

## JOB DESCRIPTION

### JOB DETAILS

JOB TITLE:

Clinical Associate in Psychology

JOB REFERENCE NUMBER:

98210

BAND:

Band 6

WARD/DEPT.

DIRECTORATE/LOCALITY:

ESSENTIAL QUALIFICATIONS:

Masters Clinical Associate in Psychology qualification  
Registered on the BPS wider psychological workforce register as an Clinical Associate Psychology (CAP)

## ORGANISATIONAL ARRANGEMENTS

ACCOUNTABLE TO:

Clinical Supervisor

REPORTS TO:

Line Manager

MANAGER/SUPERVISOR TO:

N/A

---

## **ROLE SUMMARY**

The Clinical Associate in Psychology (CAP) is a new addition to the psychological workforce and support the wider NHS agenda to develop and expand psychological provision. Clinical Associates in Psychology fill an identified skills gap between assistant psychologist and qualified clinical psychologists. They are able to practice autonomously with appropriate support, working within their scope of practice, under the supervision of a registered clinical psychologist. CAPs are scientist practitioners who utilise psychological knowledge, research, and theory to reduce psychological distress and to enhance psychological wellbeing in the clients they work with. The post holder will be responsible for assisting in providing highly specialist qualified Psychology services to adults across the lifespan. This will require provision of psychological interventions, psychoeducation, training, and supervision. The post holder will work in collaboration with colleagues, service users, carers, MDTs and other services and partner organisations towards the overall provision of evidence based, cost effective, direct, and indirect interventions, providing clinical skills, assisting in service development, and contributing to decision making processes, also offering highly specialist advice, guidance, and consultation. In delivering their duties the post holder is expected to display behaviours that are aligned with the Trust values and as required in accordance with the NHS Constitution at all times.

Please note that this role outline serves to provide an illustrative example of the duties and responsibilities you may be expected to undertake during the course of your normal duties. It is not an exhaustive list and you may be required to undertake other responsibilities and duties that are considered to be commensurate with your role.

## **DUTIES AND RESPONSIBILITIES**

### **Clinical:**

Under appropriate support:

- To work autonomously with support and under the supervision of a practitioner psychologist. Supervision will support you to engage in self-reflection, seek and respond to feedback and develop your professional knowledge and skills.
- Provide assessment, formulation and intervention recommendations for complex clinical presentations, within their scope of practice.
- Be capable of making judgements about the needs of individuals, the identification of potential risks, and the possible requirement for more specialist assessment and treatment.
- Be capable of weighing conflicting components pertaining to a complex problem or situation
- Monitor their own effectiveness with each service user and/or the presenting problem, to determine whether consultation or supervision from a colleague is required

- Ensure referral to designated supervisor is promptly made when case complexity falls out with their own range of competency. Use a range of assessment measures and procedures that are compatible with service user presenting problems.
- Manage their own caseload while undertaking their own clinical programmes of work, within their scope of practice, under supervision.
- Assess the predisposing, perpetuating, protective and precipitating factors that give rise to service user presenting problems.
- Assess and manage risk in consultation with their clinical supervisor.
- Use assessment measures including established psychometric measures, systematic observation and measurement of emotional state, cognitions and behaviour in a variety of settings, including self-motivating strategies for clients.
- Undertake assessments on a one-to-one basis with service users, with their carers and also in group settings.
- On the basis of information collated during assessment, provide a formulation for presenting problems that describes their aetiology, maintenance and appropriate methods of intervention.
- Provide a range of individual and group interventions that are evidence-based and are clearly conceptualised within the formulation network.
- Provide evaluation of therapeutic interventions in relation to change over time that might involve a number of dimensions such as behaviour change, cognitive and emotional change.
- Evaluate their own clinical practice whilst working with individuals or groups and participate in regular supervision with the designated Clinical Supervisor.
- Seek guidance from and consultation with their clinical supervisor as required to support safe and effective practice.
- Communicate effectively through written reports and/or verbal feedback, the formulation and psychological understanding of a service user's presenting difficulties to referrers, service users and other involved disciplines or agencies as appropriate.
- Work effectively within a multi-disciplinary team and liaise with colleagues within the team as well as from the wider provider network as appropriate.
- Provide training and teaching to other healthcare professionals, carers' groups and other agencies as appropriate.
- Act as a psychological resource to the wider multidisciplinary team.
- To contribute to service development via innovative clinical practice and participation in the multi-disciplinary environment (bringing new ideas forward).
- Ensure that their work complies with professional standards.
- Keep management well informed about the needs of the service and relevant psychological matters concerning the mental health of service users.
- Initiate and carry out research, audit and service evaluation with the agreement of the designated Clinical Psychologist / line manager.
- Maintain a good record keeping system and comply with requirements for reports and returns as part of departmental policy.
- Collate regular statistical returns regarding service delivery as required.
- Maintain and contribute to CPD in the Service and team.

### **Research and service evaluation:**

- To assist in utilising theory, evidence-based literature, and research to support practice in individual work and work with other team members.
- Under supervision to undertake audit and service evaluation with other colleagues in the service to further develop service provision.
- To assist in the implementation of clinical governance through participation in audit and other professional quality assurance systems.

## Specific duties

### Trust values and behaviours

Our values are positive, respectfully and together. Everything we do for our service users; their loved ones and our colleagues must meet these values. They were first created by 1,300 staff members, service users and carers all working together, and reflect what we all believe makes a difference to the care we offer and to the way we work with one another.

## Our values... Our behaviours... Our future

Working together for better mental health...

### Positively...



#### Be proactive...

Look for solutions, think creatively and focus on what we can do

#### Take pride...

Always do our best

#### Take responsibility...

Plan ahead, be realistic and do what we say we will

#### Support people to set and achieve goals...

And be the best they can

#### Recognise people...

Their efforts and achievements, and say thank you



Working together  
for better mental health

### Respectfully...



#### Value everyone...

Acknowledge people's unique experiences, skills and contribution

#### Step into other people's shoes...

Notice what's actually happening

#### Take time to care...

Be welcoming, friendly and support others

#### Be professional...

Respect people's time and be aware of our impact

#### Be effective...

Focus on the purpose and keep it as simple as possible

### Together...



#### Involve people...

Make connections and learn from each other

#### Share...

Knowledge, information and learning

#### Keep people updated...

With timely, open and honest communication

#### Have two-way conversations...

Listen and respond

#### Speak up...

Seek, welcome and give feedback

nsft.nhs.uk

By demonstrating our three signature behaviours and 'living our values' we will develop our Trust, our people, and continue to improve the quality of everything we do.

- Value everyone
- Take time to care
- Step into other people's shoes

## **REGISTERED HEALTH PROFESSIONAL**

All staff that are members of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure that they are familiar with and adhere to these requirements.

## **SUPERVISORY RESPONSIBILITIES**

N/A

## **Equality and Diversity**

We live our values. We work positively, respectfully and together with all our colleagues. We understand, appreciate and follow our Equality Policy in line with the Equality Act. We do not discriminate on the grounds of age, disability, gender re- assignment, marriage and civil partnership (unless eliminating unlawful discrimination), pregnancy and maternity, race – this includes ethnic or national origins, colour or nationality - religion or belief – this includes lack of belief, sex, sexual orientation

We recognise the importance of people's rights and act in accordance with legislation, policies and procedures because we know that:

- acknowledges and recognises people's expressed beliefs, preferences and choices respects diversity
- values people as individuals
- promotes equality through our work
- takes into account our own behaviour and its effect on others

## **RISK MANAGEMENT / HEALTH AND SAFETY**

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures as laid down by the Trust. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

## **FLEXIBILITY**

You are expected to be flexible in the duties you carry out and the Trust reserves the right to vary your duties from time to time in line with service needs and as commensurate with your Pay Band. You may, therefore, be required, during the course of your employment, to work in a different location and/or to carry out alternative duties consistent with your status, role, knowledge and experience, taking account of any professional registration and/or qualification requirements, and which are commensurate with your Pay Band; this may include a temporary or longer-term transfer to work within a different Locality or Service. Arrangements under your Terms and Conditions of Service and Trust policies will apply.

## **RECORDS MANAGEMENT**

The post holder has responsibility for timely and accurate record keeping where appropriate and in line with professional guidelines.

The post holder has responsibility for the creation, maintenance and storage of records in accordance with Trust policy, including email documents and regarding the Data Protection Act, The Freedom of Information Act and other relevant statutory requirements. Training will be provided in appropriate information management for the post.

## **INFORMATION TECHNOLOGY**

The post holder is expected to have a reasonable level of competence and confidence in using IT systems (e.g. Outlook, Word, clinical or other record systems) relevant to the role.

## **SUSTAINABILITY**

Carbon reduction and sustainable development are issues that impact on the lives of everyone, and it is expected that all staff will commit to the principles of carbon reducing behaviours and sustainable development to ensure that resources are used efficiently, our carbon footprint is reduced and health services continue to improve.

## **SAFEGUARDING**

### **Clinical\***

NSFT expects all practitioners to act in accordance with statutory and local policies regarding recognition, reporting, information sharing, record keeping and joint working in relation to the Safeguarding of Children and Adults as outlined in the Children Act 1989/2004, Working Together to Safeguard and Promote the Welfare of Vulnerable Children 2018 and the Care Act 2014.

## **WORKING WITH FAMILIES OF SERVICE USERS**

Ensure that (practitioners / clinicians etc.) when working with service users consider the effects and impact of their mental health and risk behaviours on their families, and provide appropriate support, advice and education for all family members. The needs of children and young people within the household/family should be given special consideration in line with Social Care Institute for Excellence's guidance "Think Child, Think Parent, Think Family" and must always be the priority for NSFT staff across all roles and services.

## **CONFIDENTIALITY**

The post holder is required to maintain confidentiality of information in accordance with professional and Trust policy. The post holder may access information only on a need-to-know basis in the direct discharge of duties and divulge information only in the proper course of their duties.

This job description is an outline and account of the main duties required to carry out the post. It will be reviewed periodically to reflect changes and developments in service requirements. The post holder is advised that they have a responsibility to ensure they are familiar with their Terms and Conditions of Service detailed in the Contract of Employment.

## INFECTION PREVENTION

NSFT expects all staff to act in accordance with statutory requirements regarding infection prevention as outlined in the Health & Social Care Act 2008, Code of Practice on the prevention and control of infection 2015. NSFT staff are responsible for protecting themselves and others against infection risks and complying with infection control policies and procedures.

Signed:.....Manager

Signed:.....Post Holder

## PERSON SPECIFICATION

The person specification should set out the qualifications, experience, skills and knowledge, personal attributes, interests and other attributes necessary for the post holder to perform the job to a satisfactory level.

### JOB TITLE

	<b>ESSENTIAL</b>  The 'essentials' should be common for all of our Band 6 CAP posts, with additional desirables adding the extra that might be relevant to a specific post	<b>DESIRABLE</b>  Extra qualities that can be used to choose between candidates with all essential criteria	<b>METHOD OF ASSESSMENT</b>
<b>QUALIFICATIONS</b>	Masters Clinical Associate in Psychology qualification  Registered on the BPS Wider Psychological Workforce register as an Clinical Associate in Psychology (CAP)		<b>Certificates</b>

<b>EXPERIENCE</b>	<p>Relevant supervised experience of delivering psychological assessments and interventions in [setting/service user group relevant to their specific scope of practice]</p> <p>Experience of working in a setting with Service Users presenting with moderate to severe mental health difficulties</p> <p>Experience of working within a multi-disciplinary team.</p>		<b>Application Form / Interview / References</b>
	<p>Relevant CPD as required by the BPS.</p>		



<b>KNOWLEDGE / SKILLS</b>	<p>Masters level knowledge of psychological theory and research, including psychological assessment, formulation, intervention and evaluation.</p> <p>Masters level knowledge of mental health presentations, within [specific scope of practice].</p> <p>Masters level knowledge of applied research design and methodology.</p> <p>Knowledge of wider healthcare systems, NHS services and the role of psychological services within the NHS.</p> <p>Skills in managing time and workload in the context of multiple competing demands.</p> <p>Computer literacy and relevant IT skills.</p> <p>Evidence of good oral and written communication skills based on fluency on the English language.</p> <p>Skills in conceptualising, analysing and communicating complex information.</p> <p>Excellent interpersonal skills including the ability to build rapport, communicate</p>		<b>Application Form / Interview / References</b>
---------------------------	---	--	--

	<p>empathically and sensitively in a manner appropriate to the context and recipient.</p> <p>Awareness of the potential impact of disadvantaged, discrimination and adverse events on mental health.</p>		
<b>Personal qualities</b>	<p>Awareness of their own competence and expertise and work within those boundaries.</p> <p>Aware of the expectations of professional and ethical behaviour and act in accordance with these.</p> <p>Ability to work effectively as part of a team.</p> <p>Ability to work with people from a wide range of backgrounds.</p> <p>Aligned with Trust values and able to model this in their attitude and behaviour: ensuring that the organisational values of being open, compassionate and empowering are demonstrated by self and others every day and that any matters of concern are addressed in a timely way, either directly; or raised with the relevant Line Manager; or through the relevant processes within the Trust as appropriate.</p>		<b>Application Form / Interview / Document Check</b>

<b>Additional</b>	Fit to work (OH assessment)		
	Satisfactory Enhanced check with the		
	Disclosure and Barring Service		
	[Current driving licence if required]		
	Ability to travel across sites and across Trust boundaries to attend meetings, etc.		

	Positively...	Respectfully...	Together...	METHOD OF ASSESSMENT
VALUES (APPLICABLE TO ALL POSTS)	Look for solutions, think creatively and focus on what we can do	Acknowledge people's unique experiences, skills, and contribution	Make connections and learn from each other	Application and Interview
	Take pride...  Always do our best	Step into other people's shoes...  Notice what's actually happening	Share...  Knowledge, information and learning	
	Take responsibility...  Plan ahead, be realistic and do what we say we will	Take time to care...  Be welcoming, friendly and support others	Keep people updated...  With timely, open and honest communication	
	Support people to set and achieve goals...  And be the best they can	Be professional...  Respect people's time and be aware of our impact	Have two-way conversations...  Listen and respond	

	Recognise people...	Be effective...	Speak up...	
	Their efforts and achievements, and say thank you	Focus on the purpose and keep it as simple as possible	Seek, welcome and give feedback	

## FURTHER INFORMATION

Please enter here details of frequency and intensity of each element

(e.g. mental effort)	Details of frequency and intensity
<b>Working conditions</b>	
Inclement weather	
Extreme Temperatures	
Unpleasant smells	
Noxious Fumes	
Excessive noise/vibration	
Continuous use of VDU equipment	Use of PC for inputting assessments, notes, etc on a daily basis
Unpleasant substances	
Infectious material	
Body Fluids, Faeces/Vomit	
Dust/Dirt	
Humidity	
Contaminated equipment/work area	
Driving/Being Driven (normal conditions)	
Driving/Being Driven (emergency conditions)	
Fleas/Lice/Infestation	
Dangerous Chemicals – Substances in containers	
Dangerous Chemicals – Substances (uncontained)	
Exposure to verbal aggression (little/no support)	
Exposure to physical aggression (little/no support)	

<b>Physical effort</b>	
Working in uncomfortable conditions	
Working in physically cramped conditions	
Making repetitive movements	
Lifting weights/equipment without mechanical aid	
Climbing or crawling	
Manipulating objects	
Manual Digging	
Running	
Standing/sitting with limited scope for movement	
Kneeling, crouching, twisting, bending, stretching	
Walking for long periods	
Heavy duty cleaning	
Pushing/pulling trolleys or similar equipment	

Working at heights	
Controlled restraint i.e. in post requiring training/certification	

<b>Emotional effort</b>	
Processing (e.g. typing/transmitting) news of highly distressing events	
Giving unwelcome news to patients / clients / carers / staff	
Caring for the terminally ill	
Dealing with difficult situations/circumstances	
Designated to provide emotional support to front line staff	
Communicating life-changing events	
Dealing with people with challenging behaviour	
Attending scenes of accidents	

<b>Mental effort</b>	
Carry out formal student/trainee assessments	
Carry out clinical/social care interventions	
Analyse statistics	
Operate equipment/machinery	
Give evidence in court/tribunal/formal hearings	
Attending meetings (if yes, describe role in "Further Information")	
Carry out screening tests/microscope work	
Prepare detailed reports	
Check documents	
Drive a vehicle	
Perform calculations	
Make clinical diagnoses	
Carry out non-clinical fault finding	

<b>Freedom to act</b>	
Does the post holder generally work without close supervision	
Does the post holder work without direct access to a manager	No
Does the post holder work without access to a manager by telephone	No
Is the post holder the lead specialist in their field	

**How often on average does the post holder give guidance and advice to others?**

Daily:  Weekly:

Other frequency (please comment)

--

**How often is the post holder's work checked/monitored/assessed?**

Daily:	<input type="text"/>	Weekly:	<input type="text"/>
--------	----------------------	---------	----------------------

Other frequency (please comment)

<b>In line management supervision and clinical supervision</b>
--

**Manager responsible for completion of this document**

**Name:**

N/A

**Member of Staff to whom this document relates:**

N/A

**Date Completed:**

**Review Date:**

**DISTRIBUTION:** One copy to member of staff, one copy to personal file.  
**Please ensure Job Description is agreed and signed by both manager and employee**