



## Job Description

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<b>Job Title</b>	Assistant Clinical Psychologist
<b>Salary Band</b>	Band 5
<b>Division/Service Line</b>	Mental Health Inpatient and Targeted Services
<b>Department</b>	Centre for Mental Health & Justice – IIRMS/OPD Team

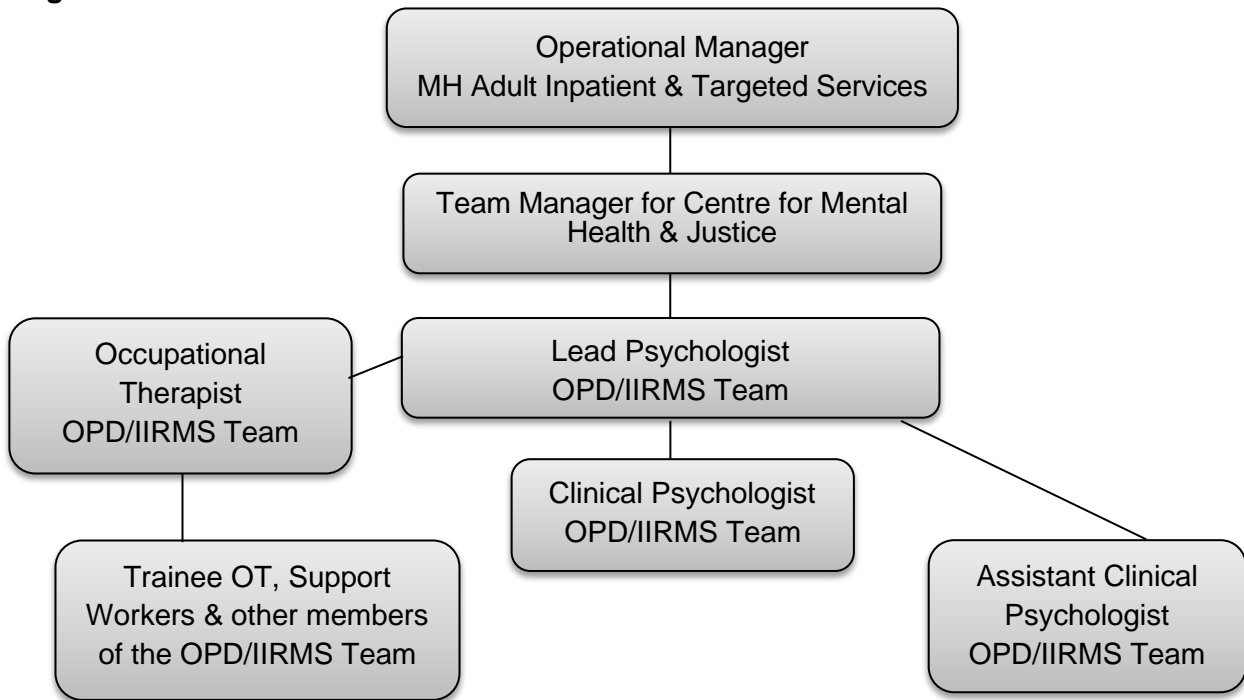
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### Job Overview

- To contribute to the provision of a Forensic Clinical Psychology service within the Offender Personality Disorder (OPD) Pathway under the supervision of a Forensic Clinical Psychologist.
  - To offer support to Probation Service staff to develop their psychological understanding of offenders screened into the OPD pathway. To assist in screenings, consultations and psychological formulations alongside a qualified professional Forensic Clinical Psychologist within the overall framework of the team's policies and procedures. To deliver the Minack Programme (Emotional Coping Skills intervention). To contribute to workforce development activities.
  - To contribute to the effectiveness of OPD service delivery. To assist in clinically related administration, conduct of audits, collection of statistics, and development of audit and/or research projects, teaching and project work.
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## Organisational Chart



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## Duties and Responsibilities

### ***Communication and Working Relationships***

- To receive regular clinical supervision in accordance with professional practice guidelines.
  - To maintain a high degree of professionalism when working in settings where there is a highly emotive atmosphere.
  - Attend and contribute to case reviews, Offender Management reviews and professional meetings. The holder will have responsibility for their professional input to these meetings.
  - To ensure effective communication and good working relationships between within the OPD/IIRMS Team and with other key stakeholders as necessary.
  - To ensure a high level of communication is established and maintained within the Centre for Mental Health and Justice, utilising established channels of communication.
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### ***Management and Personal Development***

- To assist in the design and implementation of service development projects the service as required.
- To attend meetings in which service developments are planned and discussed.
- To undertake compulsory and statutory training relevant to the post and attend Continuing Professional Development as appropriate to the post.
- 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 line manager.
- To comply with Health and Safety at Work Act and all relevant policies and procedures as laid down by Cornwall Partnership NHS Foundation Trust/HMPPS.

### ***Clinical Activities***

- To contribute to the provision of a Forensic Clinical Psychology service to the OPD Pathway.
- To assist in protocol-based screenings of Offenders managed by the Probation Service. To assist in triage consultations with Offender Managers to clarify whether offenders are correctly screened into the OPD Pathway.
- To support and observe the psychological formulation of offenders to include an understanding of their developmental history, clinical factors, risk, risk management and any associated interventions, under the supervision of a qualified professional Forensic Clinical Psychologist, in both community and residential settings. To write up formulations under the supervision of a Forensic Clinical Psychologist.
- To assist in the development and delivery of structured interventions to help staff work with the common mental health difficulties experienced by residents at Approved Premises. To offer training and joint work with staff in the use of these structured interventions and to evaluate their effectiveness.
- To provide information regarding the service to staff from the Probation Service and partner agencies.
- To assist in the development of a psychologically based framework of understanding/care to the benefit of all clients of the service, across all settings where care takes place.
- To attend and contribute to appropriate multi-disciplinary meetings.
- To complete generic work as part of the multi-disciplinary team.

### ***Strategic Development, Planning and Organising***

- To assist with the design, and routinely contribute to the implementation of service audit and service evaluation.

- Contribute to local and national research projects under the supervision of a Forensic Clinical Psychologist.
- To undertake searches of evidence-based literature and research to assist qualified Forensic Clinical Psychologists/Team in monitoring developments in evidence-based practice.
- To utilise clinical outcome assessment tools.

### ***Administrative***

- 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.
- To prepare test materials and visual aids as required.
- To undertake specific administrative duties as required.
- To perform other duties of a similar kind appropriate to the grade.
- To provide accurate reporting and records of service user intervention, ensuring security and confidentiality of information in line with Trust and/or Her Majesty's Prison and Probation Service policy and professional guidelines.
- To comply with Trust financial instructions regarding petty cash and orders.

### ***IT Systems and Processes***

- To contribute to the recording of clinical data using the N-Delius and OASys Recording Systems (NPS systems) and locally held databases.
- To be responsible for using a NHS Mail e-mail account to generate, monitor, and respond to the e-mail traffic by which the Trust conducts much of its internal communication.
- To maintain keyboard skills to Royal Society of Arts (RSA) 1 standard, or above, and general computer literacy skills to European Computer Driving Licence (ECDL) standard, or above.
- To utilise computerised programmes for the purposes of service audit and research, including the use of databases and the Statistical Package for the Social Sciences (SPSS).
- To set up and maintain databases and/or spreadsheets in order to monitor activity in the OPD Pathway.

## **Additional Information**

### *Code of Conduct*

The post holder is required to comply with all relevant Code of Conducts for the role, including the Trusts Code of Conduct. All staff are required to support the Trust's commitment to developing and delivering excellent customer service by treating patients their carers, families, friends, visitors and staff with professionalism, dignity and respect. All staff are expected to behave in a professional manner and not to bring the Trust into disrepute.

### *Confidentiality and Data Protection Act*

All NHS employees have a duty to maintain confidentiality under both common law and the Data Protection Act 2018. Service users and staff have a right to expect that any information, whether personal or commercial, held by the Trust will be treated in a confidential manner. All employees of Cornwall Partnership NHS Foundation Trust must not, without prior permission, disclose any information regarding patients or staff.

### *Safeguarding Children and Vulnerable Adults*

All employees of Cornwall Partnership NHS Foundation Trust must be familiar with and adhere to the Trust's safeguarding policies and procedures.

### *Personal Development*

All employees are required to undertake statutory and essential training as directed by the Trust. This will be monitored through the supervision and appraisal process which is in place for all staff to participate in.

### *Risk Management and Health and Safety*

All employees of Cornwall Partnership NHS Foundation Trust are required to make positive efforts to maintain their own personal safety and that of others. You are reminded of your responsibilities for health and safety at work under the Health and Safety at Work Act 1974 as amended and associated legislation. These include the duty to take reasonable care for the health and safety of yourself and of others in your work activities or omissions, and to co-operate with your employer in the discharge of its statutory duties. It is also essential that precautions advised by Management, Occupational Health, Risk & Safety Services, etc. are adhered to for your own protection.

### *Infection Prevention and Control*

All staff, collectively and individually, has a duty of care in following best practice in adherence to guidelines which is a fundamental requirement in underpinning the management of infection control.

### *Location/Mobility*

In accordance with the Trust's requirements, all staff are required to undertake work and alternative duties as reasonably directed at variable locations in the event of, and for the duration of a significant internal incident, major incident or pandemic. You may be required to work at or from any additional location as determined by the Trust. You may also be required to travel between Trust premises for the performance of your duties.

### *Equal Opportunities*

The aim of the Trust's policy is to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of race, creed, sex, marital status, disability, age, nationality, ethnic or national origins. The Trust commits itself to promote equal opportunities and will keep under review its policies, procedures and practices, to ensure that all users and providers of its services are treated according to their needs.

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*Review of the Job Description*

This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.

*Rehabilitation of Offenders Act*

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 is applicable to this post. Therefore should you be offered the post it will be subject to a Disclosure & Barring Service check satisfactory to the Trust. You will therefore be required to declare all criminal convictions, cautions, reprimands and warnings that would not be filtered in line with current guidance

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**The Trust operates a no smoking policy. Employees are not permitted to smoke anywhere in the premises of the Trust or when outside on official business. Staff must be mindful of public perception and therefore must not smoke whilst travelling in Trust identified vehicles or when can be identified as a member of CFT staff.**

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## Person Specification

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<b>Salary Band</b>	Band 5
<b>Division/Service Line</b>	Inpatient and Targeted Services
<b>Department</b>	Centre for Mental Health & Justice – IIRMS/OPD Team

Role Requirement	Essential	Desirable
<b><i>Education / Qualifications and Relevant Experience</i></b>		
Psychology Degree accredited by the British Psychological Society. Eligible for graduate membership of the British Psychological Society.	✓	
Up-to-date knowledge of psychology. An awareness and understanding of contemporary issues in the field of mental health and crime.	✓	
Experience working with people with personality, or other serious and enduring, disorders in community or residential settings.	✓	
Previous experience working as an Assistant Psychologist.	✓	
Knowledge/experience of Personality disorder intervention studies.		✓
Work based training in the delivery of assessments/interventions and consultations regarding offenders with Personality Disorder.		✓
Supervised experience of the delivery of assessments/interventions and consultations regarding offenders with Personality Disorder.		✓
Experience of working with Criminal Justice Agencies especially Probation.		✓
General Psychological Assessment experience especially of personality functioning		✓
Experience of delivering training.		✓
<b><i>Knowledge and abilities</i></b>		
Good knowledge of the application of psychological theory to practice.	✓	
Use of Psychometric assessments and research methods		✓
<b><i>Skills and Aptitude</i></b>		
Skills in the ability to communicate effectively, orally and in writing, clinically sensitive information to clients, their families, carers and other professional colleagues.	✓	

Ability to establish rapport with a wide variety of people and demonstrate respect for interagency colleagues, service users and their families.	✓	
Flexibility in respect to the needs of the service.	✓	
Practical computing skills.	✓	
Good knowledge of the application of psychological theory especially personality theories	✓	
Working knowledge of attachment theory	✓	
High standard of report writing		✓
Relevant teaching or supervision covering concepts deriving from Cognitive Analytic Therapy, Dialectical behaviour Therapy or Mentalisation based Therapy.		✓
<b>Personal Qualities</b>		
Ability to work independently, reliably, and consistently with work agreed and supervised at regular intervals.	✓	
Ability to accept and use supervision appropriately and effectively.	✓	
Team working		✓
Group working		✓
A desire to explore a career in Professional Psychology		✓
<b>Other</b>		
Demonstrates evidence of Trust "CARE" values	✓	
Ability to travel independently where required	✓	
Disclosure and Barring Service check satisfactory to the Trust	✓	
Occupational health clearance satisfactory to the Trust	✓	

