

JOB DESCRIPTION

JOB TITLE:	Tower Hamlets Art Therapy Professional Lead
BAND:	8a
DEPARTMENT:	Adult MH Psychology
DIRECTORATE:	Tower Hamlets
REPORTING TO:	Consultant psychological lead for Tower Hamlets
ACCOUNTABLE TO:	Consultant psychological lead for Tower Hamlets

JOB SUMMARY

As an HCPC registered Allied Health professional, reporting to the Consultant psychological lead for Tower Hamlets, you will supervise the clinical and professional aspects of all arts therapists working in in adult mental health services. Their line management will be held by other colleagues in either inpatient or locality psychology teams.

You will ensure that the art therapists are supported to meet resident’s needs via group, partnership working and 1:1 work. This will be through development of guidance and best practice for the art therapy professionals in the borough. Ensuring that activity is effective, acceptable and increasingly co-produced. There will be scope to explore partnership working with voluntary and charitable sector organisations, to further disseminate the benefits of art therapies through supervision and consultation.

As part of the ELFT Trust wide Arts Therapies you will work as an integrated and collaborative team member upholding the Trust values, ‘We Care, We Respect, We are Inclusive’ and maintaining a holistic approach to promote effective functioning of the team and patient-centred care of service users.

There will be time for clinical work and other service development activities.

KEY RESPONSIBILITIES

1. To be responsible for the overall provision of a specialist Arts Therapies assessment and treatment service to acute and community clients within the TH Directorate
2. To be responsible for all clinical and professional aspects of art therapists in the TH Directorate and ensure that effective systems are in place and working effectively for management and productivity, in collaboration with the art therapist’s line managers
3. To provide advice on job planning to line managers and be responsible for guidance on evidence based, acceptable and effective art therapy interventions, to inform service delivery and evaluation in the borough
4. To take a lead in the development of art therapy provision, including proposing and implementing service developments within the area served by the team and in liaison with the Trust Strategic Lead and Professional Head for Arts Therapies and other head Arts Therapist in the Trust.
5. To supervise the Arts Therapists and trainee Arts Therapists in TH acute and community settings
6. To provide a specialist Arts Therapies assessment and treatment for own clinical caseload
7. To evaluate the clinical effectiveness of all art therapy provision, to understand research in the relevant specialist fields and translate into clinical guidance or policy



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| 8. | To establish and maintain good working relationships with all other operational and clinical managers in both inpatient and community settings in TH Directorate |
| 9. | To support Senior Art Therapists in building and maintaining partnership relationships with relevant VCSOs |

MAIN DUTIES AND RESPONSIBILITIES	
Policy / Service development	<ol style="list-style-type: none"> 1. To work with residents, the ELFT and VCSO system and our people to develop a plan for the art therapy provision in TH. This will help clarify aims and priorities for art therapists, outline expected activities, likely interventions and evaluation for each context in which they are working (i.e. inpatient, community, crisis pathway etc). 2. To implement all Trust and local policies and ensure that national policies and guidelines are translated as relevant to TH services. To implement the Trust Arts Therapies service policies and procedures and standards in clinical practices of the HCPC other professional bodies. 3. To advise operational service managers and to be involved with local policy development to inform Arts Therapies service provision. 4. To supervise and professionally lead the Arts Therapies service within TH including contributing to performance management or other HR related processes, as needed. 5. To contribute to the Trust-wide Arts Therapies service strategy in consultation with the Strategic Lead and Professional Heads of Arts Therapies. 6. To develop the Arts Therapies service in a flexible, culturally sensitive and client centred manner, responsive to the ethnic diversity within the borough. 7. To actively encourage service user involvement in service development and ensure that service provision meets their needs and those of their carers. 8. To provide professional consultation and input and represent the Arts Therapies service in local and Trust-wide forums. 9. To cover as necessary relevant professional and service development meetings and groups, to contribute to directorate-wide training and clinical interest groups, contribute to the Trust-wide Arts Therapies Forum and outside agencies. 10. To lead and co-ordinate audits and research and improvement activities in relation to service evaluation, review and any future developments in service provision.
Financial/Physical Resources	<ol style="list-style-type: none"> 1. To liaise with relevant service managers re business plans and budgeting requirements for TH Arts Therapies services. 2. To coordinate the ordering of Arts Therapies materials, props and instruments.



	<ol style="list-style-type: none"> 3. To put in place and monitor policies and procedures to ensure the safe use of therapeutic stock and equipment in the line with health and safety requirements.
Human Resources	<ol style="list-style-type: none"> 1. To provide professional and clinical supervision and the implementation of annual appraisal of staff, ensuring that continuing professional development is maintained for art therapists working in adult MH services. 2. To ensure oneself and other Arts Therapists within the service fulfil requirements for clinical supervision. 3. To manage all HR requirements for the service, including recruitment, induction and staff leave (sickness, study leave, annual leave, etc.) for all staff. 4. Ensure all staff maintain state registration and comply with HCPC or ADMT UK (for Dance movement therapists) and Trust requirements for CPD and mandatory training. 5. To ensure TH is recognised as a clinical training area for trainees and that standards are appropriate to meet the clinical requirements including the provision of high quality placement supervisors. Responsibility for liaison with course providers and other ELFT staff to ensure trainees are on placement and adequately supported in TH.
Information Resources	<ol style="list-style-type: none"> 1. To set out expectations for art therapy documentation, outcome measures and patient records meet the minimum requirements and are adequately stored in line with Trust and professional guidelines. 2. To set out expectations regarding clinical activity being accurately captured and recorded and to manage service data, submitting them as per service requirement. 3. To manage, delegate and execute administration tasks required for the smooth running of Tower Hamlets art therapy provision, as needed. 4. To ensure that accurate and current service information is available to users and carers and to colleagues and to provide as necessary.
Clinical areas	<ol style="list-style-type: none"> 1. To consult and advise on specialist arts interventions which could be provided by art therapist in inpatient or locality settings. Ensuring clear communication and regular evaluation of such interventions in conjunction with the MDT. 2. To manage a highly complex and specialist client caseloads, including arts therapies assessments and interventions for individuals and group, for own clinical caseload and for managing the clinical work of others. 3. To provide a specialised psychodynamic treatment technique which uses a person's response to a variety of arts media within a

	<p>therapeutic relationship including the use of transference and countertransference thoughts and feelings.</p> <ol style="list-style-type: none"> 4. Independently to assess clients' psychological needs and identify any significant risk factors and collaboratively to undertake risk assessment with other professionals. 5. To promote the empowerment of clients in relation to their holistic health. 6. To evaluate the effectiveness of arts interventions in conjunction with clients/carers, other professionals etc. 7. To provide advice, consultancy, teaching and training in relation to issues concerning the target client group and/or clinical areas of expertise, to other team members, relevant health professionals and other agencies as appropriate. 8. To use management and clinical experience to advise arts therapies colleagues on working with clients with highly distressing and/or challenging behaviour. 9. To produce clinical reports on a regular basis and disseminate to other involved professionals, agencies and the client. 10. To record clinical information in the clients medical notes pertaining to arts therapies assessment, interventions and progress. 11. To promote and apply equal opportunities and anti-discriminatory interventions that respect the clients' customs, values, and spiritual beliefs at all times. 12. To develop and maintain links with relevant, statutory and non-statutory agencies throughout East London with particular reference to day care services, user-led initiatives, voluntary bodies commissions and work, training and education services. 13. To be responsible for maintaining on the clients' behalf an appropriate contained therapeutic environment as far as possible free from outside interruptions and disturbance. 14. To ensure clients' clinical art work is securely, confidentially and accessibly stored. Also that any art work or recordings are safely and confidentially transported to external clinical supervision and review meetings. 15. At all times to be aware of the need to maintain confidentiality in
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	dealing with clients, their treatment and care.
Research and Development	<ol style="list-style-type: none"> 1. To initiate and take a lead for evidence-based practice to service delivery. 2. To manage and co-ordinate service activities related to clinical effectiveness / governance via audit, research and evidence based practice. 3. To co-ordinate research and development activities and undertake a personal research and development programme, maintaining personal CPD portfolio. 4. To ensure own professional development through regular participation in the supervision / consultation process and annual appraisal.
Freedom To Act	<ol style="list-style-type: none"> 1. Independently to manage a caseload in response to client need and the changing remit of the service and supervise others to do the same. 2. Independently to exercise professional and clinical judgement in complex cases. 3. Independently to initiate and manage projects relevant to Tower Hamlets art therapy provision.

JOB DESCRIPTION AGREEMENT

This job description is intended as a guide to the main duties of the post and is not intended to be a prescriptive document. Duties and base of work may change to meet the needs of the service or because of the introduction of new technology. This job description may be reviewed from time to time and changed, after consultation with the postholder..



Statement on Employment Policies	
In addition to the requirement of all employees to co-operate in the implementation of Employment related policies, your attention is drawn to the following individual employee responsibilities:-	
Health and Safety	Under the Health & Safety at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work, and to co-operate with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
Equal Opportunities	<p>ELFT is committed to equality of opportunity for all employees, job applicants and service users. We are committed to ensuring that no one will be discriminated against on the grounds of race, colour, creed, ethnic or national origin, disability, religion, age, sex, sexual orientation or marital status. The Trust commits itself to promote equal opportunities and value diversity and will keep under review its policies, procedures and practices to ensure that all employees, users and providers of its services are treated according to their needs.</p> <p>For management posts, to ensure that within their service area fair employment practice and equality of opportunity are delivered.</p>
Dealing With Harassment/ Bullying In The Workplace	<p>The Trust believes employees have the right to be treated with respect and to work in a harmonious and supportive working environment free from any form of harassment and / or bullying.</p> <p>The Trust has taken positive steps to ensure that bullying and harassment does not occur in the workplace and that procedures exist to resolve complaints as well as to provide support to staff. It is your responsibility as an employee to abide by and support these steps so all employees can work in a harmonious, friendly and supportive working environment free of any harassment or intimidation based on individual differences.</p> <p>Disciplinary action will be taken against any member of staff found to be transgressing the Dignity at Work Policy.</p>
No Smoking	To refrain from smoking in any of the organisations premises not designated as a smoking area. 'East London Foundation Trust is a Smokefree Trust – this means that staff must be smokefree when on duty or otherwise in uniform, wearing a badge or identifiable as ELFT staff or undertaking trust business.'
Alcohol	To recognise that even small amounts of alcohol can impair work performance and affect ones ability to deal with patients and the public in a proper and acceptable manner. Consumption of alcohol during work hours in not permitted.
Confidentiality	<p>As an employee of the Trust the post-holder may have access to confidential information. The postholder must safeguard at all times, the confidentiality of information relating to patients/clients and staff and under no circumstances should they disclose this information to an unauthorised person within or outside the Trust. The post-holder must ensure compliance with the requirements of the Data Protection Act 1998, Caldicott requirements and the Trust's Information and IM&T Security Policy.</p> <p>To safeguard at all times, the confidentiality of information relating to patients/clients and staff.</p> <p>To maintain the confidentiality of all personal data processed by the</p>



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General Data Protection Regulation (GDPR)	<p>organisation in line with the provisions of the GDPR.</p> <p>As part of your employment with East London Foundation Trust, we will need to maintain your personal information in relation to work on your personal file. You have a right to request access to your personal file via the People & Culture Department.</p>
Safeguarding	<p>All employees must carry out their responsibilities in such a way as to minimise risk of harm to children, young people and adults and to safeguard and promote their welfare in accordance with current legislation, statutory guidance and Trust policies and procedures. Employees should undertake safeguarding training and receive safeguarding supervision appropriate to their role.</p>
Service User and Carer Involvement	<p>ELFT is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work.</p>
Personal Development	<p>Each employee's development will be assessed using the Trust's Personal Development Review (PDR) process. You will have the opportunity to discuss your development needs with your Manager on an annual basis, with regular reviews.</p>
Quality Improvement	<p>The Trust encourages staff at all levels to engage in the Trust's approach to quality through quality improvement projects and quality assurance.</p>
Professional Standards	<p>To maintain standards as set by professional regulatory bodies as appropriate.</p>
Conflict of Interests	<p>You are not precluded from accepting employment outside your position with the Trust. However such other employment must not in any way hinder or conflict with the interests of your work for the Trust and must be with the knowledge of your line manager.</p>
Risk Management	<p>Risk Management involves the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. Every employee must co-operate with the Trust to enable all statutory duties to be applied and work to standards set out in the Risk Management Strategy.</p>
Personal and Professional Development/Investors in People	<p>The Trust is accredited as an Investor in People employer and is consequently committed to developing its staff. You will have access to appropriate development opportunities from the Trust's training programme as identified within your knowledge and skills appraisal/personal development plan.</p>
Infection Control	<p>Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all Healthcare Associated Infections including MRSA. In particular, all staff have the following key responsibilities: Staff must observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after following all patient contact. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations.</p> <p>Staff members have a duty to attend infection control training provided for them by the Trust as set in the infection control policy. Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.</p>

PERSON SPECIFICATION

POST: Team Manager/Head of Arts Therapies

BANDING: Band 8A

	ESSENTIAL CRITERIA	DESIRABLE	HOW TEST ED
TRAINING & QUALIFICATIONS	<p>MA (or equivalent) Arts Therapies qualification</p> <p>For Art therapist/Art psychotherapist, Music therapist & Dramatherapist: Registration with the HCPC</p> <p>For Dance Movement Psychotherapist: Membership of ADMP Professional Register</p> <p>For Dance Movement Psychotherapist: UKCP Registered Dance Movement Psychotherapist</p> <p>Membership of own Arts Therapy professional body</p> <p>Training in risk assessment and risk management</p> <p>Clinical Supervision Training</p> <p>Further training in an area of psychological practice relevant to the post's clinical area</p>	<p>Management training e.g. in appraisal skills, recruitment and retention, Core manager's training</p> <p>Further postgraduate training in an area of clinical expertise in a related field (e.g. forensic learning disability, Personality Disorder services)_</p> <p>Further training in evidence based therapeutic approaches integrating with Arts therapies e.g. MBT/IPT/DBT</p>	A I
EXPERIENCE	<p>Substantial post-qualification experience of providing highly specialist arts therapeutic assessment and treatment interventions for patients [directorate/borough and service] with complex problems and reflecting a wide range of clinical severity and/or comorbid difficulties such as dual diagnosis, personality disorder or learning disabilities.</p> <p>Experience of leading a staff team including; workload allocation, timetable monitoring and coordination, negotiating new staffing resources, managing departmental budgets and performance targets, organising induction of new staff and students</p> <p>Experience developing a specialist service, and of liaising with a wide range of operational managers across clinical settings</p> <p>Facilitating highly specialist individual and group arts therapy in highly related clinical settings, to include co- working with less experienced staff</p> <p>Experience of liaising with multidisciplinary teams over the provision of clinical interventions</p>	<p>Experience of working in a range of care settings, including outpatient, inpatient and community</p> <p>Experience of working with interpreters</p> <p>Experience of recruitment and selection</p>	A I



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	<p>Experience of representing arts therapies at management and service development meetings</p> <p>Experience of teaching, training, and/or supervision of others</p> <p>Experience of working in a multi-cultural setting</p> <p>Experience of audit and research processes</p>		
<p>KNOWLEDGE AND SKILLS</p>	<p>Leadership and management skills, particularly in developing a specialist service</p> <p>Skills in managing and monitoring budgets and performance data</p> <p>Skills in delivering highly specialist arts therapy assessment, intervention and management in individual and/or group formats, adapted to meet the needs of the individual or group and using theoretical models to analyse information and develop formulations upon which to base treatment</p> <p>Highly effective communication and organisational skills to include wide range of IT skills, and the ability to plan, organise and prioritise own work according to resources and service user and Service needs, and guiding others in doing the same</p> <p>Skills in effective oral and written communication of complex and/or clinically sensitive information to a wide range of recipients both within and outside the NHS, including the ability to produce letters, reports, and associated documentation appropriate to its readership, and to overcome barriers to understanding and acceptance</p> <p>Skills in contributing to risk assessment and risk management planning within a multidisciplinary team</p> <p>Able to work autonomously with clinical work</p> <p>Skills in working as part of a multidisciplinary team and providing advice and consultation to other professionals and carers</p> <p>Skills in managing highly emotive and distressing situations including verbal abuse and the threat of physical abuse, with professionalism</p> <p>Ability to plan and deliver teaching and training sessions; high level presentation skills</p> <p>Knowledge of the theory and practice and evidence base for arts therapies interventions and its relation to a range of psychological theory including recovery focused practice</p>	<p>Skills in Quality Improvement Methodology</p>	<p>A I</p>

	<p>Knowledge of the Ethics, Standards of Education and Training and Standards of Practice of the HCPC and for Dance Movement Psychotherapy - UKCP</p> <p>Skills in identifying audit needs, and in undertaking audit for service evaluation purposes, including identifying appropriate outcome measures and using these for measuring clinical change and efficacy</p> <p>Awareness of diversity and cultural difference issues, and ability to provide a service that is appropriate to a diverse range of people</p> <p>Knowledge of relevant publications linked to Clinical Governance, Mental Health Act and National Service Framework for Mental Health and NICE guidelines.</p>		
<p>Other</p>	<p>Ability to produce high quality professional results both clinically and operationally to specified deadlines and other time constraints</p> <p>Ability to identify audit areas, produce or oversee audits and make contributions to service-wide quality assurance initiatives</p> <p>Ability effectively to manage verbal aggression and the risk of physical aggression from patients or carers</p> <p>Ability to effectively manage frequent exposure to highly distressing /emotional circumstances</p> <p>Ability to concentrate and remain in constrained positions for substantial periods during patient contact, teaching/supervision, team meetings, preparation of written work, etc.</p> <p>Ability to recognise, contain and work with organisational and personal stress</p> <p>Ability to work creatively, co-operatively, reliably and consistently both as an independent practitioner and in multi-disciplinary and team settings</p> <p>Respectful approach to patients, carers, colleagues, and others</p> <p>Willingness to negotiate and ability to handle confrontation effectively and professionally</p> <p>Demonstrate commitment to continuing professional development</p>		

	Maintain own arts based practice		
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Manager's Signature:

Date:

Designation:

Key

A = Application

I = Interview

JD & PS updated by:

Stephen Sandford

Strategic Lead & Professional Head of Arts Therapies

Date of update:

September 2018

