

**JOB DESCRIPTION Oxford Health NHS FT**

Job Title: Senior Mental Health Practitioner – RN (Single Point of Access)  
Band: 6  
Responsible to: SPA (Single Point of Access) Operational Lead  
Accountable to: Professional Lead

Place of work: Sue Nichols Centre (with occasional travel to community and school sites)  
Hours: 30

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## **JOB PURPOSE**

The Single Point of Access (SPA) serves as the “front door” to Buckinghamshire CAMHS. It is designed to provide young people with expert help from one easy access point, and is run by Oxford Health NHS Foundation Trust, in association with the charity Barnardo’s.

SPA is the point of contact for all referrals and other contacts into Buckinghamshire CAMHS, and focuses on helping young people before they need access to CAMHS; offering advice and guidance on services available to support children and young people with their mental health in local communities in Buckinghamshire.

The successful applicant will work within SPA to screen and triage new referrals into Bucks CAMHS, make decisions on appropriate care and support, offer advice and consultation to professionals, schools and parents, and assist with training. They will also act as shift lead, coordinating other SPA staff members and providing leadership to junior staff members.

## **DUTIES AND RESPONSIBILITIES**

### **Overall Purpose of the post**

The post holder will work as part of the Single Point of Access team within Buckinghamshire CAMHS and have specific responsibilities as a SPA Senior Mental Health Practitioner:

- To work as part of the SPA team undertaking daily supervisor role to screen and triage new referrals into Buckinghamshire CAMHS.
- To deliver training, as required, to the wider children’s workforce
- To work in a consultative role, providing advice and guidance to parents, carers and other professionals on appropriate steps to support children’s mental health and emotional wellbeing
- To support the SPA Operational Lead in the delivery of the service, ensuring it meets national guidance and local key performance indicators.

### **Working Environment**

The central base will be Sue Nichols Centre, in Aylesbury, with occasional travel around Buckinghamshire.

- The post holder’s office base will be in an open plan office with other team members and they will have limited administrative support. There will be access to rooms for supervision and meetings.
- The post holder, once inducted, will have the opportunity to work from home in a hybrid manners, as agreed with the SPA Operational Lead to fit with the needs of the service.
- There is a need to use effective and efficient keyboard skills, and have experience with Microsoft Teams and Excel.

## **Main Duties and Responsibilities**

### **CLINICAL**

- To evaluate through triage, and make decisions on, suitability of new referrals, adhering to the services referral protocols and refer clients on to the relevant service or back to the referral agent as necessary.
- To screen and triage young people for the neurodevelopmental assessment pathway.
- To exercise autonomous professional responsibility for the assessment, treatment, and evaluation of clients in line with the service.
- Use highly developed communication skills in working with people to understand their personal and often very sensitive difficulties and develop carefully tailored interventions.

- Use highly developed communication skills in working with external agencies/referrers to understand their concerns relating to CYP ensuring that the CYP are offered the right intervention either within the CAMHS service or within the wider provision within Buckinghamshire
- To use effective risk assessment and management skills to provide advice for parents, young people and other professionals on caring for children who present with risky behaviour, and to use escalation procedures within CAMHS appropriately.
- Adhere to an agreed activity contract relating to the number of client contacts carried out per week to minimise waiting times and ensure treatment delivery remains accessible and convenient.
- Attend multi-disciplinary meetings relating to referrals or clients in treatment, where appropriate.
- Complete all requirements relating to data collection within the service.
- Keep accurate and timely records of all clinical activity, in line with service protocols
- Work closely with other members of the team ensuring appropriate step-up and step-down arrangements are in place to maintain a stepped care approach.
- Liaise with other health and social care staff from a range of agencies in the care provided clients.
- Provide specialist advice and consultation to other professionals/individuals/groups/committees across Mental Health Trusts, Primary Care Trusts, Social Services, Hospital Trusts and community teams, voluntary agencies regarding service matters related to the practice and delivery of specific agreed therapeutic modalities and service provision.
- Assess clients for suitability for psychological interventions where necessary.

## **TRAINING AND SUPERVISION**

- Apply learning from clinical training in practice.
- Contribute to the teaching and training of mental health professionals and other staff working in the service.
- Where appropriate, provide supervision to other staff within the service

## **PROFESSIONAL**

- Ensure the maintenance of standards of practice according to the employer and any regulating, professional and accrediting bodies, and keep up to date on new recommendations/guidelines set by the Department of Health (e.g. NHS plan, National Service Framework, National Institute for Clinical Excellence).
- Ensure that client confidentiality is always protected.
- Ensure clear professional objectives are identified, discussed and reviewed with appropriate senior staff on a regular basis as part of continuing professional development (CPD).
- Attend clinical/managerial/case management supervision on a regular basis as agreed with manager/supervisor.
- Participate in individual performance review and respond to agreed objectives.
- Keep up to date all records in relation to CPD and ensure personal development plan maintains up to date specialist knowledge of latest theoretical and service delivery models/developments.
- Attend relevant conferences / workshops in line with identified professional objectives.
- Participate in service improvement by highlighting issues and implementing changes in practice.

## **GENERAL**

- To contribute to the development of best practice within the service.

- To contribute to the promotion of Bucks CAMHS through written and oral means to stakeholders inside and outside of the Trust.
- To maintain up-to-date knowledge of legislation, national and local policies and procedures in relation to Mental Health and Primary Care Services.
- All employees have a duty and responsibility for their own health and safety and the health of safety of colleagues, patients and the public.
- All employees have a responsibility and a legal obligation to ensure that information processed for both patients and staff is kept accurate, confidential, secure and in line with the Data Protection Act (1998) and Security and Confidentiality Policies.
- It is the responsibility of all staff that they do not abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties.
- This Job Description does not provide an exhaustive list of duties and may be reviewed in conjunction with the post holder in light of service development.

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## **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 the Trust's Information Governance Policy.
- To comply with the Data Protection Act 1998, NHS Confidentiality guidelines (e.g. 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.

## PERSON SPECIFICATION

|                                     | Essential   | Desirable   | How Tested |
|-------------------------------------|---|---|------------|
| <b>Training and Qualifications</b>  | Registered Nurse  | Evidence of additional training in mental health, or neurodevelopmental disorders | A/I        |
|                                     | Evidence of continuing professional development and maintenance of relevant professional qualification  | Teaching/mentoring qualification<br><br>Leadership training                       | A/I        |
| <b>Experience</b>                   | Significant post qualification experience in a mental health setting, working with people with mental illness.                                  | Previous experience in a CAMHS community service.                                 | A/I        |
|                                     | Experience of mentoring and clinical supervision of others<br><br>Experience of working with families and carers in the community               | Experiences of working with external agencies to coordinate care                  | A/I        |
| <b>Knowledge Skills and Ability</b> | To have ability to manage a dynamic case load and experience of acting as a named nurse for clients on a case list                              |   | I          |
|                                     | To be able to work as part of a multi-disciplinary team and liaise with external agencies i.e. primary care, education, social and health care. |   | I          |
|                                     | To have ability to assess client need, both mental health, health and social needs  |   | I          |
|                                     | Ability to reflect on and critically appraise the performance of self and others.   |   | I          |
|                                     | Ability to organise your own time and diary and   |   | I          |

|              |   |  |     |
|--------------|---|--|-----|
|              | that of junior staff and learners   |  |     |
|              | Have ability to follow policy and make proposal for change<br><br>To be able contribute to the audit process  | Understanding of principles and methods of clinical audit, research and service evaluation | I   |
|              | Understanding of evidence-based practice and the ability to demonstrate how this influences clinical practice   |  | I   |
|              | To maintain timely and accurate patient records both written and electronic   |  | A/I |
|              | Ability to and experience of teaching/training others, using a variety of complex multi-media materials suitable for presentations within public, professional and academic settings. |  | A/I |
|              | Knowledge of child protection issues and other relevant legislation<br><br>Understanding of the legal and social policy issues influencing the work environment.                      |  | I   |
| <b>Other</b> | Maintains professional standards and adheres to codes of practice   |  | A/I |
|              | Ability to travel for work purposes across the localities of the organisation.  |  | I   |
|              | I.T. proficiency, including Microsoft Teams and Microsoft Excel   | Additional training or learning in Microsoft Teams/Excel                                   | I   |
|              | Commitment to client centered, non-discriminatory practice  |  | I   |
|              | Commitment to lifelong learning   |  | A/I |
|              | Willingness to be flexible  |  | I   |