**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job title** | Long Term Conditions Team Leader |
| **Sector/Function** | CBT – Talking Therapies |
| **Department** | Wakefield Talking Therapies |
| **Reports to** | Senior Operations Manager and Clinical Lead |
| **Grade** | 4 |
|  | |
| **Job purpose** | The post holder will be responsible for setting up and developing the specific Long Term Physical Health Conditions provision and referral pathways within Wakefield Talking Therapies Service as part of integrated working and The NHS Talking Therapies Manual. To achieve this excellent communication and organizational skills are required to liaise with professionals from physical health care settings.  You will provide and oversee the delivery of high and low interventions – mainly Cognitive Behavioural Therapy (CBT) to clients with a long term condition.  The post holder will work with and coordinate a team specifically to work with clients who are experiencing anxiety and depression and who have a long term condition.  The post holder will work with people with different cultural backgrounds and ages, using interpreters when necessary and should be committed to equal opportunities  As part of the role the Integrated IAPT Manager will be responsible for a team of High Intensity Therapists and Psychological Wellbeing Practitioners providing clinical supervision, case management and line management for people within this staff team to ensure the effectiveness and efficiency of service delivery.  The post holder will ensure that all performance targets are met including waiting times. Enable staff development and ensure that clients and carers needs are central to the delivery of the service.  The post holder will have a sufficient qualification to demonstrate a high level of skill and expertise in the management of high and low intensity interventions within an IAPT service. |
| **Key accountabilities** | **Integrated IAPT Manager Duties**  The post holder will have responsibility for the oversight of case management, and clinical supervision for the Long Term Conditions High Hintensity therapists and Step 2 Team.  To be jointly responsible for monitoring referrals into and out of the service.  To promote and lead the use of evidence based interventions and ensure consistent, evidence based assessment is used with all people referred to the service. |

|  |  |
| --- | --- |
|  | To lead the team in designing and delivering high intensity and low intensity interventions and specific treatment programmes, groups and workshops for the management of Long Term Conditions and mental health issues.  To ensure personal and professional development of all staff within the service, identifying training needs, OPR’s and individual development plans.  To ensure regular case management and clinical supervision is delivered in line with IAPT, integration and Long Term Condition guidelines.  To manage poor performance issues inform/include the Senior Operations Manager and Clinical Lead as appropriate.  To manage staff leave and sickness/absence effectively to ensure adequate cover for the team on a day to day basis.  To ensure that all significant events, relevant clinical issues and difficulties which may arise are communicated to the Senior Operations Manager and Clinical Lead.  To ensure the clinical information system is used by all staff in an effective and efficient manner which supports data quality and the needs of the service.  To provide interpretation and dissemination of legislation, policies and procedures to staff and partner agencies as they impact operationally.  To maintain and develop links with primary care, the specialist mental health services and specialist health providers. |
| **Clinical**  To setup, establish and audit referrals pathways for clients experiencing Long Term Conditions as part of integrated working. This will involve set up and delivery of:   * Honorary contracts * Service Level Agreements * Memoradums of understanding * Multidisciplinary Meetings   Assess clients for suitability for psychological interventions.  Make decisions on suitability of new referrals, adhering to the department’s referral protocols, and refer unsuitable clients on to the relevant service or back to the referral agent as necessary.  Formulate, implement and evaluate therapy programmes for clients.  Use highly developed communication skills in working with people to understand their personal and often very sensitive difficulties  To exercise autonomous professional responsibility for the assessment and treatment of clients in line with the service.  Educate and involve family members and others in treatment as necessary, conveying CBT and other psychological formulations with sensitivity in easily  understood language. |

|  |  |
| --- | --- |
|  | Adhere to an agreed activity contract relating to the number of client contacts offered, and clinical sessions carried out per week in order to minimise waiting times and ensure treatment delivery remains accessible and convenient.  Attend multi-disciplinary meetings relating to referrals or clients in treatment, where appropriate.  Complete all requirements relating to data collection within the service. Keep coherent records of all clinical activity in line with service procedures.  To help develop and establish procedures or integrated working and Long Term Conditions.  Work closely with other members of the team ensuring appropriate step-up and step-down arrangements are in place to maintain a stepped care approach.  Assess and integrate issues surrounding work and employment into the overall therapy process  Carry out clinical audits of service performance, including service user surveys and evaluations, and help to collate and disseminate the results for feedback.  Liaise with other health and social care staff from a range of agencies in the care provided clients.  Provide specialist advice and consultation to other professionals / individuals / groups / committees across Mental Health Trusts, Primary Care Trusts and other voluntary agencies regarding service matters related to the practice and delivery of specific agreed therapeutic modalities and service provision. |
| **Training and Supervision**  Attend and fulfil all the requirements of the IAPT approved supervision training.  To attend or have attended Long term Conditions Training.  Contribute to the teaching and training of mental health professionals and other staff working in the service. |
| **Professional**  Ensure the maintenance of standards of practice according to the employer and any regulating, professional and accrediting bodies (e.g. BPS, UKCP, BABCP), and keep up to date on new recommendations/guidelines.  Ensure that client confidentiality is protected at all times. |

|  |  |
| --- | --- |
|  | Be aware of, and keep up to date with advances in the spheres of CBT, Long Term Conditions and other psychological therapies.  Ensure clear professional objectives are identified, discussed and reviewed with senior therapists on a regular basis as part of continuing professional development (CPD).  Attend clinical/managerial supervision on a regular basis as agreed with Manager.  Participate in individual performance review and respond to agreed objectives.  Keep up to date all records in relation to CPD and ensure personal development plan maintains up to date specialist knowledge of latest theoretical and service delivery models/developments.  Attend relevant conferences / workshops in line with identified professional objectives.  Participate in service improvement by highlighting issues and implementing changes in practice. |
| **Advisory / Liaison**  Provide an advisory service on matters related to the practice and delivery of Cognitive Behavioural Therapy to individuals/groups/committees.  Promote and maintain links with Primary Care and Secondary Care Staff to help co-ordinate the provision of an effective Psychological Therapies Service. |
| **General**  To contribute to the development of Long term Conditions best practice within the service.  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 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.  It is the responsibility of all staff that they do 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.  This Job Description does not provide an exhaustive list of duties and may be |

|  |  |  |
| --- | --- | --- |
|  | reviewed in conjunction with the post holder in light of service development. | |
| **Dimensions** | Direct reports | 6-10 |
| Total staff overseen | 10 |
| Internal contacts |  |
| External contacts |  |
| Planning outlook |  |
| Problems solved |  |
| Financial authority |  |

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Job title** | Team Manager | |
|  | | |
| **Personal effectiveness** | Essential | Desirable |
| Demonstrates an understanding of anxiety and depression and how it may present in Primary Care  Understand the effects that Long Term Conditions can have on mental wellbeing.  Service set up and monitoring.  Demonstrates an understanding for the need to use evidence based psychological therapies and how it relates to this post  Knowledge of safeguarding issues and other relevant legislation | Car driver and/or ability and willingness to travel to locations throughout the organisation  Fluent in languages other than English  Experience of working with diverse communities and within a multicultural setting |
| **Technical effectiveness** | Essential | Desirable |
| High level of enthusiasm and motivation.  Advanced communication skills.  Ability to work within a team and foster good working relationships  Ability to use clinical supervision and personal development positively and effectively  Ability to work under pressure Regard for others and respect for | Trained in provision of supervision for CBT  Completed clinical audits within a service |

|  |  |  |
| --- | --- | --- |
|  | individual rights of autonomy and confidentiality  Ability to be self-reflective, whilst working with service users, & in own personal and professional development and in supervision  The ability and skills to act as an advocate for a new service, to engage and foster good professional relationships with all health professionals in promoting the good integration of this service with the wider health care system  Full range of skills and competencies as laid out in the competence framework for CBT (Roth and Pilling 2007)  Computer literate  Well-developed skills in the ability to communicate effectively, orally and in writing, complex, highly technical and/or clinically sensitive information to clients, their families, carers and other professional colleagues both within and outside the NHS  Has received training (either formal of through experience) and carried out risk assessments within scope of practice  Able to develop good therapeutic relationships with clients |  |
|  | | |
| **Acquired experience & qualifications** | Essential | Desirable |
| Post Graduate Diploma in Cognitive Behavioural Therapy.  Significant experience working as a psychological therapy practitioner and demonstrating the competences as required.  Demonstrable experience of working in | Long Term Conditions Top Up training  Relevant experience in Primary Care treating anxiety and depression.  Leadership / management certificate. IAPT Supervision Certificate |

|  |  |  |
| --- | --- | --- |
|  | mental health services  Ability to meet agreed/specified service targets  A strong understanding of the importance of moving clients to recovery, monitoring this and the impact this can have on a client and service.  Ability to manage own caseload and that of others  Demonstrates high standards in written communication  Able to write clear reports and letters to referrers  Experience with routine outcome monitoring  Experience of teaching and liaising with other professional groups  Able to attend supervision training if not already trained, and other training as the post develops  Good record of Continuing Professional Development and willingness to continue this  Accredited with BABCP | Experience of working in Primary Care Services  Experience of working with clients with Long Term Conditions.  Worked in a service where agreed targets in place demonstrating clinical outcomes  Experience of managing a team, delivering case management / clinical supervision and line management  Dual training in EMDR, ACT or Mindfulness  Experience of delivering step 2 intevention |
|  | | |
| **Other**  **requirements** | Essential | Desirable |
|  |  |