

R&S3: Employee Specification Template

Employee Specification / Selection Assessment Form

JOB TITLE:	Senior Clinical Psychologist
BAND:	8a
POST REFERENCE NO:	

This first section is used to define your criteria – this will be shared with all candidates as part of the recruitment process. All criteria should be job related and be able to be assessed through the selection process.

RATING SYSTEM

All criteria will be assessed against the following rating system:

- 0 – No evidence
- 1 – Some, but insufficient evidence
- 2 – Sufficient evidence
- 3 – Evidence exceeded

A weighting will be applied (x2 for essential criteria; x1 for desirable).

For all essential criteria a score of less than 2 means that the candidate is not appointable.

SHORT LISTING CRITERIA

These should be criteria that can be assessed using the application form. It is best to use only essential criteria for short-listing purposes. If other pre-interview/selection tools are being used e.g. Talent Screener please include these in the relevant section.

INTERVIEW/SELECTION PROCESS CRITERIA

These should be criteria that can be assessed following shortlisting and any pre-interview/selection tools. You may wish to use additional selection methods and if you do, please indicate this against the relevant criteria

CRITERIA		ESSENTIAL/ DESIRABLE?	RATING MEASURE	ASSESSMENT STAGE AND METHOD
1	Doctorate level training in clinical psychology as accredited by the BPS (or equivalent for those who trained prior to 1996) with HCPC registration	ESSENTIAL	0 = No evidence of qualification 1 = Working towards qualification 2 = Evidence of Required Qualification 3 = Evidence of Required Qualification plus further relevant qualifications	Shortlisting Application Form
	And Formal training in supervision of others.	ESSENTIAL		Shortlisting Application form
	Additional post qualification training relevant to the service and job role outlined in the job summary.	ESSENTIAL	0 = No evidence of further qualification or training 1 = Evidence of further training in areas related but not directly relevant 2 = Evidence of training or qualification in relevant area 3 = Evidence of achievement of further qualifications in relevant area	Shortlisting Application Form
2	EXPERIENCE Experience of specialist psychology assessment and treatment of clients across the full range of care settings, including outpatient,	ESSENTIAL	0 = No evidence of experience in relevant area 1 = Evidence of some experience but not directly relevant 2 = Evidence of experience in relevant area 3 = Evidence of extensive experience in relevant area	Shortlisting Application Form Interview

	<p>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 in the face of highly emotive and distressing problems, verbal abuse and the threat of physical abuse.</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 distressing clinical</p>	<p>ESSENTIAL</p> <p>ESSENTIAL</p>		<p>Shortlisting Application Form Interview</p> <p>Application Form Interview</p>
--	---	-----------------------------------	--	--

	<p>experiences and strategy behaviours.</p> <p>Experience of teaching, training and/or supervision.</p> <p>Experience of the application of clinical psychology / Psychotherapy in different cultural contexts.</p> <p>Significant post qualification experience in an area of practice relevant to the service specified in the job summary, to include assessment of risk.</p>	<p>ESSENTIAL</p> <p>ESSENTIAL</p> <p>ESSENTIAL</p>		<p>Shortlisting Application Form Interview</p> <p>Application Form Interview</p> <p>Shortlisting Application Form Interview</p>
	<p>KNOWLEDGE & SKILLS</p> <p>Skills in the use of complex methods of psychological assessment, intervention and management frequently requiring sustained and intense concentration</p>	<p>ESSENTIAL</p>	<p>0 = No evidence of knowledge/skills in relevant area</p> <p>1 = Evidence of some knowledge/skills but further development required</p> <p>2 = Evidence of knowledge/skills in relevant area</p> <p>3 = Evidence of extensive knowledge/skills in relevant area</p>	<p>Shortlisting Application Form Interview</p>

	<p>Able to draw on a range of psychological and theoretical approaches to inform assessment, formulation, and therapy. High level knowledge of the theory and practice of at least two specialised psychological therapies.</p>	ESSENTIAL		Shortlisting Application Form Interview
	<p>Well-developed skills in the ability to communicate effectively, orally and in writing, complex, highly technical and/or clinically sensitive information to clients, their families, carers and other professional colleagues both within and outside the NHS.</p>	ESSENTIAL		Shortlisting Application Form Interview
	<p>Ability to maintain a high degree of professionalism in the face of highly emotive and distressing problems,</p>	ESSENTIAL		Application Form Interview

	verbal abuse and the threat of physical abuse.			
	Skills in providing consultation to other professional and non-professional groups.	ESSENTIAL		Application Form Interview
	Knowledge of legislation in relation to the client group and mental health.	ESSENTIAL		Application Form Interview
	Skills in research, audit and evaluation	ESSENTIAL		Application Form Interview
	Personal experience of mental health problems.	DESIRABLE		Application Form Interview
	Experience of working within a multicultural framework	ESSENTIAL		Application form Interview
	The post holder requires a current driving licence and access to a vehicle to enable travel across the West Yorkshire region and visits to out of area hospitals.	ESSENTIAL		Application form

Pre Interview/Selection Tests

DETAIL OF TEST	RATING MEASURE
e.g. Talent Screener score of 6 or more	6 or more = PASS 5 or below = FAIL

Short Listing Record

POST REF:		DATE OF SHORT LISTING:	
SHORT LISTING PANEL:			

Essential Criteria

Any individual scores of 1 or 0 result in non-shortlist

CANDIDATE NUMBER	CRITERIA NUMBER								SCORE	WEIGHTING	TOTAL SCORE	SHORTLIST (Y/N)
	1	2										
	2	3							5	X 2	10	Y
	1	3							4	X 2	8	N

Interview/Selection Assessment Record

POST REF:		DATE OF INTERVIEW:	13 th December 2018	
INTERVIEW PANEL:				Service User

All panel members will complete an individual notes and scoring sheet – this record should represent the consensus view regarding the assessment of each candidate against the criteria and will represent the panel's assessment of each candidate.

Essential Criteria

Any individual scores of 1 or 0 result in not appointable

Any individual scores of 1 or 0 result in not appointable													
CANDIDATE NUMBER	CRITERIA NUMBER									SCORE	WEIGHTING	TOTAL SCORE	APPOINTABLE (Y/N)
	3	4	5	6	7	8	9	10					

	2	3	2	2	2	2	3	2	18	X2	36	Y
	3	3	3	2	2	2	2	2	23	X2	46	Y
	3	3	2	2	2	1	2	2	17	X2	34	N

Desirable Criteria

CANDIDATE NUMBER	CRITERIA NUMBER								TOTAL SCORE
	11	12	13	14					
	0	1	0	0					1
	2	2	2	1					7
	0	0	2	1					3

Candidate Assessment

(ONLY INCLUDE THOSE CANDIDATES WHO ARE ASSESSED AS APPOINTABLE BASED ON THE ESSENTIAL CRITERIA)

CANDIDATE NUMBER	ESSENTIAL SCORE	DESIRABLE SCORE	TOTAL SCORE
123456	36	1	37
123458	46	7	53

APPOINTED CANDIDATE = _____

Appointing Officer

Signature Date