

JOB DESCRIPTION

Post Title: Senior CBT Supervisor

Band:8A

Hours: Permanent 22.5 hours p/w

Accountable to: 8B Deputy Clinical Lead/s

Responsible to: RTT Clinical Lead

Base: St Johns Health Centre, Twickenham and various locations throughout the London Borough of Richmond. Home working for part of the week.

Liaises with: Clinical Leads, Senior CBT Therapists, Operations Manager, GPs and related primary care health professionals, service users and carers, voluntary sector organisations and members of other disciplines and agencies as relevant

JOB SUMMARY:

The role of the Senior CBT Supervisor will be to:

1. Provide clinical CBT supervision and Line Management to HI therapists and trainees. The post holder will also be responsible for assisting in the recruitment and placement of HI therapists.
2. Lead on the management of a section of the service including sharing responsibility for the smooth operation of the service. This includes ensuring that referrals are contacted in a timely fashion, that assessment and treatment protocols are adhered to, that appropriate decisions regarding stepped care are carried out smoothly and efficiently and all clinical data is completed accurately.

KEY RESULT AREAS:

- Provide expert knowledge on CBT assessment and treatment for individuals and Groups and take responsibility for proactively disseminating this expertise within the service.
- Ensuring the systematic provision of high quality CBT to individuals and groups within a wide range of settings (including GP surgeries, community settings and therapy centres).
- Provide clinical co-working with other health professionals.
- The provision of generic mental health assessments to identify all groups of adult mental disorders.
- The provision of specialist assessments for suitability for CBT
- Act independently and autonomously on behalf of the service to deal with complex urgent cases, including patients presenting with high levels of emotional distress and imminent risk to self and others.

- Where CBT is not an indicated treatment, liaise as appropriate with other professional groups to effectively communicate your assessment and facilitate transfer of care to an appropriate professional.
- Help to manage the interface with external services to ensure that service users who are not suitable for Talking Therapies are referred to the appropriate service in a timely manner
- Conducting risk assessments, preparing risk management plans and initiating appropriate action where indicated (including requests for mental health act assessments).
- Record, collate and communicate outcome data of your clinical activity and all those you supervise to both the Operations Manager and Clinical Lead.
- Co-ordinating, participating in, and contributing to CBT supervision with professional colleagues.
- Promote and contribute to the development and maintenance of a healthy therapeutic culture within the Richmond Wellbeing Service amongst colleagues and Service Users.
- Develop and engage in your own CPD, including active engagement in and use of clinical supervision.
- Provide high quality, specialist supervision in CBT to a range of practitioners including trainee, novice and qualified.
- Provide high quality line management to other colleagues.
- Support the public & professional educational role of the service by delivering training programs (which may include lectures, seminars, tutorials, experiential workshops) to other professionals, carers and to other groups as indicated.
- Provide consultation to, and communicate as appropriate with, external agencies (including housing, police, local authority, employers etc).
- Liaise with other psychological therapy services in order to work jointly to improve provision of psychological services to the residents of Richmond.
- Proactively develop robust professional relationships with General Practice staff supporting the active integration of psychological therapy provision into primary care.
- Carry out care-pathway monitoring duties to ensure appropriate treatment care for service users
- Develop and maintain good professional relationships with mental health workers in primary and secondary care.
- Actively contribute to and support the integration of clinical governance in the Richmond Wellbeing Service, leading on an area of work as directed.
- Exercise personal responsibility for the systematic clinical governance of professional practice in your own practice and of your supervisees.
- Carry out assessments and appraisals of qualified and trainee therapists.
- Deputise as required for the Deputy Clinical Lead/s.
- Be on duty to manage urgent risk as Clinician of the Day when needed.
- Be aware of and comply with the policies, procedures and standards of service in the Richmond Wellbeing Service and SWLSTG – in particular the service operations manual, recommending updates for this as indicated.
- To fulfil the requisite code of conduct and follow ethical guidelines in your professional work.
- Any other duties necessary to the smooth running of the service and falling within what might reasonably be considered the duties of a Senior CBT supervisor.

Role Description

The role is to

1. Deliver CBT supervision and line management to HI therapists and trainees.
2. Arrange training for the RWS team
3. Leading on projects and other modality streams/ sections of the service as required

The lists below identify the key line management roles.

The line management role:

Is the main person to sign off the Continuing Professional Development and Personal Development Plan for the therapists, is the first line report for sickness, will monitor and manage clinical hours, prepare job plan, conduct appraisals and bi-annual performance reviews. The line manager will offer case management.

To achieve these tasks the manager will need to:

- Meet each therapist for professional development, performance review and support. The duration of this meeting would be between 30 and 60 minutes depending on the need of the professional.
 - The aims of this meeting are to identify barriers to achieving targets, support the professional in overcoming these and support the professional in progressing as therapists.
- Be an active member of the senior management team including attending and contributing to regular senior team meetings.
- Provide Clinician of the Day and evening cover duties as required including offering cover for other senior team members when they are away.
- Provide professional support through regular contact as appropriate
- Key managerial tasks are identified above and include:
 - Yearly appraisal for therapists.
 - One performance review each year, in April-June, which is then reviewed in October.
 - Generation of a Personal Development Plan. This will include:
 - Mandatory trust training elements
 - Optional (indicated) trust training
 - Equivalent of mandatory BABCP training elements (to procure or retain accreditation) if applicable or other professional registrations as applicable
 - In-house training elements
 - Monthly confirmation of achievement of clinical contact hours
- Co-ordinate and liaise between different staff groups including Trainees, Qualified Therapists and Senior Therapists.
- Deal with conflict within the team, external agencies and issues surrounding conflict of interest in the provision of therapy to patients.
- Plan modifications to the service on a continuous basis in order to ensure that the service best meets the needs of service users under the supervision of the Operations Manager, Deputy Clinical Lead/s and Clinical Lead
- Conduct disciplinary investigations in line with trust training where requested within the South West London St Georges Trust (this is an expectation for all staff members AfC band 7 and above).
- Apply trust policies on sickness, absence and capability including preparation for formal hearings where appropriate.
- Where required, carry out investigations, deal with grievances and conduct disciplinary procedures, according to the Trust policies.
- Use data provided by the IT system (and reports provided on individual Qualified Therapists) to monitor key performance indicators. (These will include hours of contact, DNA rates, supervision levels and clinical outcome).

Support & resources

- The post holder will have clinical and line management supervision.
- The post holder will liaise with Operations Manager on matters regarding the day to day operational running of the service and its impact on the high intensity programme.
- The post holder will be a member of the senior team with responsibility and authority to analyse, propose options and effect changes as necessary within the high intensity programme.

Performance Targets / Objectives

- Identify weekly patient contact times for Therapists and optimise these in line with service targets.
- Ensure agreed levels of data collection of the minimum data set.
- Identify supervision deficits and take steps to address these
- It is anticipated that the post holder will hold responsibility for identification of deficits and to take action within their sphere of influence to address these. Where this is unsuccessful they will clearly communicate this to the Clinical Lead, Deputy Clinical Lead/s and Operations Manager.

GENERAL:

- This is not an exhaustive list of duties and responsibilities, and the postholder may be required to undertake other duties which fall within the grade of the job, in discussion with their manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the postholder.
- The postholder is expected to comply with all relevant Trust policies, procedures and guidelines, including those relating to Equal Opportunities and Confidentiality of Information.
- The postholder is responsible for ensuring that the work that they undertake is conducted in a manner which is safe to themselves and others, and for adhering to the advice and instructions on Health and Safety matters given by Manager(s). If postholders consider that a hazard to Health and Safety exists, it is their responsibility to report this to their manager(s).
- The postholder is expected to comply with the appropriate Code(s) of Conduct associated with this post.
- South West London and St George's Mental Health NHS Trust operates a no smoking policy. The Trust has been smoke free since 01 January 2006.

PERSON SPECIFICATION

8A Senior CBT Supervisor

	Essential	Desirable	How Tested
Experience	<p>Experience working with a wide range of common mental health problems</p> <p>Experience of working with patients from mild to complex conditions</p> <p>Experience as a CBT supervisor</p> <p>Experience in line management of clinical staff (need not be therapists)</p> <p>Experience providing group treatments/therapeutic seminars</p> <p>Experience leading and managing a project.</p>	<p>Experience working within an Talking Therapies service</p> <p>Experience working within one other therapeutic modality</p> <p>Qualification in EMDR</p>	<p>Application form</p> <p>Interview</p>
Training & Qualifications	<p>Core professional training in a mental health field (e.g. psychology, nursing, social work, OT etc) or PWP training, qualification and experience</p>		<p>Application form</p> <p>Interview</p>

	<p>AND</p> <p>Recognised and accredited CBT training with full BABCP accreditation</p> <p>AND</p> <p>Recognised formal training in clinical supervision.</p>		
Knowledge	<p>Knowledge of generic mental health care.</p> <p>In depth knowledge of CBT theory and practice including specialist expertise in one area of CBT</p> <p>Good working knowledge of other therapy treatment interventions such as psychodynamic.</p>	Good knowledge of other treatment modalities.	Application form Interview
Skills & Ability	<p>Ability to work autonomously and to manage conflicting demands between Service Users, the health care system and broader contexts.</p> <p>To be able to nurture clinical skills and good practice in less experienced colleagues.</p> <p>Ability to undertake appropriate risk assessment and formulate risk management plans and implement these plans.</p>	<p>Willingness, skills and abilities to contribute to and to participate in the service development process</p> <p>Skilled in the delivery of one other modality</p> <p>Skills to undertake appropriate clinical audits</p>	Application form Interview

	<p>Ability to engage services users and contribute to the service development</p> <p>The ability and skills to engage and foster good professional relationships with all health professionals in promoting the good integration of this service.</p> <p>Ability to assess one owns strengths and weakness and take appropriate action (training and updates)</p> <p>Basic IT skills.</p>		
Other	<p>Excellent verbal and written communication skills relevant to a wide range of audiences.</p>	<p>Personal experience of mental health problems.</p>	<p>Interview</p>