



JOB DESCRIPTION

Oxford Health NHS FT

Oxford Health is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Job Title: Oxfordshire CAMHS Senior SPA Practitioner
Band: 7
Responsible to: Oxfordshire CAMHS SPA Clinician Team Manager
Responsible for: Direct reports
Accountable to: Service Manager
Place of work: Raglan House, Cowley, Oxford
Hours: Full and Part Time

Author:

Creation Date: 1 November 2013

Last Updated: May 2023

Document Ref: IJES

Version: 1

JOB PURPOSE

- To support the CAMHS Single Point of Access Clinical Team Manager in the delivery of specialist assessment and triage, including liaison with young people and families, and professionals waiting to establish current presentation and give advice whilst waiting for assessment / intervention.
- To work as part of the SPA team undertaking daily supervisor role and perform direct/indirect screenings.
- To deliver training as required to the wider children's workforce.
- To support the SPA/Team Clinical Lead in the delivery of the service, ensuring it meets national guidance and local key performance indicators.
- To provide clinical supervision to health care workers as required

DUTIES AND RESPONSIBILITIES

- The post holder is responsible for being main point of contact in the single point of access; clinical decisions regarding referrals into services, contacting young person/families who are currently on waiting lists to reassess presentation, determine escalation if required, offer advice and support to assist whilst waiting for assessment into the services/assess clients for suitability for interventions.
- To evaluate and make decisions on suitability of new referrals, adhering to the services referral protocols, and refer unsuitable clients on to the relevant service or back to the referral agent as necessary.
- To exercise autonomous professional responsibility for the screening and plan of care for clients in line with the service.
- Use highly developed communication skills in working with people to understand their personal and often very sensitive difficulties and develop carefully tailored interventions.
- Use highly developed communication skills in working with external agencies/referrers to understand their concerns relating to CYP ensuring that the CYP are offered the right intervention either within the CAMHS service or within the wider provision within Oxfordshire.
- Adhere to an agreed activity contract relating to the number of client contacts carried out per week in order to minimise waiting times and ensure treatment delivery remains accessible and convenient.
- Attend multi-disciplinary meetings relating to referrals or clients in treatment, where appropriate.
- Complete all requirements relating to data collection within the service.
- Keep coherent records of all clinical activity in line with service protocols.
- Work closely with other members of the team ensuring appropriate step-up and step-down arrangements are in place to maintain a stepped care approach.
- Liaise with other health and social care staff from a range of agencies in the care provided clients.
- Provide specialist advice and consultation to other professionals / individuals / groups / committees across Mental Health Trusts, Primary Care Trusts and Hospital Trusts and community medical teams, voluntary agencies regarding service matters related to the practice and delivery of specific agreed therapeutic modalities and service provision.

TRAINING AND SUPERVISION

- Apply learning from Clinical training in practice.
- Contribute to the teaching and training of mental health professionals and other staff working in the service.
- Provide supervision to other staff involved in the provision of psychological care to clients.

PROFESSIONAL

- Ensure the maintenance of standards of practice according to the employer and any regulating, professional and accrediting bodies, and keep up to date on new recommendations/guidelines set by the Department of Health (e.g. NHS plan, National Service Framework, National Institute for Clinical Excellence).
- Ensure that client confidentiality is protected at all times.
- Ensure clear professional objectives are identified, discussed and reviewed with senior therapists on a regular basis as part of continuing professional development (CPD).

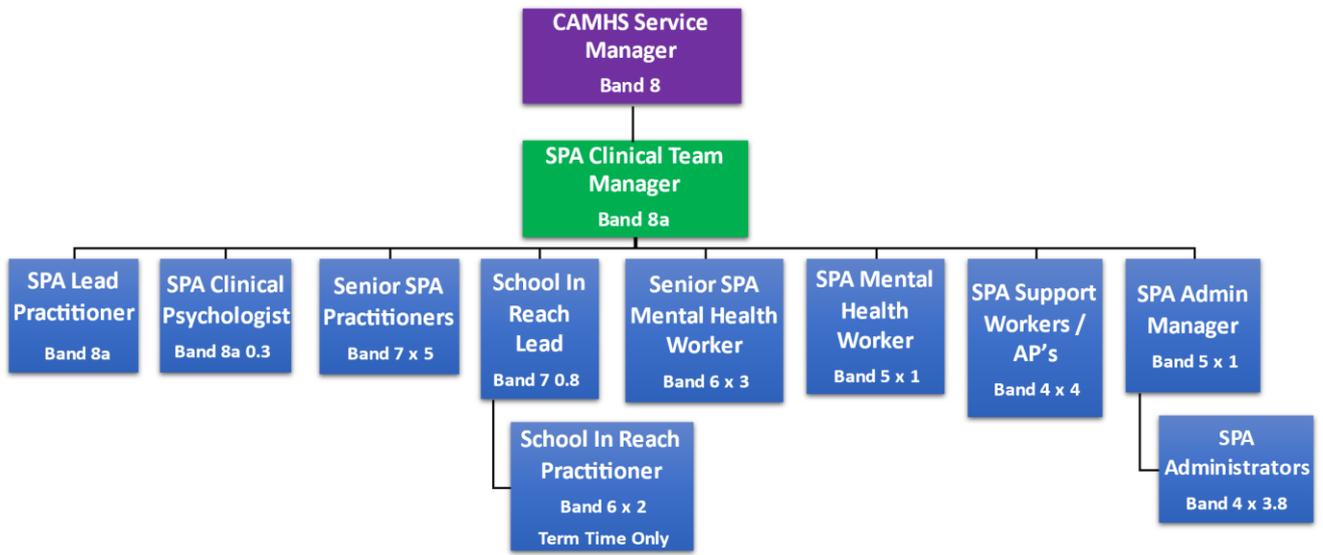
- Attend clinical/managerial/case management supervision on a regular basis as agreed with Manager/supervisor.
- Participate in individual performance review and respond to agreed objectives.
- Keep up to date all records in relation to CPD and ensure personal development plan maintains up to date specialist knowledge of latest theoretical and service delivery models/developments.
- Attend relevant conferences / workshops in line with identified professional objectives.
- Participate in service improvement by highlighting issues and implementing changes in practice.

GENERAL

- To contribute to the development of best practice within the service
- To contribute to the promotion of Oxfordshire CAMHS through written and oral means to stakeholders inside and outside of the Trust.
- To maintain up-to-date knowledge of legislation, national and local policies and procedures in relation to Mental Health and Primary Care Services.
- All employees have a duty and responsibility for their own health and safety and the health and safety of colleagues, patients and the general public.
- All employees have a responsibility and a legal obligation to ensure that information processed for both patients and staff is kept accurate, confidential, secure and in line with the Data Protection Act (1998) and Security and Confidentiality Policies.
- It is the responsibility of all staff that they do not abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties.

This Job Description does not provide an exhaustive list of duties and may be reviewed in conjunction with the post holder in light of service development. This job is not restrictive or definitive in any way and should be regarded only as a guideline to the duties required, and may be amended in light of changing circumstances following consultation with the post holder. The job description does not form part of the Contract of Employment

STRUCTURE CHART



CODE OF CONDUCT

All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, DoH Code of Conduct for Senior Managers).

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

In addition to undertaking the duties as outlined above, the post-holder will be expected to fully adhere to the following:

Personal Development

- To actively participate in an annual performance review (appraisal) and the development and implementation of a personal development plan.
- To take responsibility for their own professional development ensuring professional standards are maintained and statutory and mandatory training is in date.
- To attend any training as requested.

Code of Conduct

- To adhere to the Professional Code of Conduct relating to your profession (if applicable).
- To uphold the principles and values set out in the NHS Code of Conduct for Managers.
- To support the organisation in developing an effective work/life balance for employees that meets the needs of the organisation.
- To ensure that the health and wellbeing of patients is at the centre of all activities and that all staff engage and communicate with patients as appropriate.
- To always promote quality and safety of patients, visitors and staff thus enabling the Trust to meet its regulation requirements (Care Quality Commission Registration – Regulations and Outcomes) that relate most directly to patients and also strive for continuous quality improvement.

Equal Opportunities/Diversity

- To observe Oxford Health NHS Foundation Trust's Equal Opportunities Policy providing equality of treatment and opportunity to employees, service users and service providers irrespective of sex, sexuality, age, marital status, ethnic origin or disability.

Health & Safety

- To take responsibility for the health & safety of themselves and other persons who may be affected by their omissions or actions at work.
- To promote the Trust's Health and Safety Policy and ensure matters are managed in accordance with it.
- To co-operate with the Trust to ensure that statutory and departmental regulations are adhered to.
- Report accidents, incidents and near misses, implementing corrective action where necessary.

Infection Control

- To comply with Trust policies for infection control and hand hygiene such as hand hygiene, decontamination Policy, uniform and workwear code and standard precautions Policy to reduce the spread of healthcare-associated infections (HCAIs).
- Employees with clinical responsibilities must incorporate into their clinical activities up to date evidence that supports safe infection control practices and procedures, such as the use of aseptic techniques and the safe disposal of sharps.
- In line with the Health and Social Care Act all staff have a responsibility for maintaining high standards of environmental cleanliness, which includes escalating and addressing any concerns'

Confidentiality and Data Security

- To comply fully with the duties and responsibilities outlined the the Trust's Information Governance Policy.

- To comply with the Data Protection Act 1998, NHS Confidentiality guidelines (eg. Caldicott, GMC) and any code of practice on Confidentiality and Data Protection as accepted by the Trust. Departmental codes of practice and procedures for confidentiality are available from the head of department.
- To ensure that all information collected, stored and used is done so in compliance with the above Act and any relevant Trust Policy.
- To preserve the confidentiality of any information regarding patients, staff records in your area (in connection with their employment) and the Trust business. This obligation shall continue in perpetuity.
- To raise any matters of concern with your Manager/Director

Safeguarding

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring service users are protected from abuse or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the Trust's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Criminal Records Bureau.

Other

- To be aware of and work in line with all Trust policies and procedures.
- To carry out any other tasks as reasonably directed.

PERSON SPECIFICATION

<p>Band: 7 The following information must be used when completing this section</p>		
Criteria for Selection	Essential Requirements	Desirable Requirements
<p>Knowledge Requirements</p>	<p>To have excellent assessment skills, ability to assess client need, both mental health, health and social needs and risk assessment</p> <p>Knowledge of child protection issues and other relevant legislation</p> <p>Understanding of the legal and social policy issues influencing the work environment.</p> <p>Understanding of evidence-based practice and the ability to demonstrate how this influences clinical practice</p> <p>Have ability to follow policy and make proposal for change</p>	<p>To have ability to manage case load and experience of acting as care coordinator for clients on a case list</p> <p>To have knowledge and understanding of the research process</p>
<p>Qualifications – Academic/Skills/Professional</p>	<p>A recorded/registered qualification in one of the following - nursing, social work, occupational therapy, arts therapy or a psychological therapy</p> <p>OR</p> <p>A recorded/registered doctoral level qualification in clinical or counselling psychology with current HCPC registration</p>	<p>Professional knowledge acquired through degree/diploma</p>
<p>Further Training or Job Related Aptitude and Skills</p>	<p>Evidence of continuing professional development and maintenance of relevant professional qualification and codes of practice</p> <p>Ability to reflect on and critically appraise the performance of self and others</p> <p>Maintain patient records both</p>	<p>Teaching/mentoring qualification</p> <p>Leadership training</p>

	<p>written and electronic</p> <p>To be IT competent</p> <p>Understanding of principles and methods of clinical audit, research and service evaluation</p> <p>Ability to organise own time and diary and that of junior staff and learners</p>	
Experience	<p>Significant post qualification experience in a mental health setting</p> <p>Experience of mentoring and clinical supervision of others</p> <p>Ability to and experience of teaching/training others, using a variety of complex multi-media materials suitable for presentations within public, professional and academic settings.</p>	<p>Experience and understanding of working within the education setting</p> <p>Experience of working with children and young people who have serious mental illness and their families and carers in the community</p>
Personal Qualities	<p>To be able to function as part of multi-disciplinary team and liaise with external agencies i.e. primary care, education, social and health care</p> <p>Willingness to be flexible</p>	
Contractual Requirements or other requirements	<p>Ability to travel to and from work and between sites</p>	