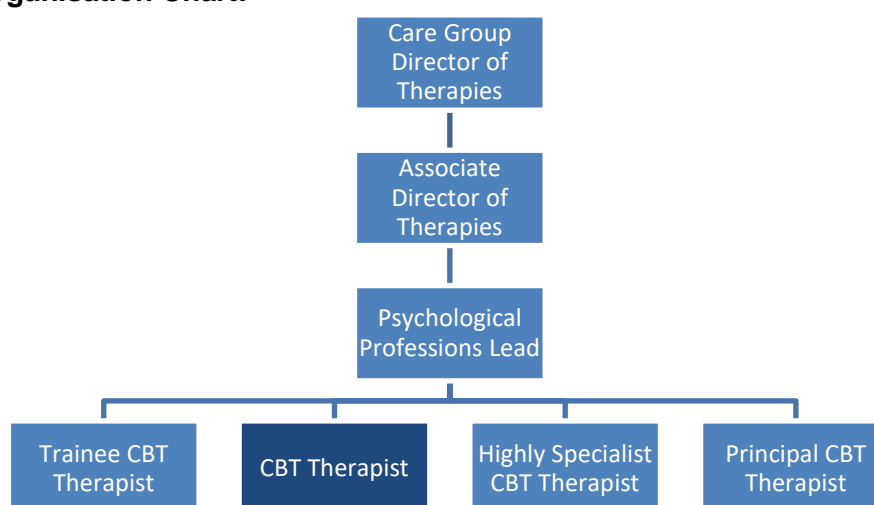


## Job Description

<b>Job Title</b>	CBT Therapist
<b>AFC Band</b>	7
<b>Accountable to</b>	Team Manager
<b>Responsible to</b>	Psychological Professions Lead
<b>Responsible for</b>	n/a

### 1.0 Organisation Chart:



<b>2.0</b>	<b><u>Job Summary</u></b>	
	2.1	To improve the lives of people with mental health conditions by minimising the impact of their condition through the delivery of excellent services to promote recovery and wellbeing.
	2.2	To be compassionate in meeting the needs of clients, their carers and families
	2.3	To provide culturally competent psychological assessment, formulation and intervention, in line with the service and individual needs.
	2.4	Accountable for own professional practice in the delivery of Cognitive Behavioural therapy in the designated service to clients with mental health conditions, which may include the possible risk of physical aggression. Care can be delivered in various settings e.g. GP Surgeries, other community settings etc.
	2.5	To provide teaching, training and clinical supervision in Cognitive Behavioural Therapy informed ways of working to staff within the Trust, on a multi disciplinary basis.
	2.6	To be pro-active in continual service improvement, contributing to the overall CBT strategy.

	2.7	The post holder will work as a member of the multi-disciplinary team, ensuring that high quality, compassionate, individualised care is delivered which ensures safety and a commitment to promoting recovery and well being maximising independence. The role requires an understanding of the benefits and limitations of the cognitive behavioural model of practice within services.
	2.8	To promote at all times a positive image of people experiencing mental health distress, neurodiversity and learning disabilities
	2.9	To promote at all times a positive image of the service and the Wider Trust.
<b>3.0</b>	<b><u>Main Duties, area of Responsibilities</u></b>	
<b>3.1</b>	<b>Delivering high quality patient care</b>	
	3.1.1	Carries own caseload, providing Cognitive Behavioural Therapy to people accessing support within the team and where necessary, across the locality. Working with a broad range of presentations. Eight out of ten sessions will involve direct therapy with caseload.
	3.1.2	Provides specialist CBT assessment of people with mental health conditions base on the appropriate use, interpretation and integration of data from a variety of sources to establish suitability for cognitive behavioural therapy and recommending alternative treatment or interventions as appropriate.
	3.1.3	Responsible for recognising the potential for, or signs of, client harm, abuse or neglect, including poor clinical practice, reported all such concerns and taking all reasonable steps to protect the client. Responsible for identifying and reported concerns regarding safeguarding of others who may be a risk.
	3.1.4	Undertakes risk assessment and risk management for individuals who may present with high likelihood of experience of harm.
	3.1.5	Considered culture, power and privilege within all aspects of a patients care making adaptations to treatment as appropriate.
	3.1.6	Formulates plans for specialist cognitive behavioural therapist in own field based on an appropriate conceptual framework and evidence-based practice. Collaborates on the development and the implementation of such plans with clients and significant others as appropriate.
	3.1.7	Provides advice, guidance and consultation on Cognitive Behaviourally informed approaches to other staff contributing directly to the clients formulation and intervention plan within sphere of their own competence.
<b>3.2</b>	<b>Successfully communicating with others, establish and maintain great working relationships and gain co-operation</b>	
	3.2.1	Adapts language and communication style as appropriate to the needs of the person. Uses an inclusive language that is collaboratively agreed withing the therapeutic working relationship.
	3.2.2	Communications with clients are at all times safe (appropriate) in content, effective and respectful and made compassionately and positively to minimise anxiety and distress related to their health and well-being.
	3.2.3	Recognises difference and responds sensitively, in a way that is inclusive to people with diverse needs and ensures their individual communication needs are met.
	3.2.4	Communicates effectively with all professionals involved in the clients care including all members of the multi disciplinary team, general practitioners, social services, education providers, voluntary agencies, user/carer groups etc, to maximise the quality of service delivered to clients and their families and carers.

	3.2.5	Attends multi disciplinary team meetings as appropriate and provides verbal and written reports relating to initial assessment, progress during treatment and clinical outcome measures.
	3.2.6	Works in partnership with professionals from other teams to ensure a range of psychological therapies are available to all patients across the locality.
	3.2.7	Shares information relating to assessment and Cognitive Behavioural formulation with clients, carers and families in a responsive, empathic manner, taking into consideration the possible complexities of the family's circumstances and the highly sensitive nature of information.
<b>3.3</b>	<b>Effectively analysing information, identify problems, develop solutions and make recommendations/decisions</b>	
	3.3.1	To carry out specialised psychological assessment procedures, interpreting analysing and integrating complex data from a variety of sources, including outcome measures and psychometric questionnaires relevant to the psychological therapy. To generate and consider a number of hypotheses, and based on this to develop a shares formulation which will guide the treatment and management of individual clients.
	3.3.2	Evaluates and makes decisions about treatment options, taking into account both theoretical and therapeutic models of Cognitive Behavioural therapy and relevant evidence base.
	3.3.3	Recognises own limitations and seeks advice and guidance from more experienced colleagues as a appropriate.
	3.3.4	Responsible for maintaining appropriate boundaries with service users
	3.3.5	Uses regular clinical supervision and able to accept and respond positively to feedback from clinical supervision.
	3.3.6	
	3.3.7	
<b>3.4</b>	<b>Effective processing and management of information and the use of information systems</b>	
	3.4.1	Responsible for maintaining accurate and comprehensive patient/client records in accordance with the Trust and professional record keeping standards.
	3.4.2	To use digital recording equipment per trust policy
	3.4.3	Writes reports for other members of the multidisciplinary team and external parties regarding patient/client related matters
	3.4.4	Writes reports for other members of the multidisciplinary team and external parties regarding patient/client related matters
	3.4.5	May use software packages for statistical analysis
	3.4.6	
	3.4.7	
<b>3.5</b>	<b>Efficient and effective planning and organising of activities</b>	
	3.5.1	As a member of the multidisciplinary team, participates in the prioritisation of cases for cognitive behavioural therapy and organises own workload on a day to day basis, according to clinical need.
	3.5.2	Plans individual care and group sessions
	3.5.3	Plans individual patient/client care and where appropriate to act to ensure the provision of a multidisciplinary care package appropriate for the client's needs.

	3.5.4	Responsible for organising appropriate clinic space for own therapy sessions in various out-reach facilities.
	3.5.5	
	3.5.6	
	3.5.7	
<b>3.6</b>	<b>Developing and implementing policies and or services</b>	
	3.6.1	As a member of working groups, proactively engages in or leads development of local policies and procedures
	3.6.2	Implements policies and procedures in the workplace robustly and may be responsible for monitoring and evaluation their effectiveness thereafter
	3.6.3	Pro-active in identifying and proposing safety, quality and service improvements within own work area.
	3.6.4	Participates in the development, monitoring and evaluation of service improvement in own area.
	3.6.5	
	3.6.6	
	3.6.7	
<b>3.7</b>	<b>Managing finance and physical resources/assets e.g. equipment, fixtures and fittings, stationery etc</b>	
	3.7.1	To exercise the personal duty of care in the use of other Trust resources, avoiding waste wherever possible
	3.7.2	Has a personal duty of care to ensure all equipment is used safely and effectively, following manufacturer's instructions, immediately reporting any defects in accordance with local procedures.
	3.7.3	Uses available resources efficiently and effectively
	3.7.4	Uses questionnaires to gather information for and monitoring outcomes in line with modality and service requirements
	3.7.5	Responsible for the safe gather information for and monitoring outcomes in line with modality and service requirements,
	3.7.6	Personal duty of care to complete time sheets, mileage forms, expense claims sheets etc., accurately and in a timely manner, providing receipts as required.
	3.7.7	
<b>3.8</b>	<b>Undertaking research, audits and governance, providing assurance to others</b>	
	3.8.1	Maintains and active engagement with current developments in cognitive behavioural therapy and utilises theory, evidences based literature and research to support evidence based practice in individual work and work with other team members.
	3.8.2	Ensures that all practice development is congruent with and supportive of risk management strategy and policy and works in partnership with the multi- disciplinary team to ensure the minimisation of risk in relation to practice delivery.
	3.8.3	Undertakes complex clinical audits using research methodology.
	3.8.4	
	3.8.5	
	3.8.6	
	3.8.7	
<b>3.9</b>	<b>Management of others, including planning and allocating work, training and development and management of the employment contract</b>	

	3.9.1	Works within the Professional Code of Conduct for own core professional body (e.g NMC, HCPC) and/or the governing body for Cognitive Behavioural therapy, BABCP, maintaining professional standards at all times.
	3.9.2	To contribute to the development and maintenance of the highest professional standards of practice, through active participation in the internal and external CPD training and development programmes, in consultation with the post holders professional and service managers, and in line with the requirement of BABCP
	3.9.3	To receive regular clinical supervision from a BABCP Accredited Cognitive Behavioural Therapist.
	3.9.4	To supervise trainee CBT therapists and applied psychologists under guidance from the relevant psychological professions.
	3.9.5	To provide clinical supervision to other staff in the application of cognitive behavioural informed interventions, to help maximise the contribution of psychology in the field of mental health in agreement with the Psychological Professions lead and team manager and in line with the GPT supervision Strategy
	3.9.6	Responsible for ensuring that all staff within area of responsibility adhere to professional practice guidelines and that mechanisms are in place to ensure that performance standards are met.
	3.9.7	Contribute to the staff resilience, wellbeing and psychological safety of the team.
		To help ensure optimal use of psychological skills and principles within the team.
<b>3.10</b>	<b>Managing Self and Level of Autonomy</b>	
	3.10.1	Works as an autonomous practitioner accountable for own professional practice in respect of the assessment, therapy and discharge of client's within defined caseload.
	3.10.2	Continues to develop self awareness (including awareness of our own life experience, culture and intersectionality) and how this influences how we understand the people we work with and the work we do)
	3.10.3	The post holder will fulfil the supervision requirements of BABCP and the Trust supervision policy.
	3.10.4	Professional accountable to the psychological professional who is leading the psychological professions at service management level.
	3.10.5	Uses own initiative and has significant discretion in interpreting and applying clinical policies to own complex caseload.
	3.10.6	The post holder will work within service and trust guidelines, policies procedures and the professional codes of practice for the BABCP. Where a core profession is held, to work within the code of conduct of their regulatory body(I.e HCPC, NMC, GMC or Social Work England.
	3.10.7	The post holder will engage in all mandatory training and other aspects of training identified through appraisal.
		Maintain up to date knowledge and competency in the skills required to perform safely and effectively in this role and be responsible for personal development agreed with the line manager and in line with the requirements of the AFC Knowledge and Skills Framework and to maintain BABCP accreditation.
<b>4.0</b>	<b><u>Other Requirements</u></b>	
	<b>Safeguarding</b> <ul style="list-style-type: none"> <li>All staff members have a duty to report any concerns they have about the safety or wellbeing of adult service users, members of their families, including children. Employees should be aware of their roles &amp; responsibilities to both prevent and respond appropriately to abuse.</li> <li>They should undertake the safeguarding training relevant for their role.</li> </ul>	

	<p><b>Flexibility</b></p> <ul style="list-style-type: none"> <li>• The post holder may be required to undertake duties not specified in the job description, but which are commensurate with the role and/or band as required by service need.</li> <li>• The post holder may be required to work in different locations as required by service need.</li> <li>• The post holder may be required to work flexible hours as required by service need.</li> <li>• There may be a requirement to change the job description in light of developing service needs.</li> </ul> <p><b>Physical Skills required for the role</b></p> <ul style="list-style-type: none"> <li>• Standard keyboard skills.</li> </ul> <p><b>Exposure to Emotional Circumstances/information</b></p> <ul style="list-style-type: none"> <li>• Frequent exposure to distressing and highly distressing information.</li> </ul> <p><b>Predictability of the role and level of concentration/mental effort required</b></p> <ul style="list-style-type: none"> <li>• Frequent requirement for prolonged concentration when assessing patients, completing reports, attending meetings.</li> </ul> <p><b>Working conditions</b></p> <ul style="list-style-type: none"> <li>• VDU usage for large proportion of time whilst on shift.</li> </ul>
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## 5.0 Person Specification

Essential	Measured by
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**The following identified Qualification Experience and knowledge are all essential criteria that all candidates/post holders will have in order to be shortlisted for the role**

**Qualifications and/or**

- Practitioner or First Accreditation as a Cognitive Behavioural Psychotherapist with the British Association for Behavioural and Cognitive Psychotherapies (BABCP) BABCP Registration Number

**AND**

- A qualification that leads to registration with a professional regulatory body (HCPC, GMC, NMC or Social Work England) AND current registration with this professional regulatory body. (If a different regulatory body please seek advice from Chief Psychological Professions Officer)

**Or**

- A Knowledge Skills Attitude (KSA) equivalence portfolio approved by BABCP as part of your Accreditation as Cognitive Behavioural Psychotherapist with the British Association for Behavioural and Cognitive Psychotherapies (BABCP) Be able to provide evidence of KSA Approval from HEI or BABCP

**And**

- Experience Delivering Cognitive Behavioural Therapy
- Experience in discussing and responding to issues related to cultural diversity, intersectionality and inclusivity, including working with vulnerable groups (e.g. those for whom English is not their first language).
- Experience of Working with multi-disciplinary teams
- Assessing and managing risk of self harm/ suicide

**Knowledge**

- Evidence- based practice relevant to the role
- Risk assessment and risk management
- Awareness of systemic barriers to accessing

Application Form and Interview

Application Form and interview

Application Form and Interview

Application form and Interview



<p>psychological services/healthcare for minoritized communities</p> <ul style="list-style-type: none"> <li>• Clinical governance</li> <li>• Legislation in relation to the client group and mental health.</li> </ul>			
<p><b>The following sets of Knowledge, Skills, Experience, Personal Attributes are all essential requirements of the role, as identified some will be measured as part of the interview process and other must be acquired by the post holder within the first 6 – 12 months of being in post.</b></p>		Method of Assessment and timescales	Desirable
<p><b>Knowledge/ Skills/experience</b></p>	<p>Risk assessment and management in the area of practice or willingness to ensure that these skills have developed within the first 12 months of the post.</p> <p>Can demonstrate competencies in one or more specialist practice/willing to partake in training course to develop competencies in one specialist practice for i.e SMHP</p> <p>Communicate complex and highly sensitive information effectively, to a wide range of people.</p> <p>Experience of increasing access to psychological services/healthcare for minoritized communities</p> <p>Work effectively as part of a multidisciplinary team and undertake responsibilities to coordinate care where appropriate. (Training period to be agreed on taking up the post)</p>	<p>At Interview All within 6 – 12 months of being in post</p>	<p>Experience of CBT provision in complex cases</p> <p>Delivering clinical supervision</p> <p>Delivering Staff training</p>



	<p>Skills in managing emotional impact of dealing with highly emotive and distressing situations through self-management and use of the clinical supervision process</p> <ul style="list-style-type: none"> <li>• The Trust's Quality Improvement System, risk assessment and risk management, clinical governance and audit and research methodology.</li> <li>• Undertake multiagency working and liaise with multiple systems</li> <li>• Utilise objective measures competently</li> <li>• Identify, provide and promote appropriate interventions / means of support for carers and staff exposed to highly distressing situations and challenging behaviours.</li> <li>• Utilise appropriate clinical governance mechanisms within own work.</li> <li>• Use approved breakaway techniques</li> <li>• Demonstrate effective keyboard skills</li> </ul>		
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Able to work in accordance with the Trust Values.</li> <li>• Able to engage with vulnerable people and work effectively in highly distressing and challenging circumstances</li> <li>• Respects and has awareness of the advantages of joint working with other experienced professionals in a multidisciplinary setting.</li> <li>• Committed to further developing self-awareness (for example, life</li> </ul>	<p>Interview by Values based Questions</p> <p>Within 6 – 12 months of being in post</p>	

	<p>experiences, culture, intersectionality, characteristics) and how this influences the work we do.</p> <ul style="list-style-type: none"> <li>• Able to work flexibly and co-operatively as part of a team</li> <li>• Able to use own initiative and make decisions independently</li> <li>• Committed to continual quality and service improvement.</li> <li>• Self-aware and committed to continual professional and personal development.</li> <li>• Able to reflect and critically appraise own performance and accept and respond positively to feedback from supervision.</li> <li>• Committed to promoting a positive image of people with mental health conditions and learning disabilities.</li> </ul> <p>Committed to promoting a positive image of the Service/Department and the wider Trust.</p>		
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to travel independently in accordance with Trust policies and service need.</li> </ul> <p>This post is subject to a satisfactory Disclosure and Barring Service Check</p>		

**JOB DESCRIPTION AGREEMENT**

**Post Holder**

Sign..... Date.....

Print Name.....

**Line Manager**

Sign..... Date.....

Print Name.....

Print Job Title.....



### Our Journey To Change key messages

It's really important that as we continue to raise awareness and embed Our Journey To Change we use key messages. They will help us to use a shared language to communicate consistently with everyone and to make sure that what we say is simple and human. The key messages below are for use in the communications we share and conversations we have about Our Journey To Change.

#### Key messages:

- Our Journey To Change sets out why we do what we do, the kind of organisation we want to become and the way we will get there by living our values, all of the time. To help us achieve this we have also committed to three big goals over the next five years.
- Our Journey To Change was created with more than 2,500 colleagues, service users, families, carers, partners and our local communities who all took part in Our Big Conversation. We listened to every piece of feedback – and we will continue to listen.
- Through our conversations it was clear that the experience we provide to our service users, carers and colleagues was not consistently good and partners told us we weren't always easy to work with. We are committed to ensuring that we improve this experience for everyone.
- Change won't happen overnight but Our Journey To Change will be placed at the centre of everything we do and will inspire all actions and decision making at all levels, all of the time.

- This is our journey with you – it's important that everyone continues to be part of this.

### Our values - key messages

- We are committed to co-creating safe and personalised care that improves the lives of people by involving them as equal partners. The most important way we will get there is by living our values, all of the time.
- Our values are respect, compassion and responsibility. They were created with more than 2,500 colleagues, service users, families, carers, partners and our local communities who all took part in Our Big Conversation.
- Our values are:
  - respect – we listen, we are inclusive and we work in partnership
  - compassion – we are kind, we are supportive and we recognise and celebrate achievement
  - Responsibility – we are honest, we are always learning and we are ambitious.
- Our values are at the heart of everything we do.

### Further information

Further information is available at [www.tewv.nhs.uk/about-us/our-journey-to-change](http://www.tewv.nhs.uk/about-us/our-journey-to-change)

There is also further information for colleagues on our internal staff intranet <https://intranet.tewv.nhs.uk/our-journey-to-change>