



JOB DESCRIPTION

JOB DETAILS:

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| Job Title | Principal Clinical Psychologist - Health Clinical Psychology : Community Complex Conditions Service |
| Pay Band | 8b |
| Hours of Work and Nature of Contract | TO BE CONFIRMED |
| Division/Directorate | BCUHB Psychology |
| Department | Health Clinical Psychology |
| Base | TO BE CONFIRMED |

ORGANISATIONAL ARRANGEMENTS:

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| Managerially Accountable to: | Head of Health Clinical Psychology |
| Reports to: Name Line Manager | Head of Health Clinical Psychology |
| Professionally Responsible to: | Head of Health Clinical Psychology |

Job Summary/Job Purpose:

To provide a highly specialised clinical psychology service to clients of the sector, providing specialised psychological assessment and therapy to clients.

To work autonomously in accordance with The British Psychological Society Code of Conduct, Ethical Principles and Guidelines 2004, and Health and Care Professions Council.

Within the team, to hold designated responsibility for the systematic governance of sector staff's psychological practice, in order to ensure the delivery of high quality clinical psychology services within the framework of the team/service policies and procedures.

Within the team, to exercise delegated responsibility for the management and supervision of designated staff up to and including Senior level, including staff appraisal/PADR, and informal grievance.

To contribute to the development of local team policies and procedures in order to facilitate improvements in service quality.

To advise service and professional management on aspects of the service related to the team where psychological and/or organisational matters need addressing.

To provide clinical placements and supervision for Doctoral level trainee clinical psychologists and to deliver training to other professionals.

To utilise highly specialised research skills for audit, policy and service development, and research.

To act as a panel member in the recruitment of designated staff, as appropriate.

To assist the Consultant Clinical Psychologist, in conjunction with other senior staff, in the efficient day-to-day management of the service.

DUTIES/RESPONSIBILITIES:

1 Clinical

- 1.1 To exercise autonomous professional responsibility and be legally responsible and accountable for all aspects of professional practice, being guided by principles and broad occupational policies.
- 1.2 To provide highly specialised psychological assessments using a wide variety of methods, including psychological and neuropsychological 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.
- 1.3 To analyse, interpret and integrate highly complex assessment information where the data are often conflicting and incomplete.
- 1.4 To formulate plans for formal psychological therapy, across a range of care settings, based on a number of provisional hypotheses derived from psychological theory and evidence-based practice.
- 1.5 To be responsible for implementing a range of specialised psychological interventions, for individuals, carers, families and groups.
- 1.6 To adjust and refine psychological formulations and therapy options based on continual reassessment of clients during therapy, monitoring and evaluating progress during the course of both uni- and multi-disciplinary care, in order to maximise the effectiveness of therapeutic interventions.
- 1.7 To be available to multi-disciplinary team and multi-agency colleagues for the provision of specialised psychological advice and consultation on clinical practice and the dissemination of psychological research and theory to professional colleagues.
- 1.8 To undertake risk assessment and risk management for individual clients and to provide general and case-related advice to managed staff and other professionals on psychological aspects of risk assessment and management.
- 1.9 To act as a co-ordinator of care as appropriate, overseeing the provision of a care programme appropriate for the client's needs, co-ordinating the work of others involved with care, taking responsibility for arranging reviews as required, and communicating effectively with the client, his/her family and all others involved in the network of care, including professionals from other agencies.
- 1.10 In highly sensitive clinical situations, to communicate, in a skilled and persuasive manner, complicated information about assessment, formulation and therapy plans with clients who

may be confrontational or have major communication difficulties or be difficult to engage and maintain in therapy.

1.11 In consultation with manager(s), to develop and maintain the highest standards of professional practice, through active participation in internal and external CPD training and development programmes.

1.12 To contribute to the development and articulation of best practice in psychology within the team, by continuing to develop the skills of a reflexive and reflective scientist practitioner, taking part in regular professional supervision and appraisal and maintaining an active engagement with current developments in the field of clinical psychology and related disciplines.

1.13 To maintain up to date knowledge of legislation, national and local strategies, policies and issues in relation to both the specific client group and mental health.

2. Service Management and Development

2.1 To contribute to the development of local team policies and procedures, and implement accordingly.

2.2 To recommend changes to working practices in order to improve service quality.

2.3 To contribute to the development of services within the clinical speciality and/or multi-agency settings, as appropriate.

2.4 To represent the Head of Health Clinical Psychology on committees addressing a specific area of service development as required.

2.5 To advise service and professional management on aspects of the service related to the team and Health Clinical Psychology where psychological and/or organisational matters need addressing.

2.6 Within the team, to take delegated responsibility for ensuring that all managed staff maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health.

2.7 To contribute to and comment on the content of draft policies and procedures.

2.8 To exercise delegated responsibility for managing designated psychology and non-psychology staff up to and including Senior level including staff appraisals/PADR, and informal grievance within the framework of the team/service policies and procedures.

2.9 To provide advice, personal and professional support to line-managed staff who are at risk of being unable to meet job requirements.

2.10 Within the team, to hold designated responsibility for the systematic governance of psychological practice.

2.11 To act as a panel member in the short-listing and interviewing of Health Clinical Psychology staff within the team and other staff, as appropriate.

2.12 To assist the Head of Health Clinical Psychology, in conjunction with other senior staff, in the efficient day-to-day management of the service.

3. Teaching, Training and Supervision

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| 3.1 | To receive regular clinical, professional and managerial supervision and undertake appropriate Continuing Professional Development. |
| 3.2 | To provide clinical, professional and managerial supervision for designated staff up to and including Senior level, and to provide clinical supervision to multi-disciplinary staff within the team, as appropriate. |
| 3.3 | To provide clinical placements and supervision for trainee clinical psychologists at Doctoral level, and to assess and evaluate their competencies. |
| 3.4 | To develop and provide pre- and post- graduate teaching of clinical psychology, as appropriate. |
| 3.5 | To provide supervision for staff working in other services or partner agencies, as appropriate. |
| 3.6 | To develop and provide training to other disciplines across a range of settings and agencies, where appropriate. |
| 4. | Research and Development Activity |
| 4.1 | To plan and carry out audit and service evaluation, with colleagues within the service, in order to help develop service provision. |
| 4.2 | To maintain highly specialised skills in the critical appraisal of relevant research literature, for the purposes of adhering to, and developing, evidence based practice. |
| 4.3 | To undertake appropriate research within the team. |
| 4.4 | To provide research advice to other staff undertaking research within the team and across Health Clinical Psychology and Doctoral trainee clinical psychologists. |
| 4.5 | To provide formal research supervision to Doctoral trainee clinical psychologists and other staff, as appropriate. |
| 5 | Finance and Physical Resources |
| 5.1 | To observe a personal duty of care in relation to equipment and resources supplied by the Health Board. |
| 6 | Information Resources |
| 6.1 | To make appropriate notes of clinical sessions and accurately record and analyse observational data, psychological test results and research findings. |
| 6.2 | To use the computer as necessary for clinical work, including literature searches, word processing, developing and maintaining training packs, information leaflets, inputting data, emailing, report writing and other tasks for the efficient running of the service. |
| 6.3 | To maintain and promote the highest standards of clinical record keeping including electronic data entry and recording, report writing and the responsible exercise of professional self-governance. |
| 6.4 | To provide the post-holder's line manager with an adequate data set of personal clinical activity and timesheet or other work record. |

PERSON SPECIFICATION

| ATTRIBUTES | ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT |
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| Qualifications and/or Knowledge | <p>Good Honours degree in Psychology.</p> <p>Eligibility for British Psychological Society Chartered status.</p> <p>Post-graduate Doctorate in Clinical Psychology (or its equivalent for those trained prior to 1996) as accredited by the British Psychological Society.</p> <p>Registration with Health and Care Professions Council as a Clinical Psychologist.</p> <p>Clinical supervision training for supervising Doctoral trainees.</p> <p>Doctoral level advanced specialist knowledge of clinical psychology theory and practice, psychological therapies and their application, neuropsychological and psychometric assessment and interpretation.</p> <p>Doctoral level knowledge of research design and methodology, including complex multivariate data analysis as practised within clinical psychology.</p> <p>Knowledge of relevant legislation and its implications for both clinical practice and professional management.</p> <p>Evidence of Continuing Professional Development as recommended by the BPS and HCPC.</p> | <p>Post-doctoral training in one or more additional specialised areas of psychological practice.</p> <p>Well-developed knowledge of the theory and practice of specialised psychological therapies in specific difficult-to-treat groups (e.g., dual diagnoses, people with additional disabilities etc).</p> <p>Knowledge of the theory and practice of highly specialised psychological therapies and assessment methodologies.</p> <p>Recognised qualification in supervision.</p> <p>Record of publications in peer reviewed or academic or professional journals and/or books.</p> | <p>Application form/CV.</p> <p>CPD Logbook.</p> <p>Interview.</p> <p>Pre-employment checks.</p> |
| Experience | <p>Substantial assessed experience of working as a qualified and senior clinical psychologist, normally including significant post-qualification experience within the designated speciality where the post is located, or relevant transferable skills.</p> <p>Assessed experience of working effectively as a qualified and senior level clinical psychologist in the designated speciality, or relevant transferable skills.</p> | <p>Experience of the application of clinical psychology in different cultural contexts.</p> <p>Experience of representing psychology within the context of multi-disciplinary care.</p> | <p>Application form/CV.</p> <p>CPD Logbook.</p> <p>Interview.</p> <p>Pre-employment checks.</p> |

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| | <p>Demonstration of further specialist training/experience through having received extensive and demonstrable clinical supervision of working as a specialist Clinical Psychologist or an alternative agreed by the Director of Psychology.</p> <p>Experience of specialised psychological assessment and treatment of a range of clients across a wide range of care settings.</p> <p>Experience of working with client groups across an increasing range of clinical severity.</p> <p>Experience of exercising full clinical responsibility for clients' psychological care, with experience of co-ordinating care within the context of multi-disciplinary care-planning.</p> <p>Experience of providing teaching, training and/or professional and clinical supervision.</p> | <p>Experience of professional management of qualified clinical psychologists and other staff.</p> | |
| Aptitude and Abilities | <p>The ability to demonstrate a high level of competence to work within the designated speciality.</p> <p>Well-developed skills in the supervision of other staff, including Trainee Clinical Psychologists.</p> <p>Well-developed skills in effectively communicating very complex, highly technical and clinically sensitive information, both orally and in writing, to clients, their families, carers and other professional colleagues both within and outside the NHS.</p> <p>Developed skills in providing consultation to other professional and non-professional groups.</p> <p>Capable of maintaining a high degree of professionalism and safe clinical practice in the face of regular exposure to highly emotive material and challenging behaviour.</p> <p>The ability to identify and provide appropriate means of support to line-managed staff who deal with highly distressing situations, severely</p> | <p>Ability to speak Welsh.</p> <p>Ability to demonstrate leadership and management skills.</p> <p>Advanced IT skills.</p> | <p>Application form/CV. CPD Log. Interview. Pre-employment checks.</p> |

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| | <p>challenging behaviours and other stressors.</p> <p>The ability to use a variety of complex multi-media materials for a range of purposes such as teaching and training.</p> <p>Capable of effective workload management when facing competing demands.</p> <p>The ability to work collaboratively with a wide range of multidisciplinary colleagues.</p> <p>Basic IT skills.</p> | | |
| Values | <p>Ability to demonstrate a range of qualities essential to the role, eg compassion, competence, communication, courage and commitment.</p> <p>Ability to work in accordance with the core organisational values.</p> <p>Demonstrate a commitment to working consistently in line with our organisational values, and enabling others within the workforce to do so too as evidenced in day to day work and through discussion at PADR.</p> <p>Commitment to maintain confidentiality of clinically sensitive materials and information and to handle personal information with sensitivity and discretion.</p> <p>Ability to demonstrate professional behaviours of the highest standard.</p> | | <p>Application form/CV.</p> <p>Interview.</p> <p>Pre-employment checks.</p> |
| Other | <p>Ability to travel within the geographical area.</p> <p>Ability to work hours flexibly.</p> <p>Good attendance record.</p> | | <p>Application form/CV.</p> <p>Interview.</p> <p>Pre-employment checks.</p> |

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. The post holder will be registered with the Health and Care Professions Council (HCPC) as a Clinical Psychologist, be eligible for registration with the British Psychological Society as a Chartered Clinical Psychologist, and is required to comply with HCPC and British Psychological Society's codes of professional conduct.
- **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. In common with all clinical psychologists the post holder must seek and receive regular clinical supervision in accordance with good practice guidelines.
- **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. The post holder is responsible for updating their clinical knowledge by keeping abreast of new research, and undergoing additional skills training identified as part of their CPD/Personal Development Plan.
- **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 organisation'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 Health Board's 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 Health Board 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 Health Board is committed to ensuring that no job applicant or employee receives less favourable treatment on 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 any 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 Health Board's Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have direct 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 Enhanced Disclosure Check as part of the Health Board's pre-employment check procedure.
- **Safeguarding Children and Vulnerable Adults:** The organisation is committed to safeguarding children and vulnerable adults. All staff must therefore attend Safeguarding Children training and be aware of their responsibility under the Adult Protection Policy.
- **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.

APPENDIX 1

Job Title: Principal Clinical Psychologist

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Job Title: Principal Clinical Psychologist

Supplementary Job Description Information

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. **N.B. Walking /driving to work is not included’.**

Nature of skills required:

1. Ability to make detailed assessments, including observations of clients’ presenting problems.
2. Ability to take contemporaneous notes during clinical interviews, supervision sessions, group sessions.
3. Use of keyboard to a good standard and speed.
4. Ability to carry test/training materials for short periods.
5. Ability to engage in play with younger children, e.g. on the floor, requiring flexibility.

| Examples of Typical effort(s) | How often per day / week / month | For how long? | Additional Comments |
|---|---|---|---|
| Requirement to be seated for long periods (up to 90 minutes) during clinical sessions with limited scope for movement. Clinical supervision, meetings, updating clinical case notes, administrative work etc., also require being seated frequently for several long periods every day. | Daily | < 90 minutes at a time, sometimes longer | This is the core business of a qualified clinical psychologist. |
| Requirement to be seated using a keyboard for email, correspondence, clinical report writing, data input, statistical analysis etc. | Daily | Varies from minutes to several hours at a time | |
| Requirement for psychometric testing equipment weighing up to 15 kilos to be carried frequently for short periods between base, clinics and clients’ homes, and for test materials to be manipulated during testing procedures. | Varies according to need – at least monthly | 15 – 20 minutes carrying; up to 2 hours to administer | |

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| Requirement to drive a vehicle frequently for long periods between base, clinics and clients' homes. | Several times a week | Varies from 30 minutes to 1.5 – 2 hours | |
| Occasional necessity to work in uncomfortable or unpleasant physical conditions. | Infrequent | Up to 2 hours when occurs | |

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.

Nature of skills required:

1. Collecting assessment information using a variety of methodologies, requiring interpretation, analysis and formulation.
2. Using formulation to develop intervention plans and recommendations for action.
3. Collating ongoing information and reviewing formulations in order to ensure that intervention plans are meeting the needs of clients.
4. Identifying gaps and develop clinical pathways to meet the needs of the client group.
5. Using theoretical, clinical and professional knowledge and experience, support and guide less experienced clinical psychologists and multidisciplinary colleagues in the delivery of their duties.
6. Concentrating for extended periods of time on collecting, analysing and interpreting complex data in real time during interactions with clients and supervisees and post hoc (after the event).

| Examples of Typical effort(s) | How often per day / week / month? | For how long? | Additional Comments |
|---|-----------------------------------|-------------------------------------|---------------------|
| Frequent requirement to have prolonged and intense concentration while seeing children / families in clinical sessions, interviews with parents/children, discussing highly complex cases with colleagues and writing clinical reports by hand or computer and preparation of presentations of teaching material. | Weekly | Up to 3 hours | |
| Conducting formal assessments using standardised tools often requiring use of specialist knowledge and experience to interpret and record accurately. This includes both formal observation and interview based assessment. | Several times a week | Up to 3 hours | |
| Produce a rational explanation for the presentation of difficulties and / or abilities in the form of a formulation which is used to inform recommendations and interventions. | Several times a week | Up to 3 hours | |
| Make real time judgements to guide practitioner's own actions in responding to individual with complex psychological / mental health issues. | Several times a week | Up to 3 hours | |
| Managing / supervising staff who are dealing with complex clinical presentations supporting them to make formulations and decide on actions to meet needs. | weekly | Up to 2 hours | |
| Occasional requirement to prepare court reports and give evidence at a tribunal/formal hearing, or in court as an expert witness. | Infrequent, e.g. annually | 3+ hours at a time plus preparation | |

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. **N.B. Fear of Violence is measured under Working Conditions**

Nature of skills required:

1. Hearing, witnessing and responding to distressing information, e.g. disclosures of abuse from children, young people and adults/parents/carers.
2. Directly managing high-risk cases where individuals may be at risk to themselves or others. This can, on occasion, include groups of young people acting in tandem.
3. Directly managing parents/carers of children and young people who themselves have significant psychological and mental health difficulties.
4. Directly managing/supervising colleagues who are distressed/angry/upset.

| Examples of Typical effort(s) | How often per week / month? | For how long? | Additional Comments |
|--|-----------------------------|--------------------------|--|
| Frequent exposure to highly emotional and highly distressing circumstances during clinical sessions including assessing potential risks during assessment and interventions where individuals may be unpredictable or prone to extreme distress. | Weekly | Up to 3 hours | |
| Help contain patients emotional distress and anxieties about and for their child. Patients may often be angry, upset or be vulnerable themselves due to psychological, mental health and/or learning needs. | Weekly | Up to 1 hour | This may involve also dealing with patients who do not agree with the outcome of assessments and/or interventions recommended. This involves dealing with the issues sensitively but clearly with a view to keeping people on board. |
| Occasional exposure to highly emotional circumstances with partner agencies where there is a distinct disagreement about patient care. | Monthly | Up to 3 hours | |
| Occasional exposure to challenge within teams requiring high level skill in managing and containing own emotions. | Monthly | Up to 2 hours | |
| Occasional requirement to communicate unwelcome or life-changing news to clients/carers. | | | |
| The post holder will need to deal appropriately with the emotional stress of being a potential target for aggrieved clients, their relatives or carers, and on occasion, staff. | Rare – every few months | On-going when it happens | |

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. **Driving to and from work is not included. May involve working in noisy environments. May involve working in unpleasant home environments.**

Nature of skills required:

1. Ability to work in a typical clinic environment with and alongside multi-professional colleagues.
2. Frequent exposure to potentially aggressive behaviour, verbal and/or physical aggression that is unpredictable.

| Examples of Typical Conditions | How often per week / month? | For how long? | Additional Comments |
|--|-----------------------------|---------------|--|
| Frequent exposure to unavoidable noise and keeping records in busy/noisy environments such as schools during break time or active sessions in class, shared offices. | Weekly | 1 – 2 hours | |
| Home visits to environments where household may be unpleasant due to lack of hygiene, (potentially aggressive) pets. | Monthly | 1 – 2 hours | |
| Frequent exposure to distress in others with high likelihood of exposure to verbal aggression, where there is little immediate support. | Weekly | 1 – 2 hours | |
| Exposure to distress in others with high likelihood of physical aggression. | Monthly | 1 – 2 hours | |
| Occasional requirement to work where there is an element of risk of exposure to childhood infectious illnesses, the post holder may be exposed to physical aggression and be required to use appropriate breakaway techniques. | Infrequent | Up to 1 hour | Rare events but stressful when they occur. |
| Occasional requirement to work outside standard office hours. | Varies weekly to infrequent | As required | Based on client need. |

Submission of documents for job evaluation

Please sign and retain an original copy for manager and employee.

Send an electronic version of the documents to BCU.JobEvaluation@wales.nhs.uk