

## **JOB DESCRIPTION**

### **Oxford Health NHS FT**

Job Title: EIS Clinician (CPN or Occupational Therapist)  
Band: 6  
Responsible to: *Team Manager.*  
Responsible for: -  
Accountable to: Service Manager

Place of work: Early Intervention team (Oxfordshire Warneford Hospital, Oxford)  
Hours: 37.5

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## **JOB PURPOSE**

The post holder will be expected to develop support and contribute to providing early detection, assessment and intervention across the whole of the county (Oxfordshire) and the agencies involved in this. S/he will be expected to take an active part in the training and teaching programmes within the service and to maintain and develop their own skill. The post holder will also have an interest in research into developing new ways of clinical practice. The post holder will also be care co-ordinator a caseload of people with psychosis and complex needs.

**The post holder will also be expected to work as an autonomous practitioner and will also undertake a supervisory role in respect to multi-disciplinary junior team members/ students**

## ***DUTIES AND RESPONSIBILITIES***

### **Freedom To Act:**

Act independently and use own initiative in order to manage workload and solve problems within appropriate professional guidelines, with performance and outcomes reviewed through supervision from your line manager.

Maintain professional integrity in line with relevant Codes of Ethical and Professional Conduct.

Liaise with external agencies as required to fulfil job role.

### Clinical responsibilities:

To provide assessment of the care needs of individuals and their families/carers who present with first episode psychosis or at risk mental states.

To develop, implement and evaluate programmes of care to appropriate individuals and their families/carers in the community.

To manage a caseload of clients with complex needs, up to a maximum of 18 dependent on needs.

To work as a member of the Early Intervention Service in providing a community based mental health service to a defined geographical area.

To work with regular supervision from senior colleagues, the Team Manager, or identified deputy and actively participate in the supervision process.

To assess clients/carers needs, using appropriate evidence based assessment tools.

Participate in OEIS duty rota, receiving, triaging and assessing new referrals into the team and providing timely assessment to meet the new referral to treatment times

To initiate and provide planned and systematic programmes of care, in accordance with NICE guidelines and evaluate their effectiveness, undertaking appropriate action by utilising analytical and judgemental skills in complex and unpredictable circumstances relating to the particular client group.

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To function and take responsibility as Care Co-Ordinator for planning, discharge planning, organising and decision making of complex activities or programmes of care for identified individuals, ensuring the Trust CPA policy is adhered to, and that all appropriate agencies, professionals and carers are involved in a client's care and contribute to regular reviews of the client's progress.

To undertake, formulate and regularly evaluate complex risk assessments for clients, liaising with Police and other agencies if required and disseminate information appropriately.

To assist in the development of support and treatment groups and participate as required.

Provide clinical back-up and case management for other professionals within the service as required.

To receive information, which may be complex, sensitive or contentious, and seek support from colleagues where necessary.

To communicate the results of assessment, intervention and evaluation to referrers and others involved with clients and carers and to provide support, advice and education to clients, relatives and carers of clients.

To effectively engage and work with individuals for which there may be barriers to understanding and/or acceptance.

To be able to exert physical and emotional effort, in often stressful situations and potentially as a lone worker, over unpredictable periods of time throughout the working day; and to be able to adopt a flexible approach to the setting and potential risks, whilst prioritising tasks that are often competing on self from staff and clients.

On occasions deal with distressing or emotional circumstances relating to diagnosis, prognosis and life changes for clients assessed and therapeutically engaged with, and to be able to support carers, family and support staff dealing with these issues.

Encourage and support individuals to access advocacy, user forums, carers' groups and patient councils.

In accordance with the 1995 Carers Act, to be aware of the need for carers assessment of their caring, physical and mental health needs, access them as required and conduct assessments under supervision.

To be aware of parenting capacity and child protection issues via mandatory training and work jointly with other professionals, which may include attending meetings under supervision.

To assess and evaluate the risks involved in the treatment and care of Vulnerable Adults and undertake mandatory training. Initiate professionals' meeting and report to appropriate agencies.

To provide care to clients in the least restrictive alternative environment in a non-judgemental manner.

To have a thorough understanding and knowledge of the Mental Health Act 1983.

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To actively participate in the recruitment and retention of staff on behalf of the Trust.

Care for users equally, and be sensitive to the needs of clients with different or specific religious denominations, cultural, sexual and socio-economic backgrounds.

Maintain the highest degree of service user confidentiality in delivery of treatment packages.

Willingness to receive phlebotomy training if required

All the above are to be undertaken with supervision from the Team Manager or identified deputy.

#### Administrative/Organisational Responsibility:

To actively participate in the work and development of Early Intervention Service.

To contribute to the development of mental health services within the Trust.

To plan work to ensure safe practice and effective use of time and other resources.

To write assessments and maintain patient notes and care records, which are accurate, up to date and are based on the active participation of clients in the care they receive.

Contribute with other colleagues to maintain and develop a service, which is shown to be of high quality, and which is responsive to the needs of commissioners and users of the service.

Use own initiative in order to manage workload within appropriate professional guidelines and with performance and outcomes reviewed through clinical supervision process.

Ensure effective and economical use of resources available, participating in the process of organising duty rotas as required

To maintain highest clinical and professional conduct as defined by professional code of conduct

Ensure that all Trust and team policies are adhered to at all times and provide evidence that all new and updated policies have been read.

Attend and fully contribute to all team meetings.

Complete and maintain all documentation and records as required, including electronic databases, ensuring junior staff comply with the same requests.

Undertake thorough risk assessment and comprehensive risk management plans as per Trust policy and supervise junior staff in the process

Maintain security and confidentiality on information in line with Data Protection Act and shared local policies.

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Ensure that written records of all aspects of service user treatment and progress are maintained by both yourself and junior qualified staff and non-qualified staff.

Ensure the recording of personal records of time worked and submit promptly to team manager.

Fully participate in all team developments and team maintenance. Contribute to the development of strategies to prevent stress and burn-out in self and colleagues

Provide information on activity when requested.

To participate in, and contribute to Trust Practice Governance arrangements

Professional:

To establish and maintain effective communication within the Early Intervention Service, with hospital staff and with all agencies involved in the provision of care in the community whilst observing their Code of Professional Conduct relating to confidentiality.

Ensure ethical and legal requirements in treatment programmes are maintained at all times, and individuals' rights are not infringed upon, always taking into account the customs, values and beliefs of service users when planning such programmes.

Be aware and act within the requirements of the Mental Health Act at all times, including Community Treatment Orders.

Establish and maintain relationships with appropriate supporting agencies.

Contribute to the enhancement of service user care and treatment by participating in the informal/formal working groups on procedural or professional policy matters.

Wherever possible, seek to include service users carers and families in treatment packages and service developments.

Demonstrate an enhanced working knowledge of the Early Intervention model and philosophies

Develop and work within best practice and evidence-based care plans

Attend course, seminars and conferences pertinent to personal and service developments, as identified within PDR.

Be responsible for and produce evidence of, own professional development, including training and production of best evidence based treatment plans, facilitating the same in junior team members.

Be responsible for ensuring that personal clinical/professional supervision is undertaken in line with professional/Trust and County Council policies, and ensuring the same in junior colleagues.

Undertake delegated responsibilities for annual PDR for junior colleagues, in line with Line Manager and relevant professional advisor; also fully contribute to own annual PDR.

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Actively contribute to the strategic planning and service development of the Early Intervention team

Develop, monitor and evaluate service and service provision. Participate in service evaluation and audit, ensuring practice is evidence-based

Actively contribute to the development and maintenance of standards, policies and procedures of the team. Act as a mentor/assessor for pre-registration students

#### Educational Responsibilities:

To assist in planning and implementation of an in-service training programme as required.

Instigate and participate in teaching programmes for students, junior staff, colleagues and the wider community.

Actively seek to provide information, advice to local agencies and special interest groups as required.

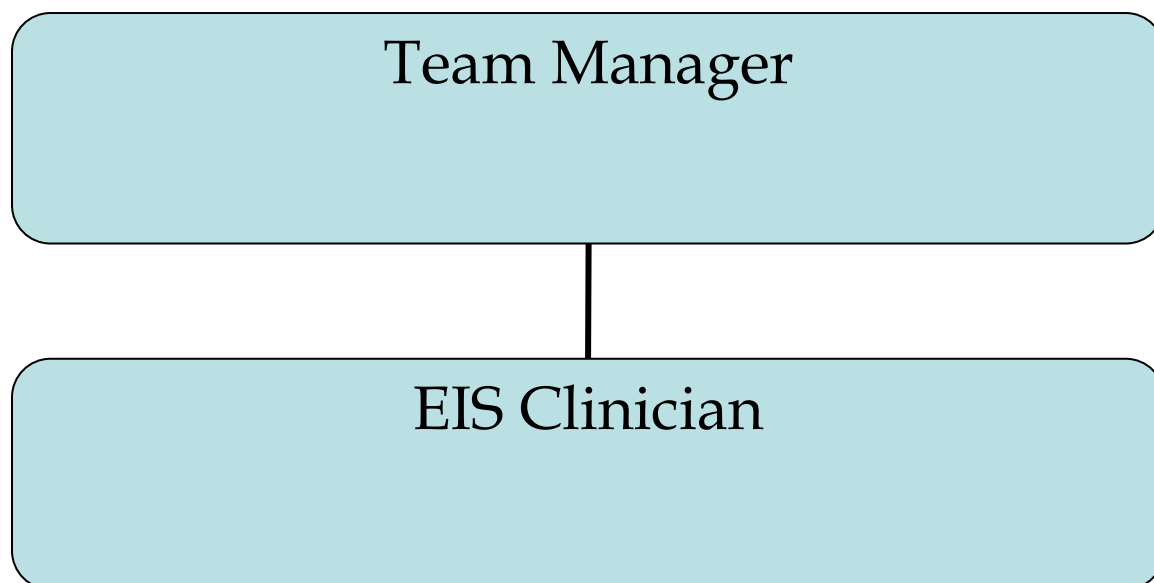
Participate in practice development initiatives for all professions within the team.

Participate in developing, implementing and reviewing appropriate induction programmes new staff

Supervise students as appropriate.

This job description is a general outline of the post, and is not intended to be restrictive or definitive. It may be subject to alteration in accordance with the needs of the service.

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## **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 in the Trust's Information Governance Policy.
- To comply with the Data Protection Act 2018 and General Data Protection Regulations (GDPR), National Data Security Standards and any professional 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**

<b>Band: 6 – EIS Clinician CPN or OT</b>		
<b>Criteria for Selection</b>	<b>Essential Requirements</b>	<b>Desirable Requirements</b>
Knowledge Requirements	<p>Ability to present ideas with clarity and in a persuasive and influential style</p> <p>Ability to engage and communicate effectively both verbally and in writing with young people</p> <p>Basic computer skills</p> <p>Ability to manage and prioritise effectively own time and clinical caseload.</p> <p>Effective time management and prioritisation skills</p> <p>Ability to work effectively in crisis situations in order to maintain the safety of both staff and clients</p> <p>Ability to effectively manage psychiatric emergencies</p> <p>Knowledge of and ability to work as part of a multi-disciplinary team</p> <p>Ability to assess, plan, implement and evaluate care plans</p> <p>Ability to demonstrate a creative and flexible approach in order to deliver a high standard of care</p> <p>Ability to set, monitor and evaluate standards for quality within the service</p>	
Qualifications – Academic/Skills/Professional	<p>Relevant professional qualification – (RMN or OT)</p> <p>Evidence of on-going development</p> <p>Training in the management of violence and aggression</p>	

	<p>Training in Risk assessment and management skills</p> <p>Registration with relevant professional body</p>	
Further Training or Job Related Aptitude and Skills		
Experience	<p>Post registration experience</p> <p>Ability to communicate effectively across multi-disciplinary groups</p> <p>Interpersonal skills/Communication skills especially with young people, recognising appropriate developmental levels</p> <p>Ability to build on the knowledge, skills and priorities of people working in a range of disciplines</p> <p>Experience in the assessment and management of people with mental health issues especially young people</p> <p>Innovative, creative and a willingness to try new ideas</p> <p>Experience of working with young people in a variety of settings (CAMHS, Drug or alcohol services, forensic, housing, voluntary) and using a recovery focussed model of practice</p> <p>Ability to supervise students/trainees</p> <p>Ability to train others</p> <p>Working with families and carers</p>	
Personal Qualities	<p>Good time management</p> <p>Reliable</p> <p>Ability to work in a team</p>	
Contractual Requirements or other requirements	<p>Willingness to travel between sites and to regional meetings</p>	