



## JOB DESCRIPTION

Oxford Health is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

<b>Job Title:</b>	High Intensity Cognitive & Behavioural Therapist
<b>Band:</b>	7
<b>Responsible to:</b>	NHS Oxfordshire Talking Therapies Team Managers delegated to clinical supervisor
<b>Accountable to:</b>	Clinical Lead
<b>Place of work:</b>	GP surgeries across county
<b>Hours:</b>	37.5

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## **JOB PURPOSE**

This post holder will be an experienced psychological therapist working within the NHS Talking Therapies providing high intensity interventions and supervision. The post holder will work with people with different cultural backgrounds and ages, using interpreters when necessary and should be committed to equal opportunities.

The role includes both direct clinical work and support to the Step 2 staff and admin team to ensure the smooth and efficient delivery of initial contact with the NHS Oxfordshire Talking Therapies service. It will involve supervision of clinical staff and provision of day supervision to all colleagues in the service as well as advice and guidance to other health professionals.

To liaise and consult with GP's, Psychological Wellbeing Practitioners, Specialist Psychological Services professionals, Adult Mental Health Care Teams, and Older Peoples Community Mental Health Teams, counsellors, wellbeing staff and other statutory and voluntary agencies, when necessary, with regards to patient management and care.

To work autonomously within professional and service guidelines and exercise responsibility for the governance of psychological practice within the service/team. To utilise research skills for audit, examination and research. To propose and implement policy changes within the area served by the team/service. To keep client records appropriately and submit activity and audit data as required.

## ***DUTIES AND RESPONSIBILITIES***

### **WORKING ENVIRONMENT**

1. Primary Care Surgeries are the principal working environment.
2. The post involves working from home as well as travelling to the individual surgeries (where the post holder works at more than one surgery), and transporting clinical, administrative and resource information as required to support the provision of the clinical service. Travel is also required to service meetings, training and sometimes to Clinical Supervision meetings. Meetings may occur within the normal working hours and days for NHS Oxfordshire Talking Therapies. Flexibility in working practice and arrangements is therefore necessary.
3. The clinical work involves making frequent assessments and providing evidence-based interventions. The turnover of patients is therefore high, and the work environment pressured.
4. Groupwork is expected - this requires working in community settings, ensuring they are conducted in a safe environment for the safety and wellbeing of clients and staff. This also entails setting out chairs, overhead projectors and other equipment.

5. There is a need to use effective efficient keyboard skills in the recording of clinical information and in communicating with colleagues.

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

### **Clinical:**

To formulate, implement and evaluate therapy programmes across a range of complex problems with which clients present.

Use highly developed communication skills in working with people to understand their personal and often very sensitive difficulties and develop carefully tailored interventions.

To exercise autonomous professional responsibility for the assessment and treatment of clients in line with the service.

To act as a care coordinator where appropriate taking responsibility for initiation, planning and reviewing care plans involving clients, carers and other professionals and agencies.

Adhere to an agreed activity contract relating to the number of client contacts offered, and clinical sessions carried out per week 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 ensuring appropriate step-up and step-down arrangements are in place to maintain a stepped care approach.

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

Carry out clinical audits of service performance, including service user surveys and evaluations, and help to collate and disseminate the results for feedback.

Participate in research projects on an occasional basis taking an active role in data collection and developing reports.

Liaise with other health and social care staff from a range of agencies in the care provided clients.

Provide specialist advice and consultation to other professionals / individuals / groups / committees across Mental Health Trusts, Primary Care Trusts and other voluntary agencies regarding service matters related to the practice and delivery of specific agreed therapeutic modalities and service provision.

### **Training, and supervision**

Apply learning from Clinical training in practice.

Contribute to the teaching and training of mental health professionals and other staff working in the service.

Provide supervision to other staff involved in the provision of psychological services including day supervision.

### **Professional**

Ensure the maintenance of standards of practice according to the employer and any regulating, professional and accrediting bodies (e.g. 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).

Ensure that client confidentiality is always protected.

Be aware of, and keep up to date with, advances in CBT and other evidence-based psychological therapies.

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

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

Participate in individual performance review and respond to agreed objectives.

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

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

Participate in service improvement by highlighting issues and implementing changes in practice.

## **General**

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

To contribute to the promotion of NHS Oxfordshire Talking Therapies through written and oral means to stakeholders inside and outside of the Trust.

To 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.

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.

A Disclosure and Barring Service (DBS) 'Enhanced' will be required to be eligible for this post.

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.

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## **CODE OF CONDUCT**

All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, DoH Code of Conduct for Senior Managers).

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

In addition to undertaking the duties as outlined above, the post-holder will be expected to fully adhere to the following:

### **Personal Development**

- To actively participate in an annual performance review (appraisal) and the development and implementation of a personal development plan.
- To take responsibility for their own professional development ensuring professional standards are maintained and statutory and mandatory training is in date.
- To attend any training as requested.

### **Code of Conduct**

- To adhere to the Professional Code of Conduct relating to your profession (if applicable).
- To uphold the principles and values set out in the NHS Code of Conduct for Managers.
- To support the organisation in developing an effective work/life balance for employees that meets the needs of the organisation.
- To ensure that the health and wellbeing of patients is at the centre of all activities and that all staff engage and communicate with patients as appropriate.
- To always promote quality and safety of patients, visitors and staff thus enabling the Trust to meet its regulation requirements (Care Quality Commission Registration – Regulations and Outcomes) that relate most directly to patients and also strive for continuous quality improvement.

### **Equal Opportunities/Diversity**

- To observe Oxford Health NHS Foundation Trust's Equal Opportunities Policy providing equality of treatment and opportunity to employees, service users and service providers irrespective of sex, sexuality, age, marital status, ethnic origin or disability.

### **Health & Safety**

- To take responsibility for the health & safety of themselves and other persons who may be affected by their omissions or actions at work.
- To promote the Trust's Health and Safety Policy and ensure matters are managed in accordance with it.
- To co-operate with the Trust to ensure that statutory and departmental regulations are adhered to.
- Report accidents, incidents and near misses, implementing corrective action where necessary.

### **Infection Control**

- To comply with Trust policies for infection control and hand hygiene such as hand hygiene, decontamination Policy, uniform and workwear code and standard precautions Policy to reduce the spread of healthcare-associated infections (HCAIs).
- Employees with clinical responsibilities must incorporate into their clinical activities up to date evidence that supports safe infection control practices and procedures, such as the use of aseptic techniques and the safe disposal of sharps.

### **Confidentiality and Data Security**

- To comply fully with the duties and responsibilities outlined in the Trust's Information Governance Policy.
- To comply with the Data Protection Act 1998, NHS Confidentiality guidelines (eg. Caldicott, GMC) and any code of practice on Confidentiality and Data Protection as accepted by the Trust. Departmental codes of practice and procedures for confidentiality are available from the head of department.
- To ensure that all information collected, stored and used is done so in compliance with the above Act and any relevant Trust Policy.
- To preserve the confidentiality of any information regarding patients, staff records in your area (in connection with their employment) and the Trust business. This obligation shall continue in perpetuity.
- To raise any matters of concern with your Manager/Director

### **Safeguarding**

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring service users are protected from abuse or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the Trust's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Criminal Records Bureau.

### **Other**

- To be aware of and work in line with all Trust policies and procedures.
- To carry out any other tasks as reasonably directed.

## PERSON SPECIFICATION Band 7

	ESSENTIAL	DESIRABLE	HOW TESTED
<b>TRAINING &amp; QUALIFICATIONS</b>	<p>A recorded/registered doctoral level qualification in clinical or counselling psychology</p> <p><b>OR</b></p> <p>A recorded/registered qualification in one of the following - nursing, social work, Occupational Therapy, Art Therapy or a psychological therapy <b>and</b> further post graduate qualification training in evidence-based psychological therapies, including CBT, to at least equivalent of a Masters level <b>and</b> significant experience working as a psychological therapy practitioner</p> <p>Accredited with the BABCP</p>	<p>To have completed a recognised CBT/IPT/DIT/EMDR supervisor training relevant to IAPT service provision.</p>	<p>Application form and certificates of qualifications</p>



<b>EXPERIENCE</b>	Demonstrable experience of working in mental health services	Experience of working in Primary Care Services.	Application form
	Ability to meet agreed/specified service targets.		Interview
	Worked in a service where agreed targets in place demonstrating clinical outcomes.	To have delivered CBT/DIT/IPT/EMDR supervision individually or in a group	interview
	Ability to manage own caseload and time.		
	Demonstrates high standards in written communication.		Interview
	Able to write clear reports and letters to referrers.		Application form
			Application

	Delivery of therapy groups		form
	Experience of providing evidence based psychological therapies including CBT.		Test
	Experience with routine outcome monitoring.		Application Form & interview question
	Experience of teaching and liaising with other professional groups		
	Experience in establishing diagnosis / psychological formulation.		Interview

<b>COMPETENCIES AND SKILLS</b>	<p>Ability to evaluate and put in place the effect of training.</p> <p>Computer literate</p> <p>Well-developed skills in the ability to communicate effectively, orally and in writing, complex, highly technical and/or clinically sensitive information to clients, their families, carers and other professional colleagues both within and outside the NHS.</p> <p>Has received training (either formal or through experience) and carried out risk assessments within scope of practice.</p> <p>Able to develop good therapeutic relationships with clients.</p> <p>Understanding of principles and methods of clinical audit, research, and service evaluation.</p>		<p>(All) Application form and interview</p>
<b>Knowledge</b>	<p>Demonstrates an understanding of anxiety and depression and how it may present in Primary Care</p> <p>Demonstrates a knowledge of the issues surrounding work and the impact it can have on mental</p>	<p>Deliver therapy in languages other than English.</p> <p>Experience of working with diverse communities and within a multicultural setting.</p>	<p>(All) Application and interview</p>

	<p>Health.</p> <p>Knowledge of medication used in anxiety and depression and other common mental health problems.</p> <p>Demonstrates an understanding for the need to use evidence based psychological therapies including CBT and how it relates to this post.</p> <p>Knowledge of safeguarding children and vulnerable adults and other relevant legislation.</p>		
<hr/> <p><b>OTHER</b></p>	<p>High level of enthusiasm and motivation.</p> <p>Advanced communication skills</p> <p>Ability to work within a team and foster good working relationships.</p> <p>Ability to use clinical supervision and personal development positively and effectively.</p> <p>Ability to work under pressure.</p> <p>Regard for others and respect for individual rights of autonomy and confidentiality.</p> <p>Ability to be self-reflective, whilst working with service users, in own personal and professional development and in supervision.</p> <p>The ability and skills to act as an advocate for a new service to engage and foster new professional relationships with all health professionals in promoting the good integration of this service within the wider healthcare system.</p> <p>Ability to travel between sites and to regional meetings.</p>		<p>All Application / interview</p>

