

## JOB DESCRIPTION

### Bedfordshire & Luton Directorate Secondary Care Psychological Therapies Services

<b>Job Title:</b>	Clinical / Counselling Psychologist, Psychological Therapist or CBT Therapist
<b>Grade:</b>	Band 7
<b>Hours:</b>	Up to 37.5 hrs/week
<b>Accountable To:</b>	Operationally and clinically accountable to the Lead Psychologist for the service. Professionally accountable to Associate Director for Psychology.
<b>Responsible For:</b>	Assistant Psychologists, Clinical Associate Psychologists, trainee Psychologists and more junior psychological therapists as required.
<b>Key Relationships:</b>	Secondary-care service. Other team members, members of other professional disciplines and agencies responsible for service user care; professional psychology structures across the Directorate and Trust. Primary Care and Third Sector organisations providing service user care in partnership or by referral. Other psychological therapists working in Directorate.
<b>Base:</b>	Secondary Care Psychological Therapies Services in Bedfordshire and Luton. The post holder will be required to work across different sites as required, therefore a car and current UK driving license are required for this role.
<b>DBS Check Required:</b>	Enhanced.
<b>Working Environment:</b>	Secondary Care Psychological Therapies Services, including inpatient services, community mental health services, older peoples' mental health, learning disabilities, adult eating disorders, complex emotional needs and clinical health psychology. These services vary but have in common the fact that they are all multi-disciplinary teams where psychological therapists are highly valued, and provide evidence-based treatments to serve the needs of the local population.

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**Purpose of the Job:** This role represents an exciting opportunity to work across the whole range of psychological therapies services in Bedfordshire and Luton. This means that you will not be limited to one specialty, but will be asked to work into a specific service when the need arises. Robust supervision and training opportunities will be available to support this. The needs of each service will differ, but responsibilities will include: contributing to the assessment of clients referred, offering both group and 1:1 therapy, and developing specialist formulations. This may be across modalities but will include CBT, and CBT experience is preferred.

You may also be asked to develop and support the psychosocial work of other staff through teaching, training supervision and consultation.

You will follow defined practices and procedures under the management and co-ordination of a senior psychotherapist/psychologist. You will work autonomously within professional guidelines and exercise responsibility for the systematic governance of psychological practice within the team.

You will take part in Quality Improvement projects within the team, and utilise research skills for audit, policy and service development and research.

There will be the opportunity to participate in CPD and other developmental activities, keeping up to date with relevant psychological research and national guidance (DoH, NICE etc).

**Key Result Areas**

**The post holder will:**

**A DIRECT**

Be responsible for both initial screening assessments and/or choosing and providing specialist psychotherapy/psychological assessments.

Employ a broad theoretical knowledge-base to analyse, interpret complex information in order to develop a shared understanding and to design specialised programmes of care tailored to individual need.

Contribute to the direct delivery of specialist group and, where appropriate, individual interventions.

Be responsible for providing and receiving highly complex, sensitive, distressing and emotional information in relation to mental health issues, where there are often barriers to acceptance.

Spend sustained amounts of time with service users (in groups and individually) who may be aggressive and hostile, who may have poor communication skills and self-care and special physical and/or mental needs.

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Communicate across potential language barriers.

Be responsible for recording, monitoring and reporting on clinical work and communicating in a skilled and sensitive manner complex clinical information to a variety of recipients, eg, service users, families and carers, other professionals, MAPPS and other formal panels and statutory and voluntary organisations, orally, in writing and/or electronically.

## **A      INDIRECT**

Use a broad theoretical knowledge-base and specialist clinical skills to develop and support the psychological skills of others (assistant psychologists and members of other staff groups) via the development and delivery of teaching, training, supervision, support and consultation. Be responsible for providing a psychological perspective/psychological expertise for service or team activities, including clinical care, team or service dynamics, systems, health promotion, team or service organisation, in a range of settings, e.g. CPA meetings, ward rounds, case discussions, team meetings.

Be responsible for developing and maintaining knowledge of local resources and developing working relationships with relevant statutory, voluntary and community groups and organisations.

Be responsible for proposing innovative responses to identified community needs and developing these in consultation with senior colleagues.

Ensure that the relevant professional guidelines for professional practice are followed appropriately. In common with all psychological therapists, receive regular clinical supervision in accordance with good practice guidelines.

## **B      POLICY & SERVICE DEVELOPMENT**

Implement Trust and local policies

Organise own day-to-day activities, plan and prioritise own clinical workload to ensure that the service can deliver timely assessments and interventions to all who are accepted by the service. To advise both service and professional management on those aspects of the service where psychological and/or organisational matters need addressing.

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Contribute to the management of access and flow (demand and capacity) of patients through the service. To contribute to ensuring that the service is accessible to all sections of the local community

To lead Quality Improvement projects where appropriate. Participate in the local quality improvement and clinical governance forum as relevant to the speciality.

Identify and propose potential changes to work practices and procedures in own area of work.

## **C HUMAN RESOURCES**

Contribute where appropriate to the recruitment, support and management of assistant psychologists etc.

## **D RESEARCH & DEVELOPMENT**

Maintain and update research, knowledge and skills. Utilise theory, evidence-based literature and research to support evidence-based practice in the activities of the team.

Undertake appropriate research and provide research advice to other staff undertaking research.

Organise, co-ordinate, supervise and support research undertaken by junior psychologists where appropriate.

Initiate, develop and implement clinical audit and survey projects.

## **E INFORMATION TECHNOLOGY**

Record and report on personally-generated clinical and audit research/information.

Enter clinical and audit/research information as required into local and Trust information systems. Prepare teaching materials and presentations to a professional level.

## TRUST POLICIES

### Statement on Employment Policies

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In addition to the requirement of all employees to co-operate in the implementation of Employment related policies, your attention is drawn to the following individual employee responsibilities:-

- Health and Safety** Under the Health & Safety at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work, and to co-operate with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
- Equal Opportunities** ELFT is committed to equality of opportunity for all employees, job applicants and service users. We are committed to ensuring that no one will be discriminated against on the grounds of race, colour, creed, ethnic or national origin, disability, religion, age, sex, sexual orientation or marital status. The Trust commits itself to promote equal opportunities and value diversity and will keep under review its policies, procedures and practices to ensure that all employees, users and providers of its services are treated according to their needs.
- For management posts, to ensure that within their service area fair employment practice and equality of opportunity are delivered.
- Dealing With Harassment/  
Bullying In The Workplace** The Trust believes employees have the right to be treated with respect and to work in a harmonious and supportive working environment free from any form of harassment and / or bullying.
- The Trust has taken positive steps to ensure that bullying and harassment does not occur in the workplace and that procedures exist to resolve complaints as well as to provide support to staff. It is your responsibility as an employee to abide by and support these steps so all employees can work in a harmonious, friendly and supportive working environment free of any harassment or intimidation based on individual differences.
- Disciplinary action will be taken against any member of staff found to be transgressing the Harassment and Bullying Policy.
- No Smoking** To refrain from smoking in any of the organisations premises not designated as a smoking area.
- Alcohol** To recognise that even small amounts of alcohol can impair work performance and affect ones ability to deal with patients and the public in a proper and acceptable manner. Consumption of alcohol during work hours in not permitted.
- Confidentiality** As an employee of the Trust the post-holder may have access to confidential information. The postholder must safeguard at all times, the confidentiality

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of information relating to patients/clients and staff and under no circumstances should they disclose this information to an unauthorised person within or outside the Trust. The post-holder must ensure compliance with the requirements of the Data Protection Act 1998, Caldicott requirements and the Trust's Information and IM&T Security Policy.

To safeguard at all times, the confidentiality of information relating to patients/clients and staff.

**Data Protection Act**

To maintain the confidentiality of all electronically stored personal data in line with the provision of the Data Protection Act.

**Data Protection – Your Data**

As part of your employment with East London Foundation Trust, we will need to maintain personal information relating to your work on your personal file. You have a right to request access to your personal file via the Human Resources Department.

To carry out as per Data Protection Act responsibilities with regard to the access and Health Records Act 1990.

**Safeguarding Children**

To carry out responsibilities in such a way as to minimise risk of harm to children or young people and promote their welfare in accordance with the Children Act 2004 and Working Together to Safeguard Children, HM Government 2006.

**Safeguarding Adults**

All employees must carry out their responsibilities in such a way as to minimise risk of harm to children, young people and adults and to safeguard and promote their welfare in accordance with current legislation, statutory guidance and Trust policies and procedures. Employees should undertake safeguarding training and receive safeguarding supervision appropriate to their role.

**Service User and Carer Involvement**

ELFT is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work.

**Personal Development**

Each employee's development will be assessed using the Trust's Personal Development Review (PDR) process. You will have the opportunity to discuss your development needs with your Manager on an annual basis, with regular reviews.

**Clinical Governance**

As an employee of the trust you are expected to support the Trust's clinical governance framework for monitoring and improving standards of care. You

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must do this by:-

- taking part in activities for improving quality
- identifying and managing risks
- maintaining your continuous professional development

**Professional Standards**

To maintain standards as set by professional regulatory bodies as appropriate.

**Conflict of Interests**

You are not precluded from accepting employment outside your position with the Trust. However such other employment must not in any way hinder or conflict with the interests of your work for the Trust and must be with the knowledge of your line manager.

**Risk Management**

Risk Management involves the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. Every employee must co-operate with the Trust to enable all statutory duties to be applied and work to standards set out in the Risk Management Strategy.

**Personal and Professional Development/Investors in**

The Trust is accredited as an Investor in People employer and is consequently committed to developing its staff. You will have **People** access to appropriate development opportunities from the Trust's training programme as identified within your knowledge and skills appraisal/personal development plan.

**Infection Control**

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all Healthcare Associated Infections including MRSA. In particular, all staff have the following key responsibilities:  
Staff must observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after following all patient contact. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations.

Staff members have a duty to attend infection control training provided for them by the Trust as set in the infection control policy.

Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.

**This Job Description is not meant as an exhaustive description of all aspects of your role as duties will vary according to the needs of the service. All such variations will be by reasonable request and agreement with your line manager and will be commensurate with the status and banding of the post.**

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**PERSON SPECIFICATION**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW TESTED</b>
<b>Training Qualification</b>	<p><b>Essential:</b></p> <p>Accredited Doctorate level training in Applied Psychology i.e. Clinical Psychology or Counselling Psychology, or ability to demonstrate eligibility for BPS CPsychol (Chartered Psychologist status), or its equivalent for those trained prior to 1996, or BPS statement of Equivalence</p> <p><b>Or</b></p> <p>Accredited Masters Degree level training as a Psychological Therapist i.e. CBT Therapist, Child and Adolescent Psychotherapist, Adult Psychotherapist, Family and Systemic Psychotherapist, or Arts Psychotherapist</p> <p><b>And</b></p> <p>full registration with either:</p> <ol style="list-style-type: none"> <li>1. UKCP</li> <li>2. BPC</li> <li>3. HCPC (Psychologists and Arts Therapists)</li> <li>4. BACP</li> <li>5. BABCP</li> </ol> <p><b>And</b></p> <p>Demonstrable knowledge and experience of Health and Social Care, including the NHS values, structures and referral pathways, and an understanding and willingness to work in an integrated system which includes the NHS, local authorities and VCSO partners.</p> <p>Evidence of continued professional development</p>	<p>Training in more than one model of group and/or individual therapy.</p> <p>Training in quality improvement.</p>	
<b>Experience</b>	Experience of providing specialist psychological	Experience of providing	

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	<p>assessments (brief screening and in-depth) interventions to patients with complex problems, including treatment within a CBT modality.</p> <p>Experience of developing and delivering both longer term and time-limited group interventions.</p> <p>Experience of ensuring equality of access and acceptable intervention to diverse populations.</p> <p>Experience of working with a wide variety of patient groups across the whole life course and presenting with the full range of clinical severity.</p> <p>Experience of planning and exercising clinical responsibility for patients' psychological care and treatment within the context of a multidisciplinary care plan.</p> <p>Experience of work in a multi-cultural setting, including working with interpreters. Experience of developing and delivering culturally acceptable interventions.</p> <p>Experience of co-production with service users in the development and delivery of services.</p> <p>Experience of continuous improvement in service deliver and development.</p> <p>Experience of supervision, management and leadership.</p>	<p>other specialist therapies to patients with diverse clinical presentations.</p> <p>Experience of teaching, training and/or professional and clinical supervision.</p> <p>Experience of representing psychotherapy/psychology within the context of multi-disciplinary care.</p>	
<p><b>Knowledge &amp; Skills</b></p>	<p>Skills in the use of complex methods of psychological assessment including the use of theoretical models to analyse information and to develop formulations upon which to base choice of treatment.</p> <p>Knowledge of the theory and practice of group interventions.</p> <p>Understanding of the basic principles underlying at least two main models of psychological therapy and knowledge of clinical applications of the models.</p>	<p>Knowledge of the theory and practice of more than one psychological approach to therapy and assessment in specific difficult-to-treat groups (e.g. complex needs, self-harm, personality disorder, psychosis, dual diagnosis, substance misuse, persons with additional disabilities etc).</p>	

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	<p>Knowledge of and skills in people participation, understanding big and little I in service user involvement.</p> <p>Knowledge and skills in coproduction of service development and delivery.</p> <p>Skills in the effective communication of highly technical and/or clinically sensitive information to a wide variety of recipients in a range of settings within and outside the NHS, including the ability to produce comprehensive, sensitive and coherent letters, reports and associated documentation, and to overcome barriers to understanding and acceptance.</p> <p>Skills in working in multidisciplinary settings.</p> <p>Skills in providing advice and consultation to other professional and non-professional groups.</p> <p>Working knowledge of the practices and approaches of other key disciplines, professions and agencies involved in the care and management network, including medical, employment, social, educational and criminal justice systems.</p> <p>Evidence of CPD consistent with the requirements of the post.</p> <p>Competence in advanced IT packages including keyboard skills.</p> <p>Ability to provide a culturally appropriate and non-stigmatising service including an awareness of the potential impact of discrimination and disadvantage on mental health.</p> <p>Ability to co-ordinate the recording and reporting of clinical information as required.</p> <p>Ability to support and co-ordinate the work of psychotherapy/psychology colleagues within the team/service.</p>	<p>At least Masters level knowledge of research design and methodology.</p> <p>Knowledge of legislation in relation to mental health.</p>	
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Other	<p>Ability to identify and advise, as appropriate, clinical governance mechanisms for the support and maintenance of clinical practice in the face of regular exposure to highly emotive material and challenging behaviours.</p> <p>Ability to identify, provide and promote appropriate means of support to carers and staff exposed to highly distressing situations and severely challenging behaviours.</p> <p>Ability to develop and use complex multi-media materials for presentations in public, professional and academic settings.</p> <p>Ability to contain and work with organisational stress and able to contain the stress of others. Ability to remain in constrained positions for a substantial proportion of working time.</p> <p>Ability to concentrate intensively for substantial periods of time during patient contact, teaching/supervision sessions, team meetings, preparing written work etc.</p> <p>Ability to produce high quality professional results to specified deadlines and other time constraints.</p> <p>Ability to manage effectively frequent exposure to highly distressing/emotional circumstances. Ability to manage effectively verbal aggression and abuse from patients, carers etc, and the risk of physical aggression.</p> <p>Ability to work flexibly, creatively, co-operatively, reliably and consistently as an independent practitioner, as a mentor and supervisor, and in multi-disciplinary and team settings.</p>		
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