**JOB DESCRIPTION & PERSON SPECIFICATION**

**OXLEAS NHS FOUNDATION TRUST**

**JOB DESCRIPTION**

**JOB TITLE:** Assistant Clinical Psychologist

**GRADE:** Band4

**DIRECTORATE:** Adult Mental Health Directorate

**HOURS OF WORK:**

**RESPONSIBLE TO:** 16-17 Team Leader

**ACCOUNTABLE TO:**  Director of Therapies via Consultant Clinical

 Psychologist

**LIAISES WITH:** Other psychological therapist members of the

team and other disciplines and agencies responsible for clients’ care

**BASE:** Eltham and other Greenwich locations as

 required

**Overview of the Post**

To support and enhance the professional psychological care of clients within the 16-17 year old service, across all sectors of care; providing psychological assessment and psychological interventions under the supervision of a qualified professional psychologist, working independently according to a plan agreed with a qualified psychologist and within the overall framework of the team’s policies and procedures. To assist in clinically related administration, conducts of audits, collection of statistics, and development of audit and/or research projects, teaching and project work.

**Key Task and Responsibilities**

**Clinical:**

1. To undertake protocol based psychological assessments

applying psychological theory, including self-report measures, rating scales, direct scales, direct and indirect, structured observations and semi-structured interviews with clients, family members and others involved in the client’s care, under the supervision of a qualified professional psychologist.

2. To assist in the formulation and delivery of care plans involving the

psychological treatment and/or management of a client’s problems,

under the supervision of a qualified professional psychologist, in

the community.

3. To assist in the co-ordination and running of therapeutic groups or

clinical projects.

4. To work with other staff to assess or support service users in the

community as agreed with the clinical psychologist providing supervision.

5. To assist in the development of a psychologically based framework of

understanding and care to the benefit of all clients of the 16-17 year old IAPT service, across all settings where care takes place.

**IT Responsibilities (clinical)**

1. To create graphs or charts to summarise data on individual

interventions or treatment programmes.

2. To assist in producing visual material or user friendly information for

interventions with clients.

**Teaching, Training and Supervision**

1. In common with all clinical psychologists, to receive regular clinical

supervision in accordance with professional practice guidelines.

2. To gain wider experience of professional psychology within the NHS

over and above that provided within the principle service area where

the post holder is employed.

3. To develop skills and competencies that assist in the delivery of current duties.

4. To contribute to the training and support of other staff in psychological

care.

**Management, Recruitment and Service Development**

1. To assist in the design and implementation of service development

projects within the service as required.

2. To attend meetings in which service developments are planned and

discussed.

3. It will be a requirement of this role to participate in job planning which forms a key part of the working practices of qualified psychological therapists and practitioners.

**Research and Service Evaluation**

1. To assist in the design and implementation of audit and research

projects.

2. To undertake data collection, analysis, the production of reports and

summaries, using IT and statistical programmes

3. To undertake searches of evidence-based literature and research to

assist qualified clinical psychologists in evidence based practice in

individual work and work with other team members.

**General**

1. To contribute to the development and maintenance of the highest

professional standards of practice, through (1) active participation in

internal and external CPD training and development programmes, in

consultation with the post holder’s professional and team/operational

manager(s), and (2) adherence to any local specialty standards.

2. To maintain the highest standards of clinical record keeping and report writing in accordance with professionals codes of practice of the British Psychological Society and Trust policies and procedures.

3. To prepare test materials and visual aids as required.

4. To undertake specific administrative duties as required.

5. To perform other duties of a similar kind appropriate to the grade, this

may be required from time to time by the 16-17 year old IAPT Lead.

***The following statements are mandatory for all job***

***descriptions:***

**Terms and Conditions**

The post holder is subject to the terms and conditions of OXLEAS NHS

FOUNDATION TRUST. This Job description gives an outline of the post and is subject to review in consultation with the post holder.

**Confidentiality**

The Post holder must maintain the confidentiality of information about

patients, staff and other health service business in accordance with Trust Policy.

**Risk Management**

The Post holder will ensure compliance with the Trust’s risk management policies and procedures. These describe the Trust’s commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm and stress and that all staff have a responsibility to minimise risk.

**Infection Control**

All staff are required to be familiar with the Trusts infection control policies, and national guidance in relation to infection control. All staff whose normal duties are directly or indirectly concerned with patient care must ensure that they complete mandatory infection control training and are compliant with all measures known to be effective in reducing Healthcare Associated Infections.

**Equality, Diversity and Human Rights**

The Post holder will treat all colleagues, service users, carers and members of the public with respect and dignity regardless of their gender, age, race, religious beliefs, religion, nationality, ethnic origin, social background, sexual orientation, marital status, disability, HIV/Aids status, criminal background and Trade Union status. The Trust has a Policy for Equality and Human Rights and it is the responsibility of all staff to ensure that this is implemented.

**Health & Safety**

All staff must be aware of the responsibility placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients and visitors.

**Professional and NHS Codes of Conduct**

You are required to act at all times in accordance with the relevant

professional Codes of Conduct and Accountability (including, where

applicable, those for Board Members). In addition, all management staff must comply with the ‘Code of Conduct for NHS Managers’ and ‘Standards of Business Conduct for NHS Staff’.

**Safeguarding Children**

Safeguarding children is everyone’s responsibility. Whatever your role within the trust the welfare of children should be your paramount consideration. In cases of suspected abuse or neglect the duty of care that member of Oxleas staff owes to a child, will take precedence over any obligation to the parent or other adult. All members of Oxleas staff who have contact with service users, or their families, should be familiar with guidance on Child Protection/Safeguarding Children from their own Professional organisations; the trust and the London Safeguarding Children Procedures. Staff are also required to attend mandatory safeguarding children training.

**Financial Management and Control of Resources**

All staff are responsible for the security and the property of the Trust, avoiding loss or damage and being economical and efficient in the use of resources. Staff are required to act in accordance with the rules and regulations as described in the Trust’s Policy relating to the Financial Management and Control of Resources’.

**Customer Care**

It is the aim of the Trust to provide patients and clients with the best possible care. All staff are required to put the patient/client first and do their utmost to meet requests and needs courteously and efficiently.

**Personal/Professional Development Planning/Mandatory Training**

All staff should have a personal development plan and in conjunction with their manager, should actively determine and pursue agreed training and development needs and opportunities. All staff are required to attend mandatory training as designated by the Trust.

**No Smoking**

Oxleas NHS Foundation Trust has a no smoking policy. Staff are not

permitted to smoke within or on Trust premises.

**Signed by Line Manager Signed by post holder**

**Date Date**

**Print Name Print Name**

**OXLEAS NHS FOUNDATION TRUST**

**PERSON SPECIFICATION**

**JOB TITLE:** Assistant Clinical Psychologist/Clinical Psychology Assistant

**GRADE:** Band 4

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| **Education/Qualifications** | **How measured** |
| * An honours degree in psychology
* Entitlement to graduate membership of the British Psychology Society
* Further post graduate training in relevant areas of professional psychology, mental health practice and/or research design and analysis.
 | Application and document review |
| **Experience** |  |
| * Work with a Mental Health Service
* Experience of contributing to audit and service evaluation.
* Experience of data entry and data evaluation.
 | Application and references |
| **Skills/Abilities/Knowledge** |  |
| * High level communication skills (written and verbal) including an ability to communicate and work in settings in which the atmosphere may be highly emotive.
* Ability to communicate sensitive information to patients, carers and colleagues in a way that addresses psychological resistance.
* An understanding of the needs and difficulties of people with mental health problems, learning disabilities and/or other disabilities.
* An ability to apply existing psychological knowledge to health and social service contexts.
* An understanding of psychology applied to health care.
* Experience using computers for databases or data-analysis.
* High standard of report writing.
 | Application and interview |
| **Effort and Environment** |  |
| **Other Requirements*** An ability to interact effectively with staff from all disciplines.
* An ability to interact effectively with people with mental health problems or learning disabilities.
* Ability to work independently, reliably and consistently with work agreed and managed at regular intervals.
* Ability to accept and use supervision appropriately and effectively.
* Ability to work flexible hours up to 8pm once a week and other occasional non social hours.
 | Interview and references |