

## JOB DESCRIPTION

### Oxford Health NHS FT

Oxford Health is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

**Job Title:** Assistant Psychologist (1.0 WTE; 18 months fixed term in the first instance)  
**Band:** 5  
**Responsible to:** Dr Bryony Sheaves & Professor Daniel Freeman  
**Responsible for:** N/A  
**Accountable to:** Prof Daniel Freeman  
**Place of work:** Department of Experimental Psychology, University of Oxford  
**Hours:** 37.5

## JOB PURPOSE

- The post-holder will join a new NIHR-funded clinical trial: Talking with Voices. The trial will test the effectiveness of a new form of psychological therapy for people who hear distressing voices. The role will involve patient recruitment, taking informed consent, and clinical research assessments.

This is an exciting opportunity to join a clinical trial which is evaluating a psychological intervention for people who hear distressing voices. The Talking With Voices II Trial is funded by the Efficacy and Mechanism Evaluation (EME) programme, awarded by the National Institute for Health Research (NIHR). The trial is running for 34 months in total. The aim of the Talking With Voices intervention is to investigate a new form of dialogical therapy with the aim of promoting recovery and reducing voice-related distress. The postholder will be responsible for recruiting participants, taking informed consent, completing research assessments and collecting data for the trial, working with a team of leading experts in psychosis, including individuals with lived experience. Data from this study will inform service development. The trial is being conducted across four sites: Manchester, Oxford, London and Newcastle.

The multi-site trial is the next step in intervention development, following the successful feasibility study, which is available to read here:

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC9754007/>

The multisite trial is led by Dr Eleanor Longden and Prof Tony Morrison (Greater Manchester Mental Health NHS Foundation Trust). Dr Bryony Sheaves and Prof Daniel Freeman are leading the Oxford trial site. The successful applicant will become part of the Oxford Cognitive Approaches to Psychosis (O-CAP) team, led by Professor Daniel Freeman. O-CAP currently comprises of nine clinical psychologists, a project co-ordinator, research workers/assistant psychologists, DPhil students, and computer scientists specialising in virtual reality.

The post will provide experience in engaging individuals who hear distressing voices; supporting people who hear voices through clinical assessments; NHS secondary mental health services; and

clinical trials methodology. The post would suit individuals interested in going on to pursue a career in clinical psychology or clinical research.

### ***DUTIES AND RESPONSIBILITIES***

- Screening, recruitment, and completing clinical assessment with patients for the Talking with Voices trial. Recruitment will occur primarily from NHS adult secondary mental health teams. Each trial participant will complete multiple assessments, over several months. There are monthly recruitment targets for the trial.
- Recruitment activities will involve delivering formal and informal presentations and regular contact with NHS services.
- Participants will be seen in clinic settings, at home, or via video link across a large geographical area. This means there may be extensive travel which would be facilitated by having a valid driving license, and access to own or other independent means of transport.
- Excellent record-keeping will be needed, including updating medical records with trial progress and completing the recruitment database.
- You will need to follow trial standard operational procedures.
- You will need to produce regular reports on the recruitment process (including managing the recruitment database) and assessments.
- You will need to regularly enter and check data in the study databases.
- Attendance at supervision will be expected, and at appropriate research team meetings, including any training events at other trial sites.
- Administrative duties related to the project.
- Other duties appropriate to the grade as directed by the grant-holders.
- Work within the guidelines set out by the General Data Protection Regulation (GDPR), the Code of Ethics, and with full understanding of confidentiality issues.

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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 (HCAs).
- 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 1998, NHS Confidentiality guidelines (eg. Caldicott, GMC) and any 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**

<b>Band: 5</b>		
<b>Criteria for Selection</b>	<b>Essential Requirements</b>	<b>Desirable Requirements</b>
<b>Knowledge Requirements</b>	<p>Knowledge of clinical trials methodology.</p> <p>Knowledge of the psychological understanding of voice hearing.</p>	An awareness of the work of Intervoice and/or the Hearing Voices Network.
<b>Qualifications - Academic/Skills/Professional</b>	Psychology degree (2.1. or above; BPS accredited).	
<b>Further Training or Job Related Aptitude and Skills</b>	<p>Excellent interpersonal and communication skills.</p> <p>Ability to engage patients attending NHS secondary mental health care services.</p> <p>Good organisational skills and record keeping.</p> <p>Ability to quickly learn new clinical assessments and psychological tests.</p> <p>Ability to work independently and show initiative when appropriate.</p> <p>Willingness to seek advice when appropriate.</p> <p>Basic analytic skills and experience of data entry, cleaning and organisation of files.</p> <p>Ability to write clearly and concisely, and produce reports quickly and accurately.</p> <p>An ability to work creatively, co-operatively, reliably, and consistently within a team, contributing to effective team functioning and holding team roles.</p>	Other interests: cognitive behavioural therapy; clinical trials; experimental methodology; cognitive psychology.

	<p>Ability to manage periods of prolonged concentration in clinical sessions and during computing tasks.</p>	
<p><b>Experience</b></p>	<p>Experience of recruiting to a research study.</p> <p>General computing skills including experience of Excel and SPSS.</p> <p>Experience of psychological research.</p>	<p>Experience of using psychiatric or psychological assessments.</p> <p>Experience working with patients who hear distressing voices.</p> <p>Experience of working within the guidelines of the General Data Protection Regulation (GDPR) and an understanding of the code of ethics and confidentiality in research.</p> <p>Personal experience of hearing voices.</p>
<p><b>Personal Qualities</b></p>	<p>Ability to work with others in a research team.</p> <p>An interest in psychological treatments for voice hearing.</p>	
<p><b>Contractual Requirements or other requirements</b></p>	<p>Ability to travel between sites within the trust; this requires a valid driving licence and access to own or other independent means of transport.</p> <p>Flexibility to work some irregular hours occasionally to fit with participant availability.</p> <p>Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.</p>	