

JOB DESCRIPTION



**Avon and Wiltshire
Mental Health Partnership**
NHS Trust

Job Title:	Clinical Psychologist/ Mental Wellbeing Integrated Network Team (MINT) Clinical Lead
Band:	Band 8a
Hours:	Full time, 37.5 hours per week
Base:	South Bristol Community Base – to be confirmed
Reports to:	Associate Director CPI, MINT Team Manager
Professionally Accountable to:	CPI Director

Job Summary

- To provide clinical leadership to the newly formed Mental Wellbeing Integrated Network Teams (MINT)
- To provide highly specialist psychological assessment and therapy to patients and carers to the MINT.
- To provide highly specialist advice and consultation on clients' formulation and psychological management to other non-psychologist colleagues.
- To use highly specialist psychological knowledge and skills to contribute to the more effective management of patients by the various teams working into the local MINT and in the area.
- To clinically supervise/line manage trainee clinical psychologists, assistant psychologists, Clinical Associate Psychologists (CAPs) and less experienced psychology staff, and other professionals.
- To contribute to audit, research, policy and service development within the areas served by the MINT.
- To develop and deliver training in psychological therapies for multidisciplinary staff.

Description of the duties

CLINICAL

- To lead and deliver a high quality and largely autonomous and systematic clinical psychology service to the MINT in line with best practice and National guidelines.
- To undertake highly specialist assessments, including neuropsychological assessment, risk assessment and assessment for suitability for specialist psychological therapies with clients and

their carers (as appropriate to the role).

- To formulate and implement plans for the formal psychological treatment and/or management of clients' mental health problems, based upon an appropriate conceptual framework of the client's problems, and employing methods based upon evidence of efficacy, across the full range of care settings.
- To be responsible for providing a range of psychological interventions for individuals, carers and groups, within and across teams employed individually and in synthesis, adjusting and refining psychological formulations drawing upon different explanatory models and maintaining a number of provisional hypotheses.
- To provide at least one specialist evidence based psychological intervention as dictated by the needs of the service.
- To provide highly specialist consultation to members of the various teams in the MINT and beyond regarding formulation and psychological management of clients of the MINT
- To be involved in the development and delivery of training to multidisciplinary staff in the MINT
- To use highly specialist psychological knowledge and skills to contribute to the more effective management of patients by teams.
- To participate in clinical and caseload supervision arrangements provided by the Service.
- To maintain accurate records and to monitor clinical workload using agreed systems.
- To support the full implementation of CPA or equivalent including acting as care-coordinator as appropriate to the needs of the service.
- To enter data as requested by the Trust in a timely manner.
- **Because of the seniority of this post the postholder may be required to participate in on-call arrangements, after suitable training**

MANAGEMENT

- Delegated caseload supervision
- Represent the service at specialist meetings as requested
- The co-ordination of small scale projects as requested

PROFESSIONAL

- To fully adhere to the Policies and Procedures of the HCP. To fully observe the BPS (1996) Code of Conduct and the DCP Guidelines for the Professional Practice of Clinical Psychology (1995).
- To be aware of, adhere to, and where appropriate, contribute to the formulation and review of Trust, Area, Clinical Psychology policies and procedures. Copies of Trust Policies can be accessed via the staff intranet or from your manager.
- To participate in local psychological therapy and psychology meetings and trust wide meetings as appropriate.
- To maintain and develop high standards of clinical psychology practice by engaging in continuing professional development and co-operative working/networking with other clinical psychologists.
- To participate in an annual performance appraisal.
- To participate in clinical supervision.

SERVICE GOVERNANCE

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

TRAINING AND STAFF DEVELOPMENT AND MANAGEMENT

- To provide supervision for clinical psychology trainees from regional training courses and Clinical Associate Psychologists (CAPs) and elsewhere as appropriate.
- To provide training, supervision and consultation in psychological approaches to other staff in multidisciplinary teams. This is to include joint assessment, formulation of psychological problems and planning of interventions to be implemented by other team members with service users.
- To contribute to the development of a psychologically based framework of understanding and care across service settings through providing teaching, training, consultation and supervision.
- To provide training and supervision to assistant psychologists.
- To participate in peer supervision arrangements for psychologists in the area.
- To collaborate with colleagues to develop and offer training courses, workshops and supervision groups to develop psychological skills for staff in the area.
- To contribute to the teaching of students and trainees in psychology, medicine, nursing and other health care disciplines.
- To agree a plan of personal development with the line manager and professional lead for the service.
- Provide inclusive, compassionate and effective leadership for your team by setting clear vision and direction.
- Develop a culture and environment in which members of staff are encouraged and supported to deliver high- quality services and are supported to innovate and improve services where appropriate.

- Encourage your team to feel able to raise concerns openly and safely.
- Promote equality of opportunity in service delivery and employment, ensuring that no person receives less favourable treatment than another on the grounds of gender, marital status, race, religion, creed, colour nationality ethnic or national origin, sexual orientation or disability.
- Support prompt recruitment by identifying vacancies to the AWP Recruitment Team as soon as they arise, and participate in the selection and effective induction and onboarding of new joiners to the team.
- Ensure that all team members have a very positive introduction to the team and a well-supported first year.
- Take responsibility for encouraging people to stay with AWP, ensuring that you are aware whenever a member of your team is considering leaving, seeking to understand their reasons and encouraging them to stay.
- Ensure that key messages are cascaded in your team and that your team are encouraged to put forward suggestions.
- Show appreciation to your team when they do good work and support them when they are struggling.
- Consider the individual needs of team members for a healthy work-life balance and think about how their needs can be supported by providing flexible ways of working.
- Support all team members to keep their mandatory and statutory training up-to-date and identify the learning and development needs of all team members of the team ensuring that everyone has an up-to-date personal development plan (PDP).
- Ensure that every team member has at least an hour of supervision (one-to-one meeting) each month, this may include both managerial and clinical supervision.
- Ensure all team members receive a constructive assessment of their performance each year and set SMART objectives for the coming year.
- Seek support from the HR Team to tackle any worries regarding matters of discipline, including both conduct and capability concerns, supporting a 'just and restorative culture'. Take prompt action regarding serious concerns and ensure clear plans are in place for problems which are less serious in nature but prove difficult to resolve.
- Act as a positive role model at all times, encouraging people to feel equal members of the team whilst working within clear frameworks and policies.
- Promote effective use of bank and agency nursing staff, providing a safe and effective service, complying with regulatory standards.

PERFORMANCE AND INFORMATION MANAGEMENT

- Ensure that you and your team understand all of the agreed key performance indicators for the MINT service, particularly relating to outcomes and essential standards to be met.
- Ensure that you and your team understand data quality standards and that all the necessary records for your service are maintained and reported.
- Ensure that you and your team understand all of the clinical and business action plans relevant to your services.
- Ensure that you and your team understand all of the monitoring, auditing and reporting systems relevant to your services.

SERVICE DEVELOPMENT AND PLANNING

- Actively seek opportunities for improvement for the MINT by identifying research evidence and best practice elsewhere, interpreting/translating and facilitating adaptation for AWP.
- Analyse and interpret data to inform the strategic direction of the services which you and your team provide
- Ensure multidisciplinary involvement and the use of quality improvement (QI) techniques in service improvement, by negotiating shared solutions, facilitating the resolution of complex or contentious issues and managing any conflict into constructive outcomes.
- Ensure effective risk identification, analysis, mitigation and management within your services, encouraging all members of your team to be aware of and to manage risks.

GOVERNANCE AND POLICY

- Ensure that you understand all of the key governance requirements, policies and standards for your services and that these are communicated to your team; make sure your team understand the importance of good governance.
- Support the development of policies relevant to the MINT, including your team in this work.

SERVICE/POLICY DEVELOPMENT

- To collaborate with specialist staff and other agencies in the LDU to extend the range of specialist psychological individual, family and group interventions available across the area.
- To propose changes to policies and procedures in multidisciplinary teams as appropriate.
- To advise managers of service developments

RESEARCH AND DEVELOPMENT

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

KEY WORKING RELATIONSHIPS

With the following staff working and providing services in the area

Head of CPI

Clinical psychologists and other psychological therapy staff across the area and working in MINT teams across BNSSG.

MINT Team Leader and multidisciplinary staff in the various teams in the MINT and area

GP Leads

MINT Hub Manager and Clinical Co-ordinator

MOST CHALLENGING PARTS OF THE ROLE

- Balancing the roles of therapist, clinical lead, consultant, supervisor and trainer.
- Managing the demand for psychological therapy.

ORGANISATIONAL CHART

See attachment

General information for all employees

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

Values and behaviours

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

Passion: Doing my best all of the time

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

I am positive and enthusiastic in my work

I am receptive to new ideas and service improvements

I actively seek opportunities to learn and develop

Respect: Listening, understanding and valuing what you tell me

I show compassion and kindness at all times

I am a team player and support my colleagues

I listen carefully and communicate clearly

I respond positively to differences of opinion

Integrity: Being open, honest, straightforward and reliable

I encourage and value feedback from others to help me develop

I try to always do what I say I will do

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

I raise concerns and report incidents that arise

Diversity: Relating to everyone as an individual

I try to listen without judging

I respect other people's culture, beliefs and abilities

I actively take account of the needs and views of others

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

Excellence: Striving to provide the highest quality support

I set high standards for my work and personal conduct

I plan my workload and deliver on my commitments

I make best use of available resources

I put forward ideas to improve the quality of services

SERVICE USER EXPERIENCE STATEMENT

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

Other Information

CONFIDENTIALITY

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

VALUING DIVERSITY & HUMAN RIGHTS

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

INFECTION CONTROL AND HEALTH AND SAFETY

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

NO SMOKING

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

DATA PROTECTION

If you have contact with computerised data systems you are required to obtain, process, and/or use information held on a computer or word processor in a fair and lawful way, to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed. All staff who

contribute to patients' care records are expected to be familiar with, and adhere to the **Information Governance Policy**. Staff should be aware that patients' care records will be subject to regular audit.

RISK MANAGEMENT

All AWP employees are accountable, through the terms and conditions of their employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the **Risk Management Policy** and emergency procedures and attendance at training as required.

SAFEGUARDING & DUTY OF CANDOUR

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

STANDARDS OF BUSINESS CONDUCT AND 'BOUNDARIES'

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

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

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