

HEALTH & JUSTICE DIRECTORATE

JOB DESCRIPTION

Job Title:	Lead Psychologist for Health & Justice (H&J) Services (Job Share)
Grade:	8D
Hours:	0.6 wte
Salary:	Agenda for change pay scale with Inner London HCAS (Pro Rata)
Main Base:	Gordon Hospital, Bloomburg Street, London, SW1V 2RH

In order to meet the needs of the role and service, you will be regularly required to work outside your normal place of work. The Trust reserves the right to change your normal place of work to any other location within the Trust.

Responsible To: Service Line Director and Clinical Director

Accountable To: Chief Psychologist and Trust Lead for Therapies

Responsible for: All psychology & psychological therapies staff and Offender Personality Disorder Service staff within Health & Justice including all professionally qualified and unqualified psychology & psychological therapies staff

Key Relationships: Operational Managers, Service managers, Heads of Healthcare, team managers and all members of the Directorate management group for strategic and other management purposes. Commissioners and Senior Trust colleagues as appropriate. OPD partners, operational leads and national services

JOB PURPOSE

As a job share with another Lead Psychologist, To be responsible for the organisation, management and leadership of high quality specialist psychological services to clients referred to Health & Justice Services. This includes responsibility for planning and provision of psychology & psychological therapy services that serve this population in community, hospital and prison settings.

To lead on the development and expert specialist clinical support and supervision of Sexual Behaviour Services in the youth estate, psychology & psychological therapy services and OPD services.

To be responsible for the organisation, management and leadership of high quality and specialist Offender Personality Disorder Services commissioned by OPD pathway co-commissioners. To exercise operational responsibility for these services ensuring appropriate governance, financial management and clinical leadership.

The Health & Justice Psychologists & psychological therapists provide psychology & therapy services to Park Royal Low Secure Service, HMP Bronzefield (Mental Health), HMP Woodhill (Mental Health), HMYOI Cookham Wood, HMYOI Feltham, HMP Send, HMP Coldingley, HMP Downview, HMP High Down and HMP Aylesbury. OPD services currently operate in HMP Bronzefield (EOS), HMP Send (PIPES), HMP Downview (Options) and HMP High Down. We are part of the London Pathways Partnership and support delivery of OPD and Mental Health Treatment Requirement services in London in the community.

The postholder will work autonomously within professional guidelines and exercise responsibility for the systematic governance of psychological practice within the psychology and OPD services and ensure that systems are in place and working effectively for the clinical and professional supervision and support of all other psychologists and OPD staff within the psychology and OPD services for which the post holder has designated professional responsibility, including clear systems for effective recruitment, professional appraisal, and the identification of CPD needs across the service/sector. To lead on and oversee appropriate Quality Improvement (QI) projects, audit, policy and service development and research activities and/or programmes. To take the lead on the full range of planning and implementation of policy and service development changes within the area served by the services. To manage the annual financial budgets for appropriate services and act as authorised signatory for the respective budgets.

The post-holder is expected to take the lead role in planning and negotiation with the relevant commissioners in regard to access to and effective delivery of psychology and OPD services. The post-holder also takes a lead role in the development and provision of the Continuing Professional Development (CPD) programme for psychologists and OPD staff working across CNWL Mental Health NHS Trust.

The postholder will take the lead in mental health across all Prison, and Specialist Services where mental health services are provided by CNWL. To lead on the development of Mental Health and service models across the Prisons and specialist services in conjunction with Heads of Service Lines and Professional Leads. To lead on all mental health policies and ensure compliance of these – including CPA. To provide managerial leadership and strategic direction to ensure managed services and Mental Health services are effective, person centred, accessible, responsive, caring and safe.

The postholder will take an active role in the Senior Management Team of Health & Justice Services. They will contribute to business development across the service line through writing tenders, presenting on new business bids, designing appropriate service models for cost-effective and quality care. They will lead on investigations to support disciplinary action or complaints and incident reviews.

WORKING ENVIRONMENT

The Health & Justice Services Directorate exists as part of Diggory Division and provides a range of comprehensive and innovative Health & Justice care services across the Trust including prisons, court services and community services.

The service currently comprises a range of prisons, court and police services, inpatient beds and specialist community liaison and diversion health teams.

MAIN DUTIES AND RESPONSIBILITIES

Clinical:

1. To provide and be accountable for highly developed specialist psychological assessments of clients referred to Health & Justice Services. This is based upon the appropriate use, interpretation and integration of complex data from a variety of sources including psychological (and neuropsychological) tests, self-report measures, rating scales direct and indirect structured observations and semi-structured interviews with clients, family members and others involved in the client's care.
2. To formulate plans for the formal psychological treatment and/or management of a client's mental health problems based upon an appropriate conceptual framework of the client's problems, and employing methods based upon evidence of efficacy, across the full range of care settings. This will be primarily in a designated service where the postholder will maintain a clinical caseload. This is to be agreed with the postholder.
3. To be responsible for implementing a range of psychological interventions for individuals, carers, families and groups, within and across teams employed individually and in synthesis, adjusting and refining psychological formulations drawing upon different explanatory models and maintaining a number of provisional hypotheses.
4. To make highly skilled evaluations and decisions about treatment options taking into account both theoretical and therapeutic models and highly complex factors concerning historical and developmental processes that have shaped the individual, family or group.
5. To exercise full responsibility and autonomy for the treatment of and discharge of clients whose problems are managed as a psychologically based standard care plan, ensuring appropriate assessment, formulation and interventions, communicating with the referral agent and others involved with the care on a regular basis.
6. To provide expertise and specialist psychological advice, guidance and consultation to other professionals contributing directly to clients' formulation, diagnosis and treatment plan.
7. To ensure that all members of the clinical team, and appropriate prison and probation colleagues in OPD services, have access to a psychologically based framework for the understanding and care of clients of the service, through the provision of advice and consultation and the dissemination of psychological knowledge, research and theory.
8. To undertake risk assessment and risk management for relevant individual clients and to provide both general and specialist advice for psychologists and other professionals on psychological aspects of risk assessment and management.
9. To act as lead professional, where appropriate, ensuring the provision of a care package appropriate for the client's needs, co-ordinating the work of others involved with care, arranging client's care reviews as required and communicating effectively with the client, his/her family and all others involved in care; and to monitor progress during the course of multi-disciplinary interventions.
10. To communicate in a highly skilled and sensitive manner, information concerning the assessment, formulation and treatment plans of clients under their care and to monitor and evaluate progress during the course of both uni- and multi-disciplinary care.

11. To provide expertise and advice to facilitate the effective and appropriate provision of psychological care by all members of the team.
12. To provide expert consultation about the psychological care of the client groups to staff and agencies outside the Directorate and Trust.
13. To provide specialist second opinions and recommendations about assessment and treatment of complex cases and advice about relevant service developments to other psychology and mental health services in the Trust. This involves consultation and recommendations about complex and sensitive cases where there are disputes about appropriate treatment strategies. The post-holder will also be expected to advise on access to other specialist tertiary services, where there may be significant cost implications for the Trust or the relevant CCG.
14. To deal with patient complaints across the services in accordance with Trust policy. This involves awareness of relevant Trust policy, profession practice issues and legal guidance and practice. These cases can involve sensitive employment issues and the preparation of complex medico-legal reports.
15. To be responsible for the assessment/treatment and case-management of patients with particularly complex psychiatric presentations including patients with personality disorder, patients with a forensic history, patients with diagnostic complexity and patients with a history of litigation or dissatisfaction with professional services. In OPD services, this will be for those individuals who screen in to the pathway, have serious offending histories and demonstrate significant risk to self and others and personality disorder.
16. The post holder will be required to keep clinical records in line with trust policy and be competent and efficient in using electronic patient records e.g., System1 and NOMIS in prison.
17. The post holder will attend weekly multi-disciplinary clinical review meetings in the designated clinical site and provide clinical expertise and advice in case discussions.
18. The post holder will attend relevant local management and operational meetings and Directorate management meetings as agreed with his / her manager.
19. The post holder will input and maintain accurate and reliable computer information that will be used for quality and performance purposes.
20. The post holder will contribute to ensuring that the OPD services, Health & Justice Services Directorate and Trust achieve the activity, performance and outcome targets as agreed with key stakeholders.

Teaching, training and supervision:

1. To ensure appropriate systems for the clinical and professional supervision of qualified and unqualified psychologists, psychological therapists and associated research practitioners across the service/sector.
2. To oversee the development of appropriate competencies in unqualified staff to ensure high quality opportunities for their development and the delivery of safe and effective stepped care services.

3. To provide clinical and professional supervision to qualified and assistant psychologists / psychological therapists and other clinicians within the Health and Justice Services Directorate.
4. To coordinate and provide specialist clinical placements for undergraduate and Masters students and trainee clinical, counselling and forensic psychologists, ensuring that they acquire the necessary clinical and research skills (to doctoral level where appropriate) and competencies and experience to contribute effectively to good psychological practice, and contributing to the assessment and evaluation of those competencies.
5. To provide placements for trainee clinical, counselling and forensic psychologists.
6. To provide specialist advice, consultation and training and clinical supervision to other members of the Directorate for their provision of psychologically based interventions to help improve clients' functioning.
7. To provide supervision of psychologically based interventions and psychological therapy for other professional groups.
8. To provide pre and post-qualification teaching of clinical psychology as appropriate.
9. To continue to develop expertise in the area of professional pre and post-graduate training and clinical supervision.
10. To take a lead, in conjunction with other Psychology Leads in the planning and provision of the Continuing Professional Development (CPD) programme for qualified and unqualified psychologists and other clinicians/psychotherapists.
11. The post holder will be expected to update their professional skills and knowledge-based by participating in CPD activities.
12. The post holder will regularly update his / her knowledge of new developments in relevant academia
13. The post holder will provide appropriate expert consultation and training input to the multidisciplinary teams in their designated service area and to the membership of Health & Justice Services Directorate's Care Quality Meeting.
14. The post holder will provide education and training and sharing of psychological skills to staff in the Health & Justice Services Directorate.
15. Contact with trainees of any discipline is encouraged and the post holder would be expected to provide relevant teaching to undergraduates and post-graduates attached to the team or who visit the prison. The post holder would also be expected to deliver teaching when relevant to the wider workforce of Health & Justice Services and CNWL.
16. The post holder will be required to attend the regular professional meetings of the Professional Psychology Speciality and other Health & Justice Services Directorate meetings, which will include liaison and supervision with the Chief Psychologist/Trust Lead for Therapies. The post holder may wish to have a mentor; this can be organised through the Director.
17. To lead on the coordination and operation of Health & Justice Psychology Meetings and away days to provide opportunities for peer support and supervision, professional development,

awareness of services and sharing of new learning and Health & Justice Services and Trust business priorities with both qualified and unqualified psychology staff.

Mental Health Leadership:

In conjunction with Regional Operational Managers and Professional Leads

1. To lead in the development of mental health teams and service models across prisons, detention centres and specialist forensic secure and community services.
2. To ensure service developments in Mental Health are aligned to best practice, national models, research, NICE Guidelines and commissioning priorities.
3. To lead in implementing Health & Justice Services strategic objectives in relation to mental health provision and suicide prevention.
4. To lead and support the implementation of Quality Improvements (QI) across mental health services, particularly those aligned to the H&J Suicide Prevention Strategy: suicide awareness, prevention and training; ACCT provision; 7 day mental health provision; Early Days in Custody.
5. To contribute to complex case discussions and patient safety concerns ensuring robust risk management plans are devised and implemented.
6. To lead and participate in the development of mental health policies, pathway development and guidance.
7. To lead in supporting the development of action plans to address service concerns and respond to HMIP/CQC/SI recommendations.

Management, recruitment, policy and service development:

The post-holder is responsible for management, recruitment, policy and service development for the following services:

1. To autonomously manage the financial budgets delegated to them in OPD services and for psychology training and development.
2. To be the authorized signatory for budgetary payments for equipment, travel expenses, training, locum cover etc.
3. To participate as lead representative for *Health & Justice* psychology services on the local service management structure and other relevant Trust-wide committees and bodies. This includes attendance in a professional capacity at Trust-wide committees as required by the Chief Psychologist/Trust Director of Therapies.
4. To participate as the senior clinician in the development of a high quality, responsive and accessible service for clients, their carers and families within the psychology services across the trust, including advising both service and professional management on those aspects of the service where psychological and/or organisational matters need addressing.

5. To exercise responsibility for managing the psychological resources available to the sector/service both in terms of psychological staff and psychological materials employed in the assessment and the treatment of patients.
6. To exercise responsibility for the appropriate and safe use of specialist psychological equipment within the sector/section including appropriate systems of stock control.
7. To exercise responsibility for the systematic professional and clinical governance of psychological practice within the sector/service, including maintaining systematic records of appraisals, clinical record keeping standards and the transcribing of minutes and records of appropriate professional meetings.
8. To ensure system for maintenance of qualified staff registrations with appropriate professional bodies (primarily the Health Care Professionals Council , HCPC)
9. To exercise responsibility for disciplinary and complaints procedures in the respective OPD and psychology services. To assume lead responsibility for policy and systems regarding patient access to health records in the psychology and OPD services.
10. To take the lead on the full range of policy and service developments and projects within the Directorate. To ensure the proper interpretation and application of Department of Health and local Trust policy guidelines in the psychology services.
11. To take the lead in appropriate professional psychology and OPD staff recruitment within the Directorate.
12. The post holder will ensure psychologists and other clinical staff in the Health & Justice Services service line are carrying out clinical practice in line with current good practice guidance and legislation i.e. NICE, Mental Capacity Act etc.
13. To exercise responsibility for the systematic governance of psychological practice within the Health & Justice Services Directorate and within OPD services and to contribute to service wide governance including through chairing Care Quality Meeting and contributing to Clinical Oversight Group.
14. To coordinate and ensure completion of high quality governance processes for OPD services. To include;
 - a. Regular engagement and relationship management with partner organisations in jointly commissioned services
 - b. Regular, minuted governance meetings for Clinical service leads in OPD services
 - c. Oversight of Healthcare Delivery Action Plan and Risk Register for OPD Services.
 - d. Completion of contract review reports and meetings with evidence of performance, finance and quality indicators.
 - e. Feedback of key issues to Directorate through contract review summaries, supervision and sharing of HDAP.
15. To initiate and implement service developments and projects within the Health & Justice Services Directorate. Currently these include:
 - a. Two times yearly Academic Days with high quality speakers and opportunities for learning.

- b. Development and leadership of Mental Health and Intellectual Disability Review Group with primary targets of standardising and improving documentation (S1 templates) and practice in these services.
- c. Chairing, with the lead nurse, the Health and Justice Clinical Quality Meeting (CQM)
- d. .
- e. Provide expert advice and support to the development of robust staff support package, specifically following traumatic and challenging incidents at work.
- f. .Leading on the Health & Justice Directorate Workforce Training Strategy

IT responsibilities

1. To maintain professional and personal records on computers, as appropriate
2. To enter data onto local Trust IT systems and databases, as appropriate
3. To utilize IT methodologies, such as e-mail and the Internet, to access clinical and professional information and to communicate with professional colleagues.
4. To ensure that suitable IT systems are in place to record and audit clinical and professional activity in the relevant psychology and OPD services.
5. To exercise responsibility for the provision of reports of profession activity in the psychology services, as required by operational managers and the Trust.
6. To plan and co-ordinate appropriate training for psychology and OPD staff in IT skills and systems.
7. To ensure that psychology and OPD staff have suitable access to online IT resources to achieve best clinical practice and evidence-based practice.
8. To exercise responsibility for the purchase and effective use of specialist IT software packages including Access, Excel, Powerpoint, the Statistical Package for Social Sciences (SPSS) and other relevant IT programmes.
9. To produce professional and interpretative reports using computerized scoring and interpretation tools such as MCMI-IV, WAIS-IV / WMS Writer.
10. To utilize appropriate computer technologies to deliver and evaluate manualised and/or self-help psychological interventions.

Research and service evaluation

1. To take the psychology lead in planning and implementing systems for the evaluation, monitoring and development of the service line, through the deployment of professional skills in research, service evaluation and audit and ensuring incorporation of psychological frameworks for understanding and provision of high quality care.
2. To utilise theory, evidence-based literature and research to support evidence-based practice in individual work, work with other team members and across the service/sector.
3. To undertake appropriate research and provide research advice to other staff undertaking research within the service/sector.

4. To support national research projects as appropriate and to oversee the recruitment and support of research assistants on national trials. Currently on the PIT trial – WORSHIP-III RCT for women in prison who self-harm.
5. To undertake research in the application and evaluation of short-term therapies in NHS settings with a special focus on process and outcome/termination issues in short-term psychological therapy. To be skilled in the use of both qualitative and quantitative methodologies to research these issues.
6. To supervise student and trainee research and encourage and support research and evaluation work in psychology and OPD staff to further the evidence base for work in our settings.
7. To present research findings in appropriate professional forums and to publish research reports in recognised journals and publications with an emphasis on sharing evidence and information with the wider mental health system.
8. To initiate and implement project management, including complex audit and service evaluation, with colleagues within and across the service to help develop and improve services to clients and their families.
9. To advise and consult to H&J Services on the most effective empirical evaluation of psychological therapies and OPD services.
10. To collaborate with other profession disciplines in research on relevant mental health issues and technologies.
11. To initiate and implement project management, including complex audit and service evaluation, with colleagues within and across the service to help develop and improve services to clients and their families. The post holder will support or lead on at least one significant QI project per year.

General Professional Skills

1. To ensure the development, maintenance and dissemination of the highest professional standards of practice, through active participation in internal and external CPD training and development programmes.
2. To ensure the development and articulation of best practice in psychology within the service area and contribute across the service by exercising the skills of a reflexive and reflective scientist practitioner, taking part in regular professional supervision and appraisal and maintaining an active engagement with current developments in the field of clinical psychology and related disciplines.
3. To ensure the highest standards of clinical record keeping including electronic data entry and recording, report writing and the responsible exercise of professional self-governance in accordance with professional codes of practice of the HCPC, British Psychological Society and Trust policies and procedures.
4. To take a lead, in collaboration with other Directorate Heads of Psychology Services, in the development and articulation of best practice in psychology across the Trust.

5. To ensure that all psychologists within the Directorate maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health.

RIDER CLAUSE

This is an outline of the postholder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Trust and Department.

Agreed by Sarah Allen & Louise Minchin, (Lead Psychologists) & Kristian Lane (Service Director) September 2023