

JOB DESCRIPTION

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

JOB TITLE	Practitioner Psychologist
BAND	8a
RESPONSIBLE TO	Service Line Manager
ACCOUNTABLE TO	Lead Psychologist for Adult Community Psychology in West Essex and Clinical Director of Psychological Services for EPUT
BASE	Rectory Lane Health Centre, Rectory Lane, Loughton, IG10 3RW
HOURS OF WORK	22.5

ROLE SUMMARY

The post holder will be responsible for providing highly specialist qualified Psychology services to service users with complex needs, working as an integral member of the Adult Community Psychology Service based in West Essex. The post holder will work autonomously, alongside psychology and MDT colleagues, to provide a high quality Psychology service, ensuring that effective, tailored, evidence and formulation based assessments and interventions (both group and individual) are delivered to service users and their carers, and ensuring monitoring and evaluation of these.

The post holder will work in collaboration with colleagues, service users, carers, MDTs and other services and partner organisations towards the overall provision of evidence based, cost effective, direct and indirect interventions, providing clinical leadership, assisting in service development, and contributing to decision-making processes, also offering highly specialist advice, guidance and consultation.

The post holder will provide training and managerial and clinical supervision of lower banded psychology staff (including trainees and assistants), and other staff members where appropriate, also taking part in the recruitment process of other staff members with the support of senior colleagues.

In delivering their duties the post holder is expected to display behaviours that are aligned with the Trust values and as required in accordance with the NHS Constitution at all times.

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KEY RESPONSIBILITIES

Please note that this role outline serves to provide an illustrative example of the duties and responsibilities you may be expected to undertake during the course of your normal duties. It is not an exhaustive list and you may be required to undertake other responsibilities and duties that are considered to be commensurate with your role.

Clinical:

- To work as an integral member of the Adult Community Psychology Service in West Essex, being primarily based within the Epping Forest locality Specialist Community Mental Health Service (MDT); travel to other Trust locations will be required.
- To provide highly specialist, detailed psychological assessments of service users, requiring interpretation and integration of complex data from a variety of sources (including psychological and neuropsychological tests, self-report measures, rating scales, direct and indirect observations and semi-structured interviews with clients, carers and others involved in service users' care). The post-holder will also be responsible for the safe use of any equipment used during assessments (e.g. test batteries).
- To conduct risk assessment and risk management of service users and of the potential hazards in the service users' environment, and to provide advice to other professions on psychological aspects of risk assessment and risk management, including Safeguarding.
- To draw upon complex assessment material to provide verbal and written formulations that aid management of and/or evidence based clinical interventions for service users presenting with highly complex problems, their families and carers, and other professionals.
- To actively take part in care planning, treatment and review of care in collaboration with MDT colleagues, including CPA assessments and Mental Health Care Cluster allocation.
- To formulate and deliver plans for the formal psychological treatment and/or management of service users' mental health problems, based upon an appropriate conceptual framework of the service user's problems, and to practice within the context of evidence based approaches and the overall therapeutic approach/philosophy of the service.
- To be responsible for planning, organising, setting up and delivering evidence based group psychological interventions; to liaise with other professionals about the progress of service users attending group intervention(s); to plan and carry out the clinical evaluation of group interventions and to feedback outcomes to senior colleagues and managers.
- To provide additional specialist assessments.
- To plan, manage and prioritise own caseload.
- To employ a trauma-informed consultation model to facilitate a stepped care approach to providing psychologically informed interventions and to support management of psychology and team caseloads within a non-waiting list service.
- To provide highly complex condition related information, both written and verbal in order to communicate outcomes of assessments, formulations and interventions to service users, family/ carers and others in a skilled and sensitive manner.
- To liaise with staff in a variety of settings, ensuring that teams are able to respond effectively and efficiently to the needs of people with mental health problems in their care.
- To proactively work with service users, carers and ward staff to ensure access to the most appropriate care and to facilitate discharge as appropriate.

- To ensure the maintenance of accurate and timely documentation/records in line with professional codes and Trust policy.
- To document and report incidents as required i.e. risk and health and safety
- To attend MDT meetings to provide guidance, advice, consultation and contribute to clinical discussion about services users of the teams.
- Provide education and support to develop service users understanding of mental illness.
- 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.

Teaching, training and CPD:

- To receive regular clinical professional supervision from a senior clinical/counselling psychologist and where appropriate, other senior professional colleagues. This should be in line with the HCPC, BPS, and Trust policies on supervision.
- To continue to gain wider post-qualification experience that also fits with the needs, directions and ethos of the services the post holder is embedded in.
- 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 applied psychology and related disciplines with particular reference to adults with mental health needs.
- 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 post-holder's professional and service manager. All CPD undertaken will fulfil the requirements of the individual, the Trust and the HCPC and the post-holder will maintain a log-book of all CPD activity.
- To develop skills in the area of professional post-graduate teaching, training and supervision and to provide supervision to other MDT staff's psychological work, as appropriate.
- To provide (dependent on experience) professional and clinical supervision to assistant/graduate psychologists, and to junior and trainee clinical or counselling psychologists as appropriate
- To supervise other staff within the team in their psychological work with clients as appropriate.
- To provide highly specialised advice, consultation and training to staff working with the client group across a range of agencies and settings, where appropriate.
- To create, organise, set up, promote, and deliver regular teaching events for non-psychology staff according to the needs of services and other professionals within teams. To evaluate the effectiveness of teaching sessions and to present outcomes of teaching initiatives to senior staff and managers.
- To actively promote, organise and deliver opportunities for clinical consultation, discussion and supervision of complex cases with non-psychology colleagues within teams and across services, when appropriate.

Management, recruitment, policy and service development:

- To contribute as appropriate to the development, evaluation and monitoring of the service through the deployment of professional skills in research, service evaluation and audit.

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- To advise both service and professional management on those aspects of the adult mental health service where psychological and/or organisational matters need addressing.
- To chair, facilitate and manage MDT meetings as and when appropriate.
- To manage and supervise, as appropriate, the workloads of assistant and graduate psychologists within the framework of the Trust's policies and procedures.
- To manage and supervise, as appropriate, the workloads of lower band psychologists within the framework of the Trust's policies and procedures.
- To be involved, as appropriate, in the short-listing and interviewing of junior and assistant/graduate psychologists in the service.
- To take a lead in the advertising, selection, and recruitment of graduate psychologists, volunteers, and honorary posts, as appropriate and within the framework of the Trust's policies and procedures. To take on a lead in the liaison with HR in the procedures of recruiting and appointing graduate psychologists, volunteers, and honorary posts. To take on responsibility for the management and supervision of graduate psychologists, volunteers and honorary posts.
- To contribute to Serious Incident Investigations and Complaint Investigations and/or jointly work with senior members of staff in undertaking and completing these tasks within the Trust's policies and procedures, as and when appropriate.
- To represent the Trust and provide a psychological perspective on relevant committees concerned with services for people with mental health needs, as agreed with the psychology head/lead of services.

IT responsibilities:

- To comply with Trust policy regarding the use of the intranet, internet and e-mail and the requirements of the freedom of information act.
- To maintain an electronic diary accessible by the head/lead of service and senior administrator and any other administrator in the service according to need.
- To be able to use SPSS and other software packages necessary for undertaking research.
- To be familiar and competent in the use of mainstream IT packages.
- To make appropriate use of test interpretation software packages in line with the test company's requirements.
- To comply with the Trust's policies regarding the use, maintenance, and transportation of electronic and IT equipment.
- To comply with the Trust's policies with regards to the use of social media and communication with the Press or other external agencies.

Research and service evaluation:

- To utilise theory, evidence-based literature, and research to support practice in individual work and work with other team members.
- In consultation with the HoS for West ACP, to undertake research relevant to the service and as appropriate to provide research advice to other staff undertaking research.
- To undertake complex audit and service evaluation with other colleagues in the service to further develop service provision.
- To assist in the implementation of clinical governance through participation in audit and other professional quality assurance systems.

General:

- To maintain the highest standards of clinical record keeping including electronic data entry and recording, report writing and the responsible exercise of professional self-governance in accordance with professional codes of practice of the HCPC and the British Psychological Society and Trust policies and procedures.
- To promote psychology and psychological services by the development and maintenance of constructive working relationships with clients and Trust staff.
- To maintain up to date knowledge of legislation, national and local policies and issues in relation to mental health.
- To comply and keep up to date with all relevant Trust policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information.
- To keep up to date with any mandatory courses provided by the Trust, including basic manual handling, CPR and fire training.
- Mobility clause
The Trust reserves the right to move your place of work to other Trust localities in response to service demands. The conditions of this move are as follows:
 - The request is made based on service demands and reviewing your own capacity. Should you have available capacity and there is a need to increase the psychology resource at another base you may be asked to deliver a service there.
 - Any request to deploy you to another base in the Trust can only be made after you have been employed by the Trust for 1 year.
 - The additional travelling distance will not be in excess of 23 miles from your contractual base. Any additional incurrence of parking costs, as a result of moving your place of work, will be reimbursed in line with Trust policies and procedures.
 - The move can either be on a temporary basis (minimum 6 months) or a permanent arrangement.
 - You will be given 8 weeks' notice of any change to your work pattern.

Notes:

- The post-holder will have access to confidential data on staff and services within the Trust. Failure to maintain confidentiality may lead to disciplinary action that could ultimately lead to dismissal.
- You will be required to assess all risks to your systems, processes and environment and contribute towards the clinical and corporate governance agenda as appropriate.
- You will be expected to produce work to a high standard and to promote quality at all times.
- You will be expected to keep yourself updated on all matters relating to Trust policy. You must familiarise yourself with matters relating to health and safety management as they affect you personally and / or the Trust.
- You will be expected to participate in a staff appraisal scheme for staff you manage.
- The above job description does not purport to be an exhaustive list of duties and responsibilities. The post-holder will be expected to undertake additional duties that fall within the grade of the job, as the requirements of the post change.

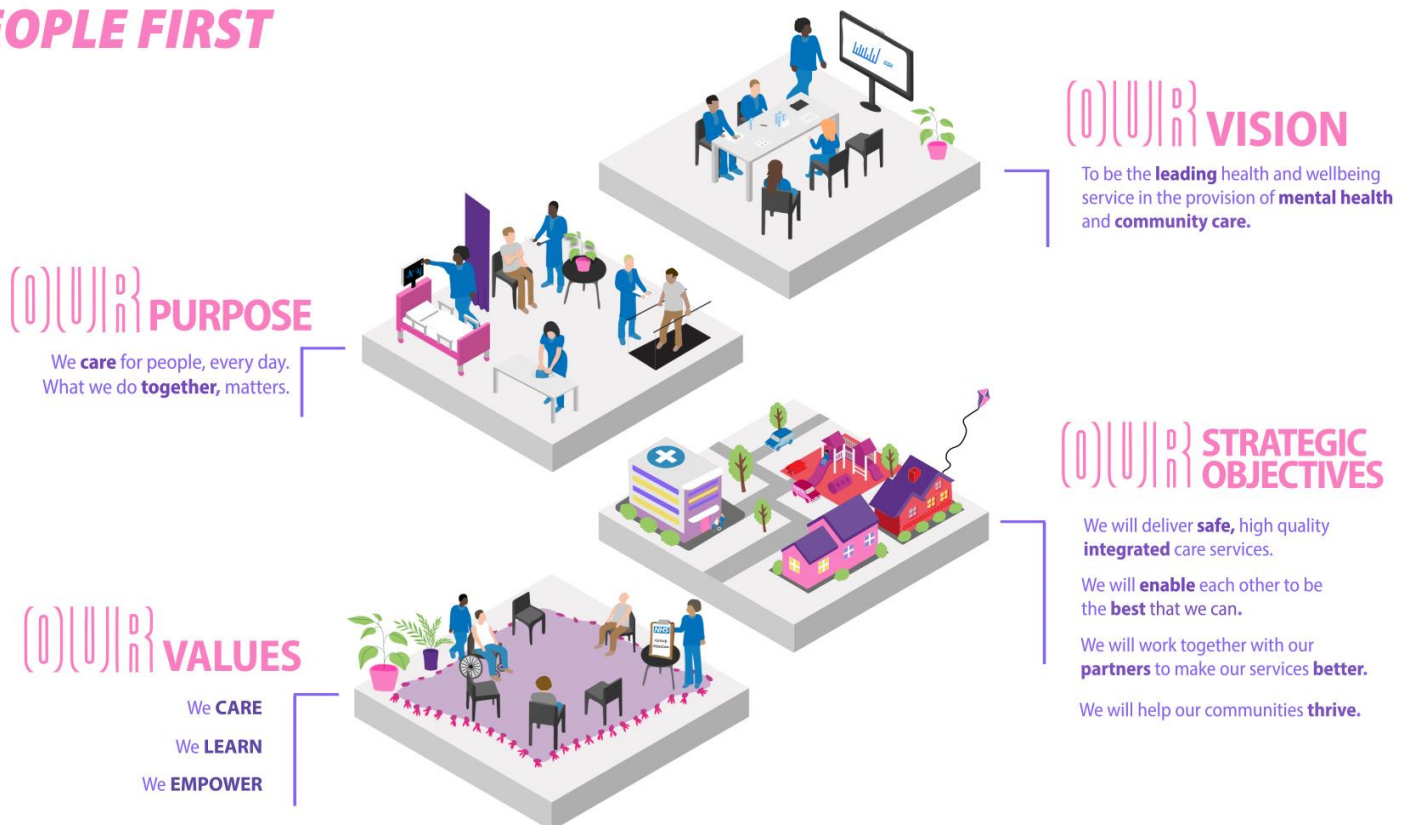
ADDITIONAL DUTIES

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



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.

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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.

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;

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- 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.

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.

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“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.

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