

JOB DESCRIPTION

MANCHESTER UNIVERSITY HOSPITALS NHS FOUNDATION TRUST

Manchester University NHS Foundation Trust Values

Our vision is to improve the health and quality of life of our diverse population by building an organisation that:

- ✓ Excels in quality, safety, patient experience, research, innovation, and teaching
- ✓ Attracts, develops, and retains great people
- ✓ Is recognised internationally as a leading healthcare provider

Our Values: Together Care Matters

Everyone Matters, working together, dignity and care, open and honest

POST:	Child and Adolescent Mental Health Services (CAMHS) Team Leader
DEPARTMENT:	CAMHS
BAND:	7
HOURS PER WEEK:	37.5
REPORTS TO:	Service Manager
RESPONSIBLE FOR:	CAMHS practitioners
WORK BASE:	North Manchester Core CAMHS

JOB PURPOSE:

As a senior member of the multi-disciplinary team the post holder will support the service to provide safe, effective care and efficient services to meet the mental health needs of children, young people, and their families. Key aspects of the role include monitoring the performance and quality of the service the team delivers. The post holder will provide clinical leadership and effective day to day management of the team, providing generic caseload and specific supervision. You will provide line management supervision including development and maintenance of CPD needs across the team. You will act as a specialist advisor within CAMHS and to actively contribute to governance arrangements, contributing to policy implementation and service development, both within the service and across the wider network. You will undertake tasks as designated by the Service Manager and in line with Trust policy and local priorities to ensure continual quality improvement. Clinical/Managerial split 50:50 dependent on specific pressures.

As an autonomous practitioner you will play a key part in the delivery of high-quality service provision that promotes and improves the mental health and well-being of children and young people, their families, and carers. Within a systemic and holistic framework, you will undertake needs led, evidence based, highly skilled assessments and provide therapeutic interventions, ensuring this is done evidencing shared decision making and partnership working with children and young people, their families and carers.

As part of working together you will actively liaise and support robust partnership working arrangements between the CAMHS Team and community partners and other key stakeholders involved with the child

across agencies in order that an integrated package of care is developed. You will support the service to deliver training and consultation to other agencies. You will keep up to date with CAMHS research and clinical developments and utilise this knowledge to promote evidence-based practice across CAMHS and the wider network, interpreting policy and local priorities to contribute to the development of health and social care that shows commitment to improving the lives of children and young people with mental health needs.

KEY RELATIONSHIPS:

- Members of the senior leadership team within CAMHS
- CAMHS Clinical Service Unit and CAMHS clinical teams and pathways
- Adult Mental Services
- Local Authority including Children's Social Care, Education, Youth Justice Service, Early Help
- Mental Health Crisis Pathways
- Acute Paediatric and Mental Health inpatient settings and services
- Community Health services and teams
- Voluntary, Third Sector and Independent providers
- Safeguarding Team/Named Nurse for Safeguarding

KEY DUTIES AND RESPONSIBILITIES:

1. Managerial

- To provide first line management for practitioners within the CAMHS service and within this manage staffing issues and communicate complex and sensitive information relating to conduct, performance and sickness absence with in the CAMHS team in line with Trust policy and procedure
- To share responsibility for the development, provision, and continued maintenance of high-quality evidence-based practice within CAMHS. This includes but not limited to, the implementation of effective systems of appraisal and supervision, standards of record keeping, supervision outcomes and modernisation.
- Develop staff appraisals supporting personal and career development and the allocation of specific project work over each annual appraisal cycle.
- To ensure staff are accessing and complying with Trust mandatory training.
- To participate in the recruitment, selection and induction of staff at all levels within the organisation.
- To ensure staff are compliant with regulatory bodies.
- Deputise for Service Managers as directed and for specified absence periods as needed.
- To receive management supervision from Service Manager or equivalent.
- Play a leading role in the strategic and operational directive of the service.

- Lead and coordinate team communication, including holding regular team meetings, communicating, and consulting on service changes and acting as a conduit of information between the wider Trust, senior management, external agencies, and the team
- To keep the service manager and members of the senior leadership team informed of developments and issues within the service, ensuring the identification, recording and use of relevant performance data
- To contribute to the CAMHS and wider network agenda around service user involvement.
- To meet standards and targets developed for the service
- Manage multiple projects on time, setting own priorities and deadlines and meeting predetermined deadlines, as agreed by Service Manager and CAMHS CSU
- To ensure that services are delivered within appropriate clinical governance framework, monitoring, and evaluating standards of care, and to raise concerns with Service Manager as necessary including through active use of risk reporting systems as appropriate.
- To undertake investigations of complaints, clinical reviews and serious incidents as agreed with Service manager, liaising with professionals to interpret professional standards.

2. Clinical

To assume responsibility for management of a defined caseload and exercise the highest standards of professional responsibility for the assessment, treatment and discharge of children, young people and their families/carers using specialist knowledge and evaluation of care programmes in collaboration with children, young people and their families/carers liaising with and referring to relevant agencies as appropriate.

- To undertake high quality, comprehensive assessments of children, young people including risk assessment, gathering appropriate information their family/ Carers and other relevant agencies.
- Following assessment, to make independent clinical decisions, developing a formulation and plan for intervention, in collaboration with the child, young person and parents/carers and communicating this to the referrer and other relevant professionals
- To offer specialist therapeutic interventions based on evidence-based practice and in line with the NICE guidelines, and to support leadership in the clinical area
- To implement, co-ordinate and regularly review further assessment and a range of therapeutic interventions, including risk management, utilising the skills and expertise of the multi-disciplinary team and other agencies where appropriate.
- Provide visible clinical leadership to the team, showing excellent analytical and judgemental skills in relation to initial and ongoing assessments and subsequent care packages from a range of options and assist senior practitioners in problem solving and providing quality care

- To routinely monitor effectiveness of clinical work by use of Routine Outcome Measures (ROM) and where outcomes are not improving for children and families to engage in clinical review via peer review meetings and supervision.
- Update the service manager and others as appropriate on issues pertinent to the team and service delivery which may impact on quality and service provision and thus present a risk to the organisation.
- To demonstrate excellent communication skills
- To work from a multi-agency perspective in liaison with other professionals; attend and contribute to professionals' meetings, to provide written reports as required and within timescale.
- To offer consultation to a range of professionals as required.
- To liaise closely with a wide range of professionals and agencies regarding individual care packages, to advise on risk management and promote awareness of child and adolescent mental health issues within these agencies.
- Promote, develop, implement, and manage clinical standards and good practices in care delivery and appropriate record keeping, including the compilation of appropriate statistics.
- Contribute to the development of specialist pathways of care, keeping a focus on specialist practice and workforce implications and developments
- Provide staff with expert advice and direction regarding the delivery of care provided to children, young people and families including the assessment, formulation and development of care strategies, their rationale, implementation, and evaluation
- Chair complex case discussions and reviews where high clinical risk matters are under consideration.

3. Education and Development:

- To maintain an up to date knowledge of current issues and practice in child and adolescent mental health.
- To participate in locally agreed appraisal process and staff development, ensuring this is regularly reviewed and evaluated.
- To undertake mandatory training as per Trust policy and participate in other relevant training to meet the needs of the service and as outlined in the individual's development plan

- To receive regular clinical and line management supervision from a suitably qualified clinician and, where appropriate, other senior professional colleagues.
- To provide teaching and training in a range of settings as required and in line with post holder's experience and skills.
- Provide leadership and specialist knowledge to establish credible learning environments within CAMHS sufficient to provide an effective learning experience for all students.
- Plan the induction of new staff into the service

4. Clinical Governance:

- To be responsible for own continuing professional development and maintaining own professional registration, and any requirements to maintain registration.
- To have current working knowledge of relevant professional body code of practice, standards, and guidance, understand implications for and be able to apply to practice.
- To maintain up to date knowledge of NICE guidance and evidence-based practice, monitoring and maintaining quality and practice standards within the team.
- To attend and actively participate in line management supervision with designated professional.
- To ensure attendance and participation in safeguarding supervision in line with Trust policy.
- Participate in identified quality initiatives to promote the development of the CAMHS team.
- To communicate in a timely manner any issues concerning service provision, clinical practice and multi-agency working together to relevant line manager/supervisor.
- To contribute to audit, research, and evaluation of the service.

5. Policy:

- To work in accordance with the Trust and CAMHS clinical service unit policies and procedures.
- To practice within national and local policy and legislation including Professional Codes of Practice.

5. Health and Safety:

- The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. The post holder equally has a responsibility to ensure that they do nothing to jeopardise the health and safety of either themselves or anybody else. S/he will comply with the Trusts Health and Safety Policies, which outline responsibilities regarding Health and Safety at work.
- All accidents must be reported to your Service Manager and documented as per Trust Policy, including the reporting of potential hazards.
- The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

6. Infection Control:

- It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust Infection Control manual. The post holder is also responsible for ensuring that they complete mandatory training including infection control.

6. Safeguarding:

The post holder will ensure that the policy and legislation relating to child protection and safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns to the identified person within your department/division or area of responsibility.

7. Security:

The post holder has a responsibility to ensure the preservation of NHS property and resources.

7. Confidentiality:

The post holder is always required to maintain confidentiality in all aspects of their work.

8. Team Briefing:

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

9. No Smoking Policy:

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

10. Equal Opportunities:

The Trust encourages Equal Opportunities employer. and operates an Equal Opportunities Policy. All individuals regardless of race, ethnicity, nationality, gender, or disability are encouraged to apply for all posts.

11. Travel:

You may be required to travel as part of this role. Travel allowance details can be obtained from Human Resources Department.

This job description is intended as a general guidance to the duties and responsibilities of the post and is not, therefore, exhaustive. It will be subject to review, considering changing circumstances and in consultation with the post holder.