

# JOB DESCRIPTION

**OUR VISION: 'TO BE THE LEADING HEALTH AND WELLBEING SERVICE IN  
THE PROVISION OF MENTAL HEALTH AND COMMUNITY CARE'**

<b>JOB TITLE</b>	Senior Clinical/Counselling Psychologist
<b>BAND</b>	Band 8a
<b>RESPONSIBLE TO</b>	Head of West Essex Clinical Health Psychology
<b>ACCOUNTABLE TO</b>	Head of West Essex Clinical Health Psychology
<b>BASE</b>	Community Pain Management Service (CPMS), West Essex
<b>HOURS OF WORK</b>	37.5 hrs per week

## ROLE SUMMARY

The Psychologist will be responsible for the direct delivery of psychological services to adults and older adults suffering from Persistent/Chronic Pain and accompanying mental health issues.

They will take responsibility for the coordination of psychology provision to the CPMS, including assessment of needs; delivery of therapies, including individual treatments and group interventions. They will provide highly specialised advice to clients, their families and carers where appropriate, and offer specialist consultation and teaching to the multi-disciplinary team.

The role will include working with other members of the multidisciplinary team to support and enhance patient education and the ongoing provision of a BPS recognised pain management programme.

The Psychologist will need to be able to plan and prioritise their patient workload whilst coordinating with existing teams and other agencies. They will be required to meet the activity and quality performance targets of the organisation and support the supervision of other health care professionals.

Research and Development is a job requirement; the Psychologist will be expected to undertake clinically relevant research and audit evaluation.

The Psychologist will also be expected to maintain post-qualification training in line with CPD guidelines set down by the BPS/HPCP and work on their own initiative and act independently within appropriate professional guidelines. In common with all Psychologists, they will receive regular highly specialised supervision.

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## **KEY RESPONSIBILITIES CLINICAL**

### **Clinical**

The Psychologist will:-

- Be skilled in assessment, formulation, and in the delivery of appropriate programmes of care, including psychotherapy, where highly complex facts must be considered, and where expert opinion may differ.
- Provide highly specialised advice to clients, their families and carers where appropriate, and to staff of the community team.
- Function as a member of the Community Pain Management Team, contributing the team's functioning, as overseen by the CPMS manager.
- Be accountable for the direct delivery of a service within the Community Pain Management Team.
- Demonstrate the communication and relationship skills necessary to engage and maintain relationships with clients, families, carers, and other professionals where there are often significant barriers to acceptance and engagement in psychological therapy.
- Be responsible for developing programmes of care. Judgements need to be made involving highly complex facts or situations, which require the analysis, interpretation and comparison of a range of options.
- Collaborate on the development of workshop education sessions for patients with complex pain needs
- Use a range of assessment materials to develop complex formulations based upon a range of theoretical perspectives, which will allow the most effective evidence-based intervention (e.g. Behaviour Therapy, Cognitive-Behavioural Therapy, ACT, Mindfulness) to be applied.
- Share sensitive information with clients, carers and other professionals, whose opinion may differ.
- Be responsible for planning sessions and will be able to reformulate and adjust the treatment in the light of new information.
- To undertake autonomous risk assessment and risk management plans for individual clients, even when some information is unavailable. To provide advice to other professionals on the psychological aspects of risk assessment and risk management.
- Be expected to provide advice regarding particular clients to other professions including Pain Consultants, GPs, Nurses, Physiotherapists, etc.
- To maintain high standards of clinical competence by keeping updated on specialist literature, attending training days, conferences, and conducting evaluation.

### **RESPONSIBILITY FOR PATIENTS**

The Psychologist will:-

- Plan and prioritise their patient workload whilst coordinating with the multidisciplinary teams and other agencies.
- Provide consultation and support to the CPMS which will involve teaching, training and supervision.
- Plan and organise both ongoing and complex activities, which require the formulation and adjustment of plans and to provide psychological treatment on an individual basis, using a range of psychological interventions.
- Plan and prioritise their own patient workload and undertake clinics.
- Act autonomously and independently in day-to-day practice whilst being a fully-integrated member of the multidisciplinary team.
- Observe a personal duty of care in relation to equipment and resources used in the course of their work.

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- Supervise, teach, and train other health care professionals on a regular and ongoing basis, some of who will be above their own level.
- To partake in regular MDT meetings evaluating complex patients and reformulating management plans to meet needs

### **RESPONSIBILITY FOR LEADING AND MANAGING**

To provide clinical placements for trainee clinical psychologists, ensuring the trainees acquire the necessary skills, competencies and experience to contribute effectively to health care. To contribute to the assessment and evaluation of such competencies.

To provide advice, consultation, training and supervision where appropriate to other health and social care staff working with the patient group.

### **RESEARCH & DEVELOPMENT**

The Psychologist will be expected to undertake clinically relevant research or audit evaluation in line with the development requirements of the service.

The Psychologist will also be responsible for undertaking clinical audit/outcomes assessment on a regular basis. The post holder will be expected to evaluate their work using validated questionnaires and objective measures, to reflect on their work and that of others and reformulate or change treatment approaches where necessary.

The Psychologist will also gather quantitative information at a service level, evaluate the data, and write it up in a way that can be presented to inform better practice.

### **POLICY & SERVICE DEVELOPMENT**

The Psychologist will participate in the implementation of policies for their own area and participate in policy and service changes that may impact beyond their own area. The Psychologist will be required to make judgements involving complex facts or situations that require analysis, interpretation and comparison of a range of options.

The Psychologist is expected to plan and organise both ongoing and complex activities that require the formulation and adjustment of treatment plans.

### **RESPONSIBILITY FOR FINANCIAL AND PHYSICAL RESOURCES**

The psychologist will use resources appropriately and effectively, and in accordance with relevant Trust procedures and policies.

To use relevant statistical data to monitor and manage non-attendance and cancellations of appointments

To utilise national guidelines, evidence-based and other relevant literature, reflection and supervision to develop and maintain effective and evident clinical practice.

### **INFORMATION / DATA RESPONSIBILITIES**

The Psychologist will have good word-processing skills, and be able to use information technology for presentations and access the internet for their own information and for the well-being of their clients.

To maintain up to date knowledge of legislation, national and local policies and issues of relevance to the service and patient group.

### **PROFESSIONAL RESPONSIBILITIES**

The Psychologist will also be expected to maintain post-qualification training and registration in line with guidelines set down by the BPS and HCPC.

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The Psychologist will work on their own initiative and act independently within appropriate professional guidelines. In common with all Psychologists, they will receive regular highly specialised supervision in common with good practice guidelines.

## ADDITIONAL DUTIES

In addition to the above duties you will also be expected to perform the below key activities in line with your job role;

- Complete mandatory training in line with Trust policy and procedures
- To participate in the staff appraisal process and to undertake for any staff you manage
- To keep yourself updated on all matters relating to Trust policy
- To provide management supervision where appropriate

## OUR TRUST STRATEGIC OBJECTIVES SUPPORTED BY OUR VISION AND VALUES

### PEOPLE FIRST

#### OUR PURPOSE

We **care** for people, every day.  
What we do **together**, matters.

#### OUR VALUES

We **CARE**  
We **LEARN**  
We **EMPOWER**

#### OUR VISION

To be the **leading** health and wellbeing service in the provision of **mental health** and **community care**.

#### OUR STRATEGIC OBJECTIVES

We will deliver **safe**, high quality **integrated** care services.

We will **enable** each other to be the **best** that we can.

We will work together with our **partners** to make our services **better**.

We will help our communities **thrive**.

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## **ASSURANCE STATEMENT**

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

## **NHS CONSTITUTION**

You are responsible for ensuring that the values outlined in the NHS Constitution are adhered to daily and any matters of concern are raised with the relevant Line Manager or through the necessary processes within the Trust.

You are responsible for delivering a compassionate, dignified and respectful service to patients at all times.

## **DUTY OF CANDOUR**

You must adhere to the principles of openness, transparency and the statutory duty of candour in your day to day work and conduct and encourage the same behaviours within the wider organisation.

## **EQUAL OPPORTUNITIES STATEMENT**

The Trust operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity in relation to employment, development, training and service delivery.

## **NO SMOKING POLICY**

The Trust is committed to a policy which discourages smoking and prohibits smoking on Trust property and on Trust business outside it.

## **INFECTION CONTROL**

The post holder is accountable and responsible for the prevention of healthcare associated infections by complying with all Infection Prevention & Control policies and procedures in line with legislation (Health Act 2006; Code of Practice for the Prevention and Control of Healthcare Associated Infections.)

## **HEALTH AND SAFETY**

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

## **GENERAL DATA PROTECTION REGULATION 2018**

The General Data Protection Regulation (2018) is to ensure compliance with all Trust policies, and those procedures relevant to the area of work.

The Trust will always seek to process your personal data in accordance with its obligations and your rights.

The GDPR requires that personal data shall be;

- Processed Lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further

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processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purpose;

- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate, technical or organisational measures.

All employees must adhere to the Trust's Policy on the Protection and Use of Personal Information which provides guidance on the use and disclosure of information. The Trust also has a range of policies for the use of computer equipment and computer generated information. These policies detail the employee's legal obligations and include references to current legislation. Copies of the Policy on the Protection and Use of Personal Information and other Information Technology policies are included in the Trust's Policies and Procedures Manual/Intranet.

## **INFORMATION ASSET OWNERS AND ADMINISTRATORS**

An information asset is a service user, staff or corporate information/data, processed by us and held in an electronic or hard copy/manual format. An information asset owner (IAO) is a senior member of staff who is the nominated owner for one or more identified information assets within the service/Trust. If you are a nominated IAO you will understand and monitor the following;

- What information assets are held and for what purpose within your team
- How information is created, amended or added to over time
- Who has access to information and why
- Understand and address the risk to the asset, providing assurance to the senior information risk owner in the overall information risk management function
- As an Information Asset Administrator you will ensure you fulfil the following responsibilities
- Ensure that policies and procedures are followed
- Recognise actual or potential security incidents, consulting with IAO's on incidents and management
- Ensuring that information asset registers are accurate and up to date.

## **CONFIDENTIALITY**

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other

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personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the General Data Protection Regulation.

You are required to observe the strictest confidence regarding any Confidential Information relating to work of the Trust, its patients/clients and its employees.

“Confidential Information” includes but is not limited to information relating to the Trust received by you in the course of your employment with the Trust or its predecessors, information relating to patients, personnel information, budgeting and financial information and information in respect of which the Trust owes a duty of confidentiality to a third party.

You are required not to disclose any Confidential Information either during or after your employment with the Trust, unless expressly authorised to do so by the Trust or required in the proper performance of your duties or as required by law.

This obligation will cease only when such information comes into the public domain other than through unauthorised disclosure by you.

Failure to comply with these requirements could result in action being taken under the Trust’s Conduct/Disciplinary Policy and Procedure.

This obligation is without prejudice to the law concerning protected disclosures in the Public Interest Disclosure Act 1998 (the so-called “Whistleblowers Act”).

## **RISK MANAGEMENT**

All staff working in, or for the Trust have a responsibility for participating in the risk management programme. All post-holders have a responsibility to assess all risks to systems, processes and environment and contribute to the clinical and corporate governance agendas as appropriate.

## **SAFEGUARDING DUTY**

“It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Children and Adults as stated in the Trust Safeguarding Policy and the Southend, Essex and Thurrock (SET) Child Protection Guidance. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for ensuring they receive the appropriate level of Safeguarding Children training according to their role”.

## **INFORMATION TECHNOLOGY**

It is the responsibility of the post holder to have a level of IT competence relevant to their job role and will be expected to continue to keep their skills up to date as part of their Continuing Professional Development.

## **CHANGES TO THIS JOB DESCRIPTION**

Post holders have a responsibility to discuss any significant job changes with their line manager at the time the change occurs and agree any permanent substantial change.

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On appointment within the Trust staff may be allocated to a specific area of care. It is however Trust policy to allocate staff to other areas of work within the Trust from time to time where this is in the interest of the individual and / or the service.

The Job Description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

**Date post holder in receipt of job description .....**

**Signature of post holder .....**

**Signature of line manager .....**