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JOB DESCRIPTION

Early Intervention Care Co-ordinator EIP- ARMS Worker Band 6

Post Title: Early Intervention Care Co-ordinator for CAMHS/Young People

Department: Early Intervention in Psychosis

Location: Early Intervention Service, Canalside, Abbots Street, Walsall, WS3 3AZ

Directorate: Specialist Services

Band: 6

Hours: 37.5 per week.

Contract Type: Permanent

Responsible to: Early Intervention in Psychosis Team Manager

Responsible for: Service Users

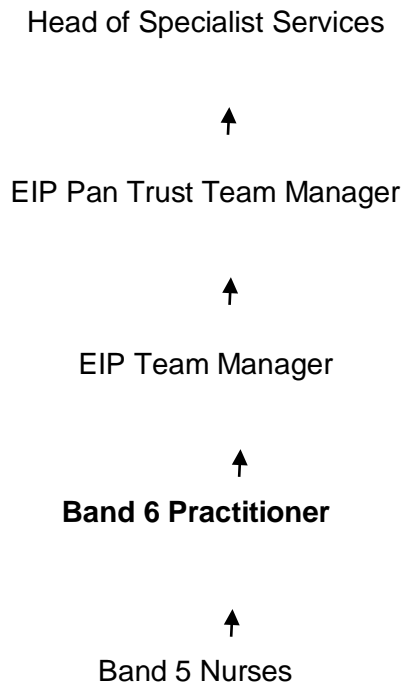
Job Purpose

To have ongoing responsibility for the assessment, planning, implementation and evaluation of the care needs of patients who are under the care of the Early Intervention Service. The post holder will act as care coordinator for patients identified as having At Risk Mental State and First Episode Psychosis.



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Organisation



Dimensions

- To engage young people who are experiencing a first episode of psychosis/at risk mental state in a sensitive and non-stigmatising way, taking full account of their need to stay connected with the ordinary activities of their lives.
- To focus on service users who have been identified as having At Risk Mental State.
- To work with, promote and develop appropriate models of community care i.e. Psycho-social, social inclusion, family interventions, solution focused and health assessments.
- To lead on the delivery of care that is client focused and culturally competent.
- To support the team in achieving the Referral to Treatment Standard and NCAP audit Targets.
- To work in a client focused way in a variety of non-traditional settings.
- To contribute to the assessment of care needs, development, implementation and evaluation of programmes of care in the context of the care programme approach.
- To contribute to assessment of educational support needs with other agencies.
- To provide supervision and leadership to junior members of staff to ensure delivery of programmes of care for patients on their caseload.

Main Duties/Responsibilities



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- To adhere to Professional Code of Practice for Governing body.
- To identify, report and act on service deficits, limitations/development opportunities to senior colleagues.
- To use clinical judgement to monitor the well being of patients/clients and develop and monitor practice in relation to protecting individuals whose health and well being is at risk
- To promote positive health by informing and educating patients/carers on mental health issues and treatments and is responsible for ensuring all staff practice this approach.
- To ensure effective communication with the multidisciplinary team, service users and carers about programmes of care both routine and complex.
- To develop and promote networking with other agencies including housing, school, employment, leisure and benefit agencies.
- To promote and maintain confidentiality in accordance with the Data Protection Act and professional code of conduct.
- To ensure and promote service user, carer and relatives involvement whenever practicable throughout the episode of care and clinical practice.
- To be conversant and practice within the Mental Health Act 1983 Mental Capacity Act 2005.
- To maintain and monitor records in accordance with local policies.
- If appropriate to professional role, to administer, store and order medications in line with Trust policy. Monitor and report to the medical staff the effects of medication and ensure that all staff practice within the administration of medication policy.
- To set clinical standards within the team based on current research and development in clinical practice.
- To contribute, promote and ensure quality initiatives and audits e.g. clinical audit, essence of care.
- To ensure the development of knowledge and ideas and to support and promote evidenced based practice.
- To allocate, delegate and supervise the work of junior members of staff as appropriate to their level of ability.



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- To ensure all junior members of staff receive regular clinical supervision.
- To participate in regular management supervision with the Early Intervention Team manager and attend regular clinical supervision with supervisor.
- To ensure that there is an environment conducive to learning and contribute to the development of junior members of staff and students on placement.
- To receive and conduct PDR's and develop PDP for self and staff.
- To contribute to the retention and recruitment of staff.
- To work in collaboration with the team manager to support the development of community services.

Contacts

(List the nature and purpose of contacts that the jobholder will have to make in the ordinary course of the work.)

Inside the Trust

- Multidisciplinary Teams within Mental Health
- CAMHS
- Other Mental Health Professionals/Manager
- Primary Care Services
- Learning Disability Teams
- All departments within the Division
- Human Resources
- Facilities
- Finance
- Clinical Governance
- Training Department

Outside the Trust

- Schools and educational establishments
- Police, Probation, Prisons and other Criminal Justice agencies
- Voluntary Sector
- Social Services / City Council
- Service Users and their families and carers
- Housing Department
- Housing Associations
- Carer Organisations
- Private Sector
- GPs



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- Addictions Services

Job Context

As a qualified Mental Health Practitioner the post holder will contribute and develop operational procedures for overseeing the co-ordination of the care planning process and the effective supervision of the junior members of the team.

To undertake any other duties of a similar nature consistent with the responsibilities of this post in order to provide a quality service.

Trust Values

Employees, workers, and / or contractors will be expected to uphold the values of the Trust and exhibit the expected Trust behaviours aligned to the Trust's values. Individuals have a responsibility to ensure that they display the Trust values and behaviours in carrying out their job and that individuals feel able to challenge (or raise a challenge) when other colleagues' behaviours breach the spirit of Trust values.

Confidentiality and Data Protection

Staff are to familiarise themselves with the Employer's data protection policy when this is available, which sets out its obligations under the General Data Protection Regulation, the UK Data Protection Act 2018 and all other data protection legislation. You must comply with the Employer's data protection policy at all times and you agree that you will only access the systems, databases or networks to which you have been given authorisation and only for the purposes of your work for the Employer. The Employer will consider a breach of its data protection policy by you to be a disciplinary matter which may lead to disciplinary action up to and including summary dismissal. You should also be aware that you could be criminally liable if you disclose personal data outside the Employer's policies and procedures. If you have any queries about your responsibilities in respect of data protection you should contact the Employer's Data Protection Officer.

Data Quality

The post holder should ensure any data/information prepared for either internal or external analysis is 'fit for purpose' i.e. that it is accurate, valid, reliable, timely, relevant and complete.

No Smoking



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The Trust has a no smoking policy. Smoking is not allowed on any Trust premises.

Health and Safety

The post holder will take personal responsibility for any Health & Safety issues and obligations under the Health & Safety at Work Act. The post holder should also be aware of and comply with other relevant legislation and policies e.g. Fire Regulations.

Clinical Governance

All employees are required to actively contribute towards the Trust's clinical governance systems, taking responsibility as appropriate for quality standards, and work towards the continuous improvement in clinical and service quality.

Infection Prevention & Control

Infection prevention & control is everybody's responsibility, it is a requirement for all Trust staff to comply with all Trust infection control policies and procedures.

- All Trust staff should ensure that they fulfil their responsibilities for infection prevention and control, that they provide leadership where appropriate in infection control matters and that they challenge poor infection control practice in their workplace.
- All staff must adhere to the Trust's Hand Decontamination Policy
- All staff are expected to behave in a manner which protects patients, public and colleagues from infection risks within the scope of their role.
- All staff should have infection control training at induction and annual infection control updates as required.
- All clinical staff will have annual infection control objectives set and these will be reviewed at appraisal.

Safeguarding Adults

Safeguarding is 'Everybody's Business'. It means protecting people's health, wellbeing and human rights. It includes protecting their rights to live in safety, free from abuse and harm; taking their views, wishes, feelings and beliefs into account. In the West Midlands, the main statutory agencies work together to promote safer communities, to prevent harm and abuse and to deal with actual or potential when concerns arise. These Organisations which include Black Country Healthcare NHS Foundation Trust work together to achieve these outcomes by working within the Safeguarding Adults multi-agency policy and procedures for the West Midlands and adhering to the local Safeguarding Adult policy and procedures. Staff can contact the Trust Named Nurses for Safeguarding Adults or a member for advice and support if they have concerns. It is an employee's responsibility to comply with all current



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legislation and relevant Safeguarding training as breaches may lead to an employee being subject to disciplinary action.

Safeguarding Children

All members of staff have a responsibility to ensure that children and young people are safe from abuse or harm. Employees must comply with Local Safeguarding Board Child Protection Policy and Procedures and Black Country Healthcare NHS Foundation Trust Safeguarding Children Policy. Staff can contact the Trust Named Nurses for Safeguarding Children or a member for advice and support if they have concerns. It is an employee's responsibility to comply with all current legislation and relevant Safeguarding training as breaches may lead to an employee being subject to disciplinary action.

Professional / Managerial Codes of Practice

The post holder is expected to abide by the relevant codes of practice of the registering body for healthcare professionals, and, where applicable, the NHS Code of Conduct for managers.

Policies and Procedures

The post holder is required to abide by all policies and procedures of the Trust.

Pandemic / Other Emergencies

In the event of a pandemic being declared, the post holder may be required to adjust their days of work, hours of attendance, work base, and duties to support the delivery of services.

Job Description

This document is not intended to be an exhaustive list. Other duties, responsibilities and work base appropriate to this role / grade, may also be required. The manager will discuss this with the post holder where necessary.

Post Holder's Signature:

Date:

