|  |  |
| --- | --- |
| **JOB DESCRIPTION AND PERSON SPECIFICATION FOR** | Education Mental Health Practitioner |
| **AGENDA FOR CHANGE BAND** | Band 5 |
| **HOURS AND DURATION** | As specified in the job advertisement and the Contract of Employment |
| **AGENDA FOR CHANGE REFERENCE NUMBER** | **3037** |
| **DBS LEVEL** | Enhanced DBS with Both Barred Lists Check |
| **REPORTS TO** | Senior Clinician |
| **ACCOUNTABLE TO** | Family Service Manager for Specialist CAMHS |
| **LOCATION** | The post holder will initially be based at the location specified in the job advertisement and the Contract of Employment. However, the Trust reserves the right, with consultation, to relocate post holders to any base within the Trust in line with service requirements. |
| **JOB SUMMARY**  Education Mental Health Practitioners (EMHP) are part of an exciting project funded by NHS England, Health Education England, and partners with the aim of improving the mental health and wellbeing of children and young people in the community in response to the government’s Green Paper for Young People’s Mental Health.  The role will provide high quality, safe and responsive low-level mental health services to children, young people, parents/carers and professionals provided in accordance with the principles of the THRIVE model, in partnership with service users and partner agencies, working as part of a multi-agency system.  This is a new service Mental Health Support Team (MHST). The EMHP’s will be working within teams attached to local schools to provide short-term CBT-IAPT based treatments to Children and Young People with common mental health problems.  Mental Health Support Teams have three main functions:   * Delivering evidence-based interventions for children and young people with mild-to-moderate mental health problems utilising a Low Intensity CBT based approach * Supporting the senior mental health lead in each education setting to introduce or develop their whole school/college approach * Giving timely advice to school and college staff, and liaising with external specialist services, to help children and young people to get the right support and stay in education   Mental Health Support Teams (MHSTs) support children and young people, and the teams are based in and near schools and colleges. Each designated MHST supports a population of up to 8,000 children and young people and will be responsible for a cluster of around 20 schools and colleges each.  We are developing two new teams, delivering support in Leicester and Loughborough, to  complement our existing three teams across Leicester, Leicestershire and Rutland  You will be:   * Delivering evidence-based intervention for children and young people in an education setting with mild to moderate mental health problems * Helping children and young people within these settings who present with more severe problems to rapidly access more specialist services * Supporting and facilitating staff in education settings to identify and where appropriate manage issues related to mental health and wellbeing * Working with and within education environments to afford better access to specialist mental health services   You will work with appropriate supervision as an autonomous and responsible practitioner as training affords and within the scope of this job description. You will use the acquired skills, knowledge and abilities to deliver a service based within education settings that builds on and reinforces but does not replace those initiatives that already exist within these environments. | |

|  |
| --- |
| **MAIN DUTIES AND RESPONSIBILITIES:** |
| 1. To demonstrate the Trust’s values in everything you do in the work environment and live up the LPT Pledge 2. To be responsible in the use and expenditure of the Trust’s resources that you utilise 3. Delivery of effective healthcare within the organisation 4. Establishing effective leadership and communication 5. Continuing education, professional and personal development    1. Undertake the Trust’s corporate and local induction, and maintain your learning and compliance with ongoing training requirements for your role    2. Participate in supervision via agreed review and appraisal mechanisms    3. It is mandatory for all professionally qualified staff and clinical support staff to actively participate in clinical supervision as an integral part of their professional development 6. Clinical Governance, reduction of risk, audit and research 7. Management and use of Resources and Information    1. All records that the role is responsible for or modifies must be kept up to date and maintained in an accurate and diligent manner 8. Operating with quality in everything you do and maintaining a safe environment   **EXAMPLES OF KEY DUTIES**  **Therapeutic Assessment and Intervention**   1. Assess and deliver outcome focused, evidence-based interventions in education settings for children and young people experiencing mild to moderate mental health difficulties, working at all times in collaboration with and giving respect to the education function of the setting in which the post-holder is deployed 2. Work in partnership to support children and young people experiencing mild to moderate mental health difficulties and their parents/carers, families and educators in the self-management of presenting difficulties 3. Work in effective, evidence-based partnership with children, young people, their families and their educators in the development of plans for the intervention and agreed outcomes 4. Support and empower children, young people, their parents/carers and families and their educators to make informed choices about the interventions being offered 5. Operate at all times from an inclusive values base, which recognises and respects diversity 6. Accept referrals within education settings according to agreed local and national and local protocols 7. Undertake and record accurate assessments of risk and operate clear risk management processes in line with locally agreed procedures including the safeguarding protocols of the LPT, Education setting and Local Safeguarding Board Guidance 8. Adhere to all regulations, processes and procedures within the MHST service to which the postholder is attached alongside the education setting the post-holder working including (but not limited to) HR policies, training requirements, referral protocols, and emergency procedures. Signpost referrals of children with more complex needs to a locally identified appropriate relevant service 9. Through case management, supervision and any other relevant local pathway, escalate cases where the level of need or risk is beyond the scope of practice of the postholder 10. Provide a range of information and support for evidence based psychological treatments, primarily guided self-help 11. Practice, evidence and demonstrate an ability to manage one’s own caseload in conjunction with the requirements of the team 12. Attend multi-disciplinary and multi-agency meetings relating to referrals or children and young people in treatment, where appropriate 13. Keep clear, professionally coherent records of all activity in line with both health and education service protocols and use these records and outcome data to inform decision making 14. Complete all requirements relating to data collection 15. Excellent oral and written communication skills that are persuasive and confident, ensuring, adherence to Trust guidelines and policies regarding sensitive information and barriers to communication 16. Assess and integrate issues relating to transitions, education and training/employment into the overall therapeutic process 17. Work within a collaborative approach involving a range of relevant others when indicated 18. Contribute to the development of individual or group clinical materials or training materials, and in addition to develop such materials independently as falls within own degree of competence, and under direction of the wider team   **Training and Supervision**   1. Continue to apply your training directly to practice 2. Prepare and present case load information to supervisors within the service on an agreed and scheduled basis to ensure safe practice and the governance obligations of the trainee, supervisor and service are delivered 3. Respond to and implement supervision suggestions by supervisors in practice. 4. Engage in and respond to personal development supervision to improve competences and practice 5. To disseminate research and service evaluation findings in appropriate formats through agreed channels   **Professional**   1. Ensure the maintenance of standards of own professional practice according to both the postholder’s employer and the Higher Education Institution in which they are enrolled 2. Ensure appropriate adherence to any new recommendations or guidelines set by the relevant departments 3. Ensure that confidentiality is always protected 4. Ensure that any risks or issues related to the safety and wellbeing of anyone the postholder comes into contact within the course of their professional duties are communicated and shared with appropriate parties in order to maintain individual safety and the public interest 5. Ensure clear objectives are identified, discussed and reviewed with supervisor and senior colleagues on a regular basis as part of continuing professional development 6. Participate in individual performance review and respond to agreed objectives 7. Keep all records up to date in relation to Continuous Professional Development and the requirements of the post and ensure personal development plans maintains up to date specialist knowledge of latest theoretical and service delivery models/developments 8. Attend relevant educational opportunities in line with identified professional objectives |
| **COMMUNICATION AND WORKING RELATIONSHIPS** |
| * Designated Mental Health Lead in education setting * Identified school settings * Mental Health Support Team * Line Manager * Clinical Supervisor * Local CAMHS providers * Community and Voluntary Providers and other community partners * EMHP Practitioners and other colleagues within MHST and wider LPT Healthy Together services |
| **ENVIRONMENTAL FACTORS**   1. Physical Effort  * Driving around the area between schools * Having to take care during COVID 19 to ensure correct infection control procedures are followed * Sitting at a laptop to keep records * Lifting equipment such as display boards, toys etc. from the car and carrying them into school  1. Mental Effort  * Concentration and listening with fascination to young people tell their stories * The need to hold and make sense of competing and numerous pieces of information  1. Emotional Effort  * Listening to young people share stories which may be emotionally charged and describe experiences which may occasionally be harrowing.  1. Working Conditions  * Frequent driving and sitting * Using PPE and infection control procedures to minimise spread of COVID 19 |
| The job description is not exhaustive and will be reviewed in the light of changing needs and organisational development. Any changes will be discussed with the post holder who may be required to carry out the duties appropriate to the grade and scope of the post. |



## ADDITIONAL INFORMATION

## The NHS is in a period of continuing change due to developments and rationalisation of services. This will lead to a modification of structures and job descriptions. The post holder will be expected to co-operate with changes, subject to consultation, at any time throughout the duration of their contract.

## MOBILITY

## The person specification for the role will detail the mobility requirements of the post.

## However, employees may be required to work at any of the other sites within the organisation subject to consultation.

|  |
| --- |
| POLICIES AND PROCEDURES All staff should comply with the Trust’s Policies and Procedures. It is the employee’s responsibility to ensure that they are aware of the relevant Policies and Procedures for their area of work. Key Policies and Procedures will be explained as part of local induction arrangements |
| **SAFEGUARDING CHILDREN AND ADULTS**  The Trust takes the issues of Safeguarding Children and Adults, and addressing domestic violence very seriously. All employees have a responsibility to support the Trust in its duties by adhering to all relevant national and local policies, procedures, practice guidance and professional codes; promptly reporting any concerns to the appropriate authority in line with safeguarding policy and guidance; attending mandatory training on Safeguarding children and adults; being familiar with individual and the Trust’s requirements under relevant legislation. |
| **MENTAL CAPACITY ACT**  All clinical staff will be aware of their responsibilities under the Mental capacity Act and will ensure that assessment for Deprivation of Liberty Safeguards is in place for any patient that is deemed to lack capacity to consent to their care and treatment. |
| **MAKING EVERY CONTACT COUNT** All staff are positively encouraged to contribute to improving health for themselves, their patients, service users and colleagues. This happens when, in everyday contact, the opportunity is taken to raise the subject of choosing better health by stopping smoking, reducing alcohol intake, eating more healthily and becoming more active. The Trust’s Making Every Contact Count programme has further information. |
| **HEALTH AND SAFETY**  It is the duty of all employees of the Trust to ensure that a safe working environment and safe working practices are maintained at all times. Any specific duties you are required to fulfil as part of the job you are employed to undertake will be detailed as part of your job description.  All employees must comply with the duties imposed on them by the Health and Safety at Work Act 1974, i.e.   * To take responsibility for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work. * To co-operate with their employer as far as is necessary to meet the requirement of the legislation. * Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety or welfare   These duties apply to all staff whenever and wherever they are engaged on Trust business. |
| DATA PROTECTION In line with national legislation, and the Trust’s policies, you must process all personal data fairly and lawfully and in a transparent way, for the specific, explicit and legitimate purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.  The post holder must be familiar with and comply with the all Trust Policies on Data Protection, Confidentiality and Information Security and requests for personal information.  The post holder must be familiar with and comply with the General Data Protection Regulation and Data Protection Act 2018.  Personal Data must be:   * Processed lawfully, fairly and in a transparent manner * Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes * Adequate, relevant and limited to what is necessary * Accurate and where necessary, kept up-to-date * Kept in a form which permits identification of data subjects for no longer that is necessary for the purposes which it is processed * Processed in manner that ensures appropriate security, including protection against unauthorised or unlawful processing and accidental loss, destruction or damage |
| **CONFIDENTIALITY**  The Trust attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, personal data and other data held and processed by the Trust.  All data should be treated as confidential and should only be disclosed on a need-to-know basis.  Some data may be especially sensitive and is the subject of a specific organisation policy, including information relating to the diagnosis, treatment and/or care of patients and service users, as well as individual staff records.  Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data.  In addition, staff must not access personal information unless authorised to do so as part of their role.  Due to the importance that the organisation attaches to confidentiality, disciplinary action will be considered for any breach of confidentiality.  All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.  With the increased use of information technology and e-communications, staff should also be aware that safeguards are in place to protect the privacy of individuals when using these mechanisms, both inside and outside of work. This includes the use of social media i.e. Facebook, Twitter, Snapchat etc. Where privacy is breached disciplinary action will be considered.  All employees should be mindful of the seven Caldicott principles when dealing with person identifiable information.   1. Justify the purposes of using confidential information 2. Only use it when absolutely necessary 3. Use the minimum that is required 4. Access should be on a strict need to know basis 5. Everyone must understand his or her responsibilities 6. Understand and comply with the law 7. The duty to share information can be as important as the duty to protect patient confidentiality   If there is any doubt whether or not someone has legitimate access to information, always check before you disclose. |
| EQUALITY AND DIVERSITY We aim to design and provide services and employment practices that meet the diverse needs of our service users and staff, ensuring that none are placed at a disadvantage over others. You will be expected to take into account the provisions of the Equality Act 2010 to advancing equal opportunity. You must to act in your role to ensure that no one receives less favourable treatment due to their protected characteristics i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) or sexual orientation.  In carrying out its functions, you must have due regard to the different needs of different protected equality groups in their area. |
| **INFECTION CONTROL**  All employees have a responsibility to protect from infection themselves and other people, whether they be patients, other staff or visitors, as well as making all reasonable effort to reduce or prevent the risk of infection in their working environment. All staff have a duty to make themselves familiar with and comply with Infection Prevention and Control Policies and Procedures, carry out duties required by legislation such as the Health and social care Act 2008 (updated 2015) (and subsequent legislation), and to attend mandatory training relating to infection prevention and control. |
| **COUNTER FRAUD**  Staff are expected to report any incidences of potential fraud to the Counter Fraud Helpline on 0800 028 40 60. |
| SMOKING AT WORK The Trust has a “Smoke Free Policy”, which applies to:   * All persons present in or on any of the Trust grounds and premises * All persons travelling in Trust owned vehicles (including lease cars) whilst on official business. * Privately owned vehicles parked on Trust grounds or when transporting Service Users, Visitors on official Trust business. * When wearing an NHS uniform. |
| **ELECTRONIC ROSTERING**  ‘Our Electronic Rostering system is key to ensuring staff are in the right place with the right skills at the right time, to ensure we carry out this responsibility effectively; all LPT staff must adhere to the rostering standards and guidelines set out in the Electronic Rostering Policy, pertaining to their role’. |

| **Person Specification**  **Selection Criteria**: | **3. Essential/**  **Minimum**  **1. Desirable** | **Stage measured at. You must demonstrate the required criteria at all stages indicated** | | | |
| --- | --- | --- | --- | --- | --- |
| **Appli-cation form** | **Interview** | **Test** | **Presentation** |
| Demonstrates a commitment to the Trust’s Values **1.1** Compassion  **1.2** Trust  **1.3** Respect  **1.4** Integrity | **3**  **3**  **3**  **3** |  | X  X  X  X |  |  |
| **Qualifications (Equivalent qualifications will be considered where their equivalency can be demonstrated)**  CYP-IAPT accredited Education Mental Health Practitioner training (e.g. Postgraduate Diploma Educational Mental Health Practitioner) | **3** | X | X |  |  |
| Knowledge and Skills **3.1** Ability to learn in a variety of settings and using a variety of learning methods  **3.2** Computer literate  **3.3** Ability to work as a self-motivated clinician with supervisor input  **3.4** Ability to carry out 1:1 therapeutic mental health interventions with children  Ability to carry out 1:1 therapeutic mental health interventions with families  **3.5** Ability to conduct group parenting programmes  Ability to work within primary care settings to increase mental health awareness within the staff group  **3.6** Ability to conduct mental health assessments of children and young people  **3.7** Ability to make an assessment of risk and to record and communicate it appropriately  **3.8** Ability to take appropriate action to mitigate or manage risk.  Knowledge of primary care environments  **3.9** Knowledge of safeguarding issues  **3.10** Knowledge of capacity and Alderson106consent issues including Gillick competence  **3.11** Ability to teach others about mental health issues  **3.12** Ability to conduct other group therapeutic interventions with children and their families  Knowledge of the functional operation of specialist CAMHS teams  **3.13** Knowledge of the primary care system in England  **3.14** Knowledge of children and young people gained through academic study in child development, child wellbeing or mental health. | **3**  **3**  **3**  **3**  **3**  **3**  **3**  **3**  **3**  **3**  **1**  **1**  **1**  **1** | X  X  X  X  X  X  X  X  X  X |  |  |  |
| **Experience (both work and ‘life’ related)**  **4.1** Experience of working with children and young people, their families and others  **4.2** Experience of working and liaising with a wide variety of agencies and stakeholders  **4.3** Experience of working with children and young people who have social, emotional and/or behavioural difficulties  **4.4** Experience of working with anxiety disorders  **4.5** Experience of working with affective (mood) disorders  **4.6** Experience of the delivery of specific therapeutic interventions to children, young people or their families (e.g. CBT, solution focused brief therapy)  **4.7** Experience of working with children and their families in a healthcare setting  **4.8** Experience of working with children and their families in an education setting  **4.9** Experience of monitoring and recording outcome measures for children’s emotional wellbeing  **4.10** Experience of navigating complex social systems and environments, who may have conflicting priorities or agendas  **4.11** Experience of working with looked after children  **4.12** Experience of working with other vulnerable groups | **3**  **3**  **3**  **3**  **3**  **3**  **1**  **1**  **1**  **1**  **1**  **1** | X  X  X  X  X  X |  |  |  |
| **Personal Attributes**  **5.1** Full, enhanced and current satisfactory DBS disclosure for the role  **5.2** Ability to personally manage a sensitive, traumatic and potentially emotionally distressing caseload  **5.3** Personal resilience and awareness of how to positively manage own mental health  **5.4** Able to dynamically adapt to changing circumstances  **5.5** Excellent oral and written communication skills that are persuasive and confident  **5.6** Self-motivated  **5.7** Able to travel to meet the requirements of the post  **5.8** Team player  **5.9** Excellent time management and organisational skills  **5.10** Able to meet the physical requirements of the role after reasonable adjustments have been made for any illness or disability.  **5.11** Full, enhanced and current satisfactory DBS disclosure for the role  **5.12** Proven commitment to continuous professional development | **3**  **3**  **3**  **3**  **3**  **3**  **3**  **3**  **3**  **3**  **3**  **3** | X  X  X  X  X  X  X  X  X  X  X  X |  |  |  |
| Standard Requirements Commitment to Equality & Valuing Diversity Principles  Understanding of Confidentiality & Data Protection  Understanding of the service users of the Trust (which could include lived experience of conditions the Trust deals with or of receiving services relevant to those the Trust provides) | **3**  **3**  **3** | X  X  X | X  X  X |  |  |
| **Mobility**  Travel around schools and other venues is an essential part of this role. You must have your own transport. Dependence on public transport is not suitable for this role | **3** | You must demonstrate how you would meet the stated mobility requirement on your application form | | | |