

JOB DESCRIPTION

Oxford Health NHS FT

Job Title: Lead Psychological Wellbeing Practitioner PWP

Band: 7

Responsible to: Step 2 Team Leader Buckinghamshire
Psychological Therapies Pathway

Responsible for: Healthy Minds Team, Clinical Supervisors,
Partner Organizations

Accountable to: [Clinical Lead](#)

Place of work: Either Peach Tree House, Whiteleaf Centre, Aylesbury, HP20 IEG or
Prospect House, High Wycombe. HP13 6LA

Hours: Full time 37.5 hours.

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JOB PURPOSE

Oxford Health is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

To work with the Deputy Clinical Lead, Step 2 Team Leads and Team Managers, to ensure the successful and effective day-to-day management, training and supervision of the Step 2 component of the IAPT Service so that it provides a responsive, high quality service to patients with common mental health problems. The Lead PWP will have specific lead areas of responsibility as well as ensuring the effective assessment, treatment and discharge of patients, whilst maintaining a good level of service user and carer involvement. The role will involve supporting the Step 2 Team Leads and operational managers in liaising with stakeholders, managing staff and resources and meeting stringent data collection requirements.

DUTIES AND RESPONSIBILITIES

1. Staff and Service Management

- a. To contribute to the smooth running of the service by ensuring timely access to assessment, intervention or onward referral (if required).
- b. To provide management and clinical supervision to team members as agreed with the Step 2 Team Leads and operational managers and ensure all staff have access to management and clinical supervision.
- c. To lead and contribute to team meetings and ensure a healthy workplace and team morale is maintained.
- d. To ensure annual leave, sickness absence and other staffing issues are addressed in order to maintain service delivery.
- e. To participate in the recruitment and induction of new staff as required.
- f. To liaise with staff from the Richmond Fellowship (employment service) in providing the best possible service to patients.
- g. To communicate and liaise with outside agencies and respond to issues as they arise.

- h. To assist in establishing appropriate management systems and structures to ensure that all staff receive appropriate supervision, appraisal, training and induction

2. Clinical

- a. Carry a small caseload of clients offering Telephone Guided Self Help or Face to Face Guided Self Help in agreement with Line Manager.
- b. Conduct Brief Screening Assessments as required by the service.
- c. Keep coherent records of all clinical activity in line with service protocols.
- d. Integrate issues surrounding Long Term conditions and employment issues into the therapeutic interventions.

3. Service Improvement and Development

- a. To establish and maintain appropriate relationships with service users and involve them in the ongoing development and delivery of the service.
- b. To contribute to the development of excellent working relationships with training providers (including Apprenticeship programme) GPs and primary care teams, partner organizations, social care and employment services ensuring partnership work and continuity of care between these areas.
- c. To lead on specific areas of service improvement and development as agreed with the Senior Management team.

2. Education and Training

- a. Jointly with the Clinical Lead, Deputy Clinical Lead and Step 2 Team Leads to plan and manage the training of Step 2 clinical team to meet the requirements of the service. This will include collaboration with the training providers e.g. The Oxford Health NHSFT Apprenticeship programme.
- b. Jointly with the Senior Management Team to plan and manage other training (clinical, managerial) meeting staff developmental needs or other service requirements.
- c. To ensure that all staff within the service maintain appropriate knowledge of legislation, national and local policies and procedures in relation to Mental Health, Primary and Secondary Care Services.
- d. To participate in training and support for colleagues, and to receive support as agreed.
- e. To undertake continuing professional development and keep up to date by undertaking appropriate post-graduate training as agreed within the service

4. Professional and Governance

- a. To take part in an individual professional review procedure annually involving the identification of developmental needs and priorities.
- b. To work with clinical supervision as agreed and when appropriate.

- c. To keep up to date on new guidelines or healthcare standards and ensure the service implements all necessary policy and guidance.
- d. To ensure that client confidentiality is protected at all times and that all staff adhere to the appropriate policies.
- e. To ensure that clinical governance and risk issues are appropriately addressed.

- f. To attend managerial supervision on a regular basis as required
- g. To attend relevant conferences/workshops in line with identified objectives.
- h. To help in the construction and drafting of procedures and policies for the service.

5. Data Collection and performance

- a. To carry out and cooperate in audit and service related research.
- b. To help ensure the data collection arrangements (using PC-MIS) meet IAPT and OHFT requirements. To include staff training, PDRs, data quality monitoring, data analysis, governance and security measures.
- c. To collect additional data as required.
- d. To assist in ensuring that the service meets activity and outcome requirements and can produce written performance and outcome reports as specified by the Trust and commissioners
- e. To participate and contribute to audit and data comparison as required.

This job description does not provide an exhaustive list of duties and may be reviewed in conjunction with the post holder in light of service development.

STRUCTURE CHART

See separate document

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 1998, 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

Band: 7		
Criteria for Selection	Essential Requirements	Desirable Requirements
Knowledge Requirements	<p>Able to demonstrate leadership skills and delegate appropriately</p> <p>Understanding and up to date knowledge of the Improving Access to Psychological Therapies Programme (IAPT) programme and principles of Cognitive Behavioural Therapy (CBT)</p> <p>Knowledge of the full range of evidence based psychological interventions across both step 2 and step 3.</p> <p>Decision making and problem-solving skills</p> <p>Ability to write reports</p> <p>Presentation skills</p> <p>Understanding of the stepped model of care</p> <p>Keyboard skills and understanding of how to use information technology.</p>	<p>support delivery of improvements to services</p> <p>Evidence of using performance management information and demonstrate an understanding of performance information</p>
Qualifications – Academic/Skills/Professional	<p>Core professional qualification (mental health nursing, social work, clinical psychology, psychiatry, occupational therapy, Psychological Wellbeing Practitioner training).</p> <p>Significant experience of working as a Psychological Wellbeing Practitioner</p> <p>Have achieved the Graduate/Postgraduate Certificate in Evidence based Psychological Treatments accredited by IAPT</p> <p>Be an accredited PWP with BABCP or BPS</p> <p>Skills in using IAPT database such as PCMIS or IAPTUS. Skill in using Microsoft Word / Outlook / Excel / PowerPoint</p>	<p>Evidence of additional specialist training and continued professional development</p> <p>Degree level qualification or equivalent</p> <p>Management training</p>

Further Training or Job Related Aptitude and Skills	<p>Ability to be self-reflective and use supervision, training and performance review to enhance skills, knowledge and abilities</p> <p>Ability and willingness to refer difficulties to line management and/or clinical leadership for advice, and action</p>	Have completed IAPT Accredited PWP Supervisor Training
Experience	<p>Experience of working clinically with adult mental health</p> <p>Experience of working under pressure and being able to prioritize workload demands</p> <p>Experience of working in or managing mental health services</p> <p>Experience of implementing change effectively. Experience of providing case management supervision within a social care and/or health care service</p> <p>Experience of successfully leading and managing services and teams</p> <p>Experience of successful joint working, multi-agency and partnership working within a social care and/or health care service</p> <p>Proven experience of positively managing change</p>	<p>Experience of work within primary care or counselling/therapy setting</p> <p>Experience of interagency working and liaison on a wide range of service user issues</p>
Personal Qualities	<p>Excellent interpersonal and communication skills</p> <p>Ability to work within a team and foster good working relationships</p> <p>Ability to work under pressure and manage own personal stress</p> <p>Ability to be self-reflective and use supervision, training and performance review to enhance skills, knowledge and abilities</p>	
Contractual Requirements or other requirements	Full car or motorcycle license and ability to travel to a range of destinations within Buckinghamshire	5

	<p>Adequate health to fulfil responsibilities of post</p> <p>Ability to work flexible hours including evening working</p> <p>Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.</p>	
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