PTS Deputy Clinical Lead

## Job details

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| Job title: | Deputy Clinical Lead (Corporate)  |
| Department: | Psychological Therapy Services (Corporate)  |
| Location: | Remote  |
| Reporting to: (job title only) | PTS Clinical Lead  |
| Direct reports: (job title only) | None |
| Accountable to: (where applicable) | PTS Service Lead  |
| Responsible to:(where applicable) | PTS Clinical Lead |
| Job purpose: | * + The Deputy Clinical Lead will support the clinical delivery and operational effectiveness of the PTS service, under the guidance of the Clinical Lead and Service Mangers. They will have specific responsibilities in relation to supervision of the network and senior CBT therapists. In addition:
	+ Will deputise for and fulfil the responsibilities of the Clinical Lead in their absence or when requested.
	+ Will support the Clinical Lead in maintaining and improving clinical standards, within the VHG clinical governance framework
	+ Will have the competencies to manage clinical and safeguarding issues that arise within a diverse service.
	+ Will attend meetings with stakeholders in conjunction with or as directed by the Clinical Lead and Service Transformation Manager
	+ Will have the experience and competencies to ensure delivery of a robust outcome focused service
	+ The post holder will provide supervision, training, advice and consultation on clients’ psychological care to psychological therapy colleagues and to other, non- professional carers, working autonomously within professional guidelines and the overall framework of policies and procedures.
	+ Will maintain a small individual clinical caseload
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| Role and Responsibilities: | The post holder will be expected to contribute to the clinical activity of the service, in order to act as an expert therapist and role model to staff. The post holder is responsible for:* + Support clinical duty system when required
	+ To act as a point of escalation for therapists and duty practitioners who require support with safeguarding concerns.
	+ Work closely and collaboratively with the service managers to ensure that clinical supervision themes are fed back into the line management process
	+ Identify the clinical development needs of network therapists and ensure these needs are met through supervision and CPD.
	+ Work under the direction of the Clinical Lead to ensure the service achieves national and local KPI’s.
	+ Assisting with the strategic growth and development of the service both internally and externally
	+ Collaboration and pathway management with external clinical agencies such as Secondary Care and CAMHS to ensure safe and effective transitions for patients
	+ Support the management of complaints in line with the company’s complaints management process covering both clinical and operational aspects of the service
	+ Ensure all aspects of confidentiality and data protection relating to both the service and individuals are always maintained.

The **clinical** **delivery** responsibilities within the service:* + Accept referrals via agreed protocols within the service
	+ Assess clients for suitability for CBT and provide a consultation service to other clinicians, referrers and services.
	+ Make decisions on suitability of new referrals, adhering to the referral protocols, and refer unsuitable clients on to the relevant service as necessary, with due regard for assessment and management of risk.
	+ Formulate, implement and evaluate individual and group therapy programmes for clients in line with best evidence-based practice and informed by NICE guidelines.
	+ Engage in a collaborative manner to build resilience and hope focusing on recovery.
	+ Adhere to an agreed activity contract relating to the number of client contacts offered, and clinical sessions carried out per week in order 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, including the use of recommended outcome measures.
	+ Keep coherent records of all clinical activity in line with service protocols.
	+ Assess and integrate issues surrounding work and employment into the overall therapy process.
	+ To undertake risk assessment and risk management for individual clients and to provide advice to other professions on psychological aspects of risk assessment and risk management.

The management of staff within the service:* + Implementing service developments to keep up with new evidence as it emerges
	+ Ensure all clinical interventions are implemented in line with the latest NICE guidelines for psychological interventions
	+ Ensure that data on the clinical data base is up to date and accurate with no missing data
	+ Support the Clinical Lead in ensuring Quality Assurance systems are imbedded at all levels of service delivery
	+ Produce reports that reflect and inform the quality of the experiential aspect of the service from a client perspective
	+ Carry out clinical audits of service performance, including patient surveys and evaluations, and help to collate and disseminate the results for feedback.
	+ Take responsibility for ensuring that legal obligations regarding information which is 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
	+ Work closely with other members of the team ensuring appropriate step along, step-up and step-down arrangements are in place to maintain a stepped care approach
	+ Be involved in recruiting new staff to the service
	+ Ensure all staff have the correct level of supervision in line with the supervision policy ensuring that robust arrangements are in place and a solid supervisory structure is maintained for all elements of service delivery in collaboration with Clinical Lead

Training and continuing development:* + Manage and maintain Clinical Audit schedule
	+ Ensure staff are appropriately skilled and trained to deliver the service
	+ Ensure that the staff team maintain training profiles appropriate to their roles in order to provide a high quality and compliant service
	+ Ensure all staff are participating in CPD, based on self-assessment of therapeutic competences and their appraisals
	+ Ensure that staff complete the training element of their post where required
	+ Ensure that all aspects of the IAPT service are delivered to the highest standard working within NICE and evidence-based guidelines
	+ Contribute to research and development of the service and use this knowledge to guide and develop the service
	+ Contribute to ongoing competency and training needs agenda as appropriate
	+ Contribute to the decision-making process regarding external course funding applications

General* + Take responsibility for own health and safety and the health of safety of colleagues, clients and the general public
	+ 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
	+ To undertake other such duties consistent with the post, as jointly agreed between the post holder, Service Lead and VHG Board
	+ To at all times deliver the service in line with and adhere to the Policies and Procedures.
	+ Be self-managing in terms of administration activities
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| Clinical Governance:(where applicable) |  |
| Training and supervision: | * Ensure the maintenance of standards of practice according to the employer and any regulating, professional and accrediting bodies (e.g. BPS, UKCP, BABCP,), 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).
* Be aware of, and keep up to date with advances in psychological therapies.
* Ensure clear professional objectives are identified, discussed and reviewed with senior therapists on a regular basis as part of continuing professional development.
* Attend clinical/managerial supervision on a regular basis as agreed with Manager.
* Participate in individual performance review and respond to agreed objectives.
* Keep up-to-date all records in relation to C.P.D. and ensure personal development plan maintains up to date specialist knowledge of latest theoretical and service delivery models/developments.
* To participate in an annual appraisal, training and personal development relevant to the role. To be responsible for personal development agreed with the line manager through the Knowledge.
* Attend relevant conferences/workshops in line with identified professional objectives.
* Ensure that client confidentiality is protected at all times. Maintain confidentiality of information at all times in line with the requirements of the Data Protection Act
* Be conversant and comply with the VHG’s Health and Safety Policy and report as necessary any untoward incident or hazardous event utilising the trusts
* Be aware of and adhere to all VHG Policies and Procedures.
* Maintain and adhere to the necessary professional registration body where applicable.
* Ensure mandatory training is maintained according to trust policies and attend relevant conferences/workshops in line with identified professional objectives.
* To adhere to VHG values and behaviours.
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| Additional information: | Some travel including occasional overnight stays may be required, so a full clean driving licence is desired. |

## Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Qualified Mental Health professional such as – clinical psychologist, mental health nurse, social worker, occupational therapist, CBT therapist
* BABCP accreditation or eligibility for BABCP accreditation
* Supervision Qualification
* Registered with relevant professional body, e.g., – NMC, HCPC, BABCP
* Trained in at least one applied psychological therapy approach (IPT/DIT/BCT/DBT/EMDR/ACT/CFT)
* Evidence of continuous professional development
 | * + IAPT CYP qualification
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| **Experience** | * Minimum 3 years post qualification
* Experience of treating common mental health conditions
* Experience of working within an IAPT/Primary Care mental Health Service with a range of mental health issues both from clinical and social perspective
* Well developed experience of working with a wide range of psychological problems within a therapeutic model
* Experience of delivering clinical and case management supervision
* Experience of performance management
* Experience in line management and supervision of clinical staff
* Experience of risk assessment and routine clinical outcome monitoring
* Experience of liaising with other professional groups
* Experience in establishing diagnosis and providing evidence based psychological therapies including CBT
* Experience of working within multi-disciplinary and multi-cultural settings
* Experience of undertaking service evaluation and development
 | * + Experience of working at a leadership level
	+ Experience in providing training/ overseeing students
	+ Experience of working within secondary care services, such as recovery teams, CMHTs
	+ Experience of working within CAMHS services
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| **Skills/knowledge** | * Proficiency in IT skills including the use of Microsoft Office packages, databases and electronic record systems is required.
* Demonstrates high standards in written communication, able to write clear reports and letters to referrers
* A sound understanding of the principles of CBT and application across a broad range of mental health disorders
* For home-based positions you will be required to have a minimum of 5mb download internet speed at the home address
	+ Knowledge of OH and PMI mental health services
	+ Understanding NICE guidance and Roth and Pilling competencies
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| **Specialist training** |  |  |
| **Personal competencies and qualities** | * Solid leadership skills
* Evidence of values that are consistent with the NHS constitution.
* Highly effective communication skills, presentational, general verbal and written
* Interpersonal skills to engage and develop working alliances with colleagues and patients.
* Evidence of an openness to learning new knowledge and skills.
* High level of enthusiasm and motivation
* Ability to work under pressure
* An awareness of and commitment to supporting and facilitating diversity and inclusion
* Excellent time management skills
* Good organisational and time management skills, ability to plan and prioritise own and service workload
* Willingness to travel to undertake role
* Willingness to undertake training
* Willingness to abide by the company and service principles, policies and procedures
* Must be legally entitled to accept and perform work in the UK
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# Version Control

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| Owner: | Human Resources | Review: | Annually | Classification: | 1 (Proprietary) |
| Author: | Human Resources | Version: | V1.1 | Status: | PUBLISHED |
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| Version: | Date: | Summary of Changes |
| V1.1 | 03.12.19 | Document copied onto authorised VHG branded Policy Template (original had no coding) |
| V1.2 | 06/08/20 | Updated to include diversity and inclusion statement |
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