

## JOB DESCRIPTION

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| <b>POST TITLE:</b>                  | CBT Therapist   |
| <b>BASE:</b>                        | TBC   |
| <b>BAND:</b>                        | 7   |
| <b>LINE MANAGER:</b>                | To be confirmed   |
| <b>PROFESSIONAL ACCOUNTABILITY:</b> | BABCP, HCPC or equivalent IAPT recognised accreditation |

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## OUR VISION AND VALUES

Our Trust's vision is 'To be recognised as the leading community and mental health service provider by our staff, patients and partners.'

Our values are:

- **Caring** for and about you is our top priority
- **Committed** to providing good quality, safe services
- working **Together** with you to develop innovative solutions

## JOB SUMMARY

The post holder will be part of an Improving Access to Psychological Therapies (IAPT) service and will provide High Intensity interventions - Cognitive Behavioural Therapy (CBT) and Clinical Supervision where required, working with clients who have a range of complex Anxiety and Depression related problems for which CBT is demonstrated to be clinically effective. This will include up to 50% of clinical delivery via a digital mode.

In addition to clinical work, the post holder will spend up to 20% of their time each week to support an 8a lead in a specific responsibility to meet service objectives to ensure the smooth running of the service, management of staff, developing new ways of working and ensuring all targets are met. The remainder of the time will be spent delivering clinically for the service.

The post holder will work with people with different cultural backgrounds and ages, using interpreters when necessary and should be committed to equal opportunities. The jobholder will be required to work flexibly to cover the service hours of 8am – 8pm Monday –Thursday and 8am – 5pm Friday. This will include one evening a week plus an additional evening when covering groups or courses or as required by the service.

## **RESPONSIBILITIES**

### **Professional Management, Recruitment, Policy and Service Development**

1. To develop, monitor and evaluate new areas of care and treatment and be involved in the implementation of various interventions.
2. To advise both service and professional management on those aspects of the service where psychological and/or organisational matters need addressing.
3. To maintain professional conduct at all times both with clients and other staff within the service, Trust and other organisations. To ensure a good work life balance, self-care, and compassionate attitude. To be a role model for all staff within the service

### **Teaching, Training, Supervision and Consultation**

1. In common with all therapists, to receive regular clinical supervision from a suitably qualified clinician and, where appropriate, other senior professional colleagues.
3. To provide advice, consultation and training to staff in areas of the post holder's competence as required, especially to IAPT team trainees.

### **Clinical**

1. To provide assessment and therapy services based upon the appropriate use, interpretation and integration of complex data from a variety of sources, including psychological assessments, self-report measures, rating scales, direct and in direct structured observations as well as interviews with clients,
2. To formulate and implement plans for the treatment of client's problems, based upon an appropriate conceptual framework of the client's problems and employing methods based upon evidence of efficacy according to NICE guidelines.
3. To exercise autonomous professional responsibility for the assessment, treatment and discharge of clients whose problems are appropriate for CBT within an IAPT, Step 3 level.
4. To provide advice, guidance and consultation to other professionals contributing directly to client's formulation, diagnosis and treatment plan.
5. To undertake risk assessment and risk management for individual clients and to help with triage and assessment process of referrals into the IAPT services across Berkshire, and close liaison with BHFT/CPE referrals into secondary care services
6. 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.
7. To work across a number of settings, being involved in the dynamics of different multidisciplinary teams and in direct contact with GP's.
8. To maintain the IAPT ethos of improving access and to use clinical outcome measures to inform clients of their progress and to inform clinical best practice to aid recovery.
9. To deliver Stress Less Workshops, Mindfulness, Compassionate-Resilience Training or Depression and Employment groups (or other groups as required).

## **Research and Service Evaluation**

1. To utilise theory, evidence-based literature and research to support evidence-based practice in individual and group work and with other team members.
2. To contribute to the provision of data for the service's outcome measures.

## **IT Responsibilities (other than those for research)**

1. To provide sessional activity data according to the IAPT minimum data set. To maintain accurate and concise electronic records
2. To provide appropriate statistical returns as required using a variety of applications
3. Advanced IT skills

## **Specialist Responsibilities**

In addition to the above the jobholder will also have specialist responsibilities in one or more of the following functions:

### **A. Operational**

To support the 8a lead in the operational running of the team of the therapists which may include the following:

To be responsible for the line management of therapists

To take some responsibility for case allocation and waiting list management as required and stepping 'up' and 'down' of individual cases.

To help lead and deliver PPIPCare to GP's, practice nurses and other professionals

To assist with the Digital strategy of the service – e.g. supporting the strategy to implement the delivery of treatments digitally ensuring good outcomes and robust pathways

To assist with the work of the Support in Therapy/Daily Supervision Team

### **B. Quality**

To support 8a leads in achieving agreed service quality objectives which will include undertaking or involvement in one or more of the following service areas:

- BME outreach and inclusion
- Perinatal, carers, employment pathways
- Developing and embedding the digital strategy within the step 3 service
- Communication and liaison with GPs and other services
- Organising, presenting and training staff to present the Stress Less workshops, Mindfulness, Depression and Employment Groups or Compassionate groups - ensuring good outcomes and high standards of presentations to meet the service objectives
- Recovery rates and recording

To develop skills in the areas of professional post-graduate teaching, training and supervision, providing clinical supervision to other practitioners, and supervision of other team members' work, as appropriate.

## **GENERAL**

1. This is a varied role where you'll be expected to undertake the range of responsibilities specified above, working together with your line manager and colleagues to ensure that the activities of this post make a real difference to our patients. Your line manager may ask you to undertake other reasonable duties to facilitate the smooth running of your service or team.

2. We are an equal opportunities employer and you'll be expected to role model equality of opportunity, live the values and always operate in accordance with our Equal Opportunities Policy.
3. Health and Safety at work is important to us and we would like you to role model the highest standards of behaviour and go above and beyond by adopting excellent practice where it links to the health and wellbeing of our colleagues. It is important that you cooperate with us to ensure that statutory and departmental safety regulations are adhered to.

## **BEHAVIOURS**

In addition to the responsibilities and requirements outlined in this job description, you should refer to the associated and expected behaviours that are relevant to this role - your line manager will be able to provide you with this detail.

Our values define the behaviours we are all expected to display during the course of our work, and they underpin our organisational recruitment, appraisal, reward and development processes.

## **LOCATION/MOBILITY**

We may require you to work at or from a different work base or location from time to time, to meet service demands and deliver an operational service. Given the geographical nature of the Trust, you may be required to travel between Trust premises as part of your role.

We also may need to change your work base on a permanent basis and if this is the case, we will consult with you in line with our policies and procedures.

## **FLEXIBILITY**

We may need to amend your job description and/or your duties from time to time in order that we can continue to provide the best possible service to our patients. It is important that you work with us to deliver our services, by complying with lawful and reasonable instructions, by adapting to new ways of working, and by attending training courses as requested from time to time.

## **CONTINUING PROFESSIONAL DEVELOPMENT**

You'll be expected to attend and contribute to staff meetings and forums, supervision sessions, training courses, seminars and workshops, all of which will contribute to the development and enhancement of our current working practices.

You will also be expected to participate in all personal review meetings and to take responsibility for your own personal and professional development and the professional accountability for your role.

## **DATA PROTECTION ACT**

We are all expected to be aware of the Data Protection Act and to follow the local Codes of Practice to ensure appropriate action is taken to safeguard confidential information.

## **HEALTH & SAFETY**

We all have a responsibility for health and safety, risk assessment and workplace inspections, and you will be expected to take reasonable care for your own health and safety and that of others.

You will also be expected to co-operate with your colleagues to ensure that statutory regulations, policies, codes of practice and departmental safety procedures are adhered to, and to attend any training programmes that we consider to be relevant.

## **INFECTION CONTROL**

We all have a responsibility to make sure that Infection Control remains a priority in terms of attention and resources. If you work in a role that provides direct patient care, then you'll be

expected to follow our policies and procedures which are designed to reduce the risk of passing on the organisms that can cause infections.

We all, collectively and individually, have a duty of care to follow best practice and adhere to any guidelines which underpin the management of Infection Control.

## **CONFIDENTIALITY**

We all have a responsibility to make sure that we don't disclose any information of a confidential nature relating to the services we provide or in respect of any service user, client or third party. This applies both during and after your employment.

You must not remove or copy any documents or tangible items including software which belong to the Trust or which contain any confidential information unless you have specific permission to do so. When you leave our employment, or if you are asked, you must return all documents and tangible items which are in your possession or are under your control, but which belong to us or contain or refer to any confidential information.

You should be aware that a breach of confidentiality may result in your dismissal and that, regardless of any disciplinary action that we may take, a breach of confidence could result in civil action for damages.

## **DATA QUALITY**

We are all responsible for making sure that our data and electronic records are updated, accurate, relevant, reliable, and completed in line with our record keeping standards and policies.

## **CLINICAL GOVERNANCE**

We aim to provide the highest standards of care. To help us achieve this aim, you are expected to follow acceptable working practices as defined in our policies and guidelines. You also have a personal responsibility to your colleagues and patients to keep yourself up to date with any changes to policies and to report any practice that you consider to be unacceptable through the appropriate channels.

## **ASYLUM & IMMIGRATION ACT 1996 AND AMENDMENTS**

We need to make sure that we comply with the Asylum and Immigration Act 1996. To do this, we check the documentation of all applicants to confirm that they have the right to work in the UK. We won't offer employment to any applicant who does not have valid leave to remain and work in the UK or whose leave is subject to conditions which prevent them from taking up employment with us.

If your leave to remain and/or right to work status changes during the course of your employment, we will determine what impact this may have on our ability to continue employing you.

## **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

We all have a responsibility for safeguarding individuals who come into contact with our services, whether they are a child or young person, a person with Learning Disabilities or an older or vulnerable adult.

We adhere to the Berkshire Local Safeguarding Children Boards Child Protection Procedures, which places a duty of care and responsibility on us all to safeguard and promote the welfare of children.

## **SMOKE FREE**

We operate a smoke free policy which means that smoking is not permitted on any of our sites. This also applies when you are travelling in vehicles (including owned and lease cars) whilst on official business, parked on our premises in privately owned vehicles, or transporting services users

or visitors. We will not support taking additional breaks during the working day to smoke off site. Further information can be found in the Staff Smoke Free policy.

### PERSON SPECIFICATION

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**POST TITLE:** CBT Therapist

**BASE:** East of Berkshire

**BAND:** 7

**LINE MANAGER:** TBC

**PROFESSIONAL ACCOUNTABILITY:** BABCP, HCPC or other IAPT recognised accreditation.

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| CATEGORY | ESSENTIAL | DESIRABLE |
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| <b>Education/Qualifications</b> |  |  |
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|                                 | <p>Will have a qualification in one of the following at graduate level in counselling/clinical psychology, nursing, social work, occupational therapy, arts therapy or within a psychological therapy.</p> <p>Evidence using the career framework of training in mental health and experience working in a stepped care service for anxiety and depression</p> <p>Will be BABCP accredited or working towards accreditation with the BABCP</p>   | <p>Have followed a training in clinical supervision</p>  |
| <b>Previous Experience</b>      |  |  |
|                                 | <p>Demonstrates an understanding of anxiety and depression and how it may present in Primary Care</p> <p>Demonstrates a knowledge of the issues surrounding work and the impact it can have on mental health / benefits &amp; employment systems</p> <p>Knowledge of medication used in anxiety and depression and other common mental health problems</p> <p>Demonstrates an understanding for the need to use evidence based psychological therapies and how it relates to this post</p> <p>Experience of working in mental health services</p> <p>Ability to meet agreed/specified service targets</p> <p>Ability to manage own caseload and time</p> <p>Demonstrates high standards in written communication</p> <p>Able to write clear reports and letters to referrers</p> | <p>Experience of working in Primary Care Services</p> <p>Demonstrates management ability/skills and able to balance supporting the Lead in managing a team alongside maintaining a clinical caseload.</p> <p>Will have worked in a service where agreed targets are in place demonstrating clinical outcomes</p> <p>Has previously worked as a Psychological Wellbeing Practitioner; and will be able to work to a 'blended' model of Step 2/ 3 working.</p> <p>Supervision experience</p> |

| <b>Knowledge, Skills &amp; Abilities</b> |  |  |
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|  | <p>Computer literate</p> <p>Excellent verbal and written communication skills</p> <p>Has received training (either formal or through experience) and carried out risk assessments within scope of practice</p> <p>Basic understanding of issues surrounding clinical risk</p> <p>Able to develop good therapeutic relationships with clients</p> <p>Ability to work within a team and foster good working relationships</p> <p>Good record of Continuing Professional Development and willingness to continue this</p> <p>Full range of skills and competencies as laid out in the competence framework for CBT (Roth and Pilling 2007)</p> <p>Able and willing to attend supervision training if not already trained</p> <p>Able and willing to deliver therapy via a variety of modes, including online.</p> | <p>Completed clinical audits within a service</p> <p>Good understanding of the PWP and High Intensity roles in an IAPT service</p> |
| <b>Additional Requirements</b>           |  |  |
|  | <p>High level of enthusiasm and Motivation.</p> <p>Advanced communication skills</p> <p>Ability to use clinical supervision and personal development positively and effectively</p> <p>Ability and willingness to travel to locations throughout the organisation</p> <p>Ability to work under pressure</p> <p>Regard for others and respect</p>   | <p>Fluent in languages other than English</p>  |

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|  | <p>for individual rights of autonomy and confidentiality</p> <p>Ability to be self-reflective, whilst working with service users, &amp; in own personal and professional development and in supervision</p> <p>The ability and skills to act as an advocate for a new service, to engage and foster good professional relationships with all health professionals in promoting the good integration of this service with the wider health care system</p> <p>To work flexibly within and outside of office hours</p> <p>Support equality and value diversity (Level 2)</p> <p>Car driver with ability and willingness to travel to locations throughout the organisation</p> |  |
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**DATE OF ISSUE: July 2020**