



## Job Description

Post Title:	High Intensity CBT Therapist
Grade:	Band 6
Hours:	37.5 hours per week
Holidays:	35 days per annum, including public holidays
Responsible to:	Team Lead
Accountable to:	Deputy Clinical Lead
Location:	Mind in Bexley office at 2a Devonshire Rd, Bexleyheath DA6 8DS (flexible remote working negotiable)
DBS	Check required (level of disclosure): Enhanced

## About Mind in Bexley

We believe no one should have to face a mental health problem alone. We work to reduce the stigma associated with mental health, support people in their recovery and champion better services for all. We believe that with the right support and resources everybody can create a life that feels meaningful irrespective of the presence of symptoms. Mind in Bexley is a local Mind mental health charity offering an extensive range of support, advice, and information to communities in Bexley and East Kent. The purpose and objects of the charity is 'to promote the preservation and the safeguarding of mental health and the relief of persons suffering from mental disorder'. We promote well-being and work to reduce poor mental health and the stigma associated with it. We support people in their recovery and champion better services for everyone. We seek to meet these purposes by undertaking a wide range of therapeutic and non-clinical mental health activities within Bexley and East Kent, including direct therapeutic support of individuals, advice, advocacy, recovery and employment services, and campaigning to reduce the stigma of mental health and to raise awareness of mental health issues. Mind in Bexley are contracted by the Bexley Clinical Commissioning Group to provide the NHS funded IAPT Service for Bexley.

### Purpose of the Job:

The clinical supervision (including duty supervision) of Step 2 (as required) and step 3 clinicians within an IAPT service. The post holder will ensure supervisees work safely and professionally, adhering to NICE guidelines and professional/service guidance. The post holder will be responsible for their own caseload. This post will also involve the assessment and appropriate treatment of people presenting with mental health problems, working within an IAPT team. The post holder will be expected to attend regular supervision of supervision and may have additional areas of responsibility for clinical service development as required.

The Bexley IAPT Team is committed to the progression of our team members and our posts are formulated to allow for development of clinical expertise in chosen clinical areas. As well as offering a range of therapies, the service also runs as a training centre, therefore offering opportunities for supervision and training.

The post holder will be part of a very dynamic team and will work alongside PWPs as well as therapists trained in a range of therapies including systemic and couple therapies, EMDR, CBT psychodynamic and integrative therapies. We also have a dedicated team working with physical health related problems and long term conditions; this offers those who work with our team plenty of opportunities to enhance their job satisfaction by learning more about this area and developing skills in working with this population.

The post holder will provide high intensity cognitive behavioural therapy (CBT) in line with NICE guidance. We value training and qualifications in other high intensity therapies and will support those wishing to develop their careers by training in other recognised modalities. We also value experience or interest of delivering therapy in a group format.

The post holder will work with clients who present with a range of complex anxiety disorders, post-traumatic stress disorder and depression related problems at step 3 for which CBT is demonstrated to be clinically effective. The post holder will carry out telephone and face to face assessments as part of their case load.

The post holder will work with people with different cultural backgrounds and ages, using interpreters when necessary and work in various community settings (including GP surgeries) and psychological treatment centres.

We are looking for a new member to join the team who is committed, enthusiastic and willing to contribute to the service and embrace different ways of working. This post offers opportunities to work with a range of professionals from different therapeutic backgrounds and to be part of an evolving, integrating team. Members of our team are committed to ensuring a healthy work life balance and a creating a positive working environment.

### **Key relationships:**

Service Users  
Employment Team  
Members of Psychological Therapy Services in Primary and Secondary Care  
Clinical and Non-clinical Staff in General Practice  
General Adult Mental Health Providers  
Local Authority and other Statutory Officers

### **Key responsibilities:**

#### **Clinical**

1. Accept referrals via agreed protocols within the service.
2. Conduct assessments and therapy over the telephone, telemedicine and face to face.
3. Offer High Intensity treatment in individual and group settings (as agreed)
4. 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.
5. Formulate, implement and evaluate therapy programmes for people attending the service.
6. Educate and involve family members and others in treatment as necessary, conveying formulations with sensitivity in easily understood language.

7. Take responsibility for promoting access to the services provided and the delivery of cognitive behavioural therapies in the peripheral settings where the therapist works. For example, therapists working within GP Surgeries will be expected to attend GP Practice meetings and develop and maintain professional relationships with members of the primary care team. They will be expected to promote the service by ensuring that there are readily available promotional material for both members of the public and members of the primary care team.
8. Liaise with other psychological therapy services in order to work jointly to improve provision of psychological services to local residents.
9. Plan appropriate packages of care for each service user. Liaise as appropriate with other professionals within the service and externally to effectively communicate your assessment and facilitate transfer of care to an appropriate professional.
10. Conduct risk assessments, prepare risk management plans and initiate appropriate action where indicated (including referrals to relevant secondary care services and child and adult safeguarding services)
11. Elicit outcome data from people using services and their carers. Use the IAPTus system to record clinical contact details, clinical records, outcome data, and passage through the care pathway.
12. Ensure that people under your care are cared for appropriately under the stepped care framework as currently in use within the service.
13. Adhere to the operations manual and other relevant protocols and procedures as directed by your line manager.
14. Take personal (unprompted) responsibility for achieving agreed clinical activity relating to the number of therapy contact hours per week.
15. Actively contribute to and support the integration of clinical governance in the service within your own area of work and contribute to service clinical governance process in a specific area of work under the direction and supervision of a Senior Therapist.
16. Develop an area of enhanced (specialist) clinical work (e.g. PTSD, OCD, Long Term Health Conditions, Perinatal, Eating Disorders, Social phobia etc). It is expected that the areas of specialist work will shift in focus over time to reflect service need and your need to continuing professional development.
17. Carry out clinical audits of aspects of the CBT service as directed, including feedback from people who have used the service, analyse and feedback to the service verbally and in writing.

### **Training and Supervision**

18. Attend clinical supervision in group or individual format within service.
19. Participate in peer supervision with professional colleagues.
20. Develop and engage in your own CPD, including active engagement in and use of clinical supervision of your own therapy.

21. Attend and fulfil all the requirements of the IAPT approved training/ workshops in line with identified professional objectives.
22. Support peer learning through attending and contributing to journal clubs and other in-house service CPD events
23. Once suitable supervision training and experience has been gained, supervise other staff as directed

### **Professional**

24. Ensure that client confidentiality is protected at all times.
25. Co-ordinate and liaise between different staff groups within Mind in Bexley.
26. Support the CBT Service Public & Professional Educational functions by contributing to professional education program under the supervision of senior members of the department.
27. Support the CBT Service Public & Professional Educational functions by delivering interactive psycho-education within a CBT framework to large groups of Service Users under the supervision of senior members of the department.
28. Exercise personal responsibility for the systematic clinical governance of your own professional practice.
29. Proactively take responsibility for attending supervision, case management and line management regularly, participate in objective setting, performance reviews and respond to agreed objectives.
30. Be aware of and comply with company policies, procedures and standards of service
31. Promote and contribute to the development and maintenance of a healthy therapeutic culture within the team and amongst colleagues across the service and Service Users.

### **Management**

32. Manage an aspect of the service at the level of direct service delivery. This might include one or more (depending on available time) of: co-ordinating educational material, keeping a central resource file of clinical resources for general use, ensuring questionnaire accuracy, quality and accessibility, acting as the key liaison with an identified group of professionals.
33. Once suitable managerial experience has been gained, line manage other staff as directed.
33. Contribute to policy or service developments in line with clinical governance and service objectives.

### Communication and Relationship Skills:

Provide and receive highly complex information (related to mental health and CBT) to individual, groups of service users, relatives, carers, members of the public and professionals.

Develop and maintain close professional therapeutic relationships with Service Users using advanced psychotherapy skills to bring about lasting psychological change.

Provide consultation to and communicate as appropriate with external agencies (including housing, police, local authority, employers, employment support workers etc).

Proactively develop robust professional relationships with the Primary Care team (e.g. General Practice staff) supporting the active integration of CBT provision into primary care.

Develop and maintain good professional relationships with mental health workers in primary and secondary care.

### Knowledge, Training and Experience:

Have specialist theoretical and practical clinical knowledge of Cognitive Behavioural Therapy.

Have knowledge, training and experience in disorders common in primary and secondary mental health care sufficient to identify, provide preliminary education to the Service User and direct the Service User to clinical resources where CBT is not the optimum intervention.

### Analytical and Judgemental Skills:

Gather a range of facts and contexts, relevant to the Service User(s) clinical care. Analyse and weigh the relative importance of the factors to form an understanding of the Service User(s) difficulties and relate these to the range of psychological and other treatment options available. Form a judgement between the relative utilities of the treatment options and the Service User's preferences.

To collate and analyse clinical data from your own Service Users within the overall framework of the required data output of the service, to analyse this data with the intention of: (a) identifying and minimising risk, (b) optimising clinical effectiveness, (c) optimising service efficiency. To then, in conjunction with your Clinical Supervisor, devise a plan that addresses these components within the immediate context of where you deliver your service (e.g. the realities and culture of the local GP practices where you operate) and the broader operational framework of the service and have the skill to implement the agreed plan in an iterative manner.

Contribute to the monitoring, review and audit of the work in this new service.

Contribute to the clinical governance framework of the Service by identifying and acting on areas of concern and supporting senior clinicians who are taking the lead in designated areas of responsibility.

### Planning and Organisational Skills:

Co-ordinate the activities of yourself to balance the conflicting: needs of Service Users, demands of the different areas of service provision (e.g. the different GP surgeries), your own continuing professional development, and central service provision of the organisation. This will involve sudden changes in plans to respond to clinical emergencies on a frequent but not regular basis.

### Physical Skills:

Have standard keyboard and computer (mouse) skills for data entry and typing of letters and documents. Be able to participate in behavioural experiments sufficient to demonstrate breathlessness/increase in heart rate.

### Responsibility for Patient/Client Care:

Assess Service User(s), prepare a psychotherapy care plan and deliver specialist CBT to individuals and to groups of service users. Support other clinicians in the delivery of individual and group CBT. Hold your own caseload and respond to Service User crises as appropriate. Maintain appropriate confidentiality.

Responsibility for Policy/Service Development:

Implement policies for your own work area, identify procedural areas of difficulty within your own work, and propose improvements thus contributing to policy or service changes in line with clinical governance and service objectives.

Conduct audits of the service against agreed standards and make recommendations for improvements within the service.

To make an active contribution to pursue the aims, objectives and overall strategy of the CBTS thereby contributing to the development of clinical services provided within the CBTS.

Responsibility for Financial & Physical Resources:

Observe personal duty of care in relation to equipment and resources used in course of work.

Responsibility for Human Resources:

Manage your own time and resources efficiently and effectively actively engage in your own Continuing Professional Development. Ensure that you keep your professional knowledge up to date and keep a record of the steps that you have taken to achieve this (record your CPD appropriately).

Responsibility for Information Resources:

Using computer or paper based data entry systems, record clinical input and outcome data. Collate this information and communicate it to the Project Manager.

Responsibility for Research & Development:

Under the supervision of senior members of the department participate in and contribute to the audit and service evaluation processes as necessary to contribute to the Clinical Governance framework.

Freedom to Act:

Act independently within professional and therapeutic guidelines to deliver high quality care, training and supervision.

Physical Effort:

In addition to ordinary combinations of sitting, standing and walking, occasionally exert sufficient effort to demonstrate physiological arousal as part of behavioural experiments.

Mental Effort:

Frequent requirement for intense concentration in the delivery of high quality CBT by being aware of the Service User's psychological state, assessing this and responding appropriately.

Emotional Effort:

Frequent exposure to distressing or emotional circumstances arising from therapeutic contact with Service Users (including relatives and carers) requiring emotional engagement with the material discussed, emotional self-regulation by the therapist and the delivery of a therapeutic response within professional boundaries.

Working Conditions:

To rarely (less than 3/month on average) be exposed to verbal aggression, regular use of road transportation to travel between clinical sites.

Statement on Employment Policies

<b>In addition to the requirement of all employees to co-operate in the implementation of Employment related Policies, your attention is draw to the following individual employee responsibilities:-</b>	
<b>Health and Safety</b>	Under the Health & Safety at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work, and to co-operate with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
<b>Equal Opportunities</b>	To comply with and promote the Charity's Equal Opportunities Policy and to avoid any behaviour which discriminates against your colleagues or potential employees and clients on the grounds of sex, marital status, race, age, colour nationality, ethnic or national origins, religion or disability. For management posts, to ensure that within their service area fair employment practice and equality of opportunity are delivered.
<b>Confidentiality</b>	As an employee of the Charity, the post-holder may have access to confidential information. The postholder must safeguard at all times, the confidentiality of information relating to patients/clients and staff and under no circumstances should they disclose this information to an unauthorised person within or outside the charity. The post-holder must ensure compliance with the requirements of the Data Protection Act 2018 Caldicott requirements and the Charity's Information and IM&T Security Policy.
<b>Clinical Governance</b>	As an employee of the charity you are expected to support the Charity's clinical governance framework for monitoring and improving standards of care. You must do this by:- <ul style="list-style-type: none"> <li>• taking part in activities for improving quality</li> <li>• identifying and managing risks</li> <li>• maintaining your continuous professional development</li> </ul>
<b>Professional Standards</b>	To maintain standards as set by professional regulatory bodies as appropriate.
<b>No Smoking</b>	To refrain from smoking in any of the Charity's premises not designated as a smoking area.
<b>Alcohol</b>	To recognise that even small amounts of alcohol can impair work performance and affect ones ability to deal with patients and the public in a proper and acceptable manner. Consumption of alcohol during work hours in not permitted.

<p><b>Dealing With Harassment / Bullying In The Workplace</b></p>	<p>The Charity believes employees have the right to be treated with respect and to work in a harmonious and supportive working environment free from any form of harassment and / or bullying.</p> <p>The Charity has taken positive steps to ensure that bullying and harassment does not occur in the workplace and that procedures exist to resolve complaints as well as to provide support to staff. It is your responsibility as an employee to abide by and support these steps so all employees can work in a harmonious, friendly and supportive working environment free of any harassment or intimidation based on individual differences.</p> <p>Disciplinary action will be taken against any member of staff found to be transgressing the Harassment and Bullying Policy.</p>
<p><b>Equality Policy</b></p>	<p>The Charity is committed to providing high quality services which are open, equally accessible and culturally competent to all sections of the local communities. We wish to be pro diversity and anti discrimination, where everyone's diversity is valued and appreciated and this diversity is visible at all levels of the organisation. Race equality is an integral part of this agenda and our Race Equality Scheme aims to consolidate our existing work and meet our duties under the Race Relations (Amendment) Act. As part of your employment with us you will be required to undertake training to gain an understanding of what your role is in relation to "promoting race equality" and ensuring good relations between persons of different racial groups.</p>

	<p><b>Essential</b></p>	<p><b>Desirable</b></p>	<p><b>Assessment Method</b></p>
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<p><b>Qualification</b></p>	<p>HPCP registered Counselling or Clinical Psychologist (eligible for BABCP accreditation)</p> <p>OR</p> <p>Psychological Therapist/High Intensity therapist (CBT) with a core mental health training e.g. nursing, social work, accredited and registered by BABCP, UKCP and HPC</p> <p><b>All applicants must be BABCP accredited or eligible to apply for accreditation within 6 months</b></p>	<p>Relevant specialist trainings or qualifications in other High Intensity Therapies and accreditation with professional body</p> <p>Training or qualification in providing CBT in group formats.</p> <p>2 years post qualification experience</p>	<p>Application Form</p>
<p><b>Experience</b></p>	<p>Training in provision of supervision for CBT</p> <p>Ability to meet agreed/specified service targets</p> <p>Ability to manage own caseload and time</p> <p>Demonstrate high standards in written communication</p> <p>Able to write clear reports and letters to referrers</p>	<p>Experience in treating Post traumatic Stress Disorder</p> <p>Experience of delivering therapy in a group format</p> <p>Experience of delivering clinical supervision</p> <p>Experience of delivering therapy through interpreters</p>	<p>Application Form and Interview</p>
<p><b>Skills &amp; Competencies</b></p>	<p>Full range of skills and competencies as laid out in the competence framework for CBT (Roth and Pilling 2007)</p> <p>Computer literate</p> <p>Excellent verbal and written communication skills</p> <p>Has received training (either formal or through</p>	<p>Completed clinical audits within a service</p> <p>Experience of using IAPT clinical systems, eg. IAPTus</p>	<p>Role play and Interview</p>

	<p>experience) and carried out risk assessments within scope of practice</p> <p>Understanding of issues surrounding clinical risk</p> <p>Able to develop good therapeutic relationships with clients</p>		
<b>Knowledge</b>	<p>Demonstrates an understanding of anxiety disorders and depression and how these problems 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>		Role play and Interview
<b>Training</b>	<p>Good record of Continuing Professional Development and willingness to continue this</p>		Interview
<b>Other Requirements</b>	<p>High level of enthusiasm and Motivation.</p> <p>Advanced communication skills</p> <p>Ability to work within a team and foster good working relationships</p> <p>Ability to use clinical supervision and case</p>	<p>Fluent in languages other than English</p>	Interview

management positively and effectively

Ability to work under pressure

Regard for others and respect for individual rights of autonomy and confidentiality

Ability to be self-reflective, whilst working with service users, & in own personal and professional development and in supervision

The ability and skills to act as an advocate for the 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