

## **JOB DESCRIPTION**

### **Oxford Health NHS FT**

Job Title: Highly Specialist Clinical Psychologist/Counselling Psychologist/Cognitive Behaviour Therapist and Team Leader

Band: AfC Band 8a

Responsible to: Healthy Minds Clinical Lead.

Responsible for: Trainee and qualified Psychological Wellbeing Practitioners, trainee and qualified High Intensity Therapists, Attached Doctoral Trainee Clinical/Counselling Psychologists, Graduate Psychologists.

Accountable to: Team Manager and Healthy Minds Clinical Lead

Place of work: Healthy Minds: Buckinghamshire Primary Care Wellbeing Service, Prospect House, High Wycombe

Hours: 37.5 per week

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## **JOB PURPOSE**

The post holder will:

- Ensure the systematic provision of a high-quality psychological therapy service to adults and older adults with common mental health disorders and their carers for the designated locality within the Buckinghamshire Healthy Minds Service.
- Provide highly specialist psychological assessment and therapy for a caseload of people with common mental health disorders with or without long term physical health problems.
- Clinically supervise and support the psychological assessment and therapy provided by trainee and qualified Psychological Wellbeing Practitioners and trainee and qualified High Intensity Therapists and where appropriate Doctoral Trainee Clinical/Counselling Psychologists, working in the service.

## ***DUTIES AND RESPONSIBILITIES***

As Team Leader, provide leadership and management supervision for clinical staff working with people with common mental health disorders within the designated locality; contribute to the development and maintenance of systems for the clinical and professional supervision and support of both trainee and qualified Psychological Wellbeing Practitioners and trainee and qualified High Intensity Therapists, including systems for effective recruitment, professional appraisal, and the identification of CPD needs across the service in consultation with the Coordinator of Clinical Supervision for PWPs, Coordinator of Clinical Supervision for High Intensity Therapists, Clinical Lead, Deputy Clinical Lead and Team manager.

In collaboration with the Coordinator of Clinical Supervision for PWPs and HIs, as Team Leader, oversee Clinical Supervision for PWPs and HIs; the organisation and delivery of clinical activity at step 2 (including courses, online therapy and telephone or face to face clinics) and step 3 (including individual CBT, step 3 groups); the organisation and delivery of clinical activity at step 2 and 3 (liaise with PWP / HI training courses, support PWP / HI trainees through the University of Reading courses; maintain and enhance the wellbeing of step 2 and 3 practitioners).

Contribute to service development and delivery across the service with special focus on the designated locality and Step 2 and 3 components of the service.

Support the Clinical Lead and Team Manager in the operational delivery of the service ensuring it meets national guidance and local key performance indicators such as treatment timescales.

Work autonomously within professional guidelines and exercise responsibility for the systematic governance of psychological practice within the service. To utilise research skills, as a major requirement of the job, for audit, policy and service development and research. To propose and implement policy changes which may impact on other professionals within the area served by the Service.

## ***WORKING ENVIRONMENT***

- Working as part of an IAPT service within Primary care
- Seeing patients individually, in group settings and offering treatment over the telephone.

The main work base will be at Prospect House in High Wycombe. However the post holder would be required to travel around Buckinghamshire to see patients and supervisees.

- The post holder's office base will be in an open plan office with other service staff and they will have support from service administrators.
- There will be access to rooms for supervision and therapy

- Therapy may be frequently carried out by use of telephone (requiring head set) and within GP practices or other community venues involving sitting in constrained positions for significant periods of time
- Working within a mental health service involves unavoidable, frequent and direct exposure to emotionally difficult situations including: adjustment to major life events; family breakdown; patient, carer and family emotional trauma; domestic violence. In addition mental health difficulties can impair clients' emotional control and behavioural inhibition and therefore frequent proactive management of verbal aggression, threat of and actual physical aggression is required.
- There is a need to use effective and efficient keyboard skills in the recording of clinical information and in communicating with colleagues.

## **KEY RESULT AREAS**

### **Clinical:**

- Make decisions on suitability of new referrals, adhering to the service referral criteria/protocols, accepting referrals or referring patients onto the relevant service or back to the referrer as necessary.
- To carry out highly specialist psychological assessments of patients referred to the service.
- To evaluate and make decisions about treatment options, including discharge taking into account both theoretical and therapeutic models
- To carry out risk assessments as per Trust policy and advise other team members on issues relating to patient risk when requested
- To provide a high quality Psychological treatment service in the form of one to one treatment, group treatment and over the telephone
- Make clinical judgments based on the outcome of needs assessments as to the appropriate treatment options available within the service
- Formulate, implement and evaluate therapy programmes for patients.
- Educate and involve family members and others in treatment as necessary, conveying Psychological formulations
- Adhere to an agreed activity contract relating to the number of patient contacts offered, and clinical sessions carried out per week in order to minimise waiting times and ensure treatment delivery remains accessible and convenient
- Attend multi-disciplinary meetings relating to referrals or patients in treatment where appropriate
- Keep coherent records of all clinical activity in line with service protocols
- Work closely with other team members to ensure 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
- To give advice to members of the service on referral and treatment issues relating to patients

- To provide an advisory service on matters related to the practice and delivery of Psychological Therapy to individuals/groups/committees across Oxford Health NHS Foundation Trust and other statutory and Voluntary agencies
- Promote and maintain links with general practice, CCGs, hospital and community services, social care and voluntary sector organisations to help coordinate the provision of an effective IAPT service

### **Teaching, Training and Supervision**

- To ensure the development, maintenance and dissemination of the highest professional standards of practice, through active participation in internal and external CPD training and development programmes, in consultation with the Clinical Lead and Team Manager.
- To ensure 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.
- To receive regular clinical professional and managerial supervision from a senior appropriately qualified member of the service and where appropriate, other senior professional colleagues and line managers. Attend and fulfil all the requirements of the IAPT approved supervision training
- Provide clinical supervision and case management to trainee and qualified Psychological Wellbeing practitioners, trainee and qualified High Intensity Therapists and other members of the service as appropriate on their provision of psychological assessment and intervention using groups and one to one sessions
- Provide formal training and advice to professionals in partnership organisations (GPs, hospital and community, social care and voluntary sector staff) relating to aspects of psychological treatments)

### **Management, Policy and Service Development**

- To be actively involved in the development, implementation and review of operational policies relating to the IAPT service
- Cover for Supervisor colleagues in their absence
- Provide line management to step 2 and step 3 staff in the IAPT service.
- To work with the Coordinator of Clinical Supervision for PWP, Coordinator of Clinical Supervision for High Intensity Therapists, Team Manager and Deputy Team Managers in providing Personal Development Reviews (PDR) as per Trust policy to the trainees and qualified PWPs and trainee and qualified High Intensity Therapists.
- Contribute to the development and maintenance of systems for the clinical and professional supervision and support of both trainee and qualified Psychological Wellbeing Practitioners and trainee and qualified High Intensity Therapists across the service, including systems for effective recruitment, professional appraisal, and the identification of CPD needs in consultation with the Coordinator of Clinical Supervision for PWP, Coordinator of Clinical Supervision for High Intensity Therapists, Clinical Lead, Deputy Clinical Lead and Team manager.
- To exercise delegated responsibility for managing the resources available to the service both in terms of psychological therapy staff and psychological materials employed in the assessment and the treatment of patients.

- To exercise line management responsibility for delegated psychological therapists within the service, where appropriate and by agreement with Clinical Lead and Team Manager.
- To exercise responsibility for the systematic governance of psychological practice within a delegated area of the work of the service by agreement with Clinical Lead and Team Manager.
- To initiate and implement service developments and projects within delegated areas of the service by agreement with Clinical Lead and Team Manager.
- To network with other IAPT services and colleagues and learn from their experiences to enhance the development of the service
- To contribute to the development of best practice within the service
- To participate in staff recruitment where appropriate
- To contribute to the business planning process for the service
- To maintain up to date knowledge of legislation, national and local policies and procedures in relation to IAPT services

### **Research and Service Evaluation**

- To remain informed of and critically evaluate current research in psychological therapies to support own professional work and to contribute this perspective to the service
- To carry out clinical audits of service performance, including service user surveys and evaluations, and help to collate and disseminate the results for feedback
- To utilize theory, evidence-based literature and research to support evidence-based practice in individual work with other members of the service and colleagues under supervision
- To undertake appropriate research and provide research advice to other staff undertaking research in line with service objectives

### **General**

- To complete all requirements relating to electronic data collection of the IAPT minimum data set within the service within the outlined timescales
- To keep up to date records in relation to CPD and ensure personal development plan maintains up to date specialist knowledge of latest theoretical and service delivery models/developments
- To ensure highest standards of appropriate clinical record keeping are maintained in accordance with the codes of practice of the relevant professional bodies and with Trust policies and procedures and to be able to do so in electronic format if required.
- To attend all mandatory training
- 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 post holder's professional and service manager(s)
- To maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health.
- To maintain current knowledge of the operation of video equipment and promote ethical and effective use in line with Directorate policy. To introduce this practice to clients in a sensitive

way. Use review of audio and video recordings to contribute to the enhancement of the skills of colleagues. To be responsible for the safety of the recording equipment.

**NB:** As the IAPT service develops and changes, the post holder will be expected to respond flexibly to reasonable requests to change location of workplace and working arrangements and practices

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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: 8a</b>		
<b>Criteria for Selection</b>	<b>Essential Requirements</b>	<b>Desirable Requirements</b>
Knowledge Requirements	<p>Skills in the use of complex methods of psychological assessment intervention and management frequently requiring sustained and intense concentration. 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>Well-developed skills and understanding in group dynamics and therapeutic group work</p> <p>Evidence of continuing professional development as recommended by the relevant professional body and BABCP.</p> <p>Sound and practical knowledge of the IAPT programme and Stepped Care Model</p> <p>Skills in providing consultation to other professional and non-professional groups.</p> <p>Ability to collect routine data and use electronic audit and case management tools in an accurate and timely fashion.</p>	<p>High-level knowledge of the theory and practice of at least two specialised psychological therapies</p> <p>High level of knowledge of research methodology, research design and complex, multivariate data analysis as practiced within the clinical fields of psychology and psychotherapy.</p>
Qualifications – Academic/Skills/Professional	<p>Doctoral level training in clinical or counselling psychology and eligible to apply for BABCP accreditation or</p> <p>Professional clinical qualification e.g. RMN, Dip SW or OT and either completion of</p>	<p>Qualification relating to Supervision</p> <p>Diploma level qualification in CBT</p> <p>Completion of the IAPT supervision course</p>

	the IAPT High Intensity Therapist course or BABCP accreditation as well as experience of delivering psychological therapies	
Experience	<p>Experience of working within the NHS</p> <p>Experience of specialist psychological assessment and treatment of patients across the full range of care settings, including outpatient, community, primary care and in patient settings</p> <p>Experience of working with a wide variety of patient groups, across the whole life course presenting problems that reflect the full range of clinical severity</p> <p>Experience of providing Cognitive Behavioral Therapy to a wide range of patients</p> <p>Experience of therapeutic group work</p> <p>Experience of teaching and training CBT theory and skills to other professional and non-professional groups</p> <p>Experience of providing clinical supervision</p> <p>Experience of maintaining a high degree of professionalism in the face of highly emotive and distressing problems, verbal abuse and the threat of physical abuse</p> <p>Experience of working in IAPT and supervising and/or delivering Step 2</p>	<p>Experience of working within a multi-disciplinary team</p> <p>Experience of working with primary care teams</p> <p>Experience of supervising therapeutic Group work</p> <p>Experience of the application of psychological therapies in different cultural contexts</p> <p>Experience of working within a multicultural framework</p>
Personal Qualities	Ability to identify and employ mechanisms of clinical governance as appropriate, to support and maintain clinical practice in the face of regular exposure to highly emotive material and challenging	

	<p>behaviour.</p> <p>Good organisational and time management skills, ability to plan and prioritise own workload</p> <p>Ability to work as part of a team and independently.</p> <p>Willingness to work flexibly</p> <p>Motivated and proactive</p> <p>Works well under pressure</p> <p>Able to travel between work sites to meet requirements of post</p>	
<p>Contractual Requirements or other requirements</p>	<p>Ie. Ability to travel between sites and to regional meetings</p>	