



BEING WELL IN BEXLEY

Job Title:	Psychological Wellbeing Practitioner (PWP) Trainee, Step 2. Improving Access to Psychological Therapies (IAPT)
Grade:	NJC scale point 22 to 27 (equivalent to AfC Band 4)
Salary:	£21,375 to £24,713 inc OLV <i>It is usual to appoint to the bottom of the salary range, but in exceptional circumstances, for candidates who demonstrate additional expertise or experience, a higher start point may be considered.</i>
Pension:	Access to Stakeholder pension
Hours:	Full time, 36 hours including some week end and out of hours working
Holidays:	25 days per annum, plus public holidays
Based at:	The Being Well in Bexley Hub Mind in Bexley, Broadway, Bexleyheath.
Responsible to:	Chief Executive Mind in Bexley
Accountable to:	Board of Trustees

Purpose:

This is a training role within the Improving Access To Psychological Therapies Programme (IAPT). The post-holder will work within the **Being Well in Bexley** service providing high volume low intensity interventions whilst undertaking a programme of training for this role. The training post will equip the post holder to provide a range of cognitive behavioural therapy (CBT) based self- management interventions to clients with mild to moderate anxiety and depression. The post- holder will attend all taught and self-study days required by the education provider, as specified within National Low Intensity curriculum and work in the service for the remaining days of the week using their newly developed skills.

The post holder will:

- Work within the **Being Well in Bexley** Service which is commissioned by Bexley Care Trust and delivered in partnership by Mind in Bexley Ltd. and Bexley Community & Mental Health Services Ltd.
- 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.
- Work in the service 4 days of the week using the newly developed skills whilst attending the training programme for the other day.
- Work with adults from varying cultural backgrounds, be committed to equality of access and demonstrate an understanding of diversity.

Main Responsibilities.

Service and Clinical.

The overall pan borough service provides a clinical, employment and social support package for clients experiencing mental health difficulties and for whom interventions of up to and including step 3 are appropriate. The post holder will be responsible for delivering step 2 interventions in accordance with the policies and procedures of the service and **as directed by the PWP Coordinator:-**

- Undertake person-centred Telephone Assessments using IAPT standardised measures which identify the areas where the person wishes to see change or recovery if suitable for service.
 - Offer different methods of guided self help service delivery, cCBT home based internet, Hub based internet, bibliotherapy (workbooks).
 - Offer access to debt, employment and holistic support workers.
- Make assessment of suitability for Step 2 intervention and of risk to self and others and as appropriate forward to step 3, secondary services or refer back patients to GPs.
- Hold a caseload for Step 2 intervention
- Deliver the range of Step 2 interventions by supporting people with a common mental health problem in the self management of their recovery by phone and face to face appointments.
- 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, convenient and equitable for all accessing the service.
- 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.
- Using IAPTus and internal databases keep coherent records of all clinical activity in line with service protocols.
- Work closely with Step 3 workers, ensuring appropriate 'stepping-up' and 'stepping-down' arrangements are in place in line with the 'stepped care approach'.
- Assess and integrate issues surrounding work and employment into the overall therapy process.

Holistic Delivery.

One of the aims of the IAPT programme is to help individuals return to or maintain their employment. This service is run on a holistic person centred ethos and on the recovery model. This means that factors like debt, employment and other social issues that impinge on people's mental health and well being are acknowledged. The Hub provides seamless access to the additional support strands of the service. The post holder will be responsible for:-

- Ensuring everyone on their caseload is fully informed of the range of support available.
- Liaising with the Hub debt, employment and holistic staff to ensure a complete package of support is in place according to individual need.

Education, Personal Development, Teamwork and Training.

The **Being well in Bexley** service is a multi-faceted service delivered by a multi-disciplinary team with a wide and varied skill base. All staff will be expected to share their knowledge and expertise within the team on a day to day informal basis and more formally within team meetings, seminars and training days. The post holder will be responsible for:-

- Attending and fulfilling all the requirements of the external training element of the post.
- Applying learning from the training programme in practice.
- Receiving supervision from educational providers in relation to course work to meet the required standards.
- Attending regular clinical/managerial supervision from identified supervisors, who may not be the line manager.
- Undertaking intensive Step 2 Low Intensity induction training and other training as necessary.
- Engaging with self assessment of competences, annual performance development reviews and ongoing training.
- Attending and being an active participant in team meetings, team training and other internal meetings etc., in line with identified professional objectives.
- Attending external meetings, forums, conferences, training etc as required by line management.
- Providing appropriate training/information to other stakeholders about the service.
- Working in partnership with GPs and Step 3 therapists to ensure appropriate referrals, raise the profile of the service and keep GPs informed about patient outcomes/ progress.
- Ensuring 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.

Information and Resources

The service will be utilising the IAPTus database programme in order to provide the required Key Performance Indicators to the Department of Health as well as other internal recording systems that are vital for the delivery of a fully integrated person centred IAPT service. The post holder will be responsible for

- Ensuring they become conversant with all aspects of the IAPTus system.
- Ensuring that all database information systems are regularly updated with regard to client information.
- Maintaining all client file systems in an accurate, timely and appropriate manner in accordance with line managers instructions and service procedures.

Audit, Research and Development

As well as collection of data and production KPI's for the DoH, there will also be local elements of service data which will be unique but which should also add to the evidence base and may be used for other research purposes. As a person centred service it is vital that qualitative outcomes as well as statistical outputs are recorded. To ensure that all of this information is recorded there are internal clinical audits, quality assurance systems and a developing a research element for the service. The post holder will be responsible for:-

- Ensuring that the required audit and quality assurance information is gathered and recorded in line with the appropriate procedures.
- The evidence gathering for, and assisting with, the production of reports that reflect and inform the quality of the experiential aspect of the service from a client perspective, the outcomes as well as the overall outputs.
- Assisting with research projects and audit programmes as appropriate.

General

The post holder will be expected to

- Maintain up-to-date knowledge of legislation, national and local policies and procedures in relation to Mental Health, Primary Care and the IAPT agenda.
- Be aware of, and keep up to date with advances in the spheres of treatment for common mental health problems.
- Take responsibility for own health and safety and the health and safety of colleagues, clients and the general public.
- Take responsibility for ensuring that legal obligations regarding information which is processed for clients is kept accurate, confidential, secure and in line with the Data Protection Act (1998) and Security and Confidentiality Policies.
- Not abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties.
- To undertake other such duties consistent with the post, as jointly agreed between the post holder and Mind in Bexley's Chief Executive.
- To contribute to the ongoing development of the service and to best practice.
- To at all times deliver the service in line with and adhere to Mind in Bexley's Policies and Procedures.

Paula H. Horan June 2010.

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**Mind in Bexley Person Specification
Step 2 Psychological Wellbeing Practitioner (PWP) trainee**

	Essential	Desirable
Qualification	<p>Evidence of working with people who have experienced a mental health problem</p> <p>Evidence of ability to study successfully at undergraduate year 1 level or the equivalent</p>	<p>Training in nursing, social work, occupational therapy, counselling or within a psychological therapy.</p> <p>Psychology or other health related undergraduate degree.</p> <p>Psychology or other health related postgraduate degree</p>
Experience	<p>Evidence of working with people who have experienced a mental health problem, specifically anxiety and depression.</p> <p>Experience of joint work and multi-agency/disciplinary and partnership working.</p> <p>Experience of managing own time and case load and undertaking administration.</p> <p>Experience of producing high standards in written communication, clear reports, letters etc.</p>	<p>Experience of working in Primary Care Services</p> <p>Worked in a service where agreed targets in place demonstrating clinical outcomes.</p>
Skills & Competencies	<p>Ability to evaluate academic training and to effectively integrate it into practice.</p> <p>Computer literate with the ability to use computer based information system to record all client assessments and activity.</p> <p>Excellent verbal and written communication skills, including telephone skills</p> <p>Able to communicate clearly and effectively with colleagues, service users, carers and relatives.</p> <p>Ability to work as an effective team member and form good working relationships.</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>Ability to undertake client assessments (including risk assessments)</p>	<p>Received training (either formal or through experience) and carried out risk assessments within scope of practice</p>

Knowledge	<p>An understanding of anxiety and depression and how it may present in Primary Care</p> <p>An understanding of the Improving Access to Psychological Therapies Programme (IAPT) and the concept of the stepped care model.</p>	<p>Demonstrates a knowledge of the issues surrounding work and the impact it can have on mental health</p> <p>Knowledge of medication used in anxiety and depression and other common mental health problems</p> <p>Demonstrates an understanding for the need to use evidence based psychological therapies and how it relates to this post</p>
Training	<p>Able to attend a one day per week course</p> <p>Able to complete academic components of the course</p>	
Other Requirements	<p>High level of enthusiasm and motivation.</p> <p>Ability to be self reflective whilst working with service users and to use supervision, training and performance review positively and effectively to enhance professional /personal development, skills and knowledge.</p> <p>Ability to work under pressure and manage own personal stress.</p> <p>Regard for others and respect for individual rights of autonomy and confidentiality.</p> <p>Commitment to Mind in Bexley's Diversity, Equality and Equity Policy.</p> <p>Willingness to undergo an enhanced CRB check.</p>	<p>Understanding of the issues of social inclusion.</p> <p>Commitment to a holistic, person centred, recovery model approach to providing services.</p> <p>Car driver and/or ability and willingness to travel to locations throughout the borough</p> <p>Fluent in languages other than English</p>

Items in bold print are the short-listing criteria, if you do not address these (explaining fully how you meet them) on your application form you will not be short-listed.