

SECONDARY CARE MENTAL HEALTH

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE:	Clinical or Counselling Psychologist for Psychological Services in IPU 3-8
BAND:	8a
REPORTS TO:	Team Manager
BASE:	Community Resource Centre

JOB SUMMARY

- To support the systematic provision of a high quality specialist Psychological Service to a wide range of patients and carers who are referred to the IPU
- This will involve a proportion of Face-to-Face work of c. 50%, unless this is changed by agreement with the line manager.
- To work within a multidisciplinary team in these services to achieve service goals.
- To develop, within the MDT ways of providing efficient and effective services.
- To provide specialist psychological assessments and interventions to patients and carers. To provide a "Trusted Assessment" role in the service if required.
- To supervise and support psychological assessment, formulation and therapy provided by other clinicians involved with these services, working autonomously within professional guidelines, exercising full clinical responsibility, and implementing changes where necessary.
- To supervise and give day to day management to junior psychological/therapist staff, as required.



Respect



Excellence



Integrity

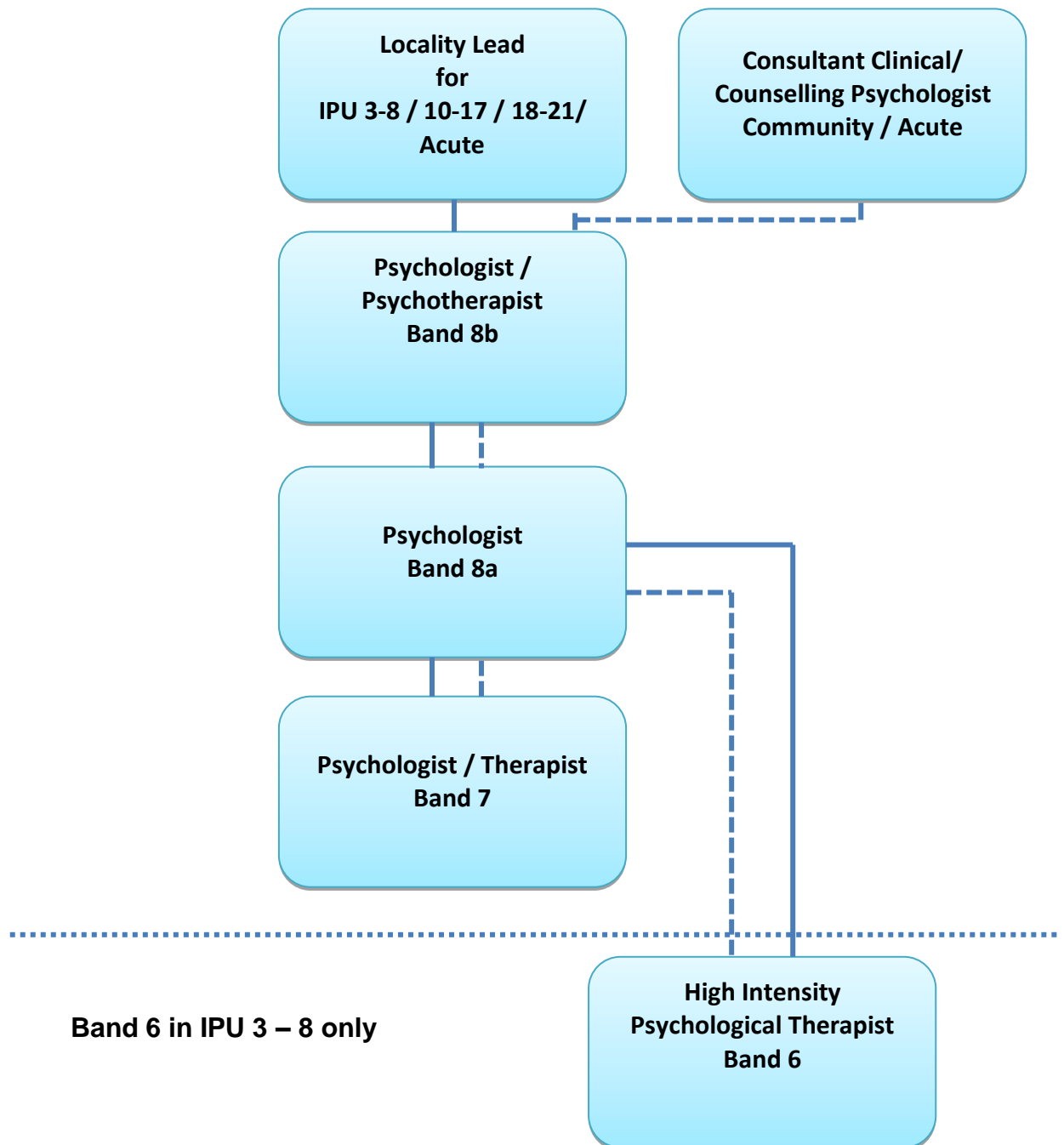


Collaboration



Compassion

ORGANISATIONAL CHART



Key:

Line management / day to day management
Professional Leadership



Respect



Excellence



Integrity



Collaboration



Compassion

MAIN RESPONSIBILITIES OF THE POST

Organisational Values:



Compassion - We are compassionate, kind and caring to everyone, including people who use our services and people we work with.



Respect - We are civil and respectful. We celebrate diversity and always appreciate the views of other people.



Excellence - We always do our best and seek to achieve excellence in all we do. We innovate and try out new things, and when things don't go to plan we embrace this as an opportunity to learn and improve.



Collaboration - We take pride in involving people and working together as an inclusive team, both within our organisation, and in co-production with people who use our services, carers, partners, local community groups and others.



Integrity - We do the right thing and people can trust us. We are open, honest and transparent, even when things go wrong.

- To provide specialist psychological assessment and therapy for clients in the IPU using complex psychological data gained from a variety of sources appropriately.
- To gather and interpret psychological and neuropsychological information and to develop psychological formulations from this to assist in the diagnosis, treatment and management of the presenting issues.
- To ensure the systematic provision of the psychological service provided by the individual and any staff reporting to them, including the responsibility to prioritise work appropriately.
- To communicate assessment results, formulations, outcome data, and other complex and sensitive information orally and in written form in order to support the work of multidisciplinary colleagues.
- To provide specialist psychological and neuropsychological advice, guidance, consultation and supervision to other professionals and staff contributing to the formulation, diagnosis, treatment plans and management of patients, both within and outside the Trust.
- To undertake formal assessments e.g. of capacity, safeguarding and risk, to take the appropriate steps to manage the situation, and to provide advice to other professionals on the psychological aspects of the assessment and associated management issues.



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- To plan therapeutic interventions which can be delivered by other staff in line with the evidence base and NICE guidelines. To train and supervise their delivery, ensuring appropriate measurement and review of outcomes.
- To contribute to the development of services within the IPU, reviewing service outcomes, designing and participating in audit, research and clinical governance initiatives, and reporting on the results. This will involve communication with a wide range of clinical and managerial colleagues, within and outside the Trust.
- To work cooperatively with colleagues to achieve service goals and maximise service effectiveness.
- To manage junior staff, as required.
- To provide supervision to trainee clinical psychologists on placement, junior staff, volunteers and other colleagues, including professional and doctoral research supervision, as required.

Communication

- To provide and receive information which is very sensitive, very complex and often contentious and unwelcome, involving a range of patients, carers, multidisciplinary colleagues, managers and Third Sector colleagues. The setting for communication will often be highly emotive and may be antagonistic, requiring a very high level of interpersonal and communication skill, both verbally and in written communication, explaining, educating and persuading in innovative ways where necessary.
- Communicate with both internal and external stakeholders, such as service users, carers, other teams, third sector and voluntary organisations, using tact and diplomacy in response to situations that may be complex and sensitive and may have resulted from conflict.
- Provide advice within their own competence, using their initiative and following organisational procedures in routine and crisis situations
- Apply communication skills which take account of age-related, as well as, other communication needs and differences, in order to plan, deliver and evaluate services for people.



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- To provide and receive information which is very sensitive, very complex and often contentious and unwelcome, involving a range of patients, carers, multidisciplinary colleagues, managers and Third Sector colleagues. The setting for communication may be highly emotive and may be antagonistic.
- To show a very high level of interpersonal and communication skill, both verbally and in written communication, explaining, educating and persuading in innovative ways where necessary.
- Apply enhanced communication skills both oral and written. Communicate information within records and reports within their service area. This may also include the need to respond to and offer and reassurance to questions and concerns from a variety of groups, such as service users, carers and other staff/teams.
- Comply with and implement local and Trust policies and procedures regarding appropriate communication.

Analytical and Judgmental Skills / Freedom to Act

- To participate in regular clinical and managerial supervision, working at all times within professional guidelines and adhering to standards set out by the Health Professions Council.
- To produce Psychological formulations and advice in complex clinical situations, which will require the combination of a range of complex, and sometimes contradictory, unclear or conflicting information to make clinical judgements.
- Act within the limits of their competency and authority in line with their professional code of conduct and professional guidelines.
- Take responsibility and actively participate in both managerial and professional supervision to ensure their competence and support their continuous professional development.
- Provide clinical supervision to junior staff with their team, as required and under supervision.
- To produce Psychological formulations and advice in complex clinical situations; which will require the combination of a range of complex, and sometimes contradictory, unclear or conflicting information to make clinical judgements.



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Planning and Organisational Skills

- The post holder will prioritise their own work that of any attached trainees or assistants, and junior staff managed by the post holder.
- To plan, organise and re-organise complex activities to meet long and short term clinical and managerial goals and to take account of changes in priorities, and adjust work programmes to fit changes in the urgency of the clinical work which arise.
- To contribute to service planning collaboratively with colleagues as required.
- Have good knowledge of and comply with relevant legal frameworks such as the Mental Health Act 2008 and Mental Capacity Act 2005.

Physical Skills

- To be MAPA trained in order to carry out clinical work appropriately and safely.
- Highly developed skills in presenting and manipulating neuropsychological tests accurately
- Use well developed IT and driving skills routinely and frequently, following organisational guidelines
- Attend annual training and undertake life support training appropriate to role, where necessary.

Responsibility for patients / clients

- To provide specialist assessment and interventions, developing specialised programmes of care and visiting patients and carers in their own homes as a lone worker, as appropriate.
- To provide specialist psychological and neuropsychological advice and guidance to carers and other professionals, contributing to diagnoses and influencing treatment and care programmes.
- Uphold confidentiality throughout all processes individually and within the team.
- Liaise, advise and inform service providers to enable them to support services users to access and use services in a way which respects their values and supports their rights.
- Act as an advocate for patients and carers.



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Policy and Service Responsibilities

- The post holder will implement policy and service changes, will consider and comment on policies and proposals and may propose policy and service changes.
- Ensure compliance with implementation and development of policies and procedures relevant to service delivery within area of responsibility.
- Act within own level of authority and legal requirements for maintaining confidentiality in healthcare. This covers all aspects of information, data and other resources relevant to healthcare activities.
- Ensure that own actions and those of others reduce risks to health and safety through removal, mitigation and escalation.
- Promote people's equality, diversity and rights.

Responsibility for Financial & Physical Resources

- To take responsibility for resources and equipment associated with the post, advising managerial and secretarial colleagues on any difficulties or shortages in a timely manner.

Responsibility for Staff

- To provide teaching, supervision and training, as required.
- To provide clinical placements for trainee clinical psychologists, contributing to doctoral training courses and to other professional, multidisciplinary, or training initiatives.
- To participate, as appropriate, in staff recruitment, contributing to short listing and interviews, as required.
- Share skills and knowledge in order to support the development of others.
- Reflect on and evaluate their own and others development, values, priorities, interests and effectiveness in order to continually improve practice.
- To provide line management, if appropriate within the team

Responsibility for Information

- To use computer and statistical packages, as required, to record, analyse, and to communicate information.



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- To produce reports using statistical analyses and/or diagrams and charts on occasion.
- Gather, store and communicate information relevant to the role.
- Comply with the relevant professional standards.
- Adhere to record keeping via Carenotes, e CPA and hand written processes.
- Understand individual responsibility and act in accordance with the national data protection act and organisational information governance policies and protocols.
- At all times the post holder must only access information relevant and appropriate to role.

Research and Development

- To regularly contribute research and audit skills to the multidisciplinary teams, advising on methodology, and providing supervision as required.
- To carry out audit and research projects.
- To use skills to share relevant research findings with colleagues, advising on any methodological issues involved.

Physical Effort

- The post holder will be required to undertake light physical duties i.e. within agile working taking appropriate equipment to a variety of settings.
- To administer psychometric and neuropsychological assessments with a high degree of accuracy and skill

Mental Effort

The post holder will:

- Be required to work in a variety of settings which may be busy and demanding. This will require the post holder to conduct themselves in a professional manner at all times.
- Manage frequent interruptions and maintain concentration whilst carrying out a range of tasks eg. report writing, assessment and formulation, documentation, individual therapy.



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Emotional Effort

The post holder will:

- Therapeutically engage in effective communication and relationships with people who are troubled or distressed.
- Be required to establish, sustain and disengage from relationships with families with specific health needs.
- Manage highly distressing or emotional circumstances i.e. which may include imparting unwelcome news.
- Provide support to staff who have been exposed to highly distressing and emotional situations, as required and under supervision.
- Transmit information and news which may be unwelcome and distressing to recipients or contentious with colleagues.

Working Conditions

The post holder will:

- Be required to work in an agile manner in response to the needs of the service.
- Be regularly required to use a computer.
- Be regularly exposed to unpleasant working conditions i.e. aggression, bodily fluids.
- In order to support this, the post holder will be required to have a current full driving licence, be a car owner/driver, and drive to a variety of settings frequently.

OTHER DUTIES

1. The post holder will be required to use a computer, either a stand alone or as part of a networked system and will be responsible for the quality of information and its timeliness.
2. The Trust embraces the principles of Improving Working Lives and all staff will be required to adhere to the standards laid down in this initiative.
3. The post holder will be required to take part in regular managerial and clinical supervision, and have an annual performance appraisal, where this job description will be reviewed, and objectives set.



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4. The Trust has a No Smoking Policy that prohibits any smoking whilst at work.
5. The post holder is required to follow and adhere to professional standards and guidelines and to the Trust's Health and Safety Policies and instructions and to be responsible for their own and others health and safety in the workplace.
6. The post holder is expected to contribute to the creation of a working environment where everyone feels respected, valued and treated with dignity.

This Job Description is not exhaustive and may be amended in consultation with the post holder. It should be reviewed whenever major changes have been agreed to the post and should be reviewed as part of the annual appraisal process to ensure it remains an accurate reflection of the duties and responsibilities undertaken by the post holder.

Safeguarding Children and Adults

All Trust staff has a responsibility to ensure the safeguarding of children, young people and vulnerable adults. This includes attending statutory and mandatory training, adhering to local Safeguarding Children and Adults boards' policies and procedures and inter-agency guidance as identified in the Trust's Safeguarding policies and procedures.

Confidentiality

Personal information and many of the duties of this post are of a confidential nature and disciplinary action will be taken if confidential information is divulged to inappropriate persons.

Data Protection Act

All staff are reminded of their duties and responsibilities as employees under the General Data Protection Regulations (2018) and in particular to ensure that Personal Data is not negligently or unlawfully handled or disclosed to unauthorised persons.

Infection Control

As an employee of Coventry and Warwickshire Partnership Trust you are responsible for protecting yourself and others against the risk of acquiring a Healthcare Associated Infection. All staff, clinical or non-clinical are expected to comply with infection control policies and procedures. You will attend the mandatory infection control training and updates as required by the Trust.



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Environmental issues

The Trust is committed to reducing its impact on the environment by preventing pollution, continually improving its environmental performance which increases the wellbeing of staff and patients. As a member of staff you are expected to adhere to policies to assist the Trust in meeting its environmental and sustainability targets.

Postholder's Signature:

Date:

Postholder's Name

Managers Signature:

Date:

Manager's Name:



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Person Specification

	Clinical or Counselling Psychologist for IPU 3-8	HOW MEASURED? A (Application form) I (Interview)	WEIGHTING 1 - Low 2 - Medium 3 - High
Coventry and Warwickshire Partnership Trust Values	<p>Demonstrable ability to meet the Trust's Values</p> <div style="display: flex; flex-direction: column; align-items: center;">  <p>Respect</p>  <p>Excellence</p>  <p>Integrity</p>  <p>Collaboration</p>  <p>Compassion</p> </div>	A/I	3



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QUALIFICATIONS	Doctoral level qualification in Clinical or Counselling Psychology	A	3
	Current registration as a Practitioner Psychologist with the HCPC	A/I	3
	Expertise and/or training in Clinical Supervision for doctorate level trainees as may supervise trainee clinical Psychologist		
EXPERIENCE	Assessed post-qualification experience of working as a qualified clinical psychologist., sufficient to have completed Band 7 preceptorship requirements	A	3
	Experience of working with people and their carers in SCMH	A I	3
	Experience of working with a range of clients, presenting a range of clinical severity and maintenance of professionalism in challenging circumstances.	A I	3
	Experience of tailoring psychological services to individual needs.	A	2
	Experience of exercising full clinical responsibility for work.	A I	2
	Experience of teaching, training, and supervising of doctoral level trainees.	A I	1



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KNOWLEDGE AND SKILLS	Knowledge of the theory and practice of highly specialist assessment methods and therapeutic approaches in relation to the client group.	I	3
	Skills in applying this knowledge.	I	3
	Well developed communication skills, suitable to the specialty.	I	3
	Skills in lone working in the community.	I	3
	Experience of in-patient ward work.	A I	2
	Experience of team working.	A I	3
	Experience in providing consultancy to colleagues.	A I	1
	Knowledge of legislation in relation to the client group.	I	3
	Evidence of continuing professional development.	A	3
	Knowledge of research and audit methodology suitable to the job.	A I	3



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KNOWLEDGE AND SKILLS (continued)	Excellent written communication skills	A	3
	Excellent verbal communication skills	I	3
	Ability to demonstrate and apply understanding of policies, procedures and legal frame works	I	3
	Ability to demonstrate and apply understanding of Equal Opportunities	I	3
	Ability to demonstrate and apply understanding of confidentiality	I	3
	Ability to demonstrate and apply in depth understanding of safety issues	I	3
	Ability to demonstrate and apply problem solving skills to a variety of situations	I	3
PERSONAL ATTRIBUTES (Demonstrable)	Reliable	I	3
	Enthusiastic		
	Punctual		
	Self motivated	A I	3
	Ability to work on own initiative	AI	3
	Engaging, open and honest	AI	3
	Personal resilience	AI	3
	Able to demonstrate a non judgemental and empathetic approach to service users	AI	3
	Ability to work as part of a team and able to accept direction and leadership in carrying out duties	AI	3
	Ability to identify, provide and promote appropriate means of support to carers and staff exposed to distressing situations and challenging behaviours.	AI	3
OTHER (Please specify)	Requirement to travel throughout the area covered by the Trust's services, and to work in the agile model	A I	3
	Enhanced DBS	A	3



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