



GIG
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Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

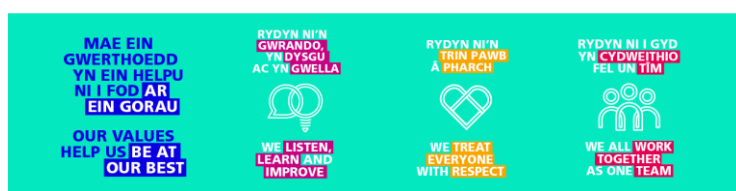
CAJE REF: RYL/2021/0235

JOB DETAILS:

Job Title	Assistant Clinical Psychologist
Pay Band	Band 5
Hours of Work and Nature of Contract	37.5 Hrs Fixed Term 6 Months
Division/Directorate	Therapies/Health Psychology
Department	COVID Hub
Base	TBC

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Clinical Lead for Critical Care Psychology
Reports to: Name Line Manager	Clinical Lead for Critical care Psychology
Professionally Responsible to:	Head of CTM Health Psychology



Our values and behaviours are fundamental to the way we do things at Cwm Taf Morgannwg University Health Board. They are

everything we stand for and aspire to. That includes the way we behave, how we perform our roles and the way we recruit new talent. We look forward to exploring how your values align with ours. This is how we work:

We listen, learn and improve
We treat everyone with respect
We all work together as one team

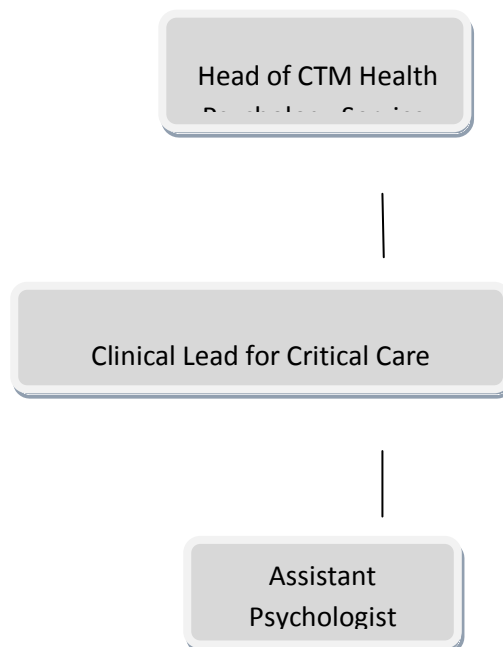
To find out more about our values, visit: <https://cwmtafmorgannwg.wales/we-are-cwm-taf-morgannwg/>

Job Summary/Job Purpose:

To support and enhance the professional psychological care of patients within the COVID Hub; providing psychological assessment and psychological interventions under the supervision of a qualified professional psychologist, working independently according to a plan agreed with a qualified psychologist and within the overall framework of the team's policies and procedures.

To assist in clinically related administration, conduct of audits, collection of statistics, development of audit and/or research projects, teaching and project work

To assist in the provision of a clinical psychology service for people recovering from COVID, and their carers, and to support and enhance the professional psychological care of patients within the service.

Organisational Chart**DUTIES/RESPONSIBILITIES:****Clinical**

1. To undertake protocol based psychological assessments of patients applying psychological tests, self-report measures, rating scales, direct and indirect structured observations and semi-structured interviews with clients, family members and others involved in the patients' care.
2. To assist in the formulation and delivery of care plans involving the psychological treatment and/or management of a patient's problems, under the supervision of a qualified professional psychologist, in both community and in-patient/residential settings.
3. To assist in the coordination and running of therapeutic groups.
4. To work with other staff to assess patients, and review their care in preparation for multi-disciplinary reviews.
5. To assist in the development of a psychologically based framework of understanding and care to the benefit of all patients of the service, in any setting where care takes place.
6. To attend and contribute to multi-disciplinary meetings as appropriate.

Communications and Relationships skills

1. The post holder will provide written and verbal feedback regarding the outcome of specialist psychological assessments and interventions to the qualified clinical practitioner supervising the piece of work and to the clinical teams as appropriate.
2. The post holder will prepare and deliver a range of presentations and written reports to explain the results of clinical audit. These may be delivered to the psychological services department or to the COVID Hub staff group.
3. The post holder will use the appropriate clinical documentation to record clinical contacts in line with BPS professional standards and Health Board Procedures.
4. The Post holder will deliver protocol based psychological interventions to individual patients and groups. They will be required to communicate complex information to people who do not have in depth knowledge of the subject and to answer questions in an empathic and comprehensible way making appropriate adjustments in their interaction for the level of cognitive ability and distress.

Patient Care/Client Responsibilities

1. To undertake protocol based psychological assessments of patients applying psychological tests, self-report measures, rating scales, direct and indirect structured observations and semi-structured interviews with clients, family members and others involved in the client's care.
2. To assist in the formulation and delivery of care plans involving the psychological treatment and/or management of a client's problems, under the supervision of a qualified professional psychologist, in both community and in-patient/residential settings.
3. To assist in the coordination and running of therapeutic groups.
4. To work with other staff to assess inpatients, day patients or residents and review their care in preparation for multi-disciplinary reviews.
5. To assist in the development of a psychologically based framework of understanding and care to the benefit of all clients of the service, across all settings where care takes place.
6. To attend and contribute to appropriate multi-disciplinary meetings.

Teaching, Training and supervision

1. In common with all clinical psychologists, to receive regular clinical supervision in accordance with professional practice guidelines.
2. 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.

3. To develop skills and competencies that assist in the delivery of current duties.
4. To contribute to the training and support of other staff in psychological care.

Analytic and Judgemental Skills

1. The post holder will be expected to analyse the results of psychological assessments and audit data on a frequent basis and to communicate and discuss these with their clinical supervisor.
2. To assist the qualified clinical psychologist to undertake evidence based research into psychological problems associated with the long-term effects of COVID and any evaluation of the work of the team and Health Psychology Service.

Research and service evaluation

1. To assist in the design and implementation of audit and research projects.
2. To undertake data collection, analysis, the production of reports and summaries, using IT and statistical programmes.
3. To undertake and facilitate audit and research both in multidisciplinary and profession specific formats as regular part of their job.
4. To undertake searches of evidence-based literature and research to assist qualified clinical psychologists in evidence based practice in individual work and work with other team members.

General

1. To contribute to the development and maintenance of the highest professional standards of practice, through active participation in internal and external CPD training and development programmes, in consultation with the post holder's professional and team/operational manager(s).
2. Assist in the design and implementation of research projects and surveys on behalf of the COVID Hub services Department in support of the department's projects.
3. To be responsible for maintaining their own CPD activities within the Health Professions Council Clinical Psychology guidelines.
4. To participate in personal supervision according to appropriate professional guidelines.
5. To have a personal duty of care for the trust equipment and facilities that they make use of.
6. Models professional behaviour and person-centred attitudes at all times. Participates in meeting HR and other directorate policies, e.g. for sickness absence or confidentiality.
7. Implement policies of Cwm Taf Morgannwg Health Board and procedures within the Psychological services department.
8. Develop information technology skills as required by the Health Board and as needed to aid the post holder's professional practice. This would include the use of the internet to access relevant clinical and professional documentation and e-mail to facilitate communication with colleagues. The post holder will be expected to create educational presentations using Powerpoint and other software as appropriate and to be proficient in using spreadsheets and data collection systems.

PERSON SPECIFICATION

The knowledge to be measured is the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of years experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post.

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	An upper second class honours degree or higher in psychology. Eligibility for graduate membership of the British Psychological Society.	Further post graduate training in relevant areas of professional psychology, mental health practice and/or research design and analysis.	Application Form Pre employment checks Interview References
Experience		Experience of working within a physical health setting.	Application Form Interview References
Aptitude and Abilities	Competence in research design and methodologies. Possession of high level communication skills both in spoken and written communication, including an ability to communicate and work in settings in which the atmosphere may be highly emotive. An ability to communicate complex, sensitive information to patients, carers and colleagues in a way that addresses psychological resistance. An understanding of the needs and difficulties of people with physical health difficulties. An ability to plan and prioritise own workload An ability to apply existing psychological knowledge to a health	Ability to carry out behavioural observations and assessments using a standard format. Ability to speak Welsh	Interview References

	<p>psychology context.</p> <p>Ability to use word processing and computer packages for both report writing, layout.</p> <p>Confidence in working with older people with memory problems and behavioural difficulties and their families.</p> <p>Ability to work independently with clinical supervision.</p> <p>An ability to interact effectively with staff from all disciplines and be involved in training members of staff.</p> <p>An ability to manage emotional issues arising from working with clients in significant distress.</p>		
Values			Application Form Interview References
Other	Enhanced DBS Check		Application Form Interview References

GENERAL REQUIREMENTS

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.

- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.

- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report and form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have * direct / indirect contact with* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau *Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. *Delete as appropriate.
The post holder does not require a DBS Disclosure Check. *Delete as appropriate.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

Flexibility Statement: The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Signed: (Post Holder) _____ Date: _____

Signed: (Directorate Manager) _____ Date: _____

Signed: (Divisional Manager) _____ Date: _____

Date Job Description compiled: _____

Date for Review: _____

Job Title: _____

Supplementary Job Description Information

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

Physical Effort

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included'**

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
Sustained sitting in a restricted position, carrying test materials to outpatient appointments	Daily	Varies	

Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
Intense concentration required for extended periods during individual or group interviews/ therapy sessions or when assessing and formulating clinical cases.	Daily	Varies	

Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example,' 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;

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communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Frequent highly distressing material when dealing regularly with serious mental health problems, trauma, childhood abuse, overwhelming personal loss or relationship breakdown.	Daily	Varies	

Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - ***Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
Frequent exposure to unpleasant conditions including unpleasant smells and odours, travelling to outpatient clinics or patient homes in inclement weather with equipment.	Daily	Varies	

Occasional exposure to hazards such as verbal aggression, and, rarely to risk of violence.	Couple of times per month on average	Varies	
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