

## JOB DESCRIPTION

---

**POST TITLE:** NHS Talking Therapies High Intensity Trainee

**BASE:** Berkshire

**BAND** Band 6

**LINE MANAGER:** Senior High Intensity Therapist

**PROFESSIONAL ACCOUNTABILITY:** Clinical Service Manager

Key Relationships: Team colleagues, clinical team manager, referrers (GPs and other members of the primary care team) and service users, Head of Service, secondary care and voluntary sector organisations.

---

## 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

This is a training role within NHS Talking Therapies. The post-holder will work within the NHS Talking Therapies service providing high intensity interventions whilst undertaking a programme of training for this role. This intensive training post will equip the post – holder to provide a cognitive behavioural therapy (CBT) service to clients with a range of complex problems for which CBT is demonstrated to be clinically effective. The post- holder will work in the service for 3 days of the week using the newly developed skills whilst attending the training programme for the other two days.

## RESPONSIBILITIES

### 1. CLINICAL

1.1. Accept referrals via agreed protocols within the service

- 1.2. Assess clients for suitability for CBT. Where the problems appear to be too complex or severe to be appropriate for a trainee therapist, they will refer to manager/supervisor for advice on how to manage the case.
- 1.3. 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.
- 1.4. Formulate, implement and evaluate therapy programmes for clients.
- 1.5. Educate and involve family members and others in treatment as necessary, conveying CBT formulations with sensitivity in easily understood language.
- 1.6. 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.
- 1.7. Attend multi-disciplinary meetings relating to referrals or clients in treatment, where appropriate.
- 1.8. Complete all requirements relating to data collection within the service.
- 1.9. Keep coherent records of all clinical activity in line with service protocols
- 1.10. 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.
- 1.11. Assess and integrate issues surrounding work and employment into the overall therapy process

## 2. **TRAINING AND SUPERVISION**

- 2.1. Attend and fulfil all the requirements of the training element of the post.
- 2.2. Apply learning from the training programme in practice
- 2.3. Receive supervision from educational providers in relation to course work to meet the required standards.

## 3. **PROFESSIONAL**

- 3.1. Ensure the maintenance of standards of practice according to the employer and any regulating, professional and accrediting bodies (eg BPS, UKCP, BABCP), and keep up to date on new recommendations/guidelines set by the department of health (e.g NHS plan, National Service Framework, National Institute for Clinical Excellence).
- 3.2. Ensure that client confidentiality is protected at all times.
- 3.3. Be aware of, and keep up to date with advances in the spheres of CBT
- 3.4. Ensure clear professional objectives are identified, discussed and reviewed with senior therapists on a regular basis as part of continuing professional development.
- 3.5. Attend clinical/managerial supervision on a regular basis as agreed with Manager.
- 3.6. Participate in individual performance review and respond to agreed objectives.

- 3.7. Keep up to date all records in relation to C.P.D. and ensure personal development plan maintains up to date specialist knowledge of latest theoretical and service delivery models/developments.
- 3.8. Attend relevant conferences / workshops in line with identified professional objectives.

## **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

CATEGORY	ASSESSMENT METHOD ( v )		
<p><b>1. Education</b></p>	<p style="text-align: center;"><b>Application Form (E/D)</b></p> <ul style="list-style-type: none"> <li>• Relevant Honours Degree (e.g. psychology, mental health, etc.) graded at 2.2 or above</li> <li>• If a candidate has a core profession (see qualifications/training) but does not have an Honours degree or has an award of 2.2 or below, they will be asked to provide evidence of successful study at Level 6 or equivalent and be required to pass a pre-entry essay, marked at Masters level prior to acceptance on the training programme</li> </ul>	<p style="text-align: center;"><b>Interview (E/D)</b></p>	<p style="text-align: center;"><b>Selectio Tool (E/</b></p>
<p><b>2. Qualifications/Training</b></p>	<p>A. Core profession as defined by the BABCP. Please see <a href="http://babcp.com">Core Professions (babcp.com)</a> for a list of core professions and parts of KSA for identified professions. Please see: <a href="http://babcp.com">Knowledge Skills and Attitudes (babcp.com)</a></p> <p style="text-align: center;">OR</p> <p>B. Two years post-qualification experience as a Psychological Wellbeing Practitioner (E) AND ability to be able to complete the relevant sections of KSA (Knowledge, Skills and Attitudes) portfolio prior to entry onto the programme <a href="http://babcp.com">Knowledge Skills and Attitudes (babcp.com)</a></p> <p style="text-align: center;">OR</p> <p>C. A relevant professional background and experience which meets the KSA criteria (see declaration on application form) <a href="http://babcp.com">Knowledge Skills and Attitudes (babcp.com)</a></p> <p>AND ability to be able to complete a full KSA (Knowledge, Skills and Attitudes) portfolio prior to entry onto the programme:</p>		

<p><b>3. Previous Experience</b></p>	<p>Demonstrable experience of working with clients suffering with common mental health problems. (E)</p> <p>Demonstrates high standards in written communication (E)</p> <p>Able to write clear reports and letters to referrers (E)</p> <p>Experience of working in Primary Care Services (D)</p>	<p>Ability to meet agreed/specified service targets (E)</p> <p>Ability to manage own caseload and time (E)</p> <p>Worked in a service where agreed targets in place demonstrating clinical outcomes (D)</p>
<p><b>4. Knowledge, Skills &amp; Abilities</b></p>	<p>Computer literate (E)</p> <p>Demonstrates an understanding for the need to use evidence based psychological therapies and how it relates to this post (E)</p>	<p>Ability to interview and assess clients. Ability to evaluate and put in place the effect of training (E)</p> <p>Excellent verbal and written communication skills (E)</p> <p>Has received training (either formal or through experience) and is competent in risk assessments within scope of practice (D)</p> <p>Able to develop good therapeutic relationships with clients (E)</p>

		<p>Demonstrates a knowledge of the issues surrounding work and the impact it can have on mental health (E)</p> <p>Demonstrates an understanding of anxiety and depression and how it may present in Primary Care (E)</p> <p>Knowledge of medication used in anxiety and depression and other common mental health problems (E)</p>
<p><b>Additional Requirements</b></p>	<p>To work flexibly within and outside of office hours (E)</p> <p>Ability to work within a team and foster good working relationships (E)</p> <p>Able to attend a two day per week course and three days per week in the service for the duration of the training (E)</p> <p>Able to complete academic components of the course (E)</p>	<p>Able to attend a two day per week course (E)</p> <p>Able to complete academic components of the course (E)</p> <p>Able to integrate training into practice (E)</p> <p>High level of enthusiasm and Motivation. (E)</p> <p>Advanced communication skills (E)</p> <p>Ability to work within a team and foster good working relationships (E)</p>

		<p>Ability to use clinical supervision and personal development positively and effectively (E)</p> <p>Ability to work under pressure (E)</p> <p>Regard for others and respect for individual rights of autonomy and confidentiality (E)</p> <p>Ability to be self reflective, whilst working with service users, in own personal and professional development and in supervision (E)</p> <p>Car driver with ability and willingness to travel to locations throughout the organisation (E)</p> <p>To work flexibly within and outside of office hours (E)</p>
--	--	---

**DATE OF ISSUE: July 2021**