



JOB DESCRIPTION

JOB DETAILS:

Job Title	Assistant Psychologist
Pay Band	Band 4
Hours of Work and Nature of Contract	37.5 hours/12 months fixed term
Division/Directorate	AMH
Department	AMH Psychology and Psychological Services
Base	TBC

ORGANISATIONAL ARRANGEMENTS:

Responsible to:	Strategic and Clinical Lead Consultant Clinical Psychologist Stepped Care
Accountable to :	Head of Adult Psychology and Psychological Services
Professionally Responsible to:	Head of Adult Psychology and Psychological Services

Job Summary:

The Assistant Psychologist will work within Adult Mental Health (AMH) services, as part of AMH Clinical Psychology & Psychological Services and the Primary Care Mental Health Service. They will assist in the provision of group and individual psychological interventions to clients referred into Primary Care Adult Mental Health services. These clients will present with a range of mild to moderate mental health problems. The post holder will work alongside Primary Care Mental Health Teams and other staff from AMH Clinical Psychology & Psychological Therapies, as part of an integrated multidisciplinary mental health service in their local area. They will be compliant with Mental Health Measure requirements, and any other local service requirements.

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DUTIES/RESPONSIBILITIES:

1. To assist in the provision of Psychological therapy and assessment for people within a community setting.
2. To provide support to Clinical Psychology staff working with people within the relevant setting.
3. To deliver specific interventions under the management and supervision of the relevant Clinical Psychologist; working independently with an agreed plan and following the framework of policies set out by the Services involved.
4. To carry out protocol based routine Clinical Psychological assessments with clients, as appropriate and agreed with referrers and clients, under the direction of the Psychologist
5. To carry out specific, protocol driven intervention procedures, under the supervision of the Clinical Psychologist.
6. To assist in the formulation and delivery of care plans involving the psychological intervention and/or management of a client's concerns, under the supervision of the Clinical Psychologist.
7. To assist in the development of a psychologically based framework of understanding and care across all settings.
8. To assist in the provision of advice to other clinical team members in the delivery of Psychological services or other appropriate activities.
9. To plan and run relevant therapeutic programmes for patients within setting.
10. To form positive working relationships with colleagues, referrers and partner agencies. To assist the qualified clinical psychologist in providing advice to professional colleagues on the psychological assessment and intervention of people within the setting.
11. To be a member of the Multi-Disciplinary Team and attend meetings and ward rounds, as appropriate, reporting back clinical findings and patient involvement.
12. To write clinical reports and keep clinical records on clients to agreed service standards.

Teaching, Training & Supervision

13. In common with all Clinical Psychologists, to engage in and make optimum use of regular clinical supervision, in accordance with professional practice guidelines, in order to monitor and inform clinical practice and identify areas of need for further personal and professional development.

14. To develop skills and competencies that assist in the delivery of a clinical psychology service to inpatient unit Service Users and their families, including non-clinical aspects of the role.

15. To assist in the training and teaching of other staff working, as appropriate.

16. To under-take training and become proficient in a relevant and agreed therapeutic approach, to deliver this under a specific protocol and to develop the protocol as the Service develops.

Management, Recruitment & Service Development

18. To assist in the design and implementation of Service developments.

19. To attend and contribute in meetings in which service developments are planned and discussed.

IT Responsibilities

20. To ensure communication with all necessary and relevant parties is maintained, utilising technology, as appropriate.

21. To update and input into all literature related to the service provision, to users, families and referrers.

Research & Service Evaluation

22. To develop and perform data collection and analysis which maps out and develops the provision of Psychological therapy.

23. To investigate sources of information which will clarify the need and development of the Service provision.

24. To carry out data collection and analysis of clinical work as directed by the relevant Clinical Psychologist; using appropriate IT and statistical programmes.

25. To liaise with other Services across Wales, in order to benchmark and evaluate the Service provision: performing appropriate data analysis and writing report documents.

26. To develop a database of Service provision with records of outcome measure scores and any other appropriate data.

27. To remain up to date with current knowledge and guidelines regarding theory and practice in professional Clinical Psychology, in order that best practice is developed and maintained.

30. To perform literature reviews and produce summary documents in areas which benefit the Service provision.

General

31. To build and develop referral pathways, communicate Service referral criteria and establish a basis for the possible extension of Psychological therapy interventions to people.

32. To attend all relevant meetings.

33. To take minutes or action notes of evaluation meetings, at the request of the relevant Clinical Psychologist.

34. Maintain existing database filing systems and establish new data collection systems if needed.

35. 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 the relevant Clinical Psychologist.

37. To maintain the highest standards of clinical record keeping and report writing in accordance with professional codes of practice of the BPS and HB policies and procedures.

38. To contribute to the maintenance of offices, equipment and the confidentiality of information and data.

39. Undertake other reasonable duties as required by the Department, compatible with the remit of the post.

5.1 Other Duties

5.1.1 To prepare test materials and visual aids as required.

5.1.2 To undertake specific administrative duties as required.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	2:1 Honours Degree in Psychology or its equivalent for those trained overseas. Eligibility for Graduate membership of the British Psychological Society	Attendance at skills development courses or training	Interview evidence of certificates
Experience	Experience of working with people with mental health or other complex needs, and undertaking therapeutic work or developmental assessments.	An understanding of a range of mental health difficulties. Substantial experience of working therapeutically with a range of people in more than one clinical or social care setting. Experience of group work. Experience of inpatient settings	Application form Interview References
Communication/ Teaching/ relationship Skills:	High level of communication skills, written and oral, including an ability to communicate and work in settings which the atmosphere may be highly emotive. Ability to convey and receive sensitive and potentially distressing information to patients, carers and colleagues. To be able to work with resistance to ideas Ability to create and maintain effective working relationships. Ability to work in multi-disciplinary settings.	Experience of teaching other health professionals	Application form Interview References
Analytical & Judgement Skills:	To assimilate complex information and use reflective/analytical thinking to apply psychological perspectives in work with clients. An ability to apply existing psychological knowledge to a neurological / dementia context		

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	and an understanding of Psychology as applied to health care.		
Planning & Organisational skills:	<p>Ability to be flexible and cope with multiple demands. Capable of using initiative to plan and prioritize own workload.</p> <p>Ability to work independently and know when to ask for and use supervision, identifying when there is a need for advice and using supervision at agreed intervals.</p>		
Values:	Demonstrate support for the values and beliefs of that of the service and the Trust.		Application form Interview
IT Skills:	<p>Ability to use work processing and computer packages.</p> <p>Basic knowledge of databases, research skills and methodology</p>		Application form Interview
Welsh Language Requirements:		Ability to speak Welsh	Application form Interview

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GENERAL REQUIREMENTS

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organisation's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the

Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have direct service users in the course of your normal duties. You will therefore be required to apply for an Enhanced Disclosure Check as part of the Trust's pre-employment check procedure.
- **Safeguarding Children and Vulnerable Adults:** The organisation is committed to safeguarding children and vulnerable adults. All staff must therefore attend Safeguarding Children training and be aware of their responsibility under the Adult Protection Policy.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

Flexibility Statement: The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

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Supplementary Job Description Information

Physical Effort

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included**'

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
Requires manual dexterity and good hand eye coordination to administer neuropsychological tests and use computer key boards. High levels of accuracy required.	Every day	Several hours per day	
Ability to carry (sometimes heavy) test equipment	Most days	From car to testing environment	

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Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
Need to maintain frequent high levels of concentration for long periods in session with clients or while facilitating individual or group sessions.	Every day	Several hours per day	

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Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Ability to tolerate and remain calm in the face of high levels of emotional distress and emotional demands.	Average approximately twice per week	1 – 2 hours per day	
Ability to tolerate occasional exposure to verbal abuse and hostility, without other staff immediately nearby.	Infrequently		

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Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - ***Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
Office or clinic based with driving between outpatient clinics	Every day	Frequently	

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