

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Operational Lead – Sandy and Biggleswade MHST
<b>BAND:</b>	8A
<b>DEPARTMENT:</b>	Child and Adolescent Mental Health Services
<b>DIRECTORATE:</b>	Specialist Services
<b>REPORTING TO:</b>	Integrated Schools Lead – Central Bedfordshire
<b>ACCOUNTABLE TO:</b>	General Manager

### JOB SUMMARY

The Mental Health Support Teams are part of an exciting trailblazer project funded by NHS England, Health Education England and partners with the aim of improving the mental health and wellbeing of children and young people in the community in response to the government's Green Paper for Young People's Mental Health. Bedfordshire & Luton have been successful in having several MHST sites benefitting from significant investment in this area.

There is a specific focus in Bedfordshire and Luton on developing more access to appropriate help and improving the general culture of emotional support within all primary and secondary schools. Working alongside community partners, the Mental Health Support Teams in Bedfordshire and Luton will be fully integrated with community CAMHS and the educational settings.

The main day to day focus of the role will be the clinical operational management of the MHST, whilst working alongside the Operational lead to develop and implement a wide range of interventions and projects with local schools and provisions. In addition to leading on and directly providing comprehensive assessment, risk management and interventions for children and young people experiencing emotional and mental health difficulties, and their families, this post is an opportunity to work with school staff and school cultures in developing school environments that are more conducive to supporting sustainably better emotional health and wellbeing.

The post holder will have clinical lead and supervisory responsibility for the other members of the MHST, including multi-disciplinary CAMHS clinicians and Education Mental Health Practitioners who are trainees for the first year of the project.

### KEY RELATIONSHIPS

#### Key Relationships:

- Schools
- Primary and secondary education provisions and alternative learning providers.
- Mental Health Support Teams Project Lead



- Other Mental Health Support Teams Clinical Leads
- Operational Team Lead, CAMH Access Services and Psychological Therapies Lead
- Mental Health Support Team Education Mental Health Practitioners (EMHP's)
- Children's Wellbeing Practitioners (CWP's) - in North Bedfordshire
- Bedfordshire & Luton CAMHS Community Teams

Children's Early Help and Social Care Services and all other agencies working within schools and with the Young People

## MAIN DUTIES AND RESPONSIBILITIES

Clinical Responsibilities	<p><b>1. Clinical Responsibilities</b></p> <p>1.1. To provide clinical leadership for the development and maintenance of the Mental Health Support Team in schools and provisions in relation to the trailblazer project.</p> <p>1.2. To work collaboratively with partner organisations as part of the mental health in schools (?trailblazer pilot programme) including the Clinical Commissioning Group, primary care, primary and secondary schools, education provisions and alternative learning providers, social care services, and voluntary/third sector providers</p> <p>1.3. To work collaboratively with staff, children, young people and their families/carers to ensure that their experience is to a high standard</p> <p>1.4. Alongside the trailblazer steering group Operational and Project Lead, support clear targets for service delivery which translate into clear objectives for team members through strategic planning and appraisal processes.</p> <p>1.5. Develop effective working relationships particularly with schools which enable the improvement of school cultures around the understanding and management of mental health and wellbeing.</p> <p>1.6. Supporting the developing practice and varied project work of all members of the Mental Health Support Team.</p> <p>1.7. Participate in the development of key outcome indicators and the evaluation of the trailblazer project in order to demonstrate the impact of the project working with multiple</p>
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	<p>partners.</p> <p>1.8. To work with the Operational and Project Lead, CCG, NHS England and other partners involved in the evaluation of the Trailblazer programme with providing activity, outcome data and written reports as required.</p> <p>1.9. To provide comprehensive and complex specialist mental health assessments, formulation and recommendations, including risk assessment of children, young people and their families/carers referred with mild, moderate, complex and severe mental health problems. To be able to distinguish between a complex aetiology of neuro-developmental, learning/developmental, social and mental health difficulties children and young people might be experiencing in order obtain an accurate understanding of their needs. This as a basis for offering the most appropriate and timely evidence based treatments, or to be able to refer or step cases up for this to take place.</p> <p>1.10. To provide highly specialist mental health consultation and where appropriate training to other professionals who come into contact with children, young people and their families/carers referred with moderate, complex and severe mental health problems, and to help others to distinguish between (neuro-)developmental, learning, social and mental health needs.</p> <p>1.11. To write confidential reports for case conferences, and education and other purposes that may have wide ranging implications for children, young people and their families.</p> <p>1.12. Based on these assessments and reports to convey sensitive, complex and sometimes unwelcome information to clients and other professionals and manage this as constructively as possible.</p> <p>1.13. To be a resource of specialist mental health advice, specifically relating to the common emotional and behavioural problems and disorders of children and young people, to colleagues within the MHST's, school and provision staff and other professionals and agencies/organisations working in the field of adolescent mental health and wider children's services.</p> <p>1.14. To provide consultation to professionals in creating care management plans for children and young people referred to the Mental Health Support Team.</p> <p>1.15. To liaise with and where appropriate participate in joint work with other members of the Mental Health Support Team, partner services and other teams and clinicians</p>
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	<p>within Bedfordshire &amp; Luton CAMHS, lead in developing step up and down pathways into the specialist CAMH service.</p> <p>1.16. To offer and provide a liaison and consultation service to school and provision staff, primary care clinicians and other key agencies working with children, young people and their families/carers referred with complex and severe mental health problems.</p> <p>1.17. To support the development of interventions, consultation and psychoeducation approaches regarding prevention and resilience building and health promotion for the vulnerable groups of children and young people struggling to access their education.</p> <p>1.18. To act as care coordinator for an identified caseload and to be responsible for the coordination of assessment, planning, implementation and evaluation of therapeutic packages of care provided by the MHST, taking into consideration the evidence base for effective interventions.</p> <p>1.19. To provide clinical supervision to senior staff to ensure a high quality, person-centred service for children and young people that is safe, effective, efficient and accessible.</p> <p>1.20. To identify and interpret the needs of children, young people and their families/carers into health and wellbeing improvements</p> <p>1.21. To ensure proactive involvement and collaborative working with children, young people and their families/carers in service development and improvement</p> <p>1.22. Ensure that a culture of innovation is achieved through research, practice development, audit and strategic development including the development of local policies and procedures and successful management of change to facilitate clinical governance and delivery of evidence based care</p> <p>1.23. To provide packages of care and psycho-education for the young people and their families/ carers that takes account of the complexities of family systems and their significant social networks.</p> <p>1.24. To ensure that the needs of the client group is paramount, and be aware of and adhere to Trust Guidelines relating to safeguarding.</p> <p>1.25. To ensure acceptable levels of safety (regarding potential verbal and physical aggression from disturbed clients) for self and to advise other colleagues when necessary. To</p>
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	<p>adhere to the “lone worker policy “and update training in breakaway techniques when necessary.</p> <p>1.26. To maintain accurate clinical records in accordance with service standards and to record and maintain patient data in local database systems (RiO) and the trust wide electronic CPA database. To aid line-managed staff to achieve this commitment.</p>
Policy and Service Development	<p>To support the development and implementation of project work with schools and provisions commensurate with the MHST’s forward plan</p> <p>Ensure that overall workforce issues (where appropriate) are managed within the Trust’s policies and procedures e.g. appraisals, performance, recruitment.</p> <p>To advise staff in the field of children with emotional and behavioural problems.</p> <p>To help to develop standards underpinned by theory and research and the latest evidence base.</p>
Training and Development	<p>To keep up to date with appropriate legislation in line with CAMHS.</p> <p>To attend regular clinical supervision and line management</p> <p>To be responsible for personal development and education in line with statutory, mandatory and professional requirements.</p>
Human Resources	To establish effective interpersonal channels of communication.
Clinical Governance	<p>To ensure overall standards of care meet national guidance within the available resources e.g. Care Quality Commission and NICE</p> <p>To be aware of the up-to-date research and evidence relating to the care and treatment of children and young people with emotional and behavioural problems.</p> <p>To take a lead in ensuring that the MHST undertakes audit, evaluation and research in order to measure achieving its intended outcomes and to communicate this to relevant stakeholders, with the support of the Clinical Team Lead and PTL.</p> <p>To work within professional and ethical frameworks established by relevant national bodies such as the DOH, UKCCP, NMC, HCPC and RCP.</p>
Performance and Quality	<p>To ensure documentation and care plans are comprehensive and of the highest standard in line with Trust policy.</p> <p>To record relevant information as consistent with Trust record keeping policy.</p>

	<p>Collate and report on clinical information across a specific area(s).</p> <p>To provide clinical information as required for input into local and Trust electronic information systems.</p> <p>Be responsible for monitoring and recording and reporting on clinical work and communicating complex clinical information to a variety of recipients e.g. service users, families and carers, other professionals orally and in writing</p> <p>To provide service related information to senior managers and staff to aid day-to-day service management and future planning.</p>
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### JOB DESCRIPTION AGREEMENT

This job description is intended as a guide to the main duties of the post and is not intended to be a prescriptive document. Duties and base of work may change to meet the needs of the service or because of the introduction of new technology. This job description may be reviewed from time to time and changed, after consultation with the postholder..





<b>Statement on Employment Policies</b>	
In addition to the requirement of all employees to co-operate in the implementation of Employment related policies, your attention is drawn to the following individual employee responsibilities:-	
<b>Health and Safety</b>	Under the Health & Safety at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work, and to co-operate with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
<b>Equal Opportunities</b>	<p>ELFT is committed to equality of opportunity for all employees, job applicants and service users. We are committed to ensuring that no one will be discriminated against on the grounds of race, colour, creed, ethnic or national origin, disability, religion, age, sex, sexual orientation or marital status. The Trust commits itself to promote equal opportunities and value diversity and will keep under review its policies, procedures and practices to ensure that all employees, users and providers of its services are treated according to their needs.</p> <p>For management posts, to ensure that within their service area fair employment practice and equality of opportunity are delivered.</p>
<b>Dealing With Harassment/ Bullying In The Workplace</b>	<p>The Trust believes employees have the right to be treated with respect and to work in a harmonious and supportive working environment free from any form of harassment and / or bullying.</p> <p>The Trust has taken positive steps to ensure that bullying and harassment does not occur in the workplace and that procedures exist to resolve complaints as well as to provide support to staff. It is your responsibility as an employee to abide by and support these steps so all employees can work in a harmonious, friendly and supportive working environment free of any harassment or intimidation based on individual differences.</p> <p>Disciplinary action will be taken against any member of staff found to be transgressing the Dignity at Work Policy.</p>
<b>No Smoking</b>	To refrain from smoking in any of the organisations premises not designated as a smoking area. 'East London Foundation Trust is a Smokefree Trust – this means that staff must be smokefree when on duty or otherwise in uniform, wearing a badge or identifiable as ELFT staff or undertaking trust business.'
<b>Alcohol</b>	To recognise that even small amounts of alcohol can impair work performance and affect ones ability to deal with patients and the public in a proper and acceptable manner. Consumption of alcohol during work hours is not permitted.

<b>Confidentiality</b>	<p>As an employee of the Trust the post-holder may have access to confidential information. The postholder must safeguard at all times, the confidentiality of information relating to patients/clients and staff and under no circumstances should they disclose this information to an unauthorised person within or outside the Trust. The post-holder must ensure compliance with the requirements of the Data Protection Act 1998, Caldicott requirements and the Trust's Information and IM&amp;T Security Policy.</p> <p>To safeguard at all times, the confidentiality of information relating to patients/clients and staff.</p>
<b>General Data Protection Regulation (GDPR)</b>	<p>To maintain the confidentiality of all personal data processed by the organisation in line with the provisions of the GDPR.</p> <p>As part of your employment with East London Foundation Trust, we will need to maintain your personal information in relation to work on your personal file. You have a right to request access to your personal file via the People &amp; Culture Department.</p>
<b>Safeguarding</b>	<p>All employees must carry out their responsibilities in such a way as to minimise risk of harm to children, young people and adults and to safeguard and promote their welfare in accordance with current legislation, statutory guidance and Trust policies and procedures. Employees should undertake safeguarding training and receive safeguarding supervision appropriate to their role.</p>
<b>Service User and Carer Involvement</b>	<p>ELFT is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work.</p>
<b>Personal Development</b>	<p>Each employee's development will be assessed using the Trust's Personal Development Review (PDR) process. You will have the opportunity to discuss your development needs with your Manager on an annual basis, with regular reviews.</p>
<b>Quality Improvement</b>	<p>The Trust encourages staff at all levels to engage in the Trust's approach to quality through quality improvement projects and quality assurance.</p>
<b>Professional Standards</b>	<p>To maintain standards as set by professional regulatory bodies as appropriate.</p>
<b>Conflict of Interests</b>	<p>You are not precluded from accepting employment outside your position with the Trust. However such other employment must not in any way hinder or conflict with the interests of your work for the Trust and must be with the knowledge of your line manager.</p>
<b>Risk Management</b>	<p>Risk Management involves the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. Every employee must co-operate with the Trust to enable all statutory duties to be applied and work to standards set out in the Risk Management Strategy.</p>
<b>Personal and</b>	<p>The Trust is accredited as an Investor in People employer and</p>



<b>Professional Development/Investors in People</b>	is consequently committed to developing its staff. You will have access to appropriate development opportunities from the Trust's training programme as identified within your knowledge and skills appraisal/personal development plan.
<b>Infection Control</b>	<p>Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all Healthcare Associated Infections including MRSA. In particular, all staff have the following key responsibilities:</p> <p>Staff must observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after following all patient contact. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations.</p> <p>Staff members have a duty to attend infection control training provided for them by the Trust as set in the infection control policy.</p> <p>Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.</p>

**PERSON SPECIFICATION**

<b>JOB TITLE:</b>	<b>Operational Lead</b>
<b>BAND:</b>	<b>8A</b>
<b>DEPARTMENT:</b>	<b>Child and Adolescent Mental Health Service</b>
<b>DIRECTORATE:</b>	<b>Specialist Services</b>
<b>REPORTING TO:</b>	<b>Integrated Schools Lead – Central Bedfordshire</b>
<b>ACCOUNTABLE TO:</b>	<b>General Manager</b>

S: Shortlisting I: Interview T: Test

<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>To be Tested*</b>
<b>Education, Training and Qualifications</b>	Qualification in appropriate mental health profession such as Clinical or Family of Psychology, Systemic Family Therapy, Child Psychotherapy, Nursing, Social Work, and registration with relevant UK governing body.	<p>Parenting qualification and parenting supervision qualification.</p> <p>Low Intensity CBT supervisor qualification.</p> <p>Specific therapeutic modality training and qualification e.g. CBT, DBT, IPT etc.</p> <p>Management or leadership training</p>	Application Form

<b>Experience</b>	<p>Previous experience of working in a senior post in CAMHS</p> <p>Previous experience of supervising clinicians and operational leadership functions</p> <p>Previous experience working with schools in mental health capacity.</p> <p>Experience of working with a wide range of mental health problems commonly seen in CAMHS</p> <p>Experience of care planning</p> <p>Experience of working in a multi-disciplinary way</p> <p>Experience in crisis work</p>	<p>Delivery of parenting programmes – Webster-Stratton, Triple P, NVR etc.</p> <p>Supervision of clinicians delivering parenting and manualised CBT interventions</p> <p>Supervising Children’s Wellbeing Practitioners as part of IAPT programme</p> <p>Experience of working in a culturally diverse inner city area</p>	<p>Application form and Interview</p>
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<b>Skills and Abilities</b>	<p>Evidence of well-developed clinical skills and knowledge in CAMHS</p> <p>Highly specialist skills in assessing for complex aetiology of mental health, neuro-developmental, learning and social factors impacting on the well-being of children and young people</p> <p>Skilled in emergency and crisis assessments</p> <p>Highly specialist clinical skills within in specific therapeutic modalities</p> <p>Able to manage own time and caseload</p> <p>Excellent verbal and written communication skills</p> <p>Evidence of ability to lead, support and influence others</p> <p>Able to work effectively across organisational boundaries</p> <p>Teaching skills, both in clinical setting and education centres</p> <p>Keyboard/computer skills</p>		<p>Application form and Interview</p>
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<b>Knowledge</b>	<p>A high degree of self-awareness and an ability to reflect on personal and professional attitudes and accept feedback</p> <p>Awareness of current national guidelines and policies in the field of CAMHS</p> <p>Specific knowledge of pertinent issues for CAMHS/MHST.</p> <p>In depth knowledge of CAMHS issues including complex and highly specialist mental health assessment and interventions</p> <p>Knowledge of The Mental Health Act 1983 (amended 2007) and associated legislation</p> <p>Knowledge of specific inner city issues which impact of care delivery</p> <p>Knowledge of the Children's Act and other appropriate legislation</p> <p>Knowledge of standard setting and audit implementation</p> <p>An awareness of different research methods</p> <p>A working knowledge of Child Protection Guidelines</p>	Knowledge of development in inter agency partnership	Application form interview
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<p><b>Other Requirements</b></p>	<p>Commitment to equal opportunities</p> <p>Self motivated, assertive and flexible</p> <p>Proven qualities in sustaining the mental, emotional and physical demands of specialized therapeutic work with disturbed and distressed children, adolescents and their families/carer networks.</p> <p><u>Freedom to act:</u>  Physical effort: Confined sitting position(therapy); travelling within community; keyboard skills <u>Mental effort:</u> writing reports; planning teaching; concentrating for therapy sessions /clinical supervision; managing psychiatric emergencies.  <u>Emotional effort:</u> Dealing with families in breakdown; experiencing trauma and abuse; occasional patient complaints; conveying of unwelcome news  Working conditions: Occasional abusive behaviour; unpredictable clinical scenarios eg emergency home visits; travel in community in all weathers.</p>		<p>Application form and interview.</p>
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