



JOB DESCRIPTION

Job Title:	IAPTus Administrator (funding secured until 1 st July 2011) Being Well in Bexley (IAPT)
Grade:	NJC scale point 26
Salary:	£11,869
Pension:	Access to Stakeholder Pension
Hours:	Part Time 18 hours per week
Holidays:	25 days per annum pro-rata, plus public holidays
Based at:	IAPT Hub Bexleyheath
Responsible to:	Director Mind in Bexley
Accountable to:	Board of Trustees

Overview of IAPT in Bexley

Bexley plans to implement an IAPT service in 2 stages. The first stage is bringing together the existing Step 2 (self help CBT) service and the primary counselling services and new funding will both establish a Hub for the new IAPT service and provide some additional staffing for it, this Hub will be the location for all Step 2 delivery, and for Holistic client assessment including employment support. Stage 2 is the planned expansion of the service into a compliant IAPT site which will include self referral.

Purpose of job:

To work as part of the Being Well in Bexley team by providing Administration for the Hub based service and to have the overall responsibility for the IAPTus database system. The service aims to ensure clients receive a seamless service incorporating both their clinical, employment and social needs. IAPTus, as well as internal data collection systems, will be used to undertake the recording of comprehensive data on the service, both for the IAPT data collection requirements, key performance indicators, KPI's, and to inform local research and development.

Scope of the job:

- Will have direct responsibility for overseeing the IAPTus system.
- Will be responsible for general administration of the service.
- Will be either a trained medical secretary, have extensive office management experience or be an experienced statistician.
- Will have excellent information technology/computer skills.
- Will have the experience and competencies to work within time limits.
- Will have the experience and competencies to develop and efficiently deliver timely, robust, focused, appropriate reports and statistics.
- Will work very closely with the entire IAPT staff team and Mind in Bexley senior management to ensure clients receive a high quality service.

- Will work very closely with the Clinical Lead, Step 2 guided self help Coordinator and Mind in Bexley senior management to ensure the Care Trust and Department of Health receive all required information and statistics on the service.

Main Responsibilities.

Service.

The overall pan borough service will provide a clinical and social support package for clients experiencing mental health difficulties and for whom interventions of up to and including step 3 are appropriate. The service will work towards meeting all the specifications of an IAPT site. The Administrator will be key in developing robust office systems so that IAPT service delivery staff can provide a seamless psychological therapy service firmly rooted in a holistic person centred approach. The post holder will be responsible for

- Ensuring that the IAPTus database is being maintained and correctly updated.
- Ensuring that administrative systems are in place to support the service.
- Ensuring that procedures for administrative systems are in place.
- Working collaboratively on internal databases as required.
- Working collaboratively on system audits and improvements.

Holistic Delivery.

One of the aims of the IAPT programme is to help individuals return to or maintain their employment. This service will be run on a holistic person centred ethos and on the recovery model. This means that employment and all other factors that impinge of people's mental health and well being will be acknowledged. The service will establish a hub in order to provide seamless access to the additional support services. The post holder will be responsible for

- Working closely with the delivery staff team and Mind in Bexley senior management to ensure that the overall administration of the service meets the requirements of all the various segments.
- Ensuring that the administrative systems and procedures are streamlined and efficient.
- Being an active communicator so that both internally and externally all involved are knowledgeable about the service and its delivery.
- Ensuring that robust communication systems are in place.

Education, Personal Development, Teamwork and Training.

The IAPT service will be a multi-faceted service delivered by a multi-disciplinary team with a wide and varied skill base. All staff will be expected to share their knowledge and expertise within the team on a day to day informal basis and more formally within team meetings, seminars and training days. The service will host appropriate student placements and at stage 2 IAPT trainees. The post holder will be responsible for

- Attending regular supervision with their line manager.
- Providing supervision where appropriate.
- Engaging with self assessment of competences, annual performance development reviews and ongoing training.
- Attend and be an active participant in team meetings, team training and other internal meetings etc.

- Where appropriate take an active role in overseeing staff/students/ trainees with regard to IAPTus and administration training.
- Attending external meetings, forums, conferences, training etc as required by line management.

Information and Resources

The service will be utilising the IAPTus database programme in order to provide the required Key Performance Indicators to the Department of Health as well as other internal recording systems these will be vital for the delivery of a fully integrated person centred IAPT service The post holder will be responsible for

- Ensuring the required KPI's are relayed to both the Care Trust and Department of Health accurately and on time.
- Ensuring other statistics as required are produced accurately and on time.
- Ensuring that the IAPTus database information system is regularly updated.
- Maintaining all administrative systems in a timely and appropriate manner in accordance with service procedures and Mind in Bexley senior manager's instructions.
- Taking notes and producing minutes of meetings as required and to ensure timely and accurate information sharing.
- Producing reports as required.

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

- Ensuring that the required audit and quality assurance information is gathered and recorded in line with the appropriate procedures.
- Ensuring Quality Assurance Systems are imbedded in Administrative procedures.
- Assisting with the production of reports that reflect and inform the quality of the experiential aspect of the service from a client perspective.
- Assisting with research projects and audit programmes as appropriate.

General

The post holder will be expected to

- Maintain up to date knowledge of IAPTus and related computer systems.
- Maintain up-to-date knowledge of legislation, national and local policies and procedures in relation to Mental Health, Primary Care and Employment Services, at level appropriate to the post.
- Take responsibility for own health and safety and the health of safety of colleagues, clients and the general public.
- Take responsibility for ensuring that legal obligations regarding information which is processed for clients 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 and Mind in Bexley's Director.
- To at all times deliver the service in line with and adhere to Mind in Bexley's Policies and Procedures.

Paula H. Horan September 2009.