

## **JOB DESCRIPTION**

|                        |   |
|------------------------|---|
| <b>JOB TITLE:</b>      | Cognitive Behavioural Therapist (NHS Talking Therapies)                                   |
| <b>BAND:</b>           | 7 (Subject to agenda for change)  |
| <b>BASE:</b>           | Various Community Bases, (e.g., Whitegate Health Centre, South Shore Primary Care Centre) |
| <b>RESPONSIBLE TO:</b> | NHS Blackpool Talking Therapies Service Manager   |
| <b>ACCOUNTABLE TO:</b> | Head of Integrated Mental Health and Learning Disability Services                         |
| <b>DBS:</b>            | This post is subject to an Enhanced DBS Check   |

### **INFECTION PREVENTION AND CONTROL:**

The post holder must comply with all relevant policies, procedures, and training on infection prevention and control.

### **JOB SUMMARY:**

- To provide high quality cognitive behavioural therapy (CBT) to adults who have a range of anxiety and depression related problems for which CBT is demonstrated to be clinically effective, including those with a degree of complexity.
- To provide clinical supervision and mentoring to cognitive behavioural therapists, CBT trainees, and step 2 practitioners.
- To work autonomously within professional guidelines and the overall framework of team policies and procedures, to deliver a CBT service in accordance with NICE guidelines,
- To provide advice and consultation on clients' care to non-CBT colleagues and to non-professional carers.
- To work with the Service Manager and Deputy Manager in meeting key performance indicators and agreed activity levels.
- To take a lead role in designated areas of work, e.g., Long Term Conditions, Older adults, Military Veterans, Perinatal.
- To provide clinical leadership, taking a lead role in service development, including engaging and working with other agencies.

- The post holder will work with people with different cultural backgrounds and ages, using interpreters when necessary and should be committed to equal opportunities.
- To offer 10% of clinical working hours before 9am or after 5pm to ensure flexibility in appointments offered to service users.

## **DUTIES AND RESPONSIBILITIES**

- To provide a specialist cognitive behavioural assessment and therapy service based upon the appropriate use, interpretation and integration of complex data from a variety of sources, including self-report measures, rating scales, direct and indirect structured observations, interviews with clients, and when necessary, family members and others involved in the client's care.
- To undertake risk assessment and risk management for individual clients.
- Assess clients for suitability for psychological interventions within the NHS Blackpool Talking Therapies service.
- Make decisions on suitability of new referrals, adhering to the department's referral protocols, and refer unsuitable clients on to the relevant service or back to the referral agent as necessary.
- Formulate, implement and evaluate therapy programmes for clients, based upon an appropriate conceptual framework, and based upon evidence of efficacy.
- To evaluate and make decisions about treatment options taking into account both theoretical and therapeutic models, and highly complex factors concerning historical and developmental processes that have shaped the individual, family or group.
- Develop, monitor and evaluate new areas of care and treatment.
- Plan and organise appropriate material and equipment and have this ready at every session.
- Use highly developed communication skills in working with people to understand their personal and often very sensitive difficulties.
- To exercise autonomous professional responsibility for the assessment and treatment of clients in line with the service.
- Educate and involve family members and others in treatment as necessary, conveying CBT and other psychological formulations with sensitivity in easily understood language.

- Adhere to an agreed activity contract relating to the 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.
- Attend multi-disciplinary meetings relating to referrals or clients in treatment, where appropriate.
- Complete all requirements relating to data collection within the service.
- To maintain the highest standards of clinical record keeping including electronic data entry and recording, report writing, and adhere to the service and Trust policies around information governance.
- 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.
- Assess and integrate issues surrounding work and employment into the overall therapy process.
- Carry out clinical audits of service performance, including service user surveys and evaluations and help to collate and disseminate the results for feedback.
- Liaise with other health and social care staff from a range of agencies involved in the care provided to clients.
- Provide specialist advice and consultation to other professionals, individuals and groups across Mental Health Services, the Trust, and other voluntary agencies, regarding service matters related to the practice and delivery of specific agreed therapeutic modalities and service provision.
- To participate in the delivery of group sessions, and in the delivery of online therapy.
- To improve wellbeing and social inclusion through interventions and encouraging access to other agencies that provide social prescribing and which promote social inclusion.

### **Training and Supervision**

- Contribute to the teaching and training of mental health professionals and other staff working in the service.
- To provide clinical supervision to high intensity CBT therapists within the team in accordance with BABCP guidelines and the Trust's supervision policy.

- To provide clinical supervision to Psychological Wellbeing Practitioners (PWP) and other junior staff, including CBT trainees, when required by the service.
- Contribute to the training and development of NHS Blackpool Talking Therapies staff working in the service.
- To work with managers to ensure CBT staff are delivering the service in accordance with NICE guidelines, and that they are meeting key performance indicators. This will require the integration of caseload management with clinical supervision.

### **Professional**

- Ensure the maintenance of standards of practice according to the employer and any regulating, professional and accrediting bodies (e.g. BPS, UKCP, BABCP), and keep up to date on new recommendations/guidelines set by the Department of Health and NHS England (e.g. NICE guidelines, The Five Year Forward View, National Talking Therapies Manual). This includes maintaining full accreditation with the BABCP.
- Ensure that client confidentiality is protected at all times and be aware of latest data protection and information governance legislation.
- Be aware of and keep up to date with advances in the spheres of CBT and other psychological therapies.
- Attend clinical supervision in accordance with BABCP guidelines, the Trust supervision policy, and National Talking Therapies services guidance (Talking Therapies Manual).
- Ensure clear professional objectives are identified, discussed and reviewed with Line manager on a regular basis as part of continuing professional development (CPD).
- Attend managerial supervision on a regular basis as agreed with Manager.
- Participate in individual performance review and respond to agreed objectives.
- Keep up to date all records in relation to CPD and ensure personal development plan maintains up to date specialist knowledge of latest theoretical and service delivery models/developments.
- Attend relevant conferences / workshops in line with identified professional objectives.
- Participate in service improvement by highlighting issues and implementing changes in practice.

- To utilise theory, evidence-based literature and research to support evidence-based practice in individual and group work and with other team members.

### **Advisory / Liaison**

- To provide specialist cognitive behavioural therapy advice, guidance and consultation to other professionals contributing directly to clients' formulation, diagnosis and treatment plan.
- To communicate, in a skilled and sensitive manner, information concerning the assessment, formulation and treatment plans for clients under their care and to monitor progress.
- Promote and maintain links with Primary Care and Secondary Care Staff, via attendance at interface meetings, to help coordinate the provision of an effective Talking Therapies Service.

### **Additional information**

#### **Physical Effort**

Required to sit for long periods of time with clients. Required to input information into client records at a computer or laptop in a range of venues. Materials such as self-help, handouts, laptop may need to be transported to different venues where clients are seen.

#### **Mental Effort**

Required to concentrate for long periods of time, for at least an hour with each client, drawing on theoretical knowledge to assess and formulate client problems. Often required to listen to distressing information imparted by clients.

#### **Working Conditions**

Various venues within the Blackpool area are used and the post holder is required to travel to the different venues. Often the post holder will be working in isolation and needs to be aware of own safety and security issues. There may be times when home visits are undertaken and lone worker policy and procedures must be adhered to.

#### **Emotional Effort**

Required to listen, for periods up to an hour and a half, to distressing and traumatic information disclosed by clients. Dealing with highly complex and sensitive information on a daily basis. Supporting clients in a state of mental distress.

### **GENERAL REQUIREMENTS**

#### **1. Quality**

Each member of staff is required to ensure that:

- a) The patient and customer are always put first;
- b) That in all issues, the patient/customer requirements are met and all staff contribute fully to achieving the Trust's corporate goals and objectives;
- c) That all staff hold themselves personally responsible for the quality of their work and therefore seek to attain the highest standards achievable within their knowledge, skills and resources available to them in furtherance of the Trust's Vision and in embedding the organisation's Values.

## **2. Confidentiality**

Each member of the Trust's staff is responsible for ensuring the confidentiality of any information relating to patients and for complying with all the requirements of the Data Protection Act whilst carrying out the duties of the post. Any breaches in confidentiality will be dealt with by the Trust Disciplinary Procedure and may result in dismissal.

## **3. Data Protection/Freedom of Information Acts**

Carry out any requirements within the duties applicable to the Data Protection Act, 1998 and the Freedom of Information Act 2000.

## **4. Health and Safety**

Each member of the Trust's staff is responsible for ensuring that they carry out the duties of their post in accordance with all appropriate Health and Safety legislation (Health & Safety At Work Act 1974), guidance and procedures and they do not, by any act or omission on their part, create a threat to the Health and Safety of any other person.

## **5. Equality & Diversity**

It is the responsibility of all employees to support the Trust's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of the Trust's Equality and Diversity Strategies and Policies.

## **6. Working Time Directive**

You are required to comply with the regulations governing working time and to any locally agreed associated arrangements.

## **7. Harassment & Bullying**

The Trust condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

## **8. External Interests**

Each member of the Trust's staff is responsible for ensuring that any external interest they have does not conflict with the duties of their posts and they must disclose the external interest if this is likely to occur, or if they are in any doubt about a possible conflict of interest

## **9. Mandatory Training**

Each member of the Trust's staff has a statutory obligation to attend mandatory training. It is the responsibility of each member of staff to ensure that they comply with this legal requirement.

## **10. Flexibility**

This job description is intended to act as a flexible guide to the duties of the post and therefore will require revision in consultation with the post holder to reflect the changing requirements of the post, to enable the Trust to achieve its corporate goals and objectives.

## **11. Smoke-free Policy**

In line with the Department of Health guidelines, the Trust operates a strict smoke-free policy.

## **12. Safeguarding**

The Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share its commitment.

Rigorous recruitment checks are carried out on successful applicants who may be required to undertake Enhanced Disclosure via the DBS.

## **13. Sustainability**

The Trust will have positive and engaged staff who believe in the value of sustainability and are enabled to deliver it. We will be recognised as delivering excellent social value by our place-based partners. We will reduce our environmental impact, protect our natural environment, and ensure we deliver compassionate and sustainable healthcare. We will improve the health and wellbeing of all who live and work within the Fylde Coast communities we serve.