Step 3 Team Lead and Trainee Manager

## Job details

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| Job title: | Step 3 Team Lead and Trainee Manager |
| Department: | NHS Mental Health Services |
| Location: | South East |
| Reporting to: | South East Regional Operations Manager |
| Direct reports: | HIT  HIT trainees |
| Accountable to:  (where applicable) | Service Lead  Clinical Lead |
| Responsible to:  (where applicable) | Service Lead |
| Job purpose: | Oversee and manage HIT trainee and placement student cohorts.  Lead, manage and supervise a team of HITs to deliver evidence-based services to citizens within contracted area. |
| Role and Responsibilities: | * + Undertake line management and supervision for HITs/HIT Trainees   + Work as part of the VitaMinds management team to ensure that the delivery of service meets NICE guidelines and is in line with the IAPT handbook   + Ensure that performance within the Step 3 team is reported and managed effectively and to the benefit of Service Users.   + Undertake clinical audits for team and provide feedback in line with organisational process.   + Participate in service improvement by highlighting issues and, in conjunction with Service Manager and Clinical Governance Team, implement changes in practice.   + Keep knowledge up to date in relation to the guidelines set by the Dept. of Health   + Work as part of the duty team providing support for the day-to-day clinical and operational management of the service.   + Contribute to the teaching and training of mental health professionals and other staff working in the service.   + Offer evidence-based High intensity CBT treatment in line with service model, in adherence with clinical and referral protocols. Adhering to an agreed activity plan, in line with published standards, relating to the number of patient contacts offered and clinical sessions undertaken each week in order to manage waiting list times and that treatment times are user centred.   + Complete all requirements relating to data collection and storage of same within service.   + Keep contemporaneous records of all a clinical activity in line with organisation standards and protocols.   + Work closely with staff members working within the non-clinical pathway to ensure all pathways are relevant to service user needs.   + Liaise with other health and social care professions from a range of agencies in the relation to care and support provided to users.   + Where appropriate, attend Multi-Disciplinary meetings relating to referrals or users in treatment.   + Actively participate in team and management meetings   + Ensure HIT trainees receive university recommended levels of supervision and clinical skills   + Manage the recruitment and induction of Trainee HITs   + Organise and provide clinical skills/CPD for Trainee HITs   + Develop, disseminate and monitor activity plans for Trainee HITs   + Provide in-house training for Trainee HITs supervisors   + Attend training/development days at the University of Essex / East Anglia and /or Hertfordshire.   + Be the main point of contact for Cohort-wide communications from the Universities.   + Report/feedback to the Universities.   + Coordinate and provide additional support to trainees for submissions and resubmissions as required.   + Provide internal communications on the trainee HIT programme to relevant staff members.   + Develop and coordinate implementation of policies for information governance and consent relating to university submissions in consultation with each University.   + Provide ad hoc support to trainees as required.   + Maintain standards of practice as defined by service protocols and national IAPT/NICE Guidelines.   + Keep knowledge up to date in relation to the guidelines set by the Dept. of Health.   + Be aware of and keep up to date with advances in psychological therapies   + Keep up to date records in relation to your own CPD and ensure that own personal development maintains your specialist knowledge of latest theoretical and service delivery models   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 |
| Clinical Governance:  (where applicable) |  |
| Training and supervision: |  |
| 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** | * + IAPT High intensity Worker/ PG Dip   + IAPT High Intensity Supervisor Training |  |
| **Experience** | * + Experience of risk-management   + Experience of providing line management   + Experience of providing supervision | * + Use of IAPTUS system   + Recruitment   + Undertaking Clinical Audit, including action planning   + Providing HIT trainees skills development through CPD, case management supervision or clinical skills groups |
| **Skills/knowledge** | * + Working with diverse user group   + IT literate – intermediate level minimum   + Evidence based CBT interventions   + IAPT National Standards   + Outcome measures and their use for clinical and audit purposes. | * + Knowledge of the HIT training at each University, including content and examinations   + Networking and engaging with external stakeholders |
| **Specialist training** |  |  |
| **Personal competencies and qualities** | * + Excellent verbal and written communication skills   + High level of enthusiasm and motivation   + Ability to work individually or within a team and foster good working relationships   + Ability to work under pressure   + Excellent time management skills   + Team player   + Challenges the status quo   + Able to manage performance   + Motivational   + Model behaviours in line with organisational values   + Patience and resilience   + Adaptive to change   + Commitment to improving and striving for clinical excellence and customer service   + Good judgement and decision-making skills |  |

# Version Control

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| Owner: | Human Resources | Review: | Annually | Classification: | 1 (Proprietary) |
| Author: | Human Resources | Version: | V1.1 | Status: | PUBLISHED |
| Date Published: | 03/12/2019 | Code: | TBC |  |  |

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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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