



## JOB DESCRIPTION

### 1. General information

**JOB TITLE:** Clinical Forensic Counselling Psychologist/Psychological Therapist

**GRADE:** Band 8a

**DIRECTORATE:** Offender Healthcare

**HOURS OF WORK:** 37.5hrs per week

**RESPONSIBLE TO:** Head of Psychological Therapies  
(line manager)

**ACCOUNTABLE TO:** Head of Healthcare

**BASE:** Kent Prisons covering HMP Standford Hill, HMP Maidstone and HMP Rochester

At Oxleas NHS Foundation Trust, we offer a wide range of NHS healthcare services to people living in South-East London and to people in prison across England. Our wide array of services includes community health care, such as district nursing and speech and language therapy, care for people with learning disabilities and mental health such as psychiatry, nursing and therapies.

Oxleas is a great place to work. It has been recognised as one of the Top 10 Best Places to Work 2023 by the Sunday Times amongst very big employers. Our staff survey results show that we are in the Top 5 in England and the highest in London for staff experience amongst similar trusts.

*"We are always delighted to welcome new colleagues to the Oxleas family. We care about making Oxleas a great place to work - it's a big priority in our strategy. Come and join us - it's a place where our values, teamwork, equity, and wellbeing matter and where you can really help to improve people's lives."*

A handwritten signature in black ink, appearing to read 'Ify'.

Ify Okocha, Chief Executive

We have distinctive values at Oxleas - We're Kind, We're Fair, We Listen, We Care. Our values are very important to us. They help Oxleas to be a great place to work.

## **2. Overview of the Post**

The current post is based within the Integrated Mental Health Teams in Kent Prisons. Core responsibilities will include supervising qualified psychologists, trainees and assistant psychologists, applying the NICE stepped care model and leading on consultation activity with both operational and clinical staff. There would also be an expectation the post holder would carry a case load and carry out psychological assessment and therapy with complex individual and groups of prisoners.

### **Relevant Information about the Trust and/or the area of work:**

Oxleas Forensic Psychological Therapies department is an unusually large, long established and nationally well regarded specialty. Psychological therapists are highly valued within the wider directorate and trust and occupy a variety of service-wide leadership roles, including as Responsible Clinicians. Staff in the Forensic Directorate report the highest levels of job satisfaction in a Trust recognised for positive employee feedback. The Psychological Therapies team is warm and friendly, whilst also being dynamic and innovative.

Within the psychological therapies department, there is a focus on attachment, trauma and systemic approaches with expert supervision available for several evidence-based therapy modalities such as Mentalisation based Therapy (MBT) and Eye Movement Desensitisation therapy (EMDR).

This post is primarily based within Maidstone, Rochester and Standford Hill.

## **3. Key Task and Responsibilities**

### **Clinical and Client Care**

- To provide highly specialist psychological therapy assessments, formulations and interventions.
- To exercise autonomous professional responsibility for the assessment, treatment and discharge of community clients whose problems are managed by psychologically based standard care plans, including taking responsibility for initiating planning and review of care plans with input from clients, their carers, referring agents and others involved in the network of care.
- To provide culturally appropriate psychological therapy interventions with carers or families of referred clients when required.
- To communicate, in a highly skilled and sensitive manner, to clients, family carers and others as appropriate, information that may be contentious or highly distressing concerning the assessment, formulation and treatment plans of clients under their care.

- To produce reports on clients, in a timely manner, that convey the key findings of psychological assessment and formulation and treatment outcome in a way that does justice to the complexity of the problems described, but that are understandable to the recipients of the reports, including clients and referrers.
- To undertake psychometric and neuropsychological testing as appropriate, including selecting the appropriate tests, administering and scoring the tests in accordance with the manual, and interpreting the findings in the context of all relevant information.
- To undertake risk assessment, risk monitoring and risk management for individual clients in line with Trust and inter-agency policies and procedures, and to provide advice to other professions on psychological aspects of risk assessment and risk management.
- To work in partnership with other disciplines and to maintain links with statutory and non-statutory agencies as appropriate.
- To ensure that all services provided are acceptable and accessible to the diverse communities served.
- Implement outcome measurement as determined by the local service.
- Attend and contribute to psychological therapies and directorate meetings and forums.

#### **Responsibilities for team and service clinical functioning**

- Under the supervision of a senior psychologist, to lead the family and carers strategy for the Directorate.
- To facilitate a family and carers forum.
- To support the inpatient ward team in the effective working of the team and a psychologically informed framework for the team.
- Deliver accessible and acceptable services to diverse local communities.
- To be proactive in challenging discrimination.
- To advise other members of the service on specialist psychological care of clients.
- To liaise with the service/s MDT and other professionals including to liaise with referrers, GPs and other professionals concerned with clients in order to develop and review care plans.
- To utilise theory, evidence-based literature and research.
- Work within the remit of relevant policies and procedures for the safe running of the service.

#### **Policy and service development**

- To implement clinical governance standards within the service and ensure that these are maintained and improved.
- Ensure that services to clients are of a high quality and are managed efficiently, according to the overall requirements of the Trust, NHS and government guidance and standards.
- To undertake quality improvement projects relevant to the role.
- To ensure the engagement of service users in planning and delivering services.

**Management and supervision**

- To provide line management to pre-qualified staff and to supervise students and trainees.
- To support recruitment of psychological therapies staff to the service.
- For staff line managed, to ensure local standards are implemented for the allocation and review of work, job planning, review of performance, sickness management and initial stages of grievance or disciplinary action.
- To oversee quality line management and supervision within the team structure, ensuring that assistant psychologists and trainees acquire the necessary skills, competencies and experience to contribute effectively to health care, and to contribute to the assessment and evaluation of such competencies.
- To supervise psychological work carried out by other professionals as appropriate.
- To provide highly specialist advice, consultation and training of staff working with the client group across a range of agencies and settings, where appropriate. This may include work with the Criminal Justice System and Children's Services.

**Teaching and Training**

- To provide and support specialist clinical placements for students and trainees in applied psychological practice.
- To contribute to the delivery of teaching and training to psychological practitioners and other professions.
- To contribute to the development of the knowledge and skills base within the service by maintaining an active awareness of current developments in psychological therapy and risk assessment / management and to implement knowledge gained in practice.
- To disseminate research and service evaluation findings through presentations and published articles.
- To continue to gain wider post-qualification experience of psychological therapies and risk assessment, over and above that provided within the principal service area where the post-holder is employed.

**Record-keeping and Information Governance**

- To ensure that all information generated by own work is recorded as required by Trust policies and local procedures.
- To ensure the highest standards of clinical record keeping and report writing, according to professional and Trust guidelines, including electronic data entry, in those parts of the service for which the post-holder has management or leadership responsibility.

**Research and development**

- To undertake the planning, initiation and completion of research, service evaluation and audits, and quality improvement projects relevant to the service and the directorate research agenda.
- To oversee the planning, initiation and completion of research, service evaluation and audits by students, trainees and colleagues.

- To utilise theory, evidence-based literature and research to support evidence-based practice in individual work and work with other team members.

### **Maintaining professional standards and continuing professional development**

- To receive regular clinical and professional supervision from a senior psychological practitioner according to professional and Trust guidelines and, where appropriate, other senior professional colleagues.
- To attend Reflective Practice reliably.
- To maintain own Continuing Professional Development in line with registered body and Trust Personal Development Plan requirements.
- To maintain an up-to-date knowledge of current developments in professional and clinical practice and of relevant legislation and policies.
- To comply with the registered body Standards of Conduct, Performance and Ethics/Standards of Proficiency.
- To ensure that all assistant for whom the post-holder has management responsibility maintain professional standards, and adhere to all organisational HR policies and procedures.
- Maintaining registration and standards of practice according to the employer and any regulating bodies eg the UKCP, BABCP & HCPC etc.
- Ensuring all aspects of confidentiality relating to both the service and individuals are maintained at all times.

### **General**

- To travel to clinical venues, training activities and meetings as appropriate and across the Trust when required.
- To be aware of risk relating to aggressive and challenging behaviour amongst the client group, and follow Trust policies relating to its management.
- To respond appropriately and professionally to emotionally distressing situations of people in distress or in crisis and who may be abusive and to support others involved in such situations.
- To work flexibly which may include offering some regular commitment to late clinics or weekend working, within the overall Job Plan.
- To be proficient in the use of IT for purposes such as email, electronic calendar, intranet, video calls and electronic clinical records.
- To be familiar with word processing, database and statistical packages, and to use such packages appropriately as necessary.
- To maintain high standards of clinical record keeping, including electronic clinical records and report writing, in accordance with professional codes of practice and Trust policies and procedures.
- To maintain up to date knowledge of legislation, national and local policies and issues pertaining to the client group.

### **Communication**

Other team members, team leaders, service managers, and members of other disciplines and agencies responsible for a client's care.

**Custodial Responsibilities**

Assume personal responsibility for the security of issued keys.

Understand and comply with prison orders, procedures, and instructions in your area of work.

Comply with all security requirements.

Respond to any situation or circumstance that might indicate a threat to security of the establishment or to the safety of an individual, completing Incident, Security, Injury, or other reports as appropriate.

Report breaches of order and discipline including reporting and recording untoward incidents according to local protocol.

Contribute to effective risk assessment and management procedures.

**Terms and Conditions**

The post holder is subject to the terms and conditions of OXLEAS NHS FOUNDATION TRUST. This Job description gives an outline of the post and is subject to review in consultation with the post holder.

**Confidentiality**

The Post holder must maintain the confidentiality of information about patients, staff, and other health service business in accordance with Trust Policy.

**Risk Management**

The Post holder will ensure compliance with the Trust's risk management policies and procedures. These describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm and stress and that all staff have a responsibility to minimise risk.

**Infection Control**

All staff are required to be familiar with the Trusts infection control policies, and national guidance in relation to infection control. All staff whose normal duties are directly or indirectly concerned with patient care must ensure that they complete mandatory infection control training and are compliant with all measures known to be effective in reducing Healthcare Associated Infections.

**Equality, Diversity and Human Rights**

Oxleas is an organisation which values difference and promotes equality, diversity, and inclusion. Our Equality and Human Rights Policy and Strategy are designed to ensure that all our staff (including agency, bank, students, volunteers, and contractors) as well our service users, carers and members of the public are treated with dignity and respect. The Trust policies, procedures and practices are reviewed regularly to ensure that everyone who falls under the list of Equality Act 2010 protected characteristics does not suffer discrimination, either directly or indirectly.

The current list of protected characteristics includes Age; Disability; Gender Re-Assignment; Marriage and Civil Partnership; Pregnancy & Maternity; Race; Religion and Belief; Sex and Sexual Orientation.

### **Health & Safety**

All staff must be aware of the responsibility placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients, and visitors.

### **Professional and NHS Codes of Conduct**

You are required to act at all times in accordance with the relevant professional Codes of Conduct and Accountability (including, where applicable, those for Board Members). In addition, all management staff must comply with the 'Code of Conduct for NHS Managers' and 'Standards of Business Conduct for NHS Staff'.

### **Safeguarding**

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Trust's intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

### **Financial Management and Control of Resources**

All staff are responsible for the security and the property of the Trust, avoiding loss or damage and being economical and efficient in the use of resources. Staff are required to act in accordance with the rules and regulations as described in the Trust's Policy relating to the Financial Management and Control of Resources'.

### **Customer Care**

It is the aim of the Trust to provide patients and clients with the best possible care. All staff are required to put the patient/client first and do their utmost to meet requests and needs courteously and efficiently.

### **Personal/Professional Development Planning/Mandatory Training**

All staff should have a personal development plan and in conjunction with their manager, should actively determine and pursue agreed training and development needs and opportunities. All staff are required to attend mandatory training as designated by the Trust.

### **Sustainability**

Demonstrate social and environmental responsibility and help establish Oxleas NHS Foundation Trust as a sustainability leader. Collaborate to contribute to or lead change management towards Oxleas NHS Foundation Trust goal of reaching Net Zero by 2040 as stated in the Green Plan.

### **No Smoking**

Oxleas NHS Foundation Trust has a no smoking policy. Staff are not permitted to smoke within or on Trust premises.

### 3. Our Values

We have distinctive values at Oxleas - We're Kind, We're Fair, We Listen, We Care.

Our values are very important to us. They help Oxleas to be a great place to work. We want everyone who works at Oxleas to live our values and we will expect this of all our new joiners.

Our Values and Behaviours framework describes what it means for every one of us in the Trust to put our values into action. The framework can be found on our Trust Website: [Our values - Oxleas NHS Foundation Trust](#)



Signed by Line Manager

Signed by post holder

Date

Date

Print Name

Print Name

**Note:**

**Please attach an organisational chart alongside, a person specification, and Job Description.**





## PERSON SPECIFICATION

JOB TITLE: Clinical Forensic Counselling Psychologist/Psychological Therapist

DEPARTMENT: Offender Healthcare

GRADE: Band 8a

Education/Qualifications	How measured
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Entry-level qualification in applied psychological therapy/mental health/social welfare profession or equivalent and demonstrable practice in this field (ie professional Doctorate, or combination of MSc plus PG Diploma level/supervised practice/additional training) that has been accepted for the purposes of professional registration.</li> <li>• Additional training beyond entry-level qualification in a specialised area of psychological practice (through formal post-qualification training (PG Diploma or equivalent), OR a combination of specialist short courses and/an evidenced portfolio of supervised practice—based learning in a specialist area of clinical psychological therapy practice, assessed by a registered body and/or an experienced clinical supervisor to be of equal level to a Postgraduate Diploma or higher.</li> <li>• Registered with professional body or regulatory body as appropriate to psychological therapy discipline ie HCPC/UKCP/BACP/BABCP.</li> <li>• Evidence of continuing professional</li> </ul>	Application and Interview

<p>development as required by the professional body.</p> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Training in an evidence-based treatment for the client group</li> <li>• Completed training course in clinical supervision</li> <li>• Training and qualifications in research methodology, staff training and/or other fields of applied psychology</li> <li>• Accredited training in structured professional judgement approaches to risk assessment (including but not limited to the HCR20)</li> </ul>	
<p><b>Experience</b></p>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Completion of a minimum of two years full-time (or equivalent part-time) post-doctoral / post qualification supervised experience</li> <li>• Experience of specialist psychological assessment and treatment of clients with the full range of clinical severity under supervision</li> <li>• Post-qualification of working with and addressing issues of diversity, including experience of working within a multicultural framework.</li> <li>• Experience of maintaining a high degree of professionalism in the face of highly emotive and distressing problems, verbal abuse and the threat of physical abuse.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience of work or research undertaken in forensic / secure / locked settings</li> </ul>	<p>Application and Interview</p>

<ul style="list-style-type: none"> <li>• Experience of providing supervision to pre-qualified psychological therapies staff or students, or other professionals</li> <li>• Experience of carrying out post-qualification research, audit or service evaluation projects.</li> <li>• Experience of inter-agency working</li> <li>• Experience of providing teaching and training to psychological practitioners or other professional groups.</li> </ul>	
<b>Skills/Abilities/Knowledge</b>	
<b>Essential</b> <ul style="list-style-type: none"> <li>• Skills in the use of complex methods of psychological assessment, intervention and management frequently requiring sustained and intense concentration.</li> <li>• Ability to administer, score and interpret psychometric and neuropsychological tests with appropriate training and supervision</li> <li>• Understanding psychological formulation for complex high risk service users.</li> <li>• 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.</li> <li>• Knowledge of legislation in relation to the client group, mental health and child protection.</li> <li>• Evidence of continuing professional development as recommended by the BPS, HCPC or equivalent regulatory</li> </ul>	Application and Interview

body relevant to your profession

- Knowledge of the theory and practice of psychological therapies relevant to the client group.
- Knowledge of the theory and practice of at least two specialised psychological therapies and two assessment methodologies
- Knowledge of current mental health legislation and initiatives and of safeguarding legislation
- Knowledge of the principles and practice of clinical governance, clinical audit and risk management
- Knowledge of equal opportunities, confidentiality and consent issues
- Knowledge of key NHS policies and procedures
- Knowledge of relevant Health & Safety legislation
- Ability to manage severely challenging behaviour/crisis intervention (
- Ability to manage unpredictable workloads and frequent demands on concentration and attention
- Report writing and presentation skills
- Competent in Microsoft Office packages
- Ability to manage within available, and sometimes limited, resources

**Desirable**

- Knowledge of research methodology, research design and complex data analysis.

<ul style="list-style-type: none"> <li>• Skills in providing consultation to other professional and non-professional groups.</li> <li>• Awareness of Criminal Justice and mental health services.</li> </ul>	
<p><b>Effort and Environment</b></p> <ul style="list-style-type: none"> <li>• Ability to teach and train others, using a variety of complex multi-media materials suitable for presentations within public, professional and academic settings.</li> <li>• Experience of working with diversity, including but not limited to a multicultural framework.</li> <li>• Ability to identify and employ mechanisms of clinical governance as appropriate, to support and maintain clinical practice in the face of regular exposure to highly emotive material and challenging behaviour.</li> <li>• Ability to form good working relationships with others in a multi-disciplinary setting.</li> <li>• Interest and ability to contribute to service development.</li> <li>• Commitment to Equal Opportunities</li> </ul> <p><b>Physical Effort</b> Light physical effort for several short periods/ sitting in constrained position for extended periods</p> <p><b>Mental Effort</b> Ability to manage unpredictable workloads and frequent demands on concentration and attention Skills in the use of complex methods of psychological assessment, intervention and management frequently requiring sustained</p>	<p>Application and Interview</p>

<p>and intense concentration</p> <p><b>Working Conditions</b></p> <p>To face regular exposure to highly emotive material and challenging behaviour</p> <p><b>Desirable</b></p> <p>Personal experience of mental health problems.</p>	
<p><b>Other Requirements</b></p> <p>E.g., driving, on call arrangements</p>	

*NB These are not definitive lists if there are any others specific to a post, please add to the form which should then be signed by the line manager and post holder alongside the Job description.*

Signed by Line Manager

Signed by post holder

Date

Date

Print Name

Print Name