



## JOB DESCRIPTION

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| <b>Job Title:</b>      | Principal Practitioner Psychologist, Integrated Community Care and Recovery (ICCR), Steps to Recovery Services   |
| <b>Grade:</b>          | A4C Band 8B  |
| <b>Reporting to:</b>   | Consultant Psychological Services Lead, Assertive Outreach and Steps to Recovery, ICCR   |
| <b>Accountable to:</b> | Professional accountability to the Trust Chief Psychologist via the Lead for ICCR Psychological Services and Lead for Assertive Outreach and Steps to Recovery Psychological Services (immediate Line Manager). Post holder's operational service objectives agreed by Lead for Psychological Services and immediate Psychological Services Line Manager in the light of ICCR objectives and priorities and team objectives and priorities identified by relevant Team Manager(s). Accountable for delivery of services to agreed objectives to immediate Psychological Services Line Manager and designated Team Manager. Undertakes annual professional appraisals with immediate Psychological Services Line Manager. Annual (and, as appropriate, other periodic) reviews of service delivery to objectives undertaken with Psychological Services Line Manager and designated Team Manager. |
| <b>Location:</b>       | Dan Mooney House and David Bromley House, Knowle, Solihull   |

### Job Purpose

As a highly experienced practitioner psychologist holding appropriate postgraduate level professional qualifications, ensures the systematic provision of a highly specialist, multilevel psychology service that is cost-effective, culturally appropriate and based on best clinical and professional practice and that meets Trust and Directorate objectives, national strategic, and policy guidelines, commissioner requirements and user and carer needs and expectations. To thereby help understand, prevent, and ameliorate psychological distress and disorder and improve the mental health and wellbeing of local service users.

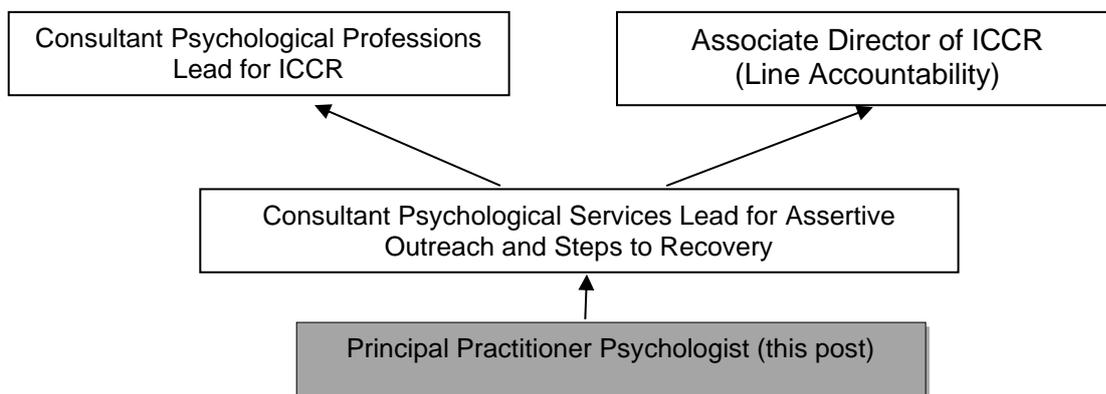
The role will also include responsibility for leadership of psychological therapies and delivery of a NICE concordant service to individuals in the service. This will involve provision of highly specialist psychological assessments and therapy, line management and clinical supervision of psychological practitioners, consultation, service development, research, and teaching/training, as required.

## Job Summary

1. As a qualified psychologist, assumes accountability for own professional actions, exercises discretion in determining how objectives are to be achieved and works independently on a day-to-day basis within the overall framework of relevant trust/team/service principles, policies and procedures, the professional codes of practice of the BPS (or regulating body) and terms and conditions of employment.
2. Provides direct clinical services to clients, their families and other carers, undertaking highly specialist psychological assessments and providing individual and group based psychological therapy and intervention as appropriate and required.
3. Facilitates the dissemination of effective evidence informed psychological practice within the team/ service by developing and supporting the use of psychologically informed protocols, guidelines and procedures by other professionals and members of the MDT and by developing psychologically informed assessment and intervention procedures that are incorporated within routine team/ward practice.
4. Plans, organises and provides teaching/training session/programmes in psychological principles and practice for other members of the MDT.
5. Provides supervision and 'liaison-consultation' services to enable and support client related work undertaken by other members of the MDT.
6. Supervises and supports the clinical work of other less experienced qualified psychologists/psychological therapists working in the team or service area.
7. Supervises Trainee Psychological Practitioners (appropriate to own training), Assistant Practitioners and other graduate psychologists/therapists attached to the psychological service as appropriate.
8. Exercises responsibility for the systematic governance of psychological practice within the team/service area in which the post holder works. Undertaking governance, audit and clinical administrative activities, collecting, collating and analysing data, writing and presenting reports and undertaking project development and implementation as appropriate. Uses IT equipment and software as required, including statistical, database, spreadsheet and presentational.
9. Regularly undertakes applied clinical research and development activities related to the needs of the clients served and the Psychological Service and Directorate/Trust as a whole, and utilises research skills for audit, policy and service development purposes as appropriate.
10. Responsible for proposing changes in policy and to work with the Consultant Psychologist in the service to initiate, oversee and complete agreed service development projects the post holder's area of work. Also for proposing and implementing/supporting the implementation of policy or service changes and developments (including changes in clinical practice and policy) which impact beyond the post holders own area of activity (impacting for example on the work of other disciplines, departments, professionals and members of the MDT within the Directorate and on the work of others in other Directorates or service areas)
11. Participates in supervision, personal appraisal and continuing professional development activities as agreed with line manager, including general training required in accordance with the policies and procedures of the Trust.

12. In completing duties, draws upon on advanced level highly specialist knowledge and expertise commensurate with a doctoral degree in clinical, counselling psychology or equivalent training. Where appropriate eligibility for registration as a chartered practitioner psychologist. Further post qualification specialist training, clinical supervision and experience
13. In completing agreed duties: plans, organises and prioritises own time, activities and workload (manages own clinical caseload, plans group sessions, plans and organises teaching and research activities, organises administrative responsibilities, etc).
14. When developing and implementing complex clinical programmes at a systems level (e.g. when establishing programmes implemented with or by other professionals, when integrating psychological assessment and intervention procedures into routine team/ward practice for use by other staff), or when developing and implementing audit, governance, research or teaching programmes, and when implementing policy developments that impact on others; exercises complex planning, organisational, co-ordination and evaluation functions.
15. It is an expectation that as part of the senior leadership team for the service that there is participation in an on-call rota.

### Organisational Chart



### Key Communications and Working Relationships

**Internal:** Liaises with qualified psychologists, psychological therapists and assistant practitioners working within the Directorate and those working in other directorates and with other clinical groups within the Trust and Region; members of other disciplines and professions responsible for the provision and evaluation of clinical care; first line operational managers, team leaders and other senior clinical, operational and corporate managers within the Trust.

**External:** Liaises with colleagues in the PCN, Local Authority, Probation Service and other statutory, voluntary and non-statutory agencies; GPs and other referral agencies; professional training courses, academic/educational and research departments, research workers; service user and carer organisations, service users and carers; and others as relevant to this post. In addition, this role will involve communication and working relationships with providers of specialist out of area treatment placements and supported accommodation providers.

## Principal Duties and Responsibilities

The post holder may be required to undertake any of the duties specified in the key result areas noted below. The relative priority and time allocated to each of the duties/key result areas will be determined by reference to service needs and may vary in the light of prevailing service priorities and requirements.

### *Clinical:*

1. Undertakes highly specialist psychological assessments of complex cases, assessing personality, beliefs, attitudes, behaviour, emotional function, and other relevant psychological characteristics and dimensions and factors relevant to the development, maintenance and understanding of the client's difficulties as appropriate, using standardised psychometric instruments, protocol based assessment tools, self-report measures, rating scales, direct and indirect structured observations and structured and semi-structured interviews as required. Utilises assessment techniques directly with clients and collects information from family members and others involved in the client's care as appropriate.
2. Undertakes highly specialist assessments of cognitive function, including attention, intelligence, memory, executive function, aphasia and language, motor skills and sensory function, using specialised neuropsychological tests, materials, equipment and observational and measurement techniques that require precise adherence to standardised administration protocols and that require specific training and appropriately developed physical skills for their proper use (including dexterity and co-ordination when manipulating stimulus materials and demonstrating task requirements, precise timing of stimulus presentations and response times and rates, very high levels of accuracy when measuring responses, high level attentional, observation and listening skills when evaluating motor dysfunction or speech deficits, as well as efficient memory skills and concentration.)
3. Scores, collates, analyses, interprets and reports findings of psychological assessments undertaken with clients and others, integrating highly complex data from multiple sources (obtained using a variety of measures and techniques and collected from a variety of sources) within an appropriate interpretational framework.
4. Develops highly complex formulations of highly complex presenting problems, considering a range of hypotheses as required and drawing upon the findings of psychological assessments, relevant aspects of the case history, relevant psychological models, concepts and theory and advanced knowledge, expertise and analytic and interpretational skills acquired through specialist post qualification training and experience.
5. Develops and implements highly complex plans for the formal psychological treatment and/or management of the client's presenting problems, that are based upon highly specialist and advanced knowledge and an appropriate conceptual framework, that employ psychological procedures and practices having an evidence base for their efficacy and/or an established theoretical basis for their use and that are provided across the full range of care settings.
6. Maintains a case load of clients for therapy, the size of which is determined in the light of service needs and objectives and delivers psychological treatments and therapeutic/management interventions to fidelity, protocol guidelines or appropriate professional standards, for individual clients, couples and for families. In providing formal therapy and other psychological interventions i) evaluates and identifies appropriate treatment/intervention options in the light of specialist theoretical and therapeutic models, the findings of assessment and the complex historical and developmental factors that have

shaped the individual client and their family, the problem formulation, the evidence base and user characteristics and preferences; ii) employs a range of psychological approaches and techniques individually and in combination as appropriate; and iii) monitors and evaluates clinical progress and reviews and revises the psychological formulation and treatment plan in the light of treatment progress and by reference to differing explanatory models and alternative/reformulated hypotheses.

7. Plans, develops, co-ordinates, delivers and evaluates therapeutic groups as appropriate, including for example group approaches to the management of stress, anxiety and depression and the enhancement of self-esteem and social skills, psycho-educational group approaches to the understanding and self-management of symptoms and problems, and other protocol based or semi structured group interventions. Acts as therapist or co-therapist (with other qualified psychologists/psychological therapists, Assistant Practitioners, or other designated clinicians) as appropriate.
8. Together with other team members as appropriate, provides support and advice to the families and natural carers of people with mental health and psychological problems referred to the team/service area, offering behavioural family therapy or systemic family therapy where appropriate and supporting and enabling the delivery of intervention programmes by relatives/carers as appropriate.
9. Undertakes highly specialist risk assessments from a psychological perspective and to provide psychologically based programmes of risk management for individual clients, and to provide advice to other professions on psychological aspects of risk assessment and management.
10. In completing clinical duties, exercises autonomous professional responsibility for the psychological assessment and treatment, and discharge from psychological care, of referred clients and other clients whose problems are managed by psychologically based care plans.
11. When completing clinical duties, receives, obtains and communicates highly complicated, extremely sensitive and highly contentious assessment, formulation and treatment related clinical and personal information, sometimes in emotionally charged, hostile or otherwise challenging circumstances, where there may be constraints on the engagement, motivation, cooperation, acceptance, tolerance or understanding of the service users involved or their families.
12. Collaborates with other members of the MDT in case and care reviews in the context of the Care Programme Approach and other relevant clinical systems applying in inpatient, day patient or outpatient settings.
13. Attends and contributes to appropriate multi-disciplinary assessment meetings, case conferences, reviews, etc. providing specialist psychological advice, opinion, expertise and guidance in relation to problem formulation, diagnosis, treatment and individual care planning and other clinical matters as necessary and providing a psychological perspective or psychological information as required.
14. Directly and indirectly promotes and supports a psychologically informed and evidence-based approach to the understanding and management of the problems and needs of all clients across all settings within the service area covered.
15. Undertakes, if appropriate and agreed with psychology line manager, evidence informed project work in respect of a special clinical need, clinical group or clinical problem of relevance to the MDT and service as a whole. In this respect identifies the scale of local need in relation to the clinical problem in question, collaborates with colleagues in planning relevant

psychological interventions and solutions and to assist in service dissemination and the maintenance of quality standards via the development of protocols, training and networking.

16. Provides evidence within courts and other judicial settings as required.

*Teaching, Training, Supervisory, Consultative/Advisory:*

1. Plans, organises and delivers in service training workshops, seminars, lectures and courses on psychological, clinical and professional topics for members of the MDT or other professionals within the Trusts (the focus of which will be determined by reference to the team's service priorities and skills required to meet clients' needs). As required, plans and organises training sessions/courses, prepares teaching content, materials (including handouts) and aids (including computer assisted), organises and co-ordinates input from other tutors/trainers, directly provides presentations and evaluates teaching initiatives using appropriate measures.
2. Provides presentations on relevant clinical or research topics, relevant areas of work, external training events attended, etc. to members of the Trust Psychology Service, contributing thereby to the CPD of other psychologists/psychological therapists in the service.
3. Provides clinical and professional supervision and post qualification training to recently qualified clinical psychologists/psychological therapists attached to the Team.
4. Provides clinical placements and supervision for trainee clinical psychologists/psychological therapists, ensuring that trainees acquire the necessary skills, competencies and experience to contribute effectively to good mental health care. Contributes to the assessment and evaluation of such competencies.
5. Provides professional and clinical supervision to Assistant Practitioners, graduate volunteers and undergraduates on attachment from the University of Birmingham and elsewhere.
6. Contributes with other members of the Trust Psychology Service to the University of Birmingham doctoral course in Clinical Psychology (where appropriate) and to other professional training courses in clinical psychology, counselling psychology and psychological therapy, providing teaching input as appropriate.
7. Ensures that all members of the MDT have access to a psychologically based framework for the understanding and care of clients of the service and facilitates the effective and appropriate provision of psychological care by team members through the provision of expertise, advice, support and consultation and the dissemination of psychological theory and research.
8. Provides highly specialist psychological advice, consultancy, guidance and where appropriate supervision to other members of the MDT (e.g. nursing staff) who are involved in client assessment and who provide direct intervention in individual cases and with groups of clients. Supports other member of the MDT in the appropriate identification and use of psychologically informed assessment methodologies and treatment interventions as part of a client's agreed care plan and as appropriate designs programmes of assessment and intervention for implementation by others. As appropriate, works jointly with other team members in the provision of individual and group based programmes.
9. Provides advice, consultation and training to staff working with the client group to enable team members to incorporate informed psychological practice within their day-to-day work with clients. In this respect, supports other members of the MDT by the development of 'shared

formulations' of the clients presentation and needs, and advises on psychologically based assessment and intervention techniques that might at a systems level be incorporated within the Team's operational policy.

*Policy, Service Development, Service/Resource Management, Recruitment and Professional Leadership:*

1. Proposes and implements new psychological service policies and service developments in the post holders area of work, including those that improve the efficacy, efficiency and quality of the psychology service provided and those that support the provision of psychology services in line with relevant NICE and DoH guidelines.
2. As a senior clinician within the MDT and service area, participates in the development, evaluation and monitoring of accessible, responsive and high quality team services and operational policies, contributing advice and expertise in forums in which service developments are planned and discussed and supporting agreed developments by deploying relevant professional skills.
3. Contributes highly specialist advice to other steering, advisory planning, operational policy and review forums within the Team/area in which the post holder works, and as relevant elsewhere in the Directorate and Trust.
4. As a senior clinician, proposes and implements/supports the implementation of policy or service changes and developments (including changes in clinical practice and policy) which impact beyond the post holders own area of activity (impacting for example on the work of other disciplines, departments, professionals and members of the MDT within the Directorate and on the work of others in other Directorates or service areas), particularly those that enhance the availability and accessibility of best and psychologically informed clinical practice or that otherwise improve the efficacy, efficiency or quality of the service offered by the MDT. In this respect designs, implements and evaluates clinical, governance and service initiatives and co-ordinate the work of others involved as appropriate.
5. Draws the attention of professional line manager and other service managers to unmet needs and shortfalls in the availability of psychological services, advises managers on other aspects of the service where psychological and/or organisational matters require attention and offers suggestions about service initiatives and developments.
6. Exercise delegated responsibility for managing the psychological resource available to the Team, managing and co-ordinating the work of other qualified psychologists/psychological therapists, Trainees Psychologists, Assistant Practitioners, graduates and undergraduates as appropriate.
7. Exercises responsibility for the systematic governance of psychological practice within the team/service in which the post-holder works.
8. Participates as appropriate in staff recruitment, both in the short-listing process and as a member of interview panels for qualified psychologists, assistants and graduate psychologists.
9. Exercise delegated responsibility for the psychological tests, psychological equipment, IT, books and other materials employed in the provision of psychological services to and through the team/service, ensuring the careful and responsible use, transport and storage of material resources as allocated.

10. Draws to the attention of the appropriate budget holder shortfalls in the material resources necessary to fulfil the post-holder's expected professional functions or the objectives of the psychology service of which they are part, including test materials, books and relevant equipment.

*Research and Service Evaluation:*

1. Draws upon evidence-based treatment literature, other relevant clinical and experimental research findings and established theoretical models to support evidence based best practice when working directly with clients and their families and when working with and through other members of the MDT.
2. As a senior clinician, ensures that evaluations of the Team's services and service developments have a psychological dimension, taking the psychological lead in the monitoring and evaluation of the Team's operational policies and practices and deploying professional skills in research, audit and outcome evaluation as appropriate.
3. Contributes to the development and implementation of governance initiatives and quality assurance systems for use by the MDT, other professions and the service as a whole, including for example the development of systems for assessing outcomes and for evaluating user satisfaction with services received. Initiates and undertakes specific project management that enhances the Team's service provision, including complex audit and service evaluation, collaborating with colleagues within and across the service, the Directorate and other Directorates as required.
4. Regularly undertakes R&D activity of benefit to the Team and service as a whole, including where appropriate work evaluating current psychological practice, work related to the development of innovative psychological assessment and intervention procedures and work related to the better care of people within existing care systems. Designs, implements and evaluates research and projects as agreed.
5. Where appropriate, advises team colleagues on matters related to experimental design and methodology and collaborates in research programmes organised by others within the Trust.
6. As appropriate, co-ordinates and supervises the research work of recently qualified psychologists/psychological therapists and Assistant Practitioners and of psychology students undertaking research on a delegated basis.
7. Participates in such systems of clinical audit, quality assurance and governance review as may be agreed in respect of psychological services.
8. Analyses data and produces audit and research reports, using advanced statistical procedures and advanced IT skills. Uses complex statistical software (e.g. SPSS) and other information technology and software (including word processing, spreadsheet and databases) as appropriate.
9. Keeps adequate records of service operation in accordance with agreed Team/Clinical Psychological Service/Trust information systems and ensures the security of confidential data.
10. Collates and submits information to the Directorate/Service Lead Psychologist to assist in the preparation of annual reports on the psychological service provided to Team and Directorate.

*Information Technology Responsibilities:*

1. Uses information technology to record client contact information (including the Trust's electronic care record system RIO), to complete data display and analysis, to prepare teaching and training materials and deliver presentations, to prepare reports (including written, graphical and visual material) and to communicate via e-mail. Uses word processing, spreadsheet, data base, statistical, presentational, and desk top publishing software and software for the scoring and interpretation of psychometric and neuropsychological tests.
2. Collates and organises data and information collected/compiled by others (e.g. measures of clinical outcome recorded by other psychologists and other members of the MDT, information recorded by others that is required within an audit or governance context), undertakes analysis of such information (using SPSS or other statistical procedures as appropriate) and prepares reports and documents as required.
3. Prepares, and as appropriate guides/supports others in preparing, data bases or spreadsheets for purposes of recording and organising research and audit data collected by others. Establishes filing systems and data-bases for activity monitoring and review purposes within that part of the psychology service for which the post holder has responsibility.
4. Uses a range of software to create reports and documents, including desk-top publishing software to design and create leaflets and psycho-educational materials.

*Professional Development and Practice:*

1. Observes professional codes of practice of the British Psychological Society (including the BPS 'Code of Conduct, Ethical Principles and Guidelines', 1998, and the Division of Clinical Psychology 'Professional Practice Guidelines', 1995), or appropriate regulatory body, Trust policies and procedures and terms and conditions of employment.
2. Responsible for working within limits appropriate to qualifications, competence and experience and for professional self-governance in accordance with professional codes of practice and Trust policies and procedures.
3. In common with all applied psychologists, receives regular clinical and professional supervision from an appropriately experienced Chartered Clinical Psychologist (and if appropriate other senior professional colleagues), in accordance with the BPS Code of Conduct, DCP professional practice guidelines and Trust Psychology Service policy.
4. In accordance with DCP Guidelines for CPD and Trust Psychology Service policy, undertakes such programmes of internal and external CPD, personal development and training as may be agreed with the post-holder's professional manager at the beginning of the appointment and at subsequent appraisal reviews, ensuring thereby that the post-holder develops and maintains the highest professional standards of practice when fulfilling their duties and responsibilities and that they contribute to the development and articulation of best practice in psychology across the service.
5. Maintains active engagement with current developments in the field of clinical psychology and related disciplines, gains wider experience of professional psychological practice, continues to develop skills of a reflexive and reflective scientist practitioner and further develops skills and competencies that assist in the performance of current duties and prepare for future duties and responsibilities, through attendance at training events, attendance at special interest groups and

relevant clinical forums, reading relevant research and practice literature, visits to other service settings, etc, as well as through regular professional supervision and appraisal.

6. Participates in annual personal development/appraisal reviews with the designated psychology line manager.
7. Maintains and further develops skills in the area of clinical supervision and professional pre- and post- graduate training.
8. Maintains and promotes the highest standards of clinical record keeping (including electronic data entry) and report writing in accordance with professional codes of practice and Trust policies and procedures.
9. Attends and contributes to Directorate Psychology Meetings and such other Trust wide psychology service meetings as may be organised.
10. Advises psychology line manager of any changes in their circumstances that might jeopardise their fitness to practice or their compliance with the Society's Code of Conduct (including criminal convictions incurred subsequent to completion of Criminal Records Bureau (CRB) checks).
11. Advises officers to whom they are accountable if post holder believes they have been allocated responsibilities that exceed their level of competence or experience, if they have been allocated a workload they consider unreasonably excessive, if they identify CPD needs relevant to duties they are asked to undertake, or if they otherwise require support.
12. Notifies professional lead and/or the Trust Chief Psychologist should post-holder believe that another psychologist/Psychologist Practitioners fitness to practice, or adherence to the Society's Code of Conduct, has been compromised or breached.

*Other:*

1. Maintains up to date knowledge of legislation and national and local policies and guidance in relation to both the specific client group with whom the post holder works and general mental and psychological health issues, and maintains knowledge of Trust policies and procedures that are relevant to the post-holders roles and responsibilities.
2. Provides activity data as required as part of relevant service reviews.
3. Undertakes specific administrative duties as required.
4. Performs other duties of a similar kind appropriate to the grade, which may be required from time to time by the Psychology Manager.

## **General**

### Confidentiality

It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant trust policies are met in respect of information held on the Trust's computerised systems.

### Equal Opportunities

The Trust is committed to equality of opportunity. All staff are required to comply with current legislation, trust policies and guidance good practice and the NHS Executive's Planning & Priorities Guidance 1996/7.

### Conduct

It is expected that all employees will conduct themselves and represent the Trust in a responsible manner and comply with all policies and procedures;

### Risk Management and Health & Safety

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, employees and visitors from harm, and stress that all employees have a responsibility to minimise risk. The post-holder will be required to observe local Health & Safety arrangements and take reasonable care of him/herself and the persons that may be affected by his/her work;

### Safeguarding

All members of employees have a duty to safeguard and promote the welfare of vulnerable adults, children and young people in all relevant areas of their work. This will include any timely attendance at relevant training events and compliance with the Safeguarding Procedures;

### Training, Education and Development

All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying his or her own training and development needs to meet their KSF outline;

### Research and Development

Research and development is at the heart of providing effective treatment and high quality services, supporting a culture of evidence based practice and innovation amongst employees. All employees have a duty to be aware of and comply with their responsibilities for research governance, whether as researchers, as part of the team caring for those participating in research or as research participants themselves;

### Control of Infection

All employees whether clinical or non-clinical are required to comply with the Health and Social Care Act 2008: Code of Practice for health and adult social care on the prevention and control of infections and related guidance;

Therefore the post-holder is expected to keep patients, visitors, themselves and other employees safe by continuously reducing the risk of healthcare associated infections;

As a manager the post holder is required to ensure that infection control responsibilities are clearly identified, allocated and understood within your team and that appropriate resource, training and support is provided to ensure that they are compliant with Trust policies and procedures on Infection Control and Hygiene;

As a manager the post holder is required to ensure that employees are supported in attending the necessary training and on-going professional development to support their responsibilities and ensure full awareness of infection control and hygiene;

#### Governance Standards

Comply with the relevant Governance Standards applicable to the Trust as communicated to the post-holder from time to time;

#### Records Management

Maintain Trust and patient records (both paper and electronic) in accordance with Trust policies to facilitate clinical care and effective administration;

#### Freedom of Information

Provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with Trust Freedom of Information procedures;

#### Standards of Professional and Business Conduct

The post-holder will be required to comply with the Trust's Standing Orders and Stranding Financial Instructions, and at all times deal honestly with the Trust, with colleagues and all those who have dealings with the Trust, including patients, relatives and suppliers. The post-holder will also be required to comply with the Code of Conduct for NHS Managers and/or the relevant professional Codes of Conduct

#### Data Protection

Comply with Trust Policies and the Data Protection Act in all respects, with particular relevance to the protection and use of personal and patient information;

#### Security

Comply with Trust policies to ensure there is a safe and secure environment that protects patients, employees and visitors and their property, and the physical assets and the information of the organisation;

#### Smoking

The Trust operates a No Smoking Policy.

#### Mobility

This is a Trust Wide appointment and travel around the Trust may be required;

#### Flexibility

BSMHFT is currently working in a climate of great change within the NHS. It is therefore expected that all employees will develop flexible working practices both within the Trust on a cross-directorate basis, and across Trust's and other organisations to meet the challenges and opportunities of working within the new NHS, which could include taking on new and changing responsibilities, according to the needs of the directorate;

This job description is a reflection of the current position and a summary of the key tasks and may change in light of the developing organisation and in consultation with the post holder. It is the practice of the Trust to regularly examine employees' job descriptions and to update them to ensure that they relate to the job being performed or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager and those working directly to him or her. You will therefore be expected to participate fully in such discussions and in connection with them and to help re-write your job description to bring it up to date if this is considered necessary or desirable. The aim is to reach agreement on reasonable changes, but if agreement is not possible the Trust reserves the right to insist on changes to your job description after consultation with you;

Work will be managed rather than supervised;

Environment

BSMHFT is a major NHS Trust and we pride ourselves in the unique environment which exists for all employees. An environment where innovation is encouraged, hard work rewarded, and where our employees play an inclusive role in new developments;

Health and Safety

Staff must ensure that they are familiar with the requirements of the Health and Safety at Work Act (1974), the Trust's Health & Safety policies/codes of practice or regulations applicable to the work place.

Birmingham and Solihull Mental Health Foundation NHS Trust is a major NHS Trust located conveniently to the centre of Birmingham, as a Trust we pride ourselves on the unique environment, which exists, for all our staff.

An environment where innovation is encouraged, hard work rewarded and where our staff, play an inclusive role in new developments.

*This job description is indicative only, and the post will continue to evolve as the Trust's priorities develop. It will therefore be revised in consultation with the post holder from time to time, and not less than annually. You may also be required to provide cover in other areas following appropriate discussion.*

**Job Description Agreement**

Budget Holder ..... **Signature**

..... **Name**

Post Holder ..... **Signature**

..... **Name**

**Date** .....