

## **HERTFORDSHIRE PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST**

<b>Job Title:</b>	Associate Practitioner/Assistant Psychologist
<b>Grade/Band:</b>	Band 4
<b>Department:</b>	Learning Disabilities & Forensic Services
<b>Responsible to:</b>	Team Leader/Psychologist, Beech Low Secure Services, HPFT
<b>Accountable to:</b>	Ward Manager, Beech Low Secure Services, HPFT
<b>Base:</b>	Beech Low Secure Forensic Services (Beech Unit, Low Secure Services; Kingsley Green, Harper Lane, Radlett; WD7 9HQ)

### **Hertfordshire Partnerships University NHS Foundation Trust**

- Hertfordshire Partnership University NHS Foundation Trust (HPFT) is an exceptional organisation with big ambitions, our aim is to be the leading provider of mental health and specialist learning disability services in the country.
- With a workforce of around 3,500 people and an annual income of some £330million this year, the Trust provides integrated health and social care services through a network of community and inpatient settings, serving diverse communities across Buckinghamshire, Essex, Hertfordshire and Norfolk. As a university NHS foundation trust, HPFT continues to develop strong links with the University of Hertfordshire, providing excellent learning and development opportunities, as well as strengthening our clinical research capability.
- Whilst it is a challenging period for the NHS, there has never been a more exciting time to join HPFT following our CQC rating of Outstanding awarded to us in April 2019.

### **Our Services**

We provide mental health and social care services - including Adults of Working Age, Older Adults, Children and Adolescents and Specialist Learning Disabilities services.

The Trust works in close partnership with Hertfordshire County Council and also with other NHS organisations to promote and support mental health in the community. We also provide specialist learning disability services in Norfolk and North Essex.



The Trust provides:

- Community Services including local teams for mental health.
- Acute and Rehabilitation Services including inpatient services and crisis team.
- Specialist Services such as mental health services for older people, eating disorders, and our mother and baby unit.
- Learning Disability and Forensic Services.

## Our Mission

**“We support people to live their lives to their full potential by enabling them to keep mentally and physically well.”**

Everything we do is aimed at providing consistently high quality, joined up care, support and treatment that:

- Empowers individuals to manage their mental and physical wellbeing.
- Keeps people safe from avoidable harm.
- Is effective and ensures the very best clinical and individual recovery outcomes.
- Provides the best possible experience.

## Our Vision

Our conversations with service users, carers, staff, commissioners and the wider communities we serve have informed a simple but ambitious vision:

***“Delivering great care, achieving great outcomes - together”.***

We will achieve our vision by:

- Putting the people who need our care, support, and treatment at the heart of everything we do – always.
- Consistently achieving the outcomes that matter to the individuals who use our services, and their families and carers, by working in partnership with them and others who support them.
- Providing the very best experience of joined-up care in line with what service users and carers have told us makes ‘Great Care’.

## Great Together

Great Together, our Trust strategy for 2023 – 2028, has been developed and co-produced with our service users, carers, staff, partners and local communities and gives us a clear roadmap to achieve our vision of great care and great outcomes.

Great Together places service users and carers at the centre of what we do; commits us to addressing inequalities and achieving equity; focuses on developing our people and creating a vibrant learning organisation whilst working in strong partnerships to deliver high quality care.

## Values and Behaviours



Our values and behaviours have been developed by over 800 service users, carers and members of staff. They describe how we aim to be with service users, carers and each other. By living our values, we will deliver our ambition to be a leading provider for everyone we work with.

	<i>we are...</i>	<i>you feel...</i>
<b>Our Values</b>	<b>Welcoming</b>	✔ Valued as an individual
	<b>Kind</b>	✔ Cared for
	<b>Positive</b>	✔ Supported and included
	<b>Respectful</b>	✔ Listened to and heard
	<b>Professional</b>	✔ Safe and confident

### **Our values set the tone for:**

- The way we plan and make decisions.
- The way we behave with service users and each other.
- The kind of colleagues we recruit.
- The way we induct, appraise, and develop our staff.

### **Job Summary**

This post is equally split between an Associate Practitioner nursing role on Beech Low Secure Ward and an Assistant Psychologist role within the Adult Mental Health Forensic Psychology Service (AFPS) covering both Beech Low Secure Ward and the Community Forensic Team.

All staff should comply with the Trust's Anti-Discriminatory Statement, Employee Charter, Trust Policies and Procedures, Code of Conduct and Equality and Diversity.

### **Key Relationships**

The post holder will spend half of their time working within the nursing team on Beech Low Secure Ward. They will be supervised for this work within the nursing structure on the ward and will be accountable to the Team Leader and Charge Nurse. Beech LSU is a 15 bed unit for adult males detained in hospital through the criminal justice system.

The other part of their time will be spent within the psychology team, where they will be accountable to the Clinical Lead Psychologist for the team. They will be working with Beech patients and with HPFT service users in the community who reach the threshold for the Community Forensic Team for assessment and intervention.

### **Duties and Responsibilities**

#### **Clinical Responsibility**

- To be responsible in discharging duties and carrying out clinical nursing procedures/techniques within agreed competencies, to have an active role in developing a supervisory relationship with a designated registered practitioner.

- To recognise and promote all aspects of cultural diversity, devising care plans as guided by a registered practitioner, that respond positively diversity with sensitivity
- To promote the development of evidence based clinical processes and standards of practice across the service area as agreed and supported as part of a monitored supervisory relationship.
- Contribute to the monitoring of the physical environment ensuring that it is safe and conducive to the therapeutic work of the unit/community setting.
- Assist in the physical health care assessment of service users and report any changes in service users physical health to the registered practitioner, based on agreed protocol and supported competencies.
- Provide information on health promotion and healthy living as appropriate to need
- Maintain clear, timely, comprehensive and contemporaneous written clinical records on all patients in accordance with Trust policies
- Utilise designated recovery tool with outcomes focusing on care planning; ensuring patients understand they will be worked in a collaborative manner to engage in social inclusion activities such as seeking employment, education and independent living.
- Undertake protocol based psychological assessments of service users applying psychological measures, including psychometric tests, self-report measures, rating scales, direct and indirect structured observations and semi-structured interviews with service users, family members and others involved in the service user's care.
- Assist in the formulation and delivery of care plans involving the psychological treatment and/or management of a service user's difficulties, under the supervision of a qualified psychologist.
- Assist in the delivery and evaluation of group treatment programmes such as: risk and safety groups; substance misuse groups, and other offence specific groups.
- Work with other members of the staff team to assess service users and review their care in preparation for multi-disciplinary reviews & CPA meetings.
- Assist in the development of a psychologically based framework of understanding and care to the benefit of all service users of the service, across all settings where care takes place.
- Attend and contribute to appropriate multi-disciplinary meetings.

### **Leadership and Staff Management Responsibility**

- To lead and manage other unregistered staff, acting as an exemplar and role model within the nursing team, reporting to a designated or identified registered nurse
- To provide clinical supervision to junior nursing staff as per Trust policy

- In consultation with the Team Leader and Charge Nurse, to set and review performance objectives for Health Care Assistants where appropriate. This will include supporting staff in their ongoing personal development
- In common with all assistant psychologists, to receive regular clinical supervision in accordance with professional practice guidelines.
- To gain wider experience of professional psychology within the NHS over and above that provided within the principal service area where the post-holder is employed.
- To develop skills and competencies that assist in the delivery of current duties.
- To contribute to the training and support of other staff in psychological care, especially in areas related to learning disabilities, offending behaviours, mental health and personality disorder.

### **Financial Responsibility**

- To assist the Team Leader and Charge Nurse in the effective use of resources at all times
- To assist the Team Leader and Charge Nurse in the care and safe custody of service user's monies and property in accordance with the Trust's standing financial arrangements.

### **Service Development and Improvement**

- To comply with the Trust's requirement in attending all relevant mandatory training
- To contribute to and support delivery of in-service training for unregistered nursing staff working in the service area and business unit, in conjunction with members of the management team
- To develop and maintain own clinical competence and development profile, in line with agreed competency framework (Portfolio of evidence)
- To assist in the design and implementation of service development projects within the service and attend meetings where they are discussed as required.
- To assist in the design and implementation of audit and research projects relating to the assessment and treatment of service users.
- To assist in the design and implementation of service evaluation projects to evaluate group programmes & other interventions.
- To undertake data collection, where possible, and analysis using SPSS and Excel.
- To undertake searches of evidence-based literature and research to assist qualified psychologists in evidence based practice in individual work and work with other team members.

- To produce audit and research reports to be disseminated locally and nationally through poster and oral presentations at a variety of research, academic and clinical forums.

## **Communications**

- To act at all times in safeguarding the integrity, confidentiality and availability of sensitive information relating to both service users and staff
- To demonstrate excellent interpersonal skills
- To communicate effectively with members of the Multidisciplinary Team (MDT)
- To demonstrate de-escalation skills in managing aggression exhibited by service users
- To demonstrate good verbal presentation skills
- To maintain appropriate therapeutic boundaries with service users
- To promote effective flow of communication among all relevant parties
- To ensure effective and collaborative working with staff from other provider and commissioning organisations.
- Responsible for personal record keeping, processing and storage of data and taking and transcribing minutes where appropriate.
- To ensure that all databases related to the service area are maintained satisfactorily.
- Utilising IT skills and knowledge to access and input clinical information and data to the Trust Electronic Patient Records.

## **Other Additional Information**

The following statement forms part of all job descriptions: -

### **Health and Safety**

The post holder has a duty of care to themselves and to others with whom they come into contact in the course of their work as laid down in the Health and Safety at Work Act 1974 and any subsequent amendment or legislation.

### **Infection Control**

All Trust staff will:

Act as a role model and champion for the highest standard of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.

Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene.

Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection.

### **Equality and Diversity**

Hertfordshire Partnership University NHS Foundation Trust is committed to providing an environment where all staff, service users and carers enjoy equality of access, provision, opportunity and outcomes.

The Trust works to eliminate all forms of discrimination and recognise that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

Providing equality of opportunity means understanding and appreciating the diversity of our staff, service users & carers and ensuring a supportive environment free from harassment. As a result, Hertfordshire Partnership University NHS Foundation Trust actively encourages its staff to challenge discrimination and promote equality of opportunity for all.

### **Confidentiality**

Employees must maintain confidentiality of staff, patients and Trust business and have a responsibility to comply with the General Data Protection Regulations (GDPR) 2018 and be aware of the Caldicott principles. If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose. You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the General Data Protection Regulations (GDPR) 2018. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training.

### **Standards of Business Conduct and Conflicts of Interest**

The Trust has adopted a Standards of Conduct Policy, which reflects NHS Management Executive Guidelines. It is the responsibility of all staff to ensure that they act as a role model, by upholding the principle of a leading mental Trust. Staff should be informing their line manager if they are working for any other organisation to ensure that this Trust complies with the Working Time Regulations.

### **Information and Records Management**

The post holder must be competent in using IT and have the relevant skills to carry out the activities required for the post.

To comply with the Data Protection Act 1998, Freedom of Information Act 2000 and Department of Health Code of Confidentiality in line with Trust procedures.

To adhere to the Trust's policies on records management including creation, use, storing and retention and disposal of records.

Adhere to the Trust's Corporate Identity (using the standard templates – available on the Trust intranet 'HIVE').

### **Safeguarding Adults and Children**

The Trust is committed to ensuring adults and children are protected and come to no harm from abuse. All employees have a responsibility to be aware of national and local policies, their individual responsibilities with regards to the protection and safeguarding of both adults and children and must adhere to them at all times.

### **Organisational Change**

As services develop and change, the post holder may be required to undertake other responsibilities within the Trust.

### **Flexible Working**

The Trust believes that its staff members are its most valuable asset and is committed to attracting and retaining the very best, and utilising all the talent and experience available. The Trust recognises the importance of helping its employees balance their work and home life by offering flexible working arrangements that enable them to balance their working life with other priorities, including parental and other caring responsibilities, life-long learning, charity work, leisure activities and other interests.

### **Health and Safety**

Health and Safety at Work In accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, staff have a duty to take responsible care to avoid injury to themselves and others by their work activities, to maintain a safe working environment for patients, visitors and employees and to co-operate in meeting statutory requirements

### **Review**

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post holder.



## PERSON SPECIFICATION

Job Title: Associate Practitioner/Assistant Psychologist

Department: Learning Disabilities &amp; Forensic Services

Date last reviewed: 25/1/24.

CRITERIA	ESSENTIAL	DESIRABLE
<p><b>QUALIFICATIONS/EDUCATION/TRAINING</b></p> <p>Foundation Degree in Health and Social Care (FdSc) or a willingness to undertake this</p> <p><u>Or</u></p> <p>Psychology Honours Degree (minimum 2:1) in Psychology, accredited by the British Psychological Society.</p> <p>Training in risk assessment measures, e.g. HCR20v3.</p>	A/I	A/I
<p><b>PREVIOUS EXPERIENCE</b></p> <p>Minimum of 3 years experience as a Health Care Assistant – working in a Health &amp; Social Care setting/or a similar setting.</p> <p>Experience of working with individuals with complex needs including developmental disorders, mental illness and forensic issues.</p> <p>Experience of communicating with clients who have severe limitations in comprehension and expression.</p> <p>Experience of working across a range of care settings including out-patient, in-patient, community and residential care settings.</p>	<p>A/I</p> <p>A/I</p>	A/I
<p><b>SKILLS/KNOWLEDGE/ABILITY</b></p> <p>Good knowledge of relevant psychological theories, psychometric assessment and associated literature.</p> <p>Knowledge of psychological interventions (i.e. cognitive-behavioural therapy or an equivalent approach)</p>	A/I	

<p>Knowledge in the use of Positive Behaviour Support (PBS) plans.</p> <p>Proficiency in psychological assessment.</p> <p>Proficiency in research including sampling, qualitative data collection, quantitative data collection and statistical analysis.</p> <p>To be conversant with factors that cause mental illness/learning disability and the impact and preferred treatment methods or approaches to support and manage.</p> <p>Have informed knowledge and understanding of the Mental Health Act 1983 amended 2007 in particular Part 3 of the Act and other legislations such as Safe Guarding Children, Adults, DOLS, Mental Capacity Act 2005 and others relating to care of service users in the community</p> <p><b>COMMUNICATION SKILLS</b></p> <p>High level communication skills (written and verbal) including an ability to communicate and work in settings in which the atmosphere may be highly emotive.</p> <p>Ability to communicate sensitive information to service users, carers and colleagues.</p> <p>Ability to recognise and reflect on barriers to effective communication, modifying communication in response</p> <p>Keep accurate and complete records and communication consistent with legislation, policies and procedures</p> <p>Ability to chair meetings effectively</p> <p>Proficiency in keyboard skills, word processing, and internet and email use</p> <p><b>ANALYTICAL SKILLS</b></p> <p>An ability to apply existing psychological knowledge to a forensic context.</p> <p>Demonstrate good decision making skills</p> <p>Knowledge and ability to positively manage change</p> <p><b>PHYSICAL SKILLS</b></p> <p>Physically fit and able to successfully complete a prevention and management of aggression training course, and annual refresher training</p> <p>Car driver (unless you have a disability as defined by the Equality Act 2010 which prevents you from driving)</p>		
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<p><b>PHYSICAL EFFORT</b></p> <p>Flexibility to support service users both within the service area and utilisation of local communities</p> <p>Able to sit for lengthy periods of time while demonstrating active listening skills</p> <p>Psychomotor skills necessary to administer complex psychological tests and video equipment</p> <p><b>MENTAL EFFORT</b></p> <p>Able to concentrate intensely for a substantial proportion of working time, during client contact, teaching/supervision sessions, team meetings, preparing written work etc.</p> <p><b>EMOTIONAL EFFORT</b></p> <p>Able to function in potentially traumatic circumstances and in highly emotionally distressing circumstances on a frequent basis (e.g. in dealing with service users with serious mental illness, histories of homicide and serious violence, self-harm, sexual abuse)</p> <p>Able to provide services in a secure environment with service users who are disturbed and sometimes violent and where the awareness of the risk of assault must always be maintained</p>		
<p><b>ADDITIONAL INFORMATION</b></p> <p><b>Values/Motivational/Personal Qualities/Diversity</b></p> <ul style="list-style-type: none"> <li>• Welcoming</li> <li>• Kind</li> <li>• Positive</li> <li>• Respectful</li> <li>• Professional</li> </ul>	A/I	

**A- Application Form**

**I – Interview**

**T – Test**



**Template: July 2023**