

Job Description

Job Title:	Assistant Psychologist – Aspiring Clinical Psychologist-Cambridge University Hospital Medical Haematology Service
Band:	Band 4
Responsible and accountable to:	Lead Consultant Clinical Psychologist and Service Manager- Psychological Medicine
Department:	Adult Clinical Psychology
Directorate:	Adult and Specialist

Our Values

	Behaviour	How we will demonstrate this behaviour
Professionalism	We will maintain the highest standards and develop ourselves and others	By demonstrating compassion and showing care, honesty, and flexibility
Respect	We will create positive relationships	By being kind, open and collaborative
Innovation	We are forward thinking, research focused and effective	By using evidence to shape the way we work
Dignity	We will treat you as an individual	By taking the time to hear, listen and understand
Empowerment	We will support you	By enabling you to make effective, informed decisions and to build your resilience and independence

Job Purpose

Paid Clinical Experience Opportunities for Disadvantaged Aspiring Clinical Psychologists

We are delighted to have been awarded funding from Health Education England to support aspiring Clinical Psychologists from under-represented backgrounds through a cohort of Assistant Psychologist posts. These posts will be available at both Cambridge University Hospital (CUH) and the Perinatal Mental Health Team based in Peterborough.

CPFT is supported by the **HeadtoToe Charity** – visit www.HeadToToeCharity.org for more details



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A member of Cambridge University Health Partners

These posts are intended to give opportunities to recent psychology graduates who are eager to develop **initial clinical experience** as aspiring Clinical Psychologists, who would **otherwise be excluded from entering the profession through unpaid work experience (financial exclusion)**. This scheme is specifically designed to provide valuable experience, insight, and preparation for the next step, such as a substantive Assistant Psychologist post.

The working activities of Assistant Psychologists will correspond with this generic job description. However, exact tasks will vary depending on the specific role and context.

In addition to the support and supervision provided in the local service / team, postholders will be supported in their career development through a series of webinars, peer-reflective practice groups, and opportunities to link with other Assistant Psychologists and Trainee Psychologists employed by the Trust.

The key elements of the job role are:

- To support and enhance the professional psychological care of service users within the service, across all sectors of care.
- Undertake clinically supervised work with service users on a one-to-one basis delivering psychological /therapeutic interventions, both individual and group based.
- Under supervision, the postholder will plan, organise, and teach on a variety of psycho-educational courses.
- Work independently according to a plan agreed with HCPC registered Clinical Psychologists and within the overall framework of the team's policies and procedures.
- Undertake Research and Development (R&D) activities under the supervision of responsible Clinical Psychologist or others, for example: to assist in clinically related administration, conduct of audits, collection of statistics, and development of audit and/or research projects, and teaching and project work.

Key Responsibilities

Clinical / Service Specific

1. To support the psychology team and wider team in psychological assessment, care provision, planning, and delivery of evidence-based interventions, under the supervision of a Practitioner Psychologist.
2. To provide psychological interventions and maintain a clinical caseload under supervision.
3. To assist the psychology team in the development of individual or group clinical materials or training materials, such as the development of treatment manuals and group interventions.
4. As required, to support the team in delivering, managing, and evaluating other psychological interventions, such as psychology groups.
5. To act in a manner that supports a psychologically informed framework for the service.
6. To assess and manage risk within an appropriate psychological framework.
7. To work with other staff to assess and review service users' care in preparation for multi-disciplinary treatment reviews.
8. To attend and contribute to appropriate multi-disciplinary and psychology meetings.

9. To participate in the service's delivery of accessible and acceptable services to diverse local communities.
10. To ensure that service users are appropriately consulted about relevant aspects of their care and are empowered to express their views in a responsive environment.
11. To communicate highly complex and highly sensitive information with service users, families, and colleagues in a manner that is skilful, tactful, and sensitive.
12. To work with the appropriate degree of autonomy and report appropriately to the designated line manager according to Trust occupational guidelines.

Research & Service Evaluation

1. To assist in the design and implementation of audit and research projects to support the service Psychologists and others in the development of Trust Psychology and other services, training provision, and research activities.
2. To undertake data collection, database management, data analysis, and the production of reports and summaries, using IT and statistical programmes as required.
3. To conduct surveys with clinicians, service users, and carers to gather views on service provision as required, under guidance.
4. To undertake searches of evidence-based literature and research to assist in the Trust's development of evidence-based practice.

Information Technology

1. To have sufficient IT proficiency to carry out the role including the use of Microsoft programmes such as Word and Excel, as well as statistical packages such as SPSS.

Financial Responsibility

1. There are no financial responsibilities attached to this post.

Human Resources

1. To be aware of risk amongst the client group and follow Trust policies relating to it's management.
2. To respond appropriately and professionally to emotionally distressing situations and to support others involved in such situations.
3. To work with service users at the team base and within their own homes. At times there will be lone working in these environments, where there is an expectation to follow the relevant safety protocols.
4. To liaise effectively with other professionals in all clinical matters.
5. To adhere to Trust policies.

Training & Development

1. To participate in regular supervision in accordance with good practice guidelines and Trust policy.
2. To participate in the Trust's annual Appraisal process.
3. To attend all relevant mandatory training as and when required to do so.
4. To support training activities of the team as required
5. To gain wider experience of professional psychology, service evaluation, and research within the NHS.

6. To develop skills and competencies that assist in the delivery of current duties.
7. To undertake personal training relevant to the post in agreement with the supervising Clinical Psychologist.

Quality & Patient Safety

1. Protection of Children & Vulnerable Adults – To promote and safeguard the welfare of children, young people, and vulnerable adults.
2. Implementation of NICE guidance and other statutory/ best practice guidelines. (if appropriate)
3. Infection Control - To be responsible for the prevention and control of infection.
4. Incident reporting - To report any incidents of harm or near miss in line with the Trust's incident reporting policy ensuring appropriate actions are taken to reduce the risk of reoccurrence.
5. To contribute to the identification, management, and reduction of risk in the area of responsibility.
6. To ensure day to day practice reflects the highest standards of governance, clinical effectiveness, safety, and patient experience.
7. To ensure monitoring of quality and compliance with standards is demonstrable within the service on an ongoing basis.
8. To be aware of the responsibility of all employees to maintain a safe and healthy environment for patients/ clients, visitors, and staff.

General

1. To maintain up to date knowledge of legislation, national and local policies, and issues in relation to both the specific client group and mental health.
2. To comply with the Professional Codes of Conduct and to be aware of changes in these. To maintain up to date knowledge of all relevant legislation and local policies and procedures implementing this.
3. To ensure that all duties are carried out to the highest standard and in accordance with currently quality initiatives within the work area.
4. To comply with all relevant Trust policies, procedures, and guidelines, including those relating to Equal Opportunities, Health and Safety, and Confidentiality of Information, and to be aware of any changes in these.
5. To comply at all times with the Trust's Information Governance related policies. Staff are required to respect the confidentiality of information about staff, patients, and Trust business and in particular the confidentiality and security of personal identifiable information in line with the Data Protection Act. All staff are responsible for ensuring that any data created by them is timely, comprehensive, accurate, and fit for the purposes for which it is intended.

Equality & Diversity

The Trust is committed to equality and diversity and works hard to make sure all staff and service users have access to an environment that is open and a free from discrimination. As a Trust we value the diversity of our staff and service users, and therefore recognise and appreciate that everyone associated with the Trust is different and so should be treated in ways that are consistent with their needs and preferences. Therefore, all staff are required to be aware of the Trust's Equality and Diversity Policy and the commitments and responsibilities the Trust has to:

- Eliminate unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act.

- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

We firmly believe that it makes good business sense to have a workforce representative of the communities we serve and so encourage applications from all sections of the community.

To be noted:

- This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, which fall within the grade of the job, in discussion with the manager.
- 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.
- This post is subject to the Rehabilitation of Offenders Act 1974 (Exemption Order 1975) and as such it will be necessary for a submission of disclosure to be made to the Criminal Records Bureau to check for previous criminal convictions. The Trust is committed to the fair treatment of its staff, potential staff, or users in line with its Equal Opportunities Policy and policy statement on the recruitment of ex-offenders.

Person Specification

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Responsible and accountable to:	Lead Consultant Clinical Psychologist and Service Manager- Psychological Medicine
Department:	Adult Clinical Psychology-Psychological Medicine, Cambridge University Hospital or Perinatal Mental Health Team-North
Directorate:	Adult and Specialist

Criteria	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> Graduated with at least a Second Class Psychology undergraduate degree. Entitlement to Graduate Basis for Chartership with the British Psychological Society. Applicants must not be currently salaried or post graduate trainees in a university programme. Applicants have not studied and are not currently studying a Masters' degree* (MSc 4 year combined undergraduate and postgraduate degree is accepted. MSc as a conversion from a non-psychology undergraduate degree is accepted). <p><i>* see guidance document.</i></p>	
Experience	<ul style="list-style-type: none"> Applicants must NOT have been employed as an Assistant Psychologist, Research Assistant, Psychological Wellbeing Practitioner (PWP) or similar / equivalent role. (Very brief – less than 4 weeks – paid roles can be disregarded) Lived experience of membership with a group/ identity that is currently 	<ul style="list-style-type: none"> Experience of working with people with complex needs. Experience of completing research projects or audits.

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	underrepresented within Clinical Psychology.	<ul style="list-style-type: none"> • Experience of working with children or families.
Skills & Abilities	<ul style="list-style-type: none"> • Able to demonstrate commitment to high quality care and service provision. • 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 people with different needs, e.g. patients, their families/carers, and staff. • Ability to manage occasional emotionally stressful situations. • An ability to apply existing psychological knowledge to mental and physical health contexts. • Ability to work with diverse populations. • Ability to work effectively within a group or team. • Ability to understand research materials. • Ability to interpret data as part of service evaluation, audit, and possible research. • Ability to recognise limits of competence and seek support from supervisors and other sources when needed. • Ability to accept and use supervision appropriately and effectively. • Good organisational and time managements skills. • Ability and willingness to reflect on work practice and be open to constructive feedback. • Ability to work independently, reliably, and consistently with work agreed and managed at regular intervals. • Ability to maintain a high degree of ethical and professional standards. 	<ul style="list-style-type: none"> • Able to contain and work with high levels of distress from service users. • An ability to interact effectively with staff from all disciplines.
Knowledge & Understanding	<ul style="list-style-type: none"> • An understanding of the needs and difficulties of people with mental or physical health problems or disabilities. 	<ul style="list-style-type: none"> • An understanding of multidisciplinary therapeutic approaches to intervention.

	<ul style="list-style-type: none"> • An understanding of psychology applied to health care. 	<ul style="list-style-type: none"> • An understanding of current, evidence based, stepped-care models of care as detailed in NICE guidance.
Physical Requirements	<ul style="list-style-type: none"> • Ability to maintain concentration and to remain in restricted positions for long periods during observations, assessments, and psychological interventions. 	<ul style="list-style-type: none"> • Ability to travel across CPFT locality.
Other	<ul style="list-style-type: none"> • Demonstrate an interest in a career in Clinical Psychology. • Evidence of personal values in accordance with those of the Trust and the NHS. • A positive approach to work and learning. • Recognise people's right to privacy and dignity, treating every person with respect. • Willingness to embrace an integrated model and new ways of working. • Willingness to be flexible in approach and attitude. 	

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The Trust believes in treating everyone with dignity and respect and encourages applications from all sectors of the community. We guarantee an interview to candidates with disabilities who meet the minimum essential criteria.

Criteria for financial exclusion

The ambition of these posts is to improve access and opportunity for people from under-represented backgrounds who aspire to work in Clinical Psychology but may be disadvantaged in entering the profession due to financial reasons. In order to fulfil this, we are seeking applicants who may be unable to take the financial burden of an unpaid role to gain experience that is needed to further their career, in a role such as an honorary/voluntary Assistant Psychologist. This could be for reasons including, but not limited to:

- Family being on a low income or supported by benefits.
- Having received grants, bursaries, or award via your university student support service or government maintenance grants, **(i.e. money that is not required to be repaid)**.
- You are the in the first generation in your family to go to university.
- You are a care leaver or are a student who was not supported by family or parents.

In addition, these posts are aimed at psychology graduates who:

- Are not salaried or postgraduate trainees in university programmes.
- Are not currently studying or previously completed a Master's degree *(with the exception of a Master's degree completed as a conversion degree for applicants with a non-psychology undergraduate degree OR a combined undergraduate MSc degree on the basis that the financial position is the same as an undergraduate degree and different from an MSc*)*.

[* If you have completed a Master's degree programme, but through your individual circumstances you believe that you are still financially excluded, please make an application and provide further information to clarify].

- Must not have held any substantial previous paid Assistant Psychologist post or similar. Previous paid work experience at a very limited period of employment (for example, sessions for less than the equivalent of four weeks in total) as a Research Assistant / Assistant Psychologist, will be accepted for application.