**JOB DESCRIPTION – CYP-IAPT Trainee- Systemic Family Practice- ED**

**Reports to** : Head of Eating Disorder Programme

**Location:** Noa House (Golders Green) and University study

**Holiday entitlement**: (Taken in hours) 28 days FTE including bank holidays and Jewish holidays when Noa is closed

**Job Purpose**

This is a training role within the Child and Young Persons Improving Access To Psychological Therapies Programme (CYP-IAPT). The post-holder will work within Noa (providing interventions whilst undertaking a programme of training for this role. This intensive training post will equip the post – holder to provide interventions based on CYP-IAPT care principles and also an evidence based intervention consistent with their training course. The post- holder will work in the service for at least 2.5-3.0 days of the week using the newly developed skills whilst attending the training programme for the remaining 2.0-2.5 days.

**Main Duties and Responsibilities**

**CLINICAL**

1. Accept referrals via agreed protocols within the service

2. Assess clients for suitability for the treatment for which training is provided.

3. Make decisions on suitability of new referrals, adhering to the department’s referral protocols, and refer unsuitable clients on to the relevant service or back to the referral agent as necessary.

4. Formulate, implement and evaluate therapy programmes for clients.
5. Involve family members and others in treatment as necessary, conveying therapy formulations with sensitivity in easily understood language.

6. Adhere to an agreed activity contract relating to the number of client contacts offered, and clinical sessions carried out per week in order to minimise waiting times and ensure treatment delivery remains accessible and convenient.

7. Attend multi-disciplinary meetings relating to referrals or clients in treatment, where appropriate.

8. Complete all requirements relating to data collection within the service.

9. Keep coherent records of all clinical activity in line with service protocols

10. Work closely with other members of the team ensuring appropriate step-up and step-down arrangements are in place to maintain a stepped care approach.

11. Assess and integrate issues surrounding work and employment into the overall therapy process

**TRAINING AND SUPERVISION**

1. Attend and fulfil all the requirements of the training element of the post.
2. Apply learning from the training programme in practice

3. Prepare and present clinical information for all patients on their caseload to clinical case management supervisors within the service on an agreed and scheduled basis, in order to ensure safe practice and the clinical governance obligations of the worker, supervisor and service are delivered

4. Receive supervision from educational providers in relation to course work to meet the required standards.

**PROFESSIONAL**

1. Ensure the maintenance of standards of practice according to the employer and any regulating, professional and accrediting bodies (eg BPS, UKCP, BABCP), and keep up to date on new recommendations/guidelines set by the department of health (e.g Future in Mind ).

2. Ensure that client confidentiality is protected at all times.

3. Be aware of, and keep up to date with advances in the spheres of care pathway

4. Ensure clear professional objectives are identified, discussed and reviewed with senior therapists on a regular basis as part of continuing professional development.

5. Attend clinical/managerial supervision on a regular basis as agreed with Manager.

6. Participate in individual performance review and respond to agreed objectives.

7. Keep up to date all records in relation to Continuous Professional Development and ensure personal development plan maintains up to date specialist knowledge of latest theoretical and service delivery models/developments.

8. Attend relevant conferences / workshops in line with identified professional objectives.

**GENERAL**

1. To contribute to the development of best practice within the service.

2. To maintain up-to-date knowledge of legislation, national and local policies and procedures in relation to children’s mental health and social care needs.
3. All employees have a duty and responsibility for their own health and safety and the health of safety of colleagues, patients and the general public.

4. All employees have a responsibility and a legal obligation to ensure that information 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.

5. It is the responsibility of all staff that they do 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.

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.