



# Candidate information pack



Promoting hope & wellbeing **together**

# Contents

.....	1
Contents .....	2
Welcome.....	4
<b>Dear Candidate</b> .....	4
About West London NHS Trust .....	5
How we are organised.....	7
Our team puts people with learning disabilities at the centre of our thinking. We have a strong systemic and narrative therapy emphasis. ....	7
We are dedicated to co-producing psychological initiatives and interventions alongside people with learning disabilities and their families. ....	7
Our psychological therapies team offers specialist music therapy, art therapy, positive behaviour support, family therapy and group therapies to our clients. ....	7
Our team is based at 62 Green Lane, Ealing, London W7 2PB. ....	7
Regular travelling required, mainly in borough, and some out of borough. ....	7
Our Trust Values.....	7
Job Description .....	8
Job Summary.....	8
Person Specification.....	11
Essential .....	11
Qualifications.....	11
Experience .....	11
& .....	11
Skills.....	11
Other .....	11
Requirements.....	11
Assessment Key .....	11
How to Apply .....	12
Main terms and conditions .....	13
General .....	13
Fit and Proper Person Test.....	13
Confidentiality.....	13
Data Protection Act.....	13
Continuous Improvement .....	13
Health & safety.....	13
Professional registration.....	13

Risk management.....	14
Infection Control.....	14
Financial Regulations .....	14
Safeguarding & Duty of Candour .....	14
Standards of Business Conduct .....	14
Valuing Diversity & Human Rights .....	14
No smoking policy.....	15
Trust Policies.....	15

# Welcome

## Dear Candidate

Thank you for your interest in the Clinical Psychologist for Learning Disabilities post. This pack provides you with all the information you may need to apply for this vacancy.

West London NHS Trust has grown significantly in the last two years with investment in mental health services and this growth is set to continue over the next five years. In 2019, the Trust expanded its portfolio to include community services in Ealing and beyond, through our Integrated Care Services. We are incredibly proud that more staff than ever would recommend us a place to work and we have seen a 28% increase in staff engagement in the national staff survey over the last 5 years.

We are on a significant journey of transformation in the quality of services provided, through greater co-production with service users and carers, and addressing long-standing inequalities. Increasingly, we are leading and collaborating closely with Integrated Care Partnerships and at the wider system level, as a strong voice for integrated services and the most vulnerable in society.

I am looking for a candidate with the drive, enthusiasm and vision to lead the expansion and transformation of both mental health and community services in collaboration with our staff and our partners.

Thank you for your interest this role and I wish you every success with your application.

Yours sincerely

Dr Ramona Guarino

Lead Clinical psychologist

Ealing Community Team for People with Learning Disabilities

## About West London NHS Trust

West London NHS Trust is one of the most diverse healthcare providers in the UK, delivering a range of mental health, physical healthcare and community services commissioned locally and nationally. The Trust runs Broadmoor Hospital, one of only three high secure hospitals in the country with an international reputation.

Our high secure services care for patients from across the South of England and we provide low and medium secure services covering eight London boroughs. The Trust also provides mental and physical healthcare in three London boroughs – Ealing, Hammersmith & Fulham and Hounslow. The Trust employs over 3800 staff, of which 51% are from a Black and Asian Minority Ethnic (BAME) background. Our turnover for 2021-22 is approximately £350m.

In recent years, there has been a step change in staff engagement, culture, performance and ambition of the organisation. The Trust is now rated as 'Good' overall by the Care Quality Commission, and the rating for our Forensic services has improved from 'Requires improvement' to 'Outstanding'. Rigorous financial management has been central to our ability to deliver service improvements. The Trust has delivered consistent surpluses since 2009, totalling more than £77m. In parallel, we have also improved efficiencies by reducing length of stays and improving patient flow, with almost no out of area placements in recent years.

The Trust is an established key partner and contributor in the development of the evolving North West London Integrated Care System (ICS). The Chief Executive leads for mental health, equalities and engagement across the sector, mirroring her commitment to these issues.

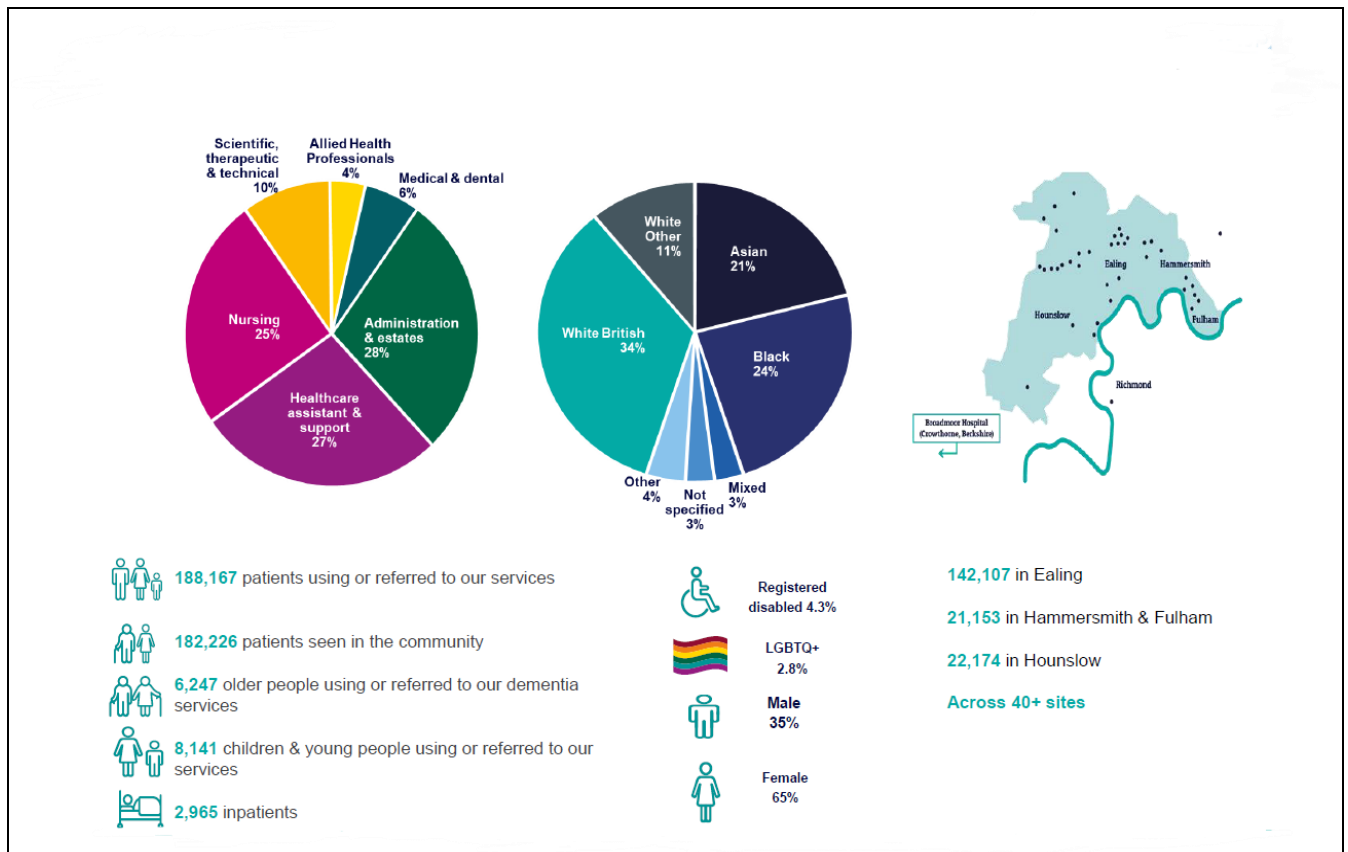
The Trust leads the North West London CAMHS provider collaborative. This involves managing the delegated specialist-commissioning budget with a commitment to a recurrent investment of £1.8m a year for community services. This includes a reduction in hospital admissions, improved provision of care closer to home through reduced out of area placements and reduced length of stay for children and young people. Our forensic services are part of the North London Forensic Consortium. Patient care is founded on recovery and co-production principles.

In direct response to the Covid-19 crisis, and in partnership with Central and North West London NHS Foundation Trust (CNWL), the Trust set up a new psychological support service for NHS staff, residential homes, care facilities and the London Ambulance Service. The Keeping Well service, received over 900 referrals in its first 9 months, 54% of which are from BAME staff, which broadly matches the workforce profile across North West London ICS.

Collaboration has been the key to our success in recent years, and the launch of Ealing Community Partners (ECP) in July 2019 exemplifies our ambition. ECP is led by West London NHS Trust and brings together 14 organisations, including NHS, Ealing Council and the voluntary sector to deliver community health and care services to local residents. The partnership extends to a GP practice supporting care homes in Ealing.

Our staff have rated us highly and in the 2020 staff survey, the Trust received the top score nationally in two categories: immediate managers and quality of care. The Trust was highly commended in the mental health trust category of the year HSJ Awards in 2020. It received an award for workforce innovation to improve staff recognition in the same year.

More details about the Trust's services and workforce are shown in the diagram below





## How we are organised

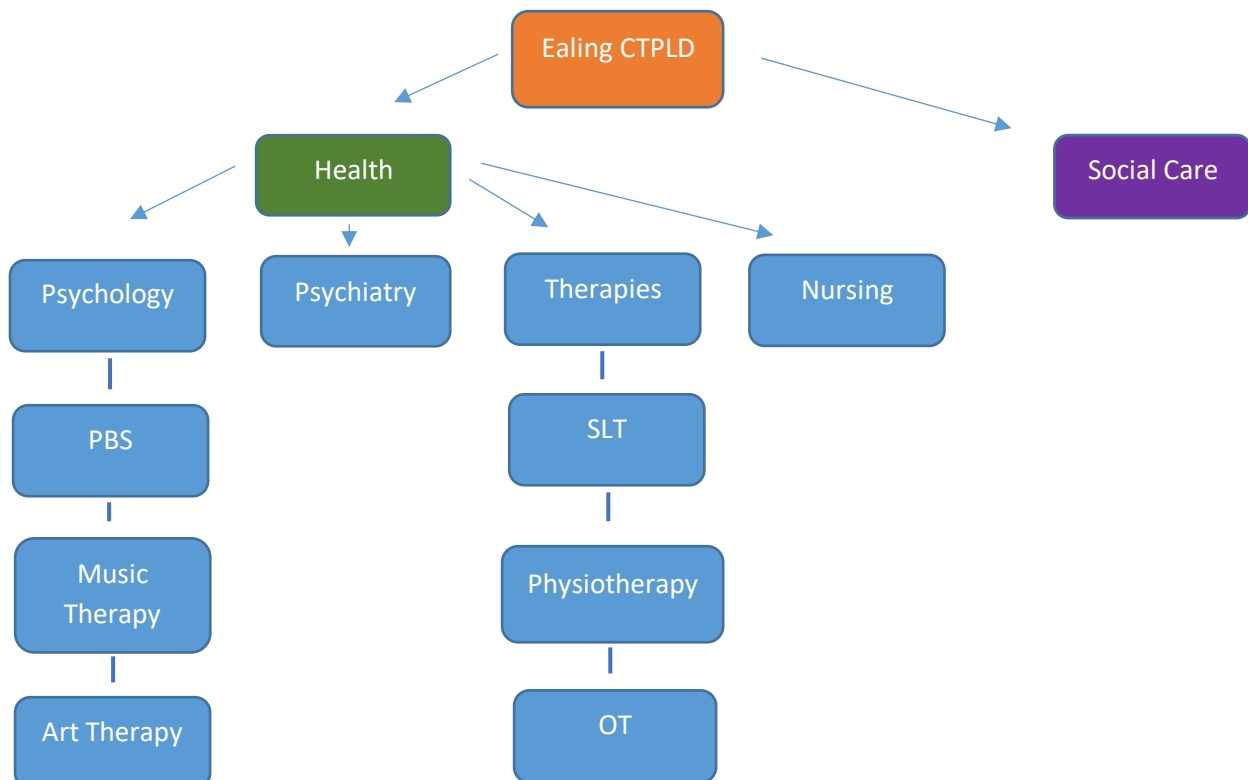
Our team puts people with learning disabilities at the centre of our thinking. We have a strong systemic and narrative therapy emphasis.

We are dedicated to co-producing psychological initiatives and interventions alongside people with learning disabilities and their families.

Our psychological therapies team offers specialist music therapy, art therapy, positive behaviour support, family therapy and group therapies to our clients.

Our team is based at 62 Green Lane, Ealing, London W7 2PB.

Regular travelling required, mainly in borough, and some out of borough.



## Our Trust Values

**Togetherness:** Ensure teamwork, mutual respect and trust sit at the heart of everything we do here. Our service users and their carers are an integral part of the team

**Responsibility:** Ensure when we say we are going to do something, we do it. We do not leave it to someone else to do. Our service users are responsible for engaging in their treatment.

**Excellence:** Ensure we strive for excellence in everything we do. 'Good enough' is simply not good enough. Excellent is better. The safety of our service users and our team is our number one priority.

**Caring:** Ensure caring means more than showing compassion to our service users and each other. It is also about having a can-do attitude, stepping up and caring to be the best we can. Because we care, we give praise when it's due.

# Job Description

---

<b>Post title</b>	<b>Clinical Psychologist</b>
<b>Grade</b>	<b>Band 8a</b>
<b>Contract</b>	<b>Permanent</b>
<b>Responsible to</b>	<b>Head of Psychology</b>
<b>Responsible for</b>	<b>Assistant psychologist / Trainee clinical psychologist / PBS specialists / Art and Music therapist</b>

## Key Relationships

**Internal:** Wider trust and CTPLD team

**External:** Social care, education, commissioning

## Job Summary

To provide a qualified clinical psychology service to clients of the Community Team for People with Learning Disabilities, across all sectors of care; providing highly specialist psychological assessment and therapy at the same time as offering advice and consultation on clients' psychological care to non-psychologist colleagues and to other, nonprofessional carers, working autonomously within professional guidelines and the overall framework of the team's policies and procedures. To utilise research skills for audit, policy and service development and research within the area served by the team/service.

## Key responsibilities

### Clinical:

- To provide specialist psychological assessments of clients referred to the team based upon the appropriate use, interpretation and integration of complex psychological 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 service carers, family members and others involved in the service user's care.
- To formulate and implement plans for the formal psychological treatment and/or management of a service user's presenting problems based upon an appropriate conceptual framework of the service user's needs and employing methods of proven efficacy, across the full range of care settings.
- To be responsible for implementing a range of psychological interventions for individuals, carers, families and groups, within and across teams employed individually and in synthesis, adjusting and refining psychological formulations drawing upon different explanatory models and maintaining a number of provisional hypotheses.



- 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.
- To exercise autonomous professional responsibility for the assessment, treatment and discharge of service users whose problems are managed by psychologically based standard care plans.
- To provide specialist psychological advice, guidelines and consultation to other professionals contributing directly to service users' formulation, diagnosis and treatment plan.
- To contribute directly and indirectly to a psychologically based framework for understanding and care of users of the service, across all settings and agencies serving the client group.
- To undertake risk assessment and risk management for individual service users and to provide general advice to other professionals on psychological aspects of risk assessment and management.
- To act as care coordinator, where appropriate, taking responsibility for initiating planning and review of care plans under enhanced CPA including clients, their carers, referring agents and others involved in the network of care.
- To communicate in a skilled and sensitive manner, information concerning the assessment, formulation and treatment plans of service users under their care and to monitor and evaluate progress during the course of both uni- and multi-disciplinary care.

### **Teaching, training and supervision**

- To receive regular clinical professional supervision from a senior clinical psychologist and, where appropriate, other senior professional colleagues.
- To gain additional highly specialist experience and skills relevant to clinical psychology and/or the service (as agreed with the professional psychology manager) up to an agreed ceiling, but not more than 2 sessions per week (pro rata).
- To develop skills in the area of professional post-graduate teaching, training and supervision and to provide supervision to other MDT staff's psychological work as appropriate.
- To provide professional and clinical supervision of trainee and assistant clinical psychologists.
- To contribute to the pre- and post-qualification teaching of clinical and/or counselling psychology, as appropriate.
- To provide advice, consultation and training to staff working with the client group across a range of agencies and settings, where appropriate.

### **Management, recruitment, policy and service development**

- To contribute to the development, evaluation and monitoring of the team's operational policies and services, through the deployment of professional skills in research, service evaluation and audit.
- To advise both service and professional management in those aspects of the service where psychological and/or organisational matters need addressing.
- To manage the workloads of assistant and trainee clinical psychologists, within the framework of the team/service's policies and procedures.
- To be involved, as appropriate, in the short-listing and interviewing of assistant/graduate psychologists.

### **Research and service evaluation**

- To utilise theory, evidence-based literature and research to support evidence-based practice in individual work and work with other team members.
- To undertake appropriate research and provide advice to other staff undertaking research.
- To undertake project management, including complex audit and service evaluation, with colleagues within the service to help develop service provision.

### **General**

- 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 postholder's professional and service manager(s).
- To contribute to the development and articulation of best practice in psychology across the service, by continuing to develop the skills of reflexive and reflective scientist practitioner, taking part in regular professional supervision and appraisal and maintaining an active engagement with current developments in the field of clinical psychology and related disciplines.
- To maintain 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 and Trust policies and procedures.
- To maintain up to date knowledge of legislation, national and local policies and issues in relation to the specific client group.

# Person Specification

	Essential	Desirable	Assessment
<b>Qualifications</b>	<p>Doctorate level training in clinical psychology, including specific models of psychopathology, clinical psychometrics and neuropsychology, two or more distinct psychological therapies and lifespan developmental psychology as accredited by the BPS.</p> <p>Experience of specialist psychological assessment and treatment of clients across the full range of care settings, including outpatient, community, primary care and in patient settings.</p> <p>Experience of working with a wide variety of client groups, across the whole life course presenting problems that reflect the full range of clinical severity including maintaining a high degree of professionalism.</p>	Experience of working with people with learning disabilities who present with challenging needs	AF, I
<b>Experience &amp; Knowledge</b>	<p>Doctoral level knowledge of research design and methodology, including complex multivariate data analysis as practiced within the field of clinical psychology.</p> <p>Ability to teach and train others, using a variety of complex multi-media materials suitable for presentations within public, professional and academic settings.</p> <p>Ability to identify and employ mechanisms of clinical governance as appropriate, to support and maintain clinical practice in the face of regular exposure to highly emotive material and challenging behaviour.</p>	Specific experience in the quantitative assessment and audit for people with learning disabilities	AF, I, P
<b>Skills</b>	<p>Skills in the use of complex methods of psychological assessment intervention and management frequently requiring sustained and intense concentration.</p> <p>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.</p> <p>Skills in providing consultation to other professional and non-professional groups.</p> <p>Values led collaborative team working and multidisciplinary pathway implementation</p>	Demonstrable experience in co-production with people with learning disabilities	AF, I, P
<b>Other Requirements</b>			

## Assessment Key

AF - Application Form

I - Interview

T - Test  
P - Presentation

## How to Apply

Applications should be made via NHS Jobs.

The recruitment schedule is as shown below:

Timescale	Event
Closing date for advert	
Shortlisting	
Interview Date	

For more information or an informal chat/visit please contact:

Dr Ramona Guarino  
Principal clinical psychologist

[Ramona.guarino@nhs.net](mailto:Ramona.guarino@nhs.net)  
0748 391 2435

# Main terms and conditions

Salary	Band 8a
Base	62 Green Lane, Ealing, London W7 2PB - Main Site
Hours	37.5 hours
Notice period	12 weeks

## General

The post holder may be required to work at any of the Trust's sites in line with the service needs. All staff has a responsibility to participate in the Trust's Performance Appraisal Scheme and to contribute to their own development and the development of any staff that they are responsible for appraising.

## Fit and Proper Person Test

All Trust Board appointments are expected to be in accordance with the requirements of the Fit and Proper Persons Test, which covers evidencing suitability for the role, background checks and compliance with NHS Code of Conduct for Managers.

## Confidentiality

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the Data Protection Act 2018, the Caldecott principles and the common law duty of confidentiality. The post holder must follow the record keeping guidelines to ensure compliance with the Freedom of Information Act 2000.

## Data Protection Act

All staff have a responsibility to ensure that their activities comply with the Data Protection Act. Staff should not disclose personal data outside the organisation procedures or use personal data held on others for their own purposes. All staff has an obligation to ensure that care and/or personnel records are maintained efficiently and that confidentiality is protected.

## Continuous Improvement

The Trust has adopted a strategy for Continuous Improvement and all members of staff employed by the Trust are expected to play an active role in development and improving services to the benefit of service users.

## Health & safety

Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

## Professional registration

If you are employed in an area of work that requires membership of a professional body in order to practice, it is a condition of your employment to maintain registration of such a professional body and comply with its code of practice. You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration. Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment. If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment.

### **Risk management**

All Trust employees are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required. All managers have a responsibility to ensure that policies and procedures are followed, that staff receives appropriate training that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Risk Management Group and Strategic Risk Management Committee.

### **Infection Control**

All Trust staff are responsible for protecting themselves and others against infection risks and comply with infection control policies and procedures. It is our expectation that staff will voluntarily receive the annual flu jab and other vaccines relevant at the time, to protect staff and patients from infection.

### **Financial Regulations**

All staff are responsible for the security of the property of the Trust, avoiding loss or damage of property, and being economical and efficient in the use of resources. The post holder will be required to comply with the Trust's Standing Orders and Standing Financial Instructions and, at all times, deal honestly with the Trust and its stakeholders.

### **Safeguarding & Duty of Candour**

All staff must be familiar with and adhere to the Trust's safeguarding procedures and guidelines. All Trust staff have a Duty of Candour to inform their line manager as soon as practicable, when they believe or suspect that treatment or care it provided has caused death or serious injury to a patient. It is a criminal offence for any registered medical practitioner, or nurse or allied health professional or director of an authorised or registered healthcare organisation to knowingly obstruct another in the performance of these statutory duties, provide information to a patient or nearest relative with the intent to mislead them about such an incident or dishonestly make an untruthful statement to a commissioner or regulator, knowing or believing that they are likely to rely on the statement in the performance of their duties.

### **Standards of Business Conduct**

We expect the highest standards of corporate behaviour and responsibility from our staff. All staff have a responsibility to respect and promote the Trust values and vision. When speaking as member of West London NHS Trust to the media or any other public forum, employees should ensure that they reflect the current policies or views of the organisation. Staff should ensure that they do not engage in any behaviour that can cause reputational damage to the Trust.

### **Valuing Diversity & Human Rights**

It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability and part time working status.

### **Agile/Flexible working**

The Trust recognises that Agile Working brings a number of benefits to the organisation. Not only does it support more cost effective workplace utilisation but it also enables us to attract and retain the best talent whilst increasing productivity and efficiency. The Trust is committed to supporting Agile working and empowering our staff to work in a manner that provides maximum flexibility and minimum constraints.

The Trust also continues to support staff via its flexible working arrangement options. These options enable staff to work in a way that suits their personal needs whilst also meeting the needs of the service.



### **No smoking policy**

There is a smoke free policy in operation in the Trust. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds. Designated smoking areas or smoking rooms are not permitted. Support is provided for staff members who wish to stop smoking.

### **Trust Policies**

All staff are required to familiarise themselves with Trust policies and comply with them at all times. Policies are reviewed regularly and may be revised from time to time.