

## JOB DESCRIPTION

<b>Job title</b>	Apprentice Psychological Wellbeing Practitioner Trainee
<b>Sector/Function</b>	Mental Health
<b>Department</b>	Talking Therapies
<b>Reports to</b>	PWP Team Leader / Ops Manager / Clinical Lead
<b>Grade</b>	3

<b>Job purpose</b>	<p>This is an apprenticeship training role within the Improving Access to Psychological Therapies Programme (IAPT). The post-holder will work within the IAPT 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. On successful completion of the course and all requirements this will lead you to a permanent position working as a trained Psychological Wellbeing Practitioner.</p> <p>The post holder will work with people with different cultural backgrounds and ages, using interpreters when necessary and should be committed to equal opportunities</p>
<b>Key accountabilities</b>	<p><b>Clinical</b></p> <p>Accept referrals via agreed protocols within the service.</p> <p>Assess and supports people with a common mental health problem in the self-management of their recovery.</p> <p>Undertakes patient-centred interviews which identifies areas where the person wishes to see change and or recovery and makes an accurate assessment of risk to self and others.</p> <p>Make decisions on suitability of new referrals, adhering to the department’s referral protocols, refers unsuitable clients on to the relevant service or back to the referral agent as necessary or steps-up the person’s treatment to high intensity psychological therapy.</p> <p>Provide a range of information and support for evidence based high-volume low-intensity psychological treatments. This may include guided self-help computerised CBT, information about pharmacological treatments. This work may be face to face, telephone or via other media.</p> <p>Educate and involve family members and others in treatment as necessary.</p> <p>Adhere to an agreed activity contract relating to the overall number of client contacts offered, and clinical sessions carried out per week in order to</p>

	<p>minimise waiting times and ensure treatment delivery remains accessible and convenient.</p> <p>Attend multi-disciplinary meetings relating to referrals or clients in treatment, where appropriate.</p> <p>Complete all requirements relating to data collection within the service.</p> <p>Keep coherent records of all clinical activity in line with service protocols and use these records and clinical outcome data in clinical decision making.</p> <p>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.</p> <p>Assess and integrate issues surrounding work and employment into the overall therapy process</p> <p>Operate at all times from an inclusive values base which promotes recovery and recognises and respects diversity.</p>
	<p><b>Training and Supervision</b></p> <p>Attend and fulfil all the requirements of the training element of the post including practical, academic and practice based assessments.</p> <p>Apply learning from the training programme in practice</p> <p>Receive supervision from educational providers in relation to course work to meet the required standards.</p> <p>Prepare and present clinical information for all patients on their caseload to clinical case management supervisors within the service on an agreed and scheduled basis, in order to ensure safe practice and the clinical governance obligations of the worker, supervisor and service are delivered.</p> <p>Respond to and implement supervision suggestions by supervisors in clinical practice.</p> <p>Engage in and respond to personal development supervision to improve competences and clinical practice.</p>
	<p><b>Professional</b></p> <p>Ensure the maintenance of standards of practice according to the employer and any regulating bodies, and keep up to date on new recommendations/guidelines set by the department of health (e.g. NHS plan, National Service Framework, National Institute for Clinical Excellence).</p>

	<p>Ensure that client confidentiality is protected at all times.</p> <p>Be aware of, and keep up to date with advances in the spheres of treatment for common mental health problems.</p> <p>Ensure clear objectives are identified, discussed and reviewed with senior therapists on a regular basis as part of continuing professional development.</p> <p>Participate in individual performance review and respond to agreed objectives.</p> <p>Keep up to date all records in relation to Continuous Professional Development and ensure personal development plan maintains up to date specialist knowledge of latest theoretical and service delivery models/developments.</p> <p>Attend relevant conferences / workshops in line with identified professional objectives.</p>
	<p><b>General</b></p> <p>To contribute to the development of best practice within the service.</p> <p>To maintain up-to-date knowledge of legislation, national and local policies and procedures in relation to Mental Health and Primary Care Services.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>

<b>Dimensions</b>	Direct reports	0
	Total staff overseen	0
	Internal contacts	various
	External contacts	various
	Planning outlook	n/a
	Problems solved	Client focused
	Financial authority	none

## PERSON SPECIFICATION

<b>Job title</b>	Apprentice Psychological Wellbeing Practitioner Trainee	
<b>Personal effectiveness</b>	<b>Essential</b>	<b>Desirable</b>
	<p>Demonstrates an understanding of anxiety and depression and how it may present in Primary Care</p> <p>High level of enthusiasm and motivation.</p> <p>Advanced communication skills</p> <p>Ability to work within a team and foster good working relationships</p> <p>Ability to use clinical supervision and personal development positively and effectively</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>
<b>Technical effectiveness</b>	<b>Essential</b>	<b>Desirable</b>
	<p>Ability to evaluate and put in place the effect of training</p> <p>Computer literate</p> <p>Excellent verbal and written communication skills, including telephone skills</p> <p>Able to develop good therapeutic relationships with clients</p>	<p>Received training (either formal or through experience) and carried out risk assessments within scope of practice</p>
<b>Acquired experience &amp; qualifications</b>	<b>Essential</b>	<b>Desirable</b>
	<p>5 GCSE's grade C or above (including in Maths and English or Functional Skills Level 2 in Maths and English or willing to attain by the end of your apprenticeship.</p> <p>Evidence of recent study either in an education or workplace setting OR</p> <p>Evidence of working with people who have experienced a mental health</p>	<p>Experience working in a mental health, social care, education or public sector/voluntary sector setting or equivalent</p> <p>Worked in a service where agreed targets in place demonstrating clinical outcomes</p> <p>Ability to manage own caseload and time</p>

	<p>problem</p> <p>Demonstrates high standards in written communication</p> <p>Able to write clear reports and letters.</p>	
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<b>Other requirements</b>	<b>Essential</b>	<b>Desirable</b>
	<p>Able to attend a one day per week course</p> <p>Able to complete academic components of the course</p> <p>Able to integrate training into practice</p> <p>Ability to work under pressure</p> <p>Regard for others and respect for individual rights of autonomy and confidentiality</p> <p>Ability to be self-reflective, whilst working with service users, in own personal and professional development and in supervision</p>	<p>Car driver and/or ability and willingness to travel to locations throughout the organisation</p> <p>Fluent in languages other than English</p>