

JOB DESCRIPTION

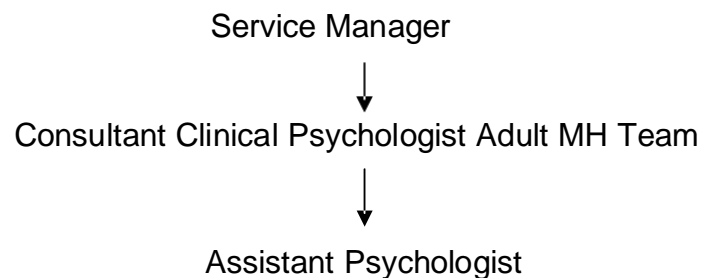
JOB DETAILS

Job Title:	Assistant Psychologist Mental Health Psychology (Community)
Pay Band:	5
Directorate:	Mental Health and Learning Disabilities
Department:	Psychology – Mental Health Services

ORGANISATIONAL ARRANGEMENTS

Managerial Accountable to:	Consultant Clinical Psychologist
Reports to:	Consultant Clinical Psychologist
Professionally Responsible to:	Consultant Clinical Psychologist
Responsible For:	N/A

Organisation chart:



JOB SUMMARY / PURPOSE

To enhance and support the psychological care of clients within the Psychology Adult Mental Health Service, under the supervision of a qualified psychologist; including community clients who are known to the Crisis Resolution and/or Community Mental Health Service under Secondary Care if necessary.

Assessment work may be required including clinical assessments, psychological cognitive assessments and neuropsychological assessments.

Psychological interventions may also be required according to a care plan within the overall framework of the team's policies and procedures.

Non-clinical work includes assisting with administration, conducting audits, collecting data, statistical analysis and the development of research projects, teaching and project work.

Participation in NHS initiatives and training to support continued professional development as required.

MAIN DUTIES AND RESPONSIBILITIES

Clinical

To undertake protocol-based psychological assessment of clients using psychological tests, including neuropsychological assessments, 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.

To assist in the formulation and delivery of care and treatment plans involving the psychological treatment and/or management of a client's problem, under the supervision of a qualified professional psychologist within settings appropriate to the service.

Development of clinical reports and correspondence to referrer, for review by supervisor.

To assist in the development and co-facilitation of therapeutic groups if required.

When appropriate to assist in supported self-help services for clients with mild to moderate mental health difficulties, e.g. by providing facilitated bibliotherapy through brief therapeutic intervention with individual clients alongside client's use of self-help material.

To assist in the development of a psychologically-based framework of understanding and care to the benefit of all clients of their service, across all settings where care takes place.

To attend and contribute to appropriate multi-disciplinary meetings.

Service Management

To assist in the design and implementation of service development projects within the service as required.

To attend meetings in which service developments are planned and discussed.

Service Improvement

Utilise degree research skills to assist and guide service development and modernisation.

Provide outcome evaluation to assist with continued improvements in the service.

Undertake tasks as prescribed by the registered psychologist to facilitate service improvement.

The postholder will contribute to and assist with teaching and training for staff across the service in relation to new research, developments in practice and changes in legislation.

To assist in the design and implementation of audit and research projects.

To undertake data collection, analysis and the production of reports and summaries, using IT and statistical programmes.

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.

To utilise degree research skills with projects required.

Individual Responsibilities

The post holder is expected to:

Adhere to Hywel Dda UHB policies and procedures and relevant legislation including the requirements of relevant professional bodies.

Attend mandatory training as identified by the Board.

Identify areas for professional and personal development and actively seek supervision/training.

Be responsible for limiting actions to those which they feel competent to undertake. If they have any doubts about their competence during the course of duties, they should immediately speak to their line manager.

Communications

To communicate with professionals/clients/other organisations and services via written and oral methods as and when appropriate. This includes providing training/delivering presentations when required.

The practitioner will be expected to offer first line contact with interventions, under supervision, with people who may be distressed and require sensitive care, understanding, manner and approach – maintaining sensitivity at all times.

To communicate complex information from clinical reports, written by registered psychologists, to the multi-disciplinary team in a coherent way, ensuring effective communication.

To assist in developing opportunities to improve communication where barriers exist. Barriers may include disability and potential risk of verbal abuse.

To provide up to date and accessible written feedback on individual cases to registered psychologists, in a timely manner.

Present, summarise and process information from literature searches to enable other practitioners to have clear sources of up-to-date research and evidenced based information.

To assist the registered psychologists with preparing and presenting presentations, providing clear communication of material, to audiences.

To ensure that accurate clinical records are maintained in line with Health Board and professional guidelines.

The post holder will establish and maintain effective working relationships with professionals in multidisciplinary teams including in circumstances of conflict disagreement on clinical opinions or advice.

Personal and People Development and People Management

The Assistant Psychologist is required to work within guidelines and initially receives weekly supervision, and direction from their clinical supervisor. They will be responsible for managing their own caseload and prioritising daily tasks.

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

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.

To develop skills and competencies that assist in the delivery of current duties.

To contribute to the training and support of other staff in psychological care.

Information Processing

IT Responsibilities (other than those used for research):

To complete necessary administration and information management tasks through the effective use of IT systems, including database management, electronic mental health record system Care Partner, spreadsheets, word processing, internet and e-mail.

To maintain up-to-date clinical records and reports as per routine clinical practice.

Quality

To improve the quality of clinical practice through continuous improvement audit, and clinical governance.

Equality and Diversity

To ensure that equality and diversity issues are recognised and addressed in accordance with legislation, policies and procedures.

To actively promote equality of opportunity and diversity in own area of responsibility. This is intended to go beyond compliance with equality legislation and to move towards a situation where there is awareness in your area of, and active commitment, to the need to ensure equality of opportunity and the benefits of diversity.

Health and Safety

The post holder has a responsibility to themselves and others in relation to managing risk and health and safety and will be required to work within the policies and procedures laid down by Hywel Dda UHB. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

The post holder has the responsibility for monitoring the progress on action plans in relation to risk, health and safety.

The post holder has the responsibility for the development of risk profiles and a risk register within their area of responsibility.

The post holder has the responsibility for developing systems to monitor performance against agreed performance indicators.

Effort and Environmental

Lifting, pushing and pulling objects weighing from 2 to 5 kilos e.g. carrying assessment tools between sites.

Inputting at a keyboard e.g. data entry/clinical records/reports.

Checking detailed documents for 1 to 2 hours at a time e.g. reviewing clinical notes; interpretation of psychometrics.

Carrying out complex calculations for 1 to 2 hours at a time e.g. collating and scoring data from psychometrics / research.

Analysing detailed statistics for 1 to 2 hours at a time e.g. reviewing research for clinical work.

Driving a vehicle for 1 to 2 hours at a time where necessary and in absence of alternative transport.

Taking detailed minutes in meetings (very infrequently).

Assessing clients e.g. conducting clinical interviews, administration of psychometrics, observation.

Dealing with frequent interruptions such as answering a telephone or changing from one task to another in response to a specific enquiry.

Imparting unwelcome news to staff, clients or relatives e.g. occasionally may have to feedback results/diagnosis to clients with support from Supervisor / Manager.

Aggressive behaviour: Could potentially be encountered when working alone. Situations may be unpredictable, despite following risk assessment & lone working policies.

Dealing with difficult family situations e.g. clinical interviews may highlight distressing and emotive family histories/family experiences.

Dealing with people with severely challenging behaviour/presentations.

Very occasionally client may present as verbally aggressive.

Requirement to use VDU equipment more or less continuously.

General

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 postholder's professional and team/operational manager(s).

To maintain the highest standards of clinical record keeping and report writing in accordance with professional codes of practice of the British Psychological Society/Health Professions Council and Hywel Dda Board Policies and procedures.

To prepare test materials and visual aids as required.

To undertake specific administration duties as required.

To perform other duties of a similar kind appropriate to the grade, which may be required from time to time by their Psychology Manager.

To comply with all relevant Hywel Dda Board policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and Knowledge	Upper second class honours degree in Psychology with graduate basis for registration with the BPS	Further postgraduate training in a relevant area	Application form
Experience	Relevant paid or voluntary work with people with mental health problems in an NHS setting	Experience in more than one area of work e.g. Adult Mental Health, Older People's Mental Health	Application form and interview
Language Skills		Welsh Speaker (Level 1) <i>Full details around the expectations associated with level 1 may be found at the bottom of this page</i>	Application form and interview
Aptitude and Abilities	<p>High level communication skills (written and verbal) including an ability to communicate and work in settings in which the atmosphere may be highly emotive</p> <p>Ability to communicate sensitive information to clients, carers and colleagues in a way that addresses psychological resistance</p> <p>An understanding of the needs and difficulties of people with mental health problems or other disabilities</p>	<p>Experience of using databases for analysis e.g. SPSS</p> <p>High standard of report writing</p> <p>An interest in working with people with mental health problems / other disabilities</p>	Interview

	<p>An ability to apply existing psychological knowledge to a mental health context for adults.</p> <p>An understanding of psychology applied to health care.</p> <p>An ability to interact effectively with colleagues and staff from other disciplines and agencies.</p> <p>An ability to interact effectively with people with mental health problems / disabilities.</p> <p>Ability to work independently, reliably and consistently to a high standard with work agreed and managed at regular intervals.</p>		
Values	<p>Ability to embrace the following personal values and behaviours on a daily basis -</p> <ul style="list-style-type: none"> • Dignity, Respect and Fairness • Integrity, Openness and Honesty • Caring, Kindness and Compassion <p>Ability to demonstrate a commitment to our organisational values -</p> <ul style="list-style-type: none"> • Working together to be the best we can be • Striving to develop and deliver excellent services 		Interview

	<ul style="list-style-type: none"> Putting people at the heart of everything we do 		
Other	<p>Ability to accept and use supervision appropriately and effectively.</p> <p>Able to travel across Health Board sites in a timely manner.</p>		Interview

Level 1 Welsh

(Please note that for this particular post level 1 in spoken Welsh is desirable but not essential)

Listening/Speaking: Pronounce Welsh words, place names, department names, etc. Greet and understand a greeting. Use basic every day words and phrases, e.g. thank you, please, excuse me, etc. Understand / pass on simple verbal requests of a routine / familiar / predictable kind using simple language, e.g. 'May I speak to...'. State simple requests and follow up with extra questions / requests in a limited way.

Reading/Understanding: Understand simple key words and sentences on familiar / predictable matters relating to own job area, e.g. on signs, in letters.

Writing: Fill in simple forms, note down simple information, e.g. date and venue of a meeting, Welsh address, etc.

GENERIC STATEMENTS

NHS CODE OF CONDUCT FOR MANAGERS

**** For Managers only:**

The post holder will be expected to adhere to the standards laid down in the NHS Code of Conduct for Managers and at all times act in a manner that reflects and promotes the values of the HB. The post holder must ensure all activity and service objectives are effectively met in compliance with HBs standing orders and SFIs, scheme of delegated authority and employment legislation.

REGISTERED HEALTH PROFESSIONAL

**** For Registered Health Professionals only:**

All staff who are members of a regulatory body must comply with standards of professional practice/conduct. It is the postholders responsibility to ensure they are both familiar with and adhere to these requirements.

HEALTHCARE SUPPORT WORKERS

**** For Healthcare Support Workers only:**

All healthcare support workers should be familiar with and must comply with the Code of Conduct for Healthcare Support Workers in Wales.

COMPETENCE

The post holder is required to participate in the Hywel Dda PDR process and work towards meeting identified development needs. The postholder is required to demonstrate on-going continuous professional development. At no time should the postholder work outside their defined level of competence. If the postholder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The postholder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

OUR VALUES

Hywel Dda University Health Board is a values driven organisation. The post holder is expected to uphold our values of dignity, respect, fairness, integrity, honesty, openness and caring, kindness & compassion underpin a behaviour framework which are supported by our organisational values of

- Putting people at the heart of everything we do
- Working together to be the best we can be
- Striving to deliver & develop excellent services

TEAM BRIEF

The post holder is required to actively participate in Hywel Dda Team Briefing in order to aid communication within the Health Board. Managers and supervisors will regularly deliver the Team Brief verbally to their own staff teams by means of a Core Brief and additional departmental information.

RISK MANAGEMENT/HEALTH & SAFETY

The postholder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Hywel Dda. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice. The postholder has the responsibility for monitoring the progress on action plans in relation to risk, health and safety. The postholder has the responsibility for the development of risk profiles and a risk register within their area of responsibility. The postholder has the responsibility for developing systems to monitor performance against agreed performance indicators.

HARRASSMENT & BULLYING

The HB condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff

is requested to report any form of harassment and bullying to their line manager or to any Director of the HB.

RECORDS MANAGEMENT

The postholder has the responsibility for timely and accurate record keeping and where appropriate in accordance with professional guidelines. The postholder has the responsibility for the creation and maintenance of records in accordance with Hywel Dda policy and the data protection act.

FLEXIBILITY STATEMENT

The developing and rapidly changing nature of the organisation will require considerable flexibility from the post holder. This job description indicates the main functions and responsibilities for the post and is not intended to be a fully inclusive list and the duties and responsibilities specified in this job description are subject to change as the needs of the HB evolve. On agreement with the post holder, this job description will be amended, as necessary, in the event of future organisational and professional changes and/or personal development.

CONFIDENTIALITY

All staff may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. 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.

EQUAL OPPORTUNITIES

Hywel Dda University Health Board is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff, patients and others reflects their individual needs and that individuals or groups will not face discrimination, harassment or victimisation, or be treated less favourably on the basis of sex, pregnancy and maternity, gender reassignment, disability, race, age, sexual orientation, religion and belief, family circumstances including marriage and civil partnership. To this end, the UHB has an Equality and Diversity Policy and Equality Impact Assessment Policy and Procedure and it is for each employee to contribute to enacting these policies.

OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of the HB.

ENVIRONMENTAL

The Hywel Dda Health Board is committed to its environmental responsibilities. The Board recognizes that its activities, including energy consumption, waste generation, transportation emissions, water use and resource consumption, have a significant impact on the environment. As an integral part of its commitment to ensure high quality patient care, all staff have a responsibility to adhere to environmental policy and procedure at both an organisational level and within their own area of work to ensure legal compliance. Staff will do their utmost to minimize the environmental impacts of Health Board activities and services, and seek to continually improve operations to minimize their environmental effects. Staff should take note of relevant communications and attend mandatory training when required.

SMOKE FREE POLICY

All Health Board sites and premises and grounds are designated as smoke free areas. This policy applies to all staff, contractors/service providers, patients, visitors and the public.

SAFEGUARDING ADULTS AND CHILDREN

Every employee of the Health Board, whatever their job, role, profession, status or place of work, paid or voluntary, has a responsibility for Safeguarding both adults and children.

Staff must:

- Understand the nature of abuse and how children and adults might be at risk of harm and neglect.
- Understand their own safeguarding responsibilities and what actions they may need to take.
- Know where they can access local policies and procedures in relation to Safeguarding Children and Safeguarding Adults.
- Report allegations or suspicions of abuse to their line manager, including suspicions about a colleague or manager, irrespective of their status, profession or authority. This includes whistle-blowing
- Know how to make a Safeguarding referral to Social Services and/or the Police for both adults and children to report allegations or if they have concerns.
- Know what services, advice and support are available locally to vulnerable children and adults and how to access help needed.

INFECTION CONTROL

"The document *Commitment to Purpose: Eliminating Preventable Healthcare Associated Infection: A Framework of actions for healthcare organisations in Wales* stipulates that all staff must understand their responsibility and accountability for Infection Prevention & Control and the Health Board must be assured of this on an ongoing basis". IP&C is the personal and individual responsibility of all Health Board staff. All staff have a responsibility to protect and safeguard 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; and best practice guidance in order to maintain high standards of Infection Prevention & control.

GENERAL

The postholder needs to ensure they are familiar with their terms and conditions of service.