

JOB DESCRIPTION

GENERAL INFORMATION

Title: Assistant Psychologist

Grade: Band 5

Job base: Harefield Hospital

Accountable to: Specialist Clinical psychologist / Therapy Lead - Harefield

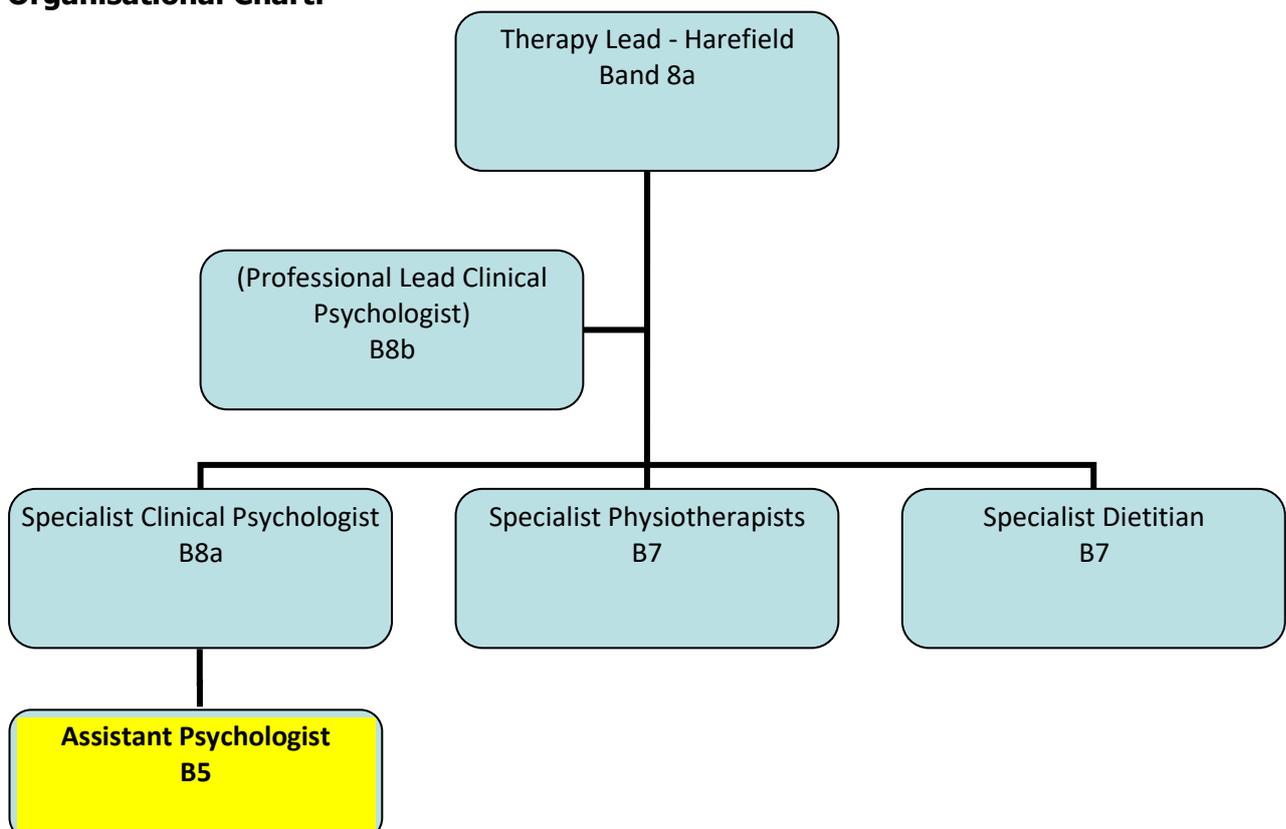
Professionally accountable to: Professional Lead Clinical Psychology

Disclosure & Barring Service (DBS) checks (please delete as appropriate):

enhanced



Organisational Chart:



Job summary

To assist in project work including clinically related administration, conduct of audits, and the collection and interpretation of data, where tasks are agreed and reviewed at appropriate intervals under the supervision of a qualified clinical psychologist but the person takes these tasks forward independently on a day-to-day basis.

To support and enhance the professional psychological care of patients within the service providing psychological assessment and psychological interventions when appropriate under the direct supervision of an HCPC registered clinical psychologist.

The Rehabilitation and Therapies department at Harefield Hospital is committed to continually developing new areas of innovation and supporting a full range of service development. This post will directly contribute to improvement endeavours by undertaking both directly supervised work and working independently to a plan agreed with a clinical psychologist in a full range of professional activity as defined by the project leads/clinical psychologist.

Rehabilitation and Therapies offers a full range of clinical psychology services including direct and indirect patient care, teaching and training, supervision, project development, audit and research. This post will assist with a small number of defined duties as agreed with the service's Lead Clinical Psychologist.

The conditions of employment should be in accordance with Guidelines for the Employment of Assistant Psychologists specified by the British Psychological Society, Division of Clinical Psychology (www.bps.org.uk)

Main tasks and responsibilities

• Communication

1. Assistant psychologists should make arrangements to meet regularly with supervisors to discuss objectives, review work that has been done, plan work, and discuss personal development issues. They should also seek professional support and guidance in peer supervision.
2. Assistant psychologists should be accountable to their manager and project steering group as appropriate and keep them informed of work in progress via verbal and written reports.
3. In their work with patients and health professionals, they will be required to collect clinical data, carry out qualitative interviews, and deliver simple psychological interventions in adherence with professional and ethical guidelines.
4. Assistant psychologists can be required to work in a highly emotive atmosphere, dealing with barriers to acceptance and must maintain a high degree of professionalism at all times.
5. Planning straightforward tasks, such as organising meetings with other professionals and research participants, some of these tasks may be ongoing.
6. With reference to clinical work and research interviewing, in common with all psychologists, the post holder will be able to access regular clinical supervision in accordance with good practice guidelines for the profession. This constitutes necessary clinical supervision in order to be able to work independently on a day-to-

day basis (as distinct from direct supervision/overseeing of all day-to-day tasks). The supervising clinical psychologist has a responsibility to ensure that assistant psychologists are not given work to do that is over and above their level of competence, and to ensure the proper utilisation of their graduate skills and experience in the post. Clinical supervision arrangements should be in place at all times in their post, and alternative arrangements should be made for supervision when the supervisor is absent. Assistant psychologists are free to complete tasks independently and these will be reviewed regularly in supervision by their clinical supervisor.

7. Work is managed and goals agreed and reviewed at intervals but individual must work independently on a day to day basis.

- **Patient/customer care (both direct and indirect)**

1. To work as a core member of the Trust's Rehabilitation and Therapies Transplant Therapy Team, working closely with Clinical psychologists and alongside other MDT members.
2. To assist in the development and delivery of psychological assessment and interventions under the direct clinical supervision of an HCPC registered clinical psychologist. To undertake protocol based psychological assessment as appropriate under the supervision of a qualified clinical psychologist.
3. To communicate sensitively and professionally during all patient contact

- **Policy & Service development**

1. To assist qualified clinical psychologists in the design and implementation of service development projects as required.
2. To attend meetings in which service developments are planned and discussed and contribute experience and psychological knowledge to a level consistent with first degree.
3. To adhere to professional standards of practice as defined by the British Psychological Society and local service and board policies

- **Organisational objectives**

1. To observe personal duty of care in relation to equipment & resources used in course of work.
2. To maintain an efficient and accurate record system, including collection of data and use of appropriate outcome measures.
3. To actively participate in the Trust's appraisal and personal development plan schemes by meeting with the manager regularly and continually working towards set objectives

- **Information management**

1. To ensure the highest standards of record keeping (including electronic data entry and recording), report writing and the exercise of professional self governance in

accordance with professional codes of practice of the BPS, board policy and procedures.

2. Ability to analyse research data that will contain competing facts, in order to make an informed judgement based on the comparison of a range of options.
3. Undertake relevant training for electronic information systems in place and under development
4. Use relevant IT systems in the support of patient care, e.g. Lorenzo and RATAR for recording patient activity.
5. Will require advanced keyboard skills where there is a defined need for accuracy in the recording and retrieving of complex quantitative and qualitative interview data.

- **Research and development**

1. To undertake full literature searching using agreed terms and ability to use electronic reference database management.
2. To use critical appraisal skills to review literature and provide summaries when required.
3. To assist with the design of research projects under the supervision of a Psychologist.
4. To prepare protocols and assist in the completion of ethical approval forms.
5. To gather complex qualitative and quantitative data according to the agreed methods of the research study, including questionnaire and interview data.
6. To assist in the management and analysis of complex data gathered for research purposes
7. To assist in the preparation of conference and written presentation for steering groups and the final dissemination of findings.
8. To undertake all these activities in accordance with research governance and professional ethical guidelines.

Further sections

- To abide by the Trust's Core behaviours for staff and all other Trust policies, codes and practices including standing financial instructions, research governance, clinical governance, patient and public involvement, codes and practices, and health and safety.

Other duties

To undertake any other duties commensurate with the grade as requested.

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

ADDITIONAL INFORMATION

Trust mission

To be the leading national and international centre for the diagnosis, treatment and care of patients with heart and lung disease, creating and disseminating knowledge through research and education

Confidentiality

During the course of your employment you may have access to, see or hear information of a confidential nature and you are required not to disclose such information, particularly that relating to patients and staff.

In order to comply with the Data Protection Act 1998 you must not at any time use personal data held by the Trust for any unauthorised purpose or disclose such as data to a third party.

You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of the Trust, unless expressly authorised to do so by the Trust.

Health & Safety

Smoking

It is the policy of Royal Brompton & Harefield NHS Foundation Trust that all people who work for the Trust or, while on its premises, obtain treatment or visit the Trust in any capacity, do so without exposure to tobacco smoke, and so smoking of cigarettes and E-cigarettes is not allowed anywhere on any Trust premises.

The Trust aims to provide appropriate support, in partnership with local Occupational Health and Community Services, to ensure that Trust staff and patients can access practical help and support in their attempts to stop smoking.

This policy is based on clear evidence that, in addition to the health risks taken by smokers themselves, others who breathe in exhaled tobacco smoke (passive smokers) have increased risk of disease.

NHS Estates have notified all NHS agencies that E-Cigarettes and the charging there of are not permitted within any Trust property (including accommodation).

Diversity

You are at all times required to carry out your responsibilities with due regard to the Trust's Diversity policy and to ensure that colleagues or staff that you manage receive equal treatment throughout their employment with the Trust.

Risk management

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

Conflict of interests

You may not without the consent of the Trust engage in any outside employment. In accordance with the Trust's Conflict of Interest policy, you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment in the Trust. Interests that might appear to be in conflict should also be declared to your manager.

In addition, the NHS Code of Conduct and Standards of Business Conduct for NHS Staff (HSG 93/5) requires you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public organisation or other NHS voluntary organisation) or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently whenever such interests are gained. You should not engage in such interests without the written consent of the Trust, which will not be unreasonably withheld. It is your responsibility to ensure that you are not placed in a position that may give rise to a conflict between your private interest and your NHS duties.

CODE OF CONDUCT FOR PROFESSIONALLY QUALIFIED STAFF GROUPS

All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, DoH Code of Conduct for Senior Managers).

Disclosure & Barring Service checks (where relevant)

If the post has been identified as being an 'eligible position' under the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975* or, in some cases, the *Police Act 1997*, it meets the eligibility criteria for a disclosure to be requested through the Disclosure and Barring Service (DBS). Where a DBS check is indicated above applicants who receive a conditional offer of employment will need to complete a satisfactory DBS check prior to the appointment being confirmed.

With the exception of Basic disclosure certificates which only contain information about spent convictions, all other DBS level checks will disclose both spent and unspent convictions, cautions (including reprimands and final warnings) which are not 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975 (as amended)*. Enhanced disclosures may also include other relevant police information where this is deemed relevant to the position you are applying for.

A criminal record will not necessarily bar you from appointment - that will depend on the nature of the position for which you are applying and the particular circumstances of the incident(s).

You are obliged to inform the Trust if at any time in the course of your employment you are the subject of a police investigation, or are convicted of a criminal offence.

You must also inform the Trust immediately if at any time during your employment you are the subject of an investigation by the Independent Safeguarding Authority or are Barred from either its Children's Barred List or Adults' Barred List. Failure to comply with these requirements may result in disciplinary action. You will be committing a criminal offence if you seek to undertake or undertake any Regulated activity while Barred by the Independent Safeguarding Authority from either its Children's Barred List or Adults' Barred List.

Core behaviours for all Trust staff

All staff will:

- Act with honesty and integrity at all times
- Demonstrate respect for others and value diversity
- Focus on the patient and internal and external customer at all times
- Make an active contribution to developing the service
- Learn from and share experience and knowledge
- Keep others informed of issues of importance and relevance
- Consciously review mistakes and successes to improve performance

- Act as ambassadors for their directorate and the Trust
- Be aware of the impact of their own behaviour on others
- Be discreet and aware of issues requiring confidentiality

In addition, all managers and supervisors will:

- Value and recognise the ideas and contributions of all team members
- Coach individuals and teams to perform to the best of their ability
- Delegate work to develop individuals in their roles and realise their potential
- Give ongoing feedback on performance, and effectively manage poor performance
- Provide support and guidance to all team members
- Encourage their team to achieve work/personal life balance
- Actively listen to comments/challenges and respond constructively
- Lead by example, setting high standards
- Ensure that there are sufficient resources for their team and rebalance priorities accordingly
- Provide a safe working environment

Infection and Prevention Control

All Trust staff will:

- Act as a role model and champion for the highest standards of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.
- Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene.

Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection.

The Royal Brompton & Harefield NHS Foundation Trust is a non-smoking Trust.

Confirmed as accurate by post holder:.....

Date:.....

Confirmed as accurate by manager:.....

Date:.....

Date: