

**Children and Young People Directorate**

**JOB DESCRIPTION**

<b>Job Title:</b>	Assistant Psychologist
<b>Pay Band:</b>	4
<b>Department/Base:</b>	Child and Adolescent Mental Health Specialism (CAMHS)
<b>Directorate:</b>	CYP Specialist Services
<b>Responsible to:</b>	Identified Psychologist/Team Lead
<b>Accountable to:</b>	Service Manager/Consultant Clinical Psychologist
<b>Job Summary:</b>	To support and enhance the professional psychological care of clients within the Specialist Intervention Team; providing psychological assessment and psychological interventions under the supervision of a qualified professional psychologist, working independently according to a plan agreed with a qualified psychologist and within the overall framework of the team's policies and procedures. To assist in clinically related administration, conduct of audits, collection of statistics, development of audit and/or research projects, teaching and project work.

**Key Responsibilities:**

**1) Clinical**

- To undertake protocol based psychological assessments of clients including: neuropsychological tests; self-report measures; rating scales; direct and indirect structured observations; and semi-structured interviews with clients, family members and others involved in the client's care.
- To assist in the formulation and delivery of care plans involving the psychological treatment and/or management of a client's problems, under the supervision of a qualified professional psychologist, in both community and in-patient/residential settings.
- To assist in the coordination and running of therapeutic groups.

- To work with other staff to assess inpatients, day patients or residents and review their care in preparation for multi-disciplinary reviews.
- To assist in the development of a psychologically based framework of understanding and care to the benefit of all clients of the service, across all settings where care takes place.
- To attend and contribute to appropriate multi-disciplinary meetings.
- To communicate professionally and effectively and to use interpersonal skills effectively with clients.

## **2) Teaching, training and supervision**

- In common with all clinical psychologists, to receive regular clinical supervision in accordance with professional practice guidelines.
- To gain wider experience of professional psychology within the NHS over and above that provided within the principal service area where the postholder is employed.
- To develop skills and competencies that assist in the delivery of current duties
- To contribute to the training and support of other staff in psychological care.

## **3) Management, recruitment and service development**

- To assist in the design and implementation of service development projects within the service as required.
- To attend meetings in which service developments are planned and discussed.

## **4) IT responsibilities**

- Routine use of email, word processing and the Internet.
- Use computerised software to collate and analyse psychometric results, produce indicators of clinical outcome and to compile reports.
- To extensively engage with web-based information resources specific to the specialty client group, and then facilitate access to these resources by staff and clients.

## **5) Research and service evaluation**

- To assist in the design and implementation of audit and research projects.

- To undertake data collection, analysis, the production of reports and summaries, using IT and statistical programmes.
- To undertake searches of evidence-based literature and research to assist qualified clinical psychologists in evidence based practice in individual work and work with other team members.

## **6) 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 team/operational manager(s).
- To maintain the highest standards of clinical record keeping and report writing in accordance with professional codes of practice of the British Psychological Society and Trust policies and procedures.
- To prepare test materials and visual aids as required.
- To undertake specific administrative duties as required.
- To perform other duties of a similar kind appropriate to the grade, which may be required from time to time by their Psychology Manager.

## **STATUTORY AND MISCELLANEOUS**

1. This post is subject to the terms and conditions of employment of Northamptonshire Healthcare NHS Trust.
2. No Smoking – In order to protect the health of employees, patients and visitors, Northamptonshire Healthcare NHS Trust operates a No Smoking Policy. Therefore smoking is prohibited in all of the Trust's buildings, grounds, and all Trust owned or leased vehicles.
3. Annual leave must be booked in conjunction with the team leader/line manager to ensure that service provision is adequately maintained.
4. All employees are subject to the requirements of the Data Protection Act and must maintain strict confidentiality of patient records and the business of the Trust's staff, residents, patients and general public which they may learn in the execution of their duties..
5. Whilst on duty, the post-holder will be required to wear a name badge issued by Northamptonshire Healthcare NHS Trust; in some parts of the Trust a security identity badge may be required.
6. To be aware of the responsibility of all employees to maintain a safe and healthy environment to patients, visitors and staff.in line with the Health and Safety at Work Act 1974.
7. To ensure that all duties are carried out to the highest possible standard and in accordance with current quality initiatives within the area of work and the Trust Equal Opportunities Policy.

8. To have a commitment to identifying and minimising risk, report all incidents and report to manager any risks, which need to be assessed.
9. The prevention and control of healthcare associated infections in service users, staff and visitors is taken seriously by the Trust. All staff employed by Northamptonshire Healthcare NHS Foundation Trust are required to adhere to the Trust infection control policies and procedures and any breach may result in disciplinary action.
10. It is the duty of all staff working for the Trust to safeguard children and adults and undertake safeguarding of adults and children training at an appropriate level.
11. The post holder is expected to comply with all relevant Trust policies, procedures and guidelines. Any contravention of the Trust Policies or managerial instruction may result in disciplinary action being initiated.
12. The post holder will participate in the culture of involvement in NHFT. They will be aware of national and local initiatives in order to promote participation and involvement with young people and families, and will liaise with the relevant staff to ensure that involvement opportunities are shared with the young people and families that they are in contact with.

**Professional Registration:**

All qualified/professional staff are required to adhere to the relevant Code of Practice (and other guidance issued by them). It is the responsibility of the individual concerned to keep professionally registered and updated in accordance with the requirements of the relevant Code of Practice and to follow guidance issues by the professional body.

**Review of Job Description/Person Specification:**

This is not an exhaustive list of duties and responsibilities, but indicates the key responsibilities of the post. The post holder may be required to undertake other duties as may reasonably be required of you commensurate with your grade and/or hours of work at your initial place of work or at any other of the Trust's establishments.

**NOTE:** This is a description of the job as it is at present constituted. It is the practice of this Trust regularly to examine employee's job descriptions and to up-date them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager and those working directly to him or her. You will, therefore, be expected to participate fully in such discussions and, in connection to them, to re-write your job description to bring it up-to-date if this is considered necessary or desirable. It is the Trust's aim to reach agreement on reasonable changes, but if agreement is not possible the Trust reserves the right to effect changes to your job description after consultation with you. Appropriate notice of such changes will be given.

**Employee/Manager's Signature:**

I agree that this Job Description is a true reflection of the main duties and competencies required to carry out my role:

**Employee Name:**\_\_\_\_\_

**Signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_

**Manager's Name:**\_\_\_\_\_

**Signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_

## **PERSON SPECIFICATION**

**Job title: Assistant Clinical Psychologist**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>TRAINING &amp; QUALIFICATIONS</b>	<p>An upper second class honours degree or higher in psychology.</p> <p>Entitlement to graduate membership of the British Psychological Society</p>	<p>Further post graduate training in relevant areas of professional psychology, mental health practice and/or research design and analysis.</p>
<b>EXPERIENCE</b>	<p>Work with people with mental health problems and/or other disabilities</p>	<p>Experience of paid work in direct care provision.</p> <p>Experience of working with children/young people with mental health issues.</p>
<b>KNOWLEDGE AND SKILLS</b>	<p>High level communication skills (written and verbal) including an ability to communicate and work in settings in which the atmosphere may be emotive.</p> <p>Ability to communicate sensitive information to patients, carers and colleagues in a way that addresses psychological resistance.</p> <p>An understanding of the needs and difficulties of people with mental health problems or other disabilities.</p> <p>An ability to apply existing psychological knowledge to a mental health context</p> <p>An understanding of psychology applied to health care.</p>	<p>Experience using microcomputers for databases or data-analysis, especially SPSS for Windows.</p> <p>High standard of report writing.</p>

<b>PERSONAL</b>	<p>An ability to interact effectively with staff from all disciplines.</p> <p>An ability to interact with people with mental health problems / disabilities.</p> <p>Ability to work independently, reliably and consistently under the supervision of a qualified psychologist</p>	<p>An interest in working with people with mental health problems or other disabilities.</p>
<b>OTHER</b>	<p>Ability to accept and use supervision appropriately and effectively.</p>	<p>A desire to explore a career in Professional Psychology</p>