

# Psychological Wellbeing Practitioner

## Recruitment pack





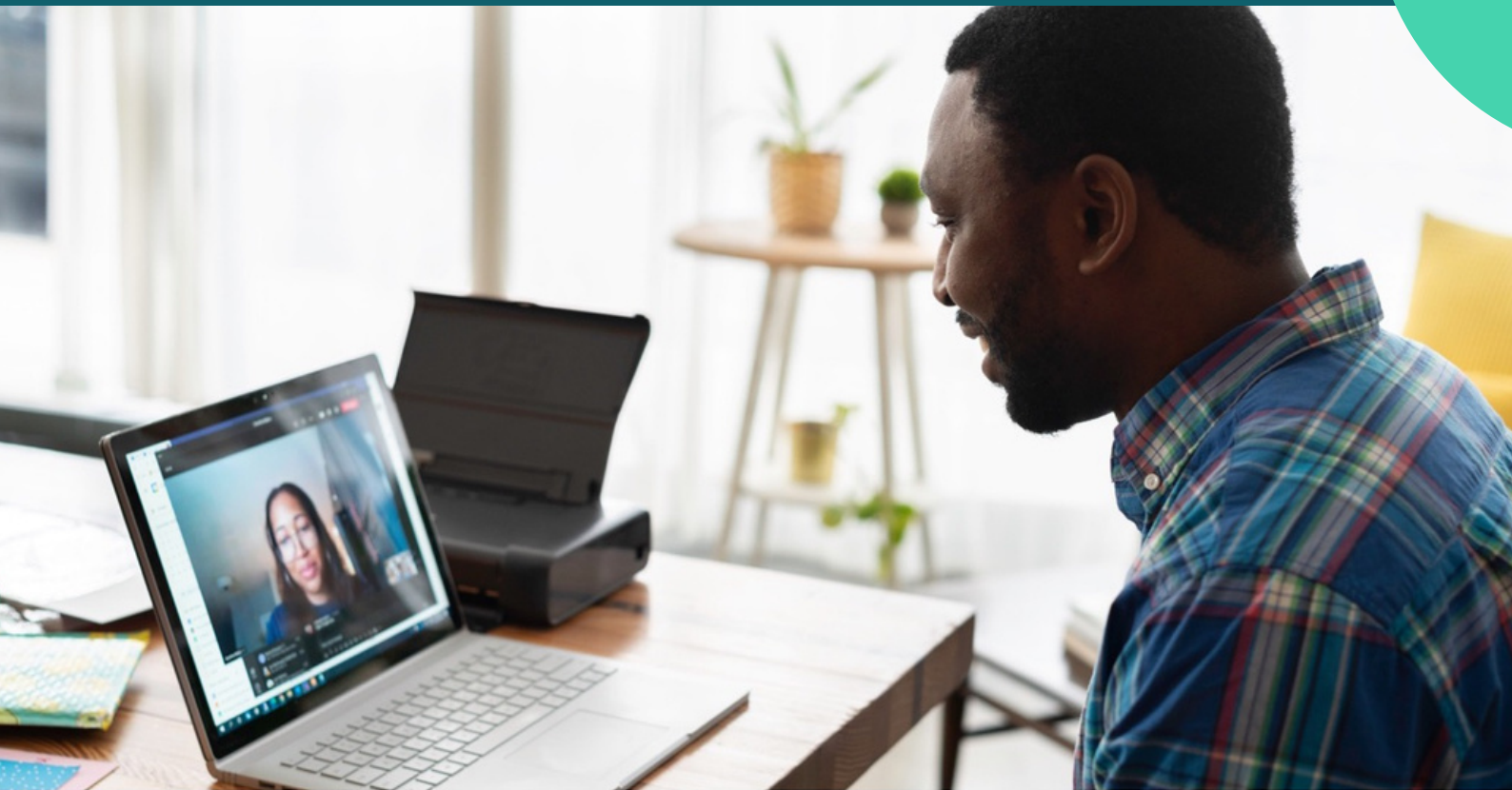
## Contents

About us	3
Our clients	5
What we offer independent therapists	7
What does working for Canopi look like?	8
Onboarding process	9
Requirements for Canopi therapists	10
What's next?	13



Canopi is funded by Welsh Government  
and administered by Cardiff University

# About us



Canopi offers a free and confidential mental health support service for NHS and social care staff in Wales.

Canopi plays an important role in supporting this diverse client base with confidential support independent of NHS organisations and other employment bodies. The past few years have been particularly challenging for our NHS and social care clients and we recognise that supporting staff to remain in work or return to work helps to strengthen the wider NHS and social care provision in Wales.





We currently receive between 70 and 90 referrals a week, which are signposted to a range of support options including:

- self-help resources
- Wellbeing Ally support
- guided self-help
- virtual and face-to-face therapies with accredited specialists

Canopi is funded by Welsh Government and administered by Cardiff University.

## Our therapist-guided CBT pilot

We want to provide more guided self-help options for Canopi clients.

Following our expansion in 2020, we were keen to provide more guided self-help options, and to increase their use with clients as part of a stratified care pathway.

In October 2022, Canopi initiated a CBT pilot programme called therapist-guided CBT (TG-CBT) for clients presenting with generalised anxiety, depression, panic disorder and certain phobias.

All clients who self-refer to Canopi complete PHQ and GAD forms and have a triage assessment with a doctor advisor (DA) before being referred to a therapist.

During the triage assessment, clients have the opportunity to discuss their circumstances and are then provided with signposting options in order to meet their needs.

# Our clients



Canopi clients present with a number of common symptoms which may be suitable for TG-CBT including:

- anxiety
- depression
- panic disorder
- phobias (not social or vomit phobia)

**Additional requirements:**

- low risk of suicidality
- mild to moderate PHQ/ GAD scores
- primary problems not related to substance misuse or a history of significant mental health problems
- not requiring support for anger management or significant relationship issues

A recent review of Canopi's TG-CBT pilot suggested that it supports clients by effectively improving mental health outcomes.

Given this and the opportunity to expand the scale of this intervention, Canopi is looking for a number of BABCP accredited/ experienced trainee PWPs to help expand the TG-CBT programme.

# Our TG-CBT programmes include

**1x** 1 hour virtual assessment

---

**4x** 30-minute virtual sessions

usually spaced two weeks apart, with an additional two extra sessions, if needed.

---

**TG-CBT** materials suggested by therapists to work through between sessions.

---

**3x** 10-minute telephone calls between sessions.



# What we offer independent therapists



## **Reimbursements at £40 per hour**

Canopi will reimburse PWP therapists at a rate of £40 per hour (£20 per half hour) for delivering the Canopi TG-CBT programme. Unless by agreement, for each client, an hour-assessment, four x 30 minute sessions and three x 10 minute phone calls can be charged for at a total cost of £140.

## **Supervision to meet BABCP PWP requirements**

Canopi will provide supervision to meet the BABCP PWP supervision requirements of: a minimum of one hour per week Case Management Supervision (1:1) minimum of one hour per fortnight Clinical Skills Supervision (group)

A minimum caseload of 10 Canopi clients is required to receive supervision free of charge.

## **A 30-day payment policy**

Canopi will pay you 30 days from the date that your invoice is issued.

## **Protection via Canopi's DNA policy**

PWPs can charge a late cancellation fee when less than 1 working day's notice is given. This is deducted from the client's total number of Canopi sessions. PWPs can charge for the second late cancellation and should advise the client that no further sessions will be offered at this present time.

# What does working for Canopi look like?



Supporting NHS and social care staff in Wales



Clients presenting with anxiety and mood-related symptoms



All clients have baseline GAD, PHQ, WSAS and Doctor Advisor triage



Flexible working - meet clients at mutually convenient times



Supported remote working



Just submit outcome data at the end of the programme



A Cardiff University email address and Teams space to facilitate secure data access, transfer and notes



Supported by a friendly and helpful administrative team



# Onboarding process

Submit your CV to the Canopi  
Management Team

Attend an interview with the Canopi  
Management Team

If successful, we'll ask you to submit documents listed  
in PWP requirements section\*

Read and sign your CEST/IR35 documents,  
supplier set up and PWP agreement

## **Welcome to the team!**

We'll give you more information on how to access  
client data, your university email address and  
some important documents which we'll expect you  
to read before starting.

# Requirements for Canopi independent therapists

As a Canopi PWP, you will be responsible for your own tax and national insurance obligations.

Canopi (Cardiff University) will check your employment status for tax using the HMRC tool (CEST) and share this decision with you. There are also several documents required to start the onboarding process for working with Canopi on the next page.



## Documents required for the onboarding process:

- Evidence of [current professional indemnity insurance](#) to a level of £2,000,000.
- [A copy of an enhanced DBS certificate.](#) An enhanced DBS certificate obtained within the last 3 years is required (this will need to be renewed once the 3 years have expired) or you will need to provide evidence that you are on the DBS update service.
- [BABCP accreditation number and date first accredited](#), and evidence of most recent renewal \*
- [Evidence of registration with the ICO \\*](#) As you will be a data controller and processor you will need to be registered with the Information Commissioners office. ICO registration currently costs £35 per year.
- [Details \(name and email address\) of your current clinical supervisor](#) so a request for a brief reference can be requested.

\* Evidence will be requested annually.

# Make sure you have the right processes in place



## **A therapy agreement**

outlining how the sessions will run, DNA policy, information around confidentiality and when this could be breached.



## **Privacy policy**

outlining GDPR requirements and processes for taking and confidentially storing notes.



## **Emergency contact form**

with next of kin and GP details.



## **Clinical wills policy**

Please provide confirmation that there is a named person, a clinical trustee to inform Canopi if the PWP is incapacitated and cannot make contact themselves to let us know they cannot continue with clients.



We would also expect you to read the following documents:

- Canopi service map
- Canopi SOW
- Canopi safeguarding policy
- Canopi feedback and concerns policy



## Use our free resources

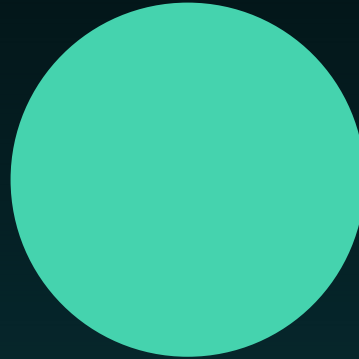
Canopi has a range of co-branded resources produced by 'CBT resources'. These will be available for all PWPs to use with clients. If PWPs have any additional resources that they wish to use with clients, they can discuss these with the lead therapist.

## What's next?

Make an expression of interest today.

**Email us at [canopi@cardiff.ac.uk](mailto:canopi@cardiff.ac.uk)**

Be sure to let us know if you're interested in becoming a PWP supervisor.



# Contact us



[canopi@cardiff.ac.uk](mailto:canopi@cardiff.ac.uk)



[canopi.nhs.wales](http://canopi.nhs.wales)



0800 058 273



Our administration office is open  
from 9:00 – 17:00  
Monday to Friday (closed on bank holidays)

