

JOB DESCRIPTION

JOB DESCRIPTION
Oxford Health NHS FT

Job Title: Trainee Psychological Wellbeing Practitioner

Band: 4

Responsible to: Step 2 Team Leader

Accountable to: Clinical Lead

Place of work: Prospect House, High Wycombe / Peach Tree House,, Whiteleaf Centre, Aylesbury Hours:
Monday to Friday 9am to 5pm. Some evening work till 8pm.

Author: Rachel Balster /Joanna Wilkinson

Creation Date: 02/11/18

Last Updated: 16/06/2023

Document Ref: HR\STAFF\JD\PWP

Version: 2

JOB PURPOSE

The post holder will:

- Conduct person centered assessments, over the telephone or face to face, and determine the best course of treatment for individuals with the support and guidance of experienced supervisors.
- Work under supervision to provide high volume low intensity evidence based psychological interventions, including Step 2 courses, computerized Cognitive Behavioural Therapy (CCBT) and guided self-help, within professional guidelines and the overall framework of the Trust's policies and procedures.
- Keep records of clinical activity, collect outcome measures and service user evaluations. Contribute to the collation and analysis of this data.
- Attend the Oxford Health NHSFT PWP Apprenticeship programme and successfully complete the academic and clinical requirements of this course.

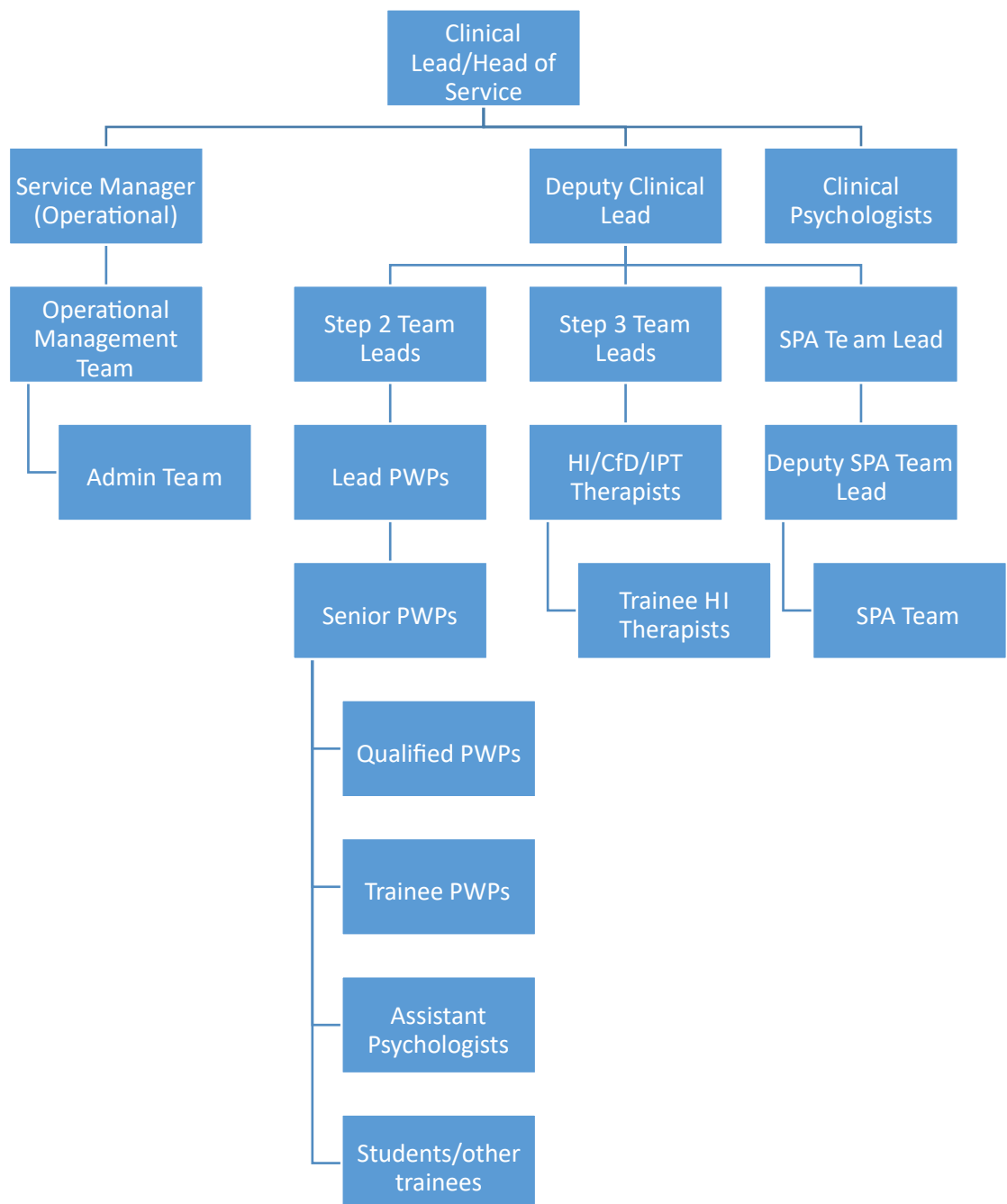
DUTIES AND RESPONSIBILITIES

1. CLINICAL

- 1.1. Carry out telephone Brief Screening Assessments BSA of service users with a common mental health disorders who have been referred to the service. This will include service users who have long term medical conditions which may/may not relate to their mood disorder.
- 1.2. At BSA identify presenting problem; areas where the person wishes to see change and or recovery and discuss possible treatment options.
- 1.3. At BSA, and subsequent service user contacts, make an accurate assessment of risk to self and others and agree an individual risk management plan. Identify any safeguarding concerns and agree a plan to address these in consultation with trust Safeguarding Leads.
- 1.4. Provide information to service users and referring agents on the stepped care model and the evidence based psychological interventions that the service offers. At Step 2 these include Guided Self Help delivered via telephone, face to face and through courses; Computerized CBT and information about pharmacological treatments.
- 1.5. Following BSA make decisions on appropriate intervention following the stepped care model at Step 2 or 3 within the service or when appropriate making onward referrals to Step 4 Psychological Therapies; Adult Mental Health Team or tertiary services. Service users can also be signposted to other agencies. These decisions may be made in conjunction with supervisor.
- 1.6. Educate and involve family members and others in treatment as necessary.
- 1.7. Adhere to an agreed workplan relating to the number and type of service user contacts offered, and clinical sessions carried out per week to minimize waiting times and ensure treatment delivery remains accessible.
- 1.8. The work plan will include delivering some of all the Step 2 interventions. (see above)

- 1.9. Complete all requirements relating to data collection within the service.
- 1.10. Keep coherent records of all clinical activity in line with service protocols
- 1.11. Assess and integrate issues surrounding work and employment into the overall therapy process.
- 1.12. Assess and integrate issues surrounding long-term health conditions into the overall therapy process

2. **STRUCTURE CHART**



3. TRAINING AND SUPERVISION

3.1. Attend and fulfill all the requirements of the Oxford Health NHSFT PWP Apprenticeship Programme.

4. PROFESSIONAL

4.1. Ensure the maintenance of standards of practice according to the employer and any regulating body and keep up to date on new recommendations/guidelines set by NHS England, NICE and other relevant bodies. Ensure that service users confidentiality is protected at all times.

4.2. Be aware of and keep up to date with advances in the field of treatment for common mental health problems, with and without comorbid long term physical health conditions.

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

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

4.5. Participate in individual performance review and respond to agreed objectives.

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

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

5. GENERAL

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

5.2. To maintain up-to-date knowledge of legislation, national and local policies and procedures in relation to Mental Health and Talking Herapies.

5.3. All employees have a duty and responsibility for their own health and safety and the health of safety of colleagues, service users and the general public.

5.4. All employees have a responsibility and a legal obligation to ensure that information processed for both service users and staff is kept accurate, confidential, secure and in line with the Data Protection Act (2018), GDPR and trust confidentiality policies.

5.5. 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.

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.

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 and General Data Protection Regulations (GDPR), National Data Security Standards and any professional 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: 4

The following information must be used when completing this section

Criteria for Selection	Essential Requirements	Desirable Requirements
Knowledge Requirements	Demonstrates an understanding of anxiety and depression and how it may present in Primary Care/health and social care settings.	
Qualifications – Academic/Skills/Professional	<p>Education to degree level</p> <p>OR</p> <p>A minimum 'Level 5' qualification (as specified by the National Framework of Qualifications) see below:</p> <p>HND</p> <p>BTEC Level 5 Higher National Diploma</p> <p>Level 5 Professional Diploma</p> <p>Level 5 Professional Certificate</p> <p>Level 5 Professional Award</p> <p>Level 5 City and Guilds Institute Affiliateship</p> <p>International Advanced Diploma in Computer Studies (IADCS)</p> <p>NCC Education UK.</p> <p>City and Guilds Full Technological Certificate/ Diploma</p> <p><i>If you do not hold one of these qualifications you must provide evidence, on the basis of prior experience and other educational achievement, that you have the ability to study at level 6, and have the potential to pass all skills-based assessments within the programme.</i></p>	

--	--	--

Further Training or Job Related Aptitude and Skills	<p>Able to attend a one day per week course virtual teaching and/or travel to Oxford.</p> <p>Able to complete academic components of the course</p> <p>Able to integrate training into practice</p>	
Experience	<p>Evidence of clinical experience of working with people directly who have experienced a mental health problem such as depression or anxiety disorders for example Health Care Assistant in clinical setting, assistant psychologist, OT Assistant, volunteer with mental health charities etc.</p> <p>OR</p> <p>Evidence of transferable skills through employment or life experience, and <u>how you could apply this to supporting people with mental health problems.</u></p> <p>Worked in a role where agreed targets in place demonstrating performance.</p> <p>Experience of managing own workload and time.</p> <p>Demonstrates high standards in all aspects of communication</p> <p>Able to write clear reports and letters.</p> <p>Experience of working effectively in a team</p>	<p>Experience of working in a health care or social care setting.</p> <p>This could include administration or clerical roles.</p>

Personal Qualities	<p>Computer literate</p> <p>Sound verbal and written communication skills, including telephone skills</p> <p>Able to develop good therapeutic relationships with</p>	Fluent in languages other than English.
	<p>service users</p> <p>High level of enthusiasm and motivation.</p> <p>Ability to work within a team and foster good working relationships</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>	
Contractual Requirements or other requirements	<p>Willingness and ability to travel to locations around Buckinghamshire using own vehicle or alternative public transport.</p> <p>Willingness to work flexibly within service hours 8am-8pm.</p>	Live local to Buckinghamshire or neighbouring counties.