

JOB DESCRIPTION

OUR VISION: 'TO BE THE LEADING HEALTH AND WELLBEING SERVICE IN THE PROVISION OF MENTAL HEALTH AND COMMUNITY CARE'

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| JOB TITLE | Principal Clinical or Counselling Psychologist, Learning Disability Services |
| BAND | 8b (part-time 0.6wte) |
| RESPONSIBLE TO | Associate Clinical Director of Psychological Services |
| ACCOUNTABLE TO | Associate Clinical Director of Psychological Services |
| BASE | South Essex, 3 Heath Close, Billericay |
| HOURS OF WORK | 22.5 hours p/week |

ROLE SUMMARY

Role Summary:

The Principal Clinical or Counselling Psychologist is responsible for ensuring the systematic provision of a high standard psychology service to adults within the remit of the Learning Disability team's responsibilities. This will include providing assessment and intervention/consultation for individuals, families, carers, members of the multidisciplinary team and other agencies involved in the individuals care.

The post holder will work closely with relevant community and inpatient teams within health and voluntary sectors.

This will require a range of specialist skills and competencies in order to deliver highly specialist psychological assessment and treatment of patients with Learning Disabilities, along the treatment pathway. In addition he/she will offer advice and consultation on clients' psychological care to other professionals, carers, and those otherwise involved in client-care.

The postholder will work autonomously within professional guidelines, to exercise responsibility for the systematic governance of psychological practice within the designated area of responsibility. The post holder will utilise research skills, audit, policy and service development and research and implement policy changes within the areas served by the team/service in agreement with the Associate Clinical Director for Psychological Services with responsibility for Specialist Services. The post holder will set both local and adhere to national standards appropriate to the health and social care setting, contributing to strategic planning of the service.

Any other duties as delegated by your Director or Chief Executive commensurate with the responsibilities of this post.

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JOB SUMMARY

The post holder will be responsible for

- continually delivering and maintaining high standards
- continuous service improvement
- leadership and development of others
- ensuring national targets and standards are achieved
- continuous personal development
- building trust and developing relationships to ensure service user involvement
- data quality assurance
- ensuring information is managed and applied appropriately and effectively
- championing improvement through effective change management
- ensuring equality and diversity values underpin the day to day working of the practice area.

KEY RESPONSIBILITIES

KEY STRATEGIC RESPONSIBILITIES

- To co-ordinate, in conjunction with the Associate Clinical Director for psychological services (with responsibility for specialist services), the effective supervision of psychological practice within the designated service.
- To participate as a senior clinician in the development of high quality, responsive and accessible services including advising both operational and professional management on those aspects of the service where psychological and/or organisational matters need addressing.
- To exercise in collaboration with the Associate Clinical Director for psychological services (with responsibility for specialist services), responsibility for the systematic governance of psychological practice within the nominated service or team.
- To contribute, in conjunction with the Associate Clinical Director for psychological services (with responsibility for specialist services), toward service developments and projects within the sector/service.
- To contribute toward the evaluation, monitoring and development of the team's operational policies, through the deployment of professional skills and research, service evaluation and audit and ensuring incorporation of psychological frameworks for understanding and provision of high quality multi-disciplinary care.
- To initiate and implement project management, including complex audit and service evaluation, with colleagues within and across the service to help develop and improve service provision.
- To work in line with, and contribute to ensuring the development, maintenance and dissemination of the highest professional standards of practice, through active participation in internal and external CPD training and development programmes.
- To ensure the development and articulation of best practice in psychology within the service 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.
- To assist the Associate Clinical Director for psychological services (with responsibility for specialist services), in ensuring that all psychologists within the Learning Disability Service maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health.
- Initiate and participate in projects relating to the development of relevant services.

- To assist the Associate Clinical Director for psychological services (with responsibility for specialist services), in the development of services and the business planning cycle for the service.
- Knowledge of national and international best practice and innovation and implementation.

OPERATIONAL RESPONSIBILITIES

- To provide specialist psychological assessments of clients based upon the appropriate use, interpretation and integration of complex data from a variety of sources including psychological tests, self-structured interviews with clients, family members and others involved in the clients care.
- To provide specialist psychological advice, guidance and consultation to other professionals contributing directly to clients' formulation, diagnosis and treatment plan.
- To ensure that all members of the treating team have access to a psychologically based framework for understanding and care of clients of the service through the provisional advice and consultation and the dissemination of psychological research and theory.
- To provide expertise, advice and support to facilitate the effective and appropriate provision of psychological care by all members of the treatment team.
- To provide clinical placements for trainee clinical and/or counselling psychologists ensuring that trainees acquire the necessary skills, competences and experience contribute effectively to good mental health care and to contribute to the assessment and evaluation of such competences.
- To provide post qualification training and clinical professional supervision to other qualified applied psychologists attached to the Learning Disability Service and other Psychology services in EPUT, where appropriate.
- To provide the advice consultation and training and clinical supervision to other members of the MDT for their provision of psychologically based interventions to help improve clients functioning where appropriate.
- To organise, co-ordinate and provide agreed post qualification teaching where appropriate.
- To continue to develop skills in the area of professional pre and post graduate training under clinical supervision
- To provide advice, consultation and training to staff working with the client group across a range of agencies and settings, where appropriate.
- In common with all Clinical Psychologists, to receive regular clinical professional supervision from an appropriately experienced/more senior clinical psychologist and, where appropriate, other senior professional colleagues.
- To utilise theory, evidence-based literature and research to support evidence based practice in individual work and work with other team members.
- To undertake appropriate research and provide research advice to other staff undertaking research.
- Develop, initiate and analyse audits and surveys relevant to the service.
- To establish and maintain good relationships with service users, carers, voluntary sector colleagues and external statutory and non-statutory agencies
- To assist the Associate Clinical Director for psychological services (with responsibility for specialist services), in ensuring the provision of an evidence-based service to service users which complies with legislation, policies and procedures and relevant quality, governance and local and national guidelines.
- To be a Champion of the Services' operational procedures.
- To ensure that all identified risks are monitored and managed effectively.
- Effectively communicate service changes to all relevant stakeholders.

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- To apply a combination of enhanced clinical skills derived from experience and further learning via CPD across the clinical spectrum of assessment, intervention and evaluation.
- To ensure systems are in place for effective Health & Safety management.
- Awareness of service standards/targets and ensure they are being met.

STAFF MANAGEMENT

- To provide clinical supervision to all direct reports, including trainees on placement.
- To participate as appropriate in staff recruitment both in the short-listing process and as a member of interview panels for assistants, trainees and qualified clinical psychologists / psychological practitioners and other staff within the designated service area.

FINANCIAL MANAGEMENT

- To ensure the appropriate and safe use of physical assets allocated to the service.
- Assist in the effective communication and financial reporting to support the Service and Directorate.

COMMUNICATION AND WORKING RELATIONSHIPS

- Key working relationships: Director of Psychological Services, Associate Clinical Director for psychological services (with responsibility for specialist services), relevant community services multidisciplinary staff, service managers, Clinical Psychologists both within the speciality and the wider Trust, Trainee Clinical Psychologists, Clinical Associate Psychologists and trainee Clinical Associate Psychologists, Assistant Psychologists.

INFORMATION SYSTEMS

- 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 British Psychological Society and Trust policies and procedures.
- Ensure the collection and reporting of accurate and up to date data.
- Ensure data is input into the relevant information system on a timely basis.
- Information is used in order to monitor targets and achieve effective performance management.

RESPONSIBILITY FOR PATIENT/CLIENT CARE

- To formulate and implement plans for the formal psychological treatment and/or management of a client's 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.
- To be responsible for implementing a range of psychological interventions (therapy) for individuals, carers, families and groups, within and across teams, whilst adjusting and refining psychological formulations drawing upon different explanatory models and maintaining a number of provisional hypotheses.
- To evaluate and make 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.

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- To exercise autonomous professional responsibility for the assessment, treatment and discharge of clients whose problems are managed by psychologically based standard care plans.
- To undertake risk assessment and risk management for individual clients and to provide advice to other professions on psychological aspects of risk assessment and risk management.
- To communicate, in a skilled and sensitive manner, information concerning the assessment, formulation and treatment plans of clients under their care and to monitor progress during the course of both uni and multidisciplinary care.
- To promote a patient focussed service and service user involvement.
- To assist the person in making decisions about treatment options. Where the person does not have capacity, to engage in processes that will act in the best interest of the person taking into account theoretical and therapeutic models and highly complex factors concerning historical and developmental processes that have shaped the individual, family and broader system.
- Ensure that clients receive a culturally competent service.

ADDITIONAL DUTIES

In addition to the above duties you will also be expected to perform the below key activities in line with your job role;

- Complete mandatory training in line with Trust policy and procedures
- To participate in the staff appraisal process and to undertake for any staff you manage
- To keep yourself updated on all matters relating to Trust policy
- To provide management supervision where appropriate

OUR TRUST STRATEGIC OBJECTIVES SUPPORTED BY OUR VISION AND VALUES

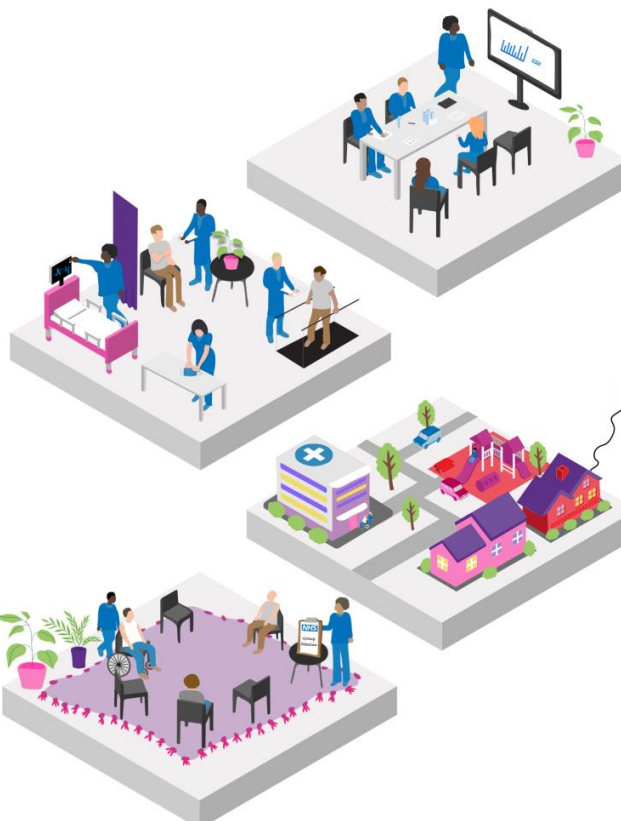
PEOPLE FIRST

(O)U|R} PURPOSE

We **care** for people, every day.
What we do **together**, matters.

(O)U|R} VALUES

We **CARE**
We **LEARN**
We **EMPOWER**



(O)U|R} VISION

To be the **leading** health and wellbeing service in the provision of **mental health** and **community care**.

(O)U|R} STRATEGIC OBJECTIVES

We will deliver **safe**, high quality **integrated** care services.

We will **enable** each other to be the **best** that we can.

We will work together with our **partners** to make our services **better**.

We will help our communities **thrive**.

ASSURANCE STATEMENT

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

NHS CONSTITUTION

You are responsible for ensuring that the values outlined in the NHS Constitution are adhered to daily and any matters of concern are raised with the relevant Line Manager or through the necessary processes within the Trust.

You are responsible for delivering a compassionate, dignified and respectful service to patients at all times.

DUTY OF CANDOUR

You must adhere to the principles of openness, transparency and the statutory duty of candour in your day to day work and conduct and encourage the same behaviours within the wider organisation.

EQUAL OPPORTUNITIES STATEMENT

The Trust operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity in relation to employment, development, training and service delivery.

NO SMOKING POLICY

The Trust is committed to a policy which discourages smoking and prohibits smoking on Trust property and on Trust business outside it.

INFECTION CONTROL

The post holder is accountable and responsible for the prevention of healthcare associated infections by complying with all Infection Prevention & Control policies and procedures in line with legislation (Health Act 2006; Code of Practice for the Prevention and Control of Healthcare Associated Infections.)

HEALTH AND SAFETY

All employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

GENERAL DATA PROTECTION REGULATION 2018

The General Data Protection Regulation (2018) is to ensure compliance with all Trust policies, and those procedures relevant to the area of work.

The Trust will always seek to process your personal data in accordance with its obligations and your rights.

The GDPR requires that personal data shall be;

- Processed Lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further processed

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in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purpose;

- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate, technical or organisational measures.

All employees must adhere to the Trust's Policy on the Protection and Use of Personal Information which provides guidance on the use and disclosure of information. The Trust also has a range of policies for the use of computer equipment and computer generated information. These policies detail the employee's legal obligations and include references to current legislation. Copies of the Policy on the Protection and Use of Personal Information and other Information Technology policies are included in the Trust's Policies and Procedures Manual/Intranet.

INFORMATION ASSET OWNERS AND ADMINISTRATORS

An information asset is a service user, staff or corporate information/data, processed by us and held in an electronic or hard copy/manual format. An information asset owner (IAO) is a senior member of staff who is the nominated owner for one or more identified information assets within the service/Trust. If you are a nominated IAO you will understand and monitor the following;

- What information assets are held and for what purpose within your team
- How information is created, amended or added to over time
- Who has access to information and why
- Understand and address the risk to the asset, providing assurance to the senior information risk owner in the overall information risk management function
- As an Information Asset Administrator you will ensure you fulfil the following responsibilities
- Ensure that policies and procedures are followed
- Recognise actual or potential security incidents, consulting with IAO's on incidents and management
- Ensuring that information asset registers are accurate and up to date.

CONFIDENTIALITY

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the General

Data Protection Regulation.

You are required to observe the strictest confidence regarding any Confidential Information relating to work of the Trust, its patients/clients and its employees.

“Confidential Information” includes but is not limited to information relating to the Trust received by you in the course of your employment with the Trust or its predecessors, information relating to patients, personnel information, budgeting and financial information and information in respect of which the Trust owes a duty of confidentiality to a third party.

You are required not to disclose any Confidential Information either during or after your employment with the Trust, unless expressly authorised to do so by the Trust or required in the proper performance of your duties or as required by law.

This obligation will cease only when such information comes into the public domain other than through unauthorised disclosure by you.

Failure to comply with these requirements could result in action being taken under the Trust’s Conduct/Disciplinary Policy and Procedure.

This obligation is without prejudice to the law concerning protected disclosures in the Public Interest Disclosure Act 1998 (the so-called “Whistleblowers Act”).

RISK MANAGEMENT

All staff working in, or for the Trust have a responsibility for participating in the risk management programme. All post-holders have a responsibility to assess all risks to systems, processes and environment and contribute to the clinical and corporate governance agendas as appropriate.

SAFEGUARDING DUTY

“It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Children and Adults as stated in the Trust Safeguarding Policy and the Southend, Essex and Thurrock (SET) Child Protection Guidance. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for ensuring they receive the appropriate level of Safeguarding Children training according to their role”.

INFORMATION TECHNOLOGY

It is the responsibility of the post holder to have a level of IT competence relevant to their job role and will be expected to continue to keep their skills up to date as part of their Continuing Professional Development.

CHANGES TO THIS JOB DESCRIPTION

Post holders have a responsibility to discuss any significant job changes with their line manager at the time the change occurs and agree any permanent substantial change.

On appointment within the Trust staff may be allocated to a specific area of care. It is however Trust policy to allocate staff to other areas of work within the Trust from time to

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time where this is in the interest of the individual and / or the service.

The Job Description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

Date post holder in receipt of job description

Signature of post holder

Signature of line manager