

## HERTFORDSHIRE PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

### JOB DESCRIPTION FORMAT

**Job Title:** Clinical Psychologist

**Grade/Band:** 0.8 WTE/ Band 8a

**Directorate:** Learning Disability and Forensic SBU.  
Essex Learning Disability Partnership.

**Department:** North Essex Learning Disability Specialist Health Services

**Responsible to:** Psychology Lead for North Essex

**Accountable to:** Psychology Lead for North Essex

**Base:** Tekhnicon House, Springwood Drive, Braintree, Essex, CM7 2YN. Travel throughout the area covered by the service, will be required.



## **Hertfordshire Partnerships University Foundation Trust**

- Hertfordshire Partnership University NHS Foundation Trust (HPFT) is an exceptional organisation with big ambitions, our aim is to be the leading provider of mental health and specialist learning disability services in the country.
- With a workforce of around 3,500 people and an annual income of some £330million this year, the Trust provides integrated health and social care services through a network of community and inpatient settings, serving diverse communities across Buckinghamshire, Essex, Hertfordshire and Norfolk. As a university NHS foundation trust, HPFT continues to develop strong links with the University of Hertfordshire, providing excellent learning and development opportunities, as well as strengthening our clinical research capability
- Whilst it is a challenging period for the NHS, there has never been a more exciting time to join HPFT following our CQC rating of Outstanding awarded to us in April 2019. We are on our “Good to Great” journey as we continue to innovate, improve, transform and ultimately deliver the very highest standards of care to the service users and communities that we serve.

### **Our Services**

We provide mental health and social care services - including Adults of Working Age, Older Adults, Children and Adolescents and Specialist Learning Disabilities services.

The Trust works in close partnership with Hertfordshire County Council and also with other NHS organisations to promote and support mental health in the community. We also provide specialist learning disability services in Norfolk and North Essex.

The Trust provides:

- Community Services including local teams for mental health
- Acute and Rehabilitation Services including inpatient services and crisis team
- Specialist Services such as mental health services for older people, eating disorders, and our mother and baby unit
- Learning Disability and Forensic Services

### **Our Mission**

We help people of all ages live their lives to their full potential by supporting them to keep mentally and physically well.

Everything we do is aimed at providing consistently high quality, joined up care, support and treatment that:

- Empowers individuals to manage their mental and physical wellbeing

- Keeps people safe from avoidable harm
- Is effective and ensures the very best clinical and individual recovery outcomes
- Provides the best possible experience

## Our Vision

Our conversations with service users, carers, staff, commissioners and the wider communities we serve have informed a simple but ambitious vision:

***“Delivering great care, achieving great outcomes - together”***

We will achieve our vision by:

- Putting the people who need our care, support and treatment at the heart of everything we do - always
- Consistently achieving the outcomes that matter to the individuals who use our services, and their families and carers, by working in partnership with them and others who support them
- Providing the very best experience of joined-up care in line with what service users and carers have told us makes ‘Great Care’

## Values and Behaviours

Our values and behaviours have been developed by over 800 service users, carers and members of staff. They describe how we aim to be with service users, carers and each other. By living our values we will deliver our ambition to be a leading provider for everyone we work with.

	<i>we are...</i>	<i>you feel...</i>
Our Values	<b>Welcoming</b>	✔ Valued as an individual
	<b>Kind</b>	✔ Cared for
	<b>Positive</b>	✔ Supported and included
	<b>Respectful</b>	✔ Listened to and heard
	<b>Professional</b>	✔ Safe and confident

### Our values set the tone for:

- The way we plan and make decisions.
- The way we behave with service users and each other.
- The kind of colleagues we recruit.
- The way we induct, appraise and develop our staff

### Job Summary:

To provide a specialist Clinical Psychology service to adults with learning disabilities and service providers and carers within North Essex, in particular to the Mid-West Essex Community Team. To provide specialist psychological assessment and interventions, as well as offering advice and consultation on service users’ psychological care to non- psychologist colleagues and other non-professional carers. To work autonomously within professional guidelines

and the overall framework of the team's policies and procedures. To use research skills for audit, service development and research. Contribute to identifying key areas and priorities for psychology service provision.

All staff should comply with the Trust's Anti-Discriminatory Statement, Employee Charter, Trust Policies and Procedures, Code of Conduct and Equality and Diversity.

### **Key Relationships:**

- The post holder will liaise with the Community and Inpatient multi-disciplinary teams, colleagues in Hertfordshire Partnership NHS Foundation Trust (HPFT) and Social Care teams within Essex County Council.
- In addition, the post holder will liaise with other statutory, voluntary and private sector agencies involved and responsible for service users' care.
- To represent as and when required, the Learning Disability Service to external agencies.

Organisational Chart: This post is included under the Learning Disabilities and Forensic Services organisational stream.

### **Duties and Responsibilities:**

#### **Clinical Responsibility**

- To provide psychological services to adults with learning disabilities referred to the North Essex Specialist Health Services. Younger people may be worked with only if appropriate, for example, in preparation for transition into adult services.
- To provide specialist psychological assessments of service users, based upon the appropriate use, interpretation, and integration of complex psychological data from a variety of sources including: psychological and neuropsychological tests, self-report measures, rating scales, direct and indirect structured observations, semi-structured interviews with service users, family members and others involved in the service user's care.
- To be responsible for formulation and implementation of plans for formal psychological treatment and/or management of service users' mental health/learning disability/behavioural problems, based on an appropriate conceptual framework of the problems and employing methods of evidence-based efficacy across the full range of care settings.
- To be responsible for implementing a range of psychological interventions for individuals, carers, families, and groups based on formulations and drawing on different explanatory psychological models and maintaining a number of provisional hypotheses.
- To evaluate and make decisions about treatment options taking into account theoretical and therapeutic models and highly complex factors concerning

historical, developmental processes, which have shaped the individual family or group.

- To exercise autonomous professional responsibility for psychological assessment, treatment, and discharge of service users.
- To provide specialist psychological advice, guidance, and consultation to colleagues in the team, carers from the public/private and voluntary sector and families.
- To undertake risk assessment and management of individual service users to provide advice for other professionals on psychological aspects of risk assessment and management.
- To act as care co-ordinator, when required, ensuring the provision of a care package appropriate for the service user needs, co-ordinating the work of others involved with care, taking responsibility for arranging CPA reviews as required and communicating effectively with the service user, his/her/their family and all others involved in the network of care and to monitor progress during the course of multi-disciplinary interventions.

### **Leadership and Staff Management Responsibility**

The post holder will be responsible for:

#### ***Management, and supervision***

- To participate as an experienced clinician in the practice governance, quality, and safety components of the service.
- To exercise delegated management responsibility and to provide professional and clinical supervision for individual clinical psychologists, associate psychologists, trainee clinical psychologists or assistant psychologists, as agreed with the Head of Psychology.
- Managers have a duty to promote and support staffs personal health and wellbeing at all times, this includes both physical and mental health and wellbeing.
- Managers have a responsibility to support staff by directing employees to services that are available to everyone to help in managing health and wellbeing. They should be open and approachable as well as proactive in discussing and agreeing a process to monitor an employee's mental and physical health.

#### ***Teaching and Training***

- To ensure members of team have access to a psychologically based framework for understanding care of service users through provision of advice and consultation and dissemination of psychological research and theory.

- To advise, support and facilitate effective and appropriate provision of psychological care by all members of the team.
- To provide clinical placements for trainee clinical psychologists, ensuring trainees acquire necessary skills, competencies, and experience and to evaluate these competencies.
- To provide consultation/supervision to other non-psychology team members in carrying out psychological assessments and interventions.
- To provide advice, consultation and training to staff working with people with a learning disability across a range of agencies and settings in North Essex.

### ***Recruitment***

- To participate in staff recruitment within the service as negotiated with the professional supervisor and line manager.

### **Financial Responsibility**

- The post holder will have no direct financial responsibility but will be required to maintain appropriate processes for ordering psychological test materials and equipment and for upgrading materials in line with good psychological practice.

### **Service Development and Improvement**

#### ***Service Development***

- As an experienced clinician, participate, in the development of a high quality responsive and accessible service.
- To participate in the development and articulation of best practice in psychology across the service.
- To contribute to identifying the needs of people with a learning disability in relation to current services.
- Contribute to the planning of future provision and participate in appropriate planning and development projects as agreed with the professional lead and line manager.
- To be responsible for development of a specialist area of psychological interest and service in agreement with the Head of Psychology according to service priorities, to advise of and participate in service development in this area and be a resource for consultation to colleagues regarding this specialist area.

- To participate as an experienced clinician in 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.
- To maintain up to date knowledge of legislation, national and local policies, and issues in relation to both the specific client group and mental health.

### ***Research & Service Evaluation***

- As an experienced clinician, participate in the evaluation, monitoring, and development of the team's operational policies, through the deployment of professional skills in research, service evaluation and audit and ensuring incorporation of psychological frameworks for understanding and provision of high-quality care.
- To utilise evidence-based literature research to support practice and work.
- Undertake appropriate research and provide research advice to other staff.
- To undertake project management including complex audit and service evaluation with colleagues.

### **Communications**

- To communicate in a skilled and sensitive manner information concerning assessment, formulation, and treatment plans and to monitor and evaluate progress.
- Written and verbal communication is required to other members of the team, staff working with service users across a range of agencies and settings, adults with a learning disability and their families and carers.
- The post holder will communicate highly sensitive, contentious information effectively in a highly emotive or hostile atmosphere, and needs to overcome barriers to acceptance/psychological resistance to potentially threatening information.
- Communication requires face to face work with patients in isolated potentially hostile settings without other team members being nearby.

### **Other**

- To receive regular clinical professional supervision from a senior clinical psychologist and line manager.
- To participate in the appraisal HPFT process and in developing and maintaining up-to-date professional development plans.
- To maintain and develop skills in areas relevant to clinical work. To develop and maintain the highest professional standards of practice, through active

participation in internal and external CPD training and development programmes, in consultation with the Professional Lead.

- 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 British Psychological Society and Trust policies and procedures.
- Frequent travel is required by car throughout the area covered by the Community Teams and other areas of Essex, as required.
- Flexibility to work in a variety of settings including service user's homes, residential, day and in-patient services. An awareness and ability to assess and manage risk in these situations.
- Additionally, the post holder has to work within the Trust's manual handling policy, maintain intense concentration in all aspects of service user management, manage emotional consequences of working with distressing conditions and work in environments where there is occasional exposure to unpleasant conditions.

#### **Variation:**

This job description will be subject to review from time to time. Any amendments will be made in consultation with the post holder.

#### **Additional Information:**

**The following statement forms part of all job descriptions:-**

#### **Health and Safety**

The post holder has a duty of care to themselves and to others with whom they come into contact in the course of their work as laid down in the Health and Safety at Work Act 1974 and any subsequent amendment or legislation.

#### **Infection Control**

All Trust staff will:

Act as a role model and champion for the highest standard of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.

Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene.

Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection.



## **Equality and Diversity**

Hertfordshire Partnership University NHS Foundation Trust is committed to providing an environment where all staff, service users and carers enjoy equality of access, provision, opportunity and outcomes.

The Trust works to eliminate all forms of discrimination and recognise that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

Providing equality of opportunity means understanding and appreciating the diversity of our staff, service users & carers and ensuring a supportive environment free from harassment. As a result Hertfordshire Partnership University NHS Foundation Trust actively encourages its staff to challenge discrimination and promote equality of opportunity for all.

## **Confidentiality**

Employees must maintain confidentiality of staff, patients and Trust business and have a responsibility to comply with the General Data Protection Regulations (GDPR) 2018 and be aware of the Caldicott principles. If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose. You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the General Data Protection Regulations (GDPR) 2018. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training.

## **Standards of Business Conduct and Conflicts of Interest**

The Trust has adopted a Standards of Conduct Policy, which reflects NHS Management Executive Guidelines. It is the responsibility of all staff to ensure that they act as a role model, by upholding the principle of a leading mental Trust. Staff should be informing their line manager if they are working for any other organisation to ensure that this Trust complies with the Working Time Regulations.

## **Information and Records Management**

The post holder must be competent in using IT and have the relevant skills to carry out the activities required for the post.

To comply with the Data Protection Act 1998, Freedom of Information Act 2000 and Department of Health Code of Confidentiality in line with Trust procedures.

To adhere to the Trust's policies on records management including creation, use, storing and retention and disposal of records.

Adhere to the Trust's Corporate Identity (using the standard templates – available on the Trust intranet 'HIVE').

### **Safeguarding Adults and Children**

The Trust is committed to ensuring adults and children are protected and come to no harm from abuse. All employees have a responsibility to be aware of national and local policies, their individual responsibilities with regards to the protection and safeguarding of both adults and children, and must adhere to them at all times.

### **Organisational Change**

As services develop and change, the post holder may be required to undertake other responsibilities within the Trust.

### **Flexible Working**

The Trust believes that its staff members are its most valuable asset and is committed to attracting and retaining the very best, and utilising all the talent and experience available. The Trust recognises the importance of helping its employees balance their work and home life by offering flexible working arrangements that enable them to balance their working life with other priorities, including parental and other caring responsibilities, life-long learning, charity work, leisure activities and other interests.

### **Health and Safety**

Health and Safety at Work In accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, staff have a duty to take responsible care to avoid injury to themselves and others by their work activities, to maintain a safe working environment for patients, visitors and employees and to co-operate in meeting statutory requirements

### **Review:**

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post holder.

## PERSON SPECIFICATION

Job Title: Clinical Psychologist, Band 8a

Department: North Essex Learning Disability Specialist Health Services

Date last reviewed: January 2024

CRITERIA	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS/EDUCATION/TRAINING</b> <b>Examples:</b> Doctoral level training in Clinical Psychology or approved equivalent. Registered as a Clinical Psychologist with the Health and Care Professions Council.	A/I/T  A/I/T	
Post-doctoral training in one or more additional specialised areas of psychological practice.		A/I/T
<b>PREVIOUS EXPERIENCE</b> Previous experience of working as a qualified Clinical Psychologist and specifically with people with a learning disability. Experience of working with a range of people, across the range of clinical severity in community and residential settings. Experience of working in team with multiple disciplines and managing complex inter-disciplinary situations. Experience of teaching, training and/or supervision.	A/I/T  A/I/T  A/I/T  A/I/T	

Experience of the application of Clinical Psychology in different cultural contexts	A/I/T	
Experience in managing and leading service development projects.		A/I/T
Experience in providing psychological consultation to other service providers in the statutory, private and voluntary sectors.		A/I/T
<b>SKILLS/KNOWLEDGE/ABILITY</b> <b>SKILLS/ KNOWLEDGE</b> Skills in methods of psychological assessment, intervention and management. Knowledge of the psychological theory and practice in relation to difficult to treat groups (e.g. people with challenging behaviour, personality disorder, dual diagnoses or additional disabilities.) Skills in providing consultation to other professional and non-professional groups. Doctoral level knowledge of research methodology, research design and analysis within the clinical fields of psychology. Knowledge of legislation in relation to the client group and mental health.  <b>COMMUNICATION SKILLS</b> Well developed skills in the ability to communicate effectively, orally and in writing, complex, highly technical and/or clinically sensitive information to clients, their families, carers and other professional colleagues, both within and outside the NHS. Ability to teach and train others, including presentations within public, professional and academic settings.  <b>ANALYTICAL SKILLS</b> Able to make judgements involving complex facts or situations, which require the evaluation of a range of options (e.g. the	A/I/T  A/I/T  A/I/T  A/I/T  A/I/T  A/I/T  A/I/T  A/I/T	

assessment of specialist clinical conditions and the determination of treatment options)		
Able to prioritise work, to participate in managing a waiting list, meet short deadlines and an unpredictable work pattern which requires regular revision of plans.	A/I/T	
Ability to identify and employ mechanisms of practice governance and to support and maintain own and service standards of clinical practice.	A/I/T	
<b>PHYSICAL SKILLS</b>		
Frequent travel required throughout the area covered by North Essex Learning Disability Specialist Health Services, as required.		
Familiarity with computing technology, including keyboard skills, and use of word processing, e-mail, and internet software.	A/I/T	
	A/I/T	
<b>PHYSICAL EFFORT</b>		
Ability to sit in constrained position for client therapy and for computer work for prolonged periods.	A/I/T	
Flexibility to work in a variety of settings including service user's homes, residential, day and in-patient services. An awareness and ability to assess and manage risk in these situations.	A/I/T	
Additionally, the post holder has to work within the Trust's manual handling policy, and work in environments where there is occasional exposure to unpleasant conditions.	A/I/T	
Participation in SCIP training is mandatory and there is an expectation that these skills will be used in an emergency.	A/I/T	
There may be an occasional requirement to assert light physical effort: Ability to move equipment (including case files, self-help materials, audio-visual equipment) between office base and other work settings.	A/I/T	
Administration of Psychological tests where appropriate.	A/I/T	

<p>Use of IT equipment.</p> <p><b>MENTAL EFFORT</b></p> <p>Ability to manage periods of prolonged and intense concentration in sessions and during computing tasks and in all other aspects of service user involvement such as during assessment and formulation, group and individual therapy sessions, interviews.</p> <p>Ability to work towards goals agreed at Individual Appraisal with the Service Manager</p> <p>Ability and willingness to work outside office hours when required by the role.</p> <p><b>EMOTIONAL EFFORT</b></p> <p>Regular requirement to deal with distressing or emotionally charged situations and an ability to manage emotional consequences of working with these distressing conditions.</p>	<p>A/I/T</p> <p>A/I/T</p> <p>A/I/T</p> <p>A/I/T</p> <p>A/I/T</p>	
<p>Advanced level knowledge and skill in the theory and practice of at least two recognised approaches to psychological practice.</p> <p>Significant knowledge of and skills in working with people with very challenging behaviour including providing and promoting appropriate support for carers and staff exposed to highly distressing situations.</p> <p>Skills in providing psychological consultation to commissioner and other service providers in the statutory, private and voluntary sectors.</p> <p>Experience of working within a multi-cultural framework.</p>		<p>A/I/T</p> <p>A/I/T</p> <p>A/I/T</p> <p>A/I/T</p>
<p><b>ADDITIONAL INFORMATION</b></p> <p><b>Values/Motivational/Personal Qualities/Diversity</b></p> <ul style="list-style-type: none"> <li>• Welcoming</li> <li>• Kind</li> <li>• Positive</li> <li>• Respectful</li> <li>• Professional</li> </ul>	<p>A/I/T</p>	



Template: July 2023