
JOB DESCRIPTION

Oxford Health NHS FT

Job Title: Senior Psychological Wellbeing Practitioner

Band: 6

Responsible to: [Step 2 Team Leader](#)

Responsible for: [Psychological Wellbeing Practitioners & Trainees PWP's.](#)

Accountable to: [Clinical Lead](#)

Place of work: [Prospect House High Wycombe](#)

Hours: Monday to Friday 9am to 5pm with occasional work until 8pm to cover. Guided Self Help Courses and Out of Hours telephone assessments.

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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.

This is an established role within Healthy Minds and aims to develop the low intensity service provision within Healthy Minds and represents an opportunity for experienced Psychological Wellbeing Practitioners (PWP) who are committed to this model to develop their careers in the low intensity service.

The post-holder will offer high volume evidence-based practice in guided self-help, CCBT and the groups programme, and will assist in the development, support and training of qualified and trainee PWPs.

There is also a significant case management and clinical skills supervision component to the post, along with an expectation that the post-holder will line manage staff. It is an opportunity for experienced and qualified PWPs who are excited by the low intensity role to contribute towards meeting the Key Performance Indicators of the service and staff development. KPIs include Recovery Rates and Access rates.

The post holder will supervise/mentor qualified and trainee PWPs under the direction of the Clinical Supervisors as well as contributing to the development of the low intensity service.

The post holder will assist the Clinical Supervisors in the organization and co-ordination of Low Intensity interventions. They will take responsibility for allocating resources to some Low Intensity Interventions.

DUTIES AND RESPONSIBILITIES

1. CLINICAL

- 1.1. Carry out telephone Brief Screening Assessments BSA of clients with a common mental health problems who have been referred to the service. This will include clients 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 client 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 clients 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. Clients 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 client 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. TRAINING AND SUPERVISION

- 2.1. Attend and fulfill all the requirements of the IAPT approved supervision training.
- 2.2. Offer Caseload Management and Clinical Skills supervision to qualified and trainee PWP's in the service. Supervision may also be with Support Time & Recovery Workers STRs and Assistant Psychologists APs
- 2.3. Offer Line management to qualified and trainee PWP's. Supervision may also be with STRs and APs
- 2.4. Identify training needs across the Low Intensity team and assist in the development of routes for Continuing Professional Development CPD in co-ordination with the Clinical Supervisors
- 2.5. Contribute to CSS training sessions where appropriate.
- 2.6. Attend both Internal and External training events as identified through supervision and in Personal Development Reviews PDRs.
- 2.7. Undertake searches of evidence-based literature and research to assist Clinical Supervisors and team members in evidence-based CBT practice.
- 2.8. Develop and maintain knowledge about, and links with, local statutory and voluntary services to which clients can be signposted.

3. PROFESSIONAL

- 3.1. Ensure that client confidentiality is protected at all times. - see below
- 3.2. Be aware of, and keep up to date with advances in the spheres of treatment for common mental health problems.
- 3.3. Ensure clear objectives are identified, discussed and reviewed with Step 2 Team Leaders on a regular basis as part of continuing professional development.
- 3.4. Attend regular Line Management, Clinical Skills and Case Management Supervision.
- 3.5. 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. GENERAL

- 4.1. To contribute to the development of best practice within the Low Intensity service.

4.2. To maintain up-to-date knowledge of legislation, national and local policies and procedures in relation to Mental Health and Primary Care Services.

4.3. All employees have a duty and responsibility for their own health and safety and the health and safety of colleagues, patients and the general public.

4.4. All employees have a responsibility and a legal obligation to ensure that information processed for both patients and staff is kept accurate, confidential, secure and in line with the Data Protection Act (1998) and Security and Confidentiality Policies.

4.5. 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.

4.6. 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.

[See next page.](#)

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 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

<p>Band: 6 <i>The following information must be used when completing this section</i></p>		
Criteria for Selection	Essential Requirements	Desirable Requirements
Knowledge Requirements	<p>A clear understanding of the Improving Access to Psychological Therapies IAPT programme; Key Performance Indicators KPI's and related guidance/legislation.</p> <p>Knowledge of the full range of evidence based psychological interventions across both step 2 and step 3.</p>	<p>Knowledge of a wide range of statutory and non-statutory Mental Health Services. Knowledge of diagnostic criteria across the full range of psychiatric disorders.</p>
Qualifications – Academic/Skills/Professional	<p>Post graduate certificate in evidence based psychological treatments (IAPT pathway)</p> <p>At least one year's post qualification experience as a PWP in an IAPT service.</p> <p>Ability to deliver the full range of Low Intensity interventions and demonstrate consistent recovery rates above the 50% minimum IAPT target.</p> <p>Skills in using IAPT database such as PCMIS or IAPTUS. Skill in using Microsoft Word / Outlook / Excel / PowerPoint</p> <p>Able to develop good therapeutic relationships with clients High level of enthusiasm and motivation.</p> <p>Advanced communication skills</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</p>	<p>Psychology or related degree.</p> <p>Two years' post qualification experience as a PWP in an IAPT service.</p>

	<p>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>	
Further Training or Job Related Aptitude and Skills		Previous supervisory training and/or experience.
Experience	<p>Evidence of working with people who have experienced a mental health problem in a clinical setting in either primary or secondary care.</p> <p>Demonstrates high standards in written communication</p> <p>Able to write clear reports and letters.</p> <p>Able to demonstrate the need for confidentiality</p>	<p>Experience of working in Primary Care Services</p> <p>Worked in a service where agreed targets in place demonstrating clinical outcomes</p> <p>Ability to manage own caseload and time</p> <p>Experience of working in a supervisory role.</p> <p>Evidence of working in the local community</p>
Personal Qualities	<p>Excellent verbal and written communication skills. Enthusiastic, flexible and able to work under pressure and deadlines. Able to work as a part of a team. Good time management. Able to use initiative to solve problems and make decisions</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>Ability to travel between sites and to regional meetings</p> <p>To work flexibly within and outside of office hours</p>	Daily use of a car.