



COMPASSION

RESPECT

EMPOWERMENT

PARTNERSHIP



**JOB DESCRIPTION**

<b>Job title</b>	<b>Clinical Team Leader - Community Mental Health</b>
<b>Division</b>	<b>Jameson</b>
<b>Team/Service</b>	<b>Brent Community Mental Health Team</b>
<b>Pay Band</b>	<b>Band 7 inc Outer HCAS (pro rata if P/T)</b>
<b>Hours</b>	<b>37.5</b>
<b>Terms and conditions</b>	<b>In accordance with Agenda for Change</b>
<b>Location</b>	<b>Various Locations Fairfields House, Roe Green, Kingsbury, London NW9 0PS Park Royal Centre for Mental Health, London, NW10 7NS</b>
<b>Reports to</b>	<b>Operational Manager – Brent CMHT</b>
<b>Accountable to</b>	<b>Brent Community Services Manager</b>
<b>Liases with</b>	<b>Service users, carers, other members of the multi-disciplinary team, local statutory services and relevant voluntary and third sector organisations</b>

**Job Summary**

The post-holder will be required to work within the multidisciplinary team structure of the CMHT to provide creative contact and support to adults who experience Severe and Enduring Mental Health problems. He/she will have a small caseload and take responsibility for the day-to-day co-ordination of the multi-disciplinary team clinical activities; ensuring that clinical priorities are set, highest standard of care is maintained and the team caseload are regularly reviewed. He/she will be required to supervise and support members of the clinical staff and to provide a useful resource or expertise on care co-ordination responsibilities and other aspects of day-to-day clinical operations of the service including statutory requirements/duties and complex care issues.

Te post –holder will work with their teams to ensure effective team approaches to client care. It will be expected that the post-holder will make valuable contributions to the multidisciplinary team assessments, the formulation and implementation of multidisciplinary care plan.

The post holder will further be required to provide strong clinical leadership for the team and work closely with care co-ordinators to establish and maintain high clinical care standards, ensuring that the quality of care provided is continually informed by the best evidence-based practice in conjunction with the Team Manger and consultant.

He/She will be familiar with the data/performance requirements of the CMHT and be able to ensure that these are met by the team. He/she will take responsibility for allocating caseloads in a manner that takes full account of the needs of the service user and expertise/skills available within the team.

**Values** Central and North West London NHS Trust expects all Band 7 Team Leaders to act in a way which shows you understand our core values and are willing to put them into practice with service users,



their friends, family and carers and also other staff members.

COMPASSION: contribution to a caring and kind environment and recognition that what you do and say can help to improve the lives of others.

RESPECT: acknowledge, respect and value diversity of each individual, recognition of uniqueness.

EMPOWERMENT: continually try to provide information, resources and support to help others make their own decisions and meet their own needs. The Trust endeavours to support all staff to enable them to develop and grow.

PARTNERSHIP: work closely with others and behave in a way that shows that you recognise that commissioners and users of our services are the people who generate and fund our work.

## MAIN DUTIES & RESPONSIBILITIES

### Clinical

- To provide all appropriate support and contact for service users considering health, social and cultural needs of the service user through a thorough assessment and planning of clients care needs;
- To co-ordinate the day-to-day clinical activities of the team to ensure the smooth running of the CMHT;
- To carry out risk assessments for clients in line with the Trust and local policies and procedures;
- To take responsibility for co-ordinating referrals meetings and ensure that all cases are screened and individuals involved are kept informed of outcome;
- To take responsibility for ensuring that discharges from CMHT are done timely or when necessary to ensure ongoing throughput making sure that they are managed safely.
- To develop and maintain innovative and creative ways of working with clients with first presentation of psychosis
- To ensure that clients and carers (where appropriate) are consulted about their care at all times and are involved in the decision-making concerning their care;
- To ensure that care programme approach meetings are held and cases are regularly reviewed;
- To respond sensitively to the needs of relatives and carry out carers assessment and draw up carer's care plan appropriately;
- To promote patient care at all times by treating service users, carers, referrals and other agencies with respect and courtesy and maintain their dignity;
- To ensure that accurate clinical notes kept well organised and regularly updated and audited, ensuring that there is compliance with record keeping and standards of the Trust
- To provide specialist support, consultation, advice and expertise to the team on cases as required;
- To ensure that the overall client care is carried out and the quality and effectiveness of clients programme of care packages are regularly reviewed through close liaison with multi-disciplinary team, other relevant service providers, carers and the client's appropriate social network;
- To ensure that service users and their families are fully involved in the provision of care and services;
- To ensure that the protection of children is actively promoted in your work, including referrals to children social worker and child and adolescent mental health service, where appropriate.

### ➤ Service Development

- To assist with the setting and maintenance of high standards of care and clinical practices within



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the multi-disciplinary team;

- To work closely with the Operational Team Manager to ensure the continual development of the CMHT in Brent.
- To develop a positive and effective liaison with services, agencies and individuals as identified above and ensure that any service interface problems identified are promptly notified to the Team Manager;
- To take an active part in clinical governance meetings/initiative within the service and across Brent Mental Health Service;
- To develop and maintain systems for relevant service data gathering for auditing and service performance monitoring purposes;
- To ensure the development and maintenance of effective systems of communication within the team, with other Mental Health Services within Brent, with relatives and other agencies;
- To support the development and positive promotion of the CMHT within the target user group and within the wider adult Brent population;
- To assist in the regular review prioritising and targeting of the service resources, ensuring its effective response to the changing needs/demands of service users;
- To actively encourage the representation/participation of service users in service planning and reviews;
- To ensure that the service provision responds adequately to the specific needs of Brent multi-ethnic population;
- To promote and undertake research and audit projects within the team, working in close liaison with the Trust ethnics committee and Audit department as appropriate and in line with local service priorities and your individual professional research strategy.

➤ **Management**

- To deputise for the Operational Team Manager on his/her absence;
- To undertake your own administrative/secretary duties, using Trust PC and the network systems;
- To assist the Operational Team Manager routine day-to-day operations of the service, e.g. disciplinary investigations, complaints handling, recruitment and selection, etc;
- To undertake the managerial supervision and performance appraisal of a staff as assigned;
- To liaise (on behalf of the service) with statutory and voluntary agencies and other local community services;
- To assist the Team Manager in implementing agreed service changes and in managing such changes effectively;
- To act as a member of the CMHT Management Team and contribute to the development of relevant protocols, policies and procedures;
- To contribute to the development of team approach, team building processes, team meetings and represent the team in other relevant meetings within Brent Mental Health Service and the Trust;
- To keep abreast with the Trust and Brent Mental Health Service protocols, policies and procedures;
- To prepare for and participate in regular managerial and Clinical supervision meetings with the Team Manager;
- To maintain regular dialogue with the Operational Team Manager, keeping him/her informed of any significant developments or concerns regarding staff or service users;
- Undertake investigations, produce high-quality reports, case summaries, statements etc, in relation to allocated cases as directed;
- Undertake any other appropriate duties, specific tasks or assignments as directed by the Team Manager or the service



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### ➤ **Training & Development**

- Establish and encourage the development of clinical skills amongst staff and provide clear leadership in service-based training and development events in-house;
- Maintain a commitment to learning, professional development and contribute to building a culture of shared learning within the team;
- Keep abreast with developments in practice and research in the field of Mental Health and in your own profession;
- Take steps to improve and develop own professional knowledge and skills through attending relevant training programmes, professional group discussion forum or meetings;
- Liaise actively with lead professionals on behalf of the service to ensure adequate up-date on professional issues for the team;
- To attend appropriate statutory training required and the Trust mandatory training;
- Contribute to the development of the service as a training service area for learners and be involved in the training of students with the service, in line with the current requirements of the relevant institutions;
- To establish and maintain strong links with institutions, organisations or departments to ensure access to their facilities for staff development purposes;
- At all times maintain professional registration with the relevant regulatory professional bodies and abide by the code of practice, registration requirements, e.g. practice portfolio, continuous professional development, etc.
- Establish monitoring structures to ensure that staff are receiving regular professional supervision from their preferred supervisors;
- Prepare for and undertake regular professional supervision in line with the Trust and Brent Mental Health Service policies and keep the Team Manager informed of the occurrence of it.

The post-holder must at all times carry out his/her duties with due regard to CNWL/Brent Council's Equal Opportunities Policies.

**This job description is intended as a guide to the scope and responsibilities of this post and not meant as an inflexible specification. It may be reviewed from time to time in consultation with the post-holder in line with changing circumstances and in light of organisational change.**