

## HERTFORDSHIRE PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

### JOB DESCRIPTION

<b>Job Title:</b>	Specialist Art Therapist
<b>Grade/Band:</b>	Band 7
<b>Department:</b>	South West Strategic Business Unit (SWBU)
<b>Responsible to:</b>	Community Team Manager
<b>Accountable to:</b>	Principal Art Therapist Arts Therapies Professional Lead Service Line Lead
<b>Base:</b>	Colne House, Watford, Hertfordshire, U.K

### Hertfordshire Partnerships University 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 c. 3,000 and an annual income of c. £200m, the Trust is organised across three Strategic Business Units and provides integrated health and social care services through a large network of community and inpatient settings, serving diverse communities across Hertfordshire, Norfolk, North Essex and Buckinghamshire. As a university 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. We are on our “Good to Great” journey as we continue to innovate, improve, transform and

ultimately deliver the very highest standards of care to the service users and communities that we serve.

## **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 help people of all ages live their lives to their full potential by supporting 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’

## 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	<b>Welcoming</b>	✔ Valued as an individual
	<b>Kind</b>	✔ Cared for
	<b>Positive</b>	✔ Supported and included
	<b>Respectful</b>	✔ Listened to and heard
	<b>Professional</b>	✔ 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:

- Provide clinical assessment and intervention to service users with complex mental health issues including those with psychoses
- Provide assessment and intervention across teams within the SBU
- Work in a variety of venues across the SBU
- To provide Clinical Supervision to other arts therapists Trust wide
- To supervise arts therapies students on placements and/or Apprenticeships

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:

#### Working relationships

- Works with other arts therapists within the trust, sometimes leading specific delegated projects
- Represents arts therapists within the SBU at the request of the head arts therapist so has working relationship across and within teams
- Post holder is expected to build relationships with arts therapists in other trusts and within their professional body

#### Duties and Responsibilities:

Organisational chart: Adult Community Mental Health Services

### Duties and Responsibilities:

- Provide assessment and intervention to service users with complex mental health needs, including those with psychoses
- Provide assessment and intervention for groups and individuals. The expectation is for 2 groups, with limited space for individual work.
- Provide clinical supervision to Art Therapists
- Lead on service innovation as delegated by the Head of Arts Therapies

## **Clinical Responsibility**

- As a clinician, the post holder provides and evaluates assessment and treatment services with adults referred for complex, severe and enduring mental health problems including psychoses. They ascertain risk, needs and suitability for individual, group, other psychological therapies as a whole and specialist art psychotherapy communicating with the whole range of other professionals involved.
- As a senior specialist clinician the post holder works jointly with professionals to deliver assessment and care consultation for the range of psychological therapies, provides individual and group art psychotherapy assessments and treatment; core coordination and care consultancy in complex cases.
- Analyse and clarifies factors or risk e.g. self-harm, level of functioning, capacity to engage in therapeutic work, unmet needs and support systems to determine the patient's complex need and capacities to undertake the treatment mode.
- To provide specialised assessment of service users referred for the range of psychological therapies jointly with Arts Psychotherapy, Psychology or Psychotherapy to determine which service will meet their therapeutic needs.
- To make decisions and recommendations regarding the treatment of service user with complex mental illnesses through investigative assessment processes and to use interpretive skills to understand complex behaviours and psychological function.
- To plan, monitor and deliver specialised programmes of care for the treatment of a case load of service user experiencing complex and enduring mental illness.
- To provide art psychotherapy interventions, group or individual as appropriate through sensitive and expert application of arts psychotherapeutic techniques to service users assessed as able to engage in therapeutic work, whether brief or longer term. Standardised outcome measures and evidence based practice interpretation is part of this.
- To work to agreed activity standards including duration of intervention
- To be able to contain at time highly emotive and distressing clinical material (i.e. sexual abuse and other trauma). To enable the service user to disclose painful material, in order to progress the course of treatment where appropriate.
- To have the highly specialised skills and understanding to help service user in group and individual treatment, either brief or longer term, to disclose, process and resolve conflicts within themselves and with others.

## **Leadership and Staff Management Responsibility**

- Providing a high level of clinical leadership; specialist clinical skills for assessment for Art Psychotherapy and in liaison with other psychological therapies; and for treatment programmes.
- Providing a high level of expertise, clinical knowledge and skills for supervision, training, consultation, advice and teaching.
- Overseeing the coordination and allocation of formal clinical placements for trainee arts therapists, MA level, and for the provision of training to other health professionals [including medics].
- Leads on delegated development of standards of service delivery in accordance with national, professional and Trust sector and directorate policies. Responsible for the interpretation and implementation of these policies in the department.
- To provide expert and specialist clinical supervision to Art Psychotherapists within the trust and to specialists in other directorates and localities, by arrangement, including those from other professions.

## **Financial Responsibility**

Responsible for the department's administration, stock control and budget management. Authorised signatory where required

## **Service Development and Improvement**

- To lead delegated tasks concerned with the development and implementation of local protocols and procedures to support delivery of arts psychotherapy including operational issues.
- To carry out an annual audit of referrals to the department and other audit and evaluation as required.
- To use outcome measures such as CORE, goal based outcome and feedback forms to evaluate/audit the effectiveness of therapy for clients.
- To be responsible for the development and implementation of particular departmental policies and procedures, e.g. emergency planning.
- Contribute to the development of trust wide policies and procedures, e.g. trust induction, supervision.
- Interpret policies in areas of specialism for the staff team and facilitate their implementation.
- To be responsible for the organisation of student inductions and the department's induction pack.
- To attend meetings as delegated by the head arts therapist to represent arts therapies e.g. practice governance meetings.
- To undertake delegated management responsibilities as agreed with the Head of Department. This includes representing the Head at management meetings, carrying out Root Cause Analysis investigations into serious incidents as requested by the Trust, and managing the budget and deputising in the Head's absence.
- To undertake pilot projects and research in new areas of clinical work.

## **Communications**

- To communicate often delicate information with service users on individual or group treatment that requires high levels of tact and skill to enable service users to engage and progress in treatment. Need for working with highly developed communication skills to process highly charged emotions and enable service users to work through and complete treatment.
- To provide written/electronic records, reports, letters and reviews of assessment, treatment, and termination of services, to referrals and professionals, as needed.
- To complete and update paperwork for CPA, Risk Assessment and Case Review, throughout the course of art psychotherapy service provision, for each patient.

## **Analytical and Judgemental Skills**

- As described in: clinical responsibilities, leadership and staff management and service development and improvement

## **Planning and Organisational Skills**

- Excellent planning and organisational skills required to fulfil requirements described in
  - o Working relationships

- o Communication requirements
- o Clinical responsibilities
- o Leadership and Staff management
- o Service development and improvement
- Advanced skills required to balance priorities

### **Physical Working Conditions and Environment**

- To ensure that the practice environment is suitably maintained (equipment and rooms) for the services provided and that responsible officers are kept informed of unmet needs, risks and development
- To move furniture and specialised equipment as necessary to create safe and clinically effective environments for assessment and treatment.

### **Information Resources**

- Regularly inputs data and statistics into central information systems, and regularly operates computers and software, responding to e-mail communication, compiling reports and documents including therapy schedules and programmes.
- Ensures staff's understanding of and compliance in maintaining secure use of IT and other filing systems
  - Uses IT within clinical work as appropriate e.g. online sessions.

### **Additional Information:**

**The following statement forms part of all job descriptions:-**

### **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*

### **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**

All staff must be aware of the Data Protection Act 1984, and its subsequent amendments, which is now in force. This means that protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the Trust and the individual may be prosecuted.

## **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 Trustspace).

## **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**

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

## **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.





## PERSON SPECIFICATION

Job Title: Art Therapist

Department: ACMHS

Date last reviewed: 30 August 2022

CRITERIA	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS/EDUCATION/TRAINING</b> Good Honours degree in relevant subject M.A. (or equivalent) Art Psychotherapy Registered with Health and Care Professions Council (HCPC) as an art therapist/art psychotherapist Member of The British Association of Art Therapists Evidence of continued professional development.	A/I/T A/I A/I A/I  A/I	A/I/T   A
<b>PREVIOUS EXPERIENCE</b>  Relevant post qualifying professional experience and a demonstrable knowledge of and commitment to best practice and evidence based practice. Experience of providing a range of therapeutic interventions including: assessment, inpatient and outpatient work, individual and group work, exploratory and supportive. Experience of working with people with a range of mental health problems including: personality disorder, psychosis Experience of working within MDTs. Experience of supervising arts psychotherapists and of liaison with university training courses, in	A/I/T  A/I  A/I  A/I A/I	A/I/T

<p>own speciality and other specialist areas</p> <p>Experience of key working and care co-ordination of clients</p> <p>Good organisational skills including management of systems and personnel.</p> <p>Developed skills in clinical supervision of arts psychotherapists and other professionals</p> <p>Experience of/skills in facilitating online art psychotherapy</p>	<p>A/I</p> <p>A/I</p>	
<p><b>SKILLS/KNOWLEDGE/ABILITY</b></p> <p><b>COMMUNICATION SKILLS</b></p> <p>Ability to communicate effectively in a highly emotive atmosphere, to overcome patients' psychological resistance to personal disclosure and potentially threatening information, e.g. child protection and self-harm.</p> <p>Good communication skills: verbal &amp; written, including presentations</p> <p>Computer competency, including knowledge of electronic care records, email, word processing and audit tools.</p> <p><b>ANALYTICAL SKILLS</b></p> <p>Highly developed knowledge of and skills in assessing clients for arts psychotherapies and/or other treatment interventions, including risk assessment and contributing to diagnosis</p> <p>Highly developed skills in the application of psychodynamic formulations and theory to work with individuals, groups and teams</p> <p><b>PHYSICAL SKILLS</b></p> <p>Ability to organise and move physical resources required for delivering therapy</p> <p><b>PHYSICAL EFFORT</b></p> <p>Community post and post holder will be expected to travel within Hertfordshire as required.</p> <p><b>MENTAL EFFORT</b></p> <p>Regular requirement to concentration, frequency and consequences of interruptions.</p> <p><b>EMOTIONAL EFFORT</b></p>	<p>A/I/T</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	<p>A/I/T</p>

Regular requirement to deal with distressing or emotionally charged situations.	A/I	
	A/I	
<b>ADDITIONAL INFORMATION</b> <b>Values/Motivational/Personal Qualities/Diversity</b> <ul style="list-style-type: none"> <li>• Welcoming</li> <li>• Kind</li> <li>• Positive</li> <li>• Respectful</li> </ul>	A/I/T A/I/T	A/I/T

A- Application Form

I – Interview

T – Test



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