

## HURLEY GROUP JOB DESCRIPTION

<b>POST</b>	<p><b>Job Title:</b> Cognitive Behaviour Therapist (Flexible)</p> <p><b>Salary:</b> £60 - £70 per hour (depending on experience)</p>
<b>LINE MANAGER/ SUPERVISOR</b>	Accountable to the GPH Clinical Director
<b>LOCATION</b>	<p>England wide (although not in London)</p> <p>The post holder will be required to provide their own suitable accommodation for providing patient care, and may also be required to work at any of the other Hurley Group sites in line with service need</p> <p>Reporting to: GPH central office based at Riverside Medical Centre, Unit 16 Hobart House, Wandsworth Road, Vauxhall, SW8 2JW</p>
<b>JOB PURPOSE:</b>	<p>GPH provides healthcare to General Practitioners with mental health or addiction issues which may be affecting their ability to work safely and effectively.</p> <p>NHS England awarded the contract to run GPH to the Hurley Group - NHS Practitioner Health Programme which has been running the award winning NHS Practitioner Health Programme Since 2008, with excellent outcomes being achieved in; return to work rates, improved mental health and social functioning, reduction in risk to public and patients, and a reduction in regulatory involvement. The PHP service was largely contractually limited to those living in the London area.</p> <p>The new GPH service will be available to all General Practitioners living in England.</p> <p>GPH is looking to recruit high quality Cognitive Behaviour Therapists to join its England wide team. Administrative functions will operate from the London office, and successful applicants will be expected to undertake their duties in their own premises, at mutually convenient times for both them and their patients. GPH is particularly interested in reviewing applications from those able to see patient outside of normal office hours.</p>

<b>MAIN DUTIES</b>	<b>RESPONSIBILITIES</b>
	<p>The post holder will be required to –</p> <ul style="list-style-type: none"> <li>• Provide evidence based, psycho-therapeutic interventions for sick health General Practitioners</li> <li>• Case manage a group of patients who may or may not be in active treatment elsewhere</li> <li>• Prepare reports for external agencies (including the regulators)</li> <li>• Effectively manage risk and share concerns with the wider team, and report back to</li> </ul>



	<p>the lead clinician</p> <ul style="list-style-type: none"><li>• Work with patients in active addiction, and support them towards abstinence</li><li>• Contribute towards wider NHS GHP activities and projects</li><li>• Work with the medical and clinical directors in developing and delivering health promotion and teaching projects</li></ul> <p>Therapists will be required to provide the lead clinician with summary information on a regular basis for team meetings/ report writing/ and occupational liaison. You will work as part of a multidisciplinary team which includes primary care GPs, specialist nurses, psychiatrists and therapists.</p> <p>You will be required to work a mixture of social and unsocial hours, including evening sessions and weekends.</p> <p>Depending on individual circumstances, successful applicants will either be offered a '0 hours' contract arrangement, or work as self employed contractors, depending on HMRC guidance.</p>
<b>GPH Clinical Responsibilities</b>	<ul style="list-style-type: none"><li>• To provide CBT assessment, management, and treatment functions to patients referred to the GPH</li><li>• To support patients in their recovery from ill health or related issues</li><li>• To promote health through brief interventions, empowering patients, offering appropriate health education, information and advice to patients, relatives and carers and relevant supporting agencies</li><li>• To challenge and improve current practice where appropriate, ensuring practice is evidence based</li><li>• To work closely with the GPH lead clinician ensuring complex cases are supported and managed appropriately</li><li>• To assist in the use of relevant information technology in order to collate accurate and timely information as and when required by commissioners</li><li>• To provide expertise on assessment, management and care planning for patients who have complex/mental health problems and/or problematic alcohol or substance use</li><li>• To refer patients with complex needs to the most appropriate GPH, NHS or other provider</li><li>• To assist in abstinence screening under the direction of the lead clinician (where appropriate and under the direction of the GPH lead</li><li>• To present concise and accurate written and/or verbal information at regular team meetings relating to treatment being delivered and the patient's response</li></ul>



<p><b>GPH Other Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Work with other members of the team to raise the profile and understanding of the NHS GPH</li> <li>• To contribute to the writing and publication of articles and research about the work of the programme</li> <li>• To assist with the organisation and the delivery of multi-disciplinary education and training</li> <li>• To promote the use of health promotion and referral protocols with stakeholders</li> <li>• To contribute to the agenda of the NHS GPH Educational Strategy to assist with the development of educational programmes for organisations, staff, patients, relatives and carers</li> <li>• To understand the special needs of health professionals with medical problems</li> <li>• Be familiar with the prevalence and epidemiological data for practitioner health in relation to mental health, substance misuse and alcohol</li> <li>• To understand the Regulatory framework which the NHS GPH service will work within, in particular with the GMC</li> <li>• To link in with formal mechanisms to share good practice in the Hurley Group NHS Practitioner Health Programme and elsewhere sharing knowledge, skills and clinical expertise</li> <li>• To be skilled in the use of modern information technology including the GPH Smartphone Application and GPH website for booking and invoicing</li> </ul>
<p><b>Condition of Appointment</b></p>	<p>Your appointment is subject to –</p> <ul style="list-style-type: none"> <li>• Having an appropriate post graduate qualification in your specialist field e.g. CBT meeting requirements for BABCP Accreditation (although accreditation is not an essential requirement)</li> <li>• Proof of entitlement to work in the UK</li> <li>• Being appropriately registered with the regulator of your Core Profession (nursing, occupational therapy, GP, social work etc. or proof of KSA competency)</li> <li>• Evidence of extensive and varied Mental Health experience</li> <li>• Evidence of working with sick professionals</li> <li>• Be able to provide evidence of supervisory arrangements</li> <li>• Being a member of a recognised medical defence union/indemnity insurance cover</li> <li>• Providing a Criminal Records Bureau Registration/ Disclosure and Barring Service certificate</li> </ul>



	<ul style="list-style-type: none"><li>• Providing a current Passport</li><li>• Providing birth certificate</li><li>• Providing two current utility bills, (not a mobile phone bill)</li></ul> <p>This list is not exhaustive and is reviewed regularly.</p>
<b>CONFIDENTIALITY</b>	<ul style="list-style-type: none"><li>• In the course of your employment you will have access to confidential information relating to Hurley Group business. You are required to exercise due consideration in the way you use such information and should not act in any way which might be prejudicial to the Hurley Group interests.</li><li>• Information for extra consideration includes access to the general business of the practice and any information regarding individuals.</li><li>• Information relating to patients, carers, colleagues, other healthcare workers, or the business of Hurley Group may only be divulged to authorised persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data,</li><li>• If you are in any doubt regarding the use of information in the pursuit of your duties you should seek advice from your line manager before communicating any information to any third party</li></ul>
<b>DATA PROTECTION</b>	<ul style="list-style-type: none"><li>• Hurley Group is registered under the Data Protection Act (DPA) 1984. You must not at any time use the personal data held by Hurley Group for any purpose not described in the registry entry or disclose to a third party</li><li>• It is essential that a strict code of confidentiality is adhered to all times</li><li>• All dealing within Hurley Group remain strictly confidential and the post holder would be expected to maintain confidentiality at all times during employment and also after employment has ended with the Hurley Group</li><li>• If you are in any doubt regarding what you should or should not do in connection with the DPA then you must contact your line manager</li></ul>
<b>HEALTH AND SAFETY</b>	<ul style="list-style-type: none"><li>• Employees must be aware of the responsibility placed upon them under the Health and Safety at Work act 1974 to maintain a healthy and safe environment for both staff and visitors</li><li>• The post-holder will assist in promoting and maintaining their own and others health and safety and security as defined in the Health and Safety Policy (Staff Handbook)<ul style="list-style-type: none"><li>▪ Using personal security systems within the workplace according to Hurley Group guidelines</li><li>▪ Identifying risks involved in work activities and ensuring appropriate</li></ul></li></ul>



	<p>safeguards are used when the activities are undertaken</p> <ul style="list-style-type: none"><li>▪ Making effective use of training to update knowledge and skills</li><li>▪ Using appropriate infection control procedures</li><li>▪ Maintaining work areas in a tidy and safe way free from hazards</li><li>▪ Reporting any risks that are identified both timely and accurately to your line manager</li></ul>
<b>EQUALITY AND DIVERSITY</b>	<ul style="list-style-type: none"><li>• The post-holder will support the equality, diversity, and rights of patients and carers colleagues to include:<ul style="list-style-type: none"><li>▪ Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with Hurley Group Policies, Procedures and current legislation</li><li>▪ Respecting the privacy, dignity, needs, and beliefs of patients carers and colleagues</li><li>▪ Behaving in a manner which is welcoming, non-judgemental and respects their circumstances, feelings, priorities and rights</li></ul></li></ul>
<b>QUALITY</b>	<ul style="list-style-type: none"><li>• The Post-holder will strive to maintain quality within the practice and will:<ul style="list-style-type: none"><li>▪ Alert other team members to issues that affect quality and risk</li><li>▪ Assess own performance and take accountability for their own actions either directly or, under supervision</li><li>▪ Contribute to the effectiveness of the team by reflecting on their own and team activities, making suggestions on ways to improve and enhance team performance</li><li>▪ Work effectively with individuals in other agencies to meet patient needs</li><li>▪ Effectively manage own time, workload and resources</li></ul></li></ul>
<b>COMMUNICATION</b>	<p>The post holder should recognise the importance of effective communication within the team and will strive to communicate effectively with:</p> <ul style="list-style-type: none"><li>▪ Other team members</li><li>▪ Patients and carers</li></ul> <p>Recognise:</p> <ul style="list-style-type: none"><li>▪ People's need for alternative methods of communication and respond accordingly</li></ul>
<b>CONTRIBUTION TO THE IMPLEMENTATION OF SERVICES</b>	<ul style="list-style-type: none"><li>• The post-holder will<ul style="list-style-type: none"><li>▪ Apply Hurley Group , standards and guidance</li><li>▪ Discuss with other members of the team how the policies, standards and guidelines will affect their own work</li><li>▪ Participate in audit where appropriate</li></ul></li></ul>



<b>FINANCIAL REGULATIONS</b>	<ul style="list-style-type: none"><li>• All Staff are responsible for security of any property belonging to Hurley Group avoiding loss or damage and being economical and efficient in the use of resources</li><li>• Staff should conform to the requirements of the financial procedures which include the Bribery, Fraud and Corruption Policy and other policies as set out in the Staff Handbook</li></ul>
<b>SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS</b>	<p>All employees have a responsibility for:</p> <ul style="list-style-type: none"><li>▪ Safeguarding children and Safeguarding Adults in the course of their daily duties</li><li>▪ For ensuring that they are aware of the specific Safeguarding duties related to their role</li></ul>
<b>GENERAL</b>	<ul style="list-style-type: none"><li>• The post-holder<ul style="list-style-type: none"><li>▪ Is advised that the job description describes responsibilities as they are currently required and these are subject for review and updating in the light of changing service needs. Any changes will be subject to consultation as part of the annual appraisal</li><li>▪ Should be aware that job descriptions are not fixed although every effort is made to ensure that the responsibilities reflect what you are being asked to do. However by the nature of the business that Hurley Group undertakes this demands flexibility in order to provide a service to our patients and Doctors. The job title and description may be amended and you may be asked to undertake additional duties not specified that may be reasonably required</li><li>▪ May be expected to work at any of the medical practice sites in line with service needs</li><li>▪ Must at all times carry out his/her responsibilities with due regard to the Hurley Group Equal Opportunities Policy (Staff Handbook)</li><li>▪ Has a contractual duty to participate in the practice performance appraisal scheme and to contribute to their own personal development and the development of any staff they are responsible for</li><li>▪ Is expected to follow the Hurley Group's general standards of performance and behaviours. If you require a copy of this document please ask your line manager or contact the HR department</li></ul></li></ul>

**Person Specification:**

CRITERIA	DESCRIPTOR	ESSENTIAL	DESIRABLE
1. <b>Skill/Qualification/Experience Level</b>	<ul style="list-style-type: none"> <li>Registered with the Regulator of your core profession and in current clinical practice</li> <li>Post Graduate qualification in your specialist field e.g. CBT meeting requirements for BABCP Accreditation (although accreditation is not an essential requirement)</li> <li>Accredited Status with BABCP</li> <li>Part 2 RCGP Certificate in Substance misuse or Equivalent</li> <li>Evidence of continuing professional development</li> <li>Evidence of Postgraduate study in substance misuse – Part 2 RCGP Certificate in Substance Misuse or equivalent such as other specialist psychiatric experience in related field e.g. eating disorders</li> <li>RCGP HHP Part 1 or 2</li> <li>An understanding of the education and training environment for doctors and dentists</li> <li>To be solution focused and consider innovative approaches to problem solving</li> </ul>	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	<p>X</p> <p>X</p>
2. <b>Scope to Act</b>	<ul style="list-style-type: none"> <li>Have an appropriate clinical/therapeutic space in which to conduct the therapy sessions</li> </ul>	X	
3. <b>Staff Management</b>			
4. <b>Budgetary Responsibility</b>			
5. <b>Organisational Skills</b>	<ul style="list-style-type: none"> <li>Able to utilise different and innovative modalities to consult with patients including text, email and Skype.</li> </ul>	X	



	<ul style="list-style-type: none"> <li>• An ability to work in a remote integrated multi-professional team</li> <li>• Be skilled in modern IT use, and be willing to use the GPH App for bookings and invoicing</li> <li>• Have an ability to work as part of a team and to communicate effectively and shared ownership of care with team members</li> <li>• Have a flexible approach to delivery of care including use of technology</li> <li>• Ability to work across a number of sites as required.</li> <li>• Already have, or be willing to set up, and use a secure email that meets NHS security requirements</li> </ul>	<p style="text-align: center;">X X X X X X</p>	
<p><b>6. Knowledge/Capability</b></p>	<ul style="list-style-type: none"> <li>• Post Qualification MH experience</li> <li>• Experience of working in mental health and/or addiction</li> <li>• Experience of working with sick health professionals</li> <li>• Knowledge of the needs of health professionals, including knowledge of relevant epidemiology, natural history, assessment, treatment and prognosis.</li> <li>• Understanding of help seeking behaviour for the management of different mental health problems</li> <li>• Be aware of the full range of treatment models for the management of different mental health problems</li> <li>• Have a knowledge of behavioural, medical, social and psychological factors that are particularly prevalent in health professionals</li> <li>• Understanding the roles of other health professionals</li> </ul>	<p style="text-align: center;">X X X X X X X</p>	





	<ul style="list-style-type: none"> <li>• Understanding of the professional regulation and standards environment for healthcare professionals</li> <li>• Support and encourage normalisation of mental health discussions by health professionals</li> </ul>	<p>X</p> <p>X</p> <p>X</p>	
<b>7. Role Complexity</b>	<ul style="list-style-type: none"> <li>• Experience of providing, receiving and processing sensitive or contentious information and communicating this effectively</li> <li>• Experience of building and developing effective working relationships and networking with senior professionals</li> <li>• Have an awareness of boundary issues when dealing with Practitioner-patients</li> <li>• Able to normalise risk of mental health problems/addiction in self and support personal wellbeing</li> </ul>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	
<b>8. Service Development/ Implementation</b>			
<b>9. Communication/Influencing</b>	<ul style="list-style-type: none"> <li>• Personal Clinical Supervision</li> <li>• Be able to raise the issues of mental health problems sensitively in response to a particular presentation or opportunistically</li> <li>• Be able to provide support and advice to other practitioners on the management of practitioner-patients</li> <li>• Able to refer practitioner-patients to appropriate treatment services</li> <li>• To be able to maintain confidentiality at all levels</li> <li>• Have a non-judgemental attitude</li> <li>• Have an awareness of how cultural, gender, sexual or spiritual differences may impact on assessment and engagement.</li> <li>• Willing to communicate all written material electronically, and via</li> </ul>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p>



	email.		
<b>10. Decision Making</b>			