Clinical Lead Step 2

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| Job title: | Clinical Lead Step 2 |
| Department: | NHS Talking Therapies (NHS TT) |
| Location: | Kent & Medway |
| Reporting to: (job title only) | Principal Clinical Lead |
| Direct reports: (job title only) | Senior Supervisor Step 2 |
| Accountable to: (where applicable) | Service Lead |
| Responsible to: (where applicable) | Principal Clinical Lead |
| Job purpose: | * Step 2 Clinical Lead will be responsible for implementing all relevant policies, procedures and guidance, ensuring the service meets high standards of clinical delivery and effectiveness. They will be accredited with BABCP and or if a PWP, registered with BABCP or BPS and will be qualified to appropriately supervise at all the levels required.   **In addition the postholder:**  Will be responsible for establishing the Step 2 part of the service and developing an NHS Talking Therapies appropriate clinical workforce to successfully implement the service.  Will have the competencies to manage clinical issues that arise within a developing service, with escalation to the Principal Clinical Lead as necessary.  The post-holder will clinically lead and provide supervision and meta-supervision for a team of Senior Practitioners at Step 2 who provide supervision for teams of PWPs ensuring activity and performance targets are met.  Will need to have an in depth knowledge of clinical competency frameworks for all clinical roles within the service and be responsible for implementing the supervision framework for all clinical modalities at Step 2.   * 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. * May be required to deputise for the Principal Clinical Lead at relevant meetings where appropriate.   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:  Optimise the development of the service, providing an accessible and desirable service which will be attractive to the local population.  Clinical performance management of the Supervisors and Snr PWPs  Support clinical duty system when required.  Performance management via individual KPI dashboards for all direct reports, ensuring 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, CAMHS to ensure safe and effective transitions for patients.  Work with the Partnership liaison officer to build relationships with relevant agencies and 3rd sector organisations.  Be able to explain, discuss and market VHG services with existing and prospective customers.  Manage complaints in line with the company’s complaints  management process.   * Ensure all aspects of confidentiality and data protection relating to both the service and individuals are maintained at all times. |

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|  | The management of clinical delivery within the service:  Accept referrals via agreed protocols within the service.  Assess clients for suitability for the service 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 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, including IAPT-LTC.  Educate and involve family members and others in treatment as necessary, conveying psychological formulations with sensitivity in easily understood language.  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 NHS TT recommended outcome measures.  Keep coherent records of all clinical activity in line with service protocols.  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.  Assess and integrate issues surrounding work and employment into the overall therapy process.  Carry out clinical audits of service performance, including patient surveys and evaluations, and help to collate and disseminate the results for feedback.  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.  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.  Ensuring a robust Clinical Supervision framework is in place and meets NICE guidelines.  Ensure that data on the clinical data base is up to date and accurate with no missing data.  With the assistance of the Data Analyst, provide regular reports  to the Principal Clinical Lead and Service Manager on clinical outcomes and efficacy. |

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|  | Ensure Quality Assurance systems are embedded 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.  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.  The management of staff within the service:  Performance management via individual KPI dashboards for all direct reports, ensuring the service achieves national and local CCG KPI’s.  Manage/address poor performance effectively with support from VHG HR and Operational Director.  Work as part of the Mental Health Service management team to recruit the correct numbers of staff to provide all levels of interventions and the development of a short, medium and long term workforce plan to meet the needs of the service, taking into account recruitment and retention issues including staff turnover and training.  Be involved in recruiting new staff to the service.  Set objectives and personal development plans with direct reports and support with performance plans as and when required.  Report all sickness absence to HR and conduct return to work interviews completing the relevant paperwork.  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 the Service Manager.  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 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.  Ensure that all aspects of the NHS TT 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. |

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|  | General  Take responsibility for your 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.   * Any other reasonable duties as required.   **Equality Diversity & Inclusion (EDI)**  We are proud to be an equal opportunities employer and are fully committed to EDI best practice in all we do. We believe it is the responsibility of everyone to ensure their actions support this with all internal and external stakeholders.  Be aware of the impact of your behaviour on others.  Ensure that others are treated with fairness, dignity and respect.  Maintain and develop your knowledge about what EDI is and why it is important.  Be prepared to challenge bias, discrimination and prejudice if possible to do so and raise with your manager and EDI team  Encourage and support others to feel confident in speaking up if they have been subjected to or witnessed bias, discrimination or prejudice.  Be prepared to speak up for others if you witness bias, discrimination or prejudice. |

**Person specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * IAPT/NHS TT High Intensity Worker Cert/Dip or Post Grad Diploma in CBT/Low Intensity (PWP)  * Accreditation with BABCP for High Intensity Workers or Registration with BABCP/BPS for PWPs  * Evidence of continuous professional development | Other NHS TT relevant qualification (e.g. PCE-CfD, EMDR, LI-CBT etc.)  IAPT/NHS TT Supervision Qualification  IAPT-LTC Qualification  Mental health Professional with a core profession (HCPC/NMC registered) |
| **Experience** | * Minimum 2 years accreditation (or accreditable experience) with either BACP/UKCP/BABCP/BPS/NCPS  or  registration with HCPC/NMC or PWP Registration with BABCP or BPS  * Experience of working within an IAPT/NHS TT/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 supervising people and resource allocation  * Experience of performance management  * Experience in providing training/ overseeing students  * Experience in line management and supervision of clinical staff  * Experience of working within multi disciplinary and multi cultural settings  * Experience of generating policy and procedural working practices  * Experience of undertaking evaluation | * Experience of working at a leadership level within an IAPT or primary care MH service  * Experience of working within an IAPT-LTC service |
| **Skills/knowledge** | * Knowledge of NHS TT and primary care MH services |  |

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|  | * Understanding NHS TT clinical protocols and NICE guidance  * Understanding of the IAPT-LTC  requirements |  |
| **Specialist training** |  | * IAPT – LTC Training and/or Supervision |
| **Personal competencies and qualities** | * Solid leadership skills  * A committed and professional approach to work  * Highly effective communication skills, presentational, general verbal and written  * Ability to prioritise  * Computer/ Information Technology skills  * Ability to work under pressure * Ability to be a team player  * 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 |  |

**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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