



Assistant Psychologist – JOB DESCRIPTION

Band 4

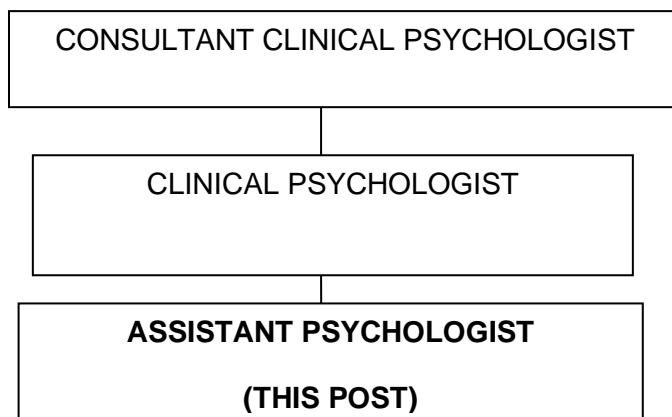
JOB IDENTIFICATION

Job Title:	Assistant Psychologist
Responsible to (insert job title):	Team Clinical Psychologist
Department(s):	Psychological Services
Directorate:	Mental Health and Learning Disability
HR Reference number (coded):	7032E
No of Job Holders:	
Last Update (insert date):	January 2022

JOB PURPOSE

To support and enhance the professional psychological care of clients within the service/ team, across all sectors of care, providing psychological assessment and psychological interventions. To work under the supervision of a qualified professional psychologist working independently, where appropriate, according to a plan agreed with a qualified psychologist and within the overall framework of the team's policies and procedures. To assist in clinically related administration, conduct of audits, collection of statistics, development of audit and/or research projects, teaching and project work.

ORGANISATIONAL POSITION - please insert relevant organisational chart for the post



SCOPE AND RANGE

Psychology Services are responsible for:

- Providing a specialist psychology service for all clients of the service.
- Providing training to staff within the service involved in the delivery of psychologically-based interventions.
- Providing specialist clinical supervision to staff delivering formal psychological therapies, such as cognitive-behavioural therapy.
- Providing specialist psychological research expertise to the service.

MAIN DUTIES/RESPONSIBILITIES

Clinical

1. To undertake protocol based psychological assessments of clients applying psychological, including neuropsychological, tests, self-report measures, rating scales, direct and indirect structured observations and semi-structured interviews with clients, family members and others involved in the client's care.
2. To assist in the formulation and delivery of care plans involving the psychological treatment and/or management of a client's problems, under the supervision of a qualified professional psychologist.
3. To assist in the coordination and running of therapeutic groups.
4. 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 e.g. assisting in preparation of treatment plans, self-help materials and psycho educational materials.
5. To attend and contribute to appropriate multi-disciplinary meetings.

Teaching, training and supervision

1. In common with all clinical psychologists, to receive regular clinical supervision in accordance with professional practice guidelines.
2. To gain wider experience of professional psychology within the NHS over and above that provided within the principal service area where the postholder is employed.
3. To develop skills and competencies that assist in the delivery of current duties
4. To assist qualified professional psychologists in the delivery of teaching, training or support to staff.

Management, recruitment and service development

1. To assist in the design and implementation of service development projects within the service as required.
2. To attend meetings in which service developments are planned and discussed.

Research and service evaluation

1. To assist in the design and implementation of audit and research projects.
2. To undertake data collection, analysis, the production of reports and summaries, using IT and 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.

General

1. To contribute to the development and maintenance of the highest professional standards of practice, through active participation in internal and external CPD training and development programmes, in consultation with the postholder's manager.
2. To maintain the highest standards of clinical record keeping and report writing in accordance with professional codes of practice of the British Psychological Society and Board policies and procedures.
3. To prepare test materials and visual aids as required.
4. To adhere to the Healthcare Support Worker code of conduct

SYSTEMS AND EQUIPMENT

1. The postholder would be responsible for the correct and appropriate use of psychometric testing equipment involving the precise manipulation of equipment in a clinical setting in tests which are often timed.
2. The postholder would be required to use computer software for databases, statistical analysis for research and for the preparation of materials for clinical use. In addition a requirement of the job would be to maintain a clinical database and extract appropriate information for the purposes of research and audit and to inform service developments.
3. Competence in the use of internet/intranet systems is essential for accessing the internal e-mail system and for computer-based literature searches.

DECISIONS AND JUDGEMENTS

The postholder would expect to be supervised on at least a weekly basis, from a qualified clinical psychologist. Clinical supervision will be available more often, as required. While work would be

carried out independently, this would be within the confines of a specified (manualised) treatment programme, clearly-defined assessments and guidance from a supervisor.

COMMUNICATIONS AND RELATIONSHIPS

Within clinical work:

1. To communicate clearly and empathically to clients, families and carers.
2. To establish a rapport with individuals who have mental health disorders, learning disabilities or other difficulties, some of whom may be aggressive or distressed.
3. To discuss and negotiate clinical work with colleagues within a multidisciplinary team.
4. To discuss clinical work with other agencies and professionals.
5. To provide written reports and assessments for clients, their families and other agencies.

For research, audit and training:

1. To write reports on research and audit activities which are clear, concise and provide some interpretation/analysis of work.
2. Where appropriate to present to internal and wider audience research and audit findings.

PHYSICAL DEMANDS OF THE JOB

1. The postholder is required to maintain concentration over lengthy interviews with clients and to be active throughout in maintaining the therapeutic relationship, in pursuing the therapeutic process and in recording the interview.
2. In psychometric testing, the postholder would be required to manipulate intricate test materials in specific ways and under pressure of time while recording responses.
3. Some keyboard skills would be necessary in the use of computers.
4. Required to sit in a constrained position for client therapy/ interview sessions.
5. Ability to drive is also desirable as travel to meetings and school and home visits is an essential part of the post.

MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

1. To use theoretical understandings in the applied setting.
2. To balance the demands of research/audit and clinical aspects of the post.
3. To exercise initiative within the boundaries of supervised practice and defined clinical/research parameters.

PERSON SPECIFICATION – ASSISTANT PSYCHOLOGIST - Band 4

KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

	<i>ESSENTIAL</i>	<i>DESIRABLE</i>
TRAINING & QUALIFICATIONS	<p>An upper second class honours degree or higher in psychology.</p> <p>Entitlement to graduate membership of the British Psychological Society</p>	<p>Further post graduate training in relevant areas of professional psychology, mental health practice and/or research design and analysis.</p>
EXPERIENCE	<p>Some paid or voluntary experience in work where relating to other people is a central part.</p>	<p>Experience of paid work in direct care provision.</p> <p>Work with people with mental health problems and/or other disabilities</p>
KNOWLEDGE AND SKILLS	<p>High level communication skills (written and verbal)</p> <p>Ability to communicate at a high level information to patients, carers and colleagues in a way that addresses psychological resistance.</p> <p>An understanding of the needs and difficulties of people with mental health problems or other disabilities.</p> <p>An ability to apply existing psychological knowledge to a mental health context</p> <p>A theoretical framework in psychology, particularly in the areas of applied psychology and developmental psychology</p> <p>A good understanding of social science methodology and statistics</p> <p>Good IT skills with an ability to use word processing, database and statistical software packages</p>	<p>Experience using microcomputers for databases or data-analysis, especially SPSS for Windows.</p> <p>High standard of report writing.</p>
PERSONAL	<p>An ability to interact effectively with staff from all disciplines.</p> <p>An ability to interact with people with mental health problems or disabilities.</p>	<p>An interest in working with people with mental health problems or other disabilities.</p>

	Ability to work independently, reliably and consistently with work agreed and managed at regular intervals.	
OTHER	Ability to accept and use supervision appropriately and effectively.	A desire to explore a career in Professional Psychology

Assistant Psychologist Higher – Band 5 JOB DESCRIPTION

JOB IDENTIFICATION

Job Title:	Assistant Psychologist – Higher Level
Responsible to (insert job title):	Team Clinical Psychologist
Department(s):	Psychological Services
Directorate:	Mental Health
Job Reference number (coded):	7033E
No of Job Holders:	
Last Update (insert date):	January 2022

JOB PURPOSE

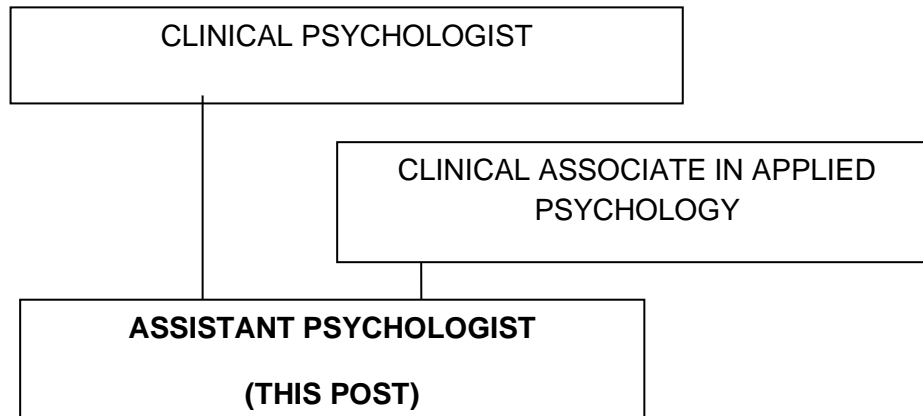
To support and enhance the professional psychological care of clients within the service/ team, across all sectors of care, providing psychological assessment and psychological interventions.

The post holder will work independently and exercise initiative and may be involved in direct patient care under the supervision of a qualified clinical psychologist and in collaboration with other members of the multidisciplinary team.

To assist in clinically related administration, conduct of audits, collection of statistics, development of audit and/or research projects, and project work.

To contribute to the development and undertake delivery of teaching and training.

ORGANISATIONAL POSITION - please insert relevant organisational chart for the post



SCOPE AND RANGE

Psychology Services are responsible for:

- Providing a specialist psychology service for all clients of the service.
- Providing training to staff within the service involved in the delivery of psychologically-based interventions.
- Providing specialist clinical supervision to staff delivering formal psychological therapies, such as cognitive-behavioural therapy.
- Providing specialist psychological research expertise to the service.

MAIN DUTIES/RESPONSIBILITIES

CLINICAL

1. To undertake protocol based assessments of clients applying psychological, including neuropsychological, tests, self report measures, rating scales, direct and indirect structured observations and semi-structured interviews with clients, family members and others involved in the client's care.
2. To assist in the formulation of and delivery of care plans involving the psychological treatment and management of clients' problems, under clinical supervision from a qualified clinical psychologist.
3. To assist in the co-ordination and running of therapeutic groups.
4. To assist clinical psychologists in the compilation of risk assessment and risk management reports.
5. 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 e.g. assisting in the preparation of treatment plans, self-help materials and psycho educational material.
6. To represent Clinical Psychologists on specific patient care issues at multi-disciplinary team meetings, case reviews etc.
7. To attend and contribute to multidisciplinary team meetings, department meetings and seminars.

TEACHING, TRAINING AND SUPERVISION

1. In common with all clinical psychologists, to receive regular clinical supervision in accordance with professional practice guidelines.
2. To gain wider experience of professional psychology within the NHS over and above that provided within the principal service area where post holder is employed.
3. To develop skills and competencies that assist in the delivery of current duties
4. To contribute to the development and to undertake delivery of teaching, training and support of other staff in psychological care.
5. To participate in external and internal training as deemed appropriate.

MANAGEMENT, RECRUITMENT POLICY AND SERVICE DEVELOPMENT

1. To assist in the design and implementation of service developments and projects within the service as required.
2. To attend meetings in which service developments are planned and discussed.

RESEARCH AND SERVICE EVALUATION

1. To assist in the design and implementation of research, service evaluation or audit activities.
2. To undertake data collection, analysis, the production of reports and summaries, using IT and statistical packages.
3. To undertake database searches for literature and research papers to inform evidence-based practice for qualified Clinical Psychologist's work.
4. Utilises theory, evidenced-based literature and research to support evidenced-based practice in individual work and work with individual team members.

IT RESPONSIBILITIES

1. Undertake to collect, process, interpret and report information using appropriate software, including advanced statistical and presentation packages.
2. Use IT systems to record clinical activity, caseload, waiting list etc and report on the performance of psychologists within the sector
3. Use IT systems relevant to clinical interventions i.e. for scoring psychometric tests.

GENERAL

1. To contribute to the development and maintenance of the highest professional standards of practice, through active participation in internal and external CPD training and development programmes, in consultation with the postholder's manager.
2. To maintain the highest standards of clinical record keeping and report writing in accordance with professional codes of practice of the British Psychological Society and Board policies and procedures.

3. To prepare test materials and visual aids as required.
4. To adhere to the Healthcare Support Worker code of conduct.

SYSTEMS AND EQUIPMENT

1. The post holder is responsible for the correct and appropriate use of psychometric testing equipment involving the precise manipulation of equipment in a clinical setting in tests which are often timed.
2. The postholder would be required to use computer software for databases, statistical analysis for research and for the preparation of materials for clinical use. In addition, a requirement of the job would be to maintain a clinical database and extract appropriate information for the purposes of research and audit and to inform service developments.
3. Competence in the use of internet/intranet systems is essential for accessing the internal e-mail system and for computer-based literature searches.
4. The post holder is required to keep accurate paper records of all patient contact and patient-related activity for the purposes of contributing to the audit of the service. It is a routine part of the post to ensure that accurate case records of clinical work are made available within the multidisciplinary case notes for others in the team to access.

DECISIONS AND JUDGEMENTS

The postholder would expect to be supervised on a weekly basis, by a qualified clinical psychologist. The postholder will carry out elements of work independently and will have autonomy and accountability for adhering to protocols. Much of their work will be overseen rather than directly observed.

For example:

- The post holder is required to implement programmes of care under the supervision of a qualified clinical psychologist and is responsible for prioritising and planning their workload effectively.
- The post holder provides advice and guidance within their own professional competence and is required to demonstrate their own abilities to other professionals.
- The post holder assists in the assessment of clients in 1-1 sessions and uses appropriate psychological intervention under the supervision of a qualified clinical psychologist.
- The post holder is required to make thorough assessments and analysis of case file information in order to contribute to the risk assessment process. They will make decisions to inform the clinical team about particular information held in case records which are relevant to their formulation and management of the case. Most of this will be carried out independently with minimal guidance or supervision.

COMMUNICATION AND RELATIONSHIPS

Within clinical work:

1. To communicate clearly and empathically to clients, families and carers.

2. To establish a rapport with individuals who have mental health disorders, learning disabilities or other difficulties, some of whom may be aggressive or distressed.
3. To communicate with clients, families and carers in situations where the atmosphere may be highly emotive, information which may be complex/ sensitive
4. To discuss and negotiate clinical work with colleagues within a multidisciplinary team.
5. To discuss clinical work with other agencies and professionals.
6. To provide written reports and assessments for clients, their families and other agencies.

For research, audit and training:

1. To write reports on research and audit activities which are clear, concise and provide some interpretation/analysis of work.
2. Where appropriate to present to internal and wider audience research and audit findings.
3. To undertake the delivery of teaching and training

PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

1. 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.
2. Working with clients where the atmosphere may be highly emotive.
3. Manipulate intricate test materials in specific ways, keep a record of time for tasks, as well as, recording client responses and making general observations. Speed and accuracy in the administration of psychometric tests completed within assessment is fundamental to the post holder's role on a regular basis.
4. Sit in a constrained/adverse environment for long periods of time i.e. when administering tests or specific interventions which may require the need to sit in a constrained way during a period of time.
5. Keyboard skills are required daily to complete many aspects of the post.
6. Exposure to verbal aggression from patients on the telephone, or physical/verbal aggression is to be expected but not an everyday occurrence for the jobholder.

MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

1. To use theoretical understanding within an applied setting.
2. Work with clients in distress where the atmosphere may be highly emotive and dealing with highly sensitive, often distressing information
3. To work independently and exercise initiative within the boundaries of supervised practice and defined clinical/ research parameters.

4. To balance the demands of research/ audit and clinical aspects of the post.

PERSON SPECIFICATION – ASSISTANT PSYCHOLOGIST - Band 5

KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

	<i>ESSENTIAL</i>	<i>DESIRABLE</i>
TRAINING & QUALIFICATIONS	<p>An honours degree of classification 2:1 or above in psychology.</p> <p>Entitlement to Graduate Basis for Registration with the British Psychological Society</p>	<p>Further post graduate training in relevant areas of professional psychology, mental health practice and/or research design and analysis.</p>
EXPERIENCE	<p>Some paid or voluntary experience in work where relating to other people is a central part</p>	<p>Experience of paid work in direct care provision.</p> <p>Experience of working with people with mental health problems and/ or other disabilities.</p> <p>Previous experience as an assistant psychologist, research psychologist or significant period of working in a health role in the NHS.</p>
KNOWLEDGE AND SKILLS	<p>High level communication skills (written and verbal) including an ability to communicate and work in settings in which the atmosphere may be highly emotive.</p> <p>An ability to communicate sensitive information to patients, carers and colleagues in a way that addresses psychological resistance.</p> <p>An understanding of the needs and difficulties of people with mental health problems or other disabilities.</p> <p>An ability to apply existing psychological knowledge to a mental health context.</p> <p>A theoretical framework in psychology particularly in the areas of applied psychology and developmental psychology.</p> <p>A good understanding of social science methodology and statistics.</p>	<p>Experience using microcomputers for databases or data-analysis, especially SPSS for Windows.</p> <p>High standard of report writing.</p> <p>Knowledge of mental health systems.</p>

	Good IT skills with an ability to use word processing, database and statistical software packages.	
PERSONAL	<p>An ability to interact effectively with staff from all disciplines.</p> <p>An ability to interact with people with mental health problems or disabilities.</p> <p>Ability to work independently, reliably and consistently with work agreed and managed at regular intervals.</p> <p>Ability to work effectively as a team member.</p>	An interest in working with people with mental health problems or other disabilities.
OTHER	Ability to accept and use supervision appropriately and effectively.	A desire to explore a career in Professional Psychology.