

## JOB DESCRIPTION

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|------------------------|--|
| <b>JOB TITLE:</b>      | Adult Psychotherapist/ Clinical Psychologist /Counselling Psychologist |
| <b>BAND:</b>           | 7  |
| <b>DEPARTMENT:</b>     | Tower Hamlets Talking Therapies  |
| <b>DIRECTORATE:</b>    | Specialist Services  |
| <b>REPORTING TO:</b>   | Line Manager   |
| <b>ACCOUNTABLE TO:</b> | Clinical Lead  |

### JOB SUMMARY

Tower Hamlets Talking Therapies is an exceptional talking therapies service with excellent development opportunities. We are committed to the progression of our team members and our posts are formulated to allow for development of clinical expertise in chosen clinical areas. As well as offering a range of therapies, the service also runs as a training centre, therefore offering opportunities for supervision and training.

The post holder will be part of a dynamic team trained in psychodynamic, systemic, couples, DIT, and integrative therapies and will work alongside other teams of therapists trained in a range of therapies including EMDR, Eating Disorders treatment, CBT and a well-established PWP team. We also have a dedicated team working with physical health related problems and long term conditions. This offers those who work with our Service plenty of opportunities to enhance their job satisfaction by learning more about these areas and developing skills in working with these populations.

The post holder should come with highly developed assessment and therapy skills relevant to working in a Primary Care Talking Therapies service. In addition to your core training, you would ideally also be trained and a qualified practitioner in at least one of the following NICE recommended high intensity therapies: Couples Therapy for Depression, Dynamic Interpersonal Therapy (DIT), Interpersonal Therapy (IPT). We will also consider those with a good track record in evidence-based brief psychodynamic therapy as relevant to a primary care setting.

We will support those wishing to develop their careers by training in other recognised modalities relevant to the Relational Stream. We also value experience or interest in delivering therapy in a group format. The post holder will work with clients who present with a range of depression and anxiety disorders. A part of their case load, the post holder will also routinely carry out telephone assessments.

The post holder will work with people with different cultural backgrounds and ages, using interpreters when necessary and work in various community settings (including GP surgeries) and psychological treatment centers.

We are looking for a new member to join the team who is committed, enthusiastic and willing to contribute to the service and embrace different ways of working. This post offers opportunities to work with a range of professionals from different therapeutic backgrounds and to be part of an evolving, integrating team. Members of our team are committed to ensuring a healthy work life balance and creating and maintaining a positive working environment.



Key relationships:

Service Users  
 Employment Team

**Members of Psychological Therapy Services in Primary and Secondary Care**

Clinical and Non-clinical Staff in General Practice  
 General Adult Mental Health Providers  
 Local Authority and other Statutory Officers

**KEY RESPONSIBILITIES**

**Clinical**

1. Accept referrals via agreed protocols within the service.
2. Conduct assessments and therapy over the telephone, online and face-to-face.
3. Provide therapy in individual and group format.
4. 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.
5. Formulate, implement and evaluate therapy programmes for people attending the service.
6. Take responsibility for promoting access to the services provided and the delivery of therapy in the peripheral settings where the therapist works. For example, attending meetings at GP practices.
7. Liaise with other psychological therapy services in order to work jointly to improve provision of psychological services to the residents of Tower Hamlets.
8. Conduct risk assessments, prepare risk management plans and initiate appropriate action where indicated (including requests for mental health act assessments and referrals to relevant secondary care services).
9. Elicit outcome data from people using services and their carers. Use the IAPTus system provided by Mayden Health Ltd to record clinical contact details, clinical records, outcome data, and passage through the care pathway.
10. Ensure that people under your care are cared for appropriately under the stepped care framework as currently in use within the service.

11. Adhere to the operations manual and other relevant protocols and procedures as directed by your line manager.
12. Take personal (unprompted) responsibility for achieving agreed clinical activity relating to the number of therapy contact hours per week.
13. Actively contribute to and support the integration of, clinical governance in the Service within your own area of work and contribute to service clinical governance process in a specific area of work under the direction and supervision of a Senior Therapist.
14. Develop an area of enhanced (specialist) clinical work. It is expected that the areas of specialist work will shift in focus over time to reflect service need and your need for continuing professional development.
15. Carry out clinical audits of aspects of the service as directed, including feedback from people who have used the service, analyse and feedback to the service verbally and in writing.

### **Training and Supervision**

16. Attend clinical supervision in group or individual format as agreed within the service.
17. Proactively take responsibility for attending supervision, case management and line management regularly, participate in objective setting, performance reviews and respond to agreed objectives.
18. Develop and engage in your own CPD, including active engagement in and use of clinical supervision of your own therapy.
19. Support peer learning through attending and contributing to journal clubs and CPD events.
20. Once suitable supervision training and experience has been gained, supervise other staff as directed

### **Professional**

21. Take personal (unprompted) responsibility for achieving agreed clinical activity relating to the number of therapy contact hours per week. *This is currently 20 hours of contact per full working week excluding DNAs.*
22. Adhere to the policies and procedures of East London Mental Health Foundation Trust.

23. Maintain appropriate clinical records using IAPTus information system, in keeping with service operational policy.
24. Participate in setting and review of objectives for the post on an annual basis.
25. Attend professional meetings as appropriate.
26. Ensure that client confidentiality is protected at all times.
27. Promote and contribute to the development and maintenance of a healthy therapeutic culture within Tower Hamlets Talking Therapies amongst colleagues and Service Users.
28. Exercise personal responsibility for the systematic clinical governance of your own professional practice.
29. Be aware of and comply with the policies, procedures and standards of service

### **Management**

31. Manage an aspect of the service at the level of direct service delivery. This might include one or more (depending on available time) of: co-ordinating educational material, keeping a central resource file of clinical resources for general use, ensuring questionnaire accuracy, quality and accessibility, acting as the key liaison with an identified group of professionals.
32. Once suitable managerial experience has been gained, line manage other staff as directed and offer supervision to trainees.

### **Communication and Relationship Skills:**

33. Provide and receive highly complex information related to individuals, groups of service users, relatives, carers, members of the public and professionals.
34. Develop and maintain close professional therapeutic relationships with Service Users using advanced psychotherapy skills to bring about lasting psychological change.
35. Provide consultation to and communicate as appropriate with external agencies (including housing, police, local authority, employers, employment support workers etc.).

36. Proactively develop robust professional relationships with the Primary Care team (e.g. General Practice staff) supporting the active integration of therapeutic provision into primary care.
37. Develop and maintain good professional relationships with mental health workers in primary and secondary care.

**Knowledge, Training and Experience:**

38. Have specialist theoretical and practical clinical knowledge of treatments provided in primary care.
39. Have knowledge, training and experience in disorders common in primary and secondary mental health care sufficient to identify, provide preliminary education to the Service User and direct the Service User to clinical resources where CBT is not the optimum intervention.

**Analytical and Judgemental Skills:**

40. Gather a range of facts and contexts, relevant to the Service User(s) clinical care. Analyse and weigh the relative importance of the factors to form an understanding of the Service User(s) difficulties and relate these to the range of psychological and other treatment options available. Form a judgement between the relative utilities of the treatment options and the Service User's preferences.
41. To collate and analyse clinical data from your own Service Users within the overall framework of the required data output of the service, to analyse this data with the intention of: (a) identifying and minimising risk, (b) optimising clinical effectiveness, (c) optimising service efficiency. To then, in conjunction with your Clinical Supervisor, devise a plan that addresses these components within the immediate context of where you deliver your service (e.g. the realities and culture of the local GP practices where you operate) and the broader operational framework of the service and have the skill to implement the agreed plan in an iterative manner.
42. Contribute to the monitoring, review and audit of the work in this new service.
43. Contribute to the clinical governance framework of the service by identifying and acting on areas of concern and supporting senior clinicians who are taking the lead in designated areas of responsibility.

**Planning and Organisational Skills:**

44. Co-ordinate your own activities to balance competing priorities: needs of Service Users, demands of the different areas of service provision (e.g. the different GP surgeries), your own continuing professional development, and central service provision of the service. This will involve sudden changes in plans to respond to clinical emergencies on a frequent but not regular basis.

**Physical Skills:**

45. Have standard keyboard and computer (mouse) skills for data entry and typing of letters and documents. Be able to participate in behavioural experiments sufficient to demonstrate breathlessness/increase in heart rate.

**Responsibility for Patient/Client Care:**

46. Assess Service User(s), prepare a psychotherapy care plan and deliver specialist therapy to individuals and to groups of service users. Support other clinicians in the delivery of individual and group therapy
47. Hold your own caseload and respond to Service User crises as appropriate. Maintain appropriate confidentiality.

**Responsibility for Policy/Service Development:**

48. Implement policies for your own work area, identify procedural areas of difficulty within your own work, and propose improvements thus contributing to policy or service changes in line with clinical governance and service objectives.
49. Conduct audits of the service against agreed standards and make recommendations for improvements within the service.
50. To make an active contribution to pursue the aims, objectives and overall strategy of Tower Hamlets Talking Therapies thereby contributing to the development of clinical services provided within Tower Hamlets Talking Therapies.

**Responsibility for Financial & Physical Resources:**

51. Observe personal duty of care in relation to equipment and resources used in course of work.

**Responsibility for Human Resources:**

52. Manage your own time and resources efficiently and effectively actively engage in your own Continuing Professional Development. Ensure that you keep your

professional knowledge up to date and keep a record of the steps that you have taken to achieve this (record your CPD appropriately).

**Responsibility for Information Resources:**

- 53. Using computer or paper based data entry systems, record clinical input and outcome data. Collate this information and communicate it to the Lead Clinician and Project Manager.

**Responsibility for Research & Development:**

- 54. Under the supervision of senior members of the department participate in and contribute to the audit and service evaluation processes as necessary to contribute to the Clinical Governance framework.

**Freedom to Act:**

- 55. Act independently within professional and therapeutic guidelines to deliver high quality care, training and supervision.

**Physical Effort:**

- 56. In addition to ordinary combinations of sitting, standing and walking, occasionally exert sufficient effort to demonstrate physiological arousal as part of behavioural experiments.

**Mental Effort:**

- 57. Frequent requirement for intense concentration in the delivery of high quality therapy by being aware of the Service User's psychological state, assessing this and responding appropriately.

**Emotional Effort:**

- 58. Frequent exposure to distressing or emotional circumstances arising from therapeutic contact with Service Users (including relatives and carers) requiring emotional engagement with the material discussed, emotional self-regulation by the therapist and the delivery of a therapeutic response within professional boundaries.

**Working Conditions:**

- 59. Rarely be exposed to verbal aggression (less than 3/month on average). Regular use of road transportation to travel between clinical sites.

## JOB DESCRIPTION AGREEMENT

This job description is intended as a guide to the main duties of the post and is not intended to be a prescriptive document. Duties and base of work may change to meet the needs of the service or because of the introduction of new technology. This job description may be reviewed from time to time and changed, after consultation with the postholder.





| <b>Statement on Employment Policies</b>   |  |
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| In addition to the requirement of all employees to co-operate in the implementation of Employment related policies, your attention is drawn to the following individual employee responsibilities:- |  |
| <b>Health and Safety</b>  | Under the Health & Safety at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work, and to co-operate with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.  |
| <b>Equal Opportunities</b>  | <p>ELFT is committed to equality of opportunity for all employees, job applicants and service users. We are committed to ensuring that no one will be discriminated against on the grounds of race, colour, creed, ethnic or national origin, disability, religion, age, sex, sexual orientation or marital status. The Trust commits itself to promote equal opportunities and value diversity and will keep under review its policies, procedures and practices to ensure that all employees, users and providers of its services are treated according to their needs.</p> <p>For management posts, to ensure that within their service area fair employment practice and equality of opportunity are delivered.</p>  |
| <b>Dealing With Harassment/ Bullying In The Workplace</b>   | <p>The Trust believes employees have the right to be treated with respect and to work in a harmonious and supportive working environment free from any form of harassment and / or bullying.</p> <p>The Trust has taken positive steps to ensure that bullying and harassment does not occur in the workplace and that procedures exist to resolve complaints as well as to provide support to staff. It is your responsibility as an employee to abide by and support these steps so all employees can work in a harmonious, friendly and supportive working environment free of any harassment or intimidation based on individual differences.</p> <p>Disciplinary action will be taken against any member of staff found to be transgressing the Dignity at Work Policy.</p> |
| <b>No Smoking</b>   | To refrain from smoking in any of the organisations premises not designated as a smoking area. 'East London Foundation Trust is a Smokefree Trust – this means that staff must be smokefree when on duty or otherwise in uniform, wearing a badge or identifiable as ELFT staff or undertaking trust business.'  |
| <b>Alcohol</b>  | To recognise that even small amounts of alcohol can impair work performance and affect ones ability to deal with patients and the public in a proper and acceptable manner. Consumption of alcohol during work hours in not permitted.   |
| <b>Confidentiality</b>  | <p>As an employee of the Trust the post-holder may have access to confidential information. The postholder must safeguard at all times, the confidentiality of information relating to patients/clients and staff and under no circumstances should they disclose this information to an unauthorised person within or outside the Trust. The post-holder must ensure compliance with the requirements of the Data Protection Act 1998, Caldicott requirements and the Trust's Information and IM&amp;T Security Policy.</p> <p>To safeguard at all times, the confidentiality of information relating to patients/clients and staff.</p>  |
|   | To maintain the confidentiality of all personal data processed by the  |

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| <b>General Data Protection Regulation (GDPR)</b>                 | <p>organisation in line with the provisions of the GDPR.</p> <p>As part of your employment with East London Foundation Trust, we will need to maintain your personal information in relation to work on your personal file. You have a right to request access to your personal file via the People &amp; Culture Department.</p>  |
| <b>Safeguarding</b>  | <p>All employees must carry out their responsibilities in such a way as to minimise risk of harm to children, young people and adults and to safeguard and promote their welfare in accordance with current legislation, statutory guidance and Trust policies and procedures. Employees should undertake safeguarding training and receive safeguarding supervision appropriate to their role.</p>  |
| <b>Service User and Carer Involvement</b>                        | <p>ELFT is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work.</p>  |
| <b>Personal Development</b>                                      | <p>Each employee's development will be assessed using the Trust's Personal Development Review (PDR) process. You will have the opportunity to discuss your development needs with your Manager on an annual basis, with regular reviews.</p>   |
| <b>Quality Improvement</b>                                       | <p>The Trust encourages staff at all levels to engage in the Trust's approach to quality through quality improvement projects and quality assurance.</p>   |
| <b>Professional Standards</b>                                    | <p>To maintain standards as set by professional regulatory bodies as appropriate.</p>  |
| <b>Conflict of Interests</b>                                     | <p>You are not precluded from accepting employment outside your position with the Trust. However such other employment must not in any way hinder or conflict with the interests of your work for the Trust and must be with the knowledge of your line manager.</p>   |
| <b>Risk Management</b>   | <p>Risk Management involves the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. Every employee must co-operate with the Trust to enable all statutory duties to be applied and work to standards set out in the Risk Management Strategy.</p>   |
| <b>Personal and Professional Development/Investors in People</b> | <p>The Trust is accredited as an Investor in People employer and is consequently committed to developing its staff. You will have access to appropriate development opportunities from the Trust's training programme as identified within your knowledge and skills appraisal/personal development plan.</p>  |
| <b>Infection Control</b>   | <p>Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all Healthcare Associated Infections including MRSA. In particular, all staff have the following key responsibilities:</p> <p>Staff must observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after following all patient contact. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations.</p> <p>Staff members have a duty to attend infection control training provided for them by the Trust as set in the infection control policy.</p> <p>Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.</p> |

## PERSON SPECIFICATION

|                        |  |
|------------------------|--|
| <b>JOB TITLE:</b>      | Adult Psychotherapist/ Clinical Psychologist /Counselling Psychologist |
| <b>BAND:</b>           | 7  |
| <b>DEPARTMENT:</b>     | Tower Hamlets Talking Therapies  |
| <b>DIRECTORATE:</b>    | Specialist Services  |
| <b>REPORTING TO:</b>   | Line Manager   |
| <b>ACCOUNTABLE TO:</b> | Clinical Lead  |

| ATTRIBUTES  | CRITERIA   | ESSENTIAL/<br>DESIRABLE | SELECTON<br>METHOD<br>(S/I/T) |
|---|--|-------------------------|-------------------------------|
| <b>Education/<br/>Qualification/<br/>Training</b> | Doctoral level training in Clinical/Counselling Psychology (HCPC registered)   | E                       | S/I                           |
|   | Or   |                         |                               |
|   | Psychological therapist with core mental health training   | E                       |                               |
|   | Or   |                         |                               |
|   | Qualification in Adult Psychotherapy registered with UKCP, BACP, or BPC (working towards accreditation)  | E                       |                               |
|   | Membership of the BPS division of Clinical/Counselling Psychology  | D                       |                               |
|   | Registered as a Chartered Psychologist   | D                       |                               |
|   | Registered as an Adult Psychotherapist   | D                       |                               |
|   | Registered supervisor  | D                       |                               |
|   | Training and qualification in at least one of the following NICE recommended psychological therapies:<br><ul style="list-style-type: none"> <li>- Couple Therapy for Depression</li> <li>- Dynamic Interpersonal Therapy (DIT)</li> <li>- Interpersonal Therapy (IPT)</li> </ul> Or continued post qualification training in an evidence based brief therapy model | D                       |                               |

|                                |   |   |     |
|--------------------------------|---|---|-----|
| <b>Experience</b>              | Experience of working with a wide range of Psychological problems in Primary Care/Talking Therapies settings or providing psychological therapy within a short term framework | E | S/I |
|                                | Ability to meet agreed/specified service targets  | E |     |
|                                | Ability to manage own caseload and time   | E |     |
|                                | Experience in treating people with Long term health conditions  | D |     |
|                                | Experience of delivering therapy in a group format  | D |     |
|                                | Experience of delivering clinical supervision   | D |     |
| <b>Skills and Competencies</b> | Full range of skills and competencies as laid out in the competence framework   | E | S/I |
|                                | Computer literate   |   |     |
|                                | Excellent verbal and written communication skills   | E |     |
|                                | Has received training (either formal or through experience) and carried out risk assessments within scope of practice   | E |     |
|                                | Understanding of issues surrounding clinical risk   | E |     |
|                                | Able to develop good therapeutic relationships with clients   | E |     |
|                                | Completed clinical audits within a service  | D |     |
| <b>Knowledge</b>               | Experience of using Talking Therapies clinical systems, e.g. IAPTus.  | D |     |
|                                | Demonstrates an understanding of anxiety disorders and depression and how these problems may present in Primary Care  | E | S/I |
|                                | Demonstrates a knowledge of the issues surrounding work and the impact it can have on mental health / benefits & employment systems   | E |     |
|                                | Knowledge of medication used in anxiety and depression and other common mental health problems  | E |     |

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|                 | Demonstrates an understanding for the need to use evidence based psychological therapies and how it relates to this post | E |     |
| <b>Training</b> | Good record of Continuing Professional Development and willingness to continue this                                      | E | S/I |
| <b>Other</b>    | High level of enthusiasm and Motivation.   | E | S/I |
|                 | Advanced communication skills  | E |     |
|                 | Ability to work within a team and foster good working relationships  | E |     |
|                 | Fluent in languages other than English   | D |     |

S: Shortlisting I: Interview T: Test