

## Job Description

### Main Duties & Responsibilities

Heading	Duty/Responsibility
<b>1. Communication</b>	<ul style="list-style-type: none"> <li>• To maintain adequate electronic/paper records of clinical activities.</li> <li>• To provide such information as is required for the purpose of auditing the professional service.</li> <li>• To maintain adequate correspondence with people using the service and with other professionals regarding clinical work.</li> </ul>
<b>2. Clinical</b>	<ul style="list-style-type: none"> <li>• To carry a caseload and to undertake psychological assessments based upon the appropriate use and interpretation of complex data from various sources.</li> <li>• To develop psychological formulations of complex mental health problems and the system around individuals to inform the team's treatment and management of these difficulties.</li> <li>• To provide appropriate structured psychological interventions and psychological therapies for people using the Living Well service (and, when appropriate, their families or carers). This may be both individual and group interventions.</li> <li>• To harness and support the psychosocial skills of other team members by providing clinical supervision, consultation and liaison work and opportunities for co-working.</li> <li>• To provide supervision for junior psychological therapies staff and support for their professional development, including supporting local DClinPsy courses by offering trainee clinical psychology placements where possible.</li> <li>• To contribute to the appropriate risk assessment and risk management of individual cases and by providing training and consultation to other team members on psychological aspects of risk assessment and management.</li> <li>• To participate in the stepped-care provision of psychological approaches within Living Well.</li> <li>• To promote team working and constructive relationships with multi-agency colleagues</li> <li>• To collaborate with Living Well managers and lead psychologist on developing best practice in psychological care for the service users and team.</li> <li>• To function as a senior clinician within the Living Well MDT and provide clinical leadership and service development in line with this.</li> </ul>
<b>3. Clinical &amp; Social Care Governance &amp; Quality</b>	<ul style="list-style-type: none"> <li>• Ensure that individuals and carers receive clear and accurate information on: <ul style="list-style-type: none"> <li>○ How to access appropriate NHS services to meet level of risk / need</li> <li>○ Confidentiality</li> <li>○ Access to records</li> <li>○ Their own assessments and care plans</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Mental health conditions and medication</li> <li>○ Service publicity, including what they can expect from the service</li> <li>○ Community resources</li> <li>○ Complaints and compliments procedures</li> <li>○ How to access advocacy services</li> </ul> <ul style="list-style-type: none"> <li>• Promote a service philosophy based on a 'Trauma Informed Care' Approach</li> <li>• Establish quality standards relating to the individual and carer experience <ul style="list-style-type: none"> <li>○ Maintain quality assurance systems to monitor and audit these standards.</li> </ul> </li> </ul>
<b>4. Policy/Service Improvement &amp; Development</b>	<ul style="list-style-type: none"> <li>• To participate in the continuous development and improvement of the service</li> <li>• Contribute to multi-disciplinary developments by representing the psychology service as delegated by the Psychology Leads and Service Manager.</li> <li>• Provide, comment and propose changes to the service manager on proposed and existing service developments and procedures, directly and through team meetings.</li> <li>• To follow professional guidelines and standards, Trust policies, team procedures, protocols, and guidance in completion of work tasks.</li> <li>• Advise the Service Manager on professional issues, guidelines and standards relating to psychological service provision within the post holder's area(s) of responsibility.</li> <li>• Identify and promote opportunities for local service development.</li> <li>• Identify unmet needs to support service planning and development.</li> <li>• Participate in the drafting and implementation and review of operational policies and local procedures.</li> <li>• Comply with the own Code of Ethics and Professional Conduct, Professional Standards and National, Trust and local Policies and Procedures.</li> <li>• To contribute to research and evaluation projects within Wigan Living Well</li> <li>• To undertake other research and evaluation tasks as agreed with the Service Manager / Lead Psychologist</li> <li>• To contribute to or lead clinically relevant research/audit/service development.</li> </ul>
<b>5. Financial and other resources</b>	<ul style="list-style-type: none"> <li>• To contribute to purchasing choices, appropriate use and safe management of psychological assessment resources</li> <li>• The post holder should have appropriate means of transport to be able to provide psychology services in a wide range of settings (normally essential car user driver).</li> <li>• To observe a personal duty of care in relation to equipment and resources at work, particularly in relation to the use of test and computing materials in other venues, including clients' homes, etc.</li> </ul>
<b>6. Human Resources</b>	<ul style="list-style-type: none"> <li>• Participate in the team recruitment and selection process.</li> <li>• Contribute to the induction into the service of junior staff.</li> <li>• Ensure that junior staff receive management and clinical supervision as per policy.</li> <li>• To provide clinical supervision to more junior staff, unqualified staff and trainee psychologists and contribute to peer supervision arrangements.</li> <li>• To provide line management to more junior staff as delegated by the</li> </ul>

	<p>Team Manager or Psychology Lead within Living Well.</p> <ul style="list-style-type: none"> <li>• Provide advice, consultation and training and (where agreed locally) clinical supervision to other members of the team who are providing psychologically based interventions to help clients' functioning.</li> <li>• Ensure that junior staff have an annual Appraisal and Personal Development Plan, in accordance with the Knowledge Skills Framework and identifying their developmental and training needs</li> <li>• Ensure that junior staff meet statutory training requirements</li> </ul>
<b>7. Service User, Carer and Stakeholder Involvement</b>	<ul style="list-style-type: none"> <li>• Promote a service philosophy that is strongly recovery focussed and trauma informed for individuals and carers.</li> <li>• Ensure the promotion of personalisation within the individuals recovery plans.</li> <li>• Ensure, as far as practicable, the full involvement of individuals – and where appropriate, relatives and carers – in the assessment of their needs and the formulation and review of their care plans.</li> <li>• Promote individual and carer involvement in the recruitment, induction and training of staff</li> <li>• Promote individual and carer involvement in the evaluation and development of services.</li> </ul>
<b>8. Learning, Education and Personal Development</b>	<ul style="list-style-type: none"> <li>• To take responsibility for own learning and development by recognising and taking advantage of all opportunities to learn in line with NHS core competencies, including full participation in appraisal and supervision, and acting as role model for self-development.</li> <li>• To promote a learning environment and culture within the team which supports the professional development and effectiveness of the team as a whole</li> <li>• Contribute to the development and delivery of multidisciplinary training, including the induction of new staff, students and trainees in the service.</li> <li>• The post holder will provide training/presentations to large and small groups regarding the psychology role and relevant psychological issues.</li> <li>• To actively participate in the existing supervisory structures within the Psychology Service</li> <li>• To receive appropriate levels of clinical supervision.</li> <li>• To attend appropriate meetings within the Wigan directorate</li> <li>• To maintain professional registration with the HCPC</li> </ul>
<b>9. Safeguarding Children and Vulnerable Adults</b>	<ul style="list-style-type: none"> <li>• To be aware of relevant legislation and own responsibilities for professional practice in relation to risk issues including Mental Capacity Act, Safeguarding Vulnerable Adults and Child Protection and to complete relevant mandatory training and updates.</li> <li>• To adhere to the principles of safeguarding of children and vulnerable adults in line with Trust Policy and reporting local procedures.</li> <li>• To ensure junior staffs compliance with same.</li> </ul>
<b>Trust Mandatory On-going Requirements - to be met by the candidate after commencing in post, these will not be assessed at the recruitment stage</b>	<ul style="list-style-type: none"> <li>• To undertake any other reasonable duty, when requested to do so by an appropriate Trust manager.</li> <li>• To understand and comply with all Trust policies, procedures, protocols and guidelines.</li> <li>• To understand the Trusts Strategic Goals and how you can support them.</li> <li>• To understand the need to safeguarding children and vulnerable adults and adhere to all principles in effective safeguarding.</li> </ul>

	<ul style="list-style-type: none"> <li>• To carry out all duties and responsibilities of the post in accordance with Equal Opportunities, Equality and Diversity and dignity in care/work policies and principles</li> <li>• To avoid unlawful discriminatory behaviour and actions when dealing with the colleagues, individuals accessing the service, members of the public and all stakeholders.</li> <li>• To access only information, where paper, electronic, or, in another media, which is authorised to you as part of the duties of your role.</li> <li>• Not to communicate to anyone inside or outside the NHS, information relating to patients, services users, staff, contractors or any information of a commercially sensitive nature, unless done in the normal course of carrying out the duties of the post and with appropriate permission.</li> <li>• To maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately, appropriately and kept up to date.</li> <li>• To ensure their day to day activities embrace sustainability and reduce the impact upon the environment by minimising waste and maximising recycling; saving energy; minimising water usage and reporting electrical faults, water leakages or other environmental concerns to the facilities department or their line manager.</li> <li>• Take reasonable care of the health and safety of yourself and other persons</li> <li>• To contribute to the control of risk and to report any incident, accident or near miss</li> <li>• To protect individuals accessing the service, visitors and employees against the risk of acquiring health care associated infections.</li> <li>• To take responsibility for your own learning and development by recognising and taking advantage of all opportunities to learn in line with appraisal and supervision.</li> </ul>
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### **Further Information for Postholder(s)**

This job description is not exhaustive, but is intended to give an overall picture of the role. Other duties within the general scope of the post may be required from time to time. The duties of the post and job description can be reviewed through the agreed process. All information obtained or held during the post-holders period of employment that relates to the business of the Trust and its service users and employees will remain the property of the Trust. Information may be subject to disclosure under legislation at the Trust's discretion and in line with national rules on exemption.

All Trust sites have been designated a no smoking area. The post holder is therefore advised smoking is not permitted within the hospital premises or grounds or whilst representing the Trust in the course of their duty. While the Trust will not discriminate against employing smokers, all prospective employees should be aware of this policy.