



Partnership Working Between

Southern Health   
NHS Foundation Trust



## Hampshire Psychological Therapies Service

### JOB DESCRIPTION

<b>Job Title:</b>	<b>Step 2 IAPT Trainee Psychological Wellbeing Practitioner (employed by Solent Mind)</b>
<b>Salary:</b>	<b>£21,892 Per Annum (rising to £25,000 per annum upon qualification)</b>
<b>Hours:</b>	<b>37 Hours Per Week</b>
<b>Reports To:</b>	<b>Senior PWP</b>
<b>Location:</b>	<b>Based across either West (Eastleigh)/East (Gosport)/North (Basingstoke) Hubs, (initially home working in line with Covid-19 guidance/West (Eastleigh) Hub)</b>
<b>Direct Reports:</b>	<b>None</b>
<b>Key Relationships:</b>	<b>italk Senior Management Team, italk Clinical Teams, Solent Mind, Southern Health NHS Foundation Trust, GP's across Hampshire, IAPT Teams, Step 2 and Step 3 TARC Seniors.</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 Foundation Trust.
- Provide a range of high volume Step 2 cognitive behavioural therapy (CBT) based self-management interventions to patients with mild to moderate anxiety and depression. Support and co-facilitate the delivery of Step 2 groups and workshops across the county and through webinars, when required.
- Support patients through computerised CBT (cCBT) and/or other Step 2 digital treatments, when required.
- Undertake the accredited IAPT Training provided through the University of Reading.
- Support and co-facilitate the delivery of Step 2 groups and workshops across the county and through webinars, when required.
- Work on a rota basis at the locality hub or at community venues, including evening and weekend work, to meet the needs of the service.
- Undertake GP liaison, data entry and follow up work regarding patient appointments.
- Provide one-off workshops and presentations as and when required at a range of venues around the county and via webinars.

## **PRINCIPAL DUTIES & RESPONSIBILITIES**

### **Clinical**

- Undertake patient-centred assessments using IAPT standardised measures by phone or face to face, which identify the areas where the person wishes to see change or recovery. Make assessment of risk to self and others and refer back patients to GPs if they are deemed to be at risk.
- Provide a full range of Step 2 interventions to people with a common mental health problem to assist in the self-management of their recovery by phone or face to face in identified sites across Hampshire.
- Provide support to patients accessing computerised CBT or any other form of digital treatment, as required.
- Offer a range of choice about treatment options available based on the least burden of intervention appropriate to need and provide a range of short-term evidence based low -intensity psychological treatment interventions in accordance with NICE Guidance. This may include information, guided self-help, computerised CBT, medication support, access to group Cognitive Behavioural Therapy and signposting to employment services and other agencies. This work may be face to face, telephone or via other media and will include one-to-one as well as group based interventions.
- Co-facilitate the delivery of group and workshop interventions at community venues and via webinars, as required.
- 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.
- Discharge patients or refer on to Step 3 workers for higher intensity treatment.
- Attend multi-disciplinary meetings relating to patients where appropriate.
- 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, as required.
- Work closely with Step 3 workers, ensuring appropriate 'stepping-up' and 'stepping-down' arrangements are in place in line with the 'stepped care approach' and service policies and procedures.
- Provide assistance and support to the qualified PWP clinical team and TARC support within agreed service protocols, as required.
- Assess and integrate issues surrounding work and employment into the overall therapy process.

### **Administration**

- Contribute to the production of power point presentations in line with brand guidelines for clinical team.
- Contribute to the preparation of materials and equipment for groups, presentations and workshops.
- Carry out 3 month and 2 week reviews after treatment with patients. Support the team in providing resources to patients as needed.

- Liaise with the Senior Team to support TARC, obtain patient notes, liaise with GPs and other services and complete referrals to other teams as required.
- Input the Minimum Data Set (MDS) from any group sessions in a timely manner.
- Ensure signposting information is kept up to date.

## **Professional**

- Work in partnership with GPs to ensure appropriate referrals, raise the profile of the service and keep GPs informed about patient outcomes/progress.
- Ensure that patient confidentiality is protected at all times.
- Be aware of, and keep up to date with advances in the spheres of treatment for common mental health problems.
- Ensure clear objectives and activity levels are identified, discussed and reviewed with the Step 2 clinical supervisor on a regular basis as part of continuing professional development.
- Attend clinical/managerial supervision on a regular basis. Attend all supervisions, wellbeing meetings and business meetings and support the team at meetings.
- Participate in individual annual appraisal review and respond to agreed service objectives.

## **Training**

- Attend and fulfil all the requirements of the IAPT programme at identified University.
- Apply learning from the Low Intensity programme to practice.
- Receive supervision from educational providers in relation to course work to meet the required standards.
- Undertake intensive Step 2 induction training and other training as necessary.
- 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.
- Work within the organisation's policies and procedures.
- To maintain up-to-date knowledge of legislation, national and local policies and procedures in relation to Mental Health and Primary Care Services.
- All employees have a duty and responsibility for their own health and safety and the health and 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 Trainee Psychological Wellbeing Practitioner (PWP)**

**Location:**                                    **Based across either West (Eastleigh)/East (Gosport)/North (Basingstoke) Hubs, (initially home working in line with Covid-19 guidance/West (Eastleigh) Hub)**

Requirement	Essential or Desirable
<p><b>Qualifications / Education / Training:</b></p> <p><b>EITHER</b> - relevant mental health experience to be eligible to enter the programme at undergraduate level</p> <p><b>OR</b> - Honours degree or equivalent in a discipline connected to mental health (e.g. psychology, neuroscience) to enter the programme at postgraduate level</p> <p>Willingness and ability to undertake the IAPT Accredited Training at University of Southampton whilst working full time</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>
<p><b>Experience:</b></p> <p>Experience of working effectively with people with mental health problems, specifically anxiety and depression</p> <p>Experience in developing good therapeutic relationships with clients</p> <p>Experience of joint work, multi-agency and partnership working</p> <p>Experience of delivering group based or computer based therapies</p> <p>Experience of using computerised patient management systems</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>
<p><b>Knowledge / Skills / Competencies:</b></p> <p>Ability to undertake client assessments (including risk assessments) and gather information about the duration and impact of illness and motivational levels in a time limited model</p> <p>Understanding of anxiety and depression and how it may present in primary care</p> <p>High standard of written and verbal communication skills to communicate clearly and effectively with colleagues, service users, carers and relatives</p> <p>An understanding of 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</p> <p>Intermediate computer skills, including the use of Microsoft Office programs</p> <p>Professional telephone manner</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

Requirement	Essential or Desirable
Strong presentation skills	Essential
Ability to be self-reflective and use supervision, training and performance review to enhance professional development, skills and knowledge	Essential
Ability to receive feedback to help develop own practice	Essential
Ability to be resilient, work under pressure and manage own personal stress	Essential
Ability to work as an effective team member and form good working relationships	Essential
Ability to take responsibility and be accountable	Essential
Ability to be flexible, multi task and problem solve	Essential
Excellent time management and organisational skills to manage a high case load and meet targets as required	Essential
Good administrative skills	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 an enhanced & barred DBS check	Essential
Flexibility to work a variety of shifts on a rota basis, including evening and weekend work	Essential
Willingness and ability to travel to locations around the county to provide the service and to Southampton for IAPT Training	Essential
Fluent in community languages other than English	Desirable

**Date job originated: June 2011**  
**Date job reviewed: September 2020**  
**Reviewing Manager: Sarah Richardson & 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:-

### **TRAINEE 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.