#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION |
| Job Title: Psychology Assistant  Responsible to: Head of Specialty in Psychology  Directorate: Health & Social Care partnership, Community Services, Fife Wide  Operating Division: Psychology  Job Reference:  No of Job Holders: 1  Last Update: Sept 2023 |

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| 2. JOB PURPOSE |
| To support and enhance the professional psychological care of clients within the service, across all sectors of care; providing psychological assessment and psychological interventions under the clinical supervision of a qualified 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 undertake in clinically related administration, conduct of audits, collation and analysis of statistics, development of audit and/or research projects, teaching and project work. |

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| **3. DIMENSIONS** |
| The post-holder works directly with patients and their carers. The post also requires working closely with other members of the psychology department, health professionals (e.g. hospital and community nursing staff and psychiatry). |
| 4. ORGANISATIONAL POSITION Head of Service  Head of Specialty, Consultant Clinical Psychologist  Psychologists  Psychology Assistants |

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| 5. ROLE OF DEPARTMENT |
| The Psychology Department provides a full range of clinical psychology services to alleviate psychological distress and promote the psychological well-being of the people of Fife. This includes not only mental health problems but also the application of psychological approaches to a range of health issues including health related behaviour change and the psychological factors relating to physical ill-health.  The department provides assessment and treatment for a wide range of psychological, emotional and behavioural problems in adults, children, adolescents, and elderly people, and advice and support for their families and carers, across all settings, and in relation to all Fife health and social care agencies, education as well as independent and voluntary sector organisations. In addition to direct individual (and group) psychological assessment and treatment psychologists have a major consultative role, provide teaching and supervision for others employed in psychological interventions, provide specialist advice and support to carers and undertake and support relevant research and service evaluation. These services are provided through 8 specialties.  Specialties provide a wide range of clinical psychology services across Fife to patients who are experiencing one or more psychological problems, as well as to their families and carers.  Research and service development as well as policy development are integral parts of the activity of this specialty. It also provides regular teaching, supervision, and professional development to people both within and out with the department. |
| 6. KEY RESULT AREAS |
| Clinical  1. The post-holder’s work is managed and goals reviewed at intervals agreed with their supervisor/s and will be expected to plan and prioritise their own workload and activities under supervision. 2. To undertake protocol-based psychological assessments of clients: applying psychological questionnaires, neuropsychological tests, self-report measures, rating scales, direct and indirect structured observations and semi-structured interviews with clients and carers, whilst using own judgement and knowledge as to the appropriateness of carrying out an assessment at any particular time, taking into account the client’s emotional state, the environmental context of the assessment and information from other sources. 3. To communicate the results of psychological assessments and implemented treatment plans to a multi-disciplinary team and to the patient and caregivers, orally through individual meetings and in other clinical meetings and in written reports. 4. To collaborate in the formulation and delivery of care plans involving the psychological treatment and/or management of a client’s difficulties, under the supervision of a qualified professional psychologist, in both in-patient, community and residential settings. 5. To assist in the co-ordination and running of therapeutic groups. 6. To attend and contribute to appropriate team, departmental and multi-disciplinary meetings. 7. To provide support, guidance and advice to clients with a Neurodevelopmental condition and their carers receiving psychological treatment on a clinically supervised basis. 8. To regularly update their knowledge of policies regarding confidentiality of patient information and procedures relating to child protection. 9. To contribute to the design and implementation of service development projects within the service as required. 10. To attend team, departmental and multidisciplinary meetings in which service developments are planned and discussed.   **General:**   * In common with all psychologists, to receive regular clinical supervision in accordance with professional practice guidelines. * To contribute to the development of service through departmental activities such as presentations, meetings and training events * To participate in the support, training and professional development of other staff members (within and external to psychological services) when appropriate e.g. demonstrating the post-holder’s own duties, use of computer packages, tests, materials, etc. * To ensure the maintenance of the highest professional standards of practice, through active participation in internal and external CPD training and development programmes in line with British Psychological Society guidelines and other codes of conduct and NHS and service policies. * Taking part in regular professional supervision and appraisal and maintaining an active engagement with current developments in the field of clinical psychology and related disciplines. * To maintain and promote the highest standards of clinical record keeping including electronic data entry and recording and report writing in accordance with British Psychological Society and NHS Fife policies. * To maintain up to date knowledge of legislation, national and local policies and issues in relation to both adults and children with learning disabilities and mental health problems. * To comply with policies of NHS Fife and Psychology Service including Health and Safety and the care and management of equipment and materials.   **Research and Development Activity**   1. To assist in the design and implementation of audit /service-evaluation. 2. To undertake data collection, analysis, production of reports and summaries using statistical programmes. 3. 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.   **Information Technology**   1. The post-holder is required to be fully IT literate and confident in word-processing, Internet and Email, whilst bearing in mind at all times departmental procedures and patient confidentiality guidelines. 2. To be proficient in the use of interactive computer-based psychological packages and sensitive to the use of such resources. 3. To use IT equipment and resources for teaching and training purposes as well as for clinical and administrative duties. |

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| 7a. EQUIPMENT AND MACHINERY |
| The post-holder is required to use computers regularly for clinical and administrative duties e.g. Microsoft packages; therapy provision e.g. interactive psychological software; presentations e.g. PowerPoint, and statistical and data analysis e.g. SPSS.  Use and care of psychological tests and equipment, audio-visual and recording equipment (e.g. Dictaphone, video camera), to compile therapeutic resources and packages, which may require photographs, books, videos, etc.  A substantial proportion of the post-holder’s job requires the use of equipment such as telephone, photocopier, laminator, etc for clinical preparation and administrative tasks.  Ability to travel during working day. |
| **7b. SYSTEMS** |
| To maintain the highest standards of clinical record keeping in accordance with professional codes of practice of the British Psychological Society and Trust policies and procedures.  To communicate patient information to other appropriate agencies orally and in written reports.  To summarise information using databases and to provide up-to-date patient/case information to be inputted into departmental databases. |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| At all times, the post-holder is professionally accountable to their supervisor/s, a qualified psychologist permitted to undertake a supervisory role as outlined by BPS guidelines regarding the clinical supervision of assistant psychologists.  The post-holder’s work and caseload is managed by their clinical supervisor/s and goals are reviewed at intervals agreed by them; however the post-holder is required to work independently and effectively on a day-to–day basis.  The post-holder will take part in annual appraisal conducted by the Head of Specialty. |

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| **9. DECISIONS AND JUDGEMENTS** |
| The post-holder will be required to assess and analyse a range of facts/situations when working with clients in 1:1 and group settings and to consider a range of options.  The post-holder will be required to exercise judgement when taking part in multi-disciplinary meetings regarding appropriate feedback about psychological assessment or intervention. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| The post-holder will come across distressing situations when providing therapy to emotionally demanding clients and parents.  Occasional exposure to highly emotive client events e.g. challenging behaviour, family breakdown, bullying, child/sexual abuse, domestic violence, bereavement and occasional exposure to unpleasant working conditions such as continence problems, verbal abuse and hostility. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| To communicate effectively and according to Trust policies and guidelines with clients with learning disabilities and communication difficulties, carers, families, other psychology staff members and other agencies, in various settings, in order to disseminate knowledge regarding e.g. client well being and care, service-provision, and professional development.  To communicate complex/sensitive information requiring empathy and reassurance. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| To work with speed and accuracy when using keyboard and penmanship skills.  To communicate complex/sensitive information requiring empathy, reassurance and the ability to deal with hostility and distress.  Working conditions may include occasional exposure to highly emotive client events e.g. family breakdown, bullying, child/sexual abuse, domestic abuse and bereavement.  To carry resources, clinical session materials and patients’ files daily, remaining in restricted positions for up to two hours at a time e.g. during client therapy and interview sessions.  To use concentration, occasionally prolonged e.g. during client sessions, psychometric testing and patient interventions.  To travel throughout Fife several times per week. |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| A good honours degree in Psychology with eligibility for graduate basis registration with British Psychological Society.  Experience of working with people in a caring capacity.  Ability to travel during the working day.  Good IT skills.  Ability to set up, maintain and analyse databases using statistical packages.  Ability to apply existing psychological knowledge to a mental health context.  High level communication skills (written and verbal).  Must be capable of using their initiative and working independently. |

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| **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: |