
JOB DESCRIPTION

DATE: 01/072023

REF NO:

JOB DETAILS

JOB TITLE: Assistant Psychologist: Health and Justice Service

BAND: 4

HOURS: 37.5

DEPARTMENT: Mental Health Treatment Requirement Team

LOCATION: West Mercia/Staffordshire/Black Country

REPORTS TO: Clinical Lead for the MHTR

ACCOUNTABLE TO: Professional Lead for Psychology/Operational Lead for Health and Justice Service/Clinical Lead for Health and Justice Services

RESPONSIBLE FOR: The assessment of service users attending Court for suitability for a Mental Health Treatment Requirement (MHTR) and the provision of low level psychological interventions for depression, anxiety, trauma, personality disorder and cognitive difficulties under the supervision of a qualified Practitioner Psychologist. Supporting research, audit, policy and service development within the area served by the team/service.

WORKING RELATIONSHIPS

INTERNAL: Professional Lead, Clinical Lead for Health and Justice Services, Clinical Lead for MHTR, Operational Lead for West Mercia Health and Justice Service

EXTERNAL: Offender Manager, Probation Officer, carers, relatives, Local Authority, other healthcare providers

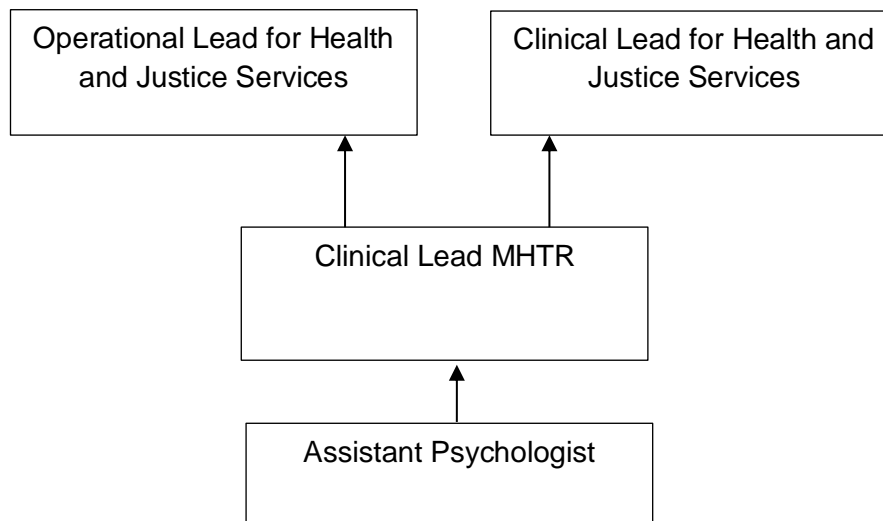
JOB PURPOSE.

To work with service users and multi-disciplinary colleagues, including colleagues working in the Health & Justice (H&J) services. To support and enhance the professional, psychological care of service users within the service, providing psychological assessment and psychological interventions under the close supervision of a qualified Practitioner Psychologist, working independently according to a plan agreed with the qualified Practitioner Psychologist and within the

overall framework of the service's policies and procedures. To assist in clinically related administration, conduct of audits, collection of statistics, development of audit and/or research projects, teaching and project work.

There are a number of posts available, your allocated area will either be Staffordshire & Black Country or West Mercia, please consider when applying for role. This role will take the hybrid working approach, utilising digital technology, but travel across your allocated area may be required at times to meet service need.

ORGANISATIONAL STRUCTURE



KEY DUTIES AND RESPONSIBILITIES

Clinical:

Under the supervision of an HCPC Registered Practitioner Psychologist

1. To undertake protocol based psychological assessments of service users applying psychological tests, including self-report measures, rating scales, direct and indirect structured observations and semi-structured interviews with service users, family members and others involved in the service users care
2. To assist in the formulation and delivery of care plans involving the psychological treatment and/or management of a service users problems including simple procedures and techniques related to psychological therapies
3. To communicate and liaise with other disciplines involved in the service user's care
4. To assist in the development of a psychologically based framework of understanding and care to the benefit of all clients of the service, across all settings where care takes place
5. To attend and contribute to appropriate multi-disciplinary meetings
6. To prepare assessment reports, letters, the results of psychometric assessments, case note reviews and research/audit projects. Such reports may be written for, or read by, the service user, psychologists, members of the multi-disciplinary team, or staff from external agencies
7. Provide advice, guidance and support to service users to enhance awareness of their psychological needs
8. To review case files, depositions etc. where appropriate, analysing that information, providing summaries and reports under the supervision of a qualified Practitioner Psychologist

Teaching, training and supervision:

1. To receive regular clinical supervision from the Clinical Lead for MHTR, or other qualified psychologist, in accordance with professional practice guidelines
2. To gain wider experience of professional psychology within the NHS over and above that provided within the principal service area where the post holder is employed
3. To undertake relevant training as available in order to support delivery of the wider Health and Justice Service
4. To develop skills and competencies that assist in the delivery of current duties
5. To contribute to the training and support of other staff in psychological care including contributing to the organisation of training seminars and conferences for others

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. To be responsible for maintaining stock levels for psychometric tests for use by all Psychologists within the specialty

IT responsibilities:

1. To assist in the design of computerised databases
2. To be aware of, and comply with, National Regulations and local Trust Policies concerned with Data Protection
3. Responsible for personally updating service user records and inputting data onto electronic systems
4. Maintain timely data collection and regular inputting of information through the use of data collection systems e.g. RiO and MHTR database
5. Responsible for personally inputting and statistically analysing data for the purposes of research, audit and clinical assessment
6. Responsible for producing reports relating to service users, service developments and research papers
7. To use PowerPoint and other audio-visual media for presentation at professional and multi-disciplinary meetings
8. Responsible for safe use of own equipment

Research and service evaluation:

1. To assist in the design and implementation of audit and research projects as required
2. To collate and report audit data in order to meet the audit requirements of the service
3. To assist with the analysis, development, evaluation and monitoring of the team's operational policies and services, through service evaluation and audit
4. To undertake data collection, analysis, the production of reports and summaries, using IT and statistical programmes
5. To undertake searches of evidence-based literature and research to assist qualified 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 active participation in internal and external CPD training and development programmes, in consultation with professional and operational managers
2. To maintain the highest standards of clinical record keeping and report writing in accordance with professional codes of practice of the British Psychological Society and Trust and HCPC policies and procedures
3. To prepare test materials and visual aids as required
4. To undertake specific administrative duties as required
5. Responsible for planning and prioritising own diary and workload on a day to day basis
6. To develop and support the involvement of service users and carers in all aspects of the Health and Justice Service, from individual care planning to the design and evaluation of the overall service
7. Communicate sensitive treatment related information to service users, utilising highly developed communication skills to overcome barriers to understanding
8. Use a range of communication skills as appropriate to the task
9. To attend and contribute to multi-disciplinary meetings as appropriate.
10. Work within Trust and professional practice guidelines
11. Ensure that practice is evidence-based, paying particular attention to the Trust's guidelines, policies, protocols and treatment pathways.
12. To perform other duties of a similar kind appropriate to the grade, as may be required from time to time by their Manager including, with relevant training, supporting non-treatment pathways within the Health and Justice Service
13. 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.

14. To comply with the Professional Codes of Conduct and to be aware of changes in these. To maintain an up to date knowledge of and implement all relevant legislation and local policies
15. To ensure that all duties are carried out to the highest standard, and in accordance with current quality initiatives within the work area.

Physical and emotional demands of the job

1. Standard keyboard skills required for inputting data on RiO and for preparation of reports
2. To tolerate exposure to unpredictable, hostile, demanding, verbally and physically aggressive service users and to deal with physical aggression appropriately
3. To work with service users who have been perpetrators and/or victims of serious offences and/or who show severely challenging behaviour. This includes violent and sexual offences
4. To maintain a high level of professionalism, despite regular exposure to highly emotive, distressing and disturbing material, including first and second-hand accounts of serious offences
5. The nature of the client group is such that the post holder will be required to concentrate when assessing/implementing programmes of care
6. To work with service users and other professionals in community settings including, but not limited to, Courts, Probation Offices and mental health resource centres
7. The post-holder may, at times, encounter situations where panic alarms or necessary back-up facilities are not available
8. H&J Services cover the counties of Herefordshire, Worcestershire, Shropshire, Staffordshire and beyond. The post-holder may be required to travel to see service users and attend relevant meetings across the geographical area

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 Professional Lead, Clinical Supervisor and Operational 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.**
- **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**

JOB STATEMENT

Infection Control
Maintain an up to date awareness of the infection control precautions relevant to your area of work and implement these in practice. As a minimum, this must include hand hygiene, the use of personal protective equipment, the use and disposal of sharps and communicating the importance to patients, prison staff and other health care staff you are working with. Details of the precautions and sources of advice and support to assess and manage infection control risks are provided through mandatory training which all staff must attend at intervals defined in the Trust policy on mandatory training and can be found in the Trust's infection control policies and national guidance, such as that published by NICE.
Learning and Development
As an employee of the Trust, you have a responsibility to participate, promote and support others in undertaking learning and development activities. This includes a proactive approach to ensuring you meet the statutory/mandatory training requirements of your role, and engaging in PDC / appraisal processes in line with Trust policy and guidance.
Health and Safety
As an employee of the trust you have a responsibility to abide by the safety practices and codes authorised by the trust. You have an equal responsibility with management, for maintaining safe working practices for the health and safety of yourself and others.
Constitution, Competence and Capability
As an employee of the Trust you have a responsibility to promote and abide by the rights and responsibilities outlined in the NHS Constitution. You are additionally expected to adhere to Organisational/National/Regulatory Codes of Practice relevant to the role you are employed to undertake. At all times it is expected that you will limit the scope of your practice to your acquired level of competence and capability.
Dignity at Work Statement
Midlands Partnership NHS Foundation Trust is committed to treating all of our staff with dignity and respect. You are responsible for behaving in a way that is consistent with the aims of our Equality and Diversity Policy. This includes not discriminating unfairly in any area of your work and not harassing or otherwise intimidating other members of staff.
Safeguarding Children and Vulnerable Adults
All Trust employees are required to act in such a way that at all times safeguards (and promotes) the health and well-being of children and vulnerable adults. Familiarisation with and adherence to Trust Safeguarding policies is an essential requirement of all employees as is participation in related mandatory/statutory training.

PERSON SPECIFICATION

JOB TITLE: Assistant Psychologist: Mental Health Treatment Requirement Team			
DEPARTMENT:		BAND:	

*Assessed by: A = Application I = Interview R = References T = Testing

ESSENTIAL CRITERIA	*	DESIRABLE CRITERIA	*
QUALIFICATIONS & TRAINING			
<p>A First or Upper Second class honours degree in psychology or a lower Second class degree with a post-graduate qualification, e.g. Master's degree</p> <p>Entitlement to graduate membership of the British Psychological Society</p>	A	<p>Further post graduate training in relevant areas of professional Psychology, mental health practice and/or research design and analysis.</p>	AI
EXPERIENCE			
<p>Has significant experience of face-to-face work with people with mental health problems (including mental illness and personality disorder), learning disabilities and/or offending behaviour</p> <p>Has worked in a healthcare setting</p> <p>Experience of using psychological assessments, formulations, risk assessments and care planning</p> <p>Experience of working with people who have the potential to become aggressive and being able to respond appropriately</p> <p>Experience of MDT working and working in/with the voluntary sector</p>	AI	<p>Experience of working with offenders</p> <p>Experience of working as an Assistant Psychologist</p>	AI
SKILLS, KNOWLEDGE & ABILITIES			
<p>High level communication skills (written and verbal) including an ability to communicate and work in settings in</p>	AI	<p>An understanding of the Criminal Justice System</p>	AI

<p>which the atmosphere may be highly emotive.</p> <p>An understanding of the needs of people with a diagnosis of Personality Disorder/mental illness/learning disability</p> <p>Ability to communicate sensitive information to patients, carers and colleagues in a way that addresses psychological resistance.</p> <p>An understanding of psychology applied to healthcare</p> <p>An ability to apply existing psychological knowledge to this context</p> <p>An understanding of the impact of trauma and a label of personality disorder</p> <p>Experience using computers for databases or data-analysis</p> <p>Has training and experience of audit, evaluation and research</p> <p>Advanced keyboard skills.</p>			
PERSONAL ATTRIBUTES			
<p>An ability to interact with people with mental health problems/ mild learning disabilities</p> <p>Ability to work with individuals with a history of violence and/or sexual offending</p> <p>Ability to work within a multidisciplinary team as well as independently, reliably and consistently with work agreed and managed at regular intervals</p> <p>An ability to work as part of a team and maintain good relationships with colleagues</p> <p>Ability to accept and use supervision appropriately and effectively</p> <p>Ability to cope with and maintain professional boundaries</p>	AI	An interest in working with offenders	AI

<p>Ability to meet the travel requirements for the post.</p> <p>Able to manage own personal safety being mindful of the potential risk to others. Ability to manage the situation appropriately.</p> <p>Ability to work within a sometimes demanding environment with service users with complex needs and being non-judgemental while being able to manage your personal wellbeing including through supervision</p> <p>Recognises the limits of own competence and need for supervision</p> <p>Able to adapt to a situation as it arises and respond in an appropriate manner</p>			
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JOB HOLDER	SIGNATURE
	DATE
MANAGER	SIGNATURE
	DATE