



JOB DESCRIPTION

JOB DETAILS

Job Title:	Clinical Psychologist Specialist CAMHS
Pay Band:	8b
Directorate:	Mental Health and Learning Disability Directorate
Department:	Crisis, Assessment and Treatment Team, Specialist CAMHS

ORGANISATIONAL ARRANGEMENTS

Managerial Accountable to:	Head S-CAMHS & Psychological Therapies
Reports to:	Head S-CAMHS & Psychological Therapies
Professionally Responsible to:	Lead for Psychology in Specialist CAMHS
Responsible For:	Delegated Services and Clinical Staff within service area
Organisation chart:	<div>Director Mental Health & Learning Disability</div> <div>Professional Lead for Psychology</div> <div>Head of Service(S-CAMHS & Psychological Therapies)</div> <div>S-CAMHS Service Delivery Manager</div>

JOB SUMMARY / PURPOSE

To ensure the systematic provision of a high quality, qualified highly specialist psychology service for the Crisis and Assessment Team in S-CAMHS and the Crisis Hwb.

The post holder will contribute to the planning and co-ordination of the overall CAT service within S-CAMHS and will plan and co-ordinate the psychology provision.

To contribute to the development of the S-CAMHS Crisis Hwb provision and to provide clinical input into this service.

To assist the Lead for Psychology in S-CAMHS with lead responsibilities including the provision of professional and clinical supervision and the representation of psychology in meetings.

The post holder will lead the planning and co-ordination of quality driven processes such as service evaluation and audit. To provide a lead role in specialist psychological assessment and where appropriate therapeutic intervention for referred young people, as well as being available for consultation on the assessment, psychological formulation and intervention provided by other members of the team and wider service around the young person.

To provide specialist evidence based psychological assessment and therapy for the clients within the service.

To provide specialist evidence based assessment of risk from a psychological perspective for complex and dynamic presentations and to use this knowledge to inform interventions and service actions. To be available to the team for consultation and to assist in risk assessment and decision making around complex and dynamic presentations.

To design and implement specialist psychological interventions for those young people within the service who have high risk presentations and/or require specialist non-standard psychological interventions in a timely manner, in response to the urgency of the presenting problems and risk.

To provide advice, consultation and supervision on clients' psychological care to non-psychologist colleagues and to non-professional carers, working autonomously within professional guidelines and the overall framework of all policies and procedures.

To provide psychological support to other team members to improve the psychological wellbeing of the team and support them with the demands of their roles.

To exercise the systematic governance of psychological practice within the service.

To work with non-S-CAMHS professionals eg ward staff, and the systems around the young person to develop a psychological awareness to improve client care and outcomes.

To undertake and provide training where training needs are identified.

To utilize specialised research skills for audit, policy and service development and research within the area served by the post.

Report on data on a regular basis.

To propose and assist in the implementation of policy changes within the service area.

MAIN DUTIES AND RESPONSIBILITIES

Clinical

To provide specialist psychological expertise in the Crisis and Assessment Team within SCAMHS and to professionals in the wider S-CAMHS service around psychological aspects of the CAT provision. This may include assessments and interventions for young people who have risky behaviour around self harm, suicidal ideation, eating disorders, bipolar, psychosis, severe depression and emotional dysregulation.

To contribute to the development of the S-CAMHS Crisis Hwb provision and to provide clinical input into this service.

To provide specialist psychological assessments based upon the appropriate use, interpretation and integration of complex psychological data from a variety of sources including psychological and neuropsychological tests, self-report measures, rating scales, direct and indirect structured observations and semi-structured interviews with clients, family members and others involved in the client's care.

To provide specialist evidence based assessment of risk and formulation from a psychological perspective for complex and dynamic presentations and to use this knowledge to inform interventions and service actions. To be available to the team for consultation and to assist in risk assessment and decision making around complex and dynamic presentations.

To provide specialist consultation for the psychological assessment, psychological formulation and psychological intervention for clients within the CAT, and in particular, to provide this for those young people with the most complex presentations.

To formulate and implement plans for the formal psychological treatment and/or management of a client's emotional health, mental health problems and cognitive difficulties, based upon an appropriate conceptual framework of the client's problems, and employing methods of proven efficiency, across the service.

To be responsible for implementing a range of psychological interventions (for individuals, carers, families and staff teams) employed individually and in synthesis, adjusting and refining psychological formulations drawing upon different explanatory models and maintaining a number of provisional hypotheses.

To evaluate and make decisions about treatment options taking into account both theoretical and therapeutic models and highly complex factors concerning historical and developmental processes that have shaped the individual, family or group.

To design and implement specialist psychological interventions for those young people within the service who have high risk presentations and/or require specialist non-standard psychological interventions in a timely manner, in response to the urgency of the presenting problems and risk.

To exercise autonomous professional responsibility for the psychological assessment and treatment of clients as well as the responsibility for the planned psychological treatment and intervention provided by the team around the young person.

To provide specialist psychological advice, guidance and consultation to other professionals contributing directly to clients' diagnosis, formulation and treatment.

To ensure that the treatment team have access to a psychologically based framework for understanding client care, through the provision of advice and consultation and the dissemination of psychological research and theory.

To undertake risk assessment and risk management for individual clients and to provide specialist advice to other professionals on psychological aspects of risk assessment and management.

To communicate in a skilled and sensitive manner, information concerning the assessment, formulation and treatment of clients under their care and to monitor and evaluate progress during the course of both uni- and multi-disciplinary care.

To provide expertise, advice and support to facilitate the effective and appropriate provision of psychological care by all members of the professionals working with the young person.

To be empathic and work therapeutically amongst relationships which may at times be antagonistic, hostile, or otherwise emotionally charged. To be skilled in effectively communicating complex condition related information to clients who may have difficulty understanding their situation or for whom engagement in treatment is otherwise compromised.

Service Management

To ensure the systematic provision of a high quality, qualified highly specialist psychology service for the Crisis and Assessment Team in S-CAMHS.

The post holder will contribute to the planning and co-ordination of the overall CAT service within S-CAMHS and will plan and co-ordinate the psychology provision.

To work autonomously as an experienced, senior psychologist to train and supervise other highly experienced professionals, using professional judgment and expertise.

As a senior clinician, to advise on the development of a high quality responsive and accessible service to both service and professional management on those aspects of the service where psychological and/or organisational matters need addressing.

To assist the Head of Specialist CAMHS in the further development, evaluation and monitoring of the service's operational policies and services, through the deployment of professional skills in research, service evaluation and audit.

To work closely with senior management to evaluate the service and to engage in future service planning.

To manage the workloads of assistant and trainee psychologists, any junior qualified clinical psychologists and any other appropriate clinicians within the framework of the team/service's policies and procedures.

To prioritise workload to ensure that skills are used to address the more severe and complex psychological presentations within this area of work.

To ensure the principles of clinical governance are incorporated in service delivery by maintaining a high quality service based on agreed clinical standards.

To participate in the development and implementation of policies, procedures and protocols in conjunction with Service Manager, S-CAMHS, Acute Children's Services, professional and associated colleagues in relation to own specific work area incorporating local and national documentation and policy .

Service Improvement

The post holder will lead the planning and co-ordination of quality driven processes such as service evaluation and audit.

As a senior clinician, to play a lead role in the service's audit, service development and research activities through the deployment of professional skills in research, design and methodology.

To report on the impact of innovative new developments to the service and to deliver advice and guidance on future service planning and modernisation including partnership working.

The post holder will provide advice and support to Service Managers and Heads of Service to take forward recommendation in response to service development and the development of a psychologically minded service ethos.

To utilise theory, evidence-based literature and research to support evidence based practice in individual work and work with other team members.

To undertake appropriate research and provide research advice to other staff undertaking research.

To undertake project management, including complex audit and service evaluation, with colleagues within the service to help develop service provision.

To work collaboratively with other professionals within the UHB to improve services.

Development of business cases/ plans and proposals for service development and provide leadership/ motivation for staff within the service encouraging active participation in delivering evidence based quality services.

Co- ordinate and develop integrated policy development for individual services.

The post holder will evaluate own and others' work to ensure best practice is maintained. Proactively contributes to discussions regarding evaluation of services sharing the data/information gathered . Shares ideas and possible initiatives with management to improve the operational running of delegated services, and make suggestions for improvements to existing practice.

The post holder will consider corporate direction, policies and strategies and assist in ensuring that policies and procedures are developed and implemented in accordance with current statutory legislation. Comments on policies and procedures and suggests changes and amendments as needed

Communications

To maintain accurate contemporaneous records in accordance with the relevant standards.

To attend team meetings as required and to contribute to both the clinical and service discussions.

To communicate at a highly skilled level both written and verbal to a range of highly skilled professionals within various domains including training delivery, management groups, presentations, and skills workshops and conferences. This may include the chairing of meetings.

To facilitate and deliver highly skilled consultation and clinical supervision sessions to a range of professionals including Social Workers, Health professionals, Education, third sector, all of whom may present in the same consultation and operating from different psychological knowledge bases.

To communicate in a skilled and sensitive manner, information concerning the assessment, formulation and treatment plans of clients under their care and to monitor progress during the course of both uni- and multi-disciplinary care.

To communicate frequently with others, both professional and client groups, in both oral and written form, including the writing of complex clinical reports, training, and presentations.

The post holder will be responsible for management of highly complex, sensitive information such as disclosures and allegations of extreme sexual abuse and other serious offences. They will need to have a clear knowledge of local Safeguarding Procedures and activate where appropriate Child Protection and Public protection procedures.

Adheres to the Health Boards Guidelines relating to record keeping. Keeps records of personal activities for KSF PADR and sickness records, and maintaining confidentiality in line with Health Board policy on Records Management e.g. FACE inputting and CTP.

Recognises difficulties when they occur and selects the most appropriate form of communication most likely to generate understanding. Creates, maintains and enhances effective working relationships with all levels of staff across the Directorate and across Hywel Dda Health Board. Develops and maintains good working relationships with all relevant managers in order to be well-positioned to encourage and bring about changes in service delivery.

The post holder will use a wide range of different forms of communication depending on the circumstances, which will include verbal, written, and electronic communication, and be responsible for communicating business and sensitive information from staff at all levels of the organisation as required.

The post holder will recognize and reflect on barriers to effective communication which may be experienced, and explaining the relevance and importance of information/requests in a clear manner and will demonstrate the ability to deal with anxious or distressed staff in an appropriate manner, managing stressful situations calmly, and will address sensitive or complex issues with tact ensuring privacy in the workplace environment,

The post holder will work in adherence to legislation, organizational policies and procedures regarding complaints, confidentiality, data protection, disability, diversity, employment, equality and good relations, human rights, information and related technology. Communicates within the remit of the role

Chair meetings at all levels and with external bodies in attendance, as required.

To contribute to the development and articulation of best practice in applied psychosocial and other psychological work by exercising the skills of a reflexive and reflective practitioner, taking part in regular professional supervision and appraisal and maintaining an active engagement with current evidence-based developments in the specialist field and other related disciplines.

Finance and Resources

Advise on staffing arrangements for ensuring appropriate skill mix and efficiency within the service.

Responsible for the procurement of psychological equipment and other supplies as appropriate.

To work within the remit of the Health Board's Standing Financial Instructions and engage in prudent financial management.

Personal and People Development and People Management

To provide leadership in teaching, training and consultation for professionals working with children and young people within the Crisis and Assessment Team and in the wider service.

The post holder will line manage delegated staff/ managers within designated service area and ensure that all staff receive a comprehensive induction and have access to appropriate support for their continuing professional development.

Undertake clinical appraisal for allocated staff and ensure up to date PADR for allocated staff and compliance with mandatory training.

Convene and contribute to service and professional forums where appropriate and participating in all Wales forums when necessary and providing specialist knowledge and ensuring feedback to the service.

Provide leadership within specific area of service and supporting the development of a corporate approach to the development of a psychologically minded service.

The post holder will provide leadership and advice in respect of professional and clinical training and development requirements of the workforce, including mandatory and

professional training and education requirements to ensure that all clinicians are educated, trained and skilled to meet the needs of the client group.

Provide leadership to all staff working within the service area, motivating and developing them to ensure the delivery of a clinically efficient and effective service.

To ensure a system of appraisal is in place for those for whom they are responsible and to include personal development plans for clinical staff, monitor/ maintain up to date KSF and professional development records for all designated staff.

To ensure personal development in evidence based practice by use of relevant reading, attendance at in-service training, external courses, and database searches and to undertake research and audit activities.

The post holder will prepare for and actively participate in KSF personal development review/appraisal process in line with service development and organizational policy, reflecting on own achievements and key learning experiences over the previous 12 months against performance and objectives set.

The post holder will take responsibility for ensuring own career development is maintained through appropriate training opportunities to evaluate currency and sufficiency of own knowledge and practice against the KSF outline for the post.

To receive regular clinical professional supervision from a senior psychologist and will be responsible for accessing this on a regular basis.

To provide professional and clinical supervision of assistant/trainee psychologists and more junior clinical psychologists as appropriate.

Information Processing

To maintain comprehensive clinical notes and consultation records as defined in the operational policy and by professional bodies, utilising care files and electronic patient record systems as appropriate.

To utilise electronic patient record data for implementation of audit and service delivery purposes to inform service developments.

To regularly use information technology to communicate with clients and their families and other professionals, in the form of report writing and presentations.

To use information technology for conducting research as required.

To be competent in all basic IT skills as required.

To review, analyse and provide statistical reports for defined service area and produce clinical and managerial reports when required.

Ensure that professionally focused/ pertinent information and its implications are communicated to clinical and managerial teams in an easily accessible format.

Health, Safety and Security

The postholder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Health Board. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

The post-holder has the responsibility for the development of risk profiles within their area of responsibility

Quality

The post holder will lead the planning and co-ordination of quality driven processes such as service evaluation and audit.

The post holder will understand and recognise own role, the limits of own professional competence and be responsible for limiting own actions to those, which, they feel competent to undertake and identify areas where further training is required.

To contribute to the development and articulation of best practice in psychology across the service, by continuing to develop the skills of a reflexive and reflective scientist practitioner, taking part in regular professional supervision and appraisal and maintaining an active engagement with current developments in the field of psychology and related disciplines.

To participate with the audit process within own area of specialty and improve service delivery and contribute to local /national audits as required.

To work within the clinical Governance Framework of the Health Board

To supervise, initiate and participate in evidence based clinical interventions which are multi-disciplinary and disseminate findings and implementing changes in practice which may include presenting outcomes to external agencies.

To support others effectively during times of change and work with others to overcome problems and tensions as they arise, and ensure that their own work load is managed effectively.

Equality and Diversity

The post will not discriminate in any way and will act in ways that support equality and value diversity.

Effort and Environmental

Significant mental and emotional effort will be exercised in the clinical work.

The post holder will be required to frequently sit or stand in a restricted position for a substantial proportion of the working week, e.g., sitting during therapeutic assessments and interventions of up to 90 minutes; sitting on low chairs at low neuropsychological and other psychological testing equipment, weighing in excess of two kilos, possibly for use in the community.

The post holder will be required to demonstrate manual dexterity skills involving a balance of high accuracy, speed and manipulation, e.g., in the use of neuropsychological and developmental tests and assessments with children and adolescents. They will be required to engage in physical activity involving play with children and their families in a therapeutic setting. They will also be required to input data using a keyboard and to travel when working in the community.

The post holder will be required to remain still and concentrate intensely for continuous periods on highly complex information provided by individuals, groups or family interviews, whilst pro-actively responding and actively participating the individual, group or family.

The post holder will be directly exposed to highly emotive information and distressing situations on a regular basis. They will be required to provide therapeutic care to emotionally demanding children, adolescents and families in highly emotive situations. For example, the need to confront and offer psychological interventions when children have been abused, following family breakdown, domestic violence etc.

The post holder may be exposed on a regular basis to aggressive behaviour from children, adolescents and/or parents and other family members, who are often in distress and will be required to be trained in restraint and breakaway techniques.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and Knowledge	<p>Post-graduate doctoral level training in clinical psychology (or its equivalent for those trained prior to 1996) as accredited by the BPS.</p> <p>Registration with the HCPC as a Psychology Practitioner.</p> <p>Training also to specifically include models of psychopathology and two or more distinct psychological therapies and lifespan developmental psychology.</p> <p>Significant post qualification training in therapeutic work with young people who have significant self harm, suicidal ideation with associated plans and intent, emotional dysregulation and significant mental health problems.</p> <p>Knowledge of legislation in relation to the client group and mental health.</p> <p>Evidence of continuing professional development as recommended by the BPS & HCPC</p> <p>Further relevant specialist training or experience or qualification.</p>	<p>Training in one or more additional specialized areas of psychological practice</p> <p>Experience of working in an inpatient unit for children and young people.</p> <p>Training and experience in working with young people with eating disorders.</p>	Application form
Experience	<p>Significant experience in conducting and interpreting cognitive/neuropsychological assessment and clinical psychometrics.</p> <p>Significant experience of working with a wide variety of client groups, across the whole life course and presenting with the full range of</p>	<p>Experience of representing psychology within the context of multi-disciplinary care.</p> <p>Experience of the application of psychology in</p>	Application form and interview.

	<p>clinical severity across the full range of care settings including outpatient, community, primary care, in-patient and residential care settings severity including maintaining a high degree of professionalism in the face of highly emotive and distressing problems, verbal abuse and the threat of physical abuse.</p> <p>Significant post qualification experience of assessing and managing risk in children and young people.</p> <p>Significant post qualification experience of therapeutic work with young people who have significant self harm, suicidal ideation with associated plans and intent, emotional dysregulation and significant mental health problems.</p> <p>Extensive experience of working with children and young people with significant mental health problems.</p> <p>Extensive experience of exercising full clinical responsibility for clients' psychological care and treatment within the context of a multidisciplinary care plan.</p> <p>Experience of leading projects related to quality of service provision and service development.</p> <p>Experience of teaching, training and clinical supervision of staff working with children and young people with complex presentations.</p>	<p>different cultural contexts</p> <p>Experience of providing clinical consultation to others.</p> <p>Experience of working with young people with eating disorders.</p>	
Language Skills		<p>Welsh Speaker (Level 1) <i>Full details around the expectations associated with level 1 may be found at the bottom of this page</i></p>	<p>Application form and interview</p>

Aptitude and Abilities	<p>High level knowledge of the theory and practice of at least two specialised psychological therapies.</p> <p>Ability to conduct psychometric assessment and draw appropriate and relevant conclusions.</p> <p>Ability to maintain a high degree of professionalism in the face of highly emotive and distressing problems, verbal abuse and the threat of physical abuse.</p> <p>Ability to provide clinical supervision to others.</p> <p>Ability to teach and train others, using a variety of complex multimedia materials suitable for presentations within public, professional and academic settings.</p> <p>Ability to work autonomously within the requirements of the post.</p> <p>Ability to work as part of a team.</p> <p>Ability to identify and employ mechanisms of clinical governance as appropriate, to support and maintain clinical practice in the face of regular exposure to highly emotive material and challenging behaviour.</p>	<p>Knowledge of the theory and practice of specialised psychological therapies and assessment in specific difficult to treat groups or complex presentations (eg mental health and learning disability, substance misuse).</p> <p>Knowledge of legislation in relation to the client group and mental health.</p>	
Values	<p>Ability to embrace the following personal values and behaviours on a daily basis -</p> <ul style="list-style-type: none"> • Dignity, Respect and Fairness • Integrity, Openness and Honesty • Caring, Kindness and Compassion 		

	Ability to demonstrate a commitment to our organisational values - <ul style="list-style-type: none"> • Working together to be the best we can be • Striving to develop and deliver excellent services • Putting people at the heart of everything we do 		
Other	Ability to travel between sites in a timely manner Flexible approach to needs of the service eg ability to work flexible hours, including working evenings and weekends if required by the service.	Academic publications	Interview
Aptitude and Abilities			Interview

Level 1 Welsh

(Please note that for this particular post level 1 in spoken Welsh is desirable but not essential)

Listening/Speaking: Pronounce Welsh words, place names, department names, etc. Greet and understand a greeting. Use basic every day words and phrases, e.g. thank you, please, excuse me, etc. Understand / pass on simple verbal requests of a routine / familiar / predictable kind using simple language, e.g. 'May I speak to...'. State simple requests and follow up with extra questions / requests in a limited way.

GENERIC STATEMENTS

REGISTERED HEALTH PROFESSIONAL

All staff who are members of a regulatory body must comply with standards of professional practice/conduct. It is the postholder's responsibility to ensure they are both familiar with and adhere to these requirements.

COMPETENCE

The post holder is required to participate in the Hywel Dda PDR process and work towards meeting identified development needs. The postholder is required to demonstrate ongoing continuous professional development. At no time should the postholder work outside their defined level of competence. If the postholder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The postholder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

OUR VALUES

Hywel Dda University Health Board is a values driven organisation. The post holder is expected to uphold our values of dignity, respect, fairness, integrity, honesty, openness and caring, kindness & compassion underpin a behaviour framework which are supported by our organisational values of

- Putting people at the heart of everything we do
- Working together to be the best we can be
- Striving to deliver & develop excellent services

TEAM BRIEF

The post holder is required to actively participate in Hywel Dda Team Briefing in order to aid communication within the Health Board. Managers and supervisors will regularly deliver the Team Brief verbally to their own staff teams by means of a Core Brief and additional departmental information.

RISK MANAGEMENT/HEALTH & SAFETY

The postholder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Hywel Dda. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice. The postholder has the responsibility for monitoring the progress on action plans in relation to risk, health and safety. The postholder has the responsibility for the development of risk profiles and a risk register within their area of responsibility. The postholder has the responsibility for developing systems to monitor performance against agreed performance indicators.

HARRASSMENT & BULLYING

The HB condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff is requested to report any form of harassment and bullying to their line manager or to any Director of the HB.

RECORDS MANAGEMENT

The postholder has the responsibility for timely and accurate record keeping and where appropriate in accordance with professional guidelines. The postholder has the responsibility for the creation and maintenance of records in accordance with Hywel Dda policy and the data protection act.

FLEXIBILITY STATEMENT

The developing and rapidly changing nature of the organisation will require considerable flexibility from the post holder. This job description indicates the main functions and responsibilities for the post and is not intended to be a fully inclusive list and the duties and responsibilities specified in this job description are subject to change as the needs of the HB evolve. On agreement with the post holder, this job description will be amended, as necessary, in the event of future organisational and professional changes and/or personal development.

CONFIDENTIALITY

All staff may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and /or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

EQUAL OPPORTUNITIES

Hywel Dda University Health Board is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff, patients and others reflects their individual needs and that individuals or groups will not face discrimination, harassment or victimisation, or be treated less favourably on the basis of sex, pregnancy and maternity, gender reassignment, disability, race, age, sexual orientation, religion and belief, family circumstances including marriage and civil partnership. To this end, the UHB has an Equality and Diversity Policy and Equality Impact Assessment Policy and Procedure and it is for each employee to contribute to enacting these policies.

OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of the HB.

ENVIRONMENTAL

The Hywel Dda Health Board is committed to its environmental responsibilities. The Board recognizes that its activities, including energy consumption, waste generation, transportation emissions, water use and resource consumption, have a significant impact on the environment. As an integral part of its commitment to ensure high quality patient care, all staff have a responsibility to adhere to environmental policy and procedure at both an organisational level and within their own area of work to ensure legal compliance. Staff will do their utmost to minimize the environmental impacts of Health Board activities and services, and seek to continually improve operations to minimize their environmental effects. Staff should take note of relevant communications and attend mandatory training when required.

SMOKE FREE POLICY

All Health Board sites and premises and grounds are designated as smoke free areas. This policy applies to all staff, contractors/service providers, patients*, visitors and the public.

SAFEGUARDING ADULTS AND CHILDREN

Every employee of the Health Board, whatever their job, role, profession, status or place of work, paid or voluntary, has a responsibility for Safeguarding both adults and children. Staff must:

- Understand the nature of abuse and how children and adults might be at risk of harm and neglect.
- Understand their own safeguarding responsibilities and what actions they may need to take.
- Know where they can access local policies and procedures in relation to Safeguarding Children and Safeguarding Adults.
- Report allegations or suspicions of abuse to their line manager, including suspicions about a colleague or manager, irrespective of their status, profession or authority. This includes whistle-blowing
- Know how to make a Safeguarding referral to Social Services and/or the Police for both adults and children to report allegations or if they have concerns.
- Know what services, advice and support are available locally to vulnerable children and adults and how to access help needed.

INFECTION CONTROL

"The document Commitment to Purpose: Eliminating Preventable Healthcare Associated Infection: A Framework of actions for healthcare organisations in Wales stipulates that all staff must understand their responsibility and accountability for Infection Prevention & Control and the Health Board must be assured of this on an ongoing basis". IP&C is the personal and individual responsibility of all Health Board staff. All staff have a responsibility to protect and safeguard patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing, Health Board Infection Prevention & Control Policies and procedures; and best practice guidance in order to maintain high standards of Infection Prevention & control.

GENERAL

The postholder needs to ensure they are familiar with their terms and conditions of service.