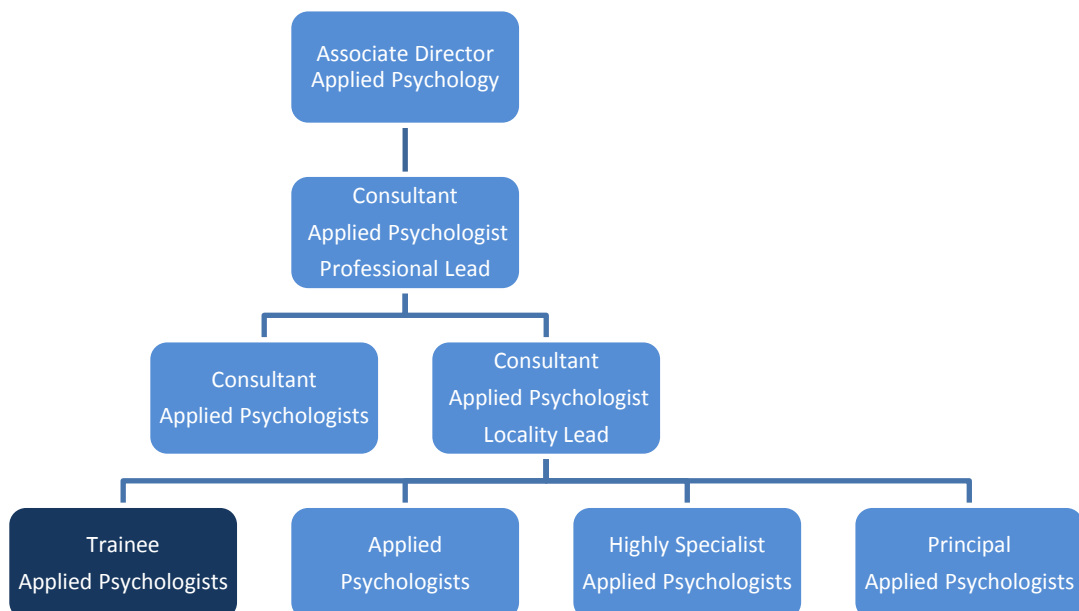


**JOB DESCRIPTION**

**Section One**

|                                       |  |
|---------------------------------------|--|
| <b>Job Title:</b>                     | Trainee Applied Psychologist   |
| <b>Band:</b>                          | 6  |
| <b>Service:</b>                       | Varies dependent on current placement  |
| <b>Managerially responsible to:</b>   | Director of Clinical Psychology Training Programme and Locality Lead (Tees), Consultant Applied Psychologist |
| <b>Professionally accountable to:</b> | Director of Clinical Psychology Training Programme and Locality Lead (Tees), Consultant Applied Psychologist |

**Lines of Professional Accountability:**



## 2.0 Job Summary

- 2.1 To undertake a structured programme of learning including personal study, academic work, research, placement learning and assessment leading to the award of the Doctorate in Clinical Psychology.
  - 2.2 To participate in regular developmental reviews with the Programme Director or his/her representative, identifying CPD needs, agreeing objectives, identifying training needs and formulating a personal development plan.
  - 2.3 To undertake clinical work independently on a day to day basis. Work is supervised and reviewed at regular intervals, in accordance with British Psychological Society guidelines and Health and Care Professions Council requirements.
  - 2.4 To deliver psychological care to clients in a variety of settings including inpatient and community facilities and the client's own home.
  - 2.5 To be compassionate in meeting the needs of clients, their carers and families.
  - 2.6 To undertake formal research as an integral part of the doctoral training programme.
  - 2.7 To participate in continual service improvement within the clinical placement area.
  - 2.8 To promote at all times a positive image of people with mental ill health or learning disabilities.
  - 2.9 To promote at all times a positive image of the service and the wider Trust.
- Note** The post-holder is required to comply with policies and procedures issued by and on behalf of the Trust, other placement providers and the requirements of the University.
- Note** This Job Description may be subject to review and change by agreement with the post holder, according to training needs, requirements of the University programme and the local service needs of the placement provider.

## 3.0 Main Duties and Responsibilities

### 3.1 **Clinical Responsibilities, Patient Contact**

#### **Working independently but under the guidance of a clinical supervisor:**

- 3.1.1 Works as part of a multi-disciplinary team or in specialised clinical settings involving largely uni-professional practice. Experience in a broad range of clinical and organisational settings is expected and it may also be required to undertake clinical placements with placement providers other than TEWV. Clients have complex mental health conditions or learning disabilities which may

include behaviours that challenge.

- 3.1.2 Provides psychological assessment of clients, including those with complex conditions, based on the appropriate use, interpretation and integration of data from a variety of sources.
- 3.1.3 Responsible for recognising the potential for or signs of client harm, abuse or neglect, including poor clinical practice, reporting all such concerns and taking all reasonable steps to protect the client. Responsible for identifying and reporting concerns regarding the safeguarding of children who may be at risk.
- 3.1.4 Undertakes risk assessment and risk management for individual clients and provides specialist advice to other professionals on psychological aspects of risk assessment and risk management.
- 3.1.5 Carries out individual psychological and basic psychometric testing to develop interview and observation skills and to assess needs and eligibility for services.
- 3.1.6 Formulates plans for psychological therapy and/or management of clients' mental health conditions based upon an appropriate conceptual framework and evidence-based practice. Negotiates the implementation of such plans with clients and/or their carers.
- 3.1.7 Implements a range of psychological therapies for individual clients, carers, families and groups, adjusting and refining psychological formulations as required.
- 3.1.8 Evaluates therapy options and makes decisions about treatment.
- 3.1.9 Provides advice and support to carers and families about the care and management of clients' problems.

## **3.2 Administrative Responsibilities**

- 3.2.1 Undertakes administrative tasks in relation to own work.
- 3.2.2 Uses Microsoft Office applications on a daily basis.
- 3.2.3 Develops and maintains training packs, information leaflets etc.
- 3.2.4 Participates in evaluation and monitoring of the University Programme and associated placements as required by the Health Service commissioners, the university, the Health and Care Professions Council and the British Psychological Society.

## **3.3 Responsibility for Information Systems**

- 3.3.1 Responsible for maintaining accurate and comprehensive client records using PARIS in accordance with the Trust and professional record keeping standards.

- 3.3.2 Writes reports for other members of the multidisciplinary team and referrers regarding patient/client related matters.
- 3.3.3 Uses psychometric testing software packages.
- 3.3.4 Develops competence in the use of advanced statistical software (e.g. SPSS) for the analysis of clinical research and research data. Submits statistical information, activity and quality data relating to own work, as required by the University programme, regional, national bodies or NHS.
- 3.3.5 Word processes material relevant to the Doctoral Programme (e.g. essays, case studies, service- oriented research projects, clinical audits and the doctoral thesis), using suitable word processing and spreadsheet software.

### **3.4 Responsibility for Planning/Organising & Strategic/Business Development**

- 3.4.1 In conjunction with supervisor and university tutor, plans and prioritises own workload, including clinical, research and training activity.
- 3.4.2 Plans individual client care and group sessions.
- 3.4.3 May plan and deliver training sessions.

### **3.5 Policy Development**

- 3.5.1 Contributes to the development of new or revised policies and procedures in own area.

### **3.6 Service Development, Project Management**

- 3.6.1 Participates in the development, monitoring and evaluation of service improvements in own area.

### **3.7 Financial Responsibilities**

- 3.7.1 Authorises expenditure from a small research budget.

### **3.8 Responsibility for Physical Resources, Estates, Hotel Services**

- 3.8.1 Has a personal duty of care to ensure all equipment is used safely and effectively, following manufacturer's instructions, immediately reporting any defects in accordance with local procedures.
- 3.8.2 Uses available resources efficiently and effectively.
- 3.8.3 Uses basic psychological test equipment.

### **3.9 Research and Audit**

- 3.9.1 Plans and undertakes own programme of formal doctoral research, as agreed with the university programme staff. Disseminates research findings from own Doctorate, including journal publication and conference presentation. This is a major part of the training programme culminating in the award of a Doctorate in Clinical Psychology.
- 3.9.2 Complies with the requirements of research governance and evidence-based practice.
- 3.9.3 Undertakes computerised literature searches using major clinical databases such as PsychInfo, Medline and Cochrane, to inform routine clinical work and as preparation for the design of doctoral research and smaller scale placement-based projects.
- 3.9.4 Plans and undertakes clinical audits or service evaluations, using appropriate methodology and statistical procedures as appropriate and as agreed with the clinical supervisor(s).
- 3.9.5 Plans and undertakes practice-based research using or developing validated questionnaires.
- 3.9.6 Plans, monitors and evaluates own work, using clinical outcome assessments, small-scale research methodology and statistical procedures.
- 3.9.7 Develops an advanced knowledge base and practical skill in the design, implementation and statistical analysis of a wide variety of types of research, which could include quantitative and qualitative, single case, small N and group comparison studies.
- 3.9.8 Enhances own knowledge of clinical psychology, specific client groups and types of psychological difficulty through reading, literature searches and personal study.

### **3.10 Staff Management, Training and Development, HR**

- 3.10.1 Provides training to less experienced psychology staff and members of the wider multidisciplinary team.

### **4.0 Communication**

- 4.1 Communicates in a way which recognises difference and ensures that people feel included and their individual communication needs are met.

- 4.2 Develops working relationships with the programme director and university tutor(s), encompassing all facets of the training programme. Develops supervisory relationships with a number of service-based clinical and research supervisors with responsibility for supervision of specific aspects of clinical and/or research work.
- 4.3 Communicates complex and sensitive information to clients during the course of psychological therapy where the atmosphere may be emotive, there may be barriers to understanding or the client may react in an antagonistic manner.
- 4.4 Shares information relating to psychological assessment and formulation with clients, carers and families in a responsive, empathic manner, taking into consideration the possible complexities of the family's circumstances and the highly sensitive nature of the information.
- 4.5 Communicates effectively with all professionals involved in the client's care including all members of the multidisciplinary team, general practitioners, Social Services, education providers, voluntary agencies, user/carer groups etc, to maximise the quality of service delivered to clients and their families and carers.
- 4.6 May attend and participate in Training Programme committees.

## **5.0 Analysis and Judgement**

- 5.1 Analyses complex client information, derived 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 the client, family members and others involved in the client's care.
- 5.2 Adjusts and refines psychological formulations drawing upon different explanatory models and maintaining a number of provisional hypotheses.
- 5.3 Evaluates and makes decisions about treatment options, taking into account both theoretical and therapeutic models and complex factors concerning historical and developmental processes that have shaped the individual, family or group.
- 5.4 Responsible for maintaining appropriate boundaries with service users.

## **6.0 Freedom to Act**

- 6.1 Undertakes clinical work independently on a day to day basis. Work is reviewed at regular intervals through clinical supervision, in accordance with the Health and Care Professions Council and British Psychological Society guidelines. Supervision is usually offered by a qualified clinical psychologist (although other qualified healthcare professionals may also contribute).
- 6.2 Works within the University Code of Conduct and Professional Codes of Conduct of the Health and Care Professions Council and the British

Psychological Society.

- 6.3 Professionally accountable to the Director of Clinical Psychology Training Programme and the Locality Lead (Tees), Consultant Applied Psychologist.

## **7.0 Personal Responsibilities**

The post holder must:

- 7.1 Comply with the terms of the contract of employment, the Staff Compact and the Trust's Statement of Values and Behaviours.
- 7.2 Be aware of, comply with and keep up to date with all Trust Policies and Procedures and other communications relevant to the role.
- 7.3 Maintain registration with the appropriate professional body where applicable and comply with the relevant code of conduct and standards of professional practice.
- 7.4 Fully participate in management, clinical and professional supervision sessions relevant to the role, as required by the Trust.
- 7.5 Fully participate in annual appraisal and appraisal reviews.
- 7.6 Maintain up to date knowledge and competency in the skills required to perform safely and effectively in the role. Undertake relevant training (including statutory and mandatory training) and be responsible for personal development agreed with the line manager and in line with the requirements of the AFC Knowledge and Skills Framework.

## **8.0 General**

The post holder must:

- 8.1 Comply with the Trust's Information Governance Policies and maintain confidentiality of information at all times in line with the requirements of the Data Protection Act.
- 8.2 Comply with the Trust's Health and Safety Policy and risk management procedures and report as necessary any untoward incident or hazardous event in accordance with local procedure.
- 8.3 Carry out the duties of the post with due regard to the Equality and Diversity Policy.
- 8.4 Comply with the Trust's Infection Control Policies as appropriate to the role.
- 8.5 Comply with the Safeguarding of Children and Adults policies and protocols as appropriate to the role.
- 8.6 Comply with the Behaviours that Challenge Policy as appropriate to the role.

## 9.0 Other requirements

- 9.1 The post holder may be required to undertake duties not specified in the job description, but which are commensurate with the role and/or band as required by service need.
- 9.2 The post holder may be required to work in locations other than those specified in the job description as required by service need.
- 9.3 The post holder may be required to work flexible hours as required by service need.
- 9.4 There may be a requirement to change the job description in light of developing service needs.

## 10.0 Person Specification

|                       | Essential  | Desirable  |
|-----------------------|--|--|
| <b>Qualifications</b> | <ul style="list-style-type: none"> <li>• First degree in Psychology, or an equivalent qualification, which confers eligibility for the Graduate Basis for Chartership (GBC) with the British Psychological Society</li> <li>• Evidence from undergraduate and any postgraduate study of a capacity to undertake study at a Doctoral level, as indicated by a good upper-second degree or its equivalent, or by postgraduate study in a field related to Clinical Psychology</li> <li>• Numeracy, Literacy and ITQ level 2 (or equivalent)</li> </ul>   |  |
| <b>Experience</b>     | <ul style="list-style-type: none"> <li>• Experience of paid or voluntary work in a clinical, community or clinical-academic setting with exposure to client groups and service settings directly relevant to clinical psychology e.g. NHS or University settings, the voluntary sector or organisations affiliated to the NHS. A variety of pre-training roles of relevance include: Assistant Psychologist, Research Assistant, Graduate Primary Care Worker, Healthcare Assistant etc.</li> </ul> <p>Experience which has:</p> <ul style="list-style-type: none"> <li>• Engendered realistic expectations of the nature and demands of Clinical Psychology training.</li> <li>• Developed an awareness of the contexts in which Clinical Psychology services are usually delivered.</li> </ul> | <ul style="list-style-type: none"> <li>• Evidence of learning from supervision of clinical practice.</li> <li>• Evidence of a capacity to undertake research at a postgraduate level.</li> </ul> |



|                  |   |  |
|------------------|---|--|
|                  | <ul style="list-style-type: none"> <li>• Developed familiarisation with working practices in NHS or other UK statutory service settings.</li> </ul>   |  |
| <b>Knowledge</b> | <ul style="list-style-type: none"> <li>• Specialist knowledge of clinical psychology acquired through relevant prior experience, undergraduate teaching and/or clinically supervised practice, and the potential to build upon and extend such knowledge through training.</li> <li>• A foundation of undergraduate-level knowledge of research design and methodology.</li> </ul>  | <ul style="list-style-type: none"> <li>• Knowledge of basic statistical procedures employed within the field of psychology (including multivariate data analysis)</li> </ul> |
| <b>Skills</b>    | <p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Communicate complex and highly sensitive information effectively, to a wide range of people</li> <li>• Adapt creatively the evidence base for interventions in mental health for clients with communication difficulties / learning disabilities.</li> <li>• Formulate and articulate sound judgements based on analysis and interpretation of a range of complex information in clinical work, drawing both on clinical observation and on relevant theoretical models.</li> <li>• Provide (within agreed timescale) effective teaching and training in formal and informal settings</li> <li>• Work effectively as part of a multidisciplinary team</li> <li>• Utilise psychometric tests competently</li> <li>• Identify, provide and promote appropriate interventions / means of support for carers and staff exposed to highly distressing situations and challenging behaviours.</li> <li>• Plan and organise effectively to meet required timescales.</li> <li>• Utilise appropriate clinical governance mechanisms within own work.</li> <li>• Use approved breakaway techniques</li> </ul> | <ul style="list-style-type: none"> <li>• Skills in using multimedia materials in presentations</li> </ul>  |

|                                   |   |  |
|-----------------------------------|---|--|
| <p><b>Personal Attributes</b></p> | <ul style="list-style-type: none"> <li>• Able to work in accordance with the Staff Compact and Trust Values and Behaviours.</li> <li>• Able to engage with vulnerable people and work effectively in highly distressing and challenging circumstances</li> <li>• Respects and has awareness of the advantages of joint working with other experienced professionals in a multidisciplinary setting.</li> <li>• Able to work flexibly and co-operatively as part of a team</li> <li>• Able to use own initiative and make decisions independently</li> <li>• Committed to continual quality and service improvement</li> <li>• Self aware and committed to professional and personal development. Able to accept and respond positively to feedback from clinical, management and academic supervision.</li> </ul> |  |
| <p><b>Other Requirements</b></p>  | <ul style="list-style-type: none"> <li>• Ability to travel independently across the training region in accordance with Trust policies and service need.</li> <li>• This post is subject to a satisfactory Disclosure and Barring Service check.</li> </ul>  |  |

**JOB DESCRIPTION AGREEMENT** SPSY009: v2: 2 September 2016

**Post Holder**

Sign..... Date.....

Print Name.....

**Line Manager**

Sign..... Date.....

Print Name.....

Print Job Title.....

# Staff compact

The psychological or cultural relationship that exists between staff and the trust

**Trust**

**Staff**

|   |  |
|---|--|
| <p><b>Communications</b><br/>The trust will strive to ensure honest and timely communications at all times.</p>   | <p><b>Alignment</b><br/>To work in accordance with the values of the trust and its strategic goals, mission (purpose) and vision.</p>  |
| <p><b>Recognition</b><br/>The trust will recognise staff who have achieved excellence and show commitment to value adding work.</p>   | <p><b>Responsive</b><br/>To respond to the changing needs of patients and people who use our services, as well as changes to the requirements of other "customers" and changes in demand for services.</p>   |
| <p><b>Training and development</b><br/>The trust will invest in the continuing professional development, training and education of staff in the skills and competencies required and adhere to all agreed training commitments.</p>   | <p><b>Technical expertise</b><br/>To keep skills and competencies up to date and relevant to their work, all of which will be evidence based.</p>  |
| <p><b>Support</b><br/>The trust will ensure that staff will be involved in and supported through the process of change and managing the process of change.</p>  | <p><b>Embrace and engage</b><br/>Willingness to support, co-operate with and contribute to quality improvement activities and especially with the testing of new ideas and innovations.</p>                  |
| <p><b>Work environment</b><br/>The trust will strive to provide a positive, healthy workplace for all staff which is characterised by enthusiasm and not cynicism; staff having the right equipment; the right colleagues and a good physical environment in which to work.</p> | <p><b>Team work</b><br/>To be supportive, positive and a good communicator with staff, people who use our services and all other "customers" e.g. GPs, PCTs, Social Services, etc.</p>                       |
| <p><b>Choice</b><br/>The trust will give staff choices to ensure no compulsory redundancies should job numbers reduce as a consequence of quality improvement activities.</p>   | <p><b>Flexibility</b><br/>In the context of significant change taking place in society and the NHS, staff will be flexible with regard to the breadth of work undertaken and the location of their work.</p> |
| <p><i>"The trust will endeavour to be a great organisation to work for"</i></p>   | <p><i>"My job is to provide the best possible customer experience"</i></p>   |

making a

difference

together

## Statement of Values and Behaviours

### **Commitment to quality**

We demonstrate excellence in all of our activities to improve outcomes and experiences for users of our services, their carers and families and staff.

#### **Behaviours:**

- Put service users first.
- Seek and act on feedback from service users, carers and staff about their experiences.
- Clarify people's needs and expectations and strive to ensure they are exceeded.
- Improve standards through training, experience, audit and evidence based practice.
- Learn from mistakes when things go wrong and build upon successes. Produce and share information that meets the needs of all individuals and their circumstances.
- Do what you / we say we are going to do.
- Strive to eliminate waste and minimise non-value adding activities.

### **Respect**

We listen to and consider everyone's views and contributions, maintaining respect at all times and treating others as we would expect to be treated ourselves.

#### **Behaviours:**

- Be accessible, approachable and professional.
- Consider the needs and views of others.
- Be open and honest about how decisions are made.
- Observe the confidential nature of information and circumstances as appropriate.
- Be prepared to challenge discrimination and inappropriate behaviour.
- Ask for feedback about how well views are being respected.
- Consider the communication needs of others and provide a range of opportunities to access information.

### **Involvement**

We engage with staff, users of our services, their carers and families, governors, members, GPs and partner organisations so that they can contribute to decision making.

#### **Behaviours:**

- Encourage people to share their ideas.
- Engage people through effective consultation and communication.
- Listen to what is said, be responsive and help people make choices.
- Provide clear information and support to improve understanding.
- Embrace involvement and the contribution that everyone can bring.
- Acknowledge and promote mutual interests and the contributions that we can all make at as early a stage as possible.
- Be clear about the rights and responsibilities of those involved.

### **Wellbeing**

We promote and support the wellbeing of users of our services, their carers, families and staff.

#### **Behaviours:**

- Demonstrate responsibility for our own, as well as others, wellbeing.
- Demonstrate understanding of individual and collective needs.
- Respond to needs in a timely and sensitive manner or direct to those who can help.
- Be pro-active toward addressing wellbeing issues.

### **Teamwork**

Team work is vital for us to meet the needs and exceed the expectations of people who use our services. This not only relates to teams within Tees, Esk and Wear Valleys NHS Foundation Trust, but also the way we work with GPs and partner organisations.

#### **Behaviours:**

- Be clear about what needs to be achieved and take appropriate ownership.
- Communicate well by being open, listening and sharing.
- Consider the needs and views of others.
- Be supportive to other members of the team.
- Be helpful.
- Fulfil one's own responsibilities.
- Always help the team and its members to be successful.