

**AGENDA FOR CHANGE  
NHS JOB EVALUATION SCHEME**



**JOB DESCRIPTION TEMPLATE**

**1. JOB IDENTIFICATION**

Job Title: Family systemic psychotherapist

Reports to: Head of Child Psychology (Departmental and Clinical Issues)  
Children's Services Manager (Managerial Issues)

Department, Ward or Section: Child and Adolescent Mental Health Service (CAMHS)

CHP, Directorate or Corporate Department: Children's Services (Specialist Services Unit)

Job Reference: SSWCHDRAIGCAMH34

No of Job Holders: 1

Last Update (insert date): N/A

**2. JOB PURPOSE**

To provide expert, high quality specialist family therapy service at Tier 4 and Tier 3 level for patients, colleagues and organisations concerned with the delivery of mental health care to children, adolescents and their families in Highland. To manage, develop and provide leadership to the strategic development of the CAMHS service to meet the needs of families in Highland. To develop and deliver, multi professional training to multi-professionals, clinical trainees and workers in the voluntary sector. To provide governance, leadership, professional skills, systemic supervision and training to contribute to the development and understanding of systemic psychotherapy as a profession at a local and national level.

**3. DIMENSIONS**

- To be aware of and implement service priorities in line with guidance from the Scottish Executive Health Department, Highland Health Board and the Children's Services Manager.
- To ensure that services are deployed in line with best contemporary standards and principles of equity, and reflecting evidence-based practice.
- To provide clinical supervision to appropriate grades of clinical staff and other staff in the Tier 2-4 CAMHS. Formal supervision occurs using face to face and other formats to meet agreed contractual needs that meet professional guidelines, with informal supervision also provided as required.
- To provide live, clinical supervision to systemic psychotherapy practitioners, clinicians and trainees on placement. Supervision consists of observation of trainee with clients; reviewing and editing the trainee's written reports; guidance on case selection and case management, including discussion of treatment, professional and ethical issues; guidance on organising, carrying out and interpreting of research or audit.
- To provide specialist teaching and training to psychotherapy trainees, as well as to other professional groups, organisations and courses.
- To lead on the development and provision of specialist systemic psychotherapeutic advice, consultation and, where appropriate, case supervision within the CAMHS service and to other disciplines and workers in other agencies.

- Provision of expert systemic consultancy and advice to colleagues, NHS organisations and other bodies as required.
- To provide a highly specialist family systemic psychotherapy service to children, adolescents and their families, through gathering and interpreting of highly complex information, developing an appropriate formulation to guide treatment and choosing between a range of treatment options to develop a highly specialised programme of intervention for the child and his/her family.
- To have sole and autonomous responsibility for the assessment and management of children, adolescents and families on own caseload. To provide appropriate level of systemic and clinical responsibility for progression of colleague and trainee casework.
- To ensure progressive clinical governance standards are met, developed within evidence base and CAMHS service needs strategically and operationally.
- To support colleagues within the specialty to provide highly motivated, enthusiastic and skilled provision of systemic psychotherapeutic services to our patient group.
- Lead and develop, research and development as appropriate, such as clinical audit and research.
- Assist in identification of service priorities in line with guidelines and policies from the Scottish Executive and NHS Highland.

#### **4. ORGANISATIONAL POSITION**

Please see attached chart.

#### **5. ROLE OF DEPARTMENT**

To provide highly specialist psychotherapeutic assessment and treatment of a wide variety of mental health and behavioural difficulties in children and young people aged 0 – 16 (or to older adolescents if they are still in secondary education) and their families; to provide training and supervision to systemic psychotherapy trainees; to provide consultation, supervision and training to other child health professionals and organisations; to carry out research and audit programmes to help guide treatment planning and service development; to participate in cross-agency and multi-disciplinary planning groups so as to promote joined up working and a seamless service for our patient group; to participate locally and nationally in relevant discussions about systemic psychotherapy in general, as well as in discussions about the wider Child and Adolescent Mental Health Service (which includes the Department of Child and Family Psychiatry and Primary Mental Health Workers).

## **6. MAIN TASKS, DUTIES AND RESPONSIBILITIES**

The postholder is responsible for the following key outcomes:

- The policies of the Board and Department are carried out efficiently and to the highest possible standard.
- Participating in the development of, and conformity with, clinical governance procedures within the department as promoted by NHS Highland.
- To keep management well informed about the needs and developments of the service and any psychological matters concerning children and adolescents' well being or mental health by participating in the Child Psychology Departmental meetings, the Area Psychology Departmental meetings, and meetings with the Children's Services Manager.
- Provision of a responsive, efficient, equitable, expert, specialist family systemic psychotherapy service to children, families and colleagues across Highland.
- To ensure that the best professional standards of assessment, formulation, communication and treatment are applied and maintained.

- Provide an expert and highly specialised family systemic psychotherapy service to children and young people aged 0-16 (or to older adolescents if they are still in secondary education) and their families, including individual therapy for the child or young person, individual work with the parent(s), working with the parent(s) and identified child/young person together, and working with all family members together, including extended family if appropriate.
- Provide expert administration and interpretation of a variety of systemic psychotherapeutic tools.
- Provide expert assessment, formulation, and treatment of a wide range of systemic, behavioural and emotional difficulties, including but not limited to anxiety/depression/low mood, phobias, attention deficit difficulties, bereavement, eating disorders/eating difficulties, parent-child relationship problems, post-traumatic stress issues, neuropsychological issues, enuresis, encopresis, self-harm, psychological issues related to chronic health problems, medical compliance issues, psychosomatic presentation, and sexual/physical/emotional abuse.
- Draw from various psychotherapeutic models to develop a treatment programme specific to each family's needs.
- Maintain a good record keeping system and to comply with requirements for reports as required by local and national policies.
- To provide an expert advisory and consultancy service to colleagues and organisations within NHS Highland, and elsewhere as appropriate.
- Practice effective self-management of workload, including own supervision, so that own well-being and health is maintained. Adhere to UKCP supervision of supervision practices to maintain registration and practice requirements as a systemic supervisor.
- Provide input to systemic psychotherapy training, such as providing placements for trainees; involvement in discussion regarding appropriate topics for core teaching; providing teaching and training; aid identification of developments to improve training; attending meetings, as appropriate, organised by the training course.
- To provide supervision for staff from other disciplines who are employed by NHS Highland
- Provide teaching and training to other allied professionals as appropriate.
- To ensure the receipt of regular clinical professional supervision from an appropriate senior colleague.
- To develop and resource systemic training, maintain and contribute to Continuing professional development in the department and elsewhere in the health care system
- To develop and maintain good links with colleagues, service users, carers and relevant community and voluntary organisations.
- Progress and manage systemic service feedback, leadership and operational management needs for systemic practice in CAMHS and other duties in negotiation with Head of Department and Children's Services Manager.
- To undertake risk assessment and risk management for individual patients and families and provide advice to other professionals on psychological aspects of risk assessment and risk management.
- To contribute and/or be part of a Duty rota, which incorporates assessment of DSH admissions, triage and non-urgent telephone calls. To provide advice to other professionals on systemic aspects of risk assessment and risk management.

### **7a. EQUIPMENT AND MACHINERY**

The postholder should:

- Maintain a high level of proficiency in the use of specialist assessment methods, and to incorporate developments in these as they are introduced to clinical practice.
- Have a good working knowledge of computer-based technology including word processing, e-mail, internet, Excel, and Access.
- Be able to operate a car in a safe and responsible manner, including having good winter driving skills.
- Shredder to shred confidential information.
- Photocopier to photocopy relevant handouts, information or reports as required.

## **7b. SYSTEMS**

The postholder should conform to the department's systems of information management for patient records, activity data, and mileage and expenses information. For example:

- Complete mileage sheets, annual leave requests and study leave requests and forward them to the correct department.
- Maintain up to date patient files in accordance with NHS Highland policy and with guidelines set out by the British Psychological Society.
- Maintain up to date computer database regarding clinic patients.

## **8. ASSIGNMENT AND REVIEW OF WORK**

All referrals for the NHS Highland area are triaged on a daily basis and allocation of cases is done weekly in an MDT allocation meeting.

Clinical supervision is provided on a regular basis according to the needs of the postholder and in line with guidelines from the UKCP code of practice and Trust policies and procedures.

Postholder reports to the Head of Department for clinical and professional matters and to the Children's Services Manager in managerial matters.

Postholder is also responsible for independently planning and organising a broad range of complex activities to meet the needs of the clients and their families (e.g. organising case conferences or multi-disciplinary consultations between numerous professionals).

## **9. DECISIONS AND JUDGEMENTS**

Note that all systemic psychotherapists are autonomous (i.e. independent) practitioners, responsible for their own work and interventions and for the interpretation of agreed guidelines and policies.

In addition, the postholder must:

- Be capable of taking sole and autonomous responsibility for systemic psychotherapy service input.
- Be capable of making judgements and clinical assessments involving highly complex facts and situations, which require the analysis, interpretation and comparison of a range of options.
- Be accountable for own professional actions.
- Be responsible for the clinical work undertaken by assistants and trainees, assuming they have acted within their own professional boundaries and in line with the post holder's advice.
- Be capable of weighing conflicting components pertaining to a complex problem or situation and forming judgements where information is incomplete or unavailable and in situations where expert opinion may be divided.
- Provide and deliver appropriate treatment or intervention to fit a particular situation.
- Demonstrate capability and ability to capably monitor situation/s or intervention/s by some formal means of evaluation and be able to modify the plan, treatment or intervention to obtain a better outcome.
- Demonstrate ability to develop and monitor training and supervision and vary these to suit the learning requirements of the students/trainees/other child health professionals.
- Demonstrate professional skill and ability in balancing the welfare rights of the individual against the duty of care to the wider community where the behaviour of a patient is likely to pose a significant risk to themselves and others.
- Demonstrate professional knowledge and competence to work with terms of reference of legislation

pertaining to child health, child mental health and child protection.

- Taking a lead role in identification and development of family and systemic psychotherapy service gaps, needs, development, provision, evaluation and planning of ways in which these deficiencies can be met.
- Develop; seek professional expertise as relevant of future demands reflecting technological innovation, novel treatments or demographic shifts in population structure.
- Contribute to formulating departmental policy by participating in departmental meetings (child psychology and area psychology) and in helping to formulate national policy by participating in meetings with other specialty groups.
- As part of the systemic psychotherapeutic and associated CAMHS psychological and medical process, be capable of breaking bad news to children and families and formulating and delivering the appropriate support in the wake of such disclosure.

## **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

- Influencing health care and other systems to adopt practises and behaviours to promote the psychological well being of staff and patients.
- Dealing with parents' and systems' resistance to change where entrenched positions are causing or contributing to a child's distress or psychological ill-health.
- Lone working, particularly when dealing with particularly traumatic or distressing case material.
- The emotional challenges to one's own psychological well being by interacting with and seeking to resolve psychological distress in others.
- Dealing with infants, children and young people with degenerative or life-limiting illness, including one's own feelings about this as well as helping the family and child to cope with the impact of this upon their lives.
- Helping other Child Health professionals to manage the impact of infant or child deaths on their own well being and organisations/services, as well as managing one's own emotional reaction to infant/child deaths.
- Unpredictable nature of the job, where planned activities are interrupted on a daily basis by phone calls from clients as well as other Child Health professionals, crises with clients, needs of other team members, etc.

## **11. COMMUNICATIONS AND RELATIONSHIPS**

The postholder must:

- Communicate clearly, professionally and empathetically with children, adolescents and their families in a wide range of very distressing, emotive and/or hostile circumstances, which may involve imparting sensitive clinical information relating to diagnosis, potential deterioration, death or involve restrictions on personal liberty (e.g. removal of children from parental care).
- Communicate promptly, clearly and sensitively with referral agents and colleagues, providing a written history of the presenting complaint, the clinical findings on assessment, a clinical formulation, and a recommended course of action; ensuring that these observations are sent to all those with a significant role in the management of the patient and that an appropriate record is stored in the records system.
- Possess excellent interview skills to assess complex, and frequently co-morbid, clinical presentations. The need to use these skills flexibly applies to both clients and indirectly to colleagues who are being supervised.
- Ensure that contemporary standards of confidentiality are observed in the communication and storage of clinical information.
- Ensure that the requirements for informed consent are observed when communicating about a patient with a third party or when soliciting their participation in research.
- Ensure a presence at important decision-making meetings concerning clients with whom one is

involved to ensure the passing on of relevant information to colleagues (e.g. Child and Adolescent Mental Health meetings, Social Services case conferences, Children's Hearings, school liaison group meetings).

- Provide a clinical and research consultancy service to colleagues, other professionals and organisations, pertaining to psychological aspects of health care.
- Responsibility to ensure high quality training and supervision of systemic psychotherapy trainees in clinical and research matters within the specialty.
- Develop and maintain good relationships with voluntary and carer organisations dealing with children and families.
- Conduct appropriate research and audit and to communicate the findings to help to shape clinical practice and to enhance the perceived stature of NHS Highland by publishing, when possible, in professional, peer-reviewed journals.
- Maintain effective communication with the Head of Department and Children's Services Manager in order to keep them informed as to developments within the department and to receive updates and feedback about wider service issues.

## **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB**

The postholder must:

- Maintain fitness and eligibility to drive frequent car journeys (at least fortnightly, usually up to an hour journey each way) to sometimes isolated locations throughout the year to ensure equity of access to health care.
- Undertake overnight stays away from home and lengthy car journeys to attend meetings and appointments
- Be able to cope with unpleasant behaviour including physical and verbal aggression, exposure to passive smoking, noxious body fluids and odours and generally sub-optimal conditions for clinical activity (e.g. in-home visits where physical conditions may fall far below recognised standards of cleanliness, etc).
- Be able to sit in confined spaces and concentrate for long periods of time (up to several hours) when carrying out clinical assessments involving technical equipment for recording and use of one-way screen. This involves a high degree of multi-tasking observational skills and concurrent intellectual analysis under pressure of time.
- To be able to sit still and concentrated for long periods of time when undertaking clinical interviews for the purposes of assessment, formulation and treatment. Each appointment lasts approximately 1 hour, and there can be up to six appointments per day.
- To cope sensitively and appropriately with the potentially difficult matter of comforting ill, hurt, distressed or distraught children, adolescents and their families.
- To deal with the physical demands of interviewing, assessing or otherwise engaging with children, many of who will be impulsive or hyperactive.
- To cope with hearing details from children, adolescents, and their families of potentially distressing information such as sexual, emotional, or physical abuse, bereavement, accidents, etc.
- Be able to cope with the unpredictable nature of the job, including being able to prioritise own workload in the face of disruption and conflicting demands.

## **13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

The postholder must:

- Professional graduate qualification and registration in a medical, social, nursing or psychotherapy

discipline and completion of level 1 /2 Family and Systemic Psychotherapy, as per Association of Family Therapy (AFT) recognised training.

- MSc qualification or eligibility in family and systemic psychotherapy.
  - Be eligible for registration with the UKCP and equivalent other professional body.
  - Minimum 4 years post qualifying experience as registered family and systemic psychotherapist and qualification and eligible registration as systemic supervisor, with minimum of 2 years post qualifying systemic supervisor experience.
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- Working knowledge of a broad range of systemic psychotherapeutic skills and models. Clear sense of own professional role.
  - Be eligible for a Practising Certificate by maintaining CPD.
  - Maintain an up-to-date knowledge of the profession and the specialty by additional reading, study and CPD.
  - In addition to routine CPD, show evidence of continued specialist training.
  - Maintain supervision of supervision practice and registration eligibility as UKCP systemic supervisor.
  - Have the ability to undertake clinical supervision of appropriate grades of clinical staff as required meeting their professional guidelines, as per the UKCP code of practice or equivalent professional body.
  - Attend relevant in-house and external courses, such as computer training, lone worker guidelines, etc.
  - Have knowledge of the Board's policies and procedures.
  - Have knowledge of national and professional guidelines for optimal standards of clinical care. This includes a particular and extensive knowledge of Child Protection issues and procedures.
  - Be able to cope professionally with offensive and confrontational behaviours, which are often a manifestation of psychological ill health.
  - Be able to cope emotionally with complex clinical situations characterised by, for example, progressive illness, chronic handicap, social exclusion and extreme family dysfunction.
  - Respond appropriately to suicidal or self-harming children, adolescents and their families.
  - Respond appropriately to clients at risk of harming others.
  - Work in a sensitive manner with respect for diversity in gender and philosophical issues with a wide range of individuals and organisations.
  - Be aware of the limits of one's own competence and expertise.
  - Be aware of the need to deploy valuable health service resources in an effective and rational manner, according to current evidence-based practice.
  - Possess a current full UK driving licence.

#### 14. JOB DESCRIPTION AGREEMENT

I agree that the above Job Description is an accurate reflection of my duties and responsibilities at the date of signing.

Job Holder's Signature:

Date:

Manager's Signature:

Date: