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| **JOB DESCRIPTION AND PERSON SPECIFICATION FOR** | Clinical Tutor & Clinical Psychologist |
| **AGENDA FOR CHANGE BAND** | 8B |
| **HOURS AND DURATION** | 0.6 WTE, permanent. |
| **AGENDA FOR CHANGE REFERENCE NUMBER** | 458 |
| **DBS LEVEL** | Enhanced DBS with Both Barred Lists Check |
| **REPORTS TO** | Director of Clinical Practice |
| **ACCOUNTABLE TO** | Director of Clinical Practice |
| **LOCATION** | George Davies Centre, University of Leicester, LE1 7HA with option for some working from home. |
| **JOB SUMMARY** | |
| This 8B Senior Clinical Tutor role is to support the delivery of the Leicester Doctorate in Clinical Psychology. Main duties will involve conducting clinical psychologist trainees’ clinical placement reviews, module organisation and teaching, marking of assessments, developmental reviews, year tutor roles. They will also lead on course development work and various internal committees. | |

**MAIN DUTIES AND RESPONSIBILITIES:**

**1. General**

* 1. To demonstrate the Trust’s values in everything you do in the work environment and live up the LPT Pledge (p5, [leicestershire booklet](#)) whilst also working as an honorary lecturer of the University of Leicester.
  2. At all times to work in ways which are sensitive to, and appropriate for, the needs of trainee clinical psychologists (‘trainees’) and colleagues from a wide range of racial, cultural and religious backgrounds. To take a proactive stance in challenging racism and all forms of discrimination, including an understanding and awareness of Whiteness and how this can operate.
  3. To support the systematic provision of a high-quality Doctoral clinical psychology training programme (DClinPsy) as below.

**2. Management, recruitment, policy and organisational development**

2.1 To support the selection/recruitment of trainees and staff.

2.2 To exercise responsibility for the appropriate and safe use of specialist psychological equipment and audio-visual equipment.

2.3 To work autonomously within professional guidelines and relevant policies and exercise responsibility for the systematic governance of psychological practice within the training programme.

2.4 To participate and represent the tutor team in relevant DClinPsy meetings and committees (e.g. Course Training Committee, Board of Examiners, Staff Meetings, Professional and Academic Concerns Group, Placement Committee, Selection Committee).

2.5 To Chair relevant committees or groups.

2.6 To contribute to the co-ordination of developmental appraisals for trainees.

2.7 To contribute to the day-to-day management of cohorts of trainee clinical psychologists as year tutor.

2.8 To initiate and implement service developments, policies and projects, and to participate as a senior clinician in the strategic development of the D Clin Psy, including advising University on clinical and organisational aspects of the training programme.

#### **3. Teaching, training and assessment:**

3.1 To contribute and have delegated responsibility for the monitoring and evaluation of

specialised clinical psychology training placements, ensuring that trainees acquire the

necessary clinical skills to doctoral level, and competencies fit for award, purpose and

practice. This will include travel to placements across the host Trusts and/or virtual visits

as required and recording placement evaluations.

3.2 To be responsible for the organisation, development and planning of the content and

delivery of key components of the curriculum (one or more ‘modules’) including to

arrange for external speakers to input into the DClinPsy as well as engaging in direct

teaching of trainees.

3.3 To lead on and have delegated responsibility as an internal examiner for the direct

assessment/marking of trainee’s clinically related competencies (e.g. clinical skills

assessments, case reports).

3.4 To contribute to the organisation, planning and allocation of placements across the

region and to liaise with other University training programmes and local NHS Trusts as

required.

3.5 To contribute to the development, organisation and delivery of a programme of clinical

supervisor training for qualified clinical psychologists in conjunction with other University

providers of clinical psychology training.

3.6 To provide specialist advice, consultation and CPD training to regional clinicians and to University staff in relation to the development of clinical psychology training.

**4. Research and service evaluation:**

4.1 Using skills in conducting and understanding literature reviews, research, service

evaluation and audit to support the training of trainees.

4.2 To initiate and implement project management, including complex audit, service

evaluation and research, with colleagues and trainees within and across training

programmes to help develop and improve the programme for trainees and colleagues,

and disseminate such findings.

**5. Clinical:**

**NB Whilst this role does not involve direct clinical work with clients, the post holder must demonstrate in their other role(s) maintaining and developing clinical skills via clinical work within a relevant clinical specialty area of sufficient breadth, depth and complexity as outlined below so that they might train and assess trainees in this:**

5.1 To provide specialist psychological assessments of clients referred based upon the appropriate use, interpretation and integration of complex psychological 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.

5.2 To formulate and implement plans for the formal psychological treatment and/or management of a client’s psychological difficulties, based upon an appropriate conceptual framework of the client’s problems, and employing methods of proven efficacy, across the full range of care settings.

5.3 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.

5.4 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.

5.5 To exercise autonomous professional responsibility for the assessment, treatment and

discharge of clients whose problems are managed by psychologically based standard care

plans.

5.6 To provide highly specialist psychological advice, guidance and consultation to other

professionals contributing directly to clients’ formulation, diagnosis and treatment plan.

5.7 To undertake risk assessment and risk management for individual clients and to provide general advice to other professionals on psychological aspects of risk assessment and management.

5.8 To communicate in a skilled and sensitive manner, information concerning the assessment, formulation and treatment plans of clients under their care. This may involve communicating highly sensitive, complex and distressing information. To monitor and evaluate progress during the course of both uni- and multi-disciplinary care.

**6. IT & administration**

6.1 To undertake relevant IT training within University and Trust as required.

6.2 To maintain appropriate records of work in line with NHS and University policies and

guidelines.

6.3 To support the administration team in tasks relevant to the role for the efficient running

of the doctoral training programme (e.g. placement paperwork, uploading of teaching

slides, running of assessments, updating of handbooks etc.).

6.4 To learn and use relevant software for teaching and presentations.

**7. Continuing education, professional and personal development**

7.1 To undertake required mandatory training that meets the requirements of LPT and the

University; to comply with other training requirements for the role.

7.2 Participate in supervision/management via agreed review and appraisal mechanisms.

7.3 Engage in professional development that ensures that Continuing Professional

Development (CPD) requirements are met in accordance with HCPC guidelines and be

registered with HCPC.

7.4 Participate in annual personal development/appraisal reviews with line manager.

**8. Communication and working relationships**

8.1 To support trainees and placement supervisors in their close work of dealing with clients

in severe distress in a calm and considered way and communicate accordingly.

8.2 To evaluate trainees’ progress and to communicate critical feedback in placements and assessments in a constructive, clear and measured way.

8.3 To communicate in a skilled and sensitive manner information that trainees may find

upsetting or distressing (e.g. placement and supervisory difficulties).

8.4 To communicate effectively with different stakeholders involved in the programme.

**9. Environmental factors**

*9.1 Physical Effort*

To occasionally travel for placement visits and other meetings. To sit for long periods of time in constrained positions during meetings and to regularly spend time sitting at a computer, hosting meetings online, and responding to emails.

*9.2 Mental Effort*

To concentrate for several hours at a time online and in person, facilitating meetings, preparing and delivering training, assessing academic and clinical work, and producing reports and documentation.

*9.3 Emotional Effort*

Frequent exposure to distressing or emotional content/topics.

*9.4 Working Conditions*

To divide time between working in the George Davies Centre (in a shared office with own desk and computer) and from home.

*The job description is not exhaustive and will be reviewed in the light of changing needs and organisational development. Any changes will be discussed with the post holder who may be required to carry out the duties appropriate to the grade and scope of the post.*

**OUR LEADERSHIP BEHAVIOURS: IT STARTS WITH ME**

Our leadership behaviours framework set the standards of expectation we aspire to in our daily work. Meeting these standards and developing the capability to exceed them, will not only ensure that we continue to improve and respond flexibly to changing needs as an organisation, but will also help our staff to fulfil their potential, both in terms of personal achievement and career advancement.

The behaviours we expect to see at LPT are:



## ADDITIONAL INFORMATION

## The NHS is in a period of continuing change due to developments and rationalisation of services. This will lead to a modification of structures and job descriptions. The post holder will be expected to co-operate with changes, subject to consultation, at any time throughout the duration of their contract.

## MOBILITY

## The person specification for the role will detail the mobility requirements of the post.

## However, employees may be required to work at any of the other sites within the organisation subject to consultation.

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| POLICIES AND PROCEDURES All staff should comply with the Trust’s Policies and Procedures. It is the employee’s responsibility to ensure that they are aware of the relevant Policies and Procedures for their area of work. Key Policies and Procedures will be explained as part of local induction arrangements |
| **SAFEGUARDING CHILDREN AND ADULTS**  The Trust takes the issues of Safeguarding Children and Adults, and addressing domestic violence very seriously. All employees have a responsibility to support the Trust in its duties by adhering to all relevant national and local policies, procedures, practice guidance and professional codes; promptly reporting any concerns to the appropriate authority in line with safeguarding policy and guidance; attending mandatory training on Safeguarding children and adults; being familiar with individual and the Trust’s requirements under relevant legislation. |
| **MENTAL CAPACITY ACT**  All clinical staff will be aware of their responsibilities under the Mental capacity Act and will ensure that assessment for Deprivation of Liberty Safeguards is in place for any patient that is deemed to lack capacity to consent to their care and treatment. |
| **MAKING EVERY CONTACT COUNT** All staff are positively encouraged to contribute to improving health for themselves, their patients, service users and colleagues. This happens when, in everyday contact, the opportunity is taken to raise the subject of choosing better health by stopping smoking, reducing alcohol intake, eating more healthily and becoming more active. The Trust’s Making Every Contact Count programme has further information. |
| **HEALTH AND SAFETY**  It is the duty of all employees of the Trust to ensure that a safe working environment and safe working practices are maintained at all times. Any specific duties you are required to fulfil as part of the job you are employed to undertake will be detailed as part of your job description.  All employees must comply with the duties imposed on them by the Health and Safety at Work Act 1974, i.e.   * To take responsibility for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work. * To co-operate with their employer as far as is necessary to meet the requirement of the legislation. * Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety or welfare   These duties apply to all staff whenever and wherever they are engaged on Trust business. |
| DATA PROTECTION In line with national legislation, and the Trust’s policies, you must process all personal data fairly and lawfully and in a transparent way, for the specific, explicit and legitimate purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.  The post holder must be familiar with and comply with the all Trust Policies on Data Protection, Confidentiality and Information Security and requests for personal information.  The post holder must be familiar with and comply with the General Data Protection Regulation and Data Protection Act 2018.  Personal Data must be:   * Processed lawfully, fairly and in a transparent manner * Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes * Adequate, relevant and limited to what is necessary * Accurate and where necessary, kept up-to-date * Kept in a form which permits identification of data subjects for no longer that is necessary for the purposes which it is processed * Processed in manner that ensures appropriate security, including protection against unauthorised or unlawful processing and accidental loss, destruction or damage |
| **CONFIDENTIALITY**  The Trust attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, personal data and other data held and processed by the Trust.  All data should be treated as confidential and should only be disclosed on a need-to-know basis.  Some data may be especially sensitive and is the subject of a specific organisation policy, including information relating to the diagnosis, treatment and/or care of patients and service users, as well as individual staff records.  Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data.  In addition, staff must not access personal information unless authorised to do so as part of their role.  Due to the importance that the organisation attaches to confidentiality, disciplinary action will be considered for any breach of confidentiality.  All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.  With the increased use of information technology and e-communications, staff should also be aware that safe guards are in place to protect the privacy of individuals when using these mechanism, both inside and outside of work. This includes the use of social media i.e. Facebook, Twitter, Snapchat etc. Where privacy is breached disciplinary action will be considered.  All employees should be mindful of the seven Caldicott principles when dealing with person identifiable information.   1. Justify the purposes of using confidential information 2. Only use it when absolutely necessary 3. Use the minimum that is required 4. Access should be on a strict need to know basis 5. Everyone must understand his or her responsibilities 6. Understand and comply with the law 7. The duty to share information can be as important as the duty to protect patient confidentiality   If there is any doubt whether or not someone has legitimate access to information, always check before you disclose. |
| EQUALITY AND DIVERSITY We aim to design and provide services and employment practices that meet the diverse needs of our service users and staff, ensuring that none are placed at a disadvantage over others. You will be expected to take into account the provisions of the Equality Act 2010 to advancing equal opportunity. You must to act in your role to ensure that no one receives less favourable treatment due to their protected characteristics i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) or sexual orientation.  In carrying out its functions, you must have due regard to the different needs of different protected equality groups in their area. |
| **INFECTION CONTROL**  All employees have a responsibility to protect from infection themselves and other people, whether they be patients, other staff or visitors, as well as making all reasonable effort to reduce or prevent the risk of infection in their working environment. All staff have a duty to make themselves familiar with and comply with Infection Prevention and Control Policies and Procedures, carry out duties required by legislation such as the Health and social care Act 2008 (updated 2015) (and subsequent legislation), and to attend mandatory training relating to infection prevention and control. |
| **COUNTER FRAUD**  Staff are expected to report any incidences of potential fraud to the Counter Fraud Helpline on 0800 028 40 60. |
| SMOKING AT WORK The Trust has a “Smoke Free Policy”, which applies to:   * All persons present in or on any of the Trust grounds and premises * All persons travelling in Trust owned vehicles (including lease cars) whilst on official business. * Privately owned vehicles parked on Trust grounds or when transporting Service Users, Visitors on official Trust business. * When wearing an NHS uniform. |
| **ELECTRONIC ROSTERING**  ‘Our Electronic Rostering system is key to ensuring staff are in the right place with the right skills at the right time, to ensure we carry out this responsibility effectively; all LPT staff must adhere to the rostering standards and guidelines set out in the Electronic Rostering Policy, pertaining to their role’. |

| **Person Specification**  **Selection Criteria**: | **3. Essential/**  **Minimum**  **1. Desirable** | **Stage measured at. You must demonstrate the required criteria at all stages indicated** | | |
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| **Appli-cation form** | **Interview** | **Presentation** |
| 1. Demonstrates a commitment to the Trust’s Behaviours **1.1** Valuing one another  **1.2** Recognising and valuing people’s differences  **1.3** Working together  **1.4** Taking personal responsibility  **1.5** Always learning and improving | 3  3  3  3  3 |  | x  x  x  x  x |  |
| **2. Qualifications** (*Equivalent qualifications will be considered where their equivalency can be demonstrated*)  **2.1** Post-graduate doctoral level training in clinical psychology (or its equivalent for those trained prior to 1996) as accredited by the BPS.  **2.2** Registered as a qualified Clinical Psychologist with the UK Health Care Professions Council (HCPC).  **2.3** Post-doctoral training in one or more additional specialized areas of psychological practice (in particular systemic and/or CBT)  **2.4** A teaching qualification or Fellowship with the Higher Education Academy | 3  3  3  1 | x  x  x  x |  |  |
| 3. Knowledge & Skills **3.1** Sound doctoral level knowledge of clinical psychology including knowledge of assessment, formulation, intervention and evaluation approaches, models of understanding psychological distress, including developmental and neuropsychological perspectives, and two or more distinct psychological therapies.  **3.2** Highly developed skills in the ability to communicate effectively, orally and in writing, including developing teaching materials and providing constructive feedback to trainees on assessment performance  **3.3** Skills in providing consultation to other professional and non-professional groups.  **3.4** Doctoral level knowledge of research design and methodology as practiced within the field of clinical psychology.  **3.5** Knowledge of legislation and its implications for clinical practice and professional management in relation to mental health.  **3.6** Evidence of continuing professional development as recommended by the BPS.  **3.7** Knowledge of models of clinical supervision and the supervisory process.  **3.8** Understanding of ‘whiteness’ within clinical training and the importance of decolonisation of curriculums and training environments.  **3.9** Knowledge of the theory and practice of highly specialised psychological therapies.  **3.10** Knowledge of the theory and practice of models of staff support and leadership in healthcare and/or formal training in this area. | 3  3  3  3  3  3  3  3  3  1 | x  x  x  x  x | x  x  x  x  x  x  x  x  x  x | x  x |

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| **Experience** (both work & ‘life’ related)  **4.1** Experience of working as a qualified clinical psychologist 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, including emotionally impactful and charged verbal communication.  **4.2** Experience of exercising full clinical responsibility for clients’ psychological care and treatment, both as a professionally qualified care co-ordinator and also within the context of a multi-disciplinary care plan.  **4.3** Experience of supervising trainee clinical psychologists.  **4.4** Experience of teaching and training.  **4.5** Post-qualification experience of involvement within clinical psychology training.  **4.6** Experience assessing coursework in higher education  **4.7** Experience of professional management of pre-qualified clinical psychologists.  **4.8** Experience of the application of psychology in different cultural contexts.  **4.9** Lived experienceof using mental health services (there is no expectation applicants have or disclose this, however we wish to formally acknowledge this can be an asset) | 3  3  3  3  3  1  1  1  1 | x  x  x  x  x  (x) | x  x  x  x  x  x  (x) |  | |
| **Personal Attributes**  **5.1** Excellent interpersonal skills  **5.2** Appreciation of the interface between personal and professional lives, high level of self-awareness and knowledge of principles of self-care  **5.3** Ability to recognise and challenge discrimination  **5.4** Enthusiasm for professional training and for adult learning.  **5.5** Ability to demonstrate leadership and management skills. | 3  3  3  3  3 |  | x  x  x  x  x |  |  |
| Standard Requirements Commitment to Equality & Valuing Diversity Principles  Understanding of Confidentiality & Data Protection  Understanding of the service users of the Trust (which could include lived experience of conditions the Trust deals with or of receiving services relevant to those the Trust provides) | 3  3  3 |  | x  x  x |  |  |
| **Mobility**  Occasional travel may be required beyond base (George Davies Centre, LE1 7HA) within LPT and NHFT placement regions. However the majority of work will be either at base or remote working-from-home. It should be possible to complete the role using public transport. |  | You must demonstrate how you would meet the stated mobility requirement on your application form | | | |