#### **JOB DESCRIPTION**

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| 1. JOB IDENTIFICATION |
| Job Title: **Principal Clinical Psychologist**    Responsible to: Senior Clinical Psychologist, Willow Service  Department(s): Willow Service (City of Edinburgh Council and NHS Lothian partnership), Adult Mental Health Psychology  Operating Division: REAS  Job Reference: 149233  No of Job Holders: 1 |
| 2. JOB PURPOSE |
| To support the set up of an entirely new system bringing together a number of multidisciplinary and multi-agency (NHS and non NHS) workers within HMP Edinburgh, to set up a matched-care psychological interventions service into the female hall.  To work autonomously and be responsible for the day to day running and governance this service, which offers group and individual interventions to women in custody who present with highly complex needs and multiple co-morbid mental health problems.  To offer training and consultancy (including via joint working) to those working with females in HMP Edinburgh – SPS, NHS and third sector staff who have contact with females.  To utilize high level research skills in order to capture the effectiveness of this pioneering service. This includes contributing to wider national fora which discuss the delivery of psychological interventions to women in criminal justice settings. |
| **3. DIMENSIONS** |
| The Willow Service is a City of Edinburgh Council Service partnered with NHS Lothian which offers trauma-informed care to women within the criminal justice system who reside in the City of Edinburgh.  HMP Edinburgh houses up to 110 women at any one time. Women may be on remand, or on short or long-term sentences. Due to the nature of Scottish Prisons, only some of which have female halls, women in HMP Edinburgh may be from any healthboard across Scotland although whilst they reside in HMP Edinburgh NHS Lothian has responsibility for their healthcare.  **Direct interventions:**  The post-holder will provide highly specialist, evidence-based interventions (assessment, formulation and therapeutic) to female prisoners in HMP Edinburgh. As this service runs as a community in-reach model the post-holder will also deliver similar interventions to community clients within the Willow Service.  The female criminal justice population frequently present with a range of co-morbid mental health related issues including:  History of, and symptoms associated with, complex trauma/adverse childhood experiences  Post Traumatic Stress Disorder Symptoms  Substance misuse  Complex relational problems  Problems with emotion regulation  Possible psychotic symptomology  Self harm  Impulsivity  Anxiety (panic disorders, social anxiety, agoraphobia)  Depression  Disordered eating  Symptoms consistent with a diagnosis of personality disorder  Skills may also be needed in relation to assessing for cognitive impairment, also common within a criminal justice population, and suggesting reasonable adjustments which should be made in environment and approach.  **Indirect interventions (staff-related responsibilities):**  To train and offer consultancy to multi-disciplinary colleagues both in the community (Willow Service) and within HMP Edinburgh. This includes colleagues from NHS, City of Edinburgh Council, Scottish Prison Service, and third sector agencies who have frontline contact with women in the criminal justice or who are offering some form of psychological intervention to this population. Predominantly this will be to non-NHS staff with no prior knowledge or training in psychological interventions. The training and support of staff in HMP Edinburgh in order to begin to move towards more trauma-informed working will be a key aspect of this role.  To supervise and manage the workload of a Psychological Therapist and an Assistant Psychologist. To offer supervision (or consultancy) to others delivering psychological therapy to women in psychological in HMP Edinburgh – for example social workers from Willow who are trained to deliver therapeutic interventions; mental health nursing in HMP Edinburgh, third sector workers.  The post holder is employed by NHS Lothian, working within the Willow Service. Willow offers a service both within community and prison and the post-holder would be expected to work across both settings. |
| 4. ORGANISATIONAL POSITION |  |
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| 5. ROLE OF DEPARTMENT |
| **Applied Psychology in NHS Lothian**  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 externally and internally funded.  Further training, teaching and supervision of assistant, trainee and qualified staff from psychology and other disciplines, in relation to appropriate psychological knowledge and skills, including Continuous Professional Development (CPD) is provided. The applied psychology input to all services involves direct clinical work as well as responsibility for developing multi-disciplinary interventions, training and supervision. This includes furthering the NHS Education for Scotland strategy to ensure the entire Scottish workforce becomes more trauma-informed. Working within a trauma informed service workers from Willow are particularly well place to contribute to this government initiative.  **Standard Service Description of Specific Area**  Willow is a partnership between the City of Edinburgh Council and NHS Lothian. Willow works with women with multiple and complex needs across community and by providing an in-reach service into the female hall at HMP Edinburgh. It aims to address women’s needs in order to: reduce offending behaviour; improve access to services; and improve their mental and physical health. The multidisciplinary team includes: Criminal Justice Social Workers; Criminal Justice Support Workers; Clinical Psychologist; Clinical Associate in Applied Psychology; Assistant Psychologist; Keep Well Nurse and Nutritionist. Most of the women who are referred have a significant history of trauma and a range of multiple and complex needs. |
| 6. KEY RESULT AREAS |
| **Clinical:**   1. To have responsibility for the clinical governance, management and development of a comprehensive psychology and multi-disciplinary service for client group. This will include clinical assessment in order to prioritise and allocate those on the waiting list to a worker and intervention matched to their level of need. 2. To be responsible for implementing a range of highly specialist psychological interventions for individuals on their caseload where a clear evidence base is developing but does not yet exist, therefore utilisation of highly specialist skills is needed to modify and coordinate interventions. Typical presentations within this population are of multiple co-morbid difficulties, a range of social difficulties, crisis presentations, substance use, high risk to self and others. 3. To provide highly specialist psychological advice, guidance and supervision to other staff contributing to the clients’ formulation and intervention plans. Interventions will be delivered within and across teams, employed individually and in collaboration with other staff, many of whom will have had little or no training in mental health or psychological interventions, for example prison officers. 4. To undertake psychologically based risk assessment and risk management for clients and provide advice on the psychological aspects of risk to the multi-disciplinary team, service users, and anyone else who supports them. This population has high levels of risk to self and others, but these risk levels are likely to fluctuate considerably. The post holder will have responsibility for the overseeing and management of this risk for clients on their own caseload, and on the caseloads of the staff they manage whilst advocating for a positive risk-taking approach within a highly restrictive setting.   **Management / Service Development:**   1. To help develop, then to lead and coordinate the provision of a matched care psychological interventions service within HMP Edinburgh, including to assist in the planning and development over time of changes to and improvements of the psychological interventions service for women within HMP Edinburgh with a view to improving client care. 2. To be responsible for overseeing the workload of the Psychological Therapist and Assistant Psychologist – managing their job plans, the appropriateness of their levels of knowledge and skills for the job ensuring access to any training needed and aiding their professional development. 3. To participate in staff recruitment, both in short-listing and as a member of interview panels for more junior psychologists and other MDT staff. 4. To undertake specific management roles and tasks as agreed with the line manager. For example attending national forums and strategy groups related to the client group. As mentioned, this service will be the most resourced psychological interventions service working in the Scottish Prison service. Having also carried out a lot of this work previously, with Scottish Govt funding to concept test increasing access to women in HMP Edinburgh, we have knowledge on how to structure and run successful psychological intervention services in an SPS setting, which it will be important to depart to others especially as we gain more data. This might include attendance at Forensic Network meetings, National Prisoner Healthcare Network meetings, Women’s SPS strategy meetings, Clinical Psychologists working in prisons group, Scottish Clinical Forensic Psychology Group, The Scottish Personality Disorder Network, as well as contributing, as previous, to the NES work-streams on trauma-informing the Scottish workforce.   **Teaching, Training and Supervision:**   1. To regularly provide clinical training placements for Trainee Clinical/Applied Psychologists from appropriate courses, undertaking clinical supervision, teaching on placement, organising and monitoring workload and assessing clinical competence. 2. One of the main responsibilities of Clinical Psychology at Willow is to upskill the workforce, both the multidisciplinary and multiagency workers within Willow and those who refer to us and work closely with the service – criminal justice social workers from community interventions teams, housing providers, third sector. This is done via training and follow-up support/supervision. In the prison setting also there will be a significant role in training and offering advice and consultancy to all frontline workers who engage with females in HMP Edinburgh – prison officers, managers within SPS, Mental Health Nurses, Chaplaincy workers, third sector workers.   **Research:**   1. To coordinate the Psychological Therapist, Assistant Psychologist and other resource which may be pulled from the existing Willow Service resource in order to gather, analyse and present findings from the implementation of the psychological services model within HMP Edinburgh. As previous, this will be a crucial role for these posts in showing the workability of a properly resourced matched-care model within the SPS setting in order to produce a framework which could be rolled out across the Scottish prison estate. 2. To remain informed of and critically evaluate current research and theory to support evidence-based practice in own professional work and to contribute this perspective in the multi-disciplinary teams the postholder will work in. This is particularly important in the under-researched area of women in criminal justice settings. 3. To develop and implement a multi-modal long-term research strategy for capturing outcomes of this psychological intervention model within a custody setting. This will involve service user based, staff based, and environmental measures (for example sickness rates) to look at impact.   **Other:**  .   1. To keep accurate records and notes of contact with clients – direct and indirect. 2. In common with clinical psychologists, to adhere to governance of their own clinical practice i.e. receive regular clinical supervision in accordance with professional practice guidelines and to keep accurate records and notes of contact with clients – direct and indirect. |
| 7a. EQUIPMENT AND MACHINERY |
| **Hardware**: Use of a range of equipment including PC, Laptop, Projector, audio-visual equipment. Other technologies may be required as technology evolves, but training will be provided.  **Software**: Being competent standard Microsoft packages: Word, Excel, Outlook, PowerPoint, as well as being competent with more specific statistical packages (such as SPSS).  In addition, the post holder is expected to be competent in the use of internet/intranet and search engines for accessing computer based literature searches. Competency to use multimedia for the purpose of presentations.  Familiarity with neuropsychological tests, e.g. WAIS V. |
| **7b. SYSTEMS** |
| The following are examples of systems which will be used when undertaking the role  HR Systems e.g. pay returns, leave forms, travel expenses claims, start and termination forms.  Responsible for maintaining own filing system both electronically and in hard copy to comply with legislation, e.g. Freedom of Information and Data Protection requirements. This includes Trak (NHS electronic systems), Swift (City of Edinburgh Council electronic systems) and Vision (prison based NHS electronic systems).  Keep clinical case records with multidisciplinary case-notes to inform other team members of psychological interventions.  Maintenance of databases and materials relevant to psychology, for example to collect and analyse outcome data. |
| 8. ASSIGNMENT AND REVIEW OF WORK |
| Workload is generated initially more heavily via the Senior Clinical Psychologist. Job plan, variety of workload, and service priorities will be communicated via line management meetings.  Performance will be reviewed through annual PDP processes with Senior Clinical Psychologist on the TURAS system.  The postholder will be expected to participate in regular clinical supervision.  The postholder will work within Code of Ethics and the relevant professional practice guidelines of the Health Professions council (HPC), the British Psychological Society (BPS) and the professional guidance framework and policies and procedures of NHS Lothian. |

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| **9. DECISIONS AND JUDGEMENTS** |
| As Principal Psychologist leading a specialist psychology service make decisions and judgments in relation to service co-ordination, delivery and development, for example prioritising those on the waiting list, make decisions add allocating them to the appropriate level of matched care intervention, deciding on which groups should run, which outcome measures should continue to be collected, how best to liaise and work jointly with other disciplines within HMP Edinburgh.  Make judgements and clinical assessments involving highly complex facts and situations, which require the analysis, interpretation and comparison of a range of options e.g. in ascertaining risk where adults are likely to self-harm or likely to be vulnerable to abuse. Monitor situations and interventions by means of evaluation and be able to modify the plan, treatment or intervention to obtain a better outcome.  As an expert in specialist psychology service provide consultancy to other professionals, including providing second opinions. For example this opinion might be related to the level of risk a person poses to themselves and whether they should remain subject to the SPS ‘Talk to Me’ suicide prevention measures, or the approach frontline workers should take to manage someone’s risk to themselves or others on the hall according to a psychological understanding of that individual. |
| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Setting up a new service in a non-NHS setting, bringing together various multidisciplinary and multiagency colleagues who have previously been working in silos to develop a coordinated service. This will include forming good working relationships, understanding and respecting the contribution of others and attempting to integrate multiple services under one care pathway. This will include ensuring the service as a whole (NHS and non NHS staff) deliver interventions in line with the evidence-based practice. This may include challenging other professionals at times and engaging in difficult conversations.  Hearing the history of multiple clients first hand, and through supervisees, who have suffered from child abuse, neglect, multiple, often traumatic losses, and who often have ongoing difficulties related to addiction, domestic abuse, loss of the care of their children, self-harm, suicidality, and who may often present in crisis.  To provide advice and take appropriate action to manage risk from clients – either risk to themselves or risk to others. This may involve actions which can disrupt the therapeutic relationship, so how these situations are handled is also important. This may involve informing prison officers within prison, engaging with the prison based suicide prevention ‘Talk to me’ paperwork and case conferences, or within the community contacting the police, calling for an ambulance, making contact with crisis services who have remit outside of office hours, which Willow does not, or in rare situations contacting a Mental Health Officer regarding a possible hospital detention.  Balancing the ability to provide a predictable and consistent service, with multiple competing demands, whilst at the same time being able to responsive to the professionals and services the post-holder will interface with. This is especially the case with a nascent service where it will be important to show the usefulness of psychological work in crisis situations and those which escalate suddenly. |
| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| Clear communication skills are required including tact and diplomacy in order to engage individuals (clients) and other professionals.  Methods and format of communication will be adapted to the situation and the audience, and requires flexible verbal and written skills in order to: write letters and reports; produce presentations and visual resources both for presentation at conferences and for training purposes; and to collate and present data in a concise manner.  **Communicates internally** with clients in the community and in HMP Edinburgh, Senior Clinical Psychologist at Willow, Willow team members including the wider Clinical Psychology team, Criminal Justice Social Workers, Criminal Justice Workers, other clinical team member, as well as women receiving a service from Willow.  **Communicates externally** with partners in the Scottish Prison Service (SPS staff; Mental Health nursing with HMP Edinburgh, 3rd sector workers within HMP Edinburgh); mental health and physical health services or social work services within the community when needed.  Communicates about:  Service development issues – liaising with other services in HMP Edinburg delivering therapy to gather information on these services, and to work to amalgamate into one matched-care system of delivering psychological interventions  Service management issues – for example communication about referrals, or seeking further information on a client  Clinical issues, e.g. individual care, role of psychological treatment  May be providing training, case consultancy – this will involve using advanced interpersonal and communication skills to convey this information appropriately often in a hostile, antagonistic or highly emotional atmosphere where there may be barriers to acceptance  Delivering teaching to Edinburgh doctoral trainees  Liaising with internal NHS Lothian systems such as IT or HR  Delivering supervision to supervisees  Service evaluation issues, e.g. giving feeding back to involved teams in HMP Edinburgh on the service delivery and research strategy, giving updates on the information gathered to date and what this implies. This requires disseminating complex psychological information on statistical results to other groups of staff and clients in a meaningful way  Liaising in multi agency national forums with shared interests – such as the National Prisoner Healthcare Network, the Forensic Network, the Scottish Clinical Forensic Psychology Group, the Criminal Justice Authority |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** | |
| **Physical Skills/Effort**  Long periods sitting in one position for individual sessions that can last in excess of 1 hour.  **Mental Effort**  Intense episodes of concentration during therapy sessions.  Concentration required in case work or working in group sessions.  Risk assessment, crisis management.  Balancing clinical and non-clinical priorities.  Conveying difficult theories in a manner understandable for clients.  **Emotional effort**  Discussing emotionally difficult/intense issues such as sexual abuse, suicide, post-traumatic stress reactions, bereavement, family conflict, personality issues. Frequent exposure to highly distressing and emotional circumstances arising from the demanding, challenging and unpredictable nature of the work with this population.  **Environment Conditions**  Required to travel between sites (as post co-located between Willow Service in the community and HMP Edinburgh).  Exposure to possible verbal and physical aggression (although training is provided to support this including NHS Lothian training and mandatory training which must be taken to work within HMP Edinburgh). | |
| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB | |
| **Qualifications**  Doctorate in Applied Psychology (or equivalent if graduated before 1996) providing eligibility for membership of the BPS  Registered with the Health Care Professions Council (HCPC).  Doctoral level knowledge of research design and methodology  **Knowledge**  Training in a range of additional relational type Psychological Therapies/Approaches which would be useful with this population e.g. 3rd wave therapies such as MBT, CAT, schema focused or similar  **Experience**  Evidence of having worked with a complex population (with co-morbid and co-occurring difficulties)  Undertaken teaching responsibility and ability to develop and use complex multi-media materials for presentations in public, professional and academic settings  Experience of exercising full clinical responsibility for clients’ psychological care and treatment within the context of a multi disciplinary care plan  Experience in representing psychology professionally and clinically in local policy forums  Experience of professional and clinical supervision  Experience of operating consultancy models, including supervision  High levels of communications, interpersonal, organisational skills and people management skills.  Evidence of Continuing Professional Development.  NB: The postholder will be required to undertake any further training required for work within a prison setting, for example the three day prison induction training provided by HMP Edinburgh. | |
| **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:  Head of Department Signature: | Date:  Date: |