

JOB DESCRIPTION

JOB DETAILS

JOB TITLE:	Psychological Wellbeing Practitioner
JOB REFERENCE NUMBER:	NWB-PWP-0216
BAND:	Band 5
WARD/DEPT.	Wellbeing Service
DIRECTORATE/LOCALITY:	Trust wide
ESSENTIAL QUALIFICATIONS:	Qualification from PWP Training Course (Post Graduate Certificate or Level 3 undergraduate course) or equivalent, e.g. Experienced and Qualified Graduate Mental Health Worker with relevant Primary Care experiences and competencies as required.

ORGANISATIONAL ARRANGEMENTS

ACCOUNTABLE TO:	Service Manager
REPORTS TO:	Senior Psychological Wellbeing Practitioner
RESPONSIBLE FOR:	The day to day delivery of high volume, low intensity, step 2 interventions via telephone, skype, email, workshop or face to face with a range of clients experiencing anxiety and depression.

ROLE SUMMARY

The post-holder will

- Hold a Psychological Wellbeing Practitioner qualification or a relevant degree, e.g. Psychology with either a Post Graduate Cert/Dip in Mental Health or Equivalent.
- Manage a caseload and the provision of Mental Health Care services to people with mental health care needs.
- Undertake holistic assessment of mental health and accurate mental health clustering.
- Offer evidence-based practice in facilitated self-help, cCBT and workshops. This will also include telephone work, skype sessions and email.
- Develop, support and train in evidence based, innovate practice to other PWPs, Trainee PWPs and other colleagues within and outside of the organisation.
- Provide case management and clinical supervision to other PWPs, Trainee PWPs and other junior colleagues under the direction of the Senior Psychological Wellbeing Practitioner.

DUTIES AND RESPONSIBILITIES

1. CLINICAL

1. To offer rapid screening and assessment, informed by knowledge of the spectrum of mental health needs and risk factors.
2. Provide assessment and step 2 interventions e.g. psycho-educational interventions, Guided Self Help, computerised CBT to patients drawing from CBT theories and techniques.
3. Provide a service that is comprehensive and accessible to a broad range of patients who have common mental health problems and who are over 16 years of age.
4. Provide a service that is equitable and non-discriminatory in terms of age, gender, ethnicity and disability.
5. Support GPs and other primary care workers in making appropriate referrals and in carrying out the mental health aspects of their own roles.
6. Make appropriate referrals to other service providers in the statutory and voluntary sectors and redirect patients to other sources of appropriate support within the local community as required.
7. Further develop computerised and telephone delivered CBT.

8. Develop a 'local knowledge' of the population and its services and facilities, particularly in relation to mental health issues.
9. Educate and involve family members and others in treatment as necessary, conveying step 2 CBT formulations with sensitivity in easily understood language.
10. Provide a service that is flexible as far as possible in terms of clinic hours working evenings and weekends (outside of the hours of 9-5 Monday to Friday). This work may be face to face, over the telephone or via other media. It may also be on a 1:1 basis or in a workshop format.
11. Conduct risk assessments, prepare risk management plans and initiate appropriate action where indicated (including requests for mental health act assessments and referrals to relevant secondary care services).
12. Make decisions on suitability of new referrals, adhering to the department's referral protocols, refer unsuitable clients on to the relevant service or back to the referral agent as necessary or step up the person's treatment to high intensity psychological therapy.
13. Adhere to an agreed activity contract relating to the overall number of client contacts offered, and clinical sessions carried out per week in order to minimise waiting times and ensure treatment delivery remains accessible and convenient.
14. Attend multi-disciplinary meetings relating to referrals or clients in treatment, where appropriate.
15. Complete all requirements relating to data collection within the service.
16. Keep coherent records of all clinical activity in line with service protocols and use these records and clinical outcome data in clinical decision making.
17. Work closely with other members of the team ensuring appropriate step-up and step-down arrangements are in place to maintain a stepped care approach.
18. Assess and integrate issues surrounding work and employment into the overall therapy process.
19. Operate at all times from an inclusive values base which promotes recovery and recognises and respects diversity.
20. Prepare and present clinical information for all patients on their caseload to clinical case management supervisors within the service on an agreed and scheduled basis, in order to ensure safe practice and the clinical governance obligations of the worker, supervisor and service are delivered.
21. Respond to and implement supervision suggestions by supervisors in clinical practice.
22. Engage in and respond to personal development supervision to improve competences and clinical practice.

Clinical Supervision and Training

1. Following relevant training, undertake appropriate clinical supervision on a regular basis in accordance with the relevant professional guidelines and policies.
2. Where appropriate, provide clinical and case supervision to other Psychological Wellbeing Practitioners, Trainee Psychological Wellbeing Practitioners and other junior colleagues within the service.
3. Offer training to Primary Care staff and other agencies in Step 2 CBT based interventions.
4. Attend locally organised and national training appropriate to the work role and agreed with line manager.

Professional

1. Take personal (unprompted) responsibility for achieving agreed clinical activity.
2. Develop an area of interest, to the level whereby the post-holder could become a resource of information for the whole service.
3. Adhere to the policies and procedures of the Trust and the Service.
4. Maintain appropriate clinical records in keeping with service operational policy.
5. Participate in setting and reviewing objectives for the post on an annual basis.
6. Attend, organise and chair meetings as appropriate.
7. Ensure that client confidentiality is protected at all times.
8. Co-ordinate and liaise between different staff groups.
9. Proactively take responsibility for attending supervision, case management and line management regularly, participate in objective setting, performance reviews and respond to agreed objectives.
10. Promote and contribute to the development and maintenance of a healthy therapeutic culture within the Service amongst colleagues and Service Users.
11. Be aware of, and keep up to date with advances in the spheres of treatment for common mental health problems.
12. Ensure clear objectives are identified, discussed and reviewed with senior therapists on a regular basis as part of continuing professional development.
13. Keep up to date 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.
14. Attend relevant conferences / workshops in line with identified professional objectives.

GENERAL

1. Contribute to the development of best practice within the service.
2. Maintain up-to-date knowledge of legislation, national and local policies and procedures in relation to Mental Health and Primary Care Services.
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. 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.
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.
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.

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



Working together
for better mental health

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

REGISTERED HEALTH PROFESSIONALS

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

Provide case management and clinical supervision to other Psychological Wellbeing Practitioners, trainee Psychological Wellbeing Practitioners and other colleagues under the direction of the Senior Psychological Wellbeing Practitioner.

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

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 clinicians, 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 Wellbeing Practitioner

	ESSENTIAL Without which the post holder could not be appointed	DESIRABLE Extra qualities that can be used to choose between candidates with all essential criteria	METHOD OF ASSESSMENT
QUALIFICATIONS	Psychological Wellbeing Practitioner qualification or Experienced and Qualified Graduate Mental Health Worker with relevant experiences and competencies as required	A qualification in provision of supervision Training in nursing, social work, occupational therapy, counselling or within a psychological therapy. Psychology or other health related undergraduate degree. Psychology or other health related postgraduate degree	Certificates
EXPERIENCE	Able to demonstrate an appropriate level of knowledge of mental health practice from previous experience Skills in effective risk assessment and risk management Experience of screening, assessing and treatment prescribing Experience in the delivery of evidence-based step 2 interventions Experience of working in a team and partnership working Experience of working within a service which has demanding targets	Experience of delivering training and developing others Evidence of working in the local community	Application Form Interview References Professional Portfolio

	<p>and performance management</p> <p>Experience of delivering group based interventions</p> <p>Experience of supporting service development</p> <p>Ability to manage own caseload and time</p>		
SKILLS	<p>Excellent communication</p> <p>Competent assessments</p> <p>Effective analytical decision-making</p> <p>Care planning</p> <p>Risk assessment</p> <p>Treatment interventions</p> <p>Effectively prioritising own work load and using team resources effectively</p> <p>Responding flexibly and appropriately to unforeseen circumstances</p> <p>Basic IT, including use of email/internet</p> <p>Satisfactory verbal and written English language skills</p> <p>Working within a team and fostering good working relationships</p> <p>Using clinical supervision and opportunities for personal development positively and effectively</p> <p>Working cross-culturally</p> <p>Using outcome measures for both clinical and audit purposes</p> <p>Managing conflict and responding to complaints</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>

KNOWLEDGE	<p>Mental health/mental illness</p> <p>Models of assessment and screening</p> <p>Models of risk assessment and management</p> <p>Evidence based step-2 interventions</p> <p>Outcome measures and their use for clinical and audit purposes</p> <p>Health promotion</p> <p>NHS policies, procedures and guidelines</p>	<p>Awareness of serious mental health presentations (psychosis, bi-polar)</p> <p>Evidence of further training in psychological interventions/therapy</p> <p>Medication and the monitoring of its effects</p> <p>Knowledge of local wider systems and networks</p> <p>Effects of drug and alcohol use on mental health</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
OTHER (Please specify)	<p>An understanding of the context of IAPT stepped care</p> <p>Car driver or ability to travel independently, and willingness to travel to locations throughout the organisation</p> <p>High level of enthusiasm and motivation</p> <p>Ability to work under pressure</p> <p>Regard for others and respect 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>	<p>Fluent in languages other than English</p>	<p>Application Form</p> <p>Interview</p> <p>Document Check</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 Wellbeing Practitioner
WARD / LOCALITY:	Wellbeing Service/Trust Wide

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:

☒

Weekly:

☐

Other frequency (please comment)

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

Daily:

☐

Weekly:

☒

Other frequency (please comment)

Monthly in management supervision
Weekly in Case Management Supervision

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
Working conditions	6	Use of VDU equipment will vary. Role requires data inputting and regular use of VDU.
	13	Dependent upon role may require driving from one base to another or to other community venues
	18	Rarely – working with the public
	19	Rarely – working with the public
Physical effort		
	4	Occasional lifting/carrying booklets for courses and other presentation equipment e.g. projectors/laptops
	13	Occasional pushing/pulling trolley with equipment in for clinics and presentation equipment e.g. projectors/laptops
Emotional effort	1-7	Occasional occurrence
Mental effort	1-6 & 8-10	Frequent / daily occurrence
Freedom to act	1,2	Most days working autonomously

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