



**James Paget  
University Hospitals**  
NHS Foundation Trust

# Macmillan Clinical Psychologist

## Band 8b (TBC AfC)

Job Description &  
Person Specification



## Job Description

|                                  |                                 |
|----------------------------------|---------------------------------|
| <b>Job Title</b>                 | Macmillan Clinical Psychologist |
| <b>Job reference number</b>      |                                 |
| <b>Department</b>                |                                 |
| <b>Agenda for Change Banding</b> | 8b (TBC AfC)                    |
| <b>Accountable to</b>            |                                 |
| <b>Reports to</b>                |                                 |
| <b>Responsible for</b>           |                                 |

## Values and Behaviours

All roles within the Trust require staff to demonstrate our core values in all they do. All members of staff should consider these behaviours an essential part of their job role.

**# Proud of the Paget**

# BUILDING A HEALTHIER FUTURE TOGETHER

## OUR PRIORITIES & AMBITIONS

**CARING FOR OUR PATIENTS**

1. Deliver the best and safest care for our patients
2. Continuously improve patient experience
3. Reduce health inequalities, ensuring equitable access for all
4. Empower patient choice and personal responsibility for health

**COLLABORATING WITH OUR PARTNERS**

1. Collaborate to achieve seamless patient pathways both at place and system level
2. Embrace our role as an anchor institution, working together for the best outcomes
3. Be an effective partner to achieve both our ambitions and our partner's ambitions

**SUPPORTING OUR PEOPLE**

1. Promote an inclusive, fair and safe workplace
2. Develop compassionate and effective leadership
3. Attract, engage, develop and deploy our staff to deliver the best care for our patients
4. Promote well-being opportunities to keep our staff healthy and well

**ENHANCING OUR PERFORMANCE**

1. Make the best use of our physical and financial resources
2. Lead the way towards achieving Net Zero Carbon
3. Future-proof our service for the people we serve
4. Improve services through digital transformation, research and new models of care

## OUR VALUES

**COLLABORATION**  
**ACCOUNTABILITY**  
**RESPECT**  
**EMPOWERMENT**  
**SUPPORT**

**We're Proud of the Paget.**  
We hope you will be too.  
Scan here to read our full strategy.

[www.jpaget.nhs.uk](http://www.jpaget.nhs.uk)

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## Summary of Post

The post holder will ensure and lead on the systematic provision of a high-quality specialist clinical psychology service to clients referred to the specified speciality (see advert), provided by the James Paget University Foundation Trust through the development, delivery and evaluation of integrated specialised clinical psychology assessment and intervention services.

The post holder will work autonomously within professional guidelines and exercise responsibility for the systematic governance of the psychological practice within the Clinical Psychology Speciality. They will formulate and deliver complex psychological assessment and therapy to individuals within the specialist service and develop and facilitate reflective practice to the team on psychological issues.

The post holder will supervise and support the psychological assessment and therapy provided by psychologists in training, other psychologists and other clinical members of the team who provide psychologically based care and treatment, as appropriate. This post has a responsibility to provide staff support to the multidisciplinary team members, as appropriate. They may hold line management responsibilities, as delegated by the Service Manager.

To carry out Research & Development activities as a major job responsibility using post-doctoral research skills for complex audit, service evaluation and research.

To provide vision and, in liaison with the Consultant Clinical Psychologist, provide modern delivery and quality assurances of the speciality psychology services.

To propose and implement policy changes and policy development within the specialist Psychology service and in consultation with the Consultant Clinical Psychology Line Manager/ Service Manager for Clinical Psychology and Divisional managers, as appropriate, and aligning with national drivers within the profession of clinical psychology.

The post holder will be joining a service of adult and child clinical psychologists providing services to specialties within the Trust. The post holder will also be expected to contribute to the flexible delivery of clinical psychology services, across the Trust, in response to new developments and organisational changes. They will be expected to promote developments in Clinical Psychology service through attendance at team meetings and providing teaching and training to disseminate new developments in psychology to wider audiences in and outside the Trust, and to participate in service developments and research.

## Key duties and responsibilities

### Leadership and development

1. To be responsible for providing a highly specialist systematic and autonomous clinical psychology service, within the specialist area, in accordance with objectives agreed with service and professional managers. The post will require independent management of caseload and the assessment, treatment, and discharge of clients, within the bounds of the service operational policy. To provide a clinical service to other specialties, as agreed with the Service Manager for Clinical Psychology.



2. To carry out specialist psychological assessments of clients referred to the service based upon the appropriate use, interpretation and integration of highly 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 and others involved in the patient's care to reach a psychological formulation of the client's difficulties. The post will require manipulation of highly specialist equipment for neuropsychological and psychometric assessments of ability and performance. Assessments will also require the systematic observation, recording, analysis and interpretation of complex visual material.
3. To formulate and implement plans for the formal psychological treatment and management for clients in the service and their families with accompanying psychological difficulties, including clients with highly complex clinical presentations and histories. Treatment to be based upon an appropriate conceptual framework and evidence-based methods.
4. To be responsible for implementing a range of complex psychological interventions for individuals, carers, families and groups (where appropriate) within and across settings employed individually and systemically, adjusting and refining psychological formulations drawing upon different explanatory models and maintaining a number of provisional hypotheses.
5. To provide specialist assessments of clients presenting with cognitive impairment due to a variety of causes or organic conditions, including pre-assessment counselling and neuropsychological and functional screening assessments, and to be able to adjust psychological interventions accordingly or to refer on to more appropriate services.
6. To evaluate and make decisions about treatment options taking into account both theoretical and therapeutic models and highly complex factors concerning historical and developmental processes that have shaped the individual, family or group.
7. To assess and evaluate information from the child, adult, family and significant others, multi-disciplinary medical team and external agencies relating to medical condition, developmental status and incorporate this information into a clinical formulation. Post will require intensive concentration during all patient and family contact, ranging from relatively brief contact to assessments lasting several hours.
8. To exercise autonomous professional responsibility for the assessment, treatment and discharge of complex clients whose problems are primarily psychological and to autonomously manage an out-patient caseload in line with the service thresholds and priorities.
9. To provide consultation, mentorship, supervision, debrief and advice about psychological issues at a high level of professional expertise to other members of the team/service and other professionals working with service users, through attendance at regular psychosocial meetings, multidisciplinary team meetings and ward rounds, and across a range of agencies/ settings as appropriate. To evaluate the impact of staff support methods and to advise management within the units on staff support needs and policies.



10. To ensure that all members of the treating team have access to a psychologically based framework for understanding and care of clients of the service, through the provision of advice and consultation and the dissemination of psychological research and theory.
11. To undertake highly complex risk assessment and risk management for individual clients and to provide advice to other professions on psychological aspects of risk assessment and risk management.
12. To act as psychological care coordinator, ensuring the provision of a treatment package appropriate for the clients' needs, attending regular case conferences, professional meetings and psychological reviews as required, and ensuring all appropriate information is available and disseminated. To communicate effectively with the patient, his/her family and all others involved in the network of care, and to monitor progress during the course of multidisciplinary interventions.
13. To communicate in a skilled and sensitive manner, complex and contentious information concerning the assessment, formulation and treatment plans of clients under their and to monitor progress during the course of both uni- and multi-disciplinary care. To communicate with adults and families about difficult and highly distressing issues, that may relate to the clients' physical and mental health status including decisions about the withdrawal and withholding of life saving treatment in accordance with published medical guidelines.
14. To provide specialist psychological advice, consultation, training and clinical supervision to other professionals in order to develop a psychological understanding on the basis of which to plan, implement and evaluate evidence-based interventions for clients with complex needs.
15. To attain a thorough knowledge and understanding of illness/chronic condition in order to provide a clinical psychology service, informed by the demands of the specific specialist service.

### **Clinical Standards and Quality Assurance**

1. To participate as a senior clinician in identifying and implementing the development of a high quality, responsible and accessible service, including advising both service and professional management on those aspects of the service where psychological and/or organisational matters need addressing. Management duties will include effectively managing working relationships and service delivery to provide clinical input into the pathway, working with service user groups and liaising with other services interfacing with the pathway. To contribute to quality, performance and governance meetings.
2. To be responsible for contributing psychological knowledge and expertise to service developments, aimed at improving the quality of the service. To propose and implement policy changes within the area served by the service and to contribute to the development of policy as appropriate. To participate regularly on working parties and committees to develop policies and services relevant to the profession and/or medical specialties, in agreement with the Service Manager for Psychology.
3. To exercise responsibility for the systematic governance of psychological practice within the service.



4. To participate as appropriate in staff recruitment, both in the short-listing process and as a member of interview panels for assistant, trainees and qualified clinical psychologists.
5. To be responsible for on-going audit, contribute to the maintenance of quality standards, and evaluation of policies within the specialties relevant to psychological service provision and amending policies as appropriate, in consultation with other members of the multi-disciplinary team(s), the Service Manager for Clinical Psychology and general/operational managers.
6. To take the psychology lead, in the specialist area including development, evaluation and monitoring of the operational policies and procedures with regard to an area in Clinical Psychology.
7. To provide effective leadership and management to Psychologists in the specialist service, as agreed with the Psychology Service Manager, which promotes high performance standards both individually and as a team, in the achievement of the Trust's objectives and priorities.

### **Education and research**

1. To provide clinical placements for trainee clinical psychologists, ensuring that trainees acquire the necessary skills, competencies, and experience to contribute effectively to good psychological care and to contribute to the assessment and evaluation of such competencies.
2. To provide post-qualification training (CPD) and clinical supervision to qualified Clinical Psychologists, Assistant Psychologists or other mental health professionals attached to the service, as appropriate.
3. To provide post-qualification external teaching and training to multi-professional forums, including medical students and Doctorate Clinical Psychology Trainees at the University of East Anglia.
4. To keep abreast of developments in the relevant professional area of expertise and pursue further training within resources available and to keep a log of all continued professional development (CPD), according to HCPC requirements.
5. To provide expert advice, consultation, training and clinical supervision to staff working within the speciality, across a range of agencies and settings, where appropriate.
6. To receive regular clinical supervision and professional management, in accordance with good practice guidelines.
7. To maintain an up-to-date knowledge of legislation, policy and developments in the provision of services relevant to the care group.

### **General**

1. To ensure the development, maintenance and dissemination of the highest professional standards of practice, through active participation in internal and external CPD training and development programmes, in consultation with the post holder's professional and general manager(s). To ensure



HPC registration is maintained, complying with Continuing Professional Development requirements to maintain registration.

2. To ensure the development and articulation of best practice in Clinical Psychology across the speciality, by exercising the skills of a reflexive and reflective scientist practitioner, taking part in regular professional supervision, to include peer review, and appraisal (Performance Development Review) and maintaining an active engagement with current developments in the field of clinical psychology and related disciplines.
3. To maintain and promulgate 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, Healthcare Professions Council and Trust policies and procedures.
4. To maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific medical patient group and psychological/mental health.
5. Maintain an individual professional profile within specialist service as direct evidence of clinical practice at an advanced level. Disseminate good practice through Presentations and preparing relevant material for publication in appropriate professional journals.
6. To work within agreed Trust policies and guidelines including adult and child protection guidelines and including health and safety regulations and policies.
7. To carry out any other appropriate duties as required by the Lead Psychologist/Service Manager for Clinical Psychology Services/ Operational Managers.
8. Post holder will be required to stand or sit in a restricted position for lengthy periods of time when in direct patient contact for clinical assessment, psychometric testing, neuropsychological diagnostic evaluation, and therapeutic intervention. Post holder will be required to carry heavy test materials between office and hospital wards. Provision will be made for those with physical disabilities.

### **Management**

1. The post holder will supervise and support the psychological assessment and therapy provided by psychologists in training, other psychologists and other clinical members of the team who provide psychologically based care and treatment, as appropriate. This post has a responsibility to provide staff support to the multidisciplinary team members, as appropriate. They may hold line management responsibilities, as delegated by the Service Manager.
2. To exercise delegated responsibility for managing the psychological resources available to a team in the form of psychological materials employed in the assessment and treatment of patients and supervising additional band 7 and 8a qualified and unqualified psychology staff.

### **Specific Additional Responsibilities:**



### **Health and Safety Responsibilities**

To ensure that the Trust's Health and Safety Policies are understood and observed and that procedures are followed.

To ensure the appropriate use of equipment and facilities and that the working environment is maintained in good order.

To take the necessary precautions to safeguard the welfare and safety of yourself, patients, visitors, and staff, in accordance with the Health and Safety at Work Act.

To undertake appropriate health and safety training to support safe working practice, including where appropriate, its management.

To demonstrate a practical understanding of risk assessment in relation to their areas of responsibility and to ensure safe systems of work are in place.

To ensure that all incidents occurring within the department are reported in accordance with Trust procedures, investigated and corrective action taken as necessary and/or reported to senior management and specialist advisers.

### **Moving and Handling Responsibilities**

To ensure that all moving and handling tasks within their area of responsibility are assessed, that there is a manual handling plan indicating safe system of work, and that documentation is regularly maintained and updated.

To observe and monitor the application of M&H skills, ensuring safe practice.

To attend appropriate training in accordance with the M&H assessed risks within the work area.

### **Confidentiality**

All staff are required to respect confidentiality of all matters that they learn as a result of their employment with the NHS, including matters relating to other members of staff, patients and members of the public.

### **Equality and Diversity**

All employees are required to follow and implement the Trust's equal opportunities policy and to undergo any training and development activities to ensure that they can carry out their duties and responsibilities in terms of promoting, developing, implementing and reviewing the policy arrangements in the course of their work.

### **Safeguarding Children and Vulnerable Adults**

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they



have contact. Staff must also ensure they receive the appropriate level of safeguarding children and vulnerable adult training depending on their role in the Trust.

### **Infection Control**

It is the responsibility of all staff to ensure that they understand and follow the infection control policies, procedures and best practice applicable within the Trust. In particular:

- Observe all infection control policies and practices relevant to the post
- Act as a role model to others regarding infection control best practice
- Ensure that they keep up to date and attend all relevant training relating to infection control issues applicable to their post.
- Ensure that patients, visitors and contractors are aware of and follow infection control best practice (where applicable).
- Report non-compliance or concerns regarding infection control issues / best practice to their line manager

### **Trust Values**

To work in line with the Trust values and promote these within teams, departments and divisions in the Trust.

Please note that this job description is not an exhaustive list of duties but merely a guide to the responsibilities of the post holder. The post holder may be required to undertake additional duties within the sphere of their competence and to meet the changing needs of the service.



## Personal Specification

| Criteria   |                       |
|--|-----------------------|
| Education and Qualifications   | Essential / Desirable |
| Honours degree in psychology   | E                     |
| Registration with the HCPC as a Practitioner Psychologist  | E                     |
| Post-graduate doctorate (or its equivalent for those trained prior to 1996) in Clinical Psychology recognised as eligible for registration as a Practitioner Clinical Psychologist with the Health Professional Council.   | E                     |
| Post-doctoral training in one or more additional specialised areas of psychological practice (cognitive behavioural therapy, family therapy etc).  | D                     |
| Accredited qualification in Clinical supervision.  | D                     |
| Knowledge and Experience   |                       |
| Significant proven assessed experience of working as a qualified clinical psychologist.  | E                     |
| Experience of working with a wide variety of client groups, across the whole life course and presenting with the full range of clinical severity across the full range of care settings including outpatient, community, primary care, and in-patient settings maintaining a high degree of professionalism in the face of highly emotive and distressing problems, verbal abuse and the threat of physical abuse. | E                     |
| Demonstrable understanding of the implications of long term conditions and medically/physically ill patients (for adults, children, young people and their families (as applicable in the speciality).   | E                     |
| Experience of exercising full clinical responsibility for clients' psychological care and treatment, both as a professionally qualified care coordinator and also within the context of a multidisciplinary care plan.   | E                     |
| Experience of teaching, training and/or professional and clinical supervision.   | E                     |
| Experience and skills in providing consultation to other professional and non-professional groups.   | E                     |



|  |   |
|--|---|
| Experience of representing psychology within the context of multi-agency settings.   | E |
| Experience of working within the Clinical Speciality.  | D |
| Experience of working within a Clinical Health setting.  | E |
| <b>Skills and Knowledge</b>  |   |
| Skills in the use of complex methods of psychological assessment intervention and management frequently requiring sustained and intense concentration.   | E |
| Well-developed skills in the ability to communicate effectively, orally and in writing, highly technical and clinically sensitive information to clients, their families carers and other professional colleagues both within and outside the NHS. | E |
| Doctoral level knowledge of research design and methodology, including complex multivariate data analysis as practiced within the field of clinical psychology.  | E |
| Knowledge of legislation in relation to the speciality.  | E |
| Evidence of continuing professional development as recognised by the BPS.  | E |
| Able to travel to regional clinics, meetings and home visits if required.  | E |
| Evidence of active involvement in clinical research.   | D |
| Evidence of publication, in peer reviewed journals or academic books.  | D |
| Ability to identify, provide and promote appropriate means of support to carers and staff exposed to highly distressing situations and severely challenging behaviours.  | E |
| Ability to identify, and employ, as appropriate, clinical governance mechanisms for the support and maintenance of clinical practice in the face of regular exposure to highly emotive material and challenging behaviour.                         | E |



|   |   |
|---|---|
| Ability to develop and use complex multi-media materials for presentations in public, professional and academic settings. | E |
| Experience of working within a multicultural framework.   | D |
| Drivers licence (adjustments may be considered for candidates with a disability).   | E |



## Agenda for Change Effort Factors (For Job Evaluation Purposes only)

\*Please mark all relevant boxes below, and include the frequency of the tasks that you have selected in line with this role.

- examples provided below, there are blank boxes for anything more specific to be added if needed.

|   |                         |  |                       |
|---|-------------------------|--|-----------------------|
| <b>1.0 WORKING CONDITIONS</b>   |                         |  |                       |
| Inclement weather   |                         | Fleas/Lice/Infestation   |                       |
| Extreme Temperatures  |                         | Humidity   |                       |
| Unpleasant smells   |                         | Driving/Being Driven   |                       |
| Noxious Fumes   |                         | Contaminated equipment/work area                                   |                       |
| Dangerous Chemicals – Substances in containers                          |                         | Dangerous Chemicals – Substances (uncontained)                     |                       |
| Excessive noise/vibration   |                         | Exposure to physical aggression (little/no support)                |                       |
| Continuous use of VDU equipment   |                         | Dust/Dirt  |                       |
| Unpleasant substances   |                         | (normal conditions)  |                       |
| Infectious material   |                         | Exposure to verbal aggression (little/no support)                  | X – Frequent exposure |
| Body Fluids, Faeces/Vomit   |                         |  |                       |
| <b>2.0 PHYSICAL EFFORT</b>  |                         |  |                       |
| Running   |                         | Standing/sitting with limited scope for movement                   |                       |
| Working in uncomfortable conditions                                     |                         | Kneeling, crouching, twisting, bending, stretching                 |                       |
| Working in physically cramped conditions                                |                         | Walking for long periods   |                       |
| Making repetitive movements   |                         | Heavy duty cleaning  |                       |
| Lifting weights/equipment without mechanical aid                        | X – Occasional exposure | Pushing/pulling trolleys or similar equipment                      |                       |
| Climbing or crawling  |                         | Working at heights   |                       |
| Manipulating objects  |                         | Controlled restraint i.e. in post requiring training/certification |                       |
| Manual Digging  |                         |  |                       |
| <b>3.0 EMOTIONAL EFFORT</b>   |                         |  |                       |
| Processing (e.g. typing/transmitting) news of highly distressing events |                         | Giving unwelcome news to patients/clients/carers/staff             | X – Frequent exposure |
| Caring for the terminally ill   |                         | Dealing with difficult situations/circumstances                    | X – Frequent exposure |
| Designated to provide emotional support to front line staff             |                         | Communicating life-changing events                                 |                       |
| Dealing with people with challenging behaviour                          |                         | Attending scenes of accidents                                      |                       |
|   |                         |  |                       |
| <b>4.0 MENTAL EFFORT</b>  |                         |  |                       |
| Prepare detailed reports  |                         | Check documents  |                       |
| Carry out formal student/trainee assessments                            |                         | Drive a vehicle  |                       |
| Carry out clinical/social care interventions                            |                         | Perform calculations   |                       |
| Analyse statistics  |                         | Make clinical diagnoses  |                       |



|   |  |   |  |
|---|--|---|--|
| Operate equipment/machinery                     |  | Carry out non-clinical fault finding      |  |
| Give evidence in court/tribunal/formal hearings |  | Carry out screening tests/microscope work |  |
| Attending meetings                              |  |   |  |

|  |        |
|--|--------|
| <b>5.0 FREEDOM TO ACT</b>  |        |
| Does the post holder generally work without close supervision?                         | Yes/No |
| Does the post holder work without direct access to a manager (including via telephone) | Yes/No |
| Is the post holder the lead specialist in their field                                  | Yes/No |

|   | Daily | Weekly |
|---|-------|--------|
| How often on average does the post holder give guidance and advice to others? |       |        |
| Other Frequency:  |       |        |

|   | Daily | Weekly |
|---|-------|--------|
| How often is the post holder's work checked/monitored/assessed? |       |        |
| Other Frequency:<br><b>Monthly or less</b>                      |       |        |

**\*PLEASE REMOVE ALL RED TEXT EXAMPLES BEFORE SUBMITTING**

**Manager:**

**Post Holder:**

**Date:**

