician and Voluntary Care Sector Colleagues.

You will work holistically, liaising closely with GPs, other providers across health and social care, and community organisations in the borough of Haringey. You will undertake clinical assessments to understand complex needs of service users relating to psychiatric, cognitive, psychological, functional, behavioural and physical health issues. You will formulate an initial plan and complete a Dialog + informed care plan.

You will develop and oversee systems for the effective screening and assessment of service users referred to the Haringey Older Person's Community Mental Health Team to ensure the service meets the 4 week referral to treatment target.

The Senior Screening and Assessment Clinician will work with front line administrators and senior colleagues to identify presenting needs, identify risk and support service users as they are assessed and identified for the right treatment pathways. You will work in a way that ensures that service users, families and carers are at the centre of decision making.

You will understand that stigma, ageism and social isolation is experienced by many of our service users and will be committed to recognizing and addressing health and social inequalities which impact on mental health.

#### **MAIN TASKS AND RESPONSIBILITIES:**

- Coordinate the day to day running of the Assessment and Screening pathway within Haringey Older Person's Community Mental Health Team, including screening new referrals and allocating these to the Band 5 Screener and overseeing the work of the Voluntary Care Sector workers.
- Complete telephone triages/screening for service users who are referred to our service, meeting the physical, psychological, social and cultural needs of the individual and their family, using research-based knowledge and skills to maintain the individual's identity.
- Work collaboratively with community organisations, charities and voluntary care sectors across Haringey to improve access to Community Mental Health Services for residents from all communities across Haringey.
- Complete over the telephone risk assessment and management plans and where necessary, arrange home visit and face to face assessments.
- Complete brief assessments including Dialog+ assessments
- To be responsible and accountable for the assessment, treatment and discharge of clients who do not meet the criteria for the Core Team and to sign post them safely to relevant partner agencies and services.
- Apply specialist clinical knowledge and experience to provide education for clients to develop a greater understanding of their mental health condition and working in a client centered way with clients to help develop their awareness of their condition, life skills and coping strategies.
- To provide advice, guidance and consultation to other professionals contributing directly to clients' formulation, diagnosis and treatment plan.

- To undertake a comprehensive Risk Assessment and clearly communicate this within the MDT to formulate a clear plan of care.
- To participate in the weekly Core Team Referrals MDT meetings, Business Meeting Clinical Governance meetings and any other forums as requested by the team manager.
- Have clear understanding and knowledge of process and systems to effectively raise safeguarding concerns.
- Manage and maintain clear and up to data systems.
- Work alongside admin colleagues and members of the MDT to ensure a smooth and timely response/screening for all new referrals into the Core Team
- Ensure the safe delivery of Key KPI's and access to treatment standards.

### **Co-production and Service User Engagement**

- To adhere to Trust Policy of co-production and produce and review guided self-help materials with service users.
- Work closely with community organisations to identify and reduce barriers to residents access Community Mental Health services.

### **Teaching, training, and supervision**

- To receive regular clinical and professional supervision from a senior Clinician and, where appropriate, other senior professional colleagues.
- To gain additional specialist experience and skills relevant to clinical discipline and the service as agreed with the professional manager.
- To provide regular supervision to the Band 5 Screening and Assessment Clinician including annual appraisals, formal and informal guidance to support their continuing professional development.
- To provide advice, consultation and training to staff working with the client group across a range of agencies and settings, where appropriate.

### **People (HR) Management:**

- Organize and coordinate the allocation of referrals that are received by the Core Team for screening and triage assessments – whether face to face or via telephone contact.
- To provide supervision of junior staff members and students as directed by the team manager.

### **Information Management:**

- Maintain clear and concise documentation following face to face or telephone appointments with young people and/or their families.
- Organise and maintain, alongside admin colleagues, clear referral databases and outcome data for the team.

### **Policy Development and Service Development:**

- Where required, working alongside the Core Team Manager and Senior Leadership team, review and develop the team's policies and procedures.
- Where required/appropriate, support the Core Team Manager and Senior Leadership Team in developing the service or carry out service reviews.
- Where required/appropriate, engage, participate or lead on QI projects developed for the service.
- Where appropriate deputise for the Core Team Manager.
- To attend wider stakeholder meetings and events to explain the work of the Screening and Referrals pathway and to support stakeholders in making referrals.
- To liaise effectively with Screening and Assessment Lead Clinicians across the Core Teams and across BEH to develop supportive networks and identify best practice

### **General and Professional**

- To contribute to the development and maintenance of 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 manager(s).
- To contribute to the development and articulation of best practice in psychology across the service, by continuing to develop the skills of a reflexive and reflective scientist practitioner, taking part in regular professional supervision and appraisal and maintaining an active engagement with current developments in the field of clinical psychology and related disciplines.
- To maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health.

### **Effort, Mental and Environment:**

- Be able to respond and manage appropriate to the sensitive and at times distressing nature of the information shared by young people.
- Effectively use supervision to seek support where appropriate.

## **JOB DESCRIPTION – CORE ADDITIONAL INFORMATION FOR ALL EMPLOYEES**

### **MOBILITY**

As an employee of this organisation you may be asked to carry out duties at any of its establishments, at any time throughout the duration of your contract.

### **HEALTH and SAFETY**

It is the duty of all employees to ensure that a safe working environment and safe working practices are maintained at all times. It is also the responsibility of management to do so.

### **INFECTION CONTROL**

All staff will be expected at all times to practice in accordance with the infection control standard specified in the policies of the organisation.

### **RISK MANAGEMENT**

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

### **HEALTH PROMOTION**

This organisation is committed to helping people live a healthier life. All staff are encouraged to make healthier choices and to be aware of the range of health promotion information and local policies that support the promotion of health and the prevention of ill health e.g. food and nutrition, stress management etc.

All clinical staff are reminded of their individual professional responsibilities for the promotion of health, by providing up to date and relevant best practice advice, in supporting their patients/clients to live a healthy life.

### **FLEXIBLE WORKING**

This organisation is committed to offering flexible, modern employment practices which recognise that all staff need to strike a sensible balance between home and work life. All requests to work flexibly will be considered

### **SMOKING**

Barnet, Enfield & Haringey Mental Health NHS Trust has a smoke free policy. Smoking will not be permitted on any Trust premises (including the grounds that those premises are sited on) or in any Trust-owned vehicle. Applicants should be aware that it will not be possible to smoke throughout working hours.

### **EQUAL OPPORTUNITIES**

In line with the organisation's Equal Opportunities Statement, this organisation is committed to ensuring and promoting the rights of all people to equality of opportunity and all staff are required to abide by and promote this.

### **POLICIES AND PROCEDURES**

All employees, at all times are subject to the policies and procedures of this Organisation.

### **SAFEGUARDING CHILDREN & VULNERABLE ADULTS**

Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults.

Familiarisation with, and adherence to, the appropriate organisational Safeguarding Policies and any associated guidance is an essential requirement of all employees as is participation in related mandatory/statutory training. All employees must ensure that they understand and act in accordance with this clause. If you do not understand exactly how this clause relates to you personally then you must ensure that you seek clarification from your immediate manager as a matter of urgency. Equally, all managers have a responsibility to ensure that their team members understand their individual responsibilities with regard to Safeguarding Children and Vulnerable Adults

## **DATA PROTECTION**

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific registered purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

## **CONFIDENTIALITY**

This organisation attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, and other data held and processed by the organisation. All data should be treated as confidential and should only be disclosed on a need to know basis. Some data may be especially sensitive and is the subject of a specific organisational policy, including information relating to the diagnosis, treatment and/or care of patients, individual staff records and details of contract prices and terms. Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data. Due to the importance that the organisation attaches to confidentiality disciplinary action will be taken for any breach of confidentiality. All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.

All employees should be mindful of the six information management Caldicott principles when dealing with data belonging to the organisation and person identifiable information.

1. Justify the purposes of using confidential information.
2. Only use it when absolutely necessary.
3. Use the minimum that is required.
4. Access should be on a strict need to know basis.
5. Everyone must understand his or her responsibilities.
6. Understand and comply with the law.

If there is any doubt whether or not someone has legitimate access to information, always check before you disclose.

## **STANDARDS OF BUSINESS CONDUCT FOR NHS STAFF & CODES OF CONDUCT**

You are required to act at all times in accordance with the relevant professional Codes of Conduct and Accountability (including, where applicable, those for Board Members). In addition, all management staff must comply with the Code of Conduct for NHS Managers. All staff are required to act in accordance with the rules and regulations as described in the organisation's Standing Orders and Standing Financial Instructions.

The organisation reserves the right to report any activity, incident or suspicion of behaviour likely to be deemed a breach of a professional code of conduct to the appropriate professional body. This decision as to whether such a report will be made will only be taken by the appropriate service

Director after he/she has fully considered the available facts. At all times, the safety of the public, staff and the reputation of the employing organisation and the wider NHS will be key points for consideration before any report is made.

### **MANDATORY TRAINING**

All staff are required to attend any training designated by the organisation and/or service as mandatory (compulsory) for the position held or to provide evidence of previous, recent equivalent training at a level appropriate to the post held.

### **SATISFACTORY CLEARANCES**

For all posts where the appointment is subject to satisfactory clearance via the Criminal Records Bureau or Independent Safeguarding Authority, or any other successor agency, it should be clearly understood that the post holder must maintain satisfactory clearance status throughout his/her employment in the post.

### **PROFESSIONAL REGISTRATION**

With respect to any post for which the appointment is subject to holding a specific professional registration, as set out in the person specification for the post, it should be clearly understood that the post holder must maintain satisfactory registration status throughout his/her employment in the post.

## **ADDITIONAL CLAUSE FOR ALL MANAGERS**

### **RISK MANAGEMENT**

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed and that staff receives appropriate training, that a local risk register is developed and regularly monitored and reviewed. Significant level risk must be reported through the Quality Improvement and Risk Committee (QIRC) network. Risk registers need to be submitted to the Support Services Manager or other nominated officer, on an annual basis.

## **ADDITIONAL INFORMATION FOR ALL STAFF**

Where relevant, further information regarding these core clauses can be found in each employee's written statement of terms and condition of employment (contract documentation).

## **BEH-MHT VISION AND VALUES**

### **Our vision**

Our vision is embedded within our clinical strategy. We want to help people live, love, do.

- Live - A safe and secure place to call home
- Love - Re-building relationships which may have broken down during a period of illness
- Do - Help people to find a meaningful activity - that may be getting back into employment or further education

### **Our values**

The Trust's values are:

- Compassion



- Respect
- Being Positive
- Working together

## **NHS VALUES**

**It is recommended that where possible the NHS values below are reflected in job descriptions.** Please go to the NHS Confederation website for further information [www.nhsconfed.org](http://www.nhsconfed.org)

### **RESPECT AND DIGNITY**

We value each person as an individual, respect their aspirations and commitments in life, and seek to understand their priorities, needs, abilities and limits. We take what others have to say seriously. We are honest about our point of view and what we can and cannot do.

### **COMMITMENT TO QUALITY OF CARE**

We earn the trust that is placed in us by insisting on quality and striving to get the basics right every time – safety, confidentiality, professional and managerial integrity, accountability, dependable service and good communication. We welcome feedback, learn from our mistakes and build on our success.

### **COMPASSION**

We find the time to listen and talk when it is needed, make the effort to understand and get on and do the small things that mean so much – not because we are asked to but because we care.

### **IMPROVING LIVES**

We strive to improve health and well-being and people's experiences of the NHS. We value excellence and professionalism wherever we find it – in the everyday things that make people's lives better as much as in clinical practice, service improvements and innovation.

### **WORKING TOGETHER FOR PATIENTS**

We put patients first in everything we do, by reaching out to staff, patients, carers, families, communities and professionals outside the NHS. We put the needs of patients and communities before organisational boundaries.

### **EVERYONE COUNTS**

We use our resources for the benefit of the whole community, and make sure that nobody is excluded or left behind. We accept that some people need more help, that difficult decisions have to be taken – and that when we waste resources we waste other's opportunities. We recognise that we all have a part to play in making ourselves and our communities healthier.

### **DIGNITY AT WORK STATEMENT**

Barnet, Enfield & Haringey Mental Health NHS Trust is committed to treating all of our staff and patients with dignity and respect. You are responsible for behaving in a way that is consistent with these aims. This includes not discriminating unfairly in any area of your work and not harassing or otherwise intimidating other members of staff.

## PERSON SPECIFICATION

### GENERAL INFORMATION

**Job Title:** Senior Screening & Assessment Clinician

**Band:** 7

**Department:** Haringey Community Services

REQUIREMENTS	ESSENTIAL	DESIRABLE	Assessment Type Interview (I) /Application (A)
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> <li>Professional registration with relevant professional body i.e. NMC, HCPC.</li> <li>Relevant degree or post graduate diploma/equivalent level of experience</li> </ul>		<p>A</p> <p>A</p>
EXPERIENCE AND KNOWLEDGE	<ul style="list-style-type: none"> <li>Experience of undertaking risk assessments for complex clients.</li> <li>Experience of the Supervision process and ability to offer effective supervision to staff at different levels.</li> <li>Knowledge of and ability to work as part of a multi-professional team as a lead clinician and role model.</li> <li>Ability to work effectively in crisis situations in order to maintain the safety of both staff and client.</li> <li>Ability to teach staff and</li> </ul>	<ul style="list-style-type: none"> <li>Experience of coordination and overseeing referral management systems</li> <li>Experience of developing service user participation.</li> <li>Experience of presenting the work of a service to other professionals.</li> <li>Experience of working on call or on duty</li> </ul>	A/I

	<p>provide advice and support to other agencies / professionals.</p> <ul style="list-style-type: none"> <li>• Experience of effective communication with other key stakeholders at a variety of levels</li> </ul>	<p>within teams</p> <ul style="list-style-type: none"> <li>• Knowledge of statutory and voluntary sector services</li> </ul>	
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate a creative and flexible approach to staff managing and in delivering a high standard of care.</li> <li>• Ability to make complex autonomous judgements based on theoretical, technical and clinical knowledge and experience.</li> <li>• Ability to communicate effectively in highly emotive situations: - overcoming barriers to understanding and analysing complex and conflicting opinion/emotions.</li> <li>• Experience in the autonomous management of personal work patterns and caseload. This includes experience in scheduling and maintaining a pattern of clinical and non-clinical work.</li> <li>• Good literary and report writing skills.</li> <li>• Time management skills.</li> <li>• Good administrative Skills.</li> <li>• Good IT Skills.</li> <li>• Excellent general communication skills.</li> </ul>		
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Self-motivated.</li> <li>• Flexible in approach and outlook.</li> <li>• Ability to work as part of a</li> </ul>		<b>A/I</b>

	<p>team.</p> <ul style="list-style-type: none"> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Ability to contain anxiety in others.</li> <li>• Adaptable.</li> <li>• Good interpersonal skills.</li> <li>• Reliable.</li> <li>• Trustworthy.</li> <li>• Physical effort – capacity to sit in constrained position for extended periods.</li> </ul>		
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• A commitment to identify remove barriers to Haringey residents ability to access timely mental health care and support.</li> <li>• An understanding of and ability to develop, promote and maintain equal opportunities in all areas of work</li> </ul>		A/I

Date: June 2023