

HERTFORDSHIRE PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

JOB DESCRIPTION

Job Title:	Senior Practitioner - Mental Health Support Team
Grade/Band:	AFC Band 6
Department:	CAMHS Trailblazer (East and North Hertfordshire SBU)
Accountable to:	Team Leader of the MHST
Base:	St Albans

Hertfordshire Partnerships University Foundation Trust

- Hertfordshire Partnership University NHS Foundation Trust (HPFT) is an exceptional organisation with big ambitions, our aim is to be the leading provider of mental health and specialist learning disability services in the country.
- With a workforce of c. 3,000 and an annual income of c. £200m, the Trust is organised across three Strategic Business Units and provides integrated health and social care services through a large network of community and inpatient settings, serving diverse communities across Hertfordshire, Norfolk, North Essex and Buckinghamshire. As a university trust, HPFT continues to develop strong links with the University of Hertfordshire providing excellent learning and development opportunities, as well as strengthening our clinical research capability.
- Whilst it is a challenging period for the NHS, there has never been a more exciting time to join HPFT. In 2019 the CQC gave us the top rating of 'Outstanding'. Building on this, we continue to innovate, improve, transform and ultimately deliver the very highest standards of care to the service users and communities that we serve. To support us on this journey we are looking for an energetic, dynamic and ambitious individual to join our award-winning board and to play a vital leadership role throughout the next phase of our development, further cementing our position as a leading integrated healthcare provider.



Our Services

We provide mental health and social care services - including Adults of Working Age, Older Adults, Children and Adolescents and Specialist Learning Disabilities services.

The Trust works in close partnership with Hertfordshire County Council and also with other NHS organisations to promote and support mental health in the community. We also provide specialist learning disability services in Norfolk and North Essex.

The Trust provides:

- Community Services including local teams for mental health
- Acute and Rehabilitation Services including inpatient services and crisis team
- Specialist Services such as mental health services for older people, eating disorders, and our mother and baby unit
- Learning Disability and Forensic Services

Our Mission

We help people of all ages live their lives to their full potential by supporting them to keep mentally and physically well.

Everything we do is aimed at providing consistently high quality, joined up care, support and treatment that:

- Empowers individuals to manage their mental and physical wellbeing
- Keeps people safe from avoidable harm
- Is effective and ensures the very best clinical and individual recovery outcomes
- Provides the best possible experience

Our Vision

Our conversations with service users, carers, staff, commissioners and the wider communities we serve have informed a simple but ambitious vision:

“Delivering great care, achieving great outcomes - together”

We will achieve our vision by:

- Putting the people who need our care, support and treatment at the heart of everything we do - always
- Consistently achieving the outcomes that matter to the individuals who use our services, and their families and carers, by working in partnership with them and others who support them
- Providing the very best experience of joined-up care in line with what service users and carers have told us makes ‘Great Care’

Values and Behaviours

Our values and behaviours have been developed by over 800 service users, carers and members of staff. They describe how we aim to be with service users, carers

and each other. By living our values we will deliver our ambition to be a leading provider for everyone we work with.

	<i>we are...</i>	<i>you feel...</i>
Our Values	Welcoming	✔ Valued as an individual
	Kind	✔ Cared for
	Positive	✔ Supported and included
	Respectful	✔ Listened to and heard
	Professional	✔ Safe and confident

Our values set the tone for:

- The way we plan and make decisions.
- The way we behave with service users and each other.
- The kind of colleagues we recruit.
- The way we induct, appraise and develop our staff

Job Summary:

- To assist care planning and delivery for those children & young people who are referred to the Mental Health Support Team (MHST), a new CAMHS service being set up within schools, following a successful bid by Hertfordshire to be part of the Green Paper Trailblazer. The post holder will be directly involved in the setup and running of this new service, deputising, when necessary and appropriate for the Team Leader.
- To work as a member of the multi-disciplinary Mental Health Schools Teams, assisting in the provision of a high quality service to students (and their families) experiencing mild to moderate mental health difficulties. The role requires skills in assessing, planning, organising, reviewing and supervision. The post holder will be involved in delivering informed processes and evidence based interventions to support the recovery of young people referred to the service. This work will be in accordance with clinical governance processes and professional standards. The post holder will utilise their skills and knowledge of CBT and child and adolescent mental health practice in order to supervise the Educational Mental Health Practitioners (EMHPs) in the team.
- Any other duties commensurate with the grade which may be required to enable effective and efficient running of the service.

All staff should comply with the Trust's Anti-Discriminatory Statement, Employee Charter, Trust Policies and Procedures, Code of Conduct and Equality and diversity.

Key Relationships:

Liaises with:

- CAMHS Programme Manager / CAMHS Transformation and Service Development Lead
- MHST Team Leaders/CAMHS Community Managers (CCMs)
- Educational Mental Health Practitioners (EMHPs)
- Administrators
- Social Workers
- Psychological Therapists
- Educational Psychologists
- School Counsellors
- School Nurses
- Teachers
- Children's Wellbeing Practitioners, Step 2 and other early help services
- Other Managers and Clinical Staff

As the post holder will be working within the community, they will establish and maintain positive relationships with professionals, agencies, charities and teams who also provide services to children and/or adolescents in the community. These relationships are a key part of the role in which you will be representing HPFT.

Close working relationships should be developed with other parts of HPFT services notably: CAMHS community quadrant teams and CAMHS Crisis, assessment and Treatment Team (CCATT).

Duties and Responsibilities:

- To provide assessment of health and psychosocial care needs in an educational setting, and risk assessment of children and/or adolescents presenting with a wide variety of mild to moderate mental health and social needs
- To provide consultation as required to other professionals (such as teachers and family workers) around mental health issues in children and young people in schools.
- To offer interventions such as CBT, solution focussed work, guided self-help and group support to children and young people within an educational setting.
- To enhance emotional wellbeing and to promote or build resilience in children and young people through educational workshops, assemblies and PSHE lessons.
- To deliver psycho education and support to parents/carers and teachers.
- To provide clinical supervision to the band 5 (band 4 whilst training) Educational Mental Health Practitioners (EMHPs) who will be using CBT based approaches in their direct work with young people.
- To produce accurate records, reports and observations as required
- To refer on, or signpost, to appropriate specialist agencies.
- To liaise closely with other professionals GPs, Paediatricians, Specialist CAMHS, school counsellors, Children's Services and other voluntary agencies.
- To be computer literate and have working knowledge of relevant IT software packages
- To measure outcomes for all interventions
- To have an awareness of data collection and to understand the importance of this.

- Participate fully in providing quality care in line with local and national guidelines e.g. NICE Guidance & Quality Standards relating to children and/or young people with mental health disorders and social care difficulties
- To participate in regular managerial and clinical supervision.
- To contribute to team multi-disciplinary working.
- To attend and participate in training, supervision and the appraisal process, to ensure professional development and competence.

Research and Service Evaluation

- To participate in audit, evaluation and research projects as agreed with professional and line management.
- To collaborate with other team members in the design and implementation of audit and research projects.

Clinical Responsibility

Together with the Team Leader, the post holder will hold clinical responsibility for the MHST caseload, overseeing the appropriateness of referrals, managing the workload of the practitioners and providing support and guidance with regards to discharges and/or referrals on to other services.

In addition to Job Responsibilities above, the post holder will:

- Complete assessments (using a psychosocial model) that are clear, concise and detail plans to safely manage any risks that are identified.
- Use a variety of clinical skills appropriate to the needs of the children and/or adolescents and the clinical setting in which they are seen.
- Demonstrate a high standard of record keeping and documentation with adherence to Trust policies.
- Work alongside the Programme Manager and current staff to develop and promote the service's philosophy, framework of care delivery and strategic objectives. The post holder will help to determine how delivery of care will need to be altered in the different settings dependent on need (For example; to consider the provision required for special schools)
- Work with current staff and colleagues to develop and demonstrate clinical expertise and high standards of children and adolescent mental health practice.
- Deliver care that is children and/or adolescents centred, reflecting current best practice, and challenges that may be detrimental to people receiving high quality care.
- Demonstrate appropriate understanding of the legal and ethical issues in providing mental health care to children and/or adolescents

Leadership and Staff Management Responsibility

The post holder will:

- Plan and organise their diaries, prioritise duties, and assist other members of the team to coordinate the care of the children and/or adolescents in the schools for whom they are allocated.
- Clinically supervise the Educational Mental Health Practitioners (EMHPs) in the team
- Assist the Team Leader with recruitment and selection, when necessary.
- Work to meet KPIs targets and maintain safe care of the young people under the service.
- Work creatively with the Team Leader and other members of the team to create training packages for teachers and support and awareness sessions for young people and parents/carers.
- Give due regard to the health and safety, well-being and interests of those who come into contact with the team professionally.

Service Development and Improvement:

The post holder will:

- Ensure that all policies applicable to Children and Adolescents Mental Health Services are implemented as far as it is within their ability.
- Comment upon and propose changes to working practices and procedures relevant to Children and Adolescents Mental Health Services. Where requested by the Team Leader and Programme Manager, to assist in the implementation of changes.
- To propose ideas for, and if accepted, contribute to audits relevant to the improvement of the teams' clinical practice.

Communication Requirements:

- Have a high level of competency to receive and give clinical information verbally in an age appropriate way and where indicated, in writing from, or to, those receiving care, their families/carers and professional colleagues.
- Demonstrate a high level of interpersonal skills, self-awareness and empathy in all communications.
- Ensure adherence to all aspects of patient confidentiality, documentation and record keeping (data protection and GDPR) according to Trust and national guidelines.
- Will have the ability to communicate clearly and sensitively in complex

situations.

- Will have an ability to negotiate and problem solve in contentious and /or antagonistic situations where agreement is required. When agreement cannot be reached; to communicate clear and rational decisions e.g. When speaking to family, carers and/or professionals on the telephone.
- Will have the ability to develop and maintain good working relationships with colleagues within all agencies in order to benefit of the child and/or adolescent and the service.

Analytical and Judgmental Skills:

The post holder will:

- Demonstrate an understanding of the Mental Health Act, Mental Capacity Act and the Care Act. The post holder will also have an understanding of the Safeguarding Children and Child Protection procedures.
- Be required to make judgments involving complex facts and or situations which require analysis.
- Make judgments where the situation is not straightforward such as those where information is limited or difficult to obtain.
- Make judgments as to the best course of action where there are a range of options available.
- Assess or interpret information to make a judgment.
- Make judgments where expert opinion may differ or be conflicting.

Planning and Organisational Skills:

The post holder will:

- Demonstrate the ability to prioritise and organise work load.
- Ensure that the children and/or adolescents are given high quality care at all times.
- Where necessary request assistance from colleagues.
- Represent the team at meetings as delegated by the Team Leader, Programme Manager or CAMHS Community Manager.

Physical Working Conditions and Environment:

The post holder will:

- Need to be able to regularly travel to meetings / training off site, and will

- work flexibly within schools across all MHST sites as required.
- Be able to input information using computer keyboard.
- Be able to work in an environment that is at times extremely busy and demanding.
- Hold a full driving license and have access to a vehicle suitable for travel within Hertfordshire.

Emotional Effort:

- The post-holder will be required to be involved in the planning and organisation of activities requiring formulation and action planning.
- To maintain a high degree of professionalism when working in settings where there is a highly emotive atmosphere.
- To have a flexible approach and resilience under pressure
- The post-holder will be required to work with young people whose behaviour is personally challenging and deal with frequent exposure to highly distressing or highly emotional circumstances.

Information Resources:

The post holder will:

- Be required to be competent in IT and have the relevant skills necessary to carry out the activities of the job post.
- Be required to support the gathering and analysis of data and information in regard to service evaluation and development.
- Maintain up to date electronic records of people that the post holder has had contact with.

Knowledge and Skills Framework:

The post holder will be expected to meet the requirements of the NHS Knowledge and Skills Framework (KSF) appropriate outline for the post.

Approved outlines are available on the HPT e-ksf local library

Health and Safety

The post holder has a duty of care to themselves and to others with whom they come into contact in the course of their work as laid down in the Health and Safety at Work Act 1974 and any subsequent amendment or legislation.

Infection Control

All Trust staff will:

Act as a role model and champion for the highest standard of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.

Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene.

Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection.

Equality and Diversity

Hertfordshire Partnership University NHS Foundation Trust is committed to providing an environment where all staff, service users and carers enjoy equality of access, provision, opportunity and outcomes.

The Trust works to eliminate all forms of discrimination and recognise that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

Providing equality of opportunity means understanding and appreciating the diversity of our staff, service users & carers and ensuring a supportive environment free from harassment. As a result Hertfordshire Partnership University NHS Foundation Trust actively encourages its staff to challenge discrimination and promote equality of opportunity for all.

Confidentiality

All staff must be aware of the Data Protection Act 1984, and its subsequent amendments, which are now in force. This means that protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the Trust and the individual may be prosecuted.

Standards of Business Conduct and Conflicts of Interest

The Trust has adopted a Standards of Conduct Policy, which reflects NHS Management Executive Guidelines. It is the responsibility of all staff to ensure that they act as a role model, by upholding the principle of a leading mental Trust. Staff should be informing their line manager if they are working for any other organisation to ensure that this Trust complies with the Working Time Regulations.

Information and Records Management

The post holder must be competent in using IT and have the relevant skills to carry out the activities required for the post.

To comply with the Data Protection Act 1998, Freedom of Information Act 2000 and Department of Health Code of Confidentiality in line with Trust procedures.

To adhere to the Trust's policies on records management including creation, use, storing and retention and disposal of records.

Adhere to the Trust's Corporate Identity (using the standard templates – available on The Hive).

Safeguarding Adults and Children

The Trust is committed to ensuring adults and children are protected and come to no harm from abuse. All employees have a responsibility to be aware of national and local policies, their individual responsibilities with regards to the protection and safeguarding of both adults and children, and must adhere to them at all times.

Organisational Change

As services develop and change, the post holder may be required to undertake other responsibilities within the Trust.

Flexible Working

The Trust believes that its staff members are its most valuable asset and is committed to attracting and retaining the very best, and utilising all the talent and experience available. The Trust recognises the importance of helping its employees balance their work and home life by offering flexible working arrangements that enable them to balance their working life with other priorities, including parental and other caring responsibilities, life-long learning, charity work, leisure activities and other interests.

Health and Safety

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

Review:

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post holder.

