

## JOB DESCRIPTION CARDIFF AND VALE UNIVERSITY HEALTH BOARD

### JOB DETAILS

<b>Job Title:</b>	Trainee Psychological Therapy Practitioner
<b>Pay Band:</b>	4
<b>Department:</b>	Primary Mental Health Support Service
<b>Directorate:</b>	Psychology & Psychological Therapies
<b>Clinical Board:</b>	Mental Health
<b>Base:</b>	Hamadryad Centre Cardiff

### ORGANISATIONAL ARRANGEMENTS

<b>Managerially Accountable to:</b>	Operational Team Leader Primary Mental Health Support Service
<b>Reports to:</b>	Team Leader Primary Mental Health Support Service
<b>Professionally Responsible to:</b>	Clinical Director, Psychology & Psychological Therapies

### Our Values: 'CARING FOR PEOPLE; KEEPING PEOPLE WELL'

Cardiff and Vale University Health Board has an important job to do. What we do matters because it is our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

<b>We care about the people we serve <i>and</i> the people we work with</b>	Treat people as you would like to be treated and always with <b>compassion</b>
<b>We trust and respect one another</b>	Look for <b>feedback</b> from others on how you are doing and strive for <b>better</b> ways of doing things
<b>We take personal responsibility</b>	Be <b>enthusiastic</b> and take responsibility for what you do.
<b>We treat people with kindness</b>	<b>Thank</b> people, celebrate success and when things go wrong ask 'what can I learn'?
<b>We act with integrity</b>	Never let structures get in the way of doing the <b>right thing</b> .

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high-quality services to patients.



## OVERARCHING PRINCIPLES

*Matrics Cymru* specifies that Psychological Therapists should be:

1. Trained to recognised standards with the competences necessary to deliver psychological interventions effectively within the service context in which they work.
2. Delivering a therapy which has a strong evidence base with respect to the service user's presenting difficulties.
3. Operating within a well-governed system which offers regular high quality, model-specific psychological therapies supervision, support, and relevant CPD (Continual Professional Development).
4. Monitoring the quality of the therapeutic relationship recognising that this is one of the most important factors in achieving a successful therapy outcome.
5. Contributing to innovative and reflective practice.

## JOB SUMMARY

Under structured close supervision the post holder will work within the Cardiff & Vale University Health Board to provide high volume, low intensity interventions using cognitive behavioural therapy [CBT] derived interventions for clients with **mental health difficulties and/or dementia.**

This work will be conducted face-to-face with individuals, in groups, or with individuals on the 'phone or remote video calling. The post holder will work with people with diverse cultural backgrounds and ages, using interpreters when necessary and should be committed to equal opportunities.

The post holder will contribute to the delivery of direct access evidence-based therapy such as:

- Co-delivering individual CBT.
- Co-facilitate CBT groups with qualified staff.
- Lead manualised groups e.g., CBT or Cognitive Stimulation Therapy

The post holder will offer a range of individual interventions, which may include:

- Psychologically informed, solution-focused interventions e.g., behavioural activation.
- Guided self-help for specific mental health related distress.
- Supported computerised CBT (CCBT) packages.
- Telephone CBT (TCBT).
- Structured psycho-educational groups with an evidence base for a variety of mental health conditions e.g., anxiety management/sleep/depression/ emotional coping skills.
- Non-pharmacological approaches to behaviours which challenge in the context of dementia.

## DUTIES AND RESPONSIBILITIES

### CLINICAL

1. To complete a KSA and to enrol as a trainee in a recognised training course in delivering high

- intensity psychological therapies which ensures competencies as designated in *Matrics Cymru* for high intensity therapy delivery.
2. Support people with mental health conditions to learn psychological coping skills in the self-management of their recovery.
  3. Adhere to an agreed activity contract relating to the number of client contacts offered, and clinical sessions carried out per week, to minimise waiting times and ensure that treatment delivery remains accessible and convenient.
  4. As a trainee, to provide a range of supervised high intensity psychological interventions.
  5. Attend regular supervision for this work and work as part of a team.
  6. Provision of evidence-based trainee high intensity psychological treatments. This will include group work; guided self-help and computerised therapy. This work may be face to face, on the telephone or via other media. The post holder will also undertake preparatory work for these groups and collect, analyse, and report outcome data.
  7. Work closely with other members of the team to ensure that appropriate step-up and step-down arrangements are utilised to support good transitions as part of a stepped/matched care approach.
  8. Receive referrals, adhering to referral protocols, signposting to appropriate services and passing on referrals to other services where appropriate.
  9. Undertake patient-centred interviews, which identify areas where the person wishes to see change and/or recovery.
  10. To be aware of potential power imbalance within therapeutic relationships and to safeguard against any abuses of power.
  11. Educate and involve family members and others in treatment as appropriate, if client consent is given, or a best interests decision has been made on behalf of a person under the Mental Capacity Act.
  12. Attend multi-disciplinary meetings relating to referrals or clients in treatment, where appropriate, and attend team meetings as required.
  13. Screen for risk using HB screening tool and discuss with supervision/senior clinical team member if risks are highlighted.
  14. Keep coherent records of all clinical activity in line with service protocols.
  15. Complete all requirements relating to data collection within the service.
  16. Comply with collection of identified outcome measures to measure service efficacy.

## PROFESSIONAL

To adhere to the Health Board's statement of values and behaviours:

1. Ensure the maintenance of standards of practice according to the employer and any regulating bodies.
2. Be aware of and adhere to all Health Board Policies and Procedures.
3. Ensure the Welsh Government principles of prudent healthcare are upheld.
4. Be conversant and comply with the Health Board's Health and Safety Policy and report as necessary any untoward incident or hazardous event utilising the Health Board's Data Management System.
5. Maintain confidentiality of information at all times and in line with the Data Protection Act. Ensure client confidentiality within the clinical team and that the client is aware of the boundaries of confidentiality (e.g., court subpoena, police warrant, risk of harm etc.).
6. Be aware of and keep up to date on recommendations and guidelines set by the Welsh Government (e.g., Together for Mental Health Delivery Plan (2016-19), Part 1 Mental Health Measure, Matrics Cymru, The Psychological Therapies Plan (2018) and clinical guidance such as the National Institute for Clinical Excellence).
7. Be aware of, and keep up to date with, advances in low intensity psychological treatments for mental health conditions.
8. Attend clinical / managerial supervision on a regular basis as agreed with Manager / Clinical lead. Ensure clear objectives are identified, discussed, and reviewed with senior therapists and supervisor(s) on a regular basis.
9. Participate in an annual appraisal, training, and personal development plan relevant to the role. To be responsible for personal development agreed with the line manager through the Values Based Appraisal (VBA) Development Review Scheme and in line with the requirements of the Knowledge and Skills Framework.
10. Ensure mandatory training is maintained according to Health Board policies and attend relevant events (conferences, workshops, etc) in line with identified professional objectives.
11. Attend relevant events (e.g., conferences, workshops, etc) in line with identified professional objectives.
12. Keep up to date all records in relation to Continuing Professional Development and ensure personal development plan maintains up to date specialist knowledge of latest theoretical and service delivery models / developments.
13. Routinely contribute to the design and implementation of audit and research projects focused on psycho-educational and psychosocial interventions.
14. Undertake service evaluation of existing psycho-educational and psychosocial interventions, as required by the Service Management.

## GENERAL

**Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB

(University Health Board) individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.

**Competence:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.

**Confidentiality:** In line with the Data Protection legislation and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need-to-know basis in the direct discharge of duties and divulge information only in the proper course of duties.

**Records Management:** The post holder has a legal responsibility to create, maintain, store, and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal, and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.

**Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will, in many cases, include access to personal information relating to service users.

**Health & Safety:** The post holder is required to co-operate with the UHB to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.

**Risk Management:** The UHB is committed to protecting its staff, patients, assets, and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.

**Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the Safeguarding Children and Adults training.

**Infection Control:** The UHB is committed to meet its obligations to minimise infection. All staff are responsible for protecting and safeguarding patients, service users, visitors, and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of and complying with the UHB Infection, Prevention and Control procedures/policies, not to tolerate noncompliance by colleagues, and to attend training in infection control provided by the UHB.

**Registered Health Professionals:** All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.

**Healthcare Support Workers:** The All-Wales Health Care Support Worker (HCSW) Code of Conduct outlines the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed in NHS Wales. Healthcare Support are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and

wellbeing of service users and the public, whilst in their care.

**Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention.

**No Smoking:** To give all patients, visitors, and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital-based service can be accessed by telephoning 02920 743582 or for a community-based service, Stop Smoking Wales can be contacted on 0800 0852219.

**Equality and Diversity:** All staff have a personal responsibility under the Equality Act 2010 to ensure they do not discriminate, harass, or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination or bullying because of someone's 'protected characteristics'. These protected characteristics are age, religion, sexual orientation, belief or non-belief, sex, disability, race, gender identity, pregnancy and maternity, marriage, and civil partnerships. The line manager and post holder will be responsible for promoting diversity and equity of opportunity across all areas of your work. This applies to service delivery as an employee and for anyone who you may be working with, whether they are patients, family/carer, visitors, or colleague. You will be made aware of your responsibilities to uphold organisational policies and principles on the promotion of equality valuing diversity and respecting people's human rights as part of your everyday practice.

**Dignity at Work:** The UHB condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the UHB Disciplinary Policy.

**Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills

**Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

#### PLEASE NOTE:

This post is deemed to require a Disclosure check via the Disclosure and Barring Service. Therefore, it will be necessary before the appointment to contact the DBS (Disclosure and Barring Service) to check on any relevant criminal background.

**Date Prepared:** July 2018

**Prepared By:** Dr Jane Boyd

**Date Reviewed:** December 2022

**Reviewed By:** Mr R.T Kidd

