



Partnership Working Between



## Hampshire Therapies Service

### JOB DESCRIPTION

<b>Job Title:</b>	<b>Improving Access To Psychological Therapies (IAPT) Step 2 Assistant Psychological Wellbeing Practitioner (APWP) (employed by Solent Mind)</b>
<b>Salary Range:</b>	<b>£19,201 - £20,680 per annum (SM PP 18-21)</b>
<b>Hours:</b>	<b>37 Hours Per Week (5 days Mon-Fri) (occasional Saturday may be required)</b>
<b>Reports To:</b>	<b>IAPT Step 2 Senior Psychological Wellbeing Practitioner</b>
<b>Location:</b>	<b>Based initially at Eastleigh (West Hub) but then at either Eastleigh (West)/Gosport (East)/Basingstoke (North)</b>
<b>Direct Reports:</b>	<b>None</b>
<b>Key Relationships:</b>	<b>IAPT Step 2 team, IAPT Step 3 team, Southern Health NHS Foundation Trust, GPs across Hampshire, IAPT Teams.</b>

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### Job Summary

This post holder will:

- Work within the Hampshire 'Improving Access to Psychological Therapies (IAPT) Service which is run as a partnership with Solent Mind and Southern Health NHS trust. The post holder will be working specifically for Solent Mind.
- Support and co-facilitate the delivery of Step 2 groups across the County both face to face and via webinars.
- Support patients through computerized Cognitive Behavioural Therapy (cCBT).
- Provide a range of administrative support to the low intensity Step 2 Clinical Team.
- Undertake GP liaison, data entry and follow up work.

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### PRINCIPAL DUTIES & RESPONSIBILITIES

#### Clinical

- Provide support to patients accessing cCBT.
- Co-facilitate the delivery of group interventions at community venues across the County and via webinars.

- Provide assistance and support to the Psychological Wellbeing Practitioner (PWP) clinical team within agreed service protocols, such as by writing and sending referrals to other agencies following agreed sign-off from a qualified practitioner.
- Support people with a common mental health problem in the self-management of their recovery by phone, email or face to face in identified sites across Hampshire.
- Adhere to an agreed activity schedule relating to the number of client contact interventions and clinical sessions during treatment in order to minimise waiting times and ensure treatment delivery remains accessible and convenient in relation to meet the needs of the service (cCBT and group facilitation).
- Complete all requirements relating to data collection and recording within the service.
- Keep coherent records of all clinical activity in line with service protocols.
- Complete Patient Experience Questionnaires (PEQs) with patients.

## **Administrative**

- Keeping signposting information up to date.
- Sending out materials, resources and data to patients via post or email.
- Collating materials to be given out to patients at face-to-face groups across the county.
- Production of PowerPoint presentations in line with brand guidelines for delivering to patients during our psychoeducational courses and workshops.
- Preparation of materials and equipment for groups.
- Input the MDS (Minimum Data Set) from group's sessions in a timely manner.
- Scanning and uploading documents to patient records when required.
- Letter writing to GPs and other agencies, including writing Community Mental Health Team and other referrals for sign off by the allocated PWP.
- Reporting information to other agencies.

## **Professional**

- Work in partnership with GPs to ensure appropriate referrals, raise its profile of the service and keep GPs informed about patient outcomes/progress.
- Ensure that client confidentiality is protected at all times.
- Be aware of, and keep up to date with advances in the support offered by Improving Access to Psychological Therapies services.
- Ensure clear objectives and activity levels are identified, discussed and reviewed with line managers on a regular basis as part of continuing professional development.
- Attend clinical/managerial supervision on a regular basis.
- Participate in individual annual appraisal review and respond to agreed service objectives.
- Attend relevant training/ workshops in line with identified professional objectives.

## **General**

- To uphold the aims and values of the organisation.
- To contribute to the ongoing development of the service and to best practice.
- To maintain up-to-date knowledge of legislation, national and local policies and procedures in relation to Mental Health and Primary Care Services.
- Work within the organisation's policies and procedures.
- All employees have a duty and responsibility for their own health and safety and the health of safety of colleagues, patients and the general public.
- All employees have a responsibility to prevent abuse and neglect and report concerns.
- All employees have a responsibility and a legal obligation to ensure that information processed for both patients and staff is kept accurate, confidential, secure and in line with the Data Protection Legislation and Security and Confidentiality Policies.
- Undertake not to abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties.

**This list is non exhaustive and other duties may be required to be undertaken to meet the needs of the organisation.**



**Person Specification:**

**Step 2 IAPT Assistant Psychological Wellbeing Practitioner (APWP)**

**Location:**

**Based initially at Eastleigh (West Hub) but then at either Eastleigh (West)/Gosport (East)/Basingstoke (North)**

Requirement	Essential or Desirable
<b>Qualifications / Education / Training:</b>	
Psychology Degree OR	Essential
Mental Health Worker (e.g. mental health practitioner) with relevant primary care experiences and/competencies as required	Essential
<b>Experience:</b>	
Experience of working effectively with people with mental health problems, specifically anxiety and depression	Essential
Experience of joint work and multi-agency and partnership working	Desirable
Experience of delivery group based or computer based therapies	Desirable
Experience of using patient management systems	Desirable
<b>Knowledge/Skills/Competencies:</b>	
Understanding of anxiety and depression and how it may present in primary care	Essential
High standard of written and verbal communication skills to communicate clearly and effectively with colleagues, service users, carers and relatives	Essential
A thorough understanding the Improving Access to Psychological Therapies Programme (IAPT) and the concept of stepped care and the ability to contribute to the development of best practice	Essential
Excellent time management and organisational skills.	Essential
Intermediate computer skills including the use of Microsoft Office programs	Essential
Ability to work at speed with a computer based information system and to record all client activity on the system	Essential
Professional telephone manner	Essential
Ability to be self-reflective and use supervision, training and performance review to enhance professional development, skills and knowledge	Essential
Ability to be resilient, work under pressure and manage own personal stress	Essential

Requirement	Essential or Desirable
Ability to work as an effective team member and form good working relationships	Essential
Strong presentation skills	Essential
Ability to work on own initiative, seeking guidance and support where needed	Essential
Good administrative skills	Essential
Ability to be flexible	Essential
Willingness/ability to travel to localities across Hampshire	Essential
<b>Other:</b>	
Commitment Solent Mind's value base underpinned by access, recovery and social inclusion	Essential
Commitment to Solent Mind's Equal Opportunities and Diversity policies	Essential
Willingness to undergo a relevant DBS check if required	Essential
Access to a car for work purposes	Essential
Fluent in community languages other than English	Desirable

**Date job originated: February 2015**  
**Date reviewed: November 2020**  
**Manager: Heather Simons**



## **DBS NOTE TO APPLICANTS**

### **Disclosure & Barring Service And Recruitment Of New Staff**

Solent Mind has registered with the Disclosure & Barring Service (DBS), previously known as CRB, in order to make safe, well informed recruitment decisions. We are ensuring that all our relevant policies meet legal and best practice requirements.

We have assessed the post of:-

### **ASSISTANT PSYCHOLOGICAL WELLBEING PRACTITIONER**

As requiring an:-

**Enhanced & Barred** level of disclosure.

All convictions, including convictions which would otherwise be "spent" under the Rehabilitation of Offenders Act 1974, must be disclosed for the purposes of this job application.

Solent Mind will determine the relevance of any convictions to the post applied for in line with guidance from the DBS.

Any applicant who is offered employment will be subject to a DBS check from the DBS before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions. Applicants will have the opportunity to discuss any disclosure information before a final decision is made as part of the post interview process.