

## **HERTFORDSHIRE PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST**

### **JOB DESCRIPTION FORMAT**

<b>Job Title:</b>	CAMHS Clinician
<b>Grade/Band:</b>	Band 7
<b>Department:</b>	CAMHS -East and North Herts SBU
<b>Responsible to:</b>	CAMHS Community Manager
<b>Accountable to:</b>	CAMHS Community Manager (Operational), Professional Lead Psychological Services (Professional)
<b>Base:</b>	Watford and Borehamwood

### **Hertfordshire Partnerships University NHS 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 around 3,500 people and an annual income of some £330million this year, the Trust provides integrated health and social care services through a network of community and inpatient settings, serving diverse communities across Buckinghamshire, Essex, Hertfordshire and Norfolk. As a university NHS foundation 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 following our CQC rating of Outstanding awarded to us in April 2019.

### **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 support people to live their lives to their full potential by enabling 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’.

## Great Together

Great Together, our Trust strategy for 2023 – 2028, has been developed and co-produced with our service users, carers, staff, partners and local communities and gives us a clear roadmap to achieve our vision of great care and great outcomes.

Great Together places service users and carers at the centre of what we do; commits us to addressing inequalities and achieving equity; focuses on developing



our people and creating a vibrant learning organisation whilst working in strong partnerships to deliver high quality 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	<b>Welcoming</b>	✔ Valued as an individual
	<b>Kind</b>	✔ Cared for
	<b>Positive</b>	✔ Supported and included
	<b>Respectful</b>	✔ Listened to and heard
	<b>Professional</b>	✔ 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

### Clinical Responsibility

- To be responsible for a caseload of complex assessment, treatment and consultation work with children, adolescents and their families/carers and caring networks for those with problems of behavioural, emotional, attachment and trauma, emotional, psychological or mental health issues.
- To operate as a member of the multidisciplinary team providing child and adolescent mental health services in line with the principles and practice of CYP-IAPT.
- To work in ways which are sensitive to and appropriate for the needs of families from a wide range of racial, cultural and religious backgrounds. This includes abilities to understand and offer therapeutic interventions to a variety of family forms including single parents, same sex couples and their families, extended families, foster carers and people with mental health difficulties.
- To act as a role model in the delivery of care and uphold public confidence.
- To assess, plan and implement programmes of care for individual children and young people, carers and families with complex behavioural, emotional, psychological or mental health issues.
- To undertake risk assessment and risk management for all children and adolescents, including the protective and risk factors in the network of significant relationships.
- To be responsible for a defined caseload selecting and using appropriate interventions to meet care plan objectives and goals privileging core skills as appropriate.
- To develop, implement and manage specialised interventions within the child/young person's context, employing evidence based practice.
- To evaluate and adjust practices based on feedback.

- To act as care coordinator, where appropriate, ensuring provision of a care plan, taking responsibility for initiating, planning and review of the client's care, ensuring the work of others involved and communicating effectively with the child/ the carer/ professional as appropriate, monitoring the progress of multi-disciplinary interventions.
- To carry out assessments and interventions.
- To work jointly with co-workers from the multi-disciplinary teams as appropriate.
- To contribute and develop skills in Clinical Governance.
- To maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health
- To maintain a personal and professional profile in accordance with Post Registration Educational Practice (PREP)

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**

### **Working Relationships**

- To have good working relationships with multi-disciplinary colleagues.
- To maintain close working relationships with colleagues from the same professional group across the county.
- To promote and maintain good working relationships with colleagues in all areas of the service and develop and maintain effective working relationships with other agencies and service areas
- To promote and maintain good working relationships with clients, their families and carers.
- To enhance public relations, taking active steps to project a positive image of service users, the service and the Trust

## **Duties and Responsibilities**

This section should contain the main responsibilities and outputs of the post. Each of these should be clearly and concisely defined in bullet pointed paragraphs.

### **Clinical Responsibility**

Outline the level of clinical responsibility within the post.

This should include treatment, clinical technical services therapy and health promotion or responsibility of the delivery of services to patients either direct or indirect.

### **Leadership and Staff Management Responsibility**

- To clinically and/or professionally supervise junior staff and trainees within the team as appropriate and as agreed with professional leads and operational managers
- To lead and contribute to reading and clinical seminars, participate in the training/education of both clinic team members and trainees placed at the clinic.

- To act as a positive role model for other colleagues and seek advice from Senior Clinicians/Managers as appropriate.
- To take part in clinical and managerial supervision, managing own caseload within agreed parameters and levels.
- To ensure regular supervision of own casework by clinical supervisor.
- To be responsible for identifying one's own needs for professional development, discussing and planning this with the supervisor.
- To take an active part in annual staff appraisal, individual performance review agreeing a process to monitor an employee's mental and physical health.

### **Financial Responsibility**

**This post has no financial responsibilities.**

### **Service Development and Improvement**

- To complete activity and data as required and contribute and participate in research and clinical audit as appropriate.
- To contribute and participate within in service training within the service.
- To contribute to the development, evaluation and monitoring of the service provided by the MDT including the collection and use of service user feedback and clinical outcomes information.
- To contribute to the development of clinical governance agenda within the service
- To identify unmet needs of the service and bring these to the attention of senior clinicians/managers
- To consult and liaise with operational managers and professional leads regarding clinical objectives and directive.
- To encourage the involvement of service users and their relatives and carers in the evaluation of the service provision
- To identify and promote opportunities for service improvement
- To ensure adherence to agreed quality standards and implement best practice activities.

### **Communications**

- To act as a positive role model in interactions with individual service users, carers, members of the multi-disciplinary team and other agencies
- To communicate in a skilled and sensitive manner to parents/carers/professionals and young people as appropriate details of assessment, formulation and treatment plans and evaluate progress during the course of CAMHS intervention.
- To interpret and evaluate highly complex, sensitive and sometimes contentious information to children and their families/carers who may be hostile and aggressive, taking into account historical, environmental and developmental processes that have shaped the individual, family or group.
- To provide highly skilled and sensitive advice, guidance to other clinicians within the clinic, professionals from other agencies, patients, and/or their families
- To take into account issues of parental responsibility when undertaking assessment, consultation and intervention with children and young people.

- To liaise and maintain good communication with referrers and other professionals from other agencies involved with children and adolescents on matters of mutual concern regarding service users.
- To actively participate in MDT team meetings and maintain links with colleagues within own team, own professional group and within wider CAMHS and Trust.
- To work with other team members in implementing priorities and initiatives as agreed by the CAMHS Manager and Professional Leads.
- To work with other team members in implementing priorities and initiatives as agreed by the Community CAMHS Manager and Professional leads

### **Other Additional Information**

#### Analytical and Judgmental Skills

- To identify and apply the appropriate method of assessing the child/young person referred to the service; utilising theory, evidence- based literature and research to support practice.
- To formulate and implement plans for the treatment and /or management of a child/ adolescent client's mental health problems, based upon an appropriate conceptual framework of the client's problems, and employing methods based upon evidence of efficacy, across the full range of care settings.
- To contribute, participate and promote opportunities for research and clinical audit.
- To be accountable for own professional actions, autonomously responsible for assessing, development implementing and evaluating a range of interventions for individual children and young people, carers, families, professionals and groups.
- To undertake risk assessment and risk management for all children and adolescents, including the protective and risk factors in the network of significant relationships, at all times being mindful of risk (suicide, self-harm, violence, abuse, and Safeguarding concerns), and to intervene to minimise risk.
- To provide consultation and training to groups of professionals within the Trust or other agencies as a required.
- To maintain professional standards, working in line within professional guidelines, Hertfordshire Partnership Foundation Trust policies, and the operational policies of the team.
- To contribute to the development and articulation of best practice, by continuing to develop clinical skills, taking part in regular professional supervision and an annual appraisal in line with own professional requirement and HPFT Appraisal & Performance Policy.

#### Planning and Organisational Skills

- To be a multi-disciplinary team member within the Specialist CAMHS team, contributing to the effective running of the team and long term service development.
- To contribute and participate in the evaluation of the service, as agreed by the Community CAMHS Manager and professional leads.

- To contribute and participate in, implementing service development priorities and initiatives as agreed by the Community CAMHS manager and professional leads.
- To participate fully in multi-disciplinary meetings and activities as appropriate.
- To plan and prioritise own workload, delivering a specialist service, showing initiative and working within an agreed job plan.
- To liaise and consult with other professionals in the NHS and other agencies on matters of mutual concern regarding individual service users.

#### Physical Working Conditions and Environment

- To document and maintain record of work related activities and reports both electronically and by hand
- To use computerised systems in line with Trust policies
- To drive and travel across the division and county. The post holder will also be expected to travel regularly to clinics within the quadrant and across the county and to meetings within the county and nationwide as required
- Sitting /kneeling on uncomfortable furniture such as the floor or on children's chairs as appropriate.
- Working with volatile and hostile family who are verbally aggressive, physically intimidating and occasional risk of physical aggression.

#### Information Resources

- To maintain high standards of clinical record keeping including electronic data entry and recording, report writing and the responsible exercise of professional self-governance in accordance with HPFT policies and procedures and the operational policies of CAMHS.
- To contribute and participate in research, activity and audit data as required

#### Additional Information:

##### Physical Effort

- Sit for a prolonged period of time (at least an hour), concentrating on complicated and at times conflicting information.

##### Mental Effort

- To concentrate intensely for a prolonged period in order to understand and work with the complexity of verbal/non-verbal information that is communicated by the child, parents, multiple members of the families, foster carers and other professionals.

##### Emotional Effort

- To manage potential or actual verbal abuse from family members.



- Working with highly emotive situations such as family breakdown, serious mental illness, neglect, physical and sexual abuse of children.

#### **Professional Registration**

- It is a condition of employment that you maintain your registration with the appropriate body. You are required to be aware of and comply with the policy and requirements of that professional body. It is your responsibility to ensure that your registration is renewed when necessary and that you formally confirm all renewals with your manager.

#### **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**

Employees must maintain confidentiality of staff, patients and Trust business and have a responsibility to comply with the General Data Protection Regulations (GDPR) 2018 and be aware of the Caldicott principles. If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose. You should disclose information only to authorised persons or organisations as instructed.



Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the General Data Protection Regulations (GDPR) 2018. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training.

### **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 Trust intranet '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**

Health and Safety at Work In accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety

legislation, staff have a duty to take responsible care to avoid injury to themselves and others by their work activities, to maintain a safe working environment for patients, visitors and employees and to co-operate in meeting statutory requirements

### **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.

## PERSON SPECIFICATION

The person specification must detail the level at which a person should have reached before you recruit them. You should use the dimensions and levels for the second gateway subset of the relevant KSF outline to assist with developing the person specification.

Successful candidates **MUST** have the potential to achieve the knowledge and skills requirements of their second gateway.

**Job Title:**

**Department:**

**Date last reviewed:**

CRITERIA	ESSENTIAL	DESIRABLE
<p><b>QUALIFICATIONS/EDUCATION/TRAINING</b></p> <p>Qualification in one of the following and current full professional registration as relevant to the specific profession:</p> <p>Clinical or Counselling Psychologist (Post-graduate doctorate in clinical psychology or its equivalent prior to 1996, as accredited by the BPS, or fully completed training as a Counselling Psychologist with valid HCPC registration</p> <p>OR</p> <p>Systemic or Family Therapist (Masters/Doctoral level qualification with post-graduate qualification in appropriate mental health/social welfare profession)</p> <p>OR</p> <p>RMN, RGN or RSCN</p> <p>OR</p> <p>Art therapist with appropriate HCPC registration AND further qualification in another therapeutic intervention</p> <p>OR</p> <p>Child and Adolescent Psychotherapist (Post-</p>	A/I	

<p>graduate clinical doctorate or its equivalent for those trained prior to 1996 - including 2 year pre-clinical masters/diploma level training - in psychoanalytic psychotherapy accredited by the ACP)</p> <p>Further training/qualification in relevant area of practice</p> <p>Evidence of CPD</p> <p>Specialist training in an appropriate area and knowledge of CAPA and CYP-IAPT</p>	A/I	
<p><b>PREVIOUS EXPERIENCE</b></p> <p>Post qualification experience in a CAMHS team or related area, or several years experience prior to qualification, with experience of working with moderate to severe mental health problems and knowledge of a range of clinical interventions with children/adolescents and their carers/families.</p> <p>Experience of multi-disciplinary team working, and inter-agency collaboration</p> <p>Knowledge of child development, child and adolescent mental health and an understanding of a range of theoretical approaches especially in relation to trauma and attachment</p> <p>Ability to provide clinical supervision, appraisal, preceptorship/practice education and staff support methods and teaching and training</p> <p>Knowledge in current developments in mental health or learning disabilities care</p> <p>Experience of service quality monitoring e.g. clinical audit, evaluative research, etc.</p> <p>Abilities to provide consultation to other professional and non-professional groups</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	A/I

<p>Good general knowledge of the literature and research concerning mental health interventions with children, particularly the clinical effectiveness of such interventions.</p> <p>Knowledge of relevant legislation and its implications for clinical practice in relation to children and adolescents.</p> <p>Knowledge of child protection procedures</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p>	
<p><b>SKILLS/KNOWLEDGE/ABILITY</b></p> <p><b>COMMUNICATION SKILLS</b></p> <p>Excellent interpersonal and communication skills</p> <p>Ability to communicate orally and in writing, complex, highly technical and/or clinically sensitive information to clients, their families, carers and other professional colleagues both within and outside the NHS</p> <p>Keeps accurate and complete records and communication consistent with legislation, policies and procedures</p> <p>Demonstrate good verbal presentation skills</p> <p>Ability to chair meetings effectively</p> <p>Ability to work therapeutically with young people and their families.</p> <p>Positive problem solving approach</p> <p>Effective Time management</p>	<p>A/I</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A/I</p> <p>A</p> <p>A</p>	

<b>ANALYTICAL SKILLS</b>		
Demonstrate good decision making skills	A	
Flexible and responsive approach to care	A	
Knowledge and ability to positively manage change including the ability to initiate service developments or be involved in service planning	A	
Ability to identify and manage changes to clinical risks.	A	
Ability to produce reports e.g. related to complaints, investigations, SIs, audits etc	A	
Experience of the application of psychological therapy in different cultural contexts and to provide a therapeutic environment which contributes to young peoples healthy development (including sexual)	A	
<b>PHYSICAL SKILLS</b>		
Physically fit and able to successfully complete a prevention and management of aggression training course, and annual refresher training	A	
Hold a current driving licence. Car driver (unless you have a disability as defined by the Equality Act 2010 which prevents you from driving	A	
<b>PHYSICAL , MENTAL AND EMOTIONAL EFFORT</b>		
Ability to think clearly and express self	A	
Ability to remain calm under pressure	A	
Innovator		A
Good interpersonal skills to manage a range of emotions and to communicate effectively with others and confidence in dealing with the public and other professionals, including negotiating and influencing	A	
Ability to recognise signs of stress and see appropriate support.	A	
Ability to work with young people whose behaviour is personally challenging	A/I	

<p><b>ADDITIONAL INFORMATION</b></p> <p>Ability to comply with relevant professional standards and current developments.</p> <p>Flexible and positive approach to changing circumstances.</p> <p>Ability to identify and employ mechanisms of clinical governance as appropriate to support and maintain clinical practice in the face of regular exposure to highly emotive material and challenging behaviour.</p> <p>Ability to assess reports and clinical information and provide clear and concise information tailored for different audiences, report writing skills</p> <p><b>Values/Motivational/Personal Qualities/Diversity</b></p> <ul style="list-style-type: none"> <li>• Welcoming</li> <li>• Kind</li> <li>• Positive</li> <li>• Respectful</li> <li>• Professional</li> </ul>	A	
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**A- Application Form**

**I – Interview**

**T – Test**



**Template: July 2023**