

HERTFORDSHIRE PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

Job Description

Job Title:	High Intensity Therapist
Grade/Band:	Band 7
Department:	SBU West
Responsible to:	Team Leader
Accountable to:	Service manager
Base:	Rosanne House – Welwyn Garden City
Hours:	37.5 /Part time/Flexi/Hybrid working considered Postholder to deliver 10% WTE hours outside 9am – 5pm

Hertfordshire Partnerships University NHS Foundation Trust

- Hertfordshire Partnership University NHS Foundation Trust (HPFT) is an exceptional organisation with big ambitions, our aim is to be the leading provider of mental health and specialist learning disability services in the country.
- With a workforce of around 3,500 people and an annual income of some £330million this year, the Trust provides integrated health and social care services through a network of community and inpatient settings, serving diverse communities across Buckinghamshire, Essex, Hertfordshire and Norfolk. As a university NHS foundation trust, HPFT continues to develop strong links with the University of Hertfordshire, providing excellent learning and development opportunities, as well as strengthening our clinical research capability.
- Whilst it is a challenging period for the NHS, there has never been a more exciting time to join HPFT following our CQC rating of Outstanding awarded to us in April 2019.

Our Services

We provide mental health and social care services - including Adults of Working Age, Older Adults, Children and Adolescents and Specialist Learning Disabilities services.



The Trust works in close partnership with Hertfordshire County Council and also with other NHS organisations to promote and support mental health in the community. We also provide specialist learning disability services in Norfolk and North Essex.

The Trust provides:

- Community Services including local teams for mental health.
- Acute and Rehabilitation Services including inpatient services and crisis team.
- Specialist Services such as mental health services for older people, eating disorders, and our mother and baby unit.
- Learning Disability and Forensic Services.

Our Mission

“We support people to live their lives to their full potential by enabling them to keep mentally and physically well.”

Everything we do is aimed at providing consistently high quality, joined up care, support and treatment that:

- Empowers individuals to manage their mental and physical wellbeing.
- Keeps people safe from avoidable harm.
- Is effective and ensures the very best clinical and individual recovery outcomes.
- Provides the best possible experience.

Our Vision

Our conversations with service users, carers, staff, commissioners and the wider communities we serve have informed a simple but ambitious vision:

“Delivering great care, achieving great outcomes - together”.

We will achieve our vision by:

- Putting the people who need our care, support, and treatment at the heart of everything we do – always.
- Consistently achieving the outcomes that matter to the individuals who use our services, and their families and carers, by working in partnership with them and others who support them.
- Providing the very best experience of joined-up care in line with what service users and carers have told us makes ‘Great Care’.

Great Together

Great Together, our Trust strategy for 2023 – 2028, has been developed and co-produced with our service users, carers, staff, partners and local communities and gives us a clear roadmap to achieve our vision of great care and great outcomes.



Great Together places service users and carers at the centre of what we do; commits us to addressing inequalities and achieving equity; focuses on developing our people and creating a vibrant learning organisation whilst working in strong partnerships to deliver high quality care.

Values and Behaviours

Our values and behaviours have been developed by over 800 service users, carers and members of staff. They describe how we aim to be with service users, carers and each other. By living our values, we will deliver our ambition to be a leading provider for everyone we work with.

	<i>we are...</i>	<i>you feel...</i>
Our Values	Welcoming	✔ Valued as an individual
	Kind	✔ Cared for
	Positive	✔ Supported and included
	Respectful	✔ Listened to and heard
	Professional	✔ Safe and confident

Our values set the tone for:

- The way we plan and make decisions.
- The way we behave with service users and each other.
- The kind of colleagues we recruit.
- The way we induct, appraise, and develop our staff.

Job Summary

This section would describe as concisely as possible the overall purpose of the job and what it is intended to achieve. It is often better to defer writing it until after the main body of the job description has been devised.

This section should also include:

All staff should comply with the Trust's Anti-Discriminatory Statement, Employee Charter, Trust Policies and Procedures, Code of Conduct and Equality and Diversity.

Key Relationships

Describe who the post holder is expected to work with – in terms of individuals, teams, groups of staff and management. What are the key relationships the post holder is required to develop? Is there a necessity to develop working relationships with other key stakeholders from outside the organisation?

Indicate which directorate organisational chart is applicable to this post.

Duties and Responsibilities

This section should contain the main responsibilities and outputs of the post. Each of these should be clearly and concisely defined in bullet pointed paragraphs.

Clinical Responsibility

Outline the level of clinical responsibility within the post.

This should include treatment, clinical technical services therapy and health promotion or responsibility of the delivery of services to patients either direct or indirect.

Leadership and Staff Management Responsibility

Describe the post holder's responsibility for management, supervision, training and development of employees/students/trainees or equivalent others, including whether they are responsible for recruitment, appraising and disciplinary matters.

Managers have a duty to promote and support staffs' personal health and wellbeing at all times, this includes both physical and mental health and wellbeing. Managers have a responsibility to support staff by directing employees to services that are available to everyone to help in managing health and wellbeing. They should be open and approachable as well as proactive in discussing and agreeing a process to monitor an employee's mental and physical health.

Financial Responsibility

Describe the post holder's responsibility for financial resources, e.g., cash, invoice payments, budgets, and physical assets, e.g., clinical, office and other equipment. What is the value of the resources/budget and the degree of responsibility?

Service Development and Improvement

Describe the responsibilities of the job for development and implementation of policy and/or services, e.g., write, implement or comment on a policy.

Communications

Describe the purpose of the communication, with whom the post holder is required to communicate, what is communicated, including sensitivity, contentiousness, and complexity, e.g., information about service users, in what setting, e.g., within own organisation, trust, multi-professional and whether there are barriers to overcome in effective communication.

What are the methods of communication – formal/ informal?
What is the requirement for written and verbal communication?

Other Additional Information

The following statement forms part of all job descriptions: -

Health and Safety

The post holder has a duty of care to themselves and to others with whom they come into contact in the course of their work as laid down in the Health and Safety at Work Act 1974 and any subsequent amendment or legislation.

Infection Control

All Trust staff will:

Act as a role model and champion for the highest standard of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.

Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene.

Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection.

Equality and Diversity

Hertfordshire Partnership University NHS Foundation Trust is committed to providing an environment where all staff, service users and carers enjoy equality of access, provision, opportunity and outcomes.

The Trust works to eliminate all forms of discrimination and recognise that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

Providing equality of opportunity means understanding and appreciating the diversity of our staff, service users & carers and ensuring a supportive environment free from harassment. As a result, Hertfordshire Partnership University NHS Foundation Trust actively encourages its staff to challenge discrimination and promote equality of opportunity for all.

Confidentiality

Employees must maintain confidentiality of staff, patients and Trust business and have a responsibility to comply with the General Data Protection Regulations (GDPR) 2018 and be aware of the Caldicott principles. If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose. You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the General Data Protection Regulations (GDPR) 2018. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training.

Standards of Business Conduct and Conflicts of Interest

The Trust has adopted a Standards of Conduct Policy, which reflects NHS Management Executive Guidelines. It is the responsibility of all staff to ensure that they act as a role model, by upholding the principle of a leading mental Trust. Staff should be informing their line manager if they are working for any other organisation to ensure that this Trust complies with the Working Time Regulations.

Information and Records Management

The post holder must be competent in using IT and have the relevant skills to carry out the activities required for the post.

To comply with the Data Protection Act 1998, Freedom of Information Act 2000 and Department of Health Code of Confidentiality in line with Trust procedures.

To adhere to the Trust's policies on records management including creation, use, storing and retention and disposal of records.

Adhere to the Trust's Corporate Identity (using the standard templates – available on the Trust intranet 'HIVE').

Safeguarding Adults and Children

The Trust is committed to ensuring adults and children are protected and come to no harm from abuse. All employees have a responsibility to be aware of national and local policies, their individual responsibilities with regards to the protection and safeguarding of both adults and children and must adhere to them at all times.

Organisational Change

As services develop and change, the post holder may be required to undertake other responsibilities within the Trust.

Flexible Working

The Trust believes that its staff members are its most valuable asset and is committed to attracting and retaining the very best, and utilising all the talent and experience available. The Trust recognises the importance of helping its employees balance their work and home life by offering flexible working arrangements that enable them to balance their working life with other priorities, including parental and other caring responsibilities, life-long learning, charity work, leisure activities and other interests.

Health and Safety

Health and Safety at Work In accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, staff have a duty to take responsible care to avoid injury to themselves and others by their work activities, to maintain a safe working environment for patients, visitors and employees and to co-operate in meeting statutory requirements

Review

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post holder.

Job Summary:

The post holder will be part of the East Talking Therapies (formerly IAPT) team and will provide high intensity interventions - initially cognitive behavioural therapy (CBT). The post holder will work with clients who have a range of common mental health problems such as Anxiety and Depression related problems for which CBT is demonstrated to be clinically effective. The High Intensity Therapist will take the lead role in providing support, education and problem solving skills to the GPs and primary health care team particularly in the areas of assessment and management of mental health problems.

All staff should comply with the Trust's Anti-Discriminatory Statement, Employee Charter, Trust Policies and Procedures, Code of Conduct and Equality & Diversity.

Job Responsibilities:**Professional/Clinical Responsibility**

- 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. NHS plan, National Service Framework, National Institute for Clinical Excellence).
- All high intensity CBT therapists are expected to adhere to BABCP codes of conduct.
- Ensure that client confidentiality is protected at all times.
- Be aware of, and keep up to date with advances in the spheres of CBT and other agreed psychological therapies
- Ensure clear professional objectives are identified, discussed and reviewed with senior therapists on a regular basis as part of continuing professional development.
- Attend clinical/managerial supervision on a regular basis as agreed with Manager.
- Keep up to date all records in relation to C.P.D. and ensure personal development plan maintains up to date specialist knowledge of latest theoretical and service delivery models/developments.
- Participate in individual performance review and respond to agreed objectives.
- Attend relevant conferences / workshops in line with identified professional objectives.
- Contribute to the development of best practice within the service.
- Maintain up-to-date knowledge of legislation, national and local policies and procedures in relation to Mental Health and Primary Care Services.

- All employees have a duty and responsibility for their own health and safety and the health and safety of colleagues, patients and the general public.
- 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.

Training & Supervision

- Attend and fulfil all requirements of the IAPT approved supervision training
- After completion of supervision training, supervise staff in the service
- Participate actively in regular practice supervision from clinical psychologist & EPMHS (IAPT) Manager

Advisory /Liaison

- Provide an advisory service on matters related to the practice and delivery of Cognitive Behavioural Therapy to individuals/groups/committees across the Mental Health Trust, Primary Care Trust and other voluntary agencies
- Promote and maintain links with Primary Care & Secondary Care staff to help coordinate the provision of an effective Psychological Therapies Service

Practice

- Provide a link role with local GP practices and primary health care staff to advise in the areas of assessment and management of appropriate mental health problems in adults.
- Accept referrals via agreed protocols within the service.
- Assess clients for suitability for CBT & other psychological interventions. Where the problems appear to be too complex or severe to refer to senior clinician/EPMHS/IAPT Manager for advice on how to manage the case.
- 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.
- Formulate, implement and evaluate therapy programmes for clients.
- Educate and involve family members and others in treatment as necessary, conveying CBT formulations with sensitivity in easily understood language.
- 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.
- Attend multi-disciplinary meetings relating to referrals or clients in treatment, where appropriate.

- Complete all requirements relating to data collection within the service.
- Keep coherent records of all clinical activity in line with service protocols
- Work closely with other members of the team in primary and secondary care when appropriate to ensure suitable step-up and step-down arrangements are in place to maintain a stepped care approach.
- Ensure there is effective communication between secondary services and primary care so that patients do not get lost to the system.
- Assess and integrate issues surrounding work and employment into the overall therapy process
- Support the implementation of a socially inclusive model of mental health care
- Carry out clinical audits of service performance, including service user surveys and evaluations and help to collate and disseminate the results for feedback

Leadership and Staff Management Responsibility

The Post holder will assist the IAPT Manager & IAPT Senior Clinician in providing appropriate supervision to relevant members of staff

Financial responsibility

The Post holder will not hold any budgetary responsibility

Additional Information:

Knowledge and Skills Framework:

The post holder will be expected to meet the requirements of the NHS Knowledge and Skills Framework (KSF) appropriate outline for the post.
Approved outlines are available on the HPT e-ksf local library

Worked in a service where agreed targets in place demonstrating clinical outcomes. Ability to plan and manage own caseload and time.	A/I	
Demonstrates high standards in written communication.	A/I	
Able to write clear reports and letters.	A/I	
Demonstrates an understanding of anxiety and depression and how it may present in primary care.	A/I	
Demonstrates understanding of issues surrounding clinical risk.	A/I	
Demonstrates a knowledge of the issues surrounding work and the impact it can have on mental health.	A/I	
Commitment to developing knowledge of local and wider systems and networks.	A/I	
Trained in provision of supervision in CBT.	A/I	
Completed clinical audits within a service.	A/I	
SKILLS/KNOWLEDGE/ABILITY As per KSF outline	A/I/T	A/I/T
COMMUNICATION SKILLS		
Advanced communication skills	A/I	
Ability to work within a team and foster good working relationships.	A/I	
Excellent verbal and written communication skills, including telephone skills.	A/I	
Ability & skills to act as an advocate for a new service, to engage and foster good relationships with all health professional in promoting the good integration of this service with the wider health care system.	A/I	
Computer literate	A/I	

Fluent in languages other than English		A/I
ANALYTICAL SKILLS		
Ability to use clinical supervision and personal development positively and effectively.	A/I	
Ability to be self-reflective, whilst working with service users in own personal and professional development & supervision	A/I	
Ability to assess clients with complex anxiety & depression related problems.	A/I	
PHYSICAL SKILLS	A/I	
An ability and willingness to travel to locations throughout the organisation using suitable mode of transport.	A/I	
Computer skills for entering clinical notes on electronic patient record.	A/I	
PHYSICAL EFFORT	A/I	
Requirement to carry laptop/files between office base and surgeries in line with all relevant HPFT policies.	A/I	
MENTAL EFFORT	A/I	
Ability to work under pressure.	A/I	
Ability to concentrate on complex clinical work and deliver therapy most of working day.	A/I	
EMOTIONAL EFFORT	A/I	
Ability to be self-reflective, whilst working with service users, in own personal and professional development and in supervision	A/I	
Ability to deal with patients with complex psychological problems.	A/I	
Ability to develop good therapeutic relationships with clients, patients and	A/I	

carers		
ADDITIONAL INFORMATION	A/I/T	A/I/T
Values/Motivational/Personal Qualities/Diversity <ul style="list-style-type: none"> • Welcoming • Kind • Positive • Respectful • Professional 	A/I/T	



Template: July 2023