

# JOB DESCRIPTION

**OUR VISION: 'TO BE THE LEADING HEALTH AND WELLBEING SERVICE IN THE PROVISION OF MENTAL HEALTH AND COMMUNITY CARE'**

<b>JOB TITLE</b>	Clinical or Counselling Psychologist or Systemic Psychotherapist or Psychological Therapist
<b>BAND</b>	7-8a depending on experience
<b>RESPONSIBLE TO</b>	Head of Eating Disorder Service
<b>ACCOUNTABLE TO</b>	Clinical Director of Psychological Services
<b>BASE</b>	Northgate Centre, Colchester; however, involves working across north Essex
<b>HOURS OF WORK</b>	37.5 hours a week

## ROLE SUMMARY

The Community Adult Eating Disorders Service is a specialist team who offer assessment and treatment to adults with moderate to severe eating disorders. This will be in response to service needs and may involve working across the north of Essex (including west Essex, mid Essex and north east Essex).

The post holder will provide a specialist psychological therapy service to adults with eating disorders across both community out-patient and intensive community day treatment services.

The post holder will provide specialist psychological assessment and therapy to those referred to the team. Where appropriate, the post holder will also take a lead in ensuring that family therapy or family interventions are available to those seen within the service.

The post holder will be required to:

- Work across locality and interagency boundaries to meet the needs of a highly complex client group.
- Work autonomously within professional guidelines and the overall framework of the team's policies and procedures.
- Utilise research skills for audit, policy and service development and research within the area served by the team/service.
- Offer advice and consultation on clients' psychological care to non-psychologist/psychotherapist colleagues and to other, non-professional carers.
- Use appropriate evidence based psychological therapies such as Family Therapy, MANTRA and CBT-E for example.

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## **KEY RESPONSIBILITIES**

1. To provide specialist psychological assessments to clients of the Eating Disorders Service upon the appropriate use, interpretation and integration of complex data from a variety of sources 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.
2. To have a good awareness of the impact of the effect of eating disorders upon the physiological functioning of patients and, together with the multi-disciplinary, team ensure that these risks are identified and appropriately managed.
3. To formulate and implement plans for the formal psychological treatment and/or management of mental health problems based upon an appropriate conceptual framework of the client's problems. This involves employing methods based upon evidence of efficacy, across the full range of care settings, including hospitals, local statutory and voluntary bodies, residential units and community services.
4. To be responsible for implementing a range of psychological interventions for individuals, carers, families and groups. This includes adjusting and refining psychological formulations drawing upon different explanatory models and maintaining a number of provisional hypotheses.
5. To contribute to the work of Intensive Day Treatment
6. To evaluate and make decisions about treatment options taking into account both theoretical and therapeutic models and highly complex factors concerning historical and developmental processes that have shaped the individual, family and/or group.
7. To provide specialist psychological advice, guidance and consultation to other professionals contributing directly to clients' formulation, diagnosis and treatment plan.
8. To contribute directly and indirectly to a psychologically based framework of understanding and care to the benefit of all clients of the service, across all settings and agencies serving the client group.
9. To undertake risk assessment and risk management for individual clients and to provide advice to other professions on psychological aspects of risk assessment and risk.
10. To act as care coordinator, where appropriate, taking responsibility for initiating planning and review of care plans including clients, their carers, referring agents and others involved the network of care.
11. To communicate, in a skilled and sensitive manner, information concerning the assessment, formulation and treatment plans of clients under their care and to monitor progress during the course of both uni- and multi-disciplinary care.
12. To attend and contribute fully to the multi-disciplinary meetings of the Eating Disorders Team.
13. To work on an outreach basis, meeting with users of services in their homes, residential facilities, public places or wherever they feel most comfortable in accordance with the service's safety policy.
14. To be prepared to work flexible hours to meet the needs of Service users and the Service itself.
15. To provide other psychological services as may be agreed with the Psychological Therapies Lead or Service Lead.

### **Teaching, training, and supervision**

1. To receive regular clinical professional supervision from a senior colleague.

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2. To gain additional highly specialist experience and skills relevant to psychology/psychotherapy and/or the service. To develop skills in the area of professional post-graduate teaching, training and supervision and to provide supervision to other staff as appropriate.
3. To develop skills in the area of professional post-graduate teaching, training and supervision and to provide supervision as appropriate.
4. To provide professional and clinical supervision to Band 7 psychologists/psychotherapists, trainees, other eating disorder practitioners and assistant psychologists, being responsible for the arrangement and provision of high quality training placements as necessary.
5. To contribute to the pre- and post-qualification teaching of clinical/counselling psychology/psychotherapy, as appropriate.
6. To provide advice, consultation and training to staff working with the client group across a range of agencies and setting, where appropriate.

### **Management, recruitment, policy and service development**

1. To contribute to the development, evaluation and monitoring of the team's operational policies and services, through the deployment of professional skills in research, service evaluation and audit.
2. To advise both service and professional management on those aspects of the service where psychological and/or organisational matters need addressing.
3. To manage the workloads of trainees and assistants within the framework of the team/service's policies and procedures.
4. To be involved, as appropriate, in the recruitment process of junior staff.
5. To develop new initiatives within the Eating Disorders Service, in order to address unmet needs.

### **Research and service evaluation**

1. To utilise theory, evidence-based literature and research to support evidence-based practice in individual work and with other team members.
2. To undertake appropriate research and provide research advice to other staff undertaking research.
3. To undertake project management, including complex audit and service evaluation, with colleagues within the service to help develop service provision.
4. To disseminate research findings by the most appropriate means to other professionals and interested parties trust wide.

### **Professional**

1. To complete information requirements and statistical returns of work and activities undertaken, as required: to maintain the highest standards of clinical record keeping including electronic data entry and recording, (specifically to use PARIS or any other system the Trust designates for data entry) report writing and the responsible exercise of professional self-governance in accordance with professional codes of practice and Trust policies and procedures.
2. To identify, assess and manage clinical and non-clinical risks/hazards in your area through the completion of the relevant risk assessments and the implementation of

risk treatment plans for inclusion in the local and Trust's risk registers through the Risk Management department.

3. 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 Service Lead.
4. To contribute to the development and articulation of best practice in psychology across the service, 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/counselling psychology and related disciplines. This may include further post qualification training.
5. To participate in professional Special Interest Groups, Post Qualification Training, etc. as appropriate and agreed by the Service Lead.
6. To follow the Trust and Departmental policies, procedures and guidelines.
7. To carry out other such duties as the Service Lead may reasonably request.
8. To adhere to the appropriate Professional Guidelines.
9. To be aware of, and adhere to relevant Trust policies, goals and targets and appropriate Government legislation.

### **ADDITIONAL DUTIES**

In addition to the above duties you will also be expected to perform the below key activities in line with your job role;

- Complete mandatory training in line with Trust policy and procedures
- To participate in the staff appraisal process and to undertake for any staff you manage
- To keep yourself updated on all matters relating to Trust policy
- To provide management supervision where appropriate

# OUR TRUST STRATEGIC OBJECTIVES SUPPORTED BY OUR VISION AND VALUES

## PEOPLE FIRST

### OUR PURPOSE

We **care** for people, every day.  
What we do **together**, matters.

### OUR VALUES

We **CARE**  
We **LEARN**  
We **EMPOWER**

### OUR VISION

To be the **leading** health and wellbeing service in the provision of **mental health** and **community care**.

### OUR STRATEGIC OBJECTIVES

We will deliver **safe**, high quality **integrated** care services.

We will **enable** each other to be the **best** that we can.

We will work together with our **partners** to make our services **better**.

We will help our communities **thrive**.

## ASSURANCE STATEMENT

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

## NHS CONSTITUTION

You are responsible for ensuring that the values outlined in the NHS Constitution are adhered to daily and any matters of concern are raised with the relevant Line Manager or through the necessary processes within the Trust.

You are responsible for delivering a compassionate, dignified and respectful service to patients at all times.

## DUTY OF CANDOUR

You must adhere to the principles of openness, transparency and the statutory duty of candour in your day to day work and conduct and encourage the same behaviours within the wider organisation.

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## **EQUAL OPPORTUNITIES STATEMENT**

The Trust operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity in relation to employment, development, training and service delivery.

## **NO SMOKING POLICY**

The Trust is committed to a policy which discourages smoking and prohibits smoking on Trust property and on Trust business outside it.

## **INFECTION CONTROL**

The post holder is accountable and responsible for the prevention of healthcare associated infections by complying with all Infection Prevention & Control policies and procedures in line with legislation (Health Act 2006; Code of Practice for the Prevention and Control of Healthcare Associated Infections.)

## **HEALTH AND SAFETY**

All employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

## **GENERAL DATA PROTECTION REGULATION 2018**

The General Data Protection Regulation (2018) is to ensure compliance with all Trust policies, and those procedures relevant to the area of work.

The Trust will always seek to process your personal data in accordance with its obligations and your rights.

The GDPR requires that personal data shall be;

- Processed Lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purpose;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate, technical or organisational measures.

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All employees must adhere to the Trust's Policy on the Protection and Use of Personal Information which provides guidance on the use and disclosure of information. The Trust also has a range of policies for the use of computer equipment and computer generated information. These policies detail the employee's legal obligations and include references to current legislation. Copies of the Policy on the Protection and Use of Personal Information and other Information Technology policies are included in the Trust's Policies and Procedures Manual/Intranet.

## **INFORMATION ASSET OWNERS AND ADMINISTRATORS**

An information asset is a service user, staff or corporate information/data, processed by us and held in an electronic or hard copy/manual format. An information asset owner (IAO) is a senior member of staff who is the nominated owner for one or more identified information assets within the service/Trust. If you are a nominated IAO you will understand and monitor the following;

- What information assets are held and for what purpose within your team
- How information is created, amended or added to over time
- Who has access to information and why
- Understand and address the risk to the asset, providing assurance to the senior information risk owner in the overall information risk management function
- As an Information Asset Administrator you will ensure you fulfil the following responsibilities
- Ensure that policies and procedures are followed
- Recognise actual or potential security incidents, consulting with IAO's on incidents and management
- Ensuring that information asset registers are accurate and up to date.

## **CONFIDENTIALITY**

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the General Data Protection Regulation.

You are required to observe the strictest confidence regarding any Confidential Information relating to work of the Trust, its patients/clients and its employees.

"Confidential Information" includes but is not limited to information relating to the Trust received by you in the course of your employment with the Trust or its predecessors, information relating to patients, personnel information, budgeting and financial information and information in respect of which the Trust owes a duty of confidentiality to a third party.

You are required not to disclose any Confidential Information either during or after your employment with the Trust, unless expressly authorised to do so by the Trust or required in the proper performance of your duties or as required by law.

This obligation will cease only when such information comes into the public domain other than through unauthorised disclosure by you.

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Failure to comply with these requirements could result in action being taken under the Trust's Conduct/Disciplinary Policy and Procedure.

This obligation is without prejudice to the law concerning protected disclosures in the Public Interest Disclosure Act 1998 (the so-called "Whistleblowers Act").

## **RISK MANAGEMENT**

All staff working in, or for the Trust have a responsibility for participating in the risk management programme. All post-holders have a responsibility to assess all risks to systems, processes and environment and contribute to the clinical and corporate governance agendas as appropriate.

## **SAFEGUARDING DUTY**

"It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Children and Adults as stated in the Trust Safeguarding Policy and the Southend, Essex and Thurrock (SET) Child Protection Guidance. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for ensuring they receive the appropriate level of Safeguarding Children training according to their role".

## **INFORMATION TECHNOLOGY**

It is the responsibility of the post holder to have a level of IT competence relevant to their job role and will be expected to continue to keep their skills up to date as part of their Continuing Professional Development.

## **CHANGES TO THIS JOB DESCRIPTION**

Post holders have a responsibility to discuss any significant job changes with their line manager at the time the change occurs and agree any permanent substantial change.

On appointment within the Trust staff may be allocated to a specific area of care. It is however Trust policy to allocate staff to other areas of work within the Trust from time to time where this is in the interest of the individual and / or the service.

The Job Description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

**Date post holder in receipt of job description .....**

**Signature of post holder .....**

**Signature of line manager .....**

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