

## Job Description

<b>Job title:</b>	<b>Assistant Practitioner</b>
<b>Band:</b>	<b>4</b>
<b>Locality:</b>	<b>Specialist Services</b>
<b>Service:</b>	<b>CYPMH</b>
<b>Base:</b>	<b>Altham Meadows, Morecambe</b>
<b>AfC Ref:</b>	
<b>Hours of work:</b>	<b>30 Hours</b>

### Reporting arrangements:

**Managerially accountable to:** Team Leader

**Professionally accountable to:** Service Manager, CAMHS

To work within a systemic and holistic framework undertaking needs led and evidence based assessments within the ADHD Nurse Led Service.

- To work with children, young people, parents, carers and schools in a variety of ways to help support management of child or young person's diagnosis.
- Develop good working relationships with children/families/partner agencies/schools.
- Be aware of the needs of relatives and carers, giving them advice and support when necessary.
- To liaise with other professionals in order that the child and family/carers receive an integrated multi-agency approach.
- To participate in the monitoring, research and evaluation of the ADHD Nurse Led Service.
- To actively contribute to the implementation of the safeguarding agenda within the service, in partnership with the Lancashire Care Safeguarding Team.

### Key Relationships

- Children, young people, parents and carers
- CAMHS
- Paediatric department
- Paediatricians
- School nursing team (0-19 service)
- Education
- Social services
- ADHD Adult team
- GP's
- Primary health care team

### **Key Responsibilities**

- To carry own designated caseload (under supervision) and meet regularly with supervising clinician to review work.
- To work independently with individuals with a diagnosis of ADHD, some of which may have other comorbidities or low level mental health difficulties.
- To highlight changing needs to wider service issues affecting an individual's care to line manager.
- Support clients to achieve optimum potential.
- To contribute to the preparation and running of training.
- To act as an advocate to facilitate views and choices expressed by children, young people and families.
- To make/develop and maintain resources.
- To work within the safeguarding children policies and framework.
- To carry out ADHD monitoring appointments including taking/recording of physical observations and reviewing effectiveness of medication, highlighting any adverse effects and reporting accordingly with an ADHD Specialist Nurse so that appropriate action can be taken.
- To carry out QB testing and/or school observations of those young people being assessed for ADHD.

### **Communication and Relationship Skills**

- Operate at all times from an inclusive values base, which recognises and respects equality and diversity.
- To provide an effective communication link between the 'key relationships' identified above.
- To attend meetings within the teams including ADHD peer supervision groups and other agencies as required/directed by the ADHD Specialist Nurses.
- To provide written records and data as per Trust policy.
- To maintain a good level of interpersonal skills.

### **Analytical and Judgement Skills**

- To implement emergency procedures for individual procedures in a variety of settings, according to training.
- To adapt practice to meet individual patient's circumstances with due regard for cultural, linguistic differences, dignity and respect.

### **Planning and Organisational Skills**

- To organise own time and prioritise workload with support from supervising ADHD Specialist Nurses, ensuring deadlines are met and a high standard of care is provided.
- To deliver psychosocial post diagnostic groups in the most appropriate setting for the child, young people and families in a timely manner.
- To provide individual activity and performance data in a timely manner on request.
- To participate in projects as required.

- To participate effectively in the delivery of QB testing as part of the assessment process.
- To periodically obtain/score and record appropriate screening tools to assist ADHD Specialist Nurses with monitoring effectiveness of treatment.

### **Physical Skills**

- To effectively take and record a child/young person physical observations including height, weight, BMI, Blood pressure and heart rate.
- To report any cause for concerns in relation to physical observations to one of the ADHD Specialist Nurses so that appropriate action can be taken.

### **Patient and Client Care**

- Work in partnership with children, young people and families in the development of plans for the management of their treatment options.
- Support and empower children, young people and families to make informed choices about the management of their ADHD.
- Supporting children, young people and families in developing a good level of understanding around the core symptoms of ADHD and how these may impact on their day to day functioning.

### **Responsibility for Policy and Service Development**

- To support a learning environment within the ADHD Nurse Led Service at the request and guidance of ADHD Specialist Nurses.
- Make a key contribution to the multi-professional team to ensure the continued development of the service and maintain a knowledge and understanding of current legislation, policies, procedures, codes of practice and guidelines relevant to role
- Participate in audit, quality projects and research as appropriate
- Participate in changes in clinical practice as directed by the ADHD Specialist Nurses and CAMHS Team Leaders.
- To adhere to LCFT Policies and procedures
- To engage in LSCFT appraisal process ensuring objectives are met and a personal development plan is maintained and evaluated
- To attend mandatory training and relevant courses/ training deemed appropriate for role
- To maintain CPD portfolio and work to the relevant competency framework
- To participate in service development, research and audit as required

### **Responsibility for Finance**

- To maintain equipment in safe working order and that minimises cross infection according to Trust policies

### **Responsibility for Human Resources**

- To participate in regular supervision meetings as determined by your line manager and within the Trust's Supervision Policy.

- To participate in peer group supervision where appropriate.
- To participate in the Trust's Appraisal Process and complete a Personal Development Plan on a yearly basis.
- To participate in all mandatory training and ensure skills are kept up to date.
- To keep an up to date portfolio of training.
- To identify further training and development needs as appropriate.
- Maintain an up to date record of your continuous practice development.
- Participate in the training and education of students from various disciplines

### **Responsibility for Information Resources**

- Ensure accurate recording of all activity as per guidance.
- Compilation of an up-to-date knowledge of opportunities available for children and young people to have a healthy lifestyle, including specific searches for resources which are targeted at minority and under-represented groups. Information is to be recorded and categorised in such a way as to offer quick and easy access to others.
- Ensure service user records and activity data is recorded in the appropriate electronic systems.
- Undertake administrative tasks, including the maintenance and production of records, reports and statistics as required.

### **Research and Development**

- To participate in research and clinical development as requested by CAMHS Team Leader and ADHD Specialist Nurse's

### **Freedom to Act**

- To adhere to LCFT Policies and procedures
- To recognise own professional boundaries and seek and accept advice from more senior staff as appropriate
- To represent the service as directed by your Team Leader.
- To undertake tasks delegated from your Team Leader.
- To advise the Team Leader of service issues and needs and any difficulties in carrying out your duties.

## Person Specification

Description	Essential	Desirable	Assessment
Education/ Qualifications	NVQ Level 4 or HND qualification in child/social studies, Health or Education or Social Services or equivalent. Level 3 will be considered if individual has considerable practical experience.	Additional further training relevant to Child Psychology/CAMHS/AMHS.	Application Form Interview
Knowledge	Good interpersonal skills.  Good knowledge of legislation, acts and developments relevant to the field of children and mental health.	Understanding of Attention Deficit Hyperactivity Disorder.	Application Form Interview
Experience	Able to work autonomously and as a member of the multi-disciplinary team.  Managing workload under the direction of the ADHD Specialist Nurses.	Experience in working with children with mental health problems.  Working in the community.	Application Form Interview
Skills and Abilities	The ability and skill to form positive therapeutic relationships that support children, young people and their families/carers' own decision-making and builds on their strengths.  Ability to demonstrate an understanding of the principles of family support interventions and making positive changes.  Well-developed verbal and written communication skills		Application Form Interview

	<p>and able to input to electronic care record.</p> <p>The ability to work as part of a team, or in isolation, use initiative or seek support as necessary.</p>		
Work Related Circumstances	<p>Commitment to health and safety</p> <p>Ability to work outside of normal hours including weekends, evenings and bank holidays</p> <p>Ability to travel to various places to carry out work related tasks.</p>		Application Form Interview

## Effort factors

<b>PHYSICAL EFFORT</b> What physical effort is required for the job?	How often?	For how long?	What weight is involved?	Any mechanical aids?
Moving and Handling	occasionally	As required		No

Is the job holders expected to sit / stand in a restricted position?	How often?	For how long?	What activity is involved?
Yes	Daily	Up to an hour at a time	Some sessions will require periods of sitting and actively listening.

<b>MENTAL EFFORT</b> Are there any duties requiring particular concentration? – Please detail.	How often?	For how long?
In line with working with individuals with psychological difficulties who present with a high level of distress	Daily	All day
Are there any duties of an unpredictable nature? – Please detail.	How often?	For how long?
In line with working with individuals with psychological difficulties who present with a high level of distress	Daily	All day

<b>EMOTIONAL EFFORT</b> Does the job involve dealing with any distressing or emotional circumstances? – Please detail.	Direct / Indirect exposure	How often?
In line with working with individuals with psychological difficulties and may present with distress or stress or risk issues	Daily	All day

<b>WORKING CONDITIONS</b> Does the job involve exposure to unpleasant working conditions? – Please detail.	How often?
No	Daily

## Our values and behaviours

The values and behaviours represent what we, as an organisation and the individuals who make up that organisation, are about. It is our aim that everything we do fits in with and reinforces, these values:

Values	Behaviors we expect
<b>We are always learning</b>	<ul style="list-style-type: none"> <li>✓ We pro-actively seek out opportunities to learn and support the learning of others</li> <li>✓ We prioritise quality and safety and are open and flexible to change and improvement</li> <li>✓ We value appraisals, supervision and learning opportunities</li> <li>✓ We speak up if we are concerned about safety and focus on opportunities to improve</li> </ul>
<b>We are respectful</b>	<ul style="list-style-type: none"> <li>✓ We are open and honest, trying our best to ensure people receive information in ways they can understand</li> <li>✓ We seek, value and learn from diverse perspectives, views and experiences</li> <li>✓ We put service users and carers at the heart of everything we do</li> <li>✓ We take pride in our work and understand we are responsible for our actions</li> </ul>
<b>We are kind</b>	<ul style="list-style-type: none"> <li>✓ We are approachable and show compassion</li> <li>✓ We actively listen to what people need and pro-actively offer our support</li> <li>✓ We care for our own wellbeing and the wellbeing of others</li> <li>✓ We celebrate success and provide feedback that is authentic and compassionate</li> </ul>
<b>We are a team</b>	<ul style="list-style-type: none"> <li>✓ We take personal and team accountability to deliver the highest standards of care</li> <li>✓ We work in active partnership with service users and carers</li> <li>✓ We actively build trusting relationships and help others feel joy and pride in work</li> <li>✓ We work well with colleagues across LSCft and in our partner organisations to enable patient centred, joined up care</li> </ul>

## Special conditions:

As a member of staff you have:

- Legal duties and responsibilities under health and safety legislation, plus a general duty to work safely and not to put others at risk, including colleagues, service users and visitors, as a result of any activity or omission at work.
- A duty to report any practice that you consider compromises standards of risk and health and safety. The Whistle-Blowing Policy gives effect to the Public Interest Disclosure Act under which an individual who raises such concerns for unfair treatment is protected.

All Lancashire and South Cumbria NHS Foundation Trust staff employed within all environments that have contact with service users, their families or systems to support them have a responsibility to safeguard and promote the welfare of children, adults and vulnerable families.

As a member of staff you must:

- All Lancashire and South Cumbria NHS Foundation Trust staff employed within clinical environments have contact with children, vulnerable adults, service users and their families must



familiarise themselves and be aware of their responsibilities and adhere to the local safeguarding

children's board, local safeguarding adult board and Lancashire and South Cumbria NHS Foundation Trust procedures for safeguarding and protecting children.

- The Trust places great emphasis on the need for the strictest confidentiality in respect of personal data; both that of service users and staff. All information about people will be treated in the strictest confidence at all times. Breaches of confidentiality will be investigated and may lead to disciplinary action being taken.
- The Trust views its responsibility under the Data Protection Act and the Caldicott Principles as central to all activities that are carried out in its name. Staff are therefore expected to acquaint themselves with the principles of information governance and to complete the mandated training modules which have been agreed.
- The Trust places great importance on sustainable development, reducing its carbon footprint and maximising the positive social, economic and environmental outcomes of Trust actions and activities. As an employee it will be your responsibility to minimise your environmental impact, use resources efficiently, saving energy by switching off unnecessary equipment, reducing waste generation, using recycling / redistribution facilities, minimising travel and saving water when possible. If your role involves purchasing / ordering supplies you must consider the environmental / sustainable impacts and purchase optimal environmental / sustainable products / services.
- All staff and contractors must follow Trust policies and procedures relating to infection prevention and control (IPC) including the Dress Code Policy. All staff have a duty of care in following best practice which is fundamental to IPC, which includes maintaining a clean and safe environment at all times. It is an expectation that Trust staff at all levels make IPC a priority as they perform their roles.

Promoting equality and reducing inequalities:

- You should understand and uphold organisational policies and principles on the everyday promotion of equality, diversity and inclusion.
- You should create an inclusive working environment which values a variety of ideas, experiences and practice, where differences are respected and celebrated for the benefit of ourselves, the Trust and the communities we serve.
- You should uphold the Trust's commitment to health and wellbeing.



**We are  
Kind**



**We are  
Respectful**



**We are  
Always  
Learning**



**We are a  
Team**