



Lincolnshire Partnership
NHS Foundation Trust

JOB DESCRIPTION

Cognitive Behavioural Therapist (CBT) Manager and Supervisor

Reviewed
December 2023

LINCOLNSHIRE PARTNERSHIP NHS FOUNDATION TRUST

Job Description

1. Job Details
<p>Job Title: Cognitive Behavioural Therapist (CBT) Manager and Supervisor</p> <p>Pay Band: 8a</p> <p>Reports to (Title): Head of Child Psychological Therapies</p> <p>Accountable to (Title): Head of Child Psychological Therapies</p> <p>Location/Site/Base: TBC</p>
2. Job Purpose
<p>To provide specialist assessment and treatment (CBT) to a caseload of children and young people (CYP) accessing LPFT's CYP Services, providing and developing highly specialist interventions.</p> <p>To organise and oversee the CBT provision to all LPFT's CYP Services (CAMHS; MHST's; Healthy Minds Lincolnshire), which will include an annual CBT training offer to all CYP Services staff; monthly CBT supervisions to staff trained to use CBT informed interventions; individual and group based CBT informed assessments and interventions to CYP throughout the different services.</p> <p>To provide line management supervision to the qualified CBT Therapists, Supervisors and trainee CBT Therapists working within LPFT's CYP Services.</p> <p>To provide clinical supervision to both trainee and qualified CBT Therapists within LPFT's CYP Services.</p> <p>To provide specialist advice to other professions and carers.</p> <p>To provide training to staff working within LPFT's CYP Services.</p> <p>To contribute to and develop relevant continuing professional development for the CBT staff.</p> <p>The post holder will work with children and young people with different cultural backgrounds and should be committed to equal opportunities</p> <p>The post holder will actively encourage and support service user involvement and will support staff to incorporate Routine Outcome Measures into their assessment and therapeutic work.</p>
3. Nature of the Service
<p>Community Core CAMHS</p> <p>The community based Core CAMHS includes providing mental health and therapeutic interventions to vulnerable young people including Looked After Children; children with mild to severe Learning Difficulties; young offenders; children and young people who have been victims of abuse; who are presenting with sexually concerning behaviours. The service is multi-disciplinary and includes clinical psychologists, child psychiatrists, CAMHS Practitioners (including mental health nurses, social workers, occupational therapists); specialist therapists (including CBT Therapists, family therapists, art therapist), assistant practitioners; Peer Support Workers; Parent Peer Support Workers.</p>

Mental Health Support Teams (MHST)

Mental Health Support Teams (MHST) are jointly delivered by NHS and Department of Education.

MHST staff provide early interventions for mild to moderate mental health and emotional wellbeing issues, such as anxiety, behavioural difficulties or friendship issues, as well as providing help to staff in a school or college setting. The CBT Therapists and Supervisors provide clinical casework to the MHST's and support MHST staff with offering CBT informed consultations and training to school and college staff.

Healthy Minds – Lincolnshire

The Healthy Minds Lincolnshire Service delivers early and preventative mental health interventions for children, young people and their families by:

- Providing training and support to universal services, particularly schools to enable staff to have the skills and confidence to manage the emotional wellbeing needs of the children and young people in their care.
- Providing individual and group work for children and young people and their families/carers using evidence based brief therapeutic tools and models
- Offering consultation, advice and signposting that will ensure, where appropriate children, young people and their families are referred to services that will meet identified needs.

The CBT Therapists and Supervisors provide individual CBT supervision to the Well Being Practitioners/Children's Well Being Practitioners within the service. They provide group supervision to HML staff who have attended the introductory CBT with CYP training. They provide training and workshops.

Local Authority EEBP Trained staff

The Local Authority EEBP trained staff help with the early identification of CYP referred into their teams who may have mental health difficulties. They provide low intensity interventions where a low level mental health concern is identified. They offer guidance to team members on engaging with and supporting children and young people with identified mental health needs and with signposting on as appropriate. CBT supervision is provided by the CBT Therapists and Supervisors to the Local Authority EEBPs..

CAMHS Eating Disorder Service

The community based Eating Disorder Service provides assessment and intervention within a stepped care approach for children and young people with an eating disorder – anorexia nervosa, bulimia, binge eating and atypical eating disorders – based on NICE guidance and individually assessed needs, ensuring that an agreed package of care is implemented which reflects the Trust's policy; to engage services users and their carers/families in all aspects of their care and treatment.

Paediatric support is provided through a shared care protocol with the acute Trust. The team works closely with other CAMHS staff to enable children and young people with an eating disorder to access the full range of supportive interventions available. Operating out of all CAMHS hubs, the team will also offer a home treatment and family support element.

CAMHS Crisis and Enhanced Treatment Team (CCETT)

The CAMHS Crisis and Enhanced Treatment Team (CCETT) provides crisis interventions to children and young people alongside intensive community treatment to young people experiencing an acute episode of mental health distress. In addition, the service aims to prevent admissions to out of area Tier 4 inpatient beds. The provision is available 7 days a week, 24 hours a day, with an on-call rota after 7:00pm with a multi-disciplinary team offering assessment and enhanced community treatment between the hours of 8.45am -7:00pm. Referred service users receive care based on their individually assessed needs. The service is available to children and young people meeting the criteria for moderate to severe CAMHS as a minimum requirement, where mental health needs and emotional disturbance is to a degree that the level of risk the young person poses cannot be contained by Core

CAMHS alone, but support by a specialist community service could provide an alternative to admission to Tier 4 services; those whose deterioration in mental state and functioning renders them liable for admission to an inpatient unit; those requiring discharge from an acute inpatient service following an episode of care; and those children and young people requiring an intensive acute care pathway.

The service is not a stand-alone service, but an extension of Core CAMHS and the Eating Disorder Service to ensure continuity of care for the child, young person and family, and enable an effective step-up, step-down model.

The Service works to maintain the child or young person in their 'home' setting and is closely aligned/works in partnership with local Accident and Emergency services, Crisis Intervention Services and the Duty Team within Children's Services to ensure that an agreed package of care is implemented which reflects the Trust's policy to engage services users and their carers in all aspects of their care and treatment.

Other CYP Services within LPFT

Additional to core CAMHS, CAMHS Crisis and Enhanced Home Treatment Service (CCETT), CAMHS Eating Disorder Service; there is also a Learning Disability CAMHS team and LPFT has the contracts for the following CYP Services – Lincolnshire CYP Complex Needs Service; in reach health team for the Lincolnshire Secure Unit; Paediatric Psychology – Diabetes; Psychology Team – social communication; Young Minds Matter (NE Lincs).

There are close links between all CYP services to enable accessible and timely assessments and interventions to be offered.

4. Organisation Chart

Head of Child Psychological Therapies

This Post 8a CBT Manager

CBT Therapists / Supervisors

5. Duties

- To provide line management supervision for CBT Therapists, Supervisors and trainees within the service.
- To provide clinical supervision for CBT Therapists, Supervisors and trainees within the service.
- To work with the Head of Child Psychological Therapies and the CYP Service Managers to deliver CBT in the CYP Services in line with the service protocols and NICE guidelines.
- Undertake and support the delivery of specialist psychological assessments of service users referred to the service (assessments will include identification of the service users' problem, comprehensive risk assessment and identification of goals for therapy).
- Make decisions on suitability of new referrals for the different CYP Services and ensure there are smooth transitions for CYP who need to move from one CYP Service to another.
- To formulate service users' problems using cognitive behavioural protocols and implement CBT interventions in line with NICE guidelines.
- To signpost service users to other services and agencies for additional needs as appropriate.
- Work closely with other members of the MDT's, ensuring good continuity of care appropriate to need.
- Assess and integrate issues surrounding school, education and training into the overall therapy process.

- To work with Training Leads within LPFT's CYP Services to ensure there is a comprehensive CBT informed group intervention programme on offer throughout the year for CYP and for parents.
- To work with CBT Therapists and Supervisors and administrators to ensure all group based intervention packages are kept up to date and accessible; that all Guided Self Help packages are kept up to date and accessible.
- To ensure that all CYP services staff are using Routine Outcome Measures as appropriate and that these are recorded on RIO.
- Actively seek to involve service users in service provision and development and consider ways of supporting Peer Support Workers and Parent Peer Support Workers in their roles within the services.
- To develop CPD plan for the CBT provision within LPFT's CYP Services.
- To deliver group or individual interventions in line with the organisation's requirements.
- Complete all requirements relating to data collection within the service.
- To attend relevant team meetings, management meetings.
- To organize and chair regular group review meetings.
- To utilise audit and research methodology to evaluate clinical practice of others, ensuring fidelity to the principles and models of CBT.
- To produce reports and report back on evaluations and audits carried out so that service provision can be adjusted and maintained as appropriate.
- To propose policy/service changes that impact across CYP Services and the Division.
- Comply with and carry out safe practice in accordance with Trust policies and procedures, and other relevant national and local guidance.

PROFESSIONAL

- Ensure the maintenance of standards of practice according to the employer and any regulating, professional and accrediting bodies (e.g. UKCP, BABCP), and keep up to date on new recommendations/guidelines set by the Department of Health, Health Education England, Department of Education (e.g. National Institute for Clinical Excellence).
- 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 managers and therapists on a regular basis as part of continuing professional development.
- 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 C.P.D. 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.
- Attend mandatory training.

6. Skills Required for the Post

Communication and relationship skills

- Ability to provide and receive highly sensitive information where there are barriers to understanding, agreement required.
- Excellent verbal and written communication skills.
- Able to develop good therapeutic relationships with service users.
- The ability and skills to act as an advocate for a new service, to engage and foster good professional relationship.
- Regard for others and respect for individual rights of autonomy and confidentiality.
- Ability to be self reflective whilst working with service users, and in own personal and professional development and in supervision.
- Ability to work within a team and foster good working relationships.

- Ability to elicit highly sensitive information, where there is a need for reassurance, empathy and to gain agreement from the patient, to a therapeutic regime.

Analytical and judgment skills

- Ability to analyse highly complex situations identifying/comparing a range of options. For example interpreting client, family situation and appropriate formulation where opinions may differ.
- Developed understanding of issues surrounding clinical risk.
- Ability to use clinical supervision and personal development positively and effectively.
- Has received training (either formal or through experience) and carried out risk assessments within scope of practice.

Planning and organisational skills

- Ability to work under pressure.
- Ability to plan and organise clinical audits.
- Ability to plan and organise a broad range of complex activities, some of which are ongoing, which require the formulation and adjustment of plans or strategies.
- Ability to plan and coordinate the CBT provision across all LPFT's CYP Services.
- Ability to plan and arrange line management and clinical supervisions for all CBT Therapists and supervisors within LPFT's CYP Services and to ensure access to CBT supervision for all CYP Services staff who have relevant CBT training.
- Ability to organize and chair multi agency and multi professional meetings.

Physical skills

- Ability to travel to locations throughout the organisation.
- Computer literate.

7. Responsibilities of the Post Holder

Responsibilities for direct/indirect patient care

- Develops specialised programmes of care/ care packages/ provides specialised advice concerning care.
- Assesses, develops & implements specialist psychological interventions; provides advice in specialist area.

Responsibilities for policy and service development implementation

- To contribute to the development, evaluation and monitoring of CYP services operational policies and services which impact beyond own area of activity, through the deployment of professional skills in research, service evaluation and audit.
- To manage the workloads of supervisees within the framework of the team/service's policies and procedures.

Responsibilities for financial and physical resources

- To use computers to write reports and record data.
- To ensure CBT informed group intervention packages are kept up to date and accessible.
- To ensure Guided Self Help packages are kept up to date and accessible.

Responsibilities for human resources (including training)

- To receive regular clinical, professional and line management supervision.
- To provide professional and clinical and line management supervision to qualified CBT staff and trainee CBT staff.
- To provide supervision to CYP Services Training Leads.
- To manage the workloads of supervisees within the framework of the team/service's policies and procedures and the requirements of the University providing the EMHP training; the CBT training.

- To carry out duties in relation to local, regional and national initiatives in developing services in the specialist area as opportunities arise.

Responsibilities for information resources

- Records personally generated information.
- Update client's records.
- Keeps comprehensive supervision records.

Responsibilities for research and development

- To frequently utilise theory, evidence-based literature and research to support evidence based practice in individual work and work with other team members.
- To undertake regular, complex audits and research to ensure the development of CBT provision is in line with evidence based practice.
- Where appropriate, to undertake project management, including audit and service evaluation, with colleagues within the entire service to help develop service provision.

8. Freedom to Act

Accountable for own professional actions, indicates freedom to take action based on own interpretation of broad clinical and professional policies seeking advice when necessary.

9. Effort & Environment

Physical effort

- The post will involve a combination of sitting, standing and walking and will require sitting in a restricted position whilst performing assessments and interventions.
- Travelling between work bases.

Mental effort

- Frequent requirement of intense concentration when undertaking assessments and interventions with individuals in a one to one setting with groups of CYP and parents, groups of professionals.

Emotional effort

- Frequent exposure to emotional circumstances and distressed clients.

Working conditions

- Own duty of care and equipment use.

10. Equality and Diversity

All staff through their behaviours and actions will ensure that our services and employment practices are respectful of individual needs and differences including those characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex and Sexual Orientation).

11. General

You must uphold the Trust's Purpose, Vision and Values:

Our Vision- To support people to live well in their communities.

Values

Behaviours

Compassion- Acting with kindness

Treating people with respect, showing empathy and a desire to be helpful.
Paying attention to others and listening to them.
Responding appropriately, being mindful of the language we use to do this.

Pride- Being passionate about what we do

Challenging poor practise.
Being a patient and carer advocate.
Recognising and praising good care.

Integrity- Leading by example

Doing what I say I am going to do.
Being honest.
Taking responsibility for my actions.

Valuing everybody- Using an inclusive approach

Supporting every person however different to me to achieve their best.
Challenging discrimination and supporting others to understand why it is everybody's business to do this.
Recognising and challenging my own assumptions.

Innovation- Aspiring for excellence in all we do

Using service improvement methodology.
Learning with people who use our services, research, best practise and evidence.
Sharing the learning internally and contributing to research where relevant.

Collaboration- Listening to each other and working together

Working in partnership to promote recovery, supporting and encouraging independence.
Working as one team.
Valuing lived experience as an equal partnership.

In addition you must:

- Highlight concerns in accordance with the Trust's Whistleblowing Policy where it is felt poor practice or general wrong doing has not been dealt with appropriately. Staff may make such disclosures without fear of criticism or retribution.
- Maintain an awareness of information governance and information security related issues and ensure compliance with LPFT Records and Information Policies.
- Participate in performance review, supervision and undertake mandatory training and personal development as required of the post.
- Take personal responsibility for your own Health and Safety at work in accordance with Trust Policies and Procedures, in particular Security, Health and Safety and Risk Management
- Be committed to safeguarding and promoting the welfare of children, young people, vulnerable adults and people experiencing domestic abuse, both as service users and visitors to Trust premises. All staff have an absolute responsibility to safeguard and promote the welfare of children and adults. The post holder, in conjunction with their line manager, will be responsible for ensuring they undertake the appropriate level of training relevant to their individual role and responsibilities. They must be aware of their obligation to work within and do nothing to prejudice the safeguarding policies of the Trust.
This job description is not exhaustive and as a term of employment you may be required to undertake such other duties as may reasonably be required.

PERSON SPECIFICATION

		JOB REQUIREMENTS	
	ESSENTIAL	DESIRABLE	HOW ASSESSED (e.g. Application Form, Interview Test, Reference etc)
Qualifications	<ul style="list-style-type: none"> • Post graduate diploma in CBT and full Accreditation with BABCP. • Professional qualification as Clinical Psychologist, Nurse, Social Worker, Occupational Therapist or in a recognised psychological therapy. • Relevant Masters Degree (clinical, managerial) or equivalent experience. • CBT supervision training. 		Application form BABCP confirmation Certificates Interview References
Experience	<ul style="list-style-type: none"> • Experience of working as a qualified CBT therapist, Clinical Psychologist, Nurse, Social Worker, or OT. • Experience of delivering CBT for children and young people. • Experience of offering CBT assessments and interventions – individual and group. • Worked in a service where agreed targets in place demonstrating clinical outcome. • Experience of offering clinical and caseload management supervision. • Experience of working with a wide range of presenting mental health concerns that reflect the full range of clinical severity including working with experiences of trauma and abuse. 	Experience of offering line management supervision. Experience of working in school and college settings. Experience of working in Child and Adolescent Mental Health Services (CAMHS).	Application form Interview References

Skills & Competences	<ul style="list-style-type: none"> • Advanced interpersonal skills. • Advanced CBT skills. • Good written and verbal communication skills. • A good level of analytical and judgemental skills. • Excellent organisational skills. • IT skills. • Training in supervision • Ability to use own initiative & work autonomously with caseload and administration. • Ability to use clinical supervision effectively • Ability to reflect on own clinical practice, • Ability to meet agreed/specified service targets. • Ability to manage own caseload and time. • Has received training and carried out risk assessments within scope of practice. • Understanding of issues surrounding clinical risk. • Able to develop good therapeutic relationships with clients. • Completed clinical audits within a service. • Ability to work within a team and foster good working relationships. • Ability to work under pressure. • Regard for others and respect for individual rights of autonomy and confidentiality. 		Application form Interview References
Special Requirements	<ul style="list-style-type: none"> • Demonstrable working knowledge and understanding of all relevant policies and legislation. • Understanding of common mental health problems and of current approaches to treatment e.g. NICE Guidelines. • Knowledge of medication used in anxiety and other common mental health problems. • Demonstrates an understanding for the need to use evidence based psychological therapies and how it relates to this post. • Ability to travel independently across Lincolnshire • Competent in using video platforms to offer individual assessments and interventions • Competent in using video platforms to offer group interventions 		Application form Interview References

	<ul style="list-style-type: none">• Competent in using video platforms to provide staff training		
--	--	--	--