

Date: 7 March 2019

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Dear Applicant

Thank you for your interest in the post of **Step 2 IAPT Qualified Psychological Wellbeing Practitioner – ref QPWPMar19**. I enclose the following documents:

- ◆ Application Form (*please download by clicking link on the job vacancy page on our website*)
- ◆ Job Description
- ◆ Person Specification
- ◆ Diversity Statement
- ◆ Solent Mind Annual Report 2017/2018  
(*please view or download from About Us/Annual Reports and Accounts page on our website*)
- ◆ Notes on employing people with a criminal conviction

For more information on the italk service please see their website: [www.italk.org.uk](http://www.italk.org.uk).

As we are always looking to develop our team/Step 2 service there is no specific closing date for this role at present.

Interviews will be scheduled on a monthly basis for shortlisted candidates.

Good luck with your application.

Yours sincerely

WENDY KENNARD  
HR & OFFICE CO-ORDINATOR  
SOLENT MIND

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Charity Registered No: 1081115 Registered with Limited Liability in England and Wales No: 4004500



Partnership

Southern Health   
NHS Foundation Trust



Working Between

## Hampshire Psychological Therapies Service

### JOB DESCRIPTION

- Job Title:** **Improving Access to Psychological Therapies (IAPT) Step 2 QUALIFIED Psychological Wellbeing Practitioner (PWP)**  
(employed by Solent Mind)
- Salary:** £22,603 - £24,341 per annum, pro rata for part time hours
- Hours:** Part-Time & Full-Time (37 hours) positions available  
**Part time hours are a minimum of 26 hours per week worked across 3.5 days**
- Reports to:** IAPT Step 2 PWP Senior PWP
- Location:** Initial at Eastleigh then at one of the locality Hub areas of either West (Eastleigh) East (Fareham & Gosport) or North (Basingstoke)
- Direct reports:** n/a
- Key Relationships:** IAPT Step 2 team, IAPT Step 3 team, Southern Health NHS Foundation Trust, GPs across Hampshire, IAPT Teams.

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### Job Summary

The 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 Foundation NHS trust.
- Provide a range of high volume low intensity Step 2 cognitive behavioural therapy (CBT) based self-management interventions to clients with mild to moderate anxiety and depression, mainly over the telephone.
- Work on a rota basis at the Hub base to conduct assessments and provide treatments, mainly over the telephone, between the hours of 8am and 8pm.
- See patients and deliver low intensity interventions, including groups, in different locations around the County.
- Undertake GP liaison, data entry and follow up work.
- Take forward developments to the service as directed.

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## **PRINCIPAL DUTIES & RESPONSIBILITIES**

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### **Main Responsibilities**

#### **Clinical**

- Work on a rota basis to provide cover for the Contact Centre to meet the needs of the service; provide clinical screening and deal with referrals in accordance with agreed service protocols.
- Support people with a common mental health problem in the self-management of their recovery by phone or face to face in identified sites across Hampshire.
- 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.
- 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, bibliotherapy, computerised CBT, Exercise on Prescription, medication support, access to group Cognitive Behavioural Therapy and signposting to employment, training and benefits colleagues and agencies. This work may be face to face, telephone or via other media.
- 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.
- Deliver group interventions.
- 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.
- Work closely with Step 3 workers and case management workers ensuring appropriate 'stepping-up' and 'stepping-down' arrangements are in place in line with the 'stepped care approach'.
- Assess and integrate patient issues surrounding work and employment into the overall therapy process.

## **Professional**

- Work in partnership with GPs to ensure appropriate referrals, raise its profile of the service and keep GPs informed about patient outcomes/ progress.
- Undertake mapping of community resources in identified localities to inform signposting activity.
- Ensure that client 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 Lead PWP 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 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 Act (1998) 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.



Partnership



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## Person Specification

### IAPT Step 2 Qualified Psychological Wellbeing Practitioner (PWP)

**Location: Initially at Eastleigh, then locality hub**

Requirement	Essential or Desirable
<p><b>Qualifications / Education / Training:</b></p> <p>University Certificate in Clinical Practice in IAPT Psychological Wellbeing Practitioner training at Postgraduate or Degree level.</p>	Essential
<p><b>Experience:</b></p> <p>Experience of working effectively with people with mental health problems, specifically anxiety and depression.</p> <p>Experience of joint work and multi-agency and partnership working.</p> <p>Experience of facilitating group based learning (or therapeutic activity).</p> <p>Experience of using patient management systems.</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</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>Ability to develop good therapeutic relationships with clients and help people through guided self-help, computerised CBT and other Step 2 interventions.</p> <p>Professional telephone manner.</p> <p>High standard of written and verbal communication skills to communicate clearly and effectively with colleagues, service users, carers and relatives.</p> <p>Understanding of anxiety and depression and how it may present in primary care.</p> <p>A thorough understanding of the role of the PWP in 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 IT skills, including the use of Microsoft Office programmes.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<b>Requirement</b>	<b>Essential or Desirable</b>
<p>Ability to work at speed with a computer based information system to record all client assessments and activity on the system IAPTUS.</p> <p>Ability to be self-reflective and use supervision, training and performance review to enhance professional development, skills and knowledge.</p> <p>Strong presentation skills.</p> <p>Ability to work under pressure and manage own personal stress.</p> <p>Ability to work as an effective team member and form good working relationships.</p> <p>Excellent time management and organisational skills.</p> <p>Good administrative skills.</p> <p>Ability to be flexible.</p> <p>Willingness to travel to localities across Hampshire.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

<b>Other:</b>	
Ability to be flexible with working hours to meet the needs of the service, including evening work.	Essential
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
Current full driving licence and access to a car for work purposes.	Desirable
Fluent in community languages other than English.	Desirable

**Date job originated: May 2010**

**Reviewed: May 2017**

**Reviewing manager: GMC / di K**

## **Diversity Statement**

Solent Mind has made the following key commitments:

- 1.** We will promote a culture which is positive about diversity and equality. All our staff and volunteers take full responsibility for this policy.
- 2.** We will challenge discrimination in our work and use complaints, disciplinary, and harassment policies to back up anti-discriminatory action.
- 3.** We will work supportively with organisations and groups established to promote quality and diversity, including Black & Minority Ethnic groups and anti-stigma initiatives.
- 4.** We will assess the diverse needs of all those who use and seek to use our services.
- 5.** We will provide individualised services which respond to those needs.
- 6.** We will seek to recruit a workforce that reflects the diversity of the communities that we serve, and ensure that prospective and current staff and volunteers are not disadvantaged in recruitment, training or career progression.
- 7.** We will carry out Equality Impact Assessments on our own policies, plans and service designs; and communicate with funders and other stakeholders over our respective Equality Impact Assessments.
- 8.** We will monitor our performance under this policy in the provision of our services and management of staff, and take steps to improve.
- 9.** We will ensure that our people are trained in diversity management and practice.



## **Note to Candidates**

**Solent Mind** - Disclosure & Barring Service and Recruitment of New Staff

### **Post of Step 2 IAPT Qualified Psychological Wellbeing Practitioner**

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 **IAPT Qualified Psychological Wellbeing Practitioner** as requiring an Enhanced and 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.

## Recruitment of people with a criminal record

- As an organisation using the Disclosure & Barring Service (DBS), previously known as Criminal Records Bureau to assess applicants' suitability for positions of trust, Solent Mind complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- Solent Mind is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we ask that applicants declare details of any convictions of a criminal offence (as per question outlined below) and send this information under separate, confidential cover with the Application Form. We guarantee that this declaration will only be seen by those who need to see it as part of the recruitment process.
  - ***'Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198'.***
- We ensure that all those in Solent Mind who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders; eg: the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment or voluntary service.
- **Having a criminal record will not necessarily bar you from working with us.** This will depend on the nature of the position and the circumstances and background of your offences.