

JOB DESCRIPTION

Oxford Health NHS FT

Oxford Health is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Job Title:	OACMHT Deputy Team Manager (RMN/Social Worker/OT)
Band:	7
Responsible to:	OACMHT Team Manager
Accountable to:	Service Manager
Place of work:	Buckinghamshire/Oxfordshire
Hours:	37.5

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JOB PURPOSE

Oxford Health is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

- To deputise for OAMHT manager when required
- To line manage and co-ordinate a group of staff working in the OAMHT
- To have responsibility for a particular service area (Duty, Memory Clinic and CMHT) as well as a clinical lead responsibility
- Be responsible for the day-to-day operations of services, ensuring high standards of practice with efficient and effective use of resources, achieving appropriate outcomes for the service user
- To act as care coordinator within the Care Programme Approach, working with a small number of patients with particularly complex needs
- To participate as a member of the on-call duty manager rota which will require some working on weekends.

DUTIES AND RESPONSIBILITIES

- To deputise for and provide managerial support to the OAMHT manager
- To provide clinical/professional and managerial supervision to an agreed number of identified clinical staff within the OAMHT
- To delegate appropriate duties to other members of the team and follow up outcomes
- To be able to undertake clinical investigations and complete good clinical reports in a timely manner
- To undertake professional leadership roles as required
- To work as part of a multi-disciplinary team to assess, plan and implement programmes of intervention specific to the needs of individual or groups of patients and their carers
- Undertake highly complex assessments, including the assessment of risk, identify needs and develop care plans in partnership with patients and carers based on evidence-based practice
- To use a range of verbal and non-verbal communication tools to communicate effectively with patients, and their families and carers
- Directly provide interventions indicated in the care plan and measure the effectiveness of the intervention
- To involve patients in setting goals and agreeing intervention/care plans. To gain valid informed consent. To work within the legal framework with patients who lack capacity for informed consent
- To participate in the Trust's appraisal process both as an appraisee and appraiser
- To deliver a range of therapeutic interventions in line with professional requirements (Appendix 1) and in accordance with the job specification
- To evaluate patient's progress and alter intervention plans when appropriate. To organise regular CPA reviews for all patients
- To develop comprehensive discharge, contingency plans and relapse signatures with the patient and relevant others to arrange on-going care
- To attend clinical meetings and liaise effectively both verbally and in writing with the multi-disciplinary team, patients and carers across boundaries to ensure continuity and integration of care
- Ensure that professional behaviour of all staff is in line with expected standards of OHFT and individual professional codes of conduct and takes appropriate action with the relevant HR officers utilising the relevant policies and procedures

- Participates in the recruitment and selection of all staff within the community mental health team and ensures this complies with NHS Recruitment and Selection procedures
- Sets up and maintains a staff induction programme for all staff, ensuring that all relevant areas are covered within this process
- Maintains discipline within the workplace, acting within and in accordance of the appropriate Trust and Local Authority policies and procedures. Where necessary, manages issues of performance in relation to capability, ill health or grievance procedures in conjunction with the Team Manager and HR
- Supports the coordination of annual leave and training in line with NHS and Local Authority procedures and ensures that adequate staffing is maintained for the continued effective functioning of the OAMHT
- Supports maintaining appropriate records and approves mileage claims, expenses and sick leave
- Supports maintaining and improving systems for the reporting of team activity and analysing performance data for both health and social care reporting
- Provides links with the local CCG's to facilitate effective communication and to ensure that a quality service is provided in line with the agreed service specifications
- Responds and manages informal and formal complaints and enquiries from the PALS team
- To ensure that all team members have an understanding of their safeguarding responsibilities within the team and to take a lead on specific tasks within this area
- To be responsible for the provision of relevant teaching or training as requested
- To develop partnership working with all relevant agencies/services/individuals to support optimum management of the identified client group
- To ensure that written reports are maintained on all new assessments following the agreed guidelines. To monitor and ensure that all staff keep clinical notes that are up to date, and that staff maintain regular reports on the client's progress and discharge letters on all clients in accordance with agreed Trust policies and Service protocols
- Participate in the provision of basic and post-qualification training for mental health professionals within the Trust and maintain effective links with education providers
- To undertake a competency assessment and any required training if extending scope of Professional Practice

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

Band 7 Deputy Team Manager		
Specification	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> • Relevant Professional Qualification (RMN, Social Worker or Occupational Therapist). • Evidence of Continuing Professional Development (CPD) portfolio • To hold an advanced professional/clinical qualification (e.g. AMHP, CBT, DBT, NMP) 	<ul style="list-style-type: none"> • Post basic qualification in: community care/research • Qualification in management and leadership within a healthcare setting
Experience	<ul style="list-style-type: none"> • To have experience of older people and complex care in the community both generic and mental health • Experience of supervising and managing staff • Experience of providing leadership • Experience of multi-disciplinary working • Formal and informal teaching including supervising student placements • Providing clinical and or managerial supervision • Clinical audit • Change and working in teams • Experience of undertaking complaint 	<ul style="list-style-type: none"> • Knowledge of research methodologies • Experience of implementing research findings into work environment.

	or incident investigations	
Knowledge and Skills	<ul style="list-style-type: none"> • A specialist knowledge and clinical expertise in community mental health in line with professional requirements (see appendix1). • To have awareness of National and local issues concerning healthcare and older people • Have advanced knowledge of mental health and the mental health act • Demonstrate an advanced understanding of clinical risk assessment and management. • To have a developed understanding of Clinical Governance • To understand the legal frameworks used within practice • To maintain professional accountability and professional registration. • To demonstrate advanced communication skills • To be able to use e-mail, internet, word, spreadsheets and databases. • To be able to prioritise effectively • To show evidence of advanced problem solving skills 	<ul style="list-style-type: none"> • To have training and or qualification in using IT e.g. European driving license. • To have experience in producing reports and presenting data. •

	<ul style="list-style-type: none"> • To have effective presentation skills • To be able to reflect and appraise own performance and pursue self-directed work/learning • To demonstrate competency in user and carer involvement. • To have advanced knowledge of the cpa process. 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Enthusiasm • To be able to work collaboratively as part of a team • Adaptable, flexible and keen to learn • Able to use own initiative. • Reliable • Able to challenge and be challenged • Able to build rapport • Able to carry out moderate physical effort during the working day and manage in a stressful working environment. • Ability to work in an anti-discriminatory manner. • Able to function effectively across a variety of environments involving changing and demanding conditions • Able to manage stressful, upsetting or emotional situations in an empathic manner. 	

<p>Other Requirements</p>	<ul style="list-style-type: none"> • To read, understand and work within the relevant Trust policies and procedures. • Able to travel to undertake work and have the capacity to carry equipment relative to your post • Able to comply with Manual Handling policies and guide lines • Able to comply with the PMVA requirements for this post which are breakaway and de-escalation skills. • Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. 	<p>Other Requirements</p>
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Appendix 1

Profession Specific Skills

All of these professions should be competent in delivering a range of psycho-social intervention skills.

Occupational Therapy

Building a collaborative relationship with the patient that will promote reflection, autonomy and engagement in the therapeutic process

Applying O.T. models of practice/frameworks to clinical practice and using profession specific assessment tools and outcome measures (e.g. Model of Human Occupation)

Utilising expert knowledge of the impact of mental/physical health dysfunction on occupational performance

Enabling problem solving and engagement in the intervention areas of personal care, vocation, leisure and general productivity to achieve and maintain balance in activities of daily living

Utilising expert knowledge and skills in using activity as a therapeutic tool

Applying expertise in the delivery of group work interventions

Demonstrating the application of physical health knowledge to mental health practice (e.g. minor assessment of environments and adaptive equipment)

Mental Health Nursing

Physical Health Skills – Knowledge of common physical health conditions and their management , and an ability to monitor physical health conditions and wellbeing

Extensive knowledge of medications and their effects, including side effects and the management of side effects

Psycho-educational family approaches

Work with patients who exhibit negative symptoms such as low motivation

Assisting patients to meet their activities of daily living and helping them to attain their optimum level of functioning

Champion Bio-Psychosocial approaches to care

Social Worker

Demonstrable expertise in the application of the Local Authority Care Planning systems

Demonstrable expertise in the creative use of personalisation in partnership with service users

Expert knowledge and application of the legislative framework: Mental Health Act, Mental Capacity Act, Community Care Act, National Assistance Act, together with the implications of the Social Care Bill

To practise as an Approved Mental Health Professional, undertaking training where not currently qualified

Demonstrate an application of social work values, particularly anti-oppressive and anti-discriminatory practice

Ensure that the social model of mental ill health is promoted within services