



NHS

West London
NHS Trust

Candidate information pack



Promoting hope & wellbeing **together**

Welcome

Dear Candidate

Thank you for your interest in the Principal Clinical Psychologist post for the Department of Clinical Health Psychology & Neuropsychology. This pack provides you with all the information you may need to apply for this vacancy.

West London NHS Trust has grown significantly in the last two years with investment in mental health services and this growth is set to continue over the next five years. In 2019, the Trust expanded its portfolio to include community services in Ealing and beyond, through our Integrated Care Services. We are incredibly proud that more staff than ever would recommend us a place to work and we have seen a 28% increase in staff engagement in the national staff survey over the last 5 years.

We are on a significant journey of transformation in the quality of services provided, through greater co-production with service users and carers, and addressing long-standing inequalities. Increasingly, we are leading and collaborating closely with Integrated Care Partnerships and at the wider system level, as a strong voice for integrated services and the most vulnerable in society.

Thank you for your interest this role and I wish you every success with your application.

Yours sincerely

Dr Stephen Gunning
Consultant Clinical Psychologist

Head of Department of Clinical Health Psychology & Neuropsychology

About West London NHS Trust

West London NHS Trust is one of the most diverse healthcare providers in the UK, delivering a range of mental health, physical healthcare and community services commissioned locally and nationally. The Trust runs Broadmoor Hospital, one of only three high secure hospitals in the country with an international reputation.

Our high secure services care for patients from across the South of England and we provide low and medium secure services covering eight London boroughs. The Trust also provides mental and physical healthcare in three London boroughs – Ealing, Hammersmith & Fulham and Hounslow. The Trust employs over 3800 staff, of which 51% are from a Black and Asian Minority Ethnic (BAME) background. Our turnover for 2021-22 is approximately £350m.

In recent years, there has been a step change in staff engagement, culture, performance and ambition of the organisation. The Trust is now rated as 'Good' overall by the Care Quality Commission, and the rating for our Forensic services has improved from 'Requires improvement' to 'Outstanding'. Rigorous financial management has been central to our ability to deliver service improvements. The Trust has delivered consistent surpluses since 2009, totalling more than £77m. In parallel, we have also improved efficiencies by reducing length of stays and improving patient flow, with almost no out of area placements in recent years.

The Trust is an established key partner and contributor in the development of the evolving North West London Integrated Care System (ICS). The Chief Executive leads for mental health, equalities and engagement across the sector, mirroring her commitment to these issues.

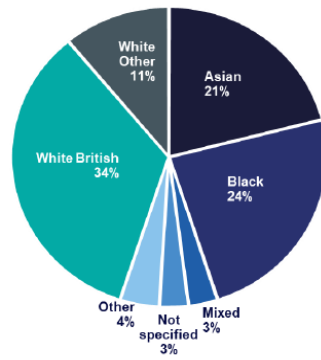
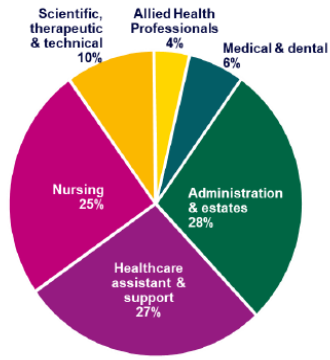
The Trust leads the North West London CAMHS provider collaborative. This involves managing the delegated specialist-commissioning budget with a commitment to a recurrent investment of £1.8m a year for community services. This includes a reduction in hospital admissions, improved provision of care closer to home through reduced out of area placements and reduced length of stay for children and young people. Our forensic services are part of the North London Forensic Consortium. Patient care is founded on recovery and co-production principles.

In direct response to the Covid-19 crisis, and in partnership with Central and North West London NHS Foundation Trust (CNWL), the Trust set up a new psychological support service for NHS staff, residential homes, care facilities and the London Ambulance Service. The Keeping Well service, received over 900 referrals in its first 9 months, 54% of which are from BAME staff, which broadly matches the workforce profile across North West London ICS.

Collaboration has been the key to our success in recent years, and the launch of Ealing Community Partners (ECP) in July 2019 exemplifies our ambition. ECP is led by West London NHS Trust and brings together 14 organisations, including NHS, Ealing Council and the voluntary sector to deliver community health and care services to local residents. The partnership extends to a GP practice supporting care homes in Ealing.

Our staff have rated us highly and in the 2020 staff survey, the Trust received the top score nationally in two categories: immediate managers and quality of care. The Trust was highly commended in the mental health trust category of the year HSJ Awards in 2020. It received an award for workforce innovation to improve staff recognition in the same year.

More details about the Trust's services and workforce are shown in the diagram below



188,167 patients using or referred to our services

182,226 patients seen in the community

6,247 older people using or referred to our dementia services

8,141 children & young people using or referred to our services

2,965 inpatients

Registered disabled 4.3%

LGBTQ+ 2.8%

Male 35%

Female 65%

142,107 in Ealing

21,153 in Hammersmith & Fulham

22,174 in Hounslow

Across 40+ sites

Our Trust Values

Togetherness: Ensure teamwork, mutual respect and trust sit at the heart of everything we do here. Our service users and their carers are an integral part of the team

Responsibility: Ensure when we say we are going to do something, we do it. We do not leave it to someone else to do. Our service users are responsible for engaging in their treatment.

Excellence: Ensure we strive for excellence in everything we do. 'Good enough' is simply not good enough. Excellent is better. The safety of our service users and our team is our number one priority.

Caring: Ensure caring means more than showing compassion to our service users and each other. It is also about having a can-do attitude, stepping up and caring to be the best we can. Because we care, we give praise when it's due.

Job Description

Post Title:	Principal Clinical Psychologist
Grade:	Band 8b
Department:	Clinical Health Psychology and Neuropsychology Service, Imperial College Healthcare NHS Trust
Location:	Charing Cross Hospital and other Imperial College Healthcare NHS Trust sites
WTE:	0.6 WTE
Operationally Responsible to:	Clinical Lead for Clinical Health Psychology and Neuropsychology Service, Imperial College Healthcare NHS Trust
Professionally Responsible to:	Clinical Lead for Clinical Health and Neuropsychology Service, Imperial College Healthcare NHS Trust Head of Psychology for the Psychological Medicine Service Line, West London NHS Trust

JOB SUMMARY

The post holder will be part of the Clinical Health Psychology and Neuropsychology Department, based at Imperial College Healthcare NHS Trust, which includes the North West London Regional Neurosciences Centre.

The post holder will be responsible for the management and delivery of a specialist neuropsychology service, as part of an MDT, for patients with neurological conditions receiving neurorehabilitation on the Charing Cross Neurorehabilitation Unit (CNRU). CNRU is a 15 bed, Level 2 neurorehabilitation ward with admissions ranging from 4-12 weeks. Four of the beds are for Level 1 patients i.e. those with highly complex needs. There are strong links to psychologists working in other parts of the Imperial-based service, and with community-based psychologists, who are responsible for the psychological care of patients in CNRU's four virtual beds, as part of the tri-borough community neurorehabilitation teams in Westminster, Hammersmith and Fulham and Kensington and Chelsea.

The role includes providing highly specialist neuropsychological assessment, formulation, intervention and onward referral. Joint working and offering advice and consultation on a patient's neuropsychological care to non-psychologist MDT colleagues and other, non-professional carers, are key components of the role.

The post holder will be responsible for the clinical supervision and line management of a band 8A Clinical Psychologist, and a Band 5 Assistant Psychologist working on CNRU as well as offering placement opportunities for Trainee Clinical Psychologists.

They will contribute to the teaching, training and continued professional development of Clinical Psychologists and other health professionals.

The post holder will be working autonomously within professional guidelines and the overall framework of the Department's and Trust's policies and procedures and will utilise research skills for audit, policy and service development and research within the area served by the service.

MAIN DUTIES AND RESPONSIBILITIES

Clinical:

1. Provide specialist neuropsychological assessments of patients referred to the service based upon the appropriate use, interpretation and integration of highly 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 patient's care.
2. To integrate complex medical information and neuropsychological test results with theory to formulate a coherent account of the patients' difficulties, to inform medical decision-making and the patient's treatment
3. Be responsible for implementing a range of specialist psychological interventions for individuals, families and groups, including psycho-education sessions and supporting family/carer networks. .
4. To evaluate and make decisions about management and treatment options (including neurorehabilitation) taking into account both theoretical and therapeutic models and highly complex factors concerning illness, historical and developmental processes that have shaped the individual, family or group. In addition, to be able to critically weigh up and incorporate into treatment planning differing opinions regarding the aetiological and maintenance factors within client and family presentation.
5. To implement behavioural interventions to manage challenging behaviour and support nursing/care staff with training and education in behavioural management approaches.
6. Undertake risk assessment and risk management for individual patients as appropriate and to provide advice to other professions on psychological aspects of risk assessment and risk management.
7. To act as a keyworker, where appropriate, taking responsibility for initiating, planning and the review of care plans including patients, their families, referring agents and others involved in the network of care.
8. To contribute towards assessments regarding patients' capacity and ability to consent to investigations, treatment and other legal matters arising. Especially demonstrating expertise in the assessment and application of key legislation (e.g. The Mental Capacity Act, Deprivation of Liberty Safeguards, Safeguarding Adults and Mental Health Act).
9. To communicate in a skilled and sensitive manner with patients' information concerning their assessment, formulation/diagnosis and future treatment, taking into account that there may be difficulties with acceptance and understanding as well as cultural barriers to communication.
10. To maintain a high degree of professionalism and to respect cultural diversity and be aware of the possible vulnerable and disempowered nature of patients at all times.
11. To manage highly distressing and emotive situations and disclosures in the course of working with patients and their families as a clinical neuropsychologist; and to support and advise the multidisciplinary team in addressing such issues.

12. To provide specialist neuropsychological advice, guidance and consultation to other professionals contributing directly to patient's diagnosis and treatment plan. Participating as a member of the patients treating team and attending multidisciplinary meetings, complex case meetings, diagnosis and prognosis sessions and family case conferences.
13. To contribute to a range of multidisciplinary team meetings to provide feedback regarding neuropsychological assessment and intervention and support the team to plan and deliver the rehabilitation program.
14. Be responsible for recording, monitoring and reporting on clinical work and communicating in a skilled and sensitive manner, highly complex, sensitive or contentious information concerning the assessment, formulation, treatment plans and progress of patients in both verbal and written formats.
15. To participate in the CNRU admissions assessment process.
16. To liaise with local mental health services and primary and secondary care agencies as appropriate.
17. Develop and maintain effective links and referral pathways with primary and secondary care teams providing care for neurological patients (including functional neurological conditions), including arrangements for communication and joint working.

Teaching, training, and supervision

1. To contribute to a variety of teaching and learning opportunities within the clinical teams.
2. To employ a broad theoretical knowledge of psychology and specialist clinical skills to develop and support the psychological skills of others through the development and delivery of teaching, training and supervision programmes.
3. To receive and provide regular clinical and professional supervision according to HCPC, BPS and Trust guidelines.
4. To attend the department meetings and peer supervision groups, as appropriate.
5. To provide clinical placements for trainee clinical psychologists, ensuring that trainees acquire the necessary skills, competencies and experience to contribute effectively to good mental health care and to contribute to the assessment and evaluation of such competencies.
6. To provide advice and consultation to medical, nursing, therapy and other staff working with patients with a range of neurological conditions across a range of agencies and settings, where appropriate.
7. To maintain an up to date knowledge of legislation, policy and developments in the provision of services relevant to the care group.
8. To keep abreast of developments in the relevant professional area of expertise and pursue further training within resources available.

9. To provide formal teaching and training sessions on psychological aspects of neurological conditions and psychological care of patients to a broad range of other health professionals and patients, relatives and carers

Management, recruitment, policy and service development

1. To contribute to the development, evaluation and monitoring of the CNRU neuropsychology team's operational policies and services, through the deployment of professional skills in research, service evaluation and audit.
2. To provide timely and accurate activity reports and data.
3. To advise both service and professional management on those aspects of the service where psychological and/or organisational matters need addressing.
4. To liaise with other agencies and service providers in relation to the organisation of psychological services, as appropriate.
5. To identify and propose potential changes to work practices and procedures in own area of work, affecting the operation of the multidisciplinary team, and contribute to service wide and specialism issues.
6. To develop and maintain effective links and referral pathways with acute, primary and secondary care teams providing care for neurological patients (including functional neurological conditions).
7. To contribute to the planning and implementation of clinical outcome measures.
8. To support the professional management, appraisal and supervision of qualified psychologists, psychologists in training and assistant psychologists as required.
9. To participate in the recruitment process of psychology and other staff in line with Trust policy.
10. To promote the consultation and engagement of service users and carers in planning and developing services.
11. To support the application of Trust and Directorate clinical governance standards within the specialty psychological services and ensure that these are maintained and improved through audit procedures.

Information management

1. To provide neuropsychological reports, including relevant formulation, opinion and interventions, in order to inform referrers and, where appropriate, service users.
2. To record and report on personally generated clinical information, in accordance with trust policies on confidentiality and data protection. Enter clinical information as required into local and Trust electronic information systems
3. To prepare teaching and training materials to a professional level, using PowerPoint.
4. Be familiar with electronic access to research information, for example through electronic libraries, data banks, journals and websites.

5. Be familiar with computer programmes used in research and research presentations, for example SPSS (for statistical analysis), NUDIST (for qualitative analysis), Acrobat and PowerPoint.
6. Use electronic mail regularly and competently for facilitating direct and indirect clinical work as well as service development.

Education, Professional & Service Development.

1. To comply with the HCPC 'Standards of Conduct, Performance and Ethics' and ensure professional development in line with the HCPC 'Standards for Continuing Professional Development' and in line Standards of Proficiency.
2. To maintain an up-to-date knowledge of current developments in professional and clinical practice and of relevant legislation and policies.
3. To adhere to the BPS Psychology's Professional Practice Guidelines and Trust policies and procedures.
4. To ensure via service design, supervision and appraisal, that the provision of psychological therapies within the sector are accessible and acceptable to all sections of the diverse communities that make up the catchment area.
5. To support the effective working of the service (including interagency planning) and ensure a psychologically informed framework for the service area.
6. To contribute to the development of services through initiating, undertaking and supervising complex service evaluation and audit.

Research and Service Evaluation

1. To undertake continuous evaluation and audit of service area.
2. To utilise theory, evidence based literature and research to support evidence based practice in individual work and work with other team members.
3. To initiate, organise and participate in clinically relevant psychological research and provide research advice to other staff undertaking research.
4. To take a leading role in the design and implementation of quality improvement projects on CNRU.
5. To disseminate research and service evaluation findings through presentations and published articles and ensure such practice by other psychologists.

General

1. To contribute to and undertake specific projects as agreed with the Clinical Lead and other senior partners in relation to the development of services.
2. To ensure the development and articulation of best practice within the service, by exercising the skills of reflective practice, taking part in regular professional

supervision and appraisal and maintaining an active engagement with current developments across all disciplines.

3. To ensure all staff maintain up to date knowledge of legislation, national and local policies.
4. To ensure the security of service equipment (including neuropsychological test materials).
5. To undertake such other duties and responsibilities, appropriate to the grade of the post, as may be agreed with the Clinical Lead and Clinical Director.

General Information

Review of this job description

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 the Trust 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.

General

- The post holder may be required to work at any of the Trust's sites in line with the service needs.
- The post holder must at all times carry out his/her responsibilities with due regard to the Trust's Equal Opportunities Policy.
- 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.
- All staff has a responsibility to participate in the Trust's Performance Appraisal Scheme and to contribute to their own development and the development of any staff that they are responsible for appraising.

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 the Data Protection Act 1998, the Caldicott principles and the common law duty of confidentiality. The post holder must follow the record keeping guidelines established by the Trust to ensure compliance with the Freedom of Information Act 2000.

Data Protection Act

All staff who contributes to patients' care records are expected to be familiar with, and adhere to, the Trust's Standards of Records Keeping. Staff should be aware that patients' care records throughout the Trust will be subject to regular audit.

All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Trust's Code of Confidentiality.

All staff has an obligation to ensure that care records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient / client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act.

Continuous Improvement

The Trust has adopted a strategy for Continuous Improvement and all members of staff employed by the Trust are expected to play an active role in development and improving services to the benefit of service users.

All employees are required to participate in the annual Personal Development Review activities and any associated training and/or learning opportunities.

Systems and IT skills requirements

All Trust staff needs to have the essential IT skills in order to use the Trust Clinical Information System as well as other required IT related applications in their jobs. Initial and on-going IT applications and IT skills training will be provided to underpin this requirement.

Health & safety

All staff must comply with all Trust Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Employees must contribute to a healthy and safe working environment by adhering to health and safety regulations and Trust policies. Employees must act in a responsible manner to ensure the care of their own health and safety and that of others who may be affected by their omissions at work.

Employees must co-operate with the employer insofar as is necessary to enable Health and Safety duties or requirements to be performed and complied with. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of staff, patients and the general public.

Professional registration

- i) If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.

- ii) You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.
- iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.
- iv) If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

Risk management

All Trust 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 strategy and emergency procedures and attendance at training as required.

All staff has a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receives appropriate training that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Risk Management Group and Strategic Risk Management Committee.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Clinical Risk Management Group and Strategic Risk Management Committee if resolution has not been satisfactorily achieved.

Infection Control

All Trust staff are responsible for protecting themselves and others against infection risks. All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by the Trust.

Financial Regulations

All staff are responsible for the security of the property of the Trust, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform to the requirements of the Standing Orders, Standing Financial Instructions or other

financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

Safeguarding & Duty of Candour

All staff must be familiar with and adhere to the Trust's safeguarding procedures and guidelines. All Trust staff have a Duty of Candour to inform their line manager as soon as practicable, when they believe or suspect that treatment or care it provided has caused death or serious injury to a patient. It is a criminal offence for any registered medical practitioner, or nurse or allied health professional or director of an authorised or registered healthcare organisation to knowingly obstruct another in the performance of these statutory duties, provide information to a patient or nearest relative with the intent to mislead them about such an incident or dishonestly make an untruthful statement to a commissioner or regulator, knowing or believing that they are likely to rely on the statement in the performance of their duties.

Standards of Business Conduct

The post holder will be required to comply with the Trust's Standing Orders and Standing Financial Instructions and, at all times, deal honestly with the Trust, with colleagues and all those who have dealing with the Trust including patients, relatives and suppliers.

Valuing Diversity & Human Rights

It is the aim of the Trust to ensure that no job applicant or employee receives 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 is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable.

All employees have responsibility to ensure their practice adheres with both legislation and policies. West London Mental Health Trust and its staff have legal duties under the Human Rights Act 1998. All public authorities have a legal duty to uphold and promote human rights in everything they do. It is unlawful for a public authority to perform any act which constitutes discrimination.

No smoking policy

There is a smoke free policy in operation in the Trust. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

Designated smoking areas or smoking rooms are not permitted. Support is provided for staff members who wish to stop smoking.

Waste disposal

All staff must ensure that waste produced within the Trust is segregated and disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the Trust policy

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Training	<p>Post-graduate doctoral level training in clinical psychology, or its equivalent, leading to registration as a Clinical Psychologist with the Health and Care Professions Council.</p> <p>Recognised Post Graduate Diploma in Neuropsychology/have completed the knowledge component of the BPS Qualification in Clinical Neuropsychology (QiCN)</p> <p>Chartered membership of the BPS and member of the Division of Neuropsychology/or meets criteria for membership</p> <p>Formal training in supervision of trainee Clinical Psychologists</p>	<p>BPS Qualification in Clinical Neuropsychology (QiCN)/or meets criteria to apply for QiCN based on clinical knowledge or experience</p> <p>Entry on the Specialist Register of Clinical Neuropsychologists, regulated by the British Psychological Society</p>
Experience	<p>Assessed experience of working as a qualified clinical psychologist for a minimum of six years, including at least three years post qualification experience within the specialty of Clinical Neuropsychology</p> <p>Experience of highly specialist neuropsychological assessment and treatment of clients with a range of psychological needs of a complex nature following acquired brain injury or in the context of a complex neurological condition.</p> <p>Experience of working with a wide variety of client groups, across the whole life course and presenting with the full range of clinical severity across the full range of care settings including outpatient, community, primary care, in-patient and residential care settings including maintaining a high degree of professionalism in the face of highly emotive and distressing problems, verbal abuse and the threat of physical abuse.</p> <p>Experience of teaching, training and/or professional and clinical supervision.</p> <p>Experience of working with, and addressing issues of diversity, including experience of working with a multicultural framework.</p>	<p>Experience of representing the profession in local policy forum.</p> <p>Experience of recruitment</p>
Knowledge & Skills	<p><u>Knowledge</u></p> <p>Doctoral level knowledge of clinical psychology including highly developed knowledge of</p>	

	<p>neuropsychology, neurorehabilitation, lifespan developmental psychology, models of psychopathology, clinical psychometrics and neuropsychology, and two or more distinct psychological therapies.</p> <p>Evidence of continuing training in neuropsychological practice through formal post-doctoral training (diploma/evidenced portfolio or equivalent), OR a combination of specialist short courses</p> <p>Knowledge of legislation and its implications for both clinical practice and professional management in relation to the client group and mental health issues.</p> <p><u>Skills</u></p> <p>Ability to develop and maintain a therapeutic relationship.</p> <p>Skills in application of psychological interventions in a specialist area (e.g. application of CBT and cognitive rehabilitation for adults with brain injury).</p> <p>Ability to identify, provide and promote appropriate means of support to carers and staff exposed to highly distressing situations.</p> <p>Ability to work effectively within a multi-disciplinary team and contribute to effective team functioning.</p> <p>Ability to demonstrate leadership, management and influencing skills.</p>	
<p>Personal Qualities</p>	<p>Ability to contain and work with organisational stress and to help others to manage their own stress.</p> <p>Interest in models of service delivery and an ability to articulate the value added by clinical neuropsychology services within the context of multi-disciplinary settings.</p> <p>A commitment to the evaluation of services and a wish to continue to develop expertise in the service area.</p> <p>Ability to teach and train others, using a variety of complex multi-media materials suitable for presentations within public, professional and academic settings.</p> <p>Ability to identify and employ mechanisms of clinical governance as appropriate, to support and maintain clinical practice in the face of regular exposure to highly emotive material and challenging behaviour</p>	

Post Holder's name/s:

Post Holders' Signature/s:Date:

Manager's Name:

Manager's Signature:Date:

How to Apply

Applications should be made via Trac.

The recruitment schedule is as shown below:

Timescale	Event
Closing date for advert	
Shortlisting	
Interview Date	

For more information or an informal chat/visit please contact:

Stephen Gunning

Head of Department of Clinical Health Psychology & Neuropsychology

Stephen.gunning@nhs.net

020 8383 0689

Emily Handyside

Principal Clinical Neuropsychologist

Emily.handyside@nhs.net

020 8383 0689

Main terms and conditions

Salary	Band 8b
Base	Charing Cross Hospital
Hours	22.5 hours
Notice period	12 weeks

General

The post holder may be required to work at any of the Trust's sites in line with the service needs. All staff has a responsibility to participate in the Trust's Performance Appraisal Scheme and to contribute to their own development and the development of any staff that they are responsible for appraising.

Fit and Proper Person Test

All Trust Board appointments are expected to be in accordance with the requirements of the Fit and Proper Persons Test, which covers evidencing suitability for the role, background checks and compliance with NHS Code of Conduct for Managers.

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 the Data Protection Act 2018, the Caldecott principles and the common law duty of confidentiality. The post holder must follow the record keeping guidelines to ensure compliance with the Freedom of Information Act 2000.

Data Protection Act

All staff have a responsibility to ensure that their activities comply with the Data Protection Act. Staff should not disclose personal data outside the organisation procedures or use personal data held on others for their own purposes. All staff has an obligation to ensure that care and/or personnel records are maintained efficiently and that confidentiality is protected.

Continuous Improvement

The Trust has adopted a strategy for Continuous Improvement and all members of staff employed by the Trust are expected to play an active role in development and improving services to the benefit of service users.

Health & safety

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

Professional registration

If you are employed in an area of work that requires membership of a professional body in order to practice, it is a condition of your employment to maintain registration of such a professional body and comply with its code of practice. You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration. Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment. If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment.

Risk management

All Trust employees are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required. All managers have a responsibility to ensure that policies and procedures are followed, that staff

receives appropriate training that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Risk Management Group and Strategic Risk Management Committee.

Infection Control

All Trust staff are responsible for protecting themselves and others against infection risks and comply with infection control policies and procedures. It is our expectation that staff will voluntarily receive the annual flu jab and other vaccines relevant at the time, to protect staff and patients from infection.

Financial Regulations

All staff are responsible for the security of the property of the Trust, avoiding loss or damage of property, and being economical and efficient in the use of resources. The post holder will be required to comply with the Trust's Standing Orders and Standing Financial Instructions and, at all times, deal honestly with the Trust and its stakeholders.

Safeguarding & Duty of Candour

All staff must be familiar with and adhere to the Trust's safeguarding procedures and guidelines. All Trust staff have a Duty of Candour to inform their line manager as soon as practicable, when they believe or suspect that treatment or care it provided has caused death or serious injury to a patient. It is a criminal offence for any registered medical practitioner, or nurse or allied health professional or director of an authorised or registered healthcare organisation to knowingly obstruct another in the performance of these statutory duties, provide information to a patient or nearest relative with the intent to mislead them about such an incident or dishonestly make an untruthful statement to a commissioner or regulator, knowing or believing that they are likely to rely on the statement in the performance of their duties.

Standards of Business Conduct

We expect the highest standards of corporate behaviour and responsibility from our staff. All staff have a responsibility to respect and promote the Trust values and vision. When speaking as member of West London NHS Trust to the media or any other public forum, employees should ensure that they reflect the current policies or views of the organisation. Staff should ensure that they do not engage in any behaviour that can cause reputational damage to the Trust.

Valuing Diversity & Human Rights

It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability and part time working status.

Agile/Flexible working

The Trust recognises that Agile Working brings a number of benefits to the organisation. Not only does it support more cost effective workplace utilisation but it also enables us to attract and retain the best talent whilst increasing productivity and efficiency. The Trust is committed to supporting Agile working and empowering our staff to work in a manner that provides maximum flexibility and minimum constraints.

The Trust also continues to support staff via its flexible working arrangement options. These options enable staff to work in a way that suits their personal needs whilst also meeting the needs of the service.

No smoking policy

There is a smoke free policy in operation in the Trust. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds. Designated smoking areas or smoking rooms are not permitted. Support is provided for staff members who wish to stop smoking.

Trust Policies

All staff are required to familiarise themselves with Trust policies and comply with them at all times. Policies are reviewed regularly and may be revised from time to time.