

**NHS Lothian  
JOB DESCRIPTION**

**1. JOB IDENTIFICATION**

<b>Job Title:</b>	Assistant Clinical Psychologist
<b>Responsible to:</b>	Consultant Clinical Psychologist
<b>Department:</b>	Clinical Neuropsychology – Rehabilitation
<b>Operating Division:</b>	West Lothian CHCP
<b>Job Reference:</b>	233038
<b>No of Job Holders:</b>	1.0
<b>Last Update:</b>	n/a

**2. JOB PURPOSE**

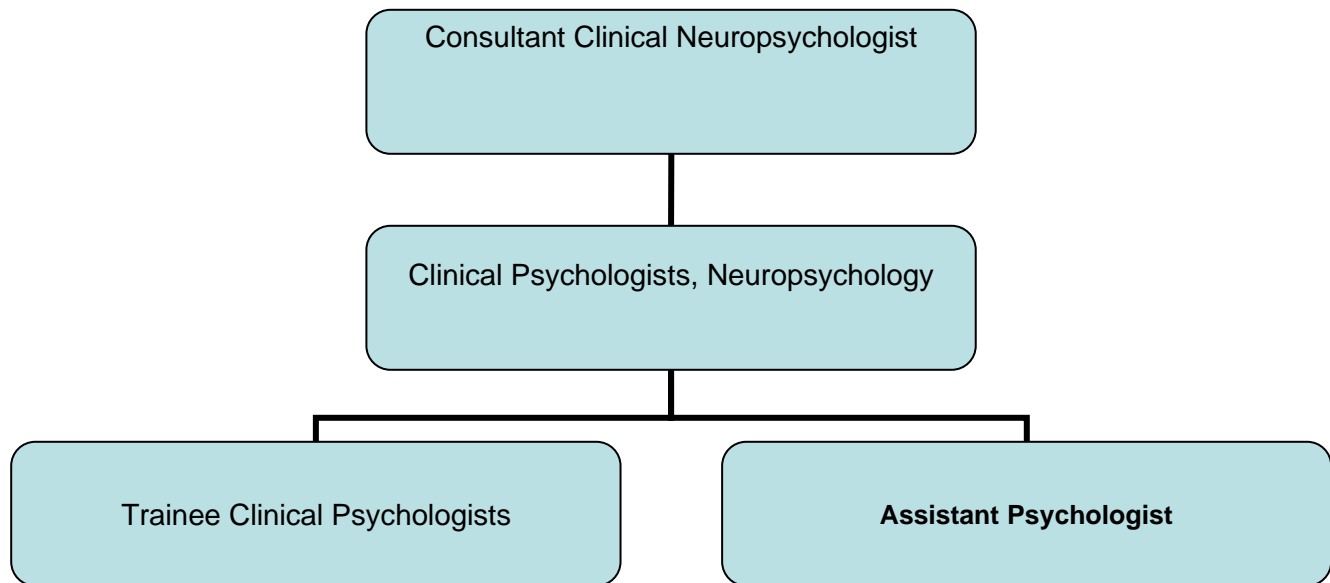
This post exists to assist with the delivery of Lothian’s psychology priorities.

To assist qualified psychologists in and contribute to the provision of a Clinical Neuropsychology Service across Lothian in various services.

**3. DIMENSIONS**

- To assist a qualified psychologist in the provision of a clinical psychology service to adults with neurological illness and injury within specialist neurorehabilitation settings. This may require working in clients’ homes, in outpatient clinics and in inpatient settings across Lothian.
- The postholder will be responsible for data management and background research – gathering detailed clinical background from various sources to assist the work of the psychologists, and keeping records to a high standard – including gathering and analysing clinical outcome data, and data on referrals and clinical activity.
- The assistant psychologist will also be involved in routine clinical work, such as neuropsychological assessment, delegated psychological interventions, literature searches, or direct patient care under the close supervision of the clinical psychologist and in collaboration with other members of multidisciplinary teams.
- The post is employed within NHS Lothian and there may be a requirement to work flexibly across Lothian to meet service demands.

#### 4. ORGANISATIONAL POSITION



#### 5. ROLE OF DEPARTMENT

Working in partnership with local authorities, NHS Lothian provides a comprehensive range of community outpatient, day and inpatient services. The department also provides an important training resource for career development across professional disciplines. In addition, the department has an ongoing commitment to research, both internally and externally funded.

Teaching, training and supervision of assistant, trainee and qualified staff from psychology and other disciplines, in relation to appropriate psychological knowledge and skills, including Continuing Professional Development (CPD) is provided.

The Clinical Neuropsychology service is an NHS Lothian wide service that provides psychological assessment and treatment for patients with neurological conditions. It provides acute neuropsychology services in the Department of Clinical Neurosciences (DCN) RIE, and hospital and community based neurological rehabilitation services at the Astley Ainslie Hospital and East Lothian Community Hospital and in community locations, for example in West Lothian. The Clinical Neuropsychology service contributes to the Lothian stroke care pathway and to the South East Scotland Major Trauma Centre Psychology Service.

#### 6. KEY RESULT AREAS

##### **CLINICAL:**

- To assist with assessment of clients by applying and interpreting data from psychological (including neuropsychological) tests, self-report measures, rating scales, direct and indirect structured observations and semi-structured interviews with clients, family members and other individuals involved in the client's care.

- 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 multidisciplinary team meetings, department meetings and seminars.
- To assist in the formulation of and implementation of programmes involving the psychological treatment and management of a clients' problems, under clinical supervision from a qualified clinical psychologist.

#### **TEACHING, TRAINING AND SUPERVISION:**

- To assist Clinical Psychologists in the delivery of training to other professionals.
- To develop skills and competencies, as in the use of psychological assessments.
- To contribute to multidisciplinary understanding of psychological approaches.
- To use time allocated for work related and personal study effectively.
- To participate in external and internal training as deemed appropriate.
- To gain wider experience of professional psychology within the NHS over and above that provided within the principal service area where postholder is employed.

#### **MANAGEMENT, RECRUITMENT AND SERVICE DEVELOPMENT:**

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

#### **RESEARCH AND SERVICE EVALUATION**

- To have a key role in implementing systems for the evaluation, monitoring and development of the service through the evaluation and audit projects. This requires data collection, data entry, statistical analysis, interpretation, report preparation and presentation to both the team and wider management team.
- To undertake database searches for literature and research papers to inform evidence-based practice for service redesign and development.

#### **GENERAL:**

- To familiarise self with national standards for the care of people with mental health problems and the role of Clinical Psychology within this.
- To keep accurate records and notes of contact and clinically generated observations with clients.
- In common with clinical psychologists, to receive regular clinical supervision in accordance with professional practice guidelines.
- To have an awareness of risk assessment.

#### **7a. EQUIPMENT AND MACHINERY**

**Hardware:** PC, Laptop, Projector.

**Software:** Word, Excel, SPSS, Outlook, Internet, PowerPoint.

Supervised use of neuropsychological tests, e.g. WAIS III.

In addition, the postholder is expected to be competent in the use of internet/intranet and search engines for accessing computer based literature searches.

#### **7b. SYSTEMS**

- Keep clinical case records within appropriate systems to inform other care providers of psychological interventions.
- Maintenance of databases and materials relevant to psychology.

#### **8. ASSIGNMENT AND REVIEW OF WORK**

- Through annual PDPR, review areas of work with line manager.

#### **9. DECISIONS AND JUDGEMENTS**

- The postholder will have significant responsibility for the accurate and thorough completion of the service evaluation.
- The majority of the postholder's work will be carried out independently.
- The postholder is responsible for prioritising and planning their workload effectively.
- The postholder assists in the assessment of clients in 1-1 sessions and uses appropriate psychological intervention under the supervision of a qualified clinical psychologist.

#### **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

- The postholder is required to maintain concentration throughout lengthy interviews with clients and to be active throughout in maintaining a therapeutic relationship, in pursuing the therapeutic process and in recording information during the interview. This may involve sitting still for long periods in the interview, to optimise patient compliance with the interview process.
- Accuracy in the administration of psychometric tests completed within assessment.
- Keyboard skills are required daily to complete many of the communication functions of the job.
- Exposure to distressing material and details of trauma.

## 11. COMMUNICATIONS AND RELATIONSHIPS

**Communicates directly internally** with other clinicians, inpatients and outpatients and their relatives/friends.

### **Communicates about**

1. Clinical issues, e.g. individual patient care, role of psychological treatment.
2. Service evaluation issues, e.g. methodological issues and interpretation of audit information. This requires disseminating complex psychological information on statistical results to other groups of staff in a meaningful way.

## 12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

- As section 10.

## 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- Must have obtained good Honours Psychology degree (2:1 or above), which is the basis for graduate membership of the British Psychological Society and entry to a clinical psychology training course. Research experience / MSc would be desirable.
- Must have some experience (at least 6 months) of working with individuals with mental health problems, preferably within the NHS.
- Computer literate with a good knowledge of computer systems for data collection and analysis is desirable.
- High level communication skills (written and verbal) including the ability to communicate and work in settings in which the atmosphere may be highly emotive.
- An ability to interact effectively with staff from all disciplines.
- An ability to interact with people with mental health problems.
- An ability to work independently, reliably and consistently on work agreed and managed at regular intervals.
- An ability to accept and use supervision appropriately and effectively.
- An ability to apply existing psychological knowledge to mental and physical health contexts.

## 14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date: