

JOB DESCRIPTION

**OUR VISION: 'TO BE THE LEADING HEALTH AND WELLBEING SERVICE IN
THE PROVISION OF MENTAL HEALTH AND COMMUNITY CARE'**

JOB TITLE	Specialist Family and Couples Therapist
BAND	8a
RESPONSIBLE TO	Head of Transitions Psychology Services
ACCOUNTABLE TO	Director of Psychological Services
BASE	Basildon, Chelmsford or Rochford
HOURS OF WORK	37.5 hours per week

ROLE SUMMARY

To work within the context of the Transitions Psychology Service

- developing and delivering highly specialist Family and Couples Therapy.
- To develop interventions appropriate to clients on the ward presenting with complex needs and personality disorders; continuing the work through the vulnerable transition period back home and continuing as clinically appropriate
- To provide Family Therapy to community clients, managing time for this in consultation with clinical and operational leads.
- Maintain good working relationships with PD&CN team and other community teams ensuring the safe management of referrals and clinical work.
- To be responsible for providing Family and Couples Therapy across secondary Mental Health Services as appropriate.
- To work closely with the Operational Manager ensuring good service practice
- To share administrative duties and routine clinical duties with other members of the team, as agreed between the operational and clinical manager: including the management of new referrals and the sharing of responsibility for the effective functioning of team meetings (e.g. weekly care pathways, weekly ward reviews, regular staff meetings and ward handover meetings).
- To manage the Family and Couples Therapy provision taking responsibility for: students, honorary therapists, own caseload, liaison with colleagues, clinical governance.
- To provide training opportunities for staff including supervision, reflective practice and clinical practicums
- To provide training opportunities for trainee doctors and trainee medical psychotherapists
- To undertake highly specialist assessments
- To work autonomously; observing and abiding by the professional codes of conduct and practice of UKCP, AFT and Trust policies.

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- m) To respect diversity. To treat everyone with dignity and respect and act in ways that acknowledge and recognise people's expressed beliefs, preferences and choices.
- n) To be responsible for arranging and maintaining own specialist supervision

KEY RESPONSIBILITIES

- To ensure the provision of high quality specialist Systemic Family and Couples Therapy to clients on the PD and CN pathway from ward through community
- Manage a caseload that includes clients with disturbed behaviour patterns and high levels of psychological distress; managing risk and the engagement of family members
- Provide specialised assessment consultations for the PD&CN client groups making appropriate use of complex data from a variety of sources, e.g. referral information, background histories, liaison with other teams and agencies, CPA and Risk documentation, patient questionnaires to develop treatment recommendations.
- To undertake risk assessment and risk management for individual patients and to provide advice to other professions on systemic/familiar aspects of risk assessment and risk management.
- To liaise with colleagues in community teams and wards to ensure joint involvement in care co-ordination.
- To support honorary therapists, trainees or students in communication with the wider care team.

CLINICAL TEACHING, TRAINING AND SUPERVISION

- To maintain own specialist supervision in line with UKCP and Trust policies.
- Provide supervision, staff support, reflective practice and systemic consultation to staff groups throughout the Mental Health Services.
- Contribute to and participate in the teaching and training of junior medical doctors, specialist trainee registrars and other members of the multidisciplinary team in the community and inpatient settings on the principles of Systemic psychotherapy.

RESEARCH AND SERVICE DEVELOPMENT

- Contribute to the evaluation, monitoring and development of the service encouraging critical reflection on one's practice and supporting evidence based practice.
- Becoming familiar with and participating in the use and evaluations and outcome measures in developing practice based evidence for patients throughout their engagement with services.

CLINICAL GOVERNANCE

- Participate in the Clinical Governance activities, e.g. performance and appraisal, including CPD, risk assessment and risk management, clinical audit and evidence-based practice.

MANAGEMENT

- To assist in the management and further development of the PD&CN pathways and service provision as a senior highly specialised clinician
- Maintain good relationships with therapy training organisations in order to attract honorary therapists.

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- Manage the clinical work of honorary therapists.
- Assess the level of training and experiences of trainees; monitoring and reviewing their progress on a regular basis and liaison with their training organisation as appropriate.
- Contribute, as a senior member of the staff team, to the development of a high quality, responsive service for the patients referred to the service, taking account of policy implementation on service development.
- Exercise personal responsibility and autonomy for the systematic governance of one's own professional clinical and managerial practice.

WORKING RELATIONSHIPS

- Consult and communicate with referrers and colleagues on the clinical care, treatment and management of patients to ensure a high quality of clinical service is maintained.
- Liaise with all professionals involved in the care of clients; remaining mindful of the ongoing clinical and case management support required for the complex needs of clients in who are in therapy with the service.

GENERAL RESPONSIBILITIES

- Maintain the highest standards of accurate clinical record keeping, ensuring that documentation is kept up-to-date and that reports are prepared in a timely fashion that takes account of confidentiality and risk assessment.
- To positively represent the service by the development and maintenance of constructive working relationships with clients and Trust staff.
- To keep up to date with mandatory and core training courses provided by the Trust including basic manual handling, CPR and fire training.

ADDITIONAL DUTIES

In addition to the above duties you will also be expected to perform the below key activities in line with your job role;

- Complete mandatory training in line with Trust policy and procedures
- To participate in the staff appraisal process and to undertake for any staff you manage
- To keep yourself updated on all matters relating to Trust policy
- To provide management supervision where appropriate

OUR TRUST STRATEGIC OBJECTIVES SUPPORTED BY OUR VISION AND VALUES

PEOPLE FIRST

(O) (U) (R) PURPOSE



(O) (U) (R) VISION

To be the **leading** health and wellbeing service in the provision of **mental health** and **community care**.

ASSURANCE STATEMENT

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

NHS CONSTITUTION

You are responsible for ensuring that the values outlined in the NHS Constitution are adhered to daily and any matters of concern are raised with the relevant Line Manager or through the necessary processes within the Trust.

You are responsible for delivering a compassionate, dignified and respectful service to patients at all times.

DUTY OF CANDOUR

You must adhere to the principles of openness, transparency and the statutory duty of candour in your day to day work and conduct and encourage the same behaviours within the wider organisation.

EQUAL OPPORTUNITIES STATEMENT

The Trust operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity in relation to employment, development, training and service delivery.

NO SMOKING POLICY

The Trust is committed to a policy which discourages smoking and prohibits smoking on Trust property and on Trust business outside it.

INFECTION CONTROL

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The post holder is accountable and responsible for the prevention of healthcare associated infections by complying with all Infection Prevention & Control policies and procedures in line with legislation (Health Act 2006; Code of Practice for the Prevention and Control of Healthcare Associated Infections.)

HEALTH AND SAFETY

All employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

GENERAL DATA PROTECTION REGULATION 2018

The General Data Protection Regulation (2018) is to ensure compliance with all Trust policies, and those procedures relevant to the area of work.

The Trust will always seek to process your personal data in accordance with its obligations and your rights.

The GDPR requires that personal data shall be;

- Processed Lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purpose;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate, technical or organisational measures.

All employees must adhere to the Trust's Policy on the Protection and Use of Personal Information which provides guidance on the use and disclosure of information. The Trust also has a range of policies for the use of computer equipment and computer generated information. These policies detail the employee's legal obligations and include references to current legislation. Copies of the Policy on the Protection and Use of Personal Information and other Information Technology policies are included in the Trust's Policies and Procedures Manual/Intranet.

INFORMATION ASSET OWNERS AND ADMINISTRATORS

An information asset is a service user, staff or corporate information/data, processed by us and held in an electronic or hard copy/manual format. An information asset owner (IAO) is a senior member of staff who is the nominated owner for one or more

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identified information assets within the service/Trust. If you are a nominated IAO you will understand and monitor the following;

- What information assets are held and for what purpose within your team
- How information is created, amended or added to over time
- Who has access to information and why
- Understand and address the risk to the asset, providing assurance to the senior information risk owner in the overall information risk management function
- As an Information Asset Administrator you will ensure you fulfil the following responsibilities
- Ensure that policies and procedures are followed
- Recognise actual or potential security incidents, consulting with IAO's on incidents and management
- Ensuring that information asset registers are accurate and up to date.

CONFIDENTIALITY

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the General Data Protection Regulation.

You are required to observe the strictest confidence regarding any Confidential Information relating to work of the Trust, its patients/clients and its employees.

“Confidential Information” includes but is not limited to information relating to the Trust received by you in the course of your employment with the Trust or its predecessors, information relating to patients, personnel information, budgeting and financial information and information in respect of which the Trust owes a duty of confidentiality to a third party.

You are required not to disclose any Confidential Information either during or after your employment with the Trust, unless expressly authorised to do so by the Trust or required in the proper performance of your duties or as required by law.

This obligation will cease only when such information comes into the public domain other than through unauthorised disclosure by you.

Failure to comply with these requirements could result in action being taken under the Trust's Conduct/Disciplinary Policy and Procedure.

This obligation is without prejudice to the law concerning protected disclosures in the Public Interest Disclosure Act 1998 (the so-called “Whistleblowers Act”).

RISK MANAGEMENT

All staff working in, or for the Trust have a responsibility for participating in the risk management programme. All post-holders have a responsibility to assess all risks to systems, processes and environment and contribute to the clinical and corporate governance agendas as appropriate.

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SAFEGUARDING DUTY

“It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Children and Adults as stated in the Trust Safeguarding Policy and the Southend, Essex and Thurrock (SET) Child Protection Guidance. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for ensuring they receive the appropriate level of Safeguarding Children training according to their role”.

INFORMATION TECHNOLOGY

It is the responsibility of the post holder to have a level of IT competence relevant to their job role and will be expected to continue to keep their skills up to date as part of their Continuing Professional Development.

CHANGES TO THIS JOB DESCRIPTION

Post holders have a responsibility to discuss any significant job changes with their line manager at the time the change occurs and agree any permanent substantial change.

On appointment within the Trust staff may be allocated to a specific area of care. It is however Trust policy to allocate staff to other areas of work within the Trust from time to time where this is in the interest of the individual and / or the service.

The Job Description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

Date post holder in receipt of job description

Signature of post holder

Signature of line manager