



NIGHTINGALE HOSPITAL  
LONDON

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*difference*

## Eating Disorders Lead Therapist - Job description

**Job Title:** Eating Disorders Lead Therapist

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

**Department:** Therapy

**Salary:** competitive, depending on experience (plus £2,500 London weighting)

**Working hours:** minimum 22.5 hours per week / maximum 30 hours per week

**Closing date:** 17<sup>th</sup> December 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

The Eating Disorders Lead Therapist will have full responsibility for their relevant specialism (Eating Disorders) within Nightingale Hospital. They will be required to:

- Be responsible for the day-to-day management of the Eating Disorders group therapy programme
- Oversee the Eating Disorders inpatient group therapy programme, in terms of any changes to groups or group facilitators
- Oversee, with the support of the Day Therapy Coordinator, the delivery of the Eating Disorders day therapy programme and ensure a safe environment for patients
- Promote continuous development of the Eating Disorders group therapy programme(s)
- Support the Therapy Services Manager by acting as liaison with the wider therapy department
- Communicate therapists' concerns, suggestions and ideas to the Therapy Services Manager
- To ensure that the model of treatment is appropriate and consistent with sound practice, and grounded in recent relevant evidence

### Position in organisation

- Reports to the Therapy Services Manager
- Oversees the therapists and allied health professionals in the Eating Disorders therapy team
- Liaises with other lead 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

### Duties and responsibilities

#### 1. Main Duties

- 1.1 Through positive leadership maintain a well-motivated and highly skilled team, able to provide high standards of care and demonstrate best and innovative practice
- 1.2 To lead the strategic development of the Eating Disorders group therapy programme and to implement new therapy modalities and new modes of delivery
- 1.3 To manage caseload of patients including formulating, planning, and evaluating interventions
- 1.4 To liaise with other lead therapists regarding the functional areas under the Therapy Services umbrella
- 1.5 To promote a positive image of the Company values
- 1.6 Assisting the Therapy Services Manager in the recruitment and selection of highly skilled staff within the service
- 1.7 To ensure that the teams' resources are managed appropriately to maximise care and efficient work patterns. This will include tasks such as management of attendance, annual leave and the use of extra resources
- 1.8 To provide clinical supervision as appropriate
- 1.9 To provide managerial supervision as appropriate, including monitoring and appraising the performance of staff
- 1.10 Take responsibility for updating weekly programmes and checking all advertised programmes for accuracy on a regular basis

#### 2. Communication

- 2.1 Regular communication with the Therapy Services Manager to ensure smooth running of the department and 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 Liaise with Therapy Services Manager on resolutions of team issues
- 2.4 Supervise and coordinate as necessary in case of emergency group cover within the ED unit
- 2.5 Attend regular staff meetings and other relevant meetings in relation to the role

#### 3. Quality

- 3.1 Build and implement evaluation measures for the Eating Disorders group therapy programmes to continually improve the service
- 3.2 To emphasise the importance of customer care and a positive, helpful and courteous attitude when dealing with users of Nightingale Hospital services
- 3.3 Through positive leadership maintain a well-motivated team, which strives to provide high standards of care and demonstrates best and innovative practice
- 3.4 Mentor new staff and take responsibility for new staffs' inductions within the ED unit
- 3.5 Encourage therapists to provide presentations for the team and other staff on relevant topics relating to Eating Disorders

#### 4. Training and Development

- 4.1 Support the Therapy Services Manager in ensuring mandatory training is complete, including e-learning and breakaway training
- 4.2 Regular performance reviews and carrying out annual appraisals for the staff in the Eating Disorders team, with the support of the Therapy Services Manager
- 4.3 Identification of any skill deficits within the team or individually which will require training and support

#### 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
- 5.2 Be aware of any health and safety policies and procedures relating to the job and use



- of equipment
- 5.3 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
- 6.2 To present a professional and efficient image at all times
- 6.3 To be responsible for reading, understanding and complying with all relevant policies and procedures
- 6.4 To undertake additional duties, as and when required, as directed by the Therapy Services Manager

### Who we're looking for

- ✓ You will hold a Diploma/Postgraduate Diploma/Doctorate or relevant qualification in Counselling/Psychotherapy or Counselling Psychology/Clinical Psychology
- ✓ You will be registered with the BACP, UKCP, BABCP or HCPC
- ✓ You would have previous experience working with eating disorders
- ✓ Previous management of a team (desirable, but not essential)

	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none"> <li>✓ Diploma, Postgraduate Diploma, Doctorate or relevant qualification in Counselling/Psychotherapy or Counselling/Clinical Psychology</li> <li>✓ Registration with the BACP, UKCP, BABCP or HCPC</li> </ul>	<ul style="list-style-type: none"> <li>✓ Further specialism (i.e. CBT-E, MANTRA)</li> <li>✓ Clinical supervision skills to work with psychology assistants and/or therapists on placement</li> </ul>
Work experience	<ul style="list-style-type: none"> <li>✓ Knowledge and experience of assessment, formulating and providing treatment to clients with eating disorders</li> <li>✓ Experience working within an inpatient mental health setting</li> <li>✓ Demonstrable experience supervising an allied therapy team</li> <li>✓ Demonstrable skills and experience in relation to conducting clinical assessments, including the management of risk</li> </ul>	<ul style="list-style-type: none"> <li>✓ Conflict management experience</li> <li>✓ Prior experience within a private healthcare environment</li> <li>✓ Experience managing HR processes such as performance management</li> <li>✓ Previous management of a team</li> </ul>
Skills, knowledge and aptitude	<ul style="list-style-type: none"> <li>✓ Well-developed aptitude for self-awareness and demonstrable self-reflexive practice enabling the candidate to work calmly under pressure</li> <li>✓ Ability to deal with a very challenging patient group in a positive manner</li> <li>✓ Ability to identify and manage stressful situations</li> <li>✓ Excellent verbal and written communication skills</li> <li>✓ Ability to work on own initiative and manage the competing</li> </ul>	<ul style="list-style-type: none"> <li>✓ Ability to deliver presentations/promotions to other professionals/media</li> </ul>

	demands of a varied workload ✓ Ability to balance team working with independent initiative ✓ Good interpersonal skills to work collaboratively within the wider hospital teams ✓ Readiness to accept direction ✓ Fully IT literate (e.g. electronic databases/file systems; email and other electronic communication)	
<b>Impact on others</b>	✓ High level of self-confidence ✓ Motivational leadership style	
<b>Requirements</b>	✓ Good time-keeping skills ✓ Ability to work well under pressure ✓ Ability to work flexibly to meet the needs of the business	

*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
- 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:**