



NIGHTINGALE HOSPITAL  
LONDON

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*difference*

## CBT Therapist: Job description

### Job Title: CBT Therapist

**Location:** Nightingale Hospital, 11-19 Lisson Grove, Marylebone, London NW1 6SH

**Department:** Therapy

**Salary:** up to £45,000 per annum, depending on experience

**Working hours:** Full – time or Part- time

**Closing date:** 2<sup>nd</sup> August 2021

Please note that interviews may take place prior to the advert closing as and when suitable applications are received. If a suitable candidate is appointed the role may close early, therefore please do not hesitate to submit your application.

### About us

Nightingale Hospital is the only private mental health hospital in Central London, with over 30 years' experience in delivering specialised, evidence-based treatments in outpatient, day patient and inpatient settings. Our dedicated team of specialists are committed to the diagnosis and treatment of all types of mental health conditions, including eating disorders and addictions. Conveniently located, we are a two-minute walk from Marylebone main line and Underground stations, and within a ten-minute walk of Baker Street and Edgware Road Underground stations.

We are owned by international medical group, Orpea delivering the full spectrum of psychiatric care, high quality care home and rehabilitation services across the globe.

### About the role: CBT Therapist

To provide therapeutic input on a group and individual basis as and when required across all service lines in the Nightingale Hospital's Therapy Department.

### Position in organisation

- Reports to the General Psychiatry Lead Therapist oversight from Therapy Services Manager
- Liaises with other therapists, nurses, consultants, and the wider MDT to provide a high standard of care.

### Key tasks/Scope of the role

1. Main Duties
2. Communication
3. Quality
4. Training & Development
5. Health & Safety
6. Other

### 1. Main Duties

#### Group and Individual Therapy

- 1.1 Provide group and individual therapy to patients.
- 1.2 Preparation and delivery of psychoeducation groups and process groups to patients primarily on the General Psychiatry programme.
- 1.3 Ensuring the General Psychiatry programme runs effectively and providing a range of psychotherapy approaches appropriate for patients.
- 1.4 Demonstrate flexibility with regard to various demands in order to meet patients' needs.
- 1.5 Play an active role as a part of the multidisciplinary team providing feedback on assessments, therapy sessions and groups to nursing staff and other allied health team members on a daily basis.
- 1.6 Undertake comprehensive assessments of individuals to determine their therapeutic needs in order to develop and deliver therapeutic interventions as appropriate.

#### Design and Coordination of the Therapy Service

- 1.7 Attendance at allocated therapy team meetings, clinical team meetings, ward rounds and provision of feedback about individual therapy and assessment as well as patients' group programme participation, to multidisciplinary team
- 1.8 Collaboration with the multidisciplinary team in reviewing and adapting the therapy programme to meet patients' needs.
- 1.9 Sharing of regular programme review meetings including completion and distribution of minutes, dealing with any concerns or issues arising regarding the service, communication of concerns, issues or alterations to the General Psychiatry Lead Therapist via regular communication.
- 1.10 Attendance to group supervision as provided by the hospital.

### 2. Communication

- 2.1 Regular communication with colleagues to ensure smooth running of the programmes.
- 2.2 Creating an atmosphere within the therapy department that allows open and honest dialogue for development and improvement by the users as well as the therapy team.
- 2.3 Escalate concerns to the General Psychiatry Lead Therapist for resolutions.

### 3. Quality

- 3.1 To provide a high standard of documentation as required by regulators and to keep notes on all sessions in relevant patient files.
- 3.2 To adhere with all administrative procedures.
- 3.3 Completion of all documentation, supporting the design of the Therapy Services programme including participating in writing weekly reports and progress notes to referrers.
- 3.4 Completion of documentation of assessments and monitoring and reviewing of treatment plans, including the measurement of outcomes for both inpatients and outpatients.
- 3.5 Willingness to participate in the delivery of presentations to a wide audience on topics related to mental healthcare.

### 4. Training and Development

- 4.1 Responsibility for ensuring completion of mandatory training, including e-learning and breakaway training
- 4.2 Regular performance reviews and annual appraisal with the Lead Therapist.
- 4.3 Identification of any skill deficits which will require some training and support
- 4.4 Participate in receiving clinical supervision and individual supervision.
- 4.5 Commitment to personal and professional development

## 5. Health and Safety

- 5.1 Report any health and safety issues to the Therapy Services Manager that impact on the immediate work environment or patient areas at Nightingale Hospital.
- 5.2 Be aware of any health and safety policies and procedures relating to the job and use of equipment.
- 5.3 Knowledge of risk assessment and risk management practice in relation to mental health.
- 5.4 Be aware of the fire procedure relating to the area and carry the fire alarm key

## 6. Other

- 6.1 To recognise the importance of customer care and present a positive, courteous and helpful attitude when dealing with users of the Hospital's services.
- 6.3 To present a professional and efficient image at all times.
- 6.4 To be responsible for reading, understanding and complying with all relevant policies and procedures.
- 6.5 To undertake additional duties, as and when required, as directed by your line manager.

### Who we're looking for

	Essential	Desirable
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>✓ Higher postgraduate degree or relevant qualification in CBT or Psychotherapy (essential to have an integrative approach to therapy)</li> <li>✓ Registration with a relevant UK professional governing body (BACP, BABCP, UKCP, etc.)</li> <li>✓ OCD Specialism</li> </ul>	<ul style="list-style-type: none"> <li>• EMDR or other trauma-focused specialism</li> <li>• CBT/CBT-based mindfulness, or similar techniques</li> <li>• DBT/MBT</li> </ul>
<b>Work experience</b>	<ul style="list-style-type: none"> <li>✓ Experience working therapeutically with patients on a group and individual basis</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working as part of a multidisciplinary team</li> <li>• Experience delivering therapy in an acute adult mental health setting</li> <li>• Inpatient group therapy experience</li> <li>• Knowledge of difference modalities of therapy and ability to apply them</li> </ul>
<b>Skills, knowledge and aptitude</b>	<ul style="list-style-type: none"> <li>✓ Ability to prioritise</li> <li>✓ Proficient in all forms of communication including verbal and written</li> <li>✓ Ability to work autonomously and set priorities</li> <li>✓ Shows initiative</li> <li>✓ Cooperative approach to care</li> <li>✓ Ability to organise and respond to complex information</li> <li>✓ Confident and professional</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to deliver presentations/promotions to other professionals/media</li> </ul>

<b>Impact on others</b>	<ul style="list-style-type: none"> <li>✓ High level of self-confidence</li> <li>✓ Able to appropriately and effectively use a range of communication approaches</li> <li>✓ Demonstrates tact and sensitivity</li> </ul>	
<b>Requirements</b>	<ul style="list-style-type: none"> <li>✓ Good time-keeping skills</li> <li>✓ Ability to work well under pressure</li> <li>✓ Ability to work flexibly to meet the needs of the business</li> </ul>	

*Nightingale Hospital reserves the right to vary these duties from time to time or require the job holder to undertake additional duties within their general scope of qualifications, skills and experience.*

## Company benefits

To reward the hard work of our fantastic colleagues, we offer an excellent benefits package as per the below:

- 25 days' holiday increasing up to 30 days for long service plus bank holidays
- Generous Company pension scheme with The People's Pension
- Generous Company sick pay
- **100% of NMC registration** renewal will be paid for by the Nightingale Hospital (subject to meeting the criteria)
- Annual staff bonus (discretionary)
- Paid for DBS
- Death in service cover
- Travel loan scheme
- Subsidised staff meals
- Employee Assistance Programme
- Flexible working

## Requirements for all staff

**Health and safety:** It is the responsibility of all employees to work together to achieve a safe environment, and to take reasonable care of themselves and others. Of particular importance is reporting all potential risks, incidents and complaints. Specific individual responsibilities for health and safety will be outlined under key responsibilities for the post.

**Equality and diversity:** It is the responsibility of all employees to support the vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment. All employees have the right to be treated with dignity and respect at work, and the Hospital will do all it can to ensure this happens through the implementation of and compliance with Equality & Diversity Policies.

**Confidentiality:** In the course of your employment employees will have access to confidential information of a personal and/or clinical nature, including information relating to the hospital patients, employees and other parties. Such information must not be used for the employees' personal benefit, nor disclosed to other persons without consent of the party concerned unless required by law to do so. This applies both during and after the termination of employment. Any breach of confidentiality during employment may be regarded as serious misconduct and could lead to summary dismissal.

**Performance appraisal and development:** The hospital is committed to providing a high-quality service through the effective management and development of its employees. All employees should be dedicated to providing a quality service and Performance Appraisal is of assistance to both employees and managers in allowing comparison between the standards achieved with the standards expected. Appropriate measures can be agreed, and any deficiencies rectified through identification and delivery of personal development needs. In addition to the continuous cycle of performance

management, of a formal and informal nature, all employees will receive a formal appraisal of their work, development needs and a review of their thoughts and aspirations on an annual basis.

**Statutory and mandatory training:** It is the responsibility of the individual employee to ensure that all required statutory and mandatory training is undertaken as necessary.

**Safeguarding children and vulnerable adults:** This is a regulated position and the post holder will be subject to an enhanced Disclosure & Barring Service check upon appointment, and every 5 years thereafter.

We are committed to safeguarding children, young people and vulnerable adults within our care. Employees are accountable to ensure that they know how to respond when they are concerned for the safety of a child, young person or vulnerable adult. We will support employees in this process by providing training, support and advice. The hospital has a safeguarding lead who can be contacted for guidance and can provide safeguarding supervision. The hospital works in partnership with key agencies to protect children, young people and vulnerable adults. For children, employees should be aware of their responsibilities detailed in the '4 Local Safeguarding Children Boards Child Protection Procedures' and for vulnerable adults in the Safeguarding Adults Policy.

**Infection Prevention Control:** The hospital has designated the prevention and control of infection and the full implantation of the Code of Practice (2008) as a core component in the organisations clinical governance, managing risk and patient safety programmes. All employees are expected to follow consistently high standards in the prevention and control of infection, especially with reference to hand hygiene, adherence to dress/uniform code and for clinical staff all procedures involving aseptic technique, be aware of and follow Infection Control guidelines and procedures relevant to their work, participate in mandatory training and annual updates. Protecting patients from infection is everyone's responsibility.

**Rehabilitation of Offenders Act 1974:** This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment but must be declared in writing at the appropriate stage during the recruitment process.

**Data protection:** As an employer, the hospital needs to keep information about all employees for purposes connected with their employment. The type of information held includes information for payroll purposes, references, contact names and addresses and records relating to employment. These uses are covered by our notification with the Information Commissioners Office under the Data Protection Act 1998.

The information which is held will be for management and administrative use only, but the hospital may need to disclose some information we hold about employees to relevant third parties (e.g. Inland Revenue).

**Records management and quality:** Employees are legally responsible for all records that they gather, create or use as part of their work and they remain the property of the hospital. This includes patient, financial, personal and administrative records, whether paper based or on computers. All such records are considered public records and employees have a legal duty of confidence to all service users. Employees should consult the Records Management Policy and ask for guidance from their manager if they have any doubt about the correct management of records with which they work. All employees have a responsibility to ensure information quality standards are maintained.

**Information security:** Under the provisions of the Data Protection Act, it is the responsibility of each member of staff to ensure that all personal data relating to patients and members of staff, whether held in manual or electronic format, is kept secure at all times. Computer passwords must not be shared either between systems or users. E-mail messages, any files stored on the networks or

on equipment and usage of the Internet, and computer systems, irrespective of whether these related to personal use. Access and usage of computers must be in accordance with hospital policies. Safe haven procedures are to be used for all electronic transfers of personal data. This is in order to protect patients and staff, and the hospital's reputation and to ensure that it complies with the law and other relevant guidelines.

**Smoke-free policy:** The hospital operates a Smoke-free policy, except in designated areas. This means that smoking is not permitted anywhere within owned or leased premises, including within grounds unless designated as a smoking area. In the interests of promoting responsible healthcare, all staff are to refrain from smoking when off-site in uniform or wearing an identifying badge in any public place. The policy also applies to all staff employed at any location they may work, whether within or external to the premises. The policy contains further details including support facilities.

**COVID-19 update:** At Nightingale Hospital we are committed to ensuring the safety of our staff and have taken various measures to allow everyone to continue to operate both effectively and efficiently, whilst still remaining safe. All procedures have been evaluated and retrospectively restrictions have been implemented in line with the Hospitals Infection Control Protocol and general government guidelines regarding virus transfer and social distancing during the pandemic. All work areas have been risk assessed and have been shared with respective departments. This has led to the implementation where necessary of Perspex screens between desks and the use of masks/visors in majority of places around the hospital.

Nightingale Hospital is an Equal Opportunities Employer and ensures equality of opportunity in recruitment, promotion, pay, benefits and training by adopting and following practices that are free from unfair or unlawful discrimination.

All appointments are subject to receipt of a satisfactory Disclosure & Barring Service (DBS) Certificate and pre-employment checks.

**I confirm that I agree to the details of this job description as outlined above:**

**Full name:**

**Date:**

**Signed:**