

JOB DESCRIPTION AND PERSON SPECIFICATION FOR:	Clinical Psychologist
AGENDA FOR CHANGE BAND:	8A
HOURS AND DURATION;	30 hours- Permanent
AGENDA FOR CHANGE REFERENCE NUMBER:	2787
DBS LEVEL:	Enhanced DBS with Children's Barred List Check
REPORTS TO:	Clinical Team Lead
ACCOUNTABLE TO:	The Head of Speciality through Clinical psychologist agreed with the Head of Speciality/Team Lead.
LOCATION:	The post holder will initially be based at the location specified in the job advertisement and the Contract of Employment. However, the Trust reserves the right, with consultation, to relocate post holders to any base within the Trust in line with service requirements.
JOB SUMMARY:	
<p>To ensure the systematic provision of a high quality, specialist clinical psychology service, to children, young people and their families under the care of the CAMHS To work autonomously within professional guidelines and exercise responsibility for the systematic governance of psychological practice within the service/team. To regularly carry out audit, policy and research activities and/or programs. To propose and support the implementation of policy and service development changes within the service area.</p>	

MAIN DUTIES AND RESPONSIBILITIES:

1. To demonstrate the Trust's values in everything you do in the work environment
2. To be responsible in the use and expenditure of the Trust's resources that you utilise
3. Delivery of Effective Healthcare within the organisation
4. Establishing Effective Leadership and Communication

5. Continuing Education, Professional and Personal Development
 - 5.1. Undertake the Trust's corporate and local induction, and maintain your learning and compliance with training requirements for your role
 - 5.2. Participate in supervision via agreed review and appraisal mechanisms
 - 5.3. It is mandatory for all professionally qualified staff and clinical support staff to actively participate in clinical supervision as an integral part of their professional development.
6. Clinical Governance, Reduction of Risk, Audit and Research

7. Management and use of Resources and Information
 - 7.1. All records that the role is responsible for or modifies must be kept up to date and maintained in an accurate and diligent manner
8. Operating with Quality in everything you do and Maintaining a Safe Environment

1. Clinical

- (a) To provide a high level clinical service to clients referred to the team. Children with complex presentations may require highly specialist psychological assessment and intervention. Post will require independent management of caseload and provision of psychology service.

- (b) To provide highly developed specialist psychological assessments of clients with possible and diagnosed neurodevelopmental conditions, based upon the appropriate use, interpretation and integration of complex data from a variety of sources including psychological (and neuropsychological) tests, self-report measures, rating scales, direct and indirect structured observations and semi-structured interviews with clients, family members, school staff and others involved in the client's care.

Responsible for conducting and evaluating psychometric and other forms of psychological assessment appropriate to clients' needs.

- (c) To formulate plans for the formal psychological treatment and/or management of a client's psychological and mental health or developmental problems, based upon an appropriate conceptual framework and employing methods based upon evidence of efficacy across the full range of care settings.

- (d) To be responsible for implementing a range of psychological interventions for children, parents, 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

- (e) To make highly skilled evaluations and decisions, based on highly specialised

experience and training, about treatment options, taking into account both theoretical and therapeutic models and highly complex factors concerning historical and developmental processes that may have shaped the child, family or group.

- (f) To exercise full responsibility and autonomy for the assessment, treatment and discharge of clients whose problems are managed as a psychologically based care plan, ensuring appropriate assessment, formulation and interventions, communicating with the referral agent and others involved with the care on a regular basis.
- (g) To collate and evaluate highly complex information from a range of sources, including; child; family and significant others; multidisciplinary team and external agencies. To be responsible for formulating a clear treatment plan, using multi –professional input, to include cases/situations where the information is conflicting and/or partial. Post will require intensive concentration during all client and family contact, ranging from relatively brief contact to lengthy assessments.
- (h) To undertake risk assessment and risk management for relevant individual clients and to provide both general and specialist advice for psychologists and other professional staff on the psychological aspects of risk and risk management.
- (i) To provide expertise and highly specialist psychological advice, guidance and consultation, to other professionals contributing directly to clients' formulation, diagnosis and intervention plan. .
- (j) To communicate in a highly skilled and sensitive manner, in both written and verbal form, information concerning the assessment, formulation and treatment plans of clients under their care and to monitor and evaluate progress during the course of both uni- and multi-disciplinary care.
- (k) To be responsible for ensuring that psychological techniques and concepts form part of multi-disciplinary team working and that members of the multi-disciplinary team have access to a psychologically based framework for the understanding and care of clients. This would be through the provision of advice and consultation and the dissemination of psychological knowledge, research and theory.
- (l) To provide expert consultation and second opinion about the psychological care of the patient group to staff and agencies outside the Directorate and the Trust.
- (q) To initiate/attend case conferences, reviews and other meetings as appropriate.
- (r) To ensure that reports and other correspondence are entered into the relevant notes and communicated to other professionals, parents and children as appropriate and per Department/Trust policy.
- (s) To maintain close links with adult mental health services as appropriate and to facilitate transitions for adolescents as appropriate e.g. by attending meetings.

2. Management, recruitment, policy and service development

- (a) To exercise responsibility for managing the psychological resources available to the service both in terms of psychological staff and psychological materials employed in the assessment, evaluation and treatment of patients.
- (b) Responsible for the clinical supervision for qualified clinical psychologists, Assistant Psychologists, trainee clinical psychologist and Volunteer staff as agreed with the Team Lead.
- (c) Provision of clinical placements for Clinical Psychologists in training attached to the sub-specialty as agreed with the Senior Clinical Tutor – University of Leicester and other accredited University courses.
- (d) To initiate and implement service developments and projects which do not conflict with any contractual agreements.
- (e) To advise on and participate in appropriate professional psychology recruitment within the service.
- (f) Keeps statistical data as specified by the Clinical Lead, CAMHS and Trust management.
- (g) Liaises and gives interviews with the media where specific enquiries are made in respect of clinical child and adolescent psychology and authorises junior staff where appropriate.
- (h) Accepts senior positions on professional and statutory bodies for the furtherance of professional and practice standards in psychology and child and adolescent mental health as agreed with the Clinical Lead.

3. Research

- (a) To take the psychology lead, as a senior clinician in planning and implementing systems for the evaluation, monitoring and development of the service, through the deployment of professional skills in research, service evaluation and audit and ensuring incorporation of psychological frameworks for understanding and provision of high quality care.
- (b) To utilise theory, evidence-based literature and research to support evidenced based practice in individual work, work with other team members and across the service.
- (c) To initiate and implement complex audit and service evaluation, with colleagues within and across the service to help develop and improve services to clients and their families.
- (d) Responsible for providing clinical psychologists in training with research opportunities, and serves as a field supervisor in respect of doctoral theses.

- (e) Plans and implements appropriate evidence based clinically relevant research including collaboration with University medical school and hospital colleagues.
To disseminate and publish research findings.
- (f) Communicates research findings to appropriate meetings, conferences and symposia at local, regional and national level.
- (g) Where appropriate, submits research findings for publication in journals and other forms of professional communication.

4. Teaching, Training and Supervision

- (a) To ensure appropriate systems for the clinical and professional supervision of qualified and unqualified psychologists within the designated area.
- (b) To provide clinical and professional supervision to qualified and assistant psychologists.
- (c) To provide specialist clinical placements for trainee clinical psychologists and contribute to the assessment and evaluation of their clinical competencies.
- (d) To provide specialist advice and clinical supervision to other members of the multi-disciplinary team.
- (e) To continue to develop expertise in the area of professional pre and post graduate training and clinical supervision.

COMMUNICATION AND WORKING RELATIONSHIPS:

- (a) To ensure the development and articulation of best practice in psychology within the service area and contribute across the service by exercising the skills of a reflexive and reflective scientist practitioner, taking part in regular professional supervision and appraisal and maintaining an active engagement with current developments in the field of clinical psychology and related disciplines.
- (b) 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.
- (c) To ensure that all psychologists within their delegated area of specialist service maintain up to date knowledge of legislation, national and local policies and issues in relation to

both the specific patient group and psychological/ mental health.

- (d) To perform other duties, as appropriate to the grade that may be required by the Heads of Service.
- (e) To maintain good standards of Clinical Governance.
- (f) To enhance and develop appropriate psychological skills and expertise through regular supervision in accordance with professional practice guidelines as published by the British Psychological Society.
- (g) To spend at least 10 days per annum (pro rata for part time appointments) in activities associated with Continuing Professional Development and to maintain a record of such activities in accordance with the British Psychological Society's code of practice.
- (h) To comply with all relevant Trust policies, procedures and guidelines.
- (i) To develop and maintain the highest professional standards of practice by acting in accordance with the professional code of conduct published by the British Psychological Society.

To be noted

- (a) This is not an exhaustive list of duties and responsibilities, and the postholder may be required to undertake other duties which fall within the grade of the job, in discussion with the Clinical Lead.
- (b) The clinical remit is inextricably bound up with inter-Trust service contracts which will be periodically renegotiated. This may involve a change to the clinical service areas being served.
- (c) This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.
- (d) The post holder is expected to comply with all relevant Trust policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information.

ENVIRONMENTAL FACTORS:

In addition to seeing clients in a personal consulting room, others will be seen in general outpatient clinic rooms, community bases and on wards. These other rooms will not usually be specifically equipped for seeing children or for psychological assessment and therapy. Some domiciliary visiting will be necessary where there are increased personal safety risks including those forming part of any journey. Visits to other agencies including schools will be a necessary part of the work as may the need to appear in Court to provide expert/professional evidence. Clinical and management responsibilities will also involve visits to other agencies.

There is potential exposure to infection in out- and in- patient settings. There is a requirement to follow infection – control procedures.

There is a requirement to use personal computers on a daily basis.

There is a requirement to be in frequent, direct contact with patients . The post holder may be required to directly deal with children, young people and parents who are highly distressed and who may exhibit verbal or physical aggression/challenging behaviours. There may also be highly emotive situations to deal with e.g. whether or not to refer a young person for inpatient treatment.

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.

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.

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, for the specific 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 Eight Data Protection Principles contained within the Data Protection Act 1998.

Personal Data must be:

- Processed fairly and lawfully
- Processed for specified purposes
- Adequate, relevant and not excessive
- Accurate and kept up-to-date
- Not kept for longer than necessary
- Processed in accordance with the rights of data subjects
- Protected by appropriate security
- Not transferred outside the EEA without adequate protection

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 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			
		Application form	Interview	Test	Presentation
Demonstrates a commitment to the Trust's Values 1.1 Compassion 1.2 Trust 1.3 Respect 1.4 Integrity	3 3 3 3		x x x x		
Qualifications (Equivalent qualifications will be considered where their equivalency can be demonstrated) Training in clinical psychology to a doctoral standard or its equivalent as accredited by the HCPC. Post qualification training and recorded CPD experience and/or further qualifications in one or more additional specialised areas of psychological practice/ specialised psychological therapy Formal training in the supervision of other psychologists.	3 3 3	X X x	X X x		

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Application form	Interview	Test	Presentation
Knowledge and Skills					
Knowledge of the role of clinical psychology within the designated service area in relation to current legislation, government policy and other national initiatives, as well as relevant psychological theory and research.	3	X	X		X
Well-developed knowledge of the theory and practice of specialised psychological therapies in highly complex cases.	3	X	X		
Knowledge of research methodology, design and multivariate data analysis.	3	X	X		
Knowledge of the psychological literature pertaining to the specialist area relevant to the post- including the evidence base for the psychological intervention and assessment.	3	X	X		X
Knowledge of psychological theory including developmental theories, clinical psychometrics and two or more distinct psychological therapeutic approaches.	3	X	X		
Highly developed skills in containing and working with organisational and interpersonal stress.	3	X	X		
Highly developed skills and expertise in providing consultation and advice to other psychologists as well as other professionals.	3	X	X		

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Appli- cation form	Intervi -ew	Test	Prese- ntation
Skills in the use of a range of psychological assessment strategies and the ability to integrate complex data from a variety of sources.	3	X	X		
Skills in the ability to communicate both verbally and in writing a variety of complex technical and clinically sensitive information to a range of recipients.	3	X	X		
The ability to employ strategies of clinical governance to support the development of good clinical practice.	3	x	X		
Experience (both work and 'life' related)					
Post Qualification experience of working as a qualified clinical psychologist.	3	X	X		
Experience of representing psychology within the context of multi-disciplinary care.	3	X	X		
Experience of working with a wide variety of client groups across the whole life course and presenting with the full range of clinical severity.	3	X	X		
Ability to maintain a high degree of professionalism in the face of highly emotive and distressing problems, verbal abuse and the threat of physical abuse.	3	X	X		
Experience of specialist psychological assessment and treatment of patients in a range of settings including inpatient,	3	X	X		

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Appli- cation form	Intervi -ew	Test	Prese- ntation
out-patients, community and primary care settings.					
Experience of supervising psychologists and/or other professionals.	3	X	X		
Experience of teaching and training others using a variety of complex materials suitable for multimedia presentations to a variety of audiences within public, professional and academic settings.	3	X	X		
Experience of working within a multi-cultural framework.	1	x	X		
Personal Attributes					
Motivated to continue developing specialist expertise in the service area.	3	X	X		
Motivated to evaluate and develop the designated service area through multi- professional and uni-professional audit, service evaluation and research.	3	X	X		
Motivated to support and promote the development of psychological skills in members of a multi-disciplinary team.	3	x	x		

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Application form	Interview	Test	Presentation
<p>Standard Requirements</p> <p>Commitment to Equality & Valuing Diversity Principles</p> <p>Understanding of Confidentiality & Data Protection</p> <p>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)</p>	<p>3</p> <p>3</p> <p>3</p>	<p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p>		
<p>Mobility</p> <p>This will either be not applicable or own transport or suitable alternative. Dependence on public transport is not suitable for this role</p>		<p>You must demonstrate how you would meet the stated mobility requirement on your application form</p>			