

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Clinical/Counselling Psychologist
Band:	8b
Hours:	22.5
Base:	Vinney Green Secure Children's Home
Reports to:	Consultant Clinical Psychologist and Team Leader
Professionally Accountable to:	Click or tap here to enter text.

Job Summary

- To lead an entirely autonomous and systematic, specialist area of responsibility within the Clinical Psychology service for people with severe and complex mental health difficulties.
- To offer an entirely autonomous highly specialist clinical psychology assessment and treatment service to inpatient and those in the community.
- To provide specialist consultancy, advice and clinical supervision to qualified clinical psychology staff and staff from other professions.
- To provide an advanced and specialist treatment role in the Area in one NICE recommended intervention.
- To undertake management/ leadership tasks as delegated by the manager including caseload, supervision, appraisals and service development.
- To undertake relevant research, teaching and lecturing in specialist clinical areas.

Description of the duties

CLINICAL

- To offer an entirely autonomous highly specialist clinical psychology assessment and treatment service through the psychology service.
- To support the full implementation of the care programme approach in the multidisciplinary team or equivalent where appropriate.
- To provide supervision and consultancy to service/LDU staff with regard to problem assessment and formulation, and therapy interventions.
- To participate in clinical supervision and caseload supervision arrangements provided by the psychology service.
- To provide an advanced and specialist treatment role in the service/LDU as agreed with the service manager.
- To carry out specialist assessments as requested e.g. by the special care panel of service users with complex mental difficulties placed out of area.
- To undertake RCA's/investigations as appropriate to the service.
- **Because of the seniority of this post the postholder may be required to participate in on-call arrangements, after suitable training**

MANAGEMENT

- To offer caseload supervision to staff from psychology/psychological therapies as delegated by manager.
- To carry out appraisals with staff from psychology/psychological therapies as delegated by the manager.
- To carry out operational/management tasks as delegated by the manager /Head of Profession e.g. attending meetings to represent the service.

PROFESSIONAL

- To be accountable for own professional actions and to be aware of the BPS (1996) Code of Conduct and the DCP (1995) Professional Practice guidelines.
- To participate in Psychology/Psychological Therapy business and professional meetings.
- To maintain and further develop high standards of Psychology practice, through co-operative work with other Psychologists and peer supervision.
- To be aware of, interpret and be guided by overall health service policies with regard to area of working. To interpret and be guided by organisational policies in the course of work.

CLINICAL GOVERNANCE

- To support the Manager/professional lead in the development and implementation of

effective Clinical Governance across the Psychology Service.

- To lead, support and participate in multidisciplinary clinical audit in the service.
- To promote the use of effective interventions in the service.

TRAINING AND STAFF DEVELOPMENT AND MANAGEMENT

- To supervise Clinical/Counselling Psychology trainees and qualified psychologists/psychological therapists.
- To offer training in Psychological approaches to healthcare to other staff in the multidisciplinary team and to staff from other parts of the service.
- To provide expert lectures, seminars and workshops as necessary locally and across the LDU/Division and Trust.
- To lecture on the Doctoral Clinical / Counselling Psychology training courses.
- To agree a plan for personal development with the psychology line manager and participate in annual review.
- Provide inclusive, compassionate and effective leadership for your team by setting clear vision and direction.
- Develop a culture and environment in which members of staff are encouraged and supported to deliver high- quality services and are supported to innovate and improve services where appropriate.
- Encourage your team to feel able to raise concerns openly and safely.
- Promote equality of opportunity in service delivery and employment, ensuring that no person receives less favourable treatment than another on the grounds of gender, marital status, race, religion, creed, colour nationality ethnic or national origin, sexual orientation or disability.
- Support prompt recruitment by identifying vacancies to the AWP Recruitment Team as soon as they arise, and participate in the selection and effective induction and onboarding of new joiners to the team.
- Ensure that all team members have a very positive introduction to the team and a well-supported first year.
- Take responsibility for encouraging people to stay with AWP, ensuring that you are aware whenever a member of your team is considering leaving, seeking to understand their reasons and encouraging them to stay.
- Ensure that key messages are cascaded in your team and that your team are encouraged to put forward suggestions.
- Show appreciation to your team when they do good work and support them when they are struggling.
- Consider the individual needs of team members for a healthy work-life balance and think about how their needs can be supported by providing flexible ways of working.
- Support all team members to keep their mandatory and statutory training up-to-date and identify the learning and development needs of all team members of the team ensuring that everyone has an up-to-date personal development plan (PDP).
- Ensure that every team member has at least an hour of supervision (one-to-one meeting) each

month, this may include both managerial and clinical supervision.

- Ensure all team members receive a constructive assessment of their performance each year and set SMART objectives for the coming year.
- Seek support from the HR Team to tackle any worries regarding matters of discipline, including both conduct and capability concerns, supporting a 'just and restorative culture'. Take prompt action regarding serious concerns and ensure clear plans are in place for problems which are less serious in nature but prove difficult to resolve.
- Act as a positive role model at all times, encouraging people to feel equal members of the team whilst working within clear frameworks and policies.
- Promote effective use of bank and agency nursing staff, providing a safe and effective service, complying with regulatory standards.

STAFF PERFORMANCE AND INFORMATION MANAGEMENT

- Ensure that you and your team understand all of the agreed key performance indicators for your service, particularly relating to outcomes and essential standards to be met.
- Ensure that you and your team understand data quality standards and that all the necessary records for your service are maintained and reported.
- Ensure that you and your team understand all of the clinical and business action plans relevant to your services.
- Ensure that you and your team understand all of the monitoring, auditing and reporting systems relevant to your services.

SERVICE DEVELOPMENT AND PLANNING

- Actively seek opportunities for improvement for the services which you and your team provide by identifying research evidence and best practice elsewhere, interpreting/translating and facilitating adaptation for AWP.
- Analyse and interpret data to inform the strategic direction of the services which you and your team provide
- Ensure multidisciplinary involvement and the use of quality improvement (QI) techniques in service improvement, by negotiating shared solutions, facilitating the resolution of complex or contentious issues and managing any conflict into constructive outcomes.
- Ensure effective risk identification, analysis, mitigation and management within your services, encouraging all members of your team to be aware of and to manage risks.

GOVERNANCE AND POLICY

- Ensure that you understand all of the key governance requirements, policies and standards for your services and that these are communicated to your team; make sure your team understand the importance of good governance.
- Support the development of policies relevant to your services, including your team in this work.

FINANCIAL AND RESOURCE MANAGEMENT

- Monitor and exercise appropriate control over the budget(s) for your team, ensuring that both you and your team understand the resources available to support provision of a high quality and cost-effective service.
- Challenge and manage poor financial management and poor use of any resources.
- Ensure optimum use of people and other resources; particularly though emphasizing use of substantive staffing and effective use of bank and agency staff.
- Ensure that whenever you authorise expenditure you are thoughtful and careful about whether there could be a more cost-effective solution.
- Ensure that your use of resources is in accordance with AWP Standing Orders and Standing Financial Instructions.

STAKEHOLDER INVOLVEMENT

- Ensure that you are aware of the many stakeholders to your services (your key stakeholders will include all members of your multi-disciplinary team, other teams, service users, families, carers, local communities, other statutory agencies, other healthcare providers etc)
- Develop and maintain positive relationships with your key stakeholders, this may include proactive communications to ensure full involvement and engagement in the delivery of services and aims and objectives.
- Implement and lead effective two-way communications to ensure that the Service areas are responsive to the needs of patients/service users and external pressures

SERVICE DEVELOPMENT

- To advise the Service manager/locality management about service priorities and potential developments in the sector.
- To participate and lead management meetings and service development projects as delegated by the Service Manager/Head of Profession.

RESEARCH AND DEVELOPMENT

- To initiate research as required by the needs of the local service.
- To offer advice and support to other members of relevant teams undertaking research projects.
- To participate in Clinical audit projects in the Psychology service.
- To encourage a culture of evidence based practice in all parts of the service.

KEY WORKING RELATIONSHIPS

- Clinical Team Leaders
- Service Manager
- Consultant Psychiatrists and other professional colleagues.

- Head of Profession

Most challenging part of this role:

- Managing the competing demands of this role
- Supporting staff during a time of change in mental health services.

ORGANISATIONAL CHART

This will vary according to the post. See supplementary information

General information for all employees

Below is the section of the Job Description with general information for all employees and the requirements on all employees to behave in accordance with AWP values and to support and comply with Policy and Legislation. Some policies are highlighted and must be read by all employees – all AWP policies are available on the intranet to employees or you can ask your manager for the policy. Anyone who has any difficulty understanding these requirements please highlight this to your line manager

Values and behaviours

AWP has a set of values. Your behaviours should reflect AWP **PRIDE** values:

Passion: Doing my best all of the time

Everything I do is in the interests of everyone who uses our services

I am positive and enthusiastic in my work

I am receptive to new ideas and service improvements

I actively seek opportunities to learn and develop

Respect: Listening, understanding and valuing what you tell me

I show compassion and kindness at all times

I am a team player and support my colleagues

I listen carefully and communicate clearly

I respond positively to differences of opinion

Integrity: Being open, honest, straightforward and reliable

I encourage and value feedback from others to help me develop

I try to always do what I say I will do

I am open and honest about when things have not gone well

I raise concerns and report incidents that arise

Diversity: Relating to everyone as an individual

I try to listen without judging

I respect other people's culture, beliefs and abilities

I actively take account of the needs and views of others

I understand and support the benefits that diversity brings to my team

Excellence: Striving to provide the highest quality support

I set high standards for my work and personal conduct

I plan my workload and deliver on my commitments

I make best use of available resources

I put forward ideas to improve the quality of services

Service User Experience Statement

In all service user and carer contact, your attitude, actions and ambitions should reflect wholeheartedly AWP's motto of 'You matter, we care'. Your goal must be to provide for each individual the quality of care, support and involvement that you would personally expect from a leading mental health trust. 'You matter, we care' should shape your approach to all those who have contact with AWP.

Other Information

CONFIDENTIALITY

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with relevant legislation, the Caldicott principles and the common law duty of confidentiality. The post holder must follow record-keeping guidelines to ensure compliance with the Freedom of Information Act.

VALUING DIVERSITY & HUMAN RIGHTS

No person should receive less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status and must not be placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. AWP has an **Equality Policy** and it is for each employee to contribute to its success.

INFECTION CONTROL AND HEALTH AND SAFETY

The prevention and control of infection is the responsibility of all employees. Employees must be aware of **Infection Control Policies**, procedures and the importance of protecting themselves and their clients in maintaining a clean and health environment. All staff must comply with all **Health & Safety Policies and Procedures**. Staff must be aware of the responsibilities placed on them under Health and Safety legislation and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

NO SMOKING

There is a **Smoke Free Policy** in operation. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

DATA PROTECTION

If you have contact with computerised data systems you are required to obtain, process, and/or use information held on a computer or word processor in a fair and lawful way, to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed. All staff who contribute to patients' care records are expected to be familiar with, and adhere to the **Information Governance Policy**. Staff should be aware that patients' care records will be subject to regular audit.

RISK MANAGEMENT

All AWP employees are accountable, through the terms and conditions of their employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the **Risk Management Policy** and emergency procedures and attendance at training as required.

SAFEGUARDING & DUTY OF CANDOUR

AWP is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff are expected to implement the **Safeguarding Policy** and Procedures, act promptly on concern, communicate effectively and share information appropriately. All staff must be familiar with and adhere to AWP's safeguarding procedures and guidelines. All staff have a Duty of Candour to inform their line manager/supervisor as soon as practicable, when they believe or suspect that treatment or care it provided has caused death or serious injury to a patient.

STANDARDS OF BUSINESS CONDUCT AND 'BOUNDARIES'

You are required to adhere to all corporate policies, including AWP **Standing Orders and Standing Financial Instructions**. This includes not accepting gifts or hospitality in the course of your duties, not acting fraudulently and maintaining appropriate behavioural 'boundaries' regarding your interactions with service users, staff and stakeholders.

Sustainability is integral to the Trust achieving the NHS Net Zero target. All staff are therefore actively encouraged and supported to implement new ways of working within their field of expertise.

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder on a regular basis. You may be required to work at other locations within AWP as determined by the duties of your post. You may be required to undertake any other duties at the request of the line manager, which are commensurate with the role, including project work, internal job rotation and absence cover. This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.

PERSON SPECIFICATION

JOB TITLE Clinical Psychologist Band 8b

Requirements	Essential	Desirable
Education and Qualification	<ul style="list-style-type: none">• Doctorate in Clinical Psychology qualification or equivalent qualification in Clinical Psychology.• Registered by the HCPC.• Relevant Specialist CPD training	Click or tap here to enter text.
Experience	<ul style="list-style-type: none">• Substantial post qualification experience• Experience of Lecturing/Teaching/Training Psychologists and other professions.• Supervision experience with Trainee Clinical Psychologists.• Supervision experience with other professions.• Care Co-ordination or equivalent role• R&D relevant to role• Clinical audit/Quality improvement work relevant to role• Service development/project leadership/clinical leadership	Click or tap here to enter text.

Specialised Knowledge	<ul style="list-style-type: none"> • Extensive knowledge of specialist therapeutic interventions with client group. • Specialist assessment and formulation skills. • Expert an analysis and differential formulation of highly complex case information. • Specialist training in clinical supervision • Specialist knowledge of assessment relevant to the setting. • Expert knowledge of one NICE recommended intervention. 	<ul style="list-style-type: none"> • Ability to use computer spreadsheets for data analysis. • Ability to use computer software to perform specialist / advanced data analysis of clinical data.
Skills and Personal Attributes	<ul style="list-style-type: none"> • Effective team player with good communication and liaison skills. • Well organised with good administration skills. • Empathy/engagement skills with the client group. • Ability to cope with workload pressure/prioritise workload. • Ability to cope with the stress of working with a difficult, potentially hostile, emotionally and behaviourally disturbed client group. • Ability to work independently. • Self-awareness and emotional resilience. • Advanced skills at engaging with/communicating sensitively to clients who exhibit severe problems of interpersonal relating. • Skills in personal supervision. • The ability to continue to provide a high degree of professionalism in highly constrained conditions. • Capacity for intense concentration and prolonged mental effort. • Able to communicate effectively across different levels of the organisation. 	<p>Click or tap here to enter text.</p>

Circumstances	<ul style="list-style-type: none">• Required to regularly and frequently sit for an extended period in a restricted position (during neuropsychological assessment, assessment and therapy).• Exposure to potentially risky, violent, hostile situations.	<ul style="list-style-type: none">• Ability to independently manage potential hazards associated with visiting patients and carers at home.
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Date Job Description and Person Specification agreed: 13/12/2021