

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Principal Psychologist/Trauma Informed Care Lead</b>
<b>BAND:</b>	<b>Band 8b</b>
<b>DIRECTORATE:</b>	<b>Bedfordshire/Luton</b>
<b>REPORTING TO:</b>	<b>Consultant Psychologist and Lead Psychologist for area CMHTs</b>
<b>ACCOUNTABLE TO:</b>	<b>Consultant Psychologist and Lead Psychologist for area CMHTs</b>
<b>DBS:</b>	<b>Enhanced</b>

### JOB SUMMARY

To support the Lead Psychologist for Luton Adult CMHTs, Crisis Services and Perinatal Services and the Lead Psychologist for Bedfordshire Adult CMHTs, EIS and Inpatient Services to promote, embed and sustain a culture of trauma-informed care (TIC) in services in Bedfordshire and Luton ELFT Trust. Bedfordshire and Luton ELFT aim to be a Trauma-Informed Organisation which means adopting and embedding the values and practices consistent with Trauma-Informed Care in the care we provide, our approach to staff, our leadership and our policies and procedures.

#### The main duties include:

- The development, coordination and oversight of the delivery of high quality training and workshops in trauma-informed care principles for services in Beds and Luton ELFT;
- Maintaining a strong focus on collaboration and co-production of initiatives whilst ensuring all projects understand service user, carer and staff needs and views.
- Supporting the adoption of service-based tools to map the implementation of trauma-informed care;
- Supporting teams in the process of implementing changes that develop a culture of trauma-informed care;
- To undertake service evaluation, audit, research and policy development.
- To use key deliverable goals and data to underpin plans and evaluation and to keep stakeholders up to date on project progress.
- The evaluation of the TIC training initiatives and implementation of trauma-informed care initiatives against agreed delivery priorities;
- Carrying a small clinical caseload in their area of expertise.
- To receive and provide training, clinical supervision and consultation as appropriate.

### KEY RELATIONSHIPS

- Operational Leads of Services
- Consultant Clinical Psychologists
- Associate Director of Psychology, Beds and Luton
- Service Users, Carers, and People Participation Leads

### MAIN DUTIES AND RESPONSIBILITIES

Clinical	<ul style="list-style-type: none"> <li>• To take a lead in ensuring a psychologically-informed framework for the TIC initiatives.</li> <li>• To use highly specialist psychological knowledge and skills to inform strategy and approach to training and other initiatives.</li> <li>• To be responsible for developing working relationships with relevant partners in training and TIC forums inside and outside of the Trust.</li> <li>• To co-ordinate (and chair) meetings to ensure effective functioning and review when appropriate.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Provide highly developed specialist psychological assessments, based on the appropriate use, interpretation and integration of complex data from a variety of sources (including psychological/neuropsychological tests, measures/rating scales, direct and indirect observation and semi-structured interviews with clients, family members and involved others.</li> <li>• Formulate plans for the formal psychological treatment and/or management of mental health problems in adults of working age across a range of care settings, based upon a broad theoretical knowledge base to analyse, interpret and compare complex information in order to design specialist programmes of treatment for individuals, groups and families tailored to individual need.</li> <li>• To be responsible for implementing a broad range of evidence-based specialist psychological treatments and mental health interventions which require the formulation and modification of plans and strategies as practice and experience demands. This will require the adjustment and refinement of complex formulations which draw on different explanatory models, and the maintenance of a number of provisional hypotheses.</li> <li>• To provide expertise and specialist psychological advice, guidance and consultation to other multidisciplinary professionals contributing directly to service users' formulation, diagnosis and treatment planning.</li> <li>• To provide well developed, highly specialist expertise and psychological advice, guidance and consultation.</li> <li>• To be mindful of the needs of colleagues from a wide range of racial, cultural, sexual, religious, and social backgrounds and with colleagues co-produce innovative ways of offering a culturally congruent response to workforce development.</li> <li>•</li> </ul>
Operational	<ul style="list-style-type: none"> <li>• Working with staff across the Trust to enhance the provision of high-quality training and to identify any aspects which could be improved and propose changes to practices or procedures.</li> <li>• Working with senior psychologists and other leads and managers across the area to develop plans that contribute to the adoption of TIC principles within the B&amp;L Trust.</li> <li>• To be responsible for providing accurate and timely information as required, reporting on progress and any risk to plans to the Professional Lead and relevant stakeholders.</li> <li>• Use information technology in line with Trust and NHS information governance requirements and maintain up to date knowledge of systems and governance requirements.</li> <li>• Collate and report on information across service area using information systems to a high standard.</li> <li>• Prepare and present materials and presentations to a professional level including the use of video conferencing, audio visual packages and data visualisation.</li> </ul>
Management and Human Resources and Service Development	<ul style="list-style-type: none"> <li>• Agree work/caseload levels with line manager and professional lead, and manage own workload to meet expected activity levels.</li> <li>• May be required to exercise day to day supervision as and when required for other psychology professions, trainees, apprentices and assistants as agreed with line manager</li> </ul>

	<ul style="list-style-type: none"> <li>• Participate in appraisal and development planning, identifying and agreeing training needs</li> <li>• Maintain up to date knowledge of relevant legislation, national and local policies and issues in relation to the provision of services.</li> <li>• Participate as a senior clinician in service development and quality improvement initiatives within the directorate, in line with directorate priorities and in response to identified local need.</li> <li>• Attend regular psychology meetings to develop and maintain high standards of professional knowledge and practice in services.</li> <li>• Attend multidisciplinary team meetings related to service governance and development as required.</li> </ul>
Performance and Quality (including research and service evaluation)	<ul style="list-style-type: none"> <li>• Support systems for evaluation, monitoring and development of the directorate's psychological therapies services to ensure services are delivered in line with Trust policies, national guidance and evidence based practice.</li> <li>• Use skills in undertaking research, audit and evaluation analyse and interpret highly complex data, identifying trends and opportunities for improvement.</li> <li>• Lead, develop and implement service related Quality Improvement and/or academic research or service evaluation projects, and advise/support other staff undertaking research and evaluation activities.</li> <li>• Ensure that relevant clinical research, service evaluation and audit are undertaken in accordance with national and local NHS and professional requirements.</li> <li>• To create a robust and accountable process by which TIC cultures are developed, monitored and evaluated.</li> </ul>
Financial and Physical Resources	<ul style="list-style-type: none"> <li>• Contribute to the responsible management of equipment and resources required for the ongoing provision of a high standard of psychological service to the directorate.</li> <li>• Take delegated responsibility for the management of Service budgets.</li> </ul>
Teaching, training and supervision	<ul style="list-style-type: none"> <li>• Be responsible for using a theoretical knowledge base and specialist clinical skills to ensure the maintenance and development of the psychological skills of others (assistant, trainee and other psychologists and members of other staff groups) via the development and delivery of teaching, training, supervision, support and consultation across the service.</li> <li>• Comply with governance systems in place for the provision and monitoring of clinical and professional supervision of qualified and unqualified psychological practitioners across the directorate.</li> <li>• Ensure practice within relevant guidelines for professional practice (BPS/HCPC/BABCP/BACP and other professional bodies).</li> <li>• Provide well developed and highly skilled consultation, teaching, training and (where agreed) clinical supervision to other multidisciplinary professionals for their provision of psychologically-based interventions for service users.</li> <li>• Ensure the <b>personal</b> development, maintenance and development of the highest professional standards of practice, through active participation in internal and external CPD training and development programmes.</li> </ul>

## JOB DESCRIPTION AGREEMENT

This job description is intended as a guide to the main duties of the post and is not intended to be a prescriptive document. Duties and base of work may change to meet the needs of the service or because of the introduction of new technology. This job description may be reviewed from time to time and changed, after consultation with the post-holder.

### **Statement on Employment Policies**

In addition to the requirement of all employees to co-operate in the implementation of Employment related policies, your attention is drawn to the following individual employee responsibilities:-

<b>Health and Safety</b>	Under the Health & Safety at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work, and to co-operate with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
<b>Equal Opportunities</b>	ELFT is committed to equality of opportunity for all employees, job applicants and service users. We are committed to ensuring that no one will be discriminated against on the grounds of race, colour, creed, ethnic or national origin, disability, religion, age, sex, sexual orientation or marital status. The Trust commits itself to promote equal opportunities and value diversity and will keep under review its policies, procedures and practices to ensure that all employees, users and providers of its services are treated according to their needs.  For management posts, to ensure that within their service area fair employment practice and equality of opportunity are delivered.
<b>Dealing With Harassment/ Bullying In The Workplace</b>	The Trust believes employees have the right to be treated with respect and to work in a harmonious and supportive working environment free from any form of harassment and / or bullying.  The Trust has taken positive steps to ensure that bullying and harassment does not occur in the workplace and that procedures exist to resolve complaints as well as to provide support to staff. It is your responsibility as an employee to abide by and support these steps so all employees can work in a harmonious, friendly and supportive working environment free of any harassment or intimidation based on individual differences.  Disciplinary action will be taken against any member of staff found to be transgressing the Harassment and Bullying Policy.
<b>No Smoking</b>	To refrain from smoking in any of the organisations premises not designated as a smoking area. 'East London Foundation Trust is a Smokefree Trust – this means that staff must be smokefree when on duty or otherwise in uniform, wearing a badge or identifiable as ELFT staff or undertaking trust business.'
<b>Alcohol</b>	To recognise that even small amounts of alcohol can impair work performance and affect one's ability to deal with patients and the public in a proper and acceptable manner. Consumption of alcohol during work hours is not permitted.
<b>Confidentiality</b>	As an employee of the Trust the post-holder may have access to confidential information. The postholder must safeguard at all times, the confidentiality of information relating to patients/clients and staff and under no circumstances should they disclose this information to an unauthorised person within or outside the Trust. The post-holder must ensure compliance with the requirements of the Data Protection Act 1998, Caldicott requirements and the Trust's Information and

	<p>IM&amp;T Security Policy.</p> <p>To safeguard at all times, the confidentiality of information relating to patients/clients and staff.</p>
<p><b>Data Protection Act</b></p> <p><b>Data Protection – Your Data</b></p>	<p>To maintain the confidentiality of all electronically stored personal data in line with the provision of the Data Protection Act.</p> <p>As part of your employment with East London Foundation Trust, we will need to maintain personal information relating to your work on your personal file. You have a right to request access to your personal file via the Human Resources Department.</p> <p>To carry out as per Data Protection Act responsibilities with regard to the access and Health Records Act 1990.</p>
<b>Safeguarding</b>	<p>All employees must carry out their responsibilities in such a way as to minimise risk of harm to children, young people and adults and to safeguard and promote their welfare in accordance with current legislation, statutory guidance and Trust policies and procedures. Employees should undertake safeguarding training and receive safeguarding supervision appropriate to their role.</p>
<b>Service User and Carer Involvement</b>	<p>ELFT is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work.</p>
<b>Personal Development</b>	<p>Each employee's development will be assessed using the Trust's Personal Development Review (PDR) process. You will have the opportunity to discuss your development needs with your Manager on an annual basis, with regular reviews.</p>
<b>Clinical Governance</b>	<p>As an employee of the trust you are expected to support the Trust's clinical governance framework for monitoring and improving standards of care. You must do this by:-</p> <ul style="list-style-type: none"> <li>• taking part in activities for improving quality</li> <li>• identifying and managing risks</li> <li>• maintaining your continuous professional development</li> </ul>
<b>Professional Standards</b>	<p>To maintain standards as set by professional regulatory bodies as appropriate.</p>
<b>Conflict of Interests</b>	<p>You are not precluded from accepting employment outside your position with the Trust. However such other employment must not in any way hinder or conflict with the interests of your work for the Trust and must be with the knowledge of your line manager.</p>
<b>Risk Management</b>	<p>Risk Management involves the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. Every employee must co-operate with the Trust to enable all statutory duties to be applied and work to standards set out in the Risk Management Strategy.</p>
<b>Personal and Professional Development/Investors in People</b>	<p>The Trust is accredited as an Investor in People employer and is consequently committed to developing its staff. You will have access to appropriate development opportunities from the Trust's training programme as identified within your knowledge and skills appraisal/personal development plan.</p>
<b>Infection Control</b>	<p>Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all Healthcare Associated Infections including MRSA. In particular, all staff have the following key responsibilities:</p> <p>Staff must observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after following all patient contact. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations.</p>

	<p>Staff members have a duty to attend infection control training provided for them by the Trust as set in the infection control policy.</p> <p>Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.</p>
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## PERSON SPECIFICATION

<b>JOB TITLE:</b>	<b>Principal Psychologist/Trauma-Informed Care Lead</b>
<b>BAND:</b>	<b>Band 8b</b>
<b>WTE:</b>	<b>0.5 wte</b>
<b>DIRECTORATE:</b>	<b>Bedfordshire/Luton</b>
<b>REPORTING TO:</b>	<b>Consultant Psychologist and Lead Psychologist for area CMHTs</b>
<b>ACCOUNTABLE TO:</b>	<b>Consultant Psychologist and Lead Psychologist for area CMHTs</b>
<b>DBS:</b>	<b>Enhanced</b>

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW
<b>Education/ Qualification/ Training</b>	<p>Post-Graduate Doctoral level training in Clinical Psychology or equivalent accredited by the British Psychological Society (BPS)</p> <p>Doctoral level knowledge of research methodology, research design and complex, multivariate data analysis as practiced within the clinical fields of psychology.</p> <p>Registered with the Health and Care Professions Council (HCPC)</p>	Relevant specialist training or qualifications	A
<b>Experience</b>	<p>Experience of working as a qualified Clinical Psychologist for a minimum of 4 years including substantial post-qualification experience within speciality.</p> <p>Experience of working with teams and team leads to provide specialist psychological consultation, advice and support.</p>	<p>The Trust encourages and welcomes applications from people with lived experience of mental health challenges. We see this as valuable and recognise the positive impact this experience can have on the work we do.</p> <p>Experience of proposing and implementing service development projects within relevant service area.</p> <p>Relevant management / leadership training certificate.</p> <p>Post-qualification experience that supports working with, and addressing issues of, diversity within local</p>	A I



		communities.  Experience of providing teaching and training to psychologists and/or other professional groups.	
<b>Knowledge &amp; skills</b>	<p><b>Communication &amp; Relationship skills:</b> Knowledge and understanding of NHS psychology careers and the barriers experienced by some socio-demographic groups</p> <p>A knowledge and understanding of organisational development and change</p> <p>Highly developed knowledge of the theory and practice of specialised psychological therapies</p> <p>Up to date knowledge and understanding of Higher Education training programmes in psychology</p> <p><b>Analytical &amp; judgemental skills:</b> Able to draw upon a broad theoretical knowledge base, evidence-base and research in the analysis of highly complex facts or situations to arrive at appropriate formulations and strategy</p> <p><b>Planning and organisational skills:</b> Able to plan, organise and prioritise own workload.</p> <p>Knowledge of project management tools and techniques</p> <p><b>Physical skills:</b> Basic keyboard skills.</p> <p><b>Information resources:</b> Able to record and report on as required clinical information. Competent in use of basic IT packages – word processing, e-mail and internet.</p> <p><b>Research &amp; Guidance:</b> Doctoral level knowledge of research design and methodology, including complex multivariate data analysis. Up to date knowledge of psychological research and national guidance Knowledge of legislation and its implications for clinical practice with this client group.</p>	<p><b>Information resources:</b> Competent use of other IT packages e.g. PowerPoint, Excel and Access.</p> <p><b>Cultural competence:</b> Able to provide a cultural competent service.</p> <p><b>Flexibility:</b> Able to innovate on the basis of theoretical knowledge.</p>	A I



	<p><b>Cultural awareness:</b> Aware of the potential impact of discrimination &amp; disadvantage on mental health.</p> <p><b>Flexibility:</b> Able to be flexible and adapt approach according to need.</p>		
Personal	<p>Able to contain and work with organisational stress and able to hold the stress of others.</p> <p><b>Physical effort:</b> Able to sit in constrained positions for a substantial proportion of working time. Able to undertake assessments in a range of environments most accessible/suitable for the service user</p> <p><b>Mental effort:</b> Able to concentrate intensely for a substantial proportion of working time, during client contact, teaching/supervision sessions, team meetings, preparing written work etc.</p> <p><b>Emotional effort:</b> Able to manage effectively exposure to distressing circumstances and exposure to traumatic circumstances.</p> <p><b>Working conditions:</b> Able to manage effectively verbal aggression from service users, families, etc and the risk of physical aggression. Able to tolerate dirty and noisome situations</p> <p><b>Values:</b> Respectful approach to service users, families, carers, colleagues and other professionals. Willing to negotiate and can handle confrontation effectively and professionally</p>	E	A I
Other	<p>Able to work to professional guidelines. Must be capable of accountability for own work, of autonomous clinical practice, of being guided by precedent and of working towards defined results.</p>		A I

E. Essential. A. Application. I. Interview