

## Job Description

<b>Post Title</b>	<b>Children's and Young People's Neurodevelopmental Practitioner</b>
<b>Band</b>	<b>Band 7</b>
<b>Directorate</b>	<b>Children's Care Group</b>
<b>Location/Base</b>	<b>Rotherham, Doncaster, North Lincolnshire</b>
<b>Accountable to</b>	<b>Service Manager</b>
<b>Responsible to</b>	<b>Children's Care Group Neurodevelopmental Pathway Lead/Supervisor</b>
<b>Job Summary/Purpose</b>  <p>To be responsible for (<b>accountable for</b>) own professional practice in the delivery of specialist assessments to clients with complex neurodevelopmental or mental health conditions within the designated team or service area</p> <p>To be compassionate in meeting the needs of clients, their carers and families.</p> <p>To provide consultation and advice to children's services across Rotherham for children and young people, who have potential neurodevelopmental difficulties.</p> <p>To lead or support other clinician's with the delivery and development of pathways.</p> <p>The post holder will provide clinical supervision to junior members of staff, ensuring that they are complying with Trust standards of care, record keeping, and care planning.</p> <p>To promote at all times a positive image of people with neurodiverse needs, mental ill health, psychological difficulties or intellectual disabilities.</p> <p>The post holder is required to be flexible and adaptable in order to respond to the diverse and demanding nature of this post.</p> <p>To promote at all times a positive image of the service and the wider Trust.</p>	

## Main Duties & Responsibilities

<b>Heading</b>	<b>Duty / Responsibility</b>
<b>General Duties</b>	<p><b>PROFESSIONAL/CLINICAL</b></p> <p>To work as a member of the Neurodevelopment service and deliver assessments to a range of children, young people and families.</p> <p>Undertake comprehensive specialist assessments of children suspected of having neurodevelopmental needs and act as a contact point for professionals &amp; families.</p> <p>To provide clinical supervision to staff working within the service area.</p> <p>To undertake safeguarding referrals when disclosures are made and to ensure this is followed up.</p> <p>Liaise in partnership with external agencies thus ensuring that the needs of service users and carers are addressed in a proactive manner.</p> <p>Work collaboratively with statutory &amp; voluntary services to create a seamless transition process into and through the service.</p> <p>To work in a range of settings in the community, without direct supervision and managing own standards of practice.</p>

To be able to communicate highly complex, sensitive information where agreement and co-operation is required.

To maintain accurate documentation via written and electronic patient case notes and the I.T system.

To work as a fully integrated member of the multi-professional team which will include attending regular team meetings as necessary.

To work in a collaborative and co-operative manner with other healthcare professionals, designated senior leads in schools, young people and their families.

Maintain clinical competence to enable safe practice.

Maintain theoretical and practical knowledge.

Make decisions that are based on best practice and in-line with NICE Guidelines thus enabling the young person and family to address their identified needs in a manner that minimises their stay within service.

Understanding of young people's issues and how best to address them utilising the most appropriate therapeutic intervention.

Ability to undertake Risk Assessments and identify appropriate plans in partnerships with the young person, families and other agencies.

Understand how to interpret data from patient feedback tools and to understand then limits of any interpretation.

To participate in the assessment of children and adolescents who have a range of neurodevelopmental, mental health, behavioural and psychological needs. Also to support supervise and consult to other CAMHS Team members engaged in the assessment process.

To develop joint collaborate approaches with other agencies involved in a patients care, i.e. Social Services, Department of Education and the Voluntary Services. To develop a flexible range of care plans and interventions to meet needs of patients, their carers and referrers.

Utilising mental health skills to assess the mental state of children and young people to formulate and implement appropriate care plans and therapeutic interventions. Where appropriate seek supervision and consultation from Specialist staff.

Assess, devise and deliver care plans for children and young people presenting with neurodevelopmental problems and proactively liaise with external agencies as indicated at assessment. Provide on-going assessment and evaluate effectiveness of such programme.

Provide individual and family review/follow-up sessions to children, young people and/or their carers if appropriate.

Deliver consultation/information to all external agencies including statutory and voluntary organisations, carers and guardians on issues pertaining to neurodevelopmental needs

Identify the communication needs of children, young people and families taking into account culture, ethnicity and special needs.

Communicate complex, sensitive or contentious information utilising developed interpersonal skills. Take into account issues of confidentiality and the consent of Adults and Young People. Consider and assess a child's maturity to consent.

Ensure that the Children's Care Group and Trust Guidelines are followed and educate any junior staff/students in doing the same.

	<p>Manage own caseload, taking on role of co-ordinator where appropriate.</p> <p>Provide patient-centred assessment, care planning, implementation and evaluation with children, young people, parents and families Work with children, young people, and their families, liaising with external agencies e.g. Education, Social Services and Paediatric Services.</p> <p>To undertake regular professional development in line with the objectives agreed in the annual individual performance review and Clinical Governance.</p> <p>To maintain a professional portfolio.</p> <p>Attend all mandatory training and in-service training identified at Performance Development Appraisal.</p> <p>The post holder will have responsibility for continually updating their clinical practice and, implement improvements in practice.</p> <p>Ensure that agreed policies and procedures are implemented consistently with particular emphasis on achieving compliance with Improving Working Lives.</p> <p>Actively participate in clinical supervision in accordance with the Trust's supervision framework. Provide clinical supervision where appropriate to junior team members and students.</p> <p>Contribute to multi-disciplinary team case or business discussions. Provide active peer group support and advice utilising own professional knowledge and practice whilst respecting the knowledge and theoretical practices of other professions.</p> <p>Contribute to the induction and training of new starters in the service.</p> <p>Prepare concise and comprehensive written and verbal records and reports</p> <p>Adhere to child protection/safeguarding policies, recording and reporting any concerns to the appropriate agency including participate in case conferences as required. Attend multi-agency meetings, core groups and other multi-agency professional meetings.</p> <p><b>GENERAL</b></p> <p>To undertake any other duties as agreed with Pathway Lead, Team manager.</p> <p>To work at any of the Trust's care sites as required and as appropriate.</p> <p>This job description is not intended to be a complete list of duties and responsibilities, but indicates the main ones attached to the post. It may be amended at a future time after discussion to take account of changing patterns of service and management.</p>
<b>Management Responsibilities</b>	<p>Manage and maintain a caseload that require intervention, reporting to the pathway lead and team manager.</p> <p>In order to maintain good practice and to provide Trust activity data maintain accurate and up to date records of client contact and a caseload list.</p> <p>To participate in implementing change within CAMHS service, particularly in relation to adopting local and national strategies.</p> <p>To contribute to clear systems of communications within CAMHS and between CAMHS, Children's Services and external agencies such as Social Services and the Department of Education.</p> <p>Undertake audits of activity pertaining to client group.</p>

	<p>Undertake effective self-management including time management.</p> <p>Participate in service management activities via attendance at Team Meetings and any associated work streams.</p> <p>To ensure that clinical supervision and appraisal systems are carried out for identified staff, thus identifying training and development needs. The post holder will be expected to contribute to PDR reviews.</p> <p>To be responsible for administration tasks or delegation of such tasks to ensure effective communication both internally &amp; externally.</p> <p>To be involved with training and development, delivering and facilitating programmes.</p> <p>Where required to produce reports as part of the Trust's policies on complaints, untoward incidents, grievance and disciplinary procedures.</p>
<b>Policy Development</b>	<p>To be responsible for the adherence to policies, guidelines and protocols set out by RDASH and professional bodies.</p> <p>To communicate service related information to the operational manager.</p> <p>To take a lead responsibility for clinical governance and risk management ensuring that they are integrated into clinical practice.</p> <p>Ensure patient confidentiality and in particular, the confidentiality of electronically/manually stored patient/personal data, in line with the requirements of the Data Protection Act 1998.</p> <p>Be aware of individual responsibilities and maintain a safe environment in accordance with the Health and Safety at Work Act. Identify and report immediately any untoward accident, incident or potential hazard.</p> <p>Undertake mandatory training in accordance with Trust Policy and appropriate to own working environment.</p> <p>Participate in annual Performance Development Appraisal.</p>
<b>Communication</b>	<p>To ensure patient electronic record standards are upheld.</p> <p>To follow information governance policies and procedures when providing reports, letters etc. to other agencies.</p>
<b>Budget Management</b>	<p>To provide information to the Operational Manager with regards to resources to achieve maximum efficiency.</p> <p>Develop new ideas that enable the needs of service users are addressed cost effectively.</p>
<b>Working Conditions and/or Physical Demands</b>	<p>High emotional demands when dealing with traumatic information e.g. Emotional, sexual and physical abuse.</p> <p>Maintain the profile of the Neurodevelopmental Service, the benefits of which can sometimes be poorly understood by other service areas especially outside of the Trust.</p> <p>The post holder will be operating in a climate of complex change within local mental health services. He / she will be required to contribute positively to the effective management of change with particular emphasis on working in partnership with other services and stakeholders.</p> <p>Deliver care to patients using highly skilled verbal communication, empathy and well developed non-verbal communication skills to overcome barriers to understanding.</p>

	<p>Dealing with aggressive and highly distressed patients/carers.</p> <p>Frequent concentration required, due to the unpredictable nature of the work.</p> <p>Unpredictable workload with regard to assessment and treatment of young People and their families</p> <p>The ability to convey unwelcome news to service users, families and non-trust staff members.</p> <p>Support the Pathway Lead in dealing with staff issues and clinical issues.</p>
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## **GENERAL INFORMATION:**

### **TRUST VISION AND VALUES**

The Trust is clear on its vision and values and aims to make sure that they are reflected in all areas of activity. The post holder will be required to uphold and promote the Trusts vision and values in undertaking the requirements of the role.

### **TRUST POLICIES AND PROCEDURES**

The post-holder will be required to comply with all policies and procedures issued by and on behalf of the Trust. In addition if the post-holder is required to work at other organisations premises they must adhere to the specific policies relating to the premises in which they work.

### **CLINICAL GOVERNANCE & RISK ASSESSMENT**

The post-holder must be aware of and ensure compliance with the Trust's Clinical Governance systems and Risk Management systems.

### **INFECTION CONTROL**

The prevention and control of infection is an integral part of the role of all health care personnel. Staff members, in conjunction with all relevant professionals will contribute to the prevention and control of infection through standard infection control practices and compliance with the Trust's infection control policies

### **CONFIDENTIALITY/DATA PROTECTION**

Your attention is drawn to the confidential sensitive nature of information held and processed within the Trust. The unauthorised access, use or disclosure of patient or other personal information is a dismissible offence and could result in a prosecution for an offence or action for civil damages under the Data Protection Act or Computer Misuse Act 1990.

If it is required as part of the job role, the post-holder will access, obtain, process and/or use confidential information held by RDASH in a fair and lawful way; and hold data only for the specified purposes identified within the Trust 'Privacy Notice' and to use or disclose the data only to authorised persons or organisations who have a legal duty to receive it.

### **EQUAL OPPORTUNITIES, DIVERSITY AND INCLUSION**

RDASH is committed to promoting and embedding equality, diversity and inclusiveness and expects that the post holder will actively promote and engage this commitment in all that they do. The post holder should ensure that in all their behaviours, attitudes and working they recognise and take account of the health needs and rights of all sections of the community including ethnicity, disability, gender, age, sexual orientation and religion/belief. The post holder will be expected to engage the public and patients where relevant and adhere to the RDASH policies and procedures governing zero tolerance to discrimination, harassment, bullying, stereotyping and prejudicial treatment.

### **HEALTH AND SAFETY**

The post-holder must make themselves aware of the responsibilities placed on them by the Health and Safety at Work Act [1974] to ensure that the agreed safety procedures are carried out to maintain a safe environment for other members of staff and visitors.

The post-holder will have at all times a duty to conduct themselves and to undertake their work, in a safe manner, so not to endanger themselves and others around them. Clearly, the degree of such responsibilities carried out by a particular individual will depend on the nature and extent of their work. Should any individual feel concerned over the safety aspects of their work, it should be brought to the attention of their manager/supervisor and/or Trade Union Safety Representative.

The post-holder must adhere to the health and safety rules and procedures of the Trust. The post holder is also required to co-operate with Supervisory and Managerial staff to ensure that all relevant statutory regulations, Policies, Codes of Practice and departmental safety procedures are adhered to, and to attend relevant training programmes. Employees have a legal duty to use safety devices and equipment provided.

All staff will receive a general introduction to health and safety at work as part of their induction. They will also be given advice on fire, security and lifting procedures.

### **BUSINESS CONTINUITY, CRITICAL OR MAJOR INCIDENT**

In the event of a business continuity, critical or major incident, the post holder may be asked to undertake other duties not necessarily commensurate to the banding of this role. This could include duties in any part of the Trust. Prior to undertaking any duties, the member of staff will have full training and induction. No member of staff will be asked to undertake duties for which they are not competent or where they feel unsafe in their environment or could put patients or themselves at risk.

### **NO SMOKING POLICY**

The Trust has a no smoking policy. Members of staff must not smoke inside any of the Trust's premises nor in any vehicle used on Trust Business. Members of staff must adhere to the Trust's Uniform Policy and therefore any uniforms must be covered whilst smoking.

### **SERVICE USER, CARER AND PUBLIC INVOLVEMENT**

Under Section 11 of the Health and Social Care Act we have a duty to involve patients and the public at all levels within the organisation. The post-holder will be required to recognise and value the benefits of listening and responding to patients and recognise that the patients experience is the catalyst for doing things differently to improve the way we deliver services.

### **UNTOWARD INCIDENTS**

The post-holder must take responsibility for incident and near miss reporting and must ensure they adhere to all departmental policies and procedures.

### **SAFEGUARDING**

The Trust is committed to attracting the best possible individuals and deterring those individuals who are not safe to work with children, young people and vulnerable adults. The Trust is committed to provide safe person centred care, safeguarding and promoting the welfare of the adults, young people and children who use the services. All staff have are expected to understand their responsibility to safeguarding children, young people and vulnerable adults which includes identifying concerns about abuse, neglect and/ or exploitation and reporting and supporting in line with procedures and guidance. Staff are expected to operate in line with their code of conduct and as an employer we follow the multi agency procedures in respect of an allegation against member of staff.

### **REVIEW OF THE ROLE**

This job description will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the service and the organisation. A review of the job description will be undertaken each year as part of the Trust's Performance Development Review Process.

This role profile is designed to identify principal responsibilities. The post holder is required to be flexible in developing the role in accordance with changes within the Trust's management agenda and priorities. Although this is a list of the key responsibilities of the post it is expected that the post holder and manager will develop and define the detail of the work to be undertaken.

The Trust is committed to equal opportunities, providing opportunities for flexible working and is a no smoking organisation.

**Name of Post Holder:** .....

**Signature of Post Holder:** ..... **Date:** .....

**Name of Manager:** .....

**Post Title of Manager:** .....

**Signature of Manager.....** **Date:** .....

**Person Specification**  
**Children's and Young People's Mental Health Practitioner**

Criteria	Essential	Desirable	Assessed by
<b>Qualifications and Training</b>	<p>Must be a registered Health or Social Care professional, including nurse, speech and language therapist, social worker and occupational therapist</p> <p>Evidence of post registration qualification in relevant field</p>	<p>Master's Degree or equivalent qualification, or have undertaken a program of formal training in Clinical Supervision</p> <p>Training in ADOS, QB, ADI or Disco</p>	AF/In/ Presentation
<b>Experience</b>	<p>Demonstrable post qualification experience, including experience of working with young people with complex neurodevelopmental needs and working with children and families.</p> <p>Managing and prioritising a complex caseload</p> <p>Experience of Multi-Disciplinary and Multi-Agency Working</p> <p>Currently engaged in an advanced level of practice and able to demonstrate a degree of professional autonomy</p> <p>The ability to provide patient-centered assessment, care planning, implementation and evaluation with children, young people, parents and families using professional nursing/SLT/OT skills.</p> <p>Ability to undertake Risk Assessments and identify appropriate plans in partnerships with the young person, families, and other agencies</p>	<p>Planning and delivering presentations and training to groups</p> <p>Experience in delivering comprehensive specialist assessments in a child and family setting</p> <p>Experience of working with minority groups</p>	AF/In
<b>Knowledge</b>	<p>Theoretical and practical knowledge in areas of child and adolescent mental health and neurodiversity</p> <p>Make autonomous clinical judgements involving highly complex facts or situations, which require the analysis, interpretation and</p>	<p>Wider NHS and social care policy</p> <p>Importance of public relations</p> <p>Research, audit and quality improvement</p>	AF/In/ Presentation

Criteria	Essential	Desirable	Assessed by
	<p>comparisons of a range of clinical options.</p> <p>Delivery of consultation and advice on matters related to neurodevelopmental disorders and comorbidities to members of the multi-disciplinary team, universal services professionals, and other agencies responsible for Children &amp; Young People's care.</p> <p>A good awareness of key drivers in the field of children and young people services</p> <p>Highly competent in making a decision regarding ongoing patient care based on clinical and risk factors</p> <p>High level of problem solving and planning skills</p> <p>Effective communication skills with all disciplines and agencies to optimise patient management</p> <p>Awareness of own competency level and how to seek appropriate help</p> <p>Understanding of confidentiality and risk management.</p> <p>Clinical audit, research, and clinical governance principles</p> <p>Have a good understanding of child protection/safeguarding policies, recording and reporting any concerns to the appropriate agency including participate in case conferences as required.</p>	<p>methodologies</p> <p>Knowledge of attachment and other comorbid presentations in children and young people</p>	
<b>Skills</b>	<p>Ability / Skills to support change and improvement, support and inspire colleagues / act as a role model</p> <p>Establish and maintain effective professional relationships and communications with managers, mental health professionals and other agencies</p> <p>Ability to develop and maintain effective therapeutic alliances with patients, who may be challenging, highly emotive and distressed</p>	<p>Ability to give presentations</p> <p>Experience in report writing</p> <p>Formulation skills</p>	AF/In/ Presentation

Criteria	Essential	Desirable	Assessed by
	<p>Communicate effectively, orally and in writing, highly technical and clinically sensitive information to patients, their families, carers, and other professional colleagues, both within and outside the NHS.</p> <p>Ability to motivate others</p> <p>Good planning and organizational skills</p> <p>Able to manage caseload and to prioritise under time pressures for self and team</p> <p>Good clinical reasoning skills</p> <p>Ability to work autonomously</p> <p>Flexible approach to problem solving</p> <p>Providing clinical supervision</p> <p>Time management</p> <p>IT literate – use of Microsoft Word, PowerPoint and email and Internet</p> <p>Manage a varied workload and deliver to deadlines under pressure</p>		
<b>Personal Attributes</b>	<p>Frequent requirement to exercise intense concentration, and be exposed to traumatic, highly distressing, or highly emotional circumstances.</p> <p>Work with children and young people with highly complex or distressing neurodevelopmental conditions and/or mental health problems.</p> <p>Dynamic and forward thinking</p>		AF/In/ Presentation

Criteria	Essential	Desirable	Assessed by
	<p>Patient focused/ commitment to high quality services</p> <p>Commitment to anti oppressive practice and challenging social exclusion and health inequalities</p> <p>Commitment to multi-disciplinary working</p> <p>Positive, 'can do' outlook</p> <p>Demonstrable effective communication skills</p> <p>Able to contain and work with organisational stress, and possess the ability to hold the stress of others.</p>		
<b>Additional Factors</b>	<p>Access to transport and the ability to travel within the geographical work area</p> <p>Ability to participate in moving and handling activities and breakaway or restraint techniques.</p> <p>Committed to safeguarding children and adults</p> <p>Occupational health assessment</p>		<p>AF/In</p> <p>Occupational Health Questionnaire</p> <p>DBS Enhanced Check</p>

**Key for 'Identified': AF = Application form, In = Interview, P = Presentation, REF= References, CERT=Certificates**