

JOB DESCRIPTION

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

JOB TITLE	Clinical / Counselling Psychologist
BAND	Agenda For Change Band 7 or 8a Depending on Experience - Preceptorship available at Band 7
RESPONSIBLE TO	Principal Psychologist/ Psychological Therapist – Lead for North Adult Inpatient Psychological Services EPUT
ACCOUNTABLE TO	Consultant Clinical Psychologist – Head of Adult Inpatient Psychological Services and Director of Psychological Services EPUT
BASE	Derwent Centre, Harlow
HOURS OF WORK	Part time – 18.75 hours per week

ROLE

- You will work autonomously within professional guidelines and to provide high quality specialist psychological input to service users in acute mental health crisis, their families, and other professionals/services involved in the life and care of service users.
- You will ensure that effective, tailored, evidence based psychological assessments and interventions are delivered to service users and their families. You will deliver these interventions underpinned by evidence based practice, NICE guidance, and DH guidance.
- You will be responsible for robust assessment and formulation of a service user's psychological needs.
- You will offer highly skilled care planning in response to the formulation and communicate this accordingly to those involved in the care of the service user.
- You will work in collaboration with colleagues, teams and other services towards the overall provision of evidence based, cost effective, direct and indirect interventions to service users, and other stakeholders.
- You will actively contribute to the decision making process of how scarce resources are utilised wisely and appropriately.
- You will contribute to the management of referrals by attending the daily MDTs and weekly team meetings.
- You will assist colleagues to develop working hypotheses of patients' presenting needs, informing the next steps in their care.
- You will assist in and contribute to the development of services, teams, projects and interventions. You will contribute to the review and evaluation of these developments.
- You will when required provide clinical supervision to inpatient psychological services staff including Clinical Associates in Psychology, Assistant psychologists, trainees, students and other staff members,
- You will be responsible for ensuring that effective, tailored, evidence based psychological interventions are delivered to service users. In doing so, use goal setting and interventions focused on re-engagement in self-care, productivity and leisure activities, and monitor and

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evaluate the use of relevant therapeutic, standardised assessments and outcomes.

- You will be expected to work collaboratively with key partner organisations, service users, carers, clinicians and other practitioners within the multi-disciplinary team in delivering services; providing a 7-day a week, 24-hours a day service for 365 days a year working shifts where appropriate, and operationally required.
- In delivering your duties you are expected to display behaviours that are aligned with the Trust values and in accordance with the NHS Constitution and relevant professional bodies at all times.

SUMMARY

- You will offer highly specialist clinical skills, supervision and training at the inpatient wards within the Derwent Centre in Harlow. You will work alongside other senior colleagues in the continuing development of a high quality inpatient psychological service.

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 will therefore be required to undertake other responsibilities and duties that are considered to be commensurate with the band.

Core Clinical Function

- Provide highly specialist psychological advice, guidance and consultation to other professionals contributing directly to clients' formulation, diagnosis and treatment plan
- Actively take part in comprehensive assessment, care planning, treatment and review of care including CPA
- Competent in use of relevant screening and assessment tools and protocols
- Conduct highly specialist detailed psychological (and where necessary neuropsychological) assessments of service users based upon the appropriate use, interpretation and integration of highly complex psychological data from a variety of sources in order to reach a psychological formulation of the service user's difficulties
- Draw upon highly complex assessment material to provide verbal and written formulations that aid evidence based clinical interventions for service users, families and other professionals presenting with highly complex problems
- Assess service users response to activities in accordance with agreed models of practice
- Recommend alternative therapies where highly complex risk issues have been identified
- Formulate and implement 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
- Assess, develop and implement a range of psychological interventions for individuals, families and groups, adjusting and refining psychological formulations, drawing upon recognised explanatory models and the evidence base
- 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
- Communicate highly complex / sensitive information concerning the assessment, formulation and treatment plans of clients under their care and to monitor and evaluate progress during the course of their care
- Provide additional specialist assessment (e.g. eating disorders, ASD, ADHD, YOD, complex neuropsychology) with colleagues where required
- Develop recovery plans in line with care clusters and identify clear outcomes and review measures
- Enable service user families and carers to address issues which affect their health and social well-being
- 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

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- 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
- Responsible for the recording of all patient related activity information onto electronic systems (Mobius/Paris)
- Provide mental health advice and support for staff in hospital wards or A&E settings as required
- Attend multi-disciplinary meetings i.e. referral / review / business
- Proactively work with service users, carers and community staff to ensure access to the most appropriate care
- Ensure the maintenance of accurate and timely documentation / records on all clients in line with relevant professional codes and Trust policy
- Conduct risk assessments of the individual and of the potential hazards in the service users environment
- Document and report incidents as required i.e. risk and health and safety
- Attend MDT meetings to provide guidance / advice / consulting / referring / allocation / input / learn about service users / agree care plans
- Supervise, educate and train other clinical staff in areas of clinical expertise
- Provide education and support to develop service users understanding of mental health
- Provide psycho-social intervention, education and support to develop service users understanding of mental health with aim to prevent relapse and admission
- 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

Core Non-Clinical Function

- Jointly and individually be responsible for the continuing development of a high quality service (e.g. emergency plan, health and safety audit, team risk assessment etc.) that is underpinned by evidence based practice, care pathways / packages and NICE and DH Guidance
- Participate in the Trust's Tier 1 "on call" rota or as required
- Jointly and individually ensure the service meets the agreed performance / contractual targets and adheres to local and government initiatives
- Provide highly specialised clinical expertise to the locality
- Deliver training where appropriate for other professionals
- Support and coordinate multi-disciplinary meetings i.e. referral / review / business / handover
- In conjunction with the area Lead/Head of Service, work within the available budget of the service
- Responsible for the day-to-day supervision and management of lower banded staff within your professional group and team locality
- Provide advice and allocate work to less experienced staff
- Provide clinical supervision for other staff where appropriate
- Sign off highly complex psychological needs assessments
- Participate in SI investigations, disciplinary and grievance procedures plus any relevant investigations in line with Trust policies
- Ensure that all key performance indicators and targets identified by the Trust are met and adhere to local and government initiatives
- Provide a safe, effective and therapeutic clinical service, ensuring the delivery of high quality community mental health care packages

PROFESSIONAL DELIVERY FRAMEWORK

The following framework is designed to illustrate the priorities given to the additional key activities associated with the role when delivering these normal day-to-day activities.

- Complete mandatory training in accordance with Trust requirements
- Receive annual appraisal

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- Take full personal responsibility for meeting all professional registration requirements with BABCP/HCPC/BPS and EPUT re-approval arrangements, to ensure ongoing and uninterrupted approval, which remains a requirement of this post at all times
- Take all allocated annual leave
- Receive management supervision and provide management supervision if and where appropriate
- Receive and deliver clinical supervision to lower banded staff in accordance with Trust policy
- Provide mentoring / supervision of trainees including marking / appraising / clinical supervision
- Attend seminars / conferences and other relevant events
- Provide teaching sessions to students on placement and at the University, and participate in student assessments and observations
- As and when required participate in file scrutiny work
- Participate in SI investigations, disciplinary and grievance procedures plus any relevant investigations in line with Trust policies
- Work in accordance with BABCP Code of conduct and ethics and OR HCPC Standards of conduct, performance and ethics and BPS Code of Ethics and professional briefings regarding extended scope practice and competency
- Achieve a level of CPD as agreed within Professional Framework for the Trust and maintain a portfolio of evidence
- Facilitate student placements and keep up to date with Fieldwork Educators Courses
- Maintain HCPC Practitioner Psychologist Registration with relevant protected title and OR maintain full BABCP accreditation and re-accreditation if appropriate
- Contribute to the development of service policies, research and audits
- Attend local work groups / psychology CPD forums, psychology events and clinical conferences
- Receive additional specialist training / specific intervention related training appropriate to clinical pathway
- Act as a Safeguarding Champion
- Be a PARIS/MOBIUS representative

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 keep yourself updated on all matters relating to Trust policy
- To provide management supervision where appropriate
- You will be expected to work collaboratively with key partner organisations, service users, carers, clinicians and other practitioners within the multi-disciplinary team in delivering services; providing a 7-day a week, 24-hours a day service for 365 days a year working shifts, where appropriate and operationally required.

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OUR TRUST STRATEGIC OBJECTIVES SUPPORTED BY OUR VISION AND VALUES

PEOPLE FIRST

(O)(U)(R) PURPOSE

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

(O)(U)(R) VALUES

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

(O)(U)(R) VISION

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

(O)(U)(R) 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