

### JOB DESCRIPTION

#### JOB DETAILS

JOB TITLE:

Psychological Therapist

JOB REFERENCE NUMBER:

BAND:

7

WARD/DEPT.

Generic

DIRECTORATE/LOCALITY:

Trust Wide

ESSENTIAL QUALIFICATIONS:

Health or Social Care professional qualification RMN,  
Dip OT, Clinical Psychology, Diploma in Social Work  
or equivalent  
Postgraduate diploma  
Registration with appropriate professional body

### ORGANISATIONAL ARRANGEMENTS

ACCOUNTABLE TO:

Locality / IDT Manager

REPORTS TO:

Clinical Team Leader

RESPONSIBLE FOR:

Formal or informal supervision of members of multi-disciplinary team as agreed by team and team manager

## **ROLE SUMMARY**

Contribute to the provision of the Psychological Therapy Services within NSFT

Work as part of the multi-disciplinary team, carrying a caseload of clients

Receive regular supervision in line with the Trust Policies and responsible for management of own caseload and ensuring high standards of care are maintained in line with Trust policies and professional codes of practice

Supervision and consultancy to other mental health professionals and involved in the development of Psychological Therapy provision within the locality as appropriate

Accountable for accurate mental health clustering of all patients in caseload on admission, discharge and at review meetings.

Ensure all mental health clustering information is passed onto other Trust teams or services on transfer of patients.

Responsible for maintaining the accuracy and quality of mental health clustering activity within the team

## **DUTIES AND RESPONSIBILITIES**

### **Clinical**

Provide a professional assessment and treatment service to clients referred

Accountable, under supervision, for own clinical actions as a provider of a specialist psychological intervention

Respond to referrals in a timely, professional manner

Maintain timely, accurate and evidence based records of treatments and interventions in accordance with Trust and professional standards

Maintain and develop collaborative and evidence based psychological treatment programmes.

Apply a high level of communication skills, recognising and reflecting the need for different styles and methods of communication to meeting therapeutic needs

Maintain good communication links with colleagues to ensure optimum care of clients

Maintain an awareness of resources available to enhance opportunities for clients in maintaining positive mental health

Offer advice, support and psycho-education to clients, their carers and if appropriate our partner agencies, ensuring the conditions of the confidentiality sharing agreements are met

Attend and contribute to the regular multidisciplinary team meetings

Attend CPA and 117 meetings where clients are care co-ordinated in secondary care

Take part and contribute to the regular training sessions

Provide referrers and other professionals with written summaries of assessment formulation and treatment outcomes

Discharge statutory social care functions as delegated under Section 75 agreement with Norfolk and Suffolk County Councils for Service Users and Carers on behalf of the organisation.

Provide appropriate health and social care interventions according to service users' recovery goals

Assess health and social care needs as part of an integrated team, and implement/commission packages of care where appropriate

Undertake surveys and audits.

Regularly undertake research and development and clinical trials

### **Organisational Duties**

Maintain effective communication with line manager and clinical supervisor on all matters relating to professional and service delivery issues

Demonstrate an ability to work autonomously within the limits of competence, and set own priorities independently organising and managing efficient schedule of clinical work to ensure an effective and high standard of service delivery

Be responsible for personal time management

Carry out duties in accordance with Health and Safety work standards, keeping relevant staff aware of daily schedules and ensuring compliance with lone working policy where appropriate

Have responsibility for the accurate recording and submission of all relevant data and statistical records as required by the Clinical Team Leader

Maintain an awareness of current clinical governance requirements and ensure the service complies with established national, Trust, Locality and professional policies and procedures

Take part in the development of effective and innovative psychological interventions including individual, group guided self-help programmes, bibliotherapy and computer based programmes

Share findings with colleagues within the locality

Contribute to the planning, development and delivery of an effective psychological therapies service

## **Professional Training and Supervision**

Perform all duties in a professional manner and follow, at all times, the codes of conduct laid down by the relevant professional body

Be professionally and legally accountable for clinical treatment provided

Practice in accordance with Trust policies on confidentiality, equal opportunities and anti-discrimination

Undertake the training required to maintain accreditation with the BABCP / ACAT / UKCP

Participate and maintain mandatory and CPD training

Attend and actively participate in own appraisals and complete, on a regular basis a professional developmental portfolio

Provide specialised individual and group supervision to colleagues in the team as required and agreed with Clinical Team Leader

## SPECIFIC DUTIES

### TRUST VALUES AND BEHAVIOURS

To promote and adhere to the workplace values of NSFT.

Our values and behaviours were created by 1,300 staff members, service users and carers all working together in the Putting People First project.

They reflect what we all believe makes the most positive difference to the care we offer and to the way we work with one another. By 'living our values' we will develop our Trust, our people, and continue to improve the quality of everything we do.

## Our values... Our behaviours... Our future

Working together for better mental health...

### Positively...



#### Be proactive...

Look for solutions, think creatively and focus on what we can do

#### Take pride...

Always do our best

#### Take responsibility...

Plan ahead, be realistic and do what we say we will

#### Support people to set and achieve goals...

And be the best they can

#### Recognise people...

Their efforts and achievements, and say thank you



### Respectfully...



#### Value everyone...

Acknowledge people's unique experiences, skills and contribution

#### Step into other people's shoes...

Notice what's actually happening

#### Take time to care...

Be welcoming, friendly and support others

#### Be professional...

Respect people's time and be aware of our impact

#### Be effective...

Focus on the purpose and keep it as simple as possible

### Together...



#### Involve people...

Make connections and learn from each other

#### Share...

Knowledge, information and learning

#### Keep people updated...

With timely, open and honest communication

#### Have two-way conversations...

Listen and respond

#### Speak up...

Seek, welcome and give feedback

[nsft.nhs.uk](http://nsft.nhs.uk)

### REGISTERED HEALTH PROFESSIONAL

All staff that are members of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure that they are familiar with and adhere to these requirements.

### SUPERVISORY RESPONSIBILITIES

None

### RISK MANAGEMENT / HEALTH AND SAFETY

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures as laid down by the

Trust. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

## **FLEXIBILITY**

You are expected to be flexible in the duties you carry out and the Trust reserves the right to vary your duties from time to time in line with service needs and as commensurate with your Pay Band. You may, therefore, be required, during the course of your employment, to work in a different location and/or to carry out alternative duties consistent with your status, role, knowledge and experience, taking account of any professional registration and/or qualification requirements, and which are commensurate with your Pay Band; this may include a temporary or longer term transfer to work within a different Locality or Service. Arrangements under your Terms and Conditions of Service and Trust policies will apply.

## **RECORDS MANAGEMENT**

The post holder has responsibility for timely and accurate record keeping where appropriate and in line with professional guidelines.

The post holder has responsibility for the creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and other relevant statutory requirements. Training will be provided in appropriate information management for the post.

## **SUSTAINABILITY**

Carbon reduction and sustainable development are issues that impact on the lives of everyone and it is expected that all staff will commit to the principles of carbon reducing behaviours and sustainable development to ensure that resources are used efficiently, our carbon footprint is reduced and health services continue to improve.

## **SAFEGUARDING**

### **Clinical**

The NSFT expects all practitioners to act in accordance with statutory and local policies regarding recognition, reporting, information sharing, record keeping and joint working in relation to the Safeguarding of Children and Adults as outlined in Children Act 1989/2004, Working Together to Safeguard and Promote the Welfare of Vulnerable Children 2010 and No Secrets 2002.

## **WORKING WITH FAMILIES OF SERVICE USERS**

Ensure that (practitioners / clinicians etc.) when working with service users consider the effects and impact of their mental health and risk behaviours on their families, and provide appropriate support, advice and education for all family members. The needs of children and young people within the household/family should be given special consideration in line with Social Care Institute for Excellence's guidance "Think Child, Think Parent, Think Family" and must always be the priority for NSFT staff across all roles and services.

## **CONFIDENTIALITY**

The post holder is required to maintain confidentiality of information in accordance with professional and Trust policy. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of their duties.

This job description is an outline and account of the main duties required to carry out the post. It will be reviewed periodically to reflect changes and developments in service requirements. The post holder is advised that they have a responsibility to ensure they are familiar with their Terms and Conditions of Service detailed in the Contract of Employment.

Signed:.....Manager

Signed:.....Post Holder

## PERSON SPECIFICATION

The person specification should set out the qualifications, experience, skills and knowledge, personal attributes, interests and other attributes necessary for the post holder to perform the job to a satisfactory level.

### JOB TITLE

**Psychological Therapist**

	<b>ESSENTIAL</b>  <b>Without which the post holder could not be appointed</b>	<b>DESIRABLE</b>  <b>Extra qualities that can be used to choose between candidates with all essential criteria</b>	<b>METHOD OF ASSESSMENT</b>
<b>QUALIFICATIONS</b>	Health or Social Care professional qualification RMN, Dip OT, Clinical Psychology, Diploma in Social Work or equivalent  Postgraduate diploma in CBT or CAT or family therapy or equivalent  Registration with appropriate professional body		<b>Certificates</b>
<b>EXPERIENCE</b>	Documentary evidence of continuing professional development  Group work in mental Health  Training and ability to deliver other therapeutic approaches e.g. DBT, EMDR, IPT	Audit and research Procedures  Service development	<b>Application Form / Interview / References</b>
<b>SKILLS</b>	Able to communicate effectively with a range of individuals,	Treatment of complex disorders e.g. eating disorders	<b>Application Form / Interview / References</b>



	<p>clients, professionals and organisations</p> <p>Able to demonstrate a flexible enabling approach to service delivery</p> <p>Work autonomously and set down priorities and practice effective time management</p> <p>Basic ICT Skills</p> <p>Able to use reflective practice skills</p>	<p>Advanced ICT skills e.g. Excel, Powerpoint or research based tools</p>	
<b>KNOWLEDGE</b>	<p>Awareness of other therapeutic approaches and application</p> <p>Awareness of safeguarding principals</p> <p>NICE guidelines</p> <p>Understanding of the principles of clinical governance</p>		<p><b>Application Form / Interview / References</b></p>
<b>OTHER (Please specify)</b>	<p>Accreditation with BABCP or ACAT</p> <p>Willingness to share skills, experience and thus promote patient care</p> <p>Able to travel independently</p>		<p><b>Application Form / Interview / Document Check</b></p>

	Positively...	Respectfully...	Together...	METHOD OF ASSESSMENT
VALUES (APPLICABLE TO ALL POSTS )	Look for solutions, think creatively and focus on what we can do	Acknowledge people's unique experiences, skills and contribution	Make connections and learn from each other	Application and Interview
	Take pride...  Always do our best	Step into other people's shoes...  Notice what's actually happening	Share...  Knowledge, information and learning	
	Take responsibility...  Plan ahead, be realistic and do what we say we will	Take time to care...  Be welcoming, friendly and support others	Keep people updated...  With timely, open and honest communication	
	Support people to set and achieve goals...  And be the best they can	Be professional...  Respect people's time and be aware of our impact	Have two-way conversations...  Listen and respond	
	Recognise people...  Their efforts and achievements, and say thank you	Be effective...  Focus on the purpose and keep it as simple as possible	Speak up...  Seek, welcome and give feedback	

## JOB DESCRIPTION SUPPLEMENTARY INFORMATION

POST TITLE:	Psychological Therapist
WARD / LOCALITY:	Trust Wide
DATE COMPLETED:	Generic 2016

Please indicate in the boxes whether the post holder will be expected to work in or be directly exposed to the following factors:

### WORKING CONDITIONS

	YES	NO		YES	NO
1. Inclement weather	X		11. Humidity		X
2. Extreme Temperatures		X	12. Contaminated equipment/work area		X
3. Unpleasant smells	X		13. Driving/Being Driven (normal conditions)		X
4. Noxious Fumes		X	14. Driving/Being Driven (emergency conditions)		X
5. Excessive noise/vibration		X	15. Fleas/Lice/Infestation	X	
6. Continuous use of VDU equipment		X	16. Dangerous Chemicals – Substances in containers		X
7. Unpleasant substances		X	17. Dangerous Chemicals – Substances (uncontained)		X
8. Infectious material		X	18. Exposure to verbal aggression (little/no support)	X	
9. Body Fluids, Faeces/Vomit	X		19. Exposure to physical aggression (little/no support)	X	
10. Dust/Dirt	X				

**Each YES response requires completion in 'Further Information' Section**

## PHYSICAL EFFORT

	YES	NO		YES	NO
1. Working in uncomfortable conditions	X		9. Standing/sitting with limited scope for movement		X
2. Working in physically cramped conditions		X	10. Kneeling, crouching, twisting, bending, stretching	X	
3. Making repetitive movements		X	11. Walking for long periods		X
4. Lifting weights/equipment without mechanical aid	X		12. Heavy duty cleaning		X
5. Climbing or crawling		X	13. Pushing/pulling trolleys or similar equipment		X
6. Manipulating objects		X	14. Working at heights		X
7. Manual Digging		X	15. Controlled restraint i.e. in post requiring training/certification	X	
8. Running		X			

**Each YES response requires completion in 'Further Information' Section**

## EMOTIONAL EFFORT

	YES	NO
1. Processing (e.g. typing/transmitting) news of highly distressing events	X	
2. Giving unwelcome news to patients/clients/carers/staff	X	
3. Caring for the terminally ill	X	
4. Dealing with difficult situations/circumstances	X	
5. Designated to provide emotional support to front line staff	X	
6. Communicating life-changing events	X	
7. Dealing with people with challenging behaviour	X	
8. Attending scenes of accidents		X

**Each YES response requires completion in 'Further Information' Section**

## MENTAL EFFORT

	YES	NO		YES	NO
1. Carry out formal student/trainee assessments	X		9. Check documents	X	
2. Carry out clinical/social care interventions	X		10. Drive a vehicle		X
3. Analyse statistics	X		11. Perform calculations		X
4. Operate equipment/machinery		X	12. Make clinical diagnoses		X
5. Give evidence in court/tribunal/formal hearings	X		13. Carry out non-clinical fault finding		X
6. Attending meetings (if yes, describe role in "Further Information")	X				
7. Carry out screening tests/microscope work		X			
8. Prepare detailed reports	X				

**Each YES response requires completion in 'Further Information' Section**

## FREEDOM TO ACT

	YES	NO
1. Does the post holder generally work without close supervision	X	
2. Does the post holder work without direct access to a manager	X	
3. Does the post holder work without access to a manager by telephone		X
4. Is the post holder the lead specialist in their field	X	

**Each YES response requires completion in 'Further Information' Section**

**How often on average does the post holder give guidance and advice to others?**

Daily:

☐ X

Weekly:

☐

Other frequency (please comment)

**How often is the post holder's work checked/monitored/assessed?**

Daily:

☐

Weekly:

☐

Other frequency (please comment)

## FURTHER INFORMATION

Please enter here details of YES responses in the preceding sections

### Element

(e.g. mental effort)	Ref No	Details of frequency and intensity
<b>Working conditions</b>	1	Occasionally exposed to inclement weather
	3	Occasionally exposed to unpleasant smells (home visits)
	9	Occasionally exposed to body fluids, faeces /vomit
	10	Occasionally exposed to dust and dirt
	15	Occasionally exposed to fleas /lice/ infestations
	18	Occasional exposure to verbal aggression
	19	Occasional exposure to physical aggression
<b>Physical effort</b>	1	Occasionally required to work in uncomfortable positions
	4	Occasionally required to lift without mechanical aid
	10	Occasionally participates in kneeling, crouching, twisting, bending and stretching
	15	Full PMA required
<b>Emotional effort</b>	1	Occasionally required to transmit news of distressing events
	2	Occasionally required to give unwelcome news to clients/carers/staff
	3	Occasionally required to work with the terminally ill
	4	Occasionally required to deal with difficult situations/circumstances
	5	As required within role
	6	Occasionally required to communicate life changing events
	7	Frequently required to deal with people with challenging behaviour
<b>Mental effort</b>	1	Frequent requirement for prolonged concentration to carry out formal student assessments
	2	Frequent required for concentration to carry out clinical/social care interventions
	3	As required with regard to data monitoring
	5	Occasionally required to give evidence at formal hearings
	6	Frequently required to attend meetings
	8	Occasionally required to prepare detailed reports
	9	Frequently required to check documents
<b>Freedom to act</b>	1	Works within clearly defined occupational policies, work is managed rather than supervised. Works within codes of practice and professional guidelines. Works autonomously within the community
	2	
	4	Specialist role as AMHP

**Manager responsible for completion of this document**

**Name:**

**Member of Staff to whom this document relates:**

**Date Completed:**

**Review Date:**

**DISTRIBUTION:** One copy to member of staff, one copy to personal file.

**Please ensure Job Description is agreed and signed by both manager and employee**