

Job Title:	Trainee Children's Wellbeing Practitioner
Line Manager to:	N/A

Job purpose

The trainee Wellbeing Practitioner for Children and Young People programme is a workforce development initiative delivered by Health Education England and HEI partners that aims to improve existing children and young people's mental health Services (CYP MHS) working in the community. The CWP training will benefit from being integrated fully within CYP MHS and linked to the local community of practice, which brings a valuable organisational infrastructure.

The post-holder will work within a CYP MHS as part of a multi-disciplinary team delivering, under supervision, high-quality; outcome –informed, focused , evidence-based interventions for children and young people experiencing, mild to moderate anxiety, low mood, behavioural difficulties

The training and service experience will equip the post holder with the necessary knowledge, attitude and capabilities to operate effectively in an inclusive, value driven service.

The post holder will attend all university based taught and self-study days required by the education provider, as specified within the agreed national curriculum and work in the service for the remaining days of the week using their newly developed skills.

Base

Greenways Business Park, Chippenham, Wiltshire, SN15 1BN

Key responsibilities

- Assess and deliver, under supervision outcome focused, evidence-based interventions to children and young people experiencing mild to moderate mental health difficulties.
- Working in partnership, support children, young people experiencing mild to moderate mental health difficulties and their families in the self-management of presenting difficulties.
- Work in partnership with children, young people and families in the development of plans for the intervention and agreed outcomes.
- Support and empower children, young people and families to make informed choices about the intervention.
- Operate at all times from an inclusive values base, which recognises and respects diversity.
- Accept referrals within agreed national and local protocols.
- Undertakes accurate assessment of risk to self and others.
Adhere to the service referral protocols. Under supervision signpost unsuitable referrals to the relevant service as necessary.
- Through close case management and supervision, escalate cases where the level of need becomes beyond scope, or more severe ensuring adherence to other relevant elements of service delivery.
- Provide a range of information and support for evidence based psychological treatments. This may include guided self-help. This work may be face-to-face, by telephone or via other media.
- Adhere to an agreed activity contract relating to the overall number of children and young people contacts offered, and sessions carried out per week in order to improve timely access and minimise waiting times.
- Attend multi-disciplinary meetings relating to referrals or CYP in treatment, where appropriate.
- Keep coherent records of all activity in line with service protocols and use these records and outcome data to inform decision making. Complete all requirements relating to data collection.
- Assess and integrate issues relating to transitions, education and training/employment into the overall therapeutic process.
- Work within a collaborative approach involving a range of relevant others when indicated.
- Work in collaboration with children, young people and communities to enhance and widen access.

Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care Think Do

- Inspire • Challenge •
- Understand • Improve •
- Communicate • Learn •

Accountability

Involve

Resilience

Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training

- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe

environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

Personal Specification

Essential

- Evidence of ability to study successfully at undergraduate level or the equivalent
- Evidence of numeracy qualifications
- Experience of working with children and/or young people
- Ability to evaluate and put in place the effect of training
- Computer literate
- Excellent verbal and written communication skills, including telephone skills and use of internet mediated communication
- Able to develop good therapeutic relationships with clients
- Able to develop good professional relationships with colleagues inside and beyond child and adolescent mental health services
- Responsive to and willing to ask for feedback and supervision
- Knowledge of child and adolescent development and the role of the family in supporting children and young people's emotional well-being
- Understanding of systems and contexts in which children and young people are likely to live
- Able to attend the formal training as required
- Able to complete academic components of the course
- Able to integrate training into practice

Other requirements

- High level of enthusiasm and motivation
- Excellent organisational and self-management skills
- Ability to use supervision and personal development positively and effectively
- Able to work under pressure
- Regard for others and respect for individual rights of autonomy and confidentiality
- Ability to be self-reflective in own personal and professional development and in supervision
- Able to travel between sites where children and young people may present (e.g. schools, NHS premises, home etc).

Employee signature

Manager signature
