

# NIGHTINGALE HOSPITAL

Join our team and make a difference



## **Job Title: OCD/BDD Lead Therapist**

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

**Department:** Therapy

**Salary:** TBC

**Working hours:** Part-time (30hrs / 4 days per week)

## **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.

The OCD unit is a 6-bed inpatient unit. We have a specialist team which supports an innovative group program which combines psychology, skill driven and wellbeing groups to meet the needs of our patients in line with NICE guidelines.

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

## **About the role: OCD/BDD Lead Therapist**

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

- Be responsible for the day-to-day management of the OCD/BDD group therapy programme
- Oversee the OCD/BDD inpatient group therapy programme and review the clinical interventions as appropriate and based on best practice guidelines.
- Oversee, with the support of the Day Therapy Coordinator, the delivery of the OCD/BDD day therapy programme and ensure a safe environment for patients
- Promote continuous development of the OCD/BDD group therapy programme(s)
- Support the Head of Therapies by acting as liaison with the wider therapy department
- Communicate therapists' concerns, suggestions and ideas to the Head of Therapies
- 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 Head of Therapies
- Oversees the therapists and allied health professionals in the OCD/BDD therapy team
- Liaises with other lead therapists, nurses, consultants and the wider multidisciplinary team

## **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 OCD/BDD group therapy programme and to implement new therapy modalities and new modes of delivery
- 1.3 To manage caseload of patients including formulating, planning, delivering 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 Head of Therapies 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 patters. 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 Head of Therapies 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 Head of Therapies on resolutions of team issues
- 2.4 Supervise and coordinate as necessary in case of emergency group cover within the OCD/BDD unit and support other service lines as appropriate
- 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 OCD/BDD 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 OCD/BDD unit
- 3.5 Encourage therapists to provide presentations and training for the team and other staff on relevant topics relating to OCD/BDD

### 4. Training and Development

- 4.1 Support the Head of Therapies 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 OCD/BDD team, with the support of the Head of Therapies
- 4.3 Identification of any skill deficits within the team or individually which will require training and support
- 4.4 Delivery of training in relevant specialism (OCD/BDD) as needed

**5. Health and Safety**

- 5.1 Report any health and safety issues to the Head of Therapies 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 Head of Therapies

## Who we're looking for

	Essential	Desirable
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>✓ Completion of postgraduate training in cognitive behaviour therapy</li> <li>✓ Full accreditation with the British Association of Behavioural and Cognitive Psychotherapies (BABCP)</li> <li>✓ Core professional registration (e.g. psychology, nursing, social work) or equivalent recognition through Knowledge, Skills and Attitudes route to accreditation through BABCP</li> <li>✓ Clinical supervision skills to work with psychology assistants/students and/or therapists on placement</li> </ul>	
<b>Work experience</b>	<ul style="list-style-type: none"> <li>✓ Knowledge and experience of assessment, formulating and providing cognitive behaviour therapy to clients with OCD and related disorders</li> <li>✓ Knowledge of assessment tools and their psychometrics</li> <li>✓ Experience working as part of a multidisciplinary team</li> <li>✓ Experience delivering therapy in an inpatient setting</li> <li>✓ Group therapy experience</li> <li>✓ Demonstrable experience supervising/mentoring health professionals</li> <li>✓ Experience managing HR processes such as performance management</li> <li>✓ Previous management of a team</li> </ul>	<ul style="list-style-type: none"> <li>✓ Prior experience within a private healthcare environment</li> <li>✓ Previous research experience/publications</li> </ul>
<b>Skills, knowledge and aptitude</b>	<ul style="list-style-type: none"> <li>✓ Ability to prioritise</li> <li>✓ Well-developed aptitude for self-awareness and demonstrable self-reflective practice</li> <li>✓ Ability to deal with challenging presentations in a positive manner</li> <li>✓ Ability to identify and manage stressful situations</li> <li>✓ Proficient in all forms of communication</li> <li>✓ Ability to deliver presentations/promotions to other professionals/media communication including verbal and written</li> <li>✓ Ability to work on own initiative and manage the competing demands of a varied workload</li> <li>✓ Ability to balance team working with independent initiative</li> <li>✓ Good interpersonal skills to work collaboratively within the wider hospital teams</li> <li>✓ Readiness to accept direction</li> <li>✓ Awareness of different cultural backgrounds of clients and diversity at work</li> <li>✓ Fully IT literate (e.g. electronic databases/file systems; email and other electronic communication)</li> </ul>	
<b>Impact on others</b>	<ul style="list-style-type: none"> <li>✓ High level of self-confidence</li> <li>✓ Motivational leadership style</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:

- Competitive annual salary
- London Allowance of £4,000 per annum for all full-time permanent roles (pro-rata for part time employees)
- 25 days' annual leave (increasing up to 30 with long service), in addition to bank holidays
- Employee Referral Program, designed to reward you for helping us find talented individuals who would be a great fit for our team.
- Generous pension scheme via the government autoenrollment scheme in addition to eligibility to enrol into the company's group pension scheme
- Access to an interest free season ticket loan to support with your everyday travel expenses
- Discretionary annual bonus and salary review schemes
- Enhanced Maternity/Paternity Pay
- Enhanced company sick pay
- Access to free Eyecare and contribution towards the cost of glasses for DSE Users
- Life Assurance Cover (Death in Service) [4x annual salary]
- Professional membership fees contribution
- Available opportunities for continued professional development (CPD).
- Heavily subsidised staff meals at breakfast, lunch and dinner with freshly sourced ingredients and a new menu each week, its not one to be missed!

**\*Subject to T&Cs**

## 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:**