# NHS FORTH VALLEY



# JOB DESCRIPTION

**1. JOB DETAILS**

**Job Title:** Assistant Clinical Psychologist, Higher Level

**Responsible to:** Consultant Clinical Psychologist

## Department(s): Psychological Services, Secondary Care & Inpatient Psychology

**Job Holder Reference: BN-PSY-031a**

**2. JOB PURPOSE**

To support and enhance the professional psychological care of clients within the Secondary Care & Adult Inpatient Psychology services within Forth Valley by contributing to clinical resource development and psychological interventions on a one to one and group basis, under the supervision of the lead clinician within the psychology team. To assist in clinically related administration, service related research and audit, and data collection, in order to play a key role in the evaluation of the service. To work within the overall framework of the team’s policies and procedures.

**3. ORGANISATIONAL POSITION**

Accountable to Head of Secondary Care & Adult Inpatient Psychology

**ROLE OF DEPARTMENT**

**SEE APPENDIX 1**

**4. DIMENSIONS**

* To conduct assessment interviews and interventions, under supervision of the lead clinician or specialist psychological practitioner, of adults presenting with severe and complex mental health difficulties.
* To carry out psychometric assessments when requested by the lead clinician.
* To carry out administrative and IT tasks to augment the daily running of the Psychology service.
* To comply with the highest professional standard as determined by the British Psychological Society (BPS) and NHS Forth Valley Trust, including awareness ofpolicies regarding client confidentiality and child protection, health and safety, risk management, data management, equal opportunities and cultural diversity.

**5. KEY DUTIES/RESPONSIBILITIES**

#### Clinical

* To undertake protocol based assessments of clients using psychological and psychometric tests, direct and indirect structured observations, rating scales, self-report measures and semi-structured interviews.
* To undertake protocol-based therapeutic and psycho-educational interventions for adults presenting with severe and complex mental health difficulties under the appropriate supervision of a Clinical Psychologist
* To assist in the organisation and delivery of group programmes led by the Secondary Care & Adult Inpatient Psychology Service.
* Attendance and participation in client reviews.
* Attendance and contribution at multi-disciplinary meetings.

#### Teaching, Training and Supervision

* To attend personal clinical supervision sessions, in common with all Clinical Psychologist, in accordance with profession practice guidelines.
* To gain wider experience of professional psychology within the National Health Service.
* 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.

### Administration

* To maintain the highest standards of clinical record keeping and report writing in accordance with professional codes of practise of the British Psychological Society and Trust policies and procedures.
* To contribute to the day to day running of the clinical service, which requires detailed planning and

co-ordination.

* Responsible for the maintenance of computerised databases to assist in the daily running of the Psychology service.
* To be responsible for administrating the evaluation of the service including: collection, scoring and recording a variety of outcome measures/ scales/ questionnaires, to support the evaluation of the service.
* Participate in research/audit including collating evidence, developing methodology and conducting relevant literature searches as required.
* Presentation of evaluation data as required.

**6. SYSTEMS AND EQUIPMENT**

* Occasional use of highly specialised psychometric tests, used to determine intellectual and cognitive function.
* Frequent use of Patient Information Management Database and Spreadsheets.
* Frequent computer use including Microsoft office, access database, Internet explorer and OVID literature databases to search for evidence-based literature.

**7. ASSIGNMENT AND REVIEW OF WORK**

* To work autonomously under the guidance of the Clinical Psychologist
* To plan and prioritises tasks.
* To review work and workload with the Clinical Psychologist during clinical supervision sessions to provide opportunity to discuss any clinical cases or issues arising that are of a clinical nature.

**8. COMMUNICATIONS AND WORKING RELATIONSHIPS**

* To communicate with clients in a non-judgemental and empathic manner.
* To communicate with clients complex information in relation to clinical interventions.
* To work professionally within a highly emotive, hostile or antagonistic atmosphere.
* To work with other mental health professionals as part of a team and to liaise with other health care professionals as appropriate.

**9a. PHYSICAL DEMANDS OF THE JOB**

* To sit in a restricted position for sixty minutes at a time during assessment and therapy sessions up to 5 times a day.
* Motor-co-ordination skills for administration of psychometric assessments.
* To sit in a restricted position during IT and administrative tasks several times each day for periods of up to two hours.
* To drive within Forth Valley to different locations of Psychology Services and to attend meetings as required..

**9b. MENTAL/EMOTIONAL DEMANDS OF THE JOB**

* To maintain periods of concentration for up to sixty minutes during assessments, testing and interventions.
* To be exposed to distressing situations.
* To carry out occasional work with emotionally demanding clients under supervision.
* To be subject to verbal abuse and hostility from clients, less than once a month.

**10. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

* Psychological knowledge acquired through upper second-class or above Honours degree in Psychology, and supplementary short courses.
* An understanding of good clinical practice and an ability to work collaboratively within a multi-disciplinary team.
* Ability to work with adults and their carers in an emotive atmosphere, within a clinical setting.
* Experience of clinical supervision.