

## JOB DESCRIPTION

### Oxford Health NHS FT

Job Title:	Assistant Psychologist
Band:	4
Responsible to:	<i>Line Manager / Step 2 Leads</i>
Responsible for:	<i>Own duties</i>
Accountable to:	<i>Clinical Lead</i>
Place of work:	<i>Prospect House, High Wycombe</i>
Hours:	37.5 hours/week
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Creation Date:	1 November 2013
Last Updated:	16/06/2023 KK
Document Ref:	<i>HR\STAFF\JD\Recruitment Manager</i>
Version:	1

## JOB PURPOSE

To support and enhance the professional psychological care of clients within the Buckinghamshire Talking Therapies services. The post holder will support development and evaluation of our work at Step 2 of the care pathway. The post holder will support, under the supervision of a practitioner Psychologist, Low Intensity Cognitive Behavioural Therapy (CBT) based self management interventions and telephone assessments to clients with mild to moderate anxiety and depression. The post holder will work independently according to a plan agreed with a practitioner Psychologist and within the overall framework of the services policies and procedures, including support of some group based low intensity interventions. To assist in clinically related administration and project work.

## DUTIES AND RESPONSIBILITIES

### Clinical

1. To support protocol based telephone and face to face assessments of clients, including the use of talking therapies standardised outcome measures, and client risk assessments and gather information about the duration and impact of illness and motivational levels. To support standardised, Low Intensity protocol CBT based self management interventions. The post holder is sometimes required to work in a highly emotive atmosphere and must maintain a degree of professionalism at all times.

2. To assist in the formulation and delivery of care plans involving the psychological treatment and/or management of a client's problems, under the supervision of a practitioner Psychologist.
3. To assist in the coordination and running of psycho-educational groups.
4. To attend and contribute to locality and service meetings
5. To maintain the highest standard of clinical record keeping including electronic data entry and recording, in accordance with professional codes of practice of the British Psychological Society and Trust policies and procedures.

### **Training and Supervision**

1. In common with all Assistant Psychologists, to receive regular clinical supervision in accordance with professional practice guidelines.
2. To gain wider experience of professional psychology within the NHS over and above that provided within the principal service area where the post holder is employed.
3. To develop skills and competencies that assist in the delivery of current duties

### **Management, Recruitment and Service Development**

1. To assist in the design and implementation of service development projects within the service as required.
2. To attend meetings in which service developments are planned and discussed.

### **IT Responsibilities**

1. To use PCMIS , Microsoft Office and Word and Power point software in the course of maintaining records and writing reports
2. Responsible for questionnaire scoring, data entry and data analysis using computer based data entry systems
3. Requirements to create or format databases or spreadsheets using computerised systems

### **Research and Service Evaluation**

1. To assist in the design and implementation of audit and research projects.
2. To undertake data collection, analysis, the production of reports and summaries, using IT and statistical programmes.
3. To undertake searches of evidence-based literature and research to assist qualified psychologists in evidence based practice in individual work and work with other team members.

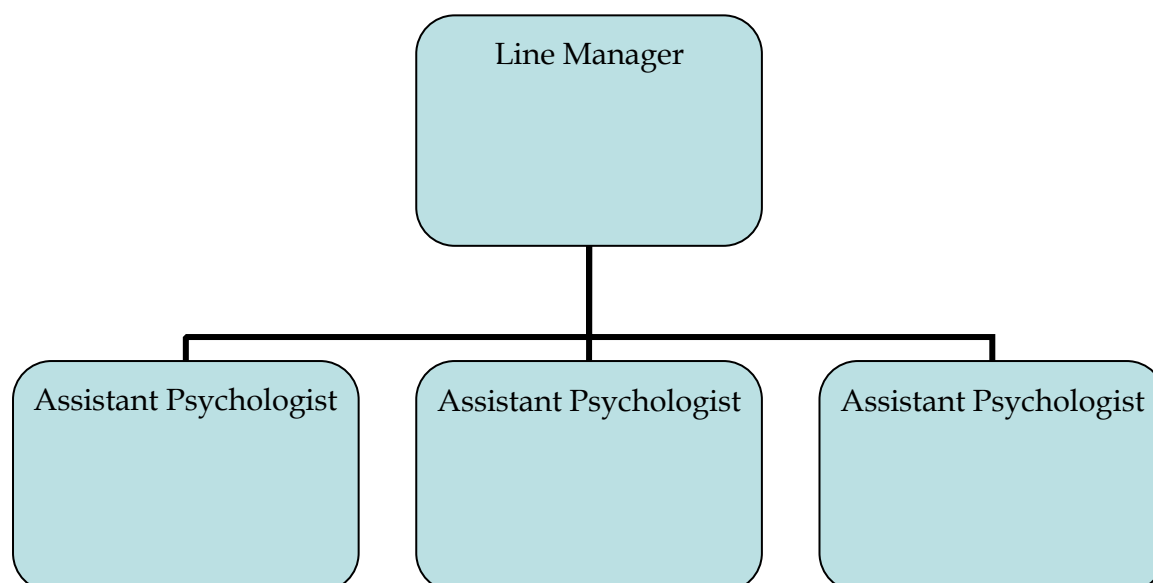
## General

1. To contribute to the development and maintenance of the highest professional standards of practice, through active participation in internal and external CPD training and development programmes, in consultation with the post holder's professional and team/operational manager(s).
2. To maintain the highest standards of clinical record keeping and report writing in accordance with professional codes of practice of the British Psychological Society and Trust policies and procedures.
3. To prepare teaching materials, and visual aids as required.
4. To undertake specific administrative duties as required.
5. To perform other duties of a similar kind appropriate to the grade, which may be required from time to time.

***To be noted:***

- ☐ **This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.**
- ☐ **This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.**
- ☐ **The post holder is expected to comply with all relevant Trust policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information.**

## STRUCTURE CHART



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## **CODE OF CONDUCT**

All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, DoH Code of Conduct for Senior Managers).

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

In addition to undertaking the duties as outlined above, the post-holder will be expected to fully adhere to the following:

### **Personal Development**

- To actively participate in an annual performance review (appraisal) and the development and implementation of a personal development plan.
- To take responsibility for their own professional development ensuring professional standards are maintained and statutory and mandatory training is in date.
- To attend any training as requested.

### **Code of Conduct**

- To adhere to the Professional Code of Conduct relating to your profession (if applicable).
- To uphold the principles and values set out in the NHS Code of Conduct for Managers.
- To support the organisation in developing an effective work/life balance for employees that meets the needs of the organisation.
- To ensure that the health and wellbeing of patients is at the centre of all activities and that all staff engage and communicate with patients as appropriate.
- To always promote quality and safety of patients, visitors and staff thus enabling the Trust to meet its regulation requirements (Care Quality Commission Registration – Regulations and Outcomes) that relate most directly to patients and also strive for continuous quality improvement.

### **Equal Opportunities/Diversity**

- To observe Oxford Health NHS Foundation Trust's Equal Opportunities Policy providing equality of treatment and opportunity to employees, service users and service providers irrespective of sex, sexuality, age, marital status, ethnic origin or disability.

### **Health & Safety**

- To take responsibility for the health & safety of themselves and other persons who may be affected by their omissions or actions at work.
- To promote the Trust's Health and Safety Policy and ensure matters are managed in accordance with it.
- To co-operate with the Trust to ensure that statutory and departmental regulations are adhered to.
- Report accidents, incidents and near misses, implementing corrective action where necessary.

## **Infection Control**

- To comply with Trust policies for infection control and hand hygiene such as hand hygiene, decontamination Policy, uniform and workwear code and standard precautions Policy to reduce the spread of healthcare-associated infections (HCAIs).
- Employees with clinical responsibilities must incorporate into their clinical activities up to date evidence that supports safe infection control practices and procedures, such as the use of aseptic techniques and the safe disposal of sharps.

## **Confidentiality and Data Security**

- To comply fully with the duties and responsibilities outlined in the Trust's Information Governance Policy.
- To comply with the Data Protection Act 2018 and General Data Protection Regulations (GDPR), National Data Security Standards and any professional code of practice on Confidentiality and Data Protection as accepted by the Trust. Departmental codes of practice and procedures for confidentiality are available from the head of department.
- To ensure that all information collected, stored and used is done so in compliance with the above Act and any relevant Trust Policy.
- To preserve the confidentiality of any information regarding patients, staff records in your area (in connection with their employment) and the Trust business. This obligation shall continue in perpetuity.
- To raise any matters of concern with your Manager/Director

## **Safeguarding**

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring service users are protected from abuse or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the Trust's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Criminal Records Bureau.

## **Other**

- To be aware of and work in line with all Trust policies and procedures.
- To carry out any other tasks as reasonably directed.

## PERSON SPECIFICATION

Band: 4 – Assistant Psychologist		
Criteria for Selection	Essential Requirements	Desirable Requirements
Knowledge Requirements	<p>High level communication skills (written and verbal) including an ability to communicate and work in settings in which the atmosphere may be highly emotive.</p> <p>Confident presentation style for deliver to large groups</p> <p>Ability to develop good therapeutic relationships including telephone work with clients.</p> <p>Ability to communicate sensitive information to patients, carers and colleagues in a way that addresses psychological resistance.</p> <p>An understanding of the needs and difficulties of people with mental health problems or other disabilities.</p> <p>An ability to apply existing psychological knowledge to a mental health context</p> <p>An understanding of psychology applied to health care and Talking Therapies and the concept of step care.</p> <p>High degree of organisational skills, ability to adjust priorities.</p> <p>Good computer skills and the ability to use computer based information systems to record all client clinical information.</p>	High standard of report writing
Qualifications – Academic/Skills/Professional	<p>An upper second class honours degree or higher in psychology.</p> <p>Entitlement to graduate membership of the British Psychological Society</p>	Further post graduate training in relevant areas of professional psychology, mental health practice and/or research design and analysis.

Further Training or Job Related Aptitude and Skills	<p>Ability to accept and use supervision appropriately and effectively.</p> <p>To work flexibly within service operating times, including some evenings</p>	
Experience	<p>Working with people with mental health problems including depression and anxiety / OR working with individuals struggling with other disabilities</p>	<p>Experience of paid work providing direct care provision</p> <p>Experience of using CBT interventions</p> <p>Experience of assessing client needs including risk assessments.</p> <p>Experience of co-facilitating psychoeducational courses</p>
Personal Qualities	<p>An ability to interact effectively with staff from all disciplines.</p> <p>An ability to interact with people with mental health problems and disabilities.</p> <p>Ability to work independently, reliably and consistently with work agreed and managed at regular intervals</p>	
Contractual Requirements or other requirements	<p>Ability to travel to locations around Buckinghamshire.</p> <p>Access to own vehicle or ability to utilise alternative transport options for business travel, such as public transport.</p>	