

JOB DESCRIPTION

Oxford Health NHS FT

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.

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| Job Title: | Psychological Wellbeing Practitioner |
| Band: | 6 |
| Responsible to: | Step 2 Team Leader |
| Responsible for: | Psychological Wellbeing Practitioners & Trainees PWPs |
| Accountable to: | Clinical Lead and Professional Lead |
| Place of work: | Abell House, Oxford |
| Hours: | 37.5 hours |

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| Author: | Joanna Wilkinson |
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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 Oxfordshire Talking Therapies and aims to develop the low intensity service provision within Oxfordshire and represents an opportunity for experienced Psychological Wellbeing Practitioners (PWP) who are committed to this model to develop their careers

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 Screening Assessments of clients with 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 Screening Assessment identify presenting problem; areas where the person wishes to see change and or recovery and discuss possible treatment options.
- 1.3. At Screening Assessments, 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 Screening Assessment, 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 Teams 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 client family members and others in treatment as necessary.

- 1.7. Adhere to an agreed matrix relating to the number and type of client contacts offered, and clinical sessions delivered 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 NHS Oxfordshire Talking Therapies approved supervision training.
- 2.2. Offer Caseload Management and Clinical Skills Supervision to qualified and trainee PWP's in the service.
- 2.3. Offer Line management to qualified and trainee PWP's.
- 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

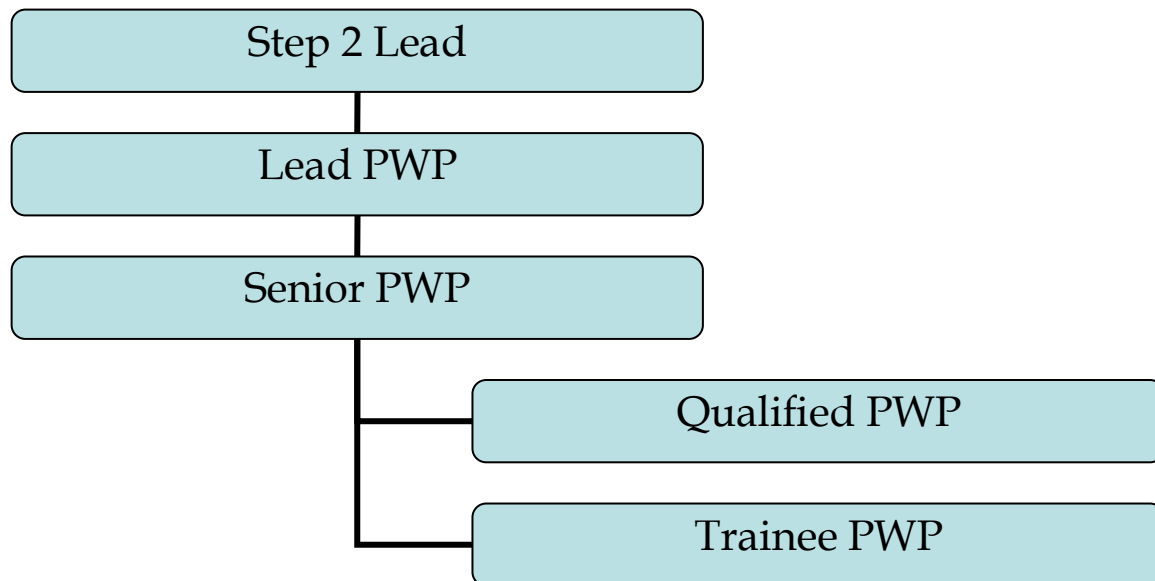
- 3.1. Ensure that client confidentiality is protected at all times - see below.
- 3.2. Be aware of and keep up to date with advances in the spheres of treatment for common mental health problems.
- 3.3. Ensure clear objectives are identified, discussed, and reviewed with Step 2 Team Leaders on a regular 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.
- 3.6. Ensure annual professional PWP Registration is maintained with either the British Psychological Society (BPS) or the British Association of Behavioral & Cognitive Psychotherapies (BABCP).

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 of 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.

STRUCTURE CHART



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 the Trust's Information Governance Policy.
- To comply with the Data Protection Act 1998, NHS Confidentiality guidelines (e.g. 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: 6 | | |
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| Criteria for Selection | Essential Requirements | Desirable Requirements |
| Knowledge Requirements | <p>A clear understanding of Talking Therapies 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.</p> <p>Knowledge of diagnostic criteria across the full range of psychiatric disorders.</p> <p>Knowledge of medication used in anxiety and depression and other common mental health problems including LTC/PPS conditions.</p> |
| Qualifications – Academic/ Skills/ Professional | <p>Post-Graduate Certificate in Evidence Based Psychological Treatments (NHS Talking Therapies pathway).</p> <p>PWP Registration with the British Psychological Society (BPS) or the British Association of Behavioural & Cognitive Psychotherapies (BABCP).</p> <p>To have completed the NHS Talking Therapies Accredited PWP Supervisor Training.</p> <p>And/or</p> <p>To have supervised staff for a minimum of 2 months or transferable skills such as previous supervision/management of others, mentoring, peer support etc.</p> <p>Ability to deliver the full range of Low Intensity interventions and demonstrate consistent recovery rates above the 50% minimum NHS Talking Therapies target.</p> <p>Skills in using NHS Talking Therapies database such as PCMIS or IAPTUS.</p> <p>Skill in using Microsoft Word /</p> | <p>Psychology or related degree.</p> <p>To have completed or be willing to attend NHS Talking Therapies LTC/PPS top up training.</p> |

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| | <p>Outlook / Excel / PowerPoint.</p> <p>Able to develop good therapeutic relationships with clients</p> <p>Ability to work within a team and foster good working relationships</p> <p>Ability to liaise with other care professionals / services and refer outside of NHS Talking Therapies as appropriate.</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>Able to write clear reports and letters.</p> <p>Able to demonstrate the need for confidentiality</p> | |
| Experience | <p>Post-qualification experience as a PWP in an NHS Talking Therapies service.</p> <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>Evidence of working with clients with more complex presentations (e.g., comorbidities or higher risk).</p> <p>Experience of handling safeguarding concerns.</p> <p>Good time management - Ability to manage own caseload and time.</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>Evidence of working in the local community.</p> <p>Demonstrates ability to work with and understand patients with LTC/PPS.</p> <p>Experience of mentoring other staff, through case management supervision, induction, peer supervision, etc.</p> |

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| Personal Qualities | <p>Excellent verbal and written communication skills.</p> <p>Enthusiastic, flexible, and able to work under pressure and deadlines.</p> <p>Able to work as a part of a team.</p> <p>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> <p>High level of enthusiasm and motivation.</p> | Fluent in community languages other than English. |
| Contractual Requirements or other requirements | <p>Ability & willingness to travel between sites and to regional meetings.</p> <p>To work flexibly within and outside of office hours.</p> | |