

STANDARD FORMAT JOB DESCRIPTION PRO FORMA

JOB DESCRIPTION

1. GENERAL INFORMATION

Job Title:	Clinical Psychologist
Band:	Afc 8A (Fixed Term)
Salary:	Per annum inclusive of allowances
Superannuation:	6% of salary (optional) (5% if ancillary staff)
Hours:	37.5 hours per week
Terms & Conditions Of Service:	In accordance with the Agenda for Change NHS Terms & Conditions of Service.
Responsible to:	Lead Neuropsychologist
Accountable to:	Lead Neuropsychologist
Responsible for:	Attached doctoral trainee psychologists.

2. JOB SUMMARY

Haringey Integrated Care and Therapy Team (ICTT) is a community-based team committed to providing high quality multi-disciplinary rehabilitation to people with neurological and complex physical disabilities in Haringey.

You will work with the supervision and support of the lead clinical neuropsychologist for Whittington Health, to provide specialist psychological assessment (including neuropsychological assessment), advice and a range of therapeutic interventions. Interventions are undertaken both in people's homes and at our clinical base. You will also be a senior member of the MDT holding leadership and MDT responsibilities.

This post is well supported by a group of psychologists with a special interest in neuropsychology who meet regularly. You will have access to Candi CPD events and we are happy to provide supervision and support to those undertaking the TiCN/QiCN.

Please note that although this role is employed by Camden and Islington you will be working in Haringey for Whittington Health.

3. MAIN DUTIES AND RESPONSIBILITIES

3.1 Clinical

- 3.1.1 To provide specialist neuropsychological assessments of referred clients, using interview, formal psychometric and other assessment methods as appropriate.

- 3.1.2 To formulate and devise psychological treatment and management plans for referred clients and their families to provide psychological treatment, using a range of specialist psychological interventions appropriate to the service.
- 3.1.3 To provide specialist neuropsychological advice, guidance and consultation to other professionals, to assist in the formulation, diagnosis and treatment of clients.
- 3.1.4 To provide reports and communicate in a skilled and sensitive manner concerning the assessment, formulation and treatment plans of clients.
- 3.1.5 To liaise with other health and social care staff, from a range of agencies, in the care provided to clients.
- 3.1.6 To undertake responsibilities as a member of the multi-professional Community Rehabilitation Team, including attending team meetings.
- 3.1.7 To liaise with specialist units around the country with whom Islington patients are placed, monitoring the rehabilitation programmes provided in the units and planning for discharge back to local services.

3.2 Teaching, training, and supervision

- 3.2.1 To provide professional and clinical supervision of trainee psychologists and, where required, assistant psychologists.
- 3.2.2 To continue to develop skills in the area of professional post-graduate teaching, training and clinical supervision.
- 3.2.3 To contribute to the pre- and post-qualification teaching of clinical and/or other applied psychologists, as appropriate.
- 3.2.4 To provide supervision to other professional groups as appropriate (e.g. occupational therapists, rehabilitation assistants).

3.3 Management, policy and service development

- 3.3.1 To contribute to the development, evaluation and monitoring of the services' operational policies, through the deployment of professional skills in research, service evaluation and audit.
- 3.3.2 To advise both service and professional management on those aspects of the service where psychological and/or organisational matters need addressing.
- 3.3.3 To manage the workloads of trainee psychologists and, where required, of assistant psychologists, within the framework of the service's policies and procedures.
- 3.3.4 To be involved, as appropriate, in the shortlisting and interviewing of assistant psychologists and trainee psychologists.

3.4 Research and service evaluation

- 3.4.1 To utilise theory, evidence-based literature and research to support evidence based practice in individual work and work with other team members.
- 3.4.2 To undertake project management, including audit and service evaluation, with colleagues within the service to help develop and evaluate service provision.
- 3.4.3 To undertake appropriate research and provide research advice to other staff undertaking research.

3.5 General

- 3.5.1 To ensure the development and maintenance of the highest personal standards of practice, through active participation in internal and external CPD training and development programmes, in consultation with the post holder's professional and service manager(s).
- 3.5.2 To propose and assist in the development of policies for the psychological care of the client group.
- 3.5.3 To contribute to the development and articulation of best practice in psychology within the service area, by exercising 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.
- 3.5.4 To maintain the highest standards of clinical record keeping including electronic data entry and recording if relevant, report writing and the responsible exercise of professional self-governance in accordance with professional codes of practice of the British Psychological Society, the HCPC and Trust policies and procedures.
- 3.5.5 To maintain up to date knowledge of legislation, national and local policies and issues of relevance to the service and client group.
- 3.5.6 To attend multi-disciplinary team meetings relevant to the client group.
- 3.5.7 To undertake such other duties and responsibilities, appropriate to the grade of the post, as may be agreed with the Lead Neuropsychologist for ICRT and ICTT team leader.

4. PROBATIONARY PERIOD

This post is subject to the requirements of a six month probationary scheme for new staff only.

5. PARTNERSHIP WORKING

Camden and Islington NHS Foundation Trust & the London Boroughs of Camden & Islington are working in partnership to provide mental health services. Employees from all the participating organisations work closely together and have joint management and supervision arrangements. In addition you will be expected to collect and report data relating to performance indicators for both organisations, if appropriate.

6. CONFIDENTIALITY

All information concerning patients/clients and staff must be treated as strictly confidential at all times.

7. CODE OF CONDUCT

Camden and Islington NHS Foundation Trust has a code of conduct for all non-registered staff in a direct care role. As an employee of the Trust you are expected to comply with this code at all times, and any breach of it whilst in practice will be investigated by the Trust.

Copies of the code of conduct can be obtained from the Human Resources Department and it is also available on the Camden and Islington NHS intranet.

8. VALUING DIVERSITY

It is the aim of the Trust to ensure that no job applicant or employee receives 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 is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end the Trust has a Valuing Diversity in the Workplace Policy and it is for each employee to contribute to its success.

9. INFECTION CONTROL

The prevention and control of infection is the responsibility of everyone who is employed by Camden and Islington Foundation Trust. Employees must be aware of infection control policies, procedures and the importance of protecting themselves and their clients in maintaining a clean and healthy environment.

The nurse or other person in charge of any patient or resident area has direct responsibility for ensuring that cleanliness standards are maintained throughout that shift. [Please delete as necessary]

10. HEALTH & SAFETY

All staff must comply with all Foundation Trust Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

11. NO SMOKING POLICY

There is a smoke free policy in operation in the Trust. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

Designated smoking areas or smoking rooms are not permitted. Support is provided for staff members who wish to stop smoking.

12. 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.

13. DATA PROTECTION ACT

All staff who contribute to patients' care records are expected to be familiar with, and adhere to, the Trust's Standards of Records Keeping Policy. Staff should be aware that patients' care records throughout the Trust will be subject to regular audit.

All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Trust's Confidentiality of Health Records Policy.

All staff have an obligation to ensure that care records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient / client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act.

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In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the access to Health Records Act 1990.

15. SYSTEMS AND IT SKILLS REQUIREMENTS

All Trust staff are expected to use and to enter data onto the Foundation Trust Clinical Information System and to use other required IT applications where it

involves their work. All Foundation Trust staff will also need to have the essential IT skills in order to use the Foundation Trust Clinical Information System as well as other required IT related applications in their jobs. Initial and on-going IT applications and IT skills training will be provided to underpin the above.

16. WASTE DISPOSAL

All staff must ensure that waste produced within the Foundation Trust is segregated and disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the Foundation Trust policy.

17. PROFESSIONAL REGISTRATION

- i) If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.
- ii) You are required to advise the Foundation Trust if your professional body in any way limits or changes the terms of your registration.
- iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.
- iv) If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Foundation Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

18. RISK MANAGEMENT

All Trust 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 strategy and emergency procedures and attendance at training as required.

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers through out the organisation have a responsibility to ensure that policies and procedures are followed, that staff receive appropriate training, that a local risk register is developed and monitored on a quarterly basis

and any changes reported to the Clinical Governance Committee and Risk and Assurance Committee.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Clinical Governance Committee or Risk and Assurance Committee if resolution has not been satisfactorily achieved.

19. SAFEGUARDING

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff are expected to implement the Trusts' Safeguarding policies and procedures, act promptly on concern, communicate effectively and share information appropriately.

20. REVIEW OF THIS JOB DESCRIPTION

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 postholder on an annual basis.

21. INITIALS AND DATE OF PREPARATION

AB 15/11/2022