

## **JOB DESCRIPTION**

### **Oxford Health NHS FT**

Job Title: Cognitive behaviour therapist  
Band: 7  
Responsible to: *Line Manager*  
Responsible for: *Psychological Wellbeing Practitioners, Assistant Psychologists*  
Accountable to: Oxford Health NHS FT Healthy Minds Clinical Lead  
Place of work: High Wycombe / Aylesbury  
Hours: 37.5

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## **JOB PURPOSE**

This role is working within a Talking Therapies Service in Buckinghamshire. The post-holder will provide a high quality specialist clinical/counselling psychology or psychotherapy service to persons with mental health difficulties served by the Healthy Minds service.

The postholder will provide specialist psychological and mental health assessment and intervention and offer advice, consultation and supervision on clients' psychological care to non-psychological therapy colleagues and to other, non-professional carers. Facilitate access to counselling and specialist mental health services when needed.

The role may include supervision and support of psychological assessments and therapies provided by the Psychological Wellbeing Practitioners and provide advice and consultation to other members of the Healthy Minds service who provide psychologically based care and treatment.

The postholder will be expected to work autonomously within professional guidelines and the overall framework of the Bucks Talking Therapies policies and procedures.

There may be opportunities to utilise research skills for audit, policy and service development and research across the service.

The post holder will work with people with different cultural backgrounds and ages, using interpreters when necessary and should be committed to equal opportunities.

## ***DUTIES AND RESPONSIBILITIES***

### **CLINICAL:**

Accept referrals via agreed protocols within the service.

1.	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.
2.	To provide specialist psychological assessments of clients referred to the service based upon the appropriate use, interpretation and integration of complex data from a variety of sources including psychological and neuropsychological tests, self-report measures, rating scales, direct and indirect structured observations and semi-structured interviews with clients, family members and others involved in the client's care. Where the problems appear to be too complex or severe to be appropriate for the post holder's level of training and experience to refer to team manager/clinical supervisor for advice on how to manage the case.
3.	To plan and implement formal psychological treatment and/or management of a client's mental health problems, based upon an appropriate conceptual framework of the client's problems, and employing methods of proven efficacy.
4.	To implement a range of psychological interventions for individuals, carers, families and groups, adjusting and refining psychological formulations drawing upon different explanatory models and maintaining a number of provisional hypotheses.
5.	To evaluate and make decisions about treatment options taking into account both theoretical and therapeutic models and complex factors concerning historical and developmental processes that have shaped the individual, family or group.
6.	To be responsible and accountable for the assessment, treatment and discharge of clients whose problems are managed by psychologically based care plans.
7.	To provide specialist psychological advice guidance and consultation to other professionals contributing directly to clients' formulation, diagnosis and treatment plan.

8.	To undertake risk assessment and risk management for individual clients and to provide advice to other professions on psychological aspects of risk assessment and risk management.
9.	Educate and involve family members and others in treatment as necessary, conveying psychological formulations with sensitivity in easily understood language.
10.	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.
11.	Attend multi-disciplinary meetings relating to referrals or clients in treatment, where appropriate
12.	Work closely with other members of the team, service and partner organisations ensuring appropriate step-up and step-down arrangements are in place to maintain a stepped care approach
13.	Assess and integrate issues surrounding work and employment into the overall therapy process

**PROFESSIONAL:**

1.	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).
2.	To contribute to the development and maintenance of the highest professional standards of practice, through active participation in internal and external CPD training and development programmes, in consultation with the postholder's professional/clinical supervisor and team manager.
3.	To contribute to the development and articulation of best practice in psychological therapies across the service, by continuing to develop the skills of a reflexive and reflective scientist practitioner, taking part in regular professional/clinical supervision and appraisal and maintaining an active engagement with current developments in the field of psychological therapy and related disciplines.
4.	To maintain up-to-date knowledge of legislation, national and local policies and procedures in relation to Mental Health and Primary Care Services.
5.	Ensure that client confidentiality is protected at all times.
6.	Be aware of, and keep up to date with advances in the spheres of CBT and other agreed psychological therapies
7.	Ensure clear professional objectives are identified, discussed and reviewed with senior professional colleagues on a regular basis as part of continuing professional development.
8.	Attend professional/clinical and managerial supervision on a regular basis as agreed with team Manager and clinical supervisor.
9.	Participate in individual performance review and respond to agreed objectives.
10.	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
11.	Attend relevant conferences / workshops in line with identified professional objectives.

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**RESPONSIBILITY FOR EDUCATION AND TRAINING:**

1.	To provide professional and clinical supervision of trainee clinical/counselling psychologists, graduate psychologists, trainee CBT therapists and Low Intensity Workers as appropriate to the post holder's own level of qualification and experience.
2.	To provide advice, consultation and clinical supervision to other members of the treating team in the provision of psychologically based interventions to help improve client functioning.
3.	To contribute to the pre- and post-qualification teaching of clinical and/or counselling psychology, CBT and psychotherapy as appropriate.
4.	To provide advice, consultation and training to staff working with people with a range of common mental health difficulties across a range of agencies and settings, where appropriate.

**RESPONSIBILITY FOR INFORMATION RESOURCES:**

1.	Complete all requirements relating to data collection within the service
2.	Keep coherent records of all clinical activity in line with service protocols

**RESPONSIBILITY FOR RESEARCH AND AUDIT:**

1	To contribute to the development, evaluation and monitoring of the service operational policies and services and participate in the development of high quality, responsive and accessible services, through the deployment of professional skills in research, service evaluation and audit.
2	Carry out clinical audits of service performance, including service user surveys and evaluations, and help to collate and disseminate the results for feedback.
3.	To utilise theory, evidence-based literature and research to support evidence based practice in direct client work and work with other team members.
4.	To undertake appropriate research and provide research advice to other staff undertaking research as appropriate to own level of experience and within agreed service objectives
5.	To undertake project management, including complex audit and service evaluation, with colleagues using research methodology to address a clinical question or improve services.

**COMMUNICATION:**

1.	Provide an advisory service on matters related to the practice and delivery of psychological therapies in primary care to individuals/groups/committees across the Primary Care Trust and other partner organisations including mental health trust, independent and voluntary sector agencies
2.	Promote and maintain links with Primary Care, Secondary Care, independent and voluntary sector Staff to help co-ordinate the provision of an effective integrated IAPT pathway of care.

3.	To communicate in a skilled and sensitive manner, information concerning the assessment, formulation and treatment plans of clients under their care and to monitor progress during the course of both uni- and multi-disciplinary care.





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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 2018, General Data Protection Regulation, 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**

<b>Band: 7 Cognitive behaviour therapist</b>		
<b>Criteria for Selection</b>	<b>Essential Requirements</b>	<b>Desirable Requirements</b>
Knowledge Requirements	<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 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 and how it relates to this post</p>	Knowledge of the issues surrounding older adults or those with physical health problems
Qualifications – Academic/Skills/Professional	<p>Doctoral level training in clinical / counselling psychology or UKCP registered psychotherapist, BABCP accredited (or willing to apply for accreditation and be awarded it within 6 months of the post starting) cognitive behavioural psychotherapist</p>	Pre-qualification training and qualifications or experience in research methodology, staff training and/or other fields of applied psychology
Further Training or Job Related Aptitude and Skills	<p>Some training in core CBT skills</p> <p>Computer literate</p> <p>Excellent verbal and written communication skills</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>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 and how it relates to this post</p> <p>Ability to evaluate and put in place the effect of training</p> <p>Computer literate</p> <p>Excellent verbal and written</p>	

	<p>communication skills</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>	
Experience	<p>Experience of specialist psychological assessment and treatment of clients across the full range of care settings, including outpatient, community, day services and in-patient settings.</p> <p>Experience of working with a wide variety of client groups, across the whole life course presenting problems that reflect the full range of clinical severity including maintaining a high degree of professionalism in the face of highly emotive and distressing problems, verbal abuse and threat of physical abuse</p> <p>Demonstrable experience of working in mental health services</p> <p>Ability to meet agreed/specified service targets</p> <p>Ability to manage own caseload and time</p> <p>Demonstrates high standards in written communication</p> <p>Able to write clear reports and letters to referrers</p> <p>Experience of providing evidence based psychological therapies including CBT</p> <p>Experience with routine outcome monitoring</p> <p>Experience of teaching and liaising with other professional groups</p> <p>Experience in establishing diagnosis / psychological formulation</p> <p>Experience of providing supervisory support to colleagues.</p>	<p>Experience of running / co-running groups</p> <p>Experience of the application of psychological therapist in different cultural contexts</p> <p>Experience of working in the NHS</p> <p>Experience of working in Primary Care Services.</p> <p>Experience of working in services delivering care to older adults</p> <p>Experience of working in a service delivering care to people with long term physical health conditions</p> <p>Working in a service where agreed targets in place demonstrating clinical outcomes</p>
Personal Qualities	<p>High level of enthusiasm and Motivation.</p> <p>Advanced communication skills</p>	<p>Fluent in languages other than English</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 good integration of this service within the wider healthcare system</p>	
<p>Contractual Requirements or other requirements</p>	<p>Ability and willingness to travel between sites, clinic venues and to regional meetings</p> <p>Understanding that clinic sites and/or base may change during employment due to changes in service need</p>	