



## **JOB DESCRIPTION**

### **Oxford Health NHS FT**

Job Title: CAMHS Clinical Specialist

Band: band 7

Responsible to: Clinical Team Manager

Accountable to: Service Manager

Place of work:

Hours: 37.5 per week

Author: Vicki Glossop

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**Overall Objectives of the post:**

- The post will include professional and practice development and ensuring high quality client-centered care is delivered as part of the multi-disciplinary CAMHS crisis and home treatment service for Bath and North East Somerset, Swindon and Wiltshire
- To take a leading role in the development of evidence based services and specialist programs for the care group
- To provide an assessment and treatment process for referred patients in collaboration with professional colleagues and clinical services in order to enable continuity of care
- To develop care pathways and sign post young people to appropriate mental health services
- To provide consultation, advice and training to support partnership agencies.

The post holder may be required to participate in a flexible working pattern within the multi-disciplinary team to provide cover for a core day 8am-8pm Monday-Friday and 9am-5pm Saturday –Sunday and Bank Holidays. The post holder will also participate in covering the service's 24 hour on call service.

**Main Performance areas:**

- To develop and provide a high standard of assessment and treatment for patients referred to the service
- To take responsibility for an agreed case load.
- To collaboratively assess and provide needs based brief treatments using enhanced clinical skills
- To provide robust, evidence based risk assessment and safety planning to children and young people in crisis
- To plan and provide appropriate therapy services in consultation with users, carers and clinical teams for patients referred, within defined resources and using evidence based practice.
- To develop and maintain relevant and evidence based therapeutic activities as appropriate to the patient group served, including opportunities for cognitive, creative, education, work leisure, inter-personal and life skills.
- To regularly review and evaluate treatment programs with patients, carers and members of the clinical teams.
- To provide clinical leadership, supervision, training and clinical support, overseeing the day to day practice of more junior clinicians in their patient care planning and direct clinical work.
- To participate, and where appropriate lead, in clinical meetings, case conferences, and professional meetings as required.
- To compile written reports as required and generate and maintain accurate treatment records in each patient's file, which are stored securely, using trust wide IT systems.

- To monitor and evaluate the service provision.

## **Management and Organisation**

### **Partnership working:**

- To work closely with a range of agencies including the Children, Young People and Families Directorate, district general hospitals, psychiatric inpatient units, police, Addiction Services, Adoption Services, YOT and voluntary sector providers as well as primary and Outreach CAMHS Teams, Learning Disability Services, and other specialist services within Oxford Health NHS Foundation Trust.
- To be named link person and take a clinical lead on developing and maintaining working relationships, shared training and clinical consultation to specific named external agencies.
- To liaise regularly with clinical teams to collaborate and develop/provide integrated services.

### **Communication:**

- To participate in meetings relevant to service provision.
- To manage and delegate duties and communicate them to the team effectively.
- To liaise regularly with manager and team concerning service provision.
- To keep the team and professional line managers for the post informed of matters affecting the provision of services within the clinical area.

### **Administration Responsibilities:**

- To take responsibility for the safe provision, use, maintenance and storage of equipment and materials for self and others. To follow procedures concerning the management and ordering of materials and equipment.
- To carry out administrative tasks in relation to service management as required.
- To participate in the process of establishing, monitoring and reviewing policies and procedures common to the profession and clinical services in the care group and Trust.

### **Service Development and Training:**

- To take a leading role in the development of services and specialist programmes for this care group.
- To develop and provide a quality needs led service as part of the multi-disciplinary team in order to meet the needs of looked after children and other young people with a similar range of complex engagement needs.
- To support, supervise, appraise and co-ordinate the development of specified post. I.e. more junior grades.

- To work in accordance with professional body requirements.

### **Clinical Governance:**

- To collect and present statistical and performance related information as required.
- To initiate and participate in clinical governance and audit activities as required by the service and Trust.
- In conjunction with the Team Manager to establish and monitor professional and clinical standards and to take action to raise standards where necessary.
- To participate in and support research projects in the Trust and to develop individual research initiatives as appropriate.
- Establish and maintain internal clinical audits and develop a research element for the service.

## **Personal and Professional Development**

### **Training and Supervision:**

- To participate in regular supervision and the locally agreed appraisal process.
- To provide supervision, clinical consultation and mentorship to team members where appropriate.
- To keep up to date in clinical knowledge and skills.
- To attend training events and courses relevant to professional and service development, and to maintain a continuing professional development profile.

### **Education of Others:**

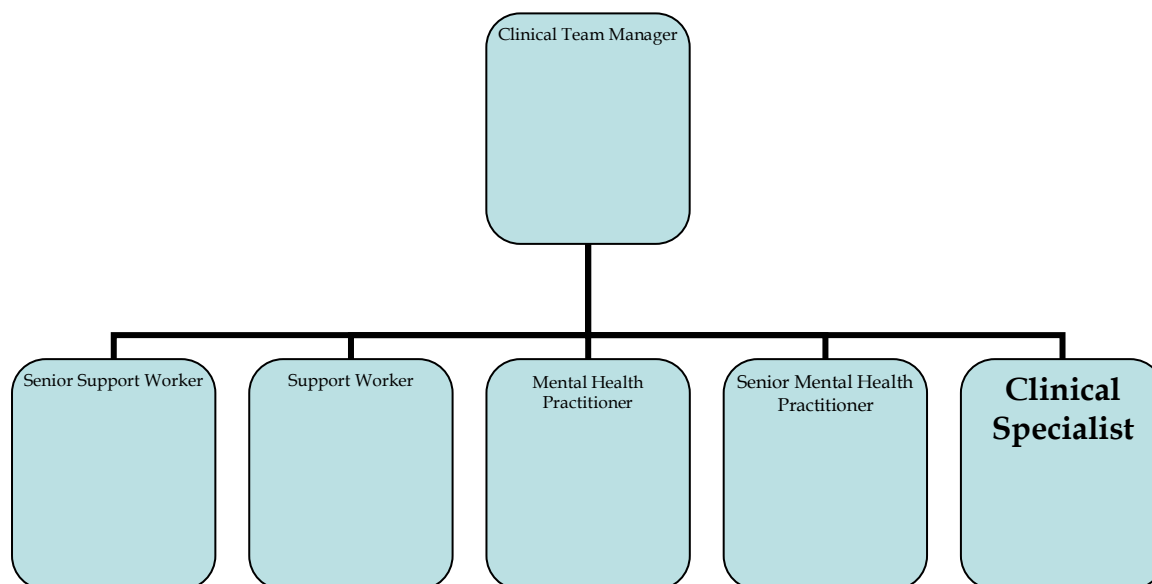
1. To contribute to the training and development of professional staff, volunteers and visitors as required.
2. To contribute to the training of students of all health and allied health professions, and junior members of the Multi-Disciplinary Team.

### **Other Duties:**

1. To undertake any other duties compatible with the post as may be required.
2. To be aware of and comply with the requirements of the Health & Safety at Work Act. To comply with all other legislation relevant to Mental Health services and policies/procedures for the Trust and care group. To ensure that staff comply with these requirements.

This job description 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 the light of changing circumstances following consultation with the post holder.

## Organisation 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.

### **Confidentiality and Data Security**

To comply fully with the duties and responsibilities outlined in 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

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### **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**

**Band: 7**

Criteria for selection	Essential Requirements	Desirable Requirements
Knowledge requirements	<p>Considerable post qualifying mental health experience</p> <p>Working knowledge of community services</p> <p>Experience if working with service users with mental health difficulties.</p> <p>Able to manage a caseload of children and young people with complex conditions &amp; cases.</p>	<p>Experience of being a Care coordinator or managing a case load.</p> <p>Experience of working with children and/or young people with mental health difficulties</p>
Qualifications- Academic/Skills/Professional	<p>Mental Health professional qualification to degree level or equivalent</p> <p>RMN, OT, Social Worker</p> <p>Current registration with relevant professional body</p> <p>Ability to support junior staff: professionally and academically, promoting their personal growth and developing their competencies.</p> <p>Training in specific therapeutic modality/ies Relevant to this specialism</p> <p>Evidence based, reflective practice &amp; clinical reasoning skills in assessment &amp; treatment</p>	<p>Post graduate qualification relevant to clinical specialism.</p> <p>Knowledge of DBT and Leadership/management qualification/training</p> <p>Experience of staff appraisal &amp; development work</p> <p>Organising service development work</p> <p>Experience of offering qualified staff supervision</p> <p>CBT</p> <p>Non-medical prescriber qualification</p>
Further training or job-related aptitude and skills	<p>Effective communicator with patients, carers &amp; staff</p> <p>Good team work skills</p> <p>Good time management skills</p> <p>Organisational skills for own &amp; others workload</p> <p>I.T. Skills</p>	
Experience	<p>Familiarity with Trust policies/ procedures</p> <p>Participating in service</p>	

	improvement project work	
Personal qualities	Adaptability Assertiveness Good interpersonal skills Initiative Reliability Sensitivity Reflective in approach	
Contractual requirements or other requirements	Ability to transport yourself to required work locations	