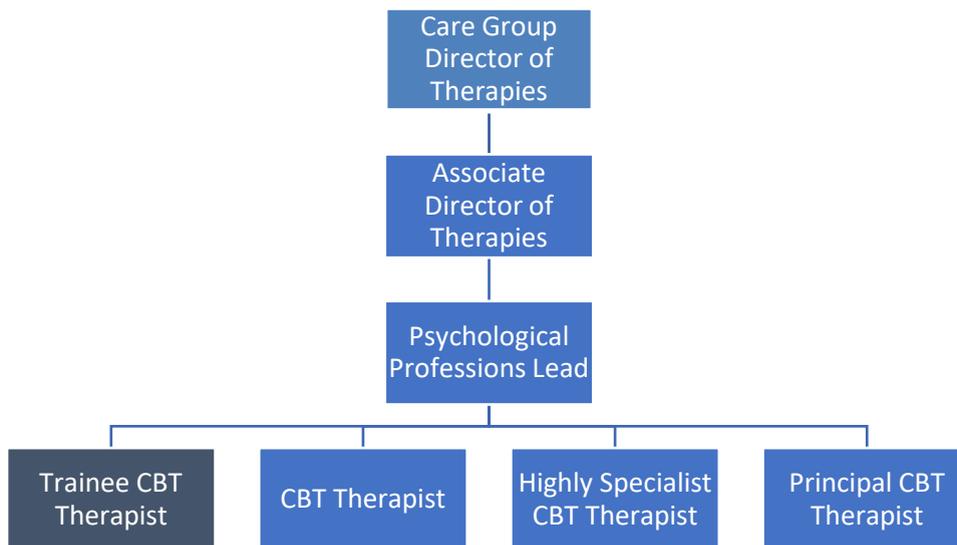


### Job Description

<b>Job Title</b>	Trainee CBT Therapist
<b>AFC Band</b>	6
<b>Accountable to</b>	Team manager
<b>Responsible to</b>	Psychological Professions Lead
<b>Responsible for</b>	N/A

#### 1 Organisation Chart:



<b>2.0</b>	<b><u>Job Summary</u></b>	
	2.1	To undertake a structured programme of learning including personal study, academic work, learning and assessment leading to a formal qualification of Post Graduate Diploma in Cognitive Behavioural Therapy leading to accreditation from the BABCP.
	2.2	To undertake clinical work independently on a day to day basis. The work will be supervised and reviewed at regular intervals, in accordance with the accrediting body.
	2.3	To deliver Cognitive Behavioural Therapy to clients in a variety of settings

		including community facilities and the client's own home.
	2.4	To be compassionate in meeting the needs of clients, their carers and families.
	2.5	To participate in continual service improvement within the work area
	2.6	To promote at all times a positive image of people experiencing mental health distress, neurodiversity and learning disabilities
	2.7	To promote at all times a positive image of the service and the wider Trust.
	2.8	Keep coherent records of all clinical activity in line with service protocols
<b>3.0</b>	<b><u>Main Duties and Responsibilities</u></b>	
<b>3.1</b>	<b>Delivering high quality patient care</b>	
	3.1.1	Hold clinical responsibilities as outlined by the training course to build a portfolio to submit for BABCP accreditation upon completing training course. All clinical work under the supervision of CBT therapist meeting the appropriate competence level.
	3.1.2	Works as part of a multi-disciplinary team or in specialised clinical settings with clients who have complex mental health conditions or learning disabilities, which may include behaviours that challenge.
	3.1.3	Carries own caseload, providing Cognitive Behavioural Therapy, under supervision, to clients within the team and where necessary, across the locality.
	3.1.4	Provide assessment using a Cognitive Behavioural Framework of clients with mental health conditions based on the appropriate use, interpretation and integration of data from a variety of sources to establish suitability for Cognitive Behavioural Therapy.
	3.1.5	Responsible for recognising the potential for or signs of client harm, abuse or neglect, including poor clinical practice, reporting all such concerns and taking all reasonable steps to protect the client. Responsible for identifying and reporting concerns regarding the safeguarding of children who may be at risk
	3.1.6	Undertakes risk assessment and risk management for individual clients and provides advice to other professionals on psychological aspects of risk assessment and risk management
	3.1.7	Formulates plans for cognitive behavioural therapy and/or management of clients' mental health conditions, in own field based upon an appropriate conceptual framework and evidence-based practice. Collaborates on the implementation of such plans with clients and/or their carers.
	3.1.8	Implements Cognitive Behavioural therapy for individual clients, carers, families and groups, adjusting and refining psychological formulations as required.
	3.1.9	Evaluates therapy options and makes decisions about treatment.
	3.1.10	Provides advice and support to carers and families
<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 you a Uses inclusive language that is collaboratively agreed within the therapeutic/ working relationship
	3.2.2	Develops working relationships with the university tutor(s), encompassing all facets of the training programme. Develops a supervisory relationship with service-based clinical supervisor, with responsibility for supervision of the clinical work
	3.2.3	Communications with clients are at all times be safe (appropriate) in content, effective and respectful and made compassionately and positively to minimise anxiety and distress related to their health and well-being.
	3.2.4	Uses inclusive language that is collaboratively agreed within the therapeutic/ working relationship.
	3.2.5	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 the information.
	3.2.6	Communicates effectively with all professionals involved in the client's care including all members of the multidisciplinary 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.
<b>3.3</b>	<b>Effectively analysing information, identify problems, develop solutions and make recommendations/decisions.</b>	
	3.3.1	Works within the BABCP standards of conduct, performance and ethics, where a core professions is held maintains professional standards as set by own core professional body (e.g NMC, HCPC)
	3.3.2	Analyses complex client information, derived from a variety of sources including self report measures, rating scales, direct and indirect observations and interviews with the client, family members and others involved in the client's care.
	3.3.3	Evaluates and makes decision about treatment options, taking into account both theoretical and therapeutic models of cognitive behavioural therapy and relevant evidence base
	3.3.4	Recognises own limitations and seeks advice and guidance from clinical supervisor as appropriate
	3.3.5	Responsible for maintaining appropriate boundaries with service users
	3.3.6	Uses regular clinical supervision in line with training provider, TEWV and BABCP policies.
<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 client records using PARIS in accordance with Trust and professional record keeping standards.
	3.4.2	To use Digital Recording Equipment as per Trust Policy.
	3.4.3	Writes reports summarising therapy tasks for patients, other members of the multidisciplinary team and referrers.
	3.4.4	Completes written and recorded assignments relevant to training programme in a timely fashion using appropriate computer software and adhering to information governance policy and standards.
<b>3.5</b>	<b>Efficient and effective planning and organising of activities</b>	
	3.5.1	In conjunction with supervisor and university tutor, plans and prioritises own workload, including clinical and training activity.
	3.5.2	Plans individual client care and group sessions.
	3.5.3	May plan and deliver training sessions
	3.5.4	Responsible for organising appropriate clinic space for own therapy sessions in various out-reach facilities.
<b>3.6</b>	<b>Developing and implementing policies and/ or services</b>	
	3.6.1	Contributes to the development of new or revised policies and procedures in own area as part of the team.
	3.6.2	Participates in the development, monitoring and evaluation of service improvements in own area.
<b>3.7</b>	<b>Managing finance and physical resources/ assets</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	Personal duty of care to complete time sheets mileage expense claim sheets etc, accurately and in a timely manner, providing receipts as required.
	3.7.3	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.
	3.7.4	Uses available resources efficiently and effectively.

	3.7.5	Responsible for the safe transportation of client records, clinical documentation, therapy packages and other materials needed for therapy sessions in community settings.
<b>3.8</b>	<b>Undertaking research, Audit and Governance, providing assurance to others</b>	
	3.8.1	Plans, monitors and evaluates own work, using clinical outcome assessment tools.
	3.8.2	Enhances own knowledge of psychological therapy, specific client groups and types of psychological difficulty through reading, literature searches and personal study
	3.8.3	Ensures that all practice is congruent with and supportive of risk management strategy and policy
	3.8.4	Assists audits carried out within the MDT or by psychology professions within the team.
<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	Undertakes clinical work independently on a day to day basis. Work is reviewed at regular intervals through clinical supervision, in accordance with the BABCP.
	3.9.2	Works within the University Code of Conduct, the Professional Code of Conduct for own core professional body (e.g. NMC, HCPC) and/or the BABCP.
<b>3.10</b>	<b>Managing Self and Level of Autonomy</b>	
	3.10.1	Continues to develop self-awareness (including awareness of our own life experiences, culture and intersectionality) and how this influences how we understand the people we work with and the work we do)
	3.10.2	The post holder will fulfil the supervision requirements of BABCP and the Trust supervision policy.
	3.10.3	Professionally accountable to the psychological professional who is leading the psychological professions at Service Management level.
	3.10.4	The post holder will work within service and Trust guidelines, policies and 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).
	3.10.5	The post holder will engage in all mandatory training and other aspects of training identified through appraisal.
	3.10.6	Maintain up to date knowledge and competency in the skills required to perform safely and effectively in the role. Undertake relevant training (including statutory and mandatory training) and be responsible for personal development agreed with the line manager and in line with the requirements of the AFC Knowledge and Skills Framework
<b>3.11</b>	<b>Personal Responsibilities (the post holder must):</b>	
	3.11.1	Comply with the terms of the contract of employment, the Staff Compact and the Trust's Statement of Values and Behaviours.
	3.11.2	Be aware of, comply with and keep up to date with all Trust Policies and Procedures relevant to the role
	3.11.3	Maintain registration with the appropriate professional body where applicable and comply with the relevant code of conduct and standards of professional practice.
	3.11.4	Fully participate in management, clinical and professional supervision sessions relevant to the role, as required by the Trust.
	3.11.5	Fully participate in annual appraisal and appraisal reviews.
	3.11.6	Maintain up to date knowledge and competency in the skills required to perform safely and effectively in the role. Undertake relevant training (including statutory and mandatory training) and be responsible for personal development agreed with the line manager and in line with the requirements of the AFC Knowledge and Skills Framework

<b>4.0</b>	<b><u>General (the post holder must):</u></b>	
	4.1	Comply with the Trust's Information Governance Policies and maintain confidentiality of information at all times in line with the requirements of the Data Protection Act.
	4.2	Comply with the Trust's Policies and procedures
<b>5.0</b>	<b><u>Other requirements</u></b>	
	5.1	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 and in agreement with the Psychological Professions leadership and the relevant team/ service manager.
	5.2	The post holder may be required to work in locations other than those specified in the job description as required by service need.
	5.3	The post holder may be required to work flexible hours as required by service need.
	5.4	There may be a requirement to change the job description in light of developing service needs.

## 6.0 **Person Specification**

Essential	Measured by
<p><b>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</b></p> <p><b>Qualifications and/or</b> A core profession as recognised by BABCP</p> <p>And</p> <p>Registered with a professional regulatory body (HCPC, NMC, GMC, Social Work England)</p> <p>AND</p> <p>For those with a CORE PROFESSION post qualifying experience in secondary care mental health settings is essential.</p> <p>OR</p> <p>An undergraduate degree in a relevant field to mental health</p> <p>AND</p> <p>NON-CORE PROFESSION <b>substantial</b> experience demonstrating a breadth of experience in two or more mental health settings to meet KSA requirements.</p>	<p>Application Form and Interview</p> <p>Application Form and interview</p> <p>Application Form and Interview</p> <p>Application form and Interview</p>

<p>AND</p> <p>Knowledge of the KSA requirements for accreditation</p> <p><b>AND</b></p> <p>Evidence the experience and knowledge below in order to complete a KSA portfolio</p>	<p>Application form, interview – draft KSA portfolio shared at interview</p>
<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>	<p>Method of Assessment and timescales</p> <p>Desirable</p>
<p><b>Knowledge/ Skills/experience</b></p>	<ul style="list-style-type: none"> <li>• Working with people relevant to the area in which you are applying for the post</li> <li>• Working in multi-disciplinary team settings</li> <li>• Demonstrates high standards in written communication</li> <li>• Able to write clear reports and letters to referrers</li> <li>• Able to effectively use IT packages to support training</li> <li>• To work and learn independently in order to fulfil requirement of post graduate training.</li> <li>• Communicate complex and highly sensitive information effectively, to a wide range of people</li> </ul> <p>At Interview All within 6 – 12 months of being in post</p> <p>Training in CBT informed interventions</p> <p>Demonstrate work towards KSA route – presenting draft portfolio at interview</p>

	<ul style="list-style-type: none"> <li>• Demonstrate good risk assessment skills</li> <li>• Work effectively as part of a multidisciplinary team</li> <li>• Utilise objective measures competently</li> <li>• Utilise appropriate clinical governance mechanisms within own work.</li> <li>• Use approved breakaway techniques Demonstrate effective keyboard skills</li> </ul>		
<p><b>Personal Attributes</b></p>	<ul style="list-style-type: none"> <li>•Able to work in accordance with the Staff Compact and Trust Values and Behaviours.</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>•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</li> </ul>	<p>Interview by Values based Questions</p> <p>Within 6 – 12 months of being in post</p>	

	<p>image of people with mental health conditions and learning disabilities.</p> <ul style="list-style-type: none"> <li>• Committed to promoting a positive image of the Service/Department and the wider Trust.</li> </ul>		
<p><b>Other Requirements</b></p>	<ul style="list-style-type: none"> <li>• Ability to travel independently in accordance with Trust policies and service need.</li> <li>• This post is subject to a satisfactory Disclosure and Barring Service Check</li> </ul>		

**JOB DESCRIPTION AGREEMENT**

Post Holder

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

Print Name.....

Line Manager

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

Print Name.....

Print Job Title.....



#### 4.0 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.

#### 5.0 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.

#### 6.0 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.

## **7.0 Further information**

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

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