

APPENDIX A

JOB DESCRIPTION

SHEFFIELD TEACHING HOSPITALS NHS TRUST

**1. JOB DETAILS**

Job Title:	Specialist Psychotherapist in Neurology
Grade:	AFC Band 7
Responsible to:	Clinical Manager Neurology
Reports to:	Neurology Psychotherapy Manager
Clinically accountable to:	Consultant Neurologist leading on the Psychotherapy Service
Location:	Neurosciences

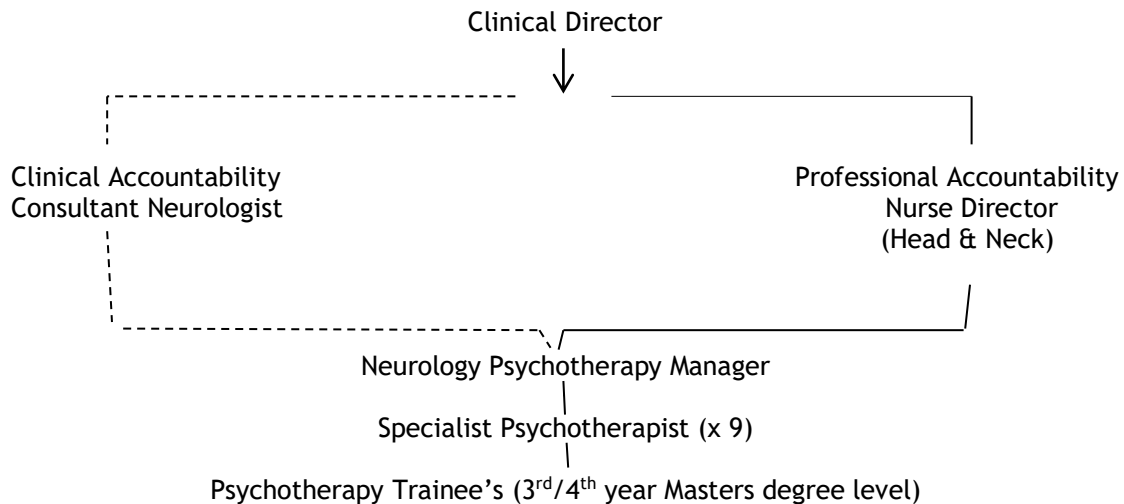
**2. JOB PURPOSE**

- To establish/maintain a psychotherapy service for patients with functional neurological symptoms or psychological difficulties linked to other neurological conditions such as epilepsy.
- To offer a front-line psychotherapy service for neurology patients, delivering psychotherapy to meet the diverse needs of service users.
- Deliver trauma informed psychotherapy when appropriate.
- To provide a versatile service, responding positively to individual needs including language, nationality, ethnicity, sexuality, learning ability, communication style, mental health, gender identification, physical health conditions.
- To develop understanding and promote awareness within a defined catchment area and the broader medical community of the interaction between psychological and physical dimensions of neurological illness.

**3. ROLE OF THE DEPARTMENT**

Provision of a high quality psychotherapy service to people with functional neurological symptoms and/or psychological difficulties linked to organic neurological conditions. The service also offers education and support to those involved with their care or management within a defined catchment area whilst working with local and national standards and guidelines.

#### 4. DEPARTMENTAL/DIRECTORATE ORGANISATIONAL CHART



#### 5. MAIN DUTIES AND RESPONSIBILITIES (in priority order)

- Support and assist the expansion of the established neurology psychotherapy service across the region taking referrals from the medical staff as directed by Specialist Psychotherapy Manager.
- Manage and maintain own caseload, carrying out initial assessments of patients referred to the service, providing ongoing psychotherapy with a caseload of patients and managing discharges from caseload according to locally agreed criteria.
- Participate in the development of new patient pathways to meet the diverse needs of this patient group.
- Support the development of a stepped care approach for individuals with psychological disorder associated with Epilepsy in collaboration with the Department of Neuropsychology and the wider MDT and actively contribute to service development.
- Develop a lead role within the service for a specialist area directly related to service delivery. Hold responsibility for leading on service policy, development and implementation related to this specialist area.
- Contribute to the clinical supervisory/educational role of the service for trainees on placement, psychological practitioners in other services, and other health professionals.
- Develop and staff a service structure for the Neurology Psychotherapy Service across the region in collaboration with Psychotherapy colleagues and managers.
- Identify areas of clinical risk and take steps to manage them.
- To raise the profile of Functional Neurological Symptoms Disorder (FNSD), and work collaboratively with both other members of staff at the hospital and outside organisations to develop joined up care for the benefit of service users.
- Engage collaboratively within the service to develop research and evaluation of psychotherapy in FNSD and other Neurological conditions,

including active review and interest in existing and new research in relevant clinical/theoretical areas.

- Encourage and further develop a good rapport with all members of the directorate teams.
- To maintain professionalism in all aspects of the role.
- To be available as a resource to give advice on psychotherapy issues.
- Take an active role in the education of the MDT as appropriate including seminars, formal presentations and educational programmes.
- Maintain accurate records and documentation to facilitate communication with relevant disciplines having due regard to legal issues and confidentiality.
- Maintain own personal and professional development.
- Be responsible for maintaining a valid BACP, BABCP or UKCP or equivalent professional registration.
- Maintain standards of conduct in accordance with the professional body.
- Maintain and improve knowledge and competence within the scope of own professional body.
- Ensure relevant mandatory training is undertaken annually.

#### **6. FINANCIAL MANAGEMENT RESPONSIBILITIES (including estimated size of budget)**

Deliver and assist in improving standards of service and treatment to people in the Psychotherapy service in an effective, efficient and economical way.

Be cost-conscious in the use of all resources provided by the Trust.

Liaise with relevant management regarding any changes to service provision that may have a revenue implication.

Responsibility for management of individual budgets e.g. for service projects as agreed with the service Manager and authorised signatory.

Work within the Trusts Standing Financial Instructions and schemes of delegation.

#### **7. HUMAN RESOURCES MANAGEMENT RESPONSIBILITIES (including numbers and grades of staff)**

Ensure that clerical/secretarial support is of a high standard and assists in the smooth running of the service delivery collaborating with the Services Management Team.

Assist with recruitment.

Provide peer and trainee training and supervision, both formally and informally as needed and in line with professional development in the role.

Provide training and supervision to colleagues working in health and/or voluntary sector organisations.

Contribute to and represent the service at conferences and seminars.

**8. ASSET MANAGEMENT RESPONSIBILITIES (i.e. stock, equipment, buildings)**

Ensure safe use custody and maintenance of equipment utilising resources effectively and economical. Have an awareness of safety regulations and policies with regards to equipment, building and environment.  
Responsibility for managing stock of PPE in clinical areas.

**9. WORKING RELATIONSHIPS (please identify the main personnel with whom the post holder will be required to communicate with and advise internally and externally)**

- Psychotherapy colleagues in Neurology STHT
- Epilepsy Specialist Nursing colleagues in STHT or any satellite neurology centres
- Management colleagues as required of any satellite neurology services.
- All staff within the Neurology Directorate & Support Structures of any satellite neurology services such as Barnsley, Bassetlaw, Doncaster District General Hospitals
- The Neuropsychology and Medical Psychology teams within STHT
- Clinical supervisor
- Medical staff in primary and secondary care
- Trainee, sessional or temporary psychotherapists.
- Admin and clerical staff
- Clinical Manager
- Nurse Director - Head & Neck Group
- Community Mental Health professionals in Sheffield, Barnsley, Bassetlaw and Doncaster
- University staff and other educationalists as required.
- Clinical Governance Co-ordinator.
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This job description is not meant to be finite and may, in the light of changes in the needs of the service, be amended following consultation with the post holder. 07.2022