

JOB DESCRIPTION

Job Title:	IAPT Clinical Service Lead
Band:	equivalent to Band 8a
Salary:	£37,996 - £45596
Hours:	37.5
Based:	IAPT Hub Bexleyheath + Bellegrave Surgery or Lakeside Surgery
Responsible to:	IAPT Project Board
Accountable to:	Fund Holding Partnership
Key Relationships:	Administrative Co-ordinator Mind in Bexley Lead GP for IAPT Holistic Lead Experienced CBT Therapist Lead IAPT Commissioners Bexley PCT/Local CMHT

Overview of IAPT in Bexley

Bexley plans to implement an IAPT service in 2 stages. The first stage will bring together the existing Step 2 service and the primary counselling services and new funding will both establish a Hub base Managed by Mind in Bexley, for the new IAPT service and provide some additional staffing for it. Stage 2 is the planned expansion of the service into a compliant IAPT site which will include self referral.

Purpose of job

The Clinical Service Lead will be responsible for managing; delivering and developing a primary care based psychological therapies service that will deliver Steps 2 and 3 within a holistic, person centred framework, whilst working within NICE guidelines and towards full IAPT compliance.

Main Duties and Responsibilities

Service

The service will provide Steps 2 and 3 therapy, for the whole of Bexley and work towards meeting all the specifications of an IAPT site. The Clinical Service Lead will take an active role in long term planning of services across involved organisations so that a seamless psychological therapy service firmly rooted in a holistic person centred approach can be put in place. The post holder will be responsible for

- Ensuring that all of these elements of the service are put into place
- Implementing ongoing service development to keep up with new evidence as it emerges
- Facilitating long term plans in liaison with stakeholders on how the service should develop

- Proposing and implementing service changes which will have an effect across organisations

Managerial

The post holder will be responsible for all the managerial aspects of the service including staff management, internal managerial arrangements and all aspects relating to governance of the service. The post holder will be responsible for relating to governance of the service. The post holder will be responsible for

- Assisting with the strategic development of the service both internally and its inter relationships with other organisations in collaboration with G.P's, Mind in Bexley and the IAPT Project Board
- The long term planning and development of psychological therapies in primary care and across into other organisations
- Ensuring that all policies and procedures are developed and implemented for the safe running of the service
- Ensuring that all policies and procedures are developed and implemented for the safe running of the service
- Ensuring that the management of staff adhere to all PCT/organisational policies and procedures
- Developing and implementing all governance arrangements for the service
- Ensuring that all aspects of the service are delivered to the highest standard working within NICE guidelines and towards meeting full IAPT compliance
- Ensuring that all reports required nationally, regionally and locally are produced and submitted on time
- Developing a communication strategy so that both internally and externally all involved are knowledgeable about the service and its delivery
- Linking with the directors of Bexley Community and Mental Health Services Ltd to deliver the budgetary and financial arrangements of the service.

Professional Workforce

National guidelines have been produced for the skill mix, training requirements and types of staff who should be employed within IAPT services. All staff working within IAPT services will be expected to comply with local and national professional standards. The post holder will be expected to

- Maintain the high standards of practice required by the G.P's, Mind in Bexley, the Mental Health Commissioner and the IAPT Project Board and any regulating bodies
- Ensure all aspects of confidentiality and data protection relating to both the service and individuals are maintained at all times
- Participate in individual performance review and respond to agreed objectives
- Ensure all staff are aware of professional standards expected in the service, in terms of required qualifications, holistic person centred delivery, required supervisory quota and ongoing personal and professional development
- Ensure that the relevant guidelines are used to recruit the new staff to stage 1 of the service implementation
- When the funding for Stage 2 of the service implementation has been secured ensuring that these guidelines are used to recruit correct numbers of staff (both trained and trainees) to provide high and low intensity interventions
- Develop a short, medium and long term workforce plan to meet the needs of the service, taking into account local recruitment and retention issues including staff turnover and training
- Ensure appropriate supervision arrangements are in place for qualified staff, students and trainees
- Ensure robust line management arrangements for all staff in the service
- Work with G.P's, Mind in Bexley and the IAPT Project Board on the recruitment and retention of staff

Education and Training

There will be elements of training required, including training in supervision and requirements linked to service development, personal development plans, and continuing professional development etc. for the whole of the team providing the service. There will also be student placements to establish and maintain.

If at Stage 2 IAPT funding is secured there will be a number of trainees within the service. This will be for High Intensity trainee practitioners who will be expected to deliver services for 3 days and train for two days and Low Intensity trainee practitioners who will be expected to deliver services for four days and receive training for one day. These training arrangements will be in place over a period of one year. It will be important to work closely with training providers so that the training element can be provided as seamlessly as possible. The post holder will be expected to

- Ensure, where possible, that the existing workforce maintain training profiles appropriate to their roles in order to provide a high quality compliant service
- Work with the local SHA on training issues related to selected IAPT training providers
- Establish, develop and maintain excellent working relationships with local colleges to ensure mutually productive student placements
- At stage 2, if trainees are allocated, establish, develop and maintain excellent working relationships with local IAPT training providers
- Staff are appropriately skilled and trained to deliver the service and to provide supervision
- Supervision arrangements are in place for all elements of service delivery
- Provide training/information to other stakeholders about the service.

Holistic Working

Mind in Bexley will establish a Hub in order to provide seamless access to the additional support services. The post holder will work collaboratively with the Holistic Lead on

- The establishment of local links to statutory and non statutory employment and other support agencies.
- The development of local policies and procedures on how employment and other aspects of the holistic model will be integral to the service.

Clinical Services

The IAPT service will provide a stepped care model of treatment for people experiencing anxiety and depression in primary care. The post holder will be expected to contribute to the clinical activity of the service, this will involve holding a small clinical caseload, and as an expert therapist act as a role model to staff. The post holder is responsible for ensuring that

- Steps two and three are implemented by the service in line with the national guidance
- Procedures and arrangements are in place so that people can be seamlessly stepped up and down, to and from the service as required
- Procedures are in place for the overall delivery of the service
- Clinical Governance arrangements are in place to cover all of the clinical activity
- Staff are appropriately skilled and trained to deliver the service and to provide supervision
- Working collaboratively with the Experienced CBT Therapist to ensure that robust arrangements are in place and a solid clinical supervisory structure is maintained for all elements of service delivery

Information and Resources

- All IAPT sites are required to use a minimum data set to record the outcomes of the service. A recognised system, IAPTus, will be used. The post holder will be responsible for
- Working with the information system to record and report all of the information required by the national IAPT programme including keeping and reporting data regarding return to work / maintenance of employment
- Ensuring that all staff complete all the information requirements as agreed by local procedures
- Keeping informed about national policy, interpreting it and making recommendations on implementing local procedures to reflect national direction
- Interpreting information, preparing and providing reports as required by the PCT, National Team, G.P's, Mind in Bexley and the IAPT Project Board
- Working with G.P's, Mind in Bexley and the IAPT Project Board to ensure that the highest level of service delivery is achieved within the budget constraints.

Audit, Research and Development

There is an expectation that all of the IAPT sites collect data which can be utilised in the ongoing audit and research processes of IAPT services, this service will work towards this. There will also be local elements of service data which will be unique but which should also add to the evidence base and may be used for other research purposes. As a person centred service it is vital that qualitative outcomes as well as statistical outputs are recorded. To ensure that all of this information is recorded there will be a need to establish and maintain internal clinical audits, quality assurance systems and develop a research element for the service. The post holder will be responsible for

- Ensure that there is a clinical audit programme developed
- Ensure that all of the research data which is required centrally is produced in a timely manner
- Establish local research priorities and develop a research programme in line with local and national policies
- Produce reports by using the data which has been collected via the minimum data sets for the service. This will involve extrapolating data from the computer system to provide detailed reports of service activity including numbers seen, recovery rates return to work etc
- Produce reports that reflect and inform the quality of the experiential aspect of the service from a client perspective
- Organise research and audit programmes for the service

Clinical

The post holder will be expected to contribute to the clinical activity of the service. This will involve holding a small clinical caseload. For the clinical activity the post holder will be expected to

- Adhere to all clinical policies and procedures
- Accept and work with clients in line with local policies
- Maintain high clinical standards in all aspects of the work

General

The post holder will be expected to

- Maintain up-to-date knowledge of legislation, national and local policies and procedures in relation to Mental Health, Primary Care Services
- Take responsibility for own health and safety and the health and safety of colleagues, clients and the general public

- Taking 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
- 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, Bexley Community and Mental Health Services Ltd, Mind in Bexley and the IAPT Project Board.
- To at all times deliver the service in line with and adhere to the Policies and Procedures.
 - This Job Description does not provide an exhaustive list of duties and may be reviewed in conjunction with the post holder in light of service development.

PERSON SPECIFICATION
Job Title:- IAPT Clinical Service Lead

	Essential	Desirable	Assessment Method
Education/Qualifications	Higher degree / MSc in a relevant field/therapy BABCP accredited or eligible for accreditation	PhD in a relevant field A qualification in management	
CPD	Evidence of continuous professional development within own profession		Assessed by interview and references.
Previous Experience	<p>Experience in psycho-social/and CBT intervention skills</p> <p>Minimum of two years experience as team lead/manager</p> <p>Generic and CBT therapeutic competencies and meta competencies</p> <p>Experience of working in Primary Care Services</p> <p>Experience of applying evidence based practice in a clinical setting</p> <p>Experience of managing people, budgets, resources, projects and change</p> <p>Clinical governance</p> <p>Involvement in planning and developing new initiative and services</p> <p>Good IT skills</p> <p>Research and knowledge of research methodology and presentations</p> <p>Supervision and line management</p>		Assessed by interview and references.
Knowledge, Skills and Abilities	<p>CBT Competence Framework and understanding of the IAPT agenda, in relation to supporting people in social inclusion and returning to work.</p> <p>Understanding of evidence based practice, including a specific and thorough understanding of CORE</p> <p>Ability to prioritise and meet deadlines</p> <p>An awareness of the importance of budge and resource management</p>		Assessed by interview and references

	<p>Ability to think methodically and plan effective action</p> <p>Evidence the ability to manage a team and to set and maintain standards of performance and conduct</p> <p>Able to select and develop staff</p> <p>A clear understanding of health and safety, risk assessment and equal opportunity legislation</p> <p>Excellent communication skills both written and verbal as well as the ability to work to deadlines and operate effectively under pressure</p> <p>Excellent presentation Skills</p> <p>Able to influence and work with local partners in health and social care developing new service</p>		
<p>Additional Requirements</p>	<p>Car Driver</p> <p>Willingness to undertake training</p> <p>Willingness to abide by the principles, Policies and procedures</p>		<p>Assessed by interview and references</p>

The criteria for short-listing for this post is the person specification please ensure that you fully address these criteria on your application form.