

# JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b>	Clinical Psychologist/ Counselling Psychologist
<b>Band:</b>	Band 7
<b>Hours:</b>	30 hours per week (0.8 WTE)
<b>Base:</b>	Callington Road Hospital
<b>Reports to:</b>	8B/8C Psychologist
<b>Professionally Accountable to:</b>	Consultant Clinical Psychologist

## Job Summary

- To provide a clinical psychology service to the specified Team/Service
- To assess and treat a specialist workload of clients and maintain associated records
- Participate in CPD and other developmental activities
- Undertake R & D and clinical audit
- Clinically supervise Assistant Psychologists, CAP's, other professionals and trainee Clinical Psychologist

## Description of the duties

## **CLINICAL**

- To provide a psychology service to the designated team including assessment and therapy both for individuals and groups as appropriate.
- To provide a specialist consultancy service to multidisciplinary teams and other agencies providing care for the client group.
- To participate in generic team duties as agreed by the operational manager and Psychology Lead as appropriate, to the needs of the service.
- To participate in clinical and caseload supervision arrangements provided by the Psychology Service.
- To maintain accurate records and to monitor clinical workload using agreed systems.
- To ensure timely recording of all data required by the Trust.
- To support the full implementation of CPA acting as care co-ordinator as appropriate to the needs of the service.

## **PROFESSIONAL**

- To adhere to the HCPC policies and procedures.
- To fully observe the BPS (1996) Code of Conduct and the DCP Guidelines for the Professional Practice of Clinical Psychology (1995).
- To be aware of, adhere to, and where appropriate, contribute to the formulation and review of Trust, Area and Clinical Psychology Service policies and procedures.
- To participate in local psychology meetings and Trust wide meetings as appropriate.
- To maintain and develop high standards of psychology practice by engaging in continuing professional development and co-operative working/networking with counselling and clinical psychologist colleagues.
- To participate in an annual performance appraisal.

## **SERVICE GOVERNANCE**

- To participate in service governance processes in the profession, ensuring a safe and effective service.
- To support and participate in multidisciplinary clinical audit.
- To liaise with other disciplines and agencies to ensure that best practice is shared.
- To promote the use of effective interventions in the service.

## **TRAINING AND STAFF DEVELOPMENT AND MANAGEMENT**

- To provide training, supervision and consultation in psychological approaches to other staff in the multidisciplinary team. This to include joint assessment with care co-ordinators, formulation of psychological problems and planning of interventions to be implemented by care co-ordinators or other team members with service users.

- To provide training and supervision to Band 4/5 psychologists, CAP's, work experience placements and trainees (alongside main identified supervisor).
- To collaborate with colleagues to develop and offer training courses, workshops and supervision groups to develop skills in psychological interventions.
- To contribute to the teaching of students and trainees in psychology, medicine, nursing and other health care disciplines.
- To agree a plan of personal development with the Psychology Lead and the post holder's line manager.
- Provide inclusive, compassionate and effective leadership for your team by setting clear vision and direction.
- Develop a culture and environment in which members of staff are encouraged and supported to deliver high- quality services and are supported to innovate and improve services where appropriate.
- Encourage your team to feel able to raise concerns openly and safely.
- Promote equality of opportunity in service delivery and employment, ensuring that no person receives less favourable treatment than another on the grounds of gender, marital status, race, religion, creed, colour nationality ethnic or national origin, sexual orientation or disability.
- Support prompt recruitment by identifying vacancies to the AWP Recruitment Team as soon as they arise, and participate in the selection and effective induction and onboarding of new joiners to the team.
- Ensure that all team members have a very positive introduction to the team and a well-supported first year.
- Take responsibility for encouraging people to stay with AWP, ensuring that you are aware whenever a member of your team is considering leaving, seeking to understand their reasons and encouraging them to stay.
- Ensure that key messages are cascaded in your team and that your team are encouraged to put forward suggestions.
- Show appreciation to your team when they do good work and support them when they are struggling.
- Consider the individual needs of team members for a healthy work-life balance and think about how their needs can be supported by providing flexible ways of working.
- Support all team members to keep their mandatory and statutory training up-to-date and identify the learning and development needs of all team members of the team ensuring that everyone has an up-to-date personal development plan (PDP).
- Ensure that every team member has at least an hour of supervision (one-to-one meeting) each month, this may include both managerial and clinical supervision.
- Ensure all team members receive a constructive assessment of their performance each year and set SMART objectives for the coming year.
- Seek support from the HR Team to tackle any worries regarding matters of discipline, including both conduct and capability concerns, supporting a 'just and restorative culture'. Take prompt action regarding serious concerns and ensure clear plans are in place for problems which are less serious in nature but prove difficult to resolve.

- Act as a positive role model at all times, encouraging people to feel equal members of the team whilst working within clear frameworks and policies.
- Promote effective use of bank and agency nursing staff, providing a safe and effective service, complying with regulatory standards.
- Ensure that you and your team understand all of the agreed key performance indicators for your service, particularly relating to outcomes and essential standards to be met.

#### **SERVICE AND POLICY DEVELOPMENT**

- To collaborate with other specialist staff in designated area to extend the range of specialist psychological and group interventions available across the area.

#### **RESEARCH AND DEVELOPMENT**

- To engage in research relevant to service priorities as appropriate.
- To participate in audit and service evaluation activities examining the effectiveness of current service delivery and leading to development of services relevant to client needs.
- To undertake advice, support and consultation to colleagues from other disciplines undertaking research in the area.

#### **COMMUNICATIONS AND WORKING RELATIONSHIPS**

With the following staff working and providing services in the designated area:

Specified Teams, specified sites, clinical psychologists and other staff and teams providing specialist psychological therapies and mental health care across the designated area.

#### **DIMENSIONS:**

Budget Managed: £

Number of staff responsible for:

Number of sites working across:

## **General information for all employees**

Below is the section of the Job Description with general information for all employees and the requirements on all employees to behave in accordance with AWP values and to support and comply with Policy and Legislation. Some policies are highlighted and must be read by all employees – all AWP policies are available on the intranet to employees or you can ask your manager for the policy. Anyone who has any difficulty understanding these requirements please highlight this to your line manager.

## **Values and behaviours**

AWP has a set of values. Your behaviours should reflect AWP **PRIDE** values:

**Passion:** Doing my best all of the time

Everything I do is in the interests of everyone who uses our services

I am positive and enthusiastic in my work

I am receptive to new ideas and service improvements

I actively seek opportunities to learn and develop

**Respect:** Listening, understanding and valuing what you tell me

I show compassion and kindness at all times

I am a team player and support my colleagues

I listen carefully and communicate clearly

I respond positively to differences of opinion

**Integrity:** Being open, honest, straightforward and reliable

I encourage and value feedback from others to help me develop

I try to always do what I say I will do

I am open and honest about when things have not gone well

I raise concerns and report incidents that arise

**Diversity:** Relating to everyone as an individual

I try to listen without judging

I respect other people's culture, beliefs and abilities

I actively take account of the needs and views of others

I understand and support the benefits that diversity brings to my team

**Excellence:** Striving to provide the highest quality support

I set high standards for my work and personal conduct

I plan my workload and deliver on my commitments

I make best use of available resources

I put forward ideas to improve the quality of services

## Service User Experience Statement

In all service user and carer contact, your attitude, actions and ambitions should reflect wholeheartedly AWP's motto of 'You matter, we care'. Your goal must be to provide for each individual the quality of care, support and involvement that you would personally expect from a leading mental health trust. 'You matter, we care' should shape your approach to all those who have contact with AWP.

## Other Information

### CONFIDENTIALITY

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with relevant legislation, the Caldicott principles and the common law duty of confidentiality. The post holder must follow record-keeping guidelines to ensure compliance with the Freedom of Information Act.

### VALUING DIVERSITY & HUMAN RIGHTS

No person should receive less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status and must not be placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. AWP has an **Equality Policy** and it is for each employee to contribute to its success.

### INFECTION CONTROL AND HEALTH AND SAFETY

The prevention and control of infection is the responsibility of all employees. Employees must be aware of **Infection Control Policies**, procedures and the importance of protecting themselves and their clients in maintaining a clean and health environment. All staff must comply with all **Health & Safety Policies and Procedures**. Staff must be aware of the responsibilities placed on them under Health and Safety legislation and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

### NO SMOKING

There is a **Smoke Free Policy** in operation. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

### DATA PROTECTION

If you have contact with computerised data systems you are required to obtain, process, and/or use information held on a computer or word processor in a fair and lawful way, to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed. All staff who contribute to patients' care records are expected to be familiar with, and adhere to the **Information Governance Policy**. Staff should be aware that patients' care records will be subject to regular audit.

### RISK MANAGEMENT

All AWP employees are accountable, through the terms and conditions of their employment, professional regulations, clinical governance and statutory health and safety regulations, and are

responsible for reporting incidents, being aware of the **Risk Management Policy** and emergency procedures and attendance at training as required.

#### **SAFEGUARDING & DUTY OF CANDOUR**

AWP is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff are expected to implement the **Safeguarding Policy** and Procedures, act promptly on concern, communicate effectively and share information appropriately. All staff must be familiar with and adhere to AWP's safeguarding procedures and guidelines. All staff have a Duty of Candour to inform their line manager/supervisor as soon as practicable, when they believe or suspect that treatment or care it provided has caused death or serious injury to a patient.

#### **STANDARDS OF BUSINESS CONDUCT AND 'BOUNDARIES'**

You are required to adhere to all corporate policies, including AWP **Standing Orders and Standing Financial Instructions**. This includes not accepting gifts or hospitality in the course of your duties, not acting fraudulently and maintaining appropriate behavioural 'boundaries' regarding your interactions with service users, staff and stakeholders.

**Sustainability is integral to the Trust achieving the NHS Net Zero target. All staff are therefore actively encouraged and supported to implement new ways of working within their field of expertise.**

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder on a regular basis. You may be required to work at other locations within AWP as determined by the duties of your post. You may be required to undertake any other duties at the request of the line manager, which are commensurate with the role, including project work, internal job rotation and absence cover. This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.

# PERSON SPECIFICATION

**JOB TITLE** Clinical Psychologist / Counselling Psychologist – Band 7

Requirements	Essential	Desirable
<b>Education and Qualification</b>	<ul style="list-style-type: none"><li>• Doctoral Clinical/ Counselling Psychology qualification or equivalent</li><li>• HCPC Registration</li><li>• Eligible for Chartered Psychologist status</li></ul>	Click or tap here to enter text.
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"><li>• Evidence of interest in working with women and birthing people in the perinatal period</li><li>• Experience of working in a multidisciplinary team</li><li>• Experience of delivering evidence-based assessment and therapeutic interventions</li></ul>	<ul style="list-style-type: none"><li>• Experience of teaching/training</li><li>• Experience of working in a perinatal mental health service</li></ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• Effective team player with good communication with liaison skills</li><li>• Well organised with good administration skills</li><li>• Empathy/engagement skills with the client group</li><li>• Ability to cope with workload pressure/prioritise workload</li><li>• Ability to work independently</li><li>• Self-awareness and emotional resilience</li></ul>	Click or tap here to enter text.

**Date Job Description and Person Specification agreed: 13/12/2021**