#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION |
| Job Title: Assistant Psychologist Responsible to: Head of Child & Family Psychology SpecialityDepartment: Psychology Service, NHS FifeDirectorate: Health & Social Care PartnershipOperating Division: Complex and Critical Care DirectorateJob Reference: No of Job Holders: 0Last Update: 01/2010 & 01/18 |

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| 2. JOB PURPOSE |
| * + To provide psychology assistant services within the Child and Family Psychology Service and the Child and Adolescent Mental Health Service, supporting and enhancing the psychological care of patients and their parents / carers.
	+ To undertake clinically supervised work with patients on a one to one and group basis as required.
	+ To work independently on a day to day basis providing cognitive assessments, across a number of specialist services within Child and Family Psychology
	+ To undertake service evaluation and audit, along with research activities, as required.
	+ Under supervision, to communicate with other professionals and agencies the results of assessments.
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| **3. DIMENSIONS** The post holder will be employed within the Child and Family Psychology Service, NHS Fife, and be based in the Child and Adolescent Mental Health Service. This work will involve a significant amount of contact with the relevant client group under the supervision of a Clinical Psychologist. This work will include administration, keeping patient files up to date, entering data into databases. Other responsibilities will include audit, service evaluation and assisting with any research activities relating to the clinical area. There will be opportunities to be involved in training and Continued Professional Development (CPD). |

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| 4. ORGANISATIONAL POSITION  |
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| 5. ROLE OF DEPARTMENT |
| The Psychology Service 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 neuro-developmental conditions.The service 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, providing teaching and supervision for others employed in psychological interventions, providing specialist advice and support to carers and undertake and support relevant research and service evaluation. These services are provided through 8 specialties. The Child & Family Psychology Specialty provides a wide range of clinical psychology services across all settings throughout Fife to children, young people and their parents / carers. The service is comprised of Clinical Psychologists, Clinical Applied Associate Psychologists and Assistant Psychologists. The service caters for children and young people from 0-18 years with psychological difficulties. Psychologists working in the service provide a range of services from early intervention and parenting interventions to specialist services such as the CAMHS teams, ADHD and children and young people with long term physical health conditions. Staff work closely with other professionals groups within NHS fife and with partner agencies such as social work and education. The service provides individual therapy, group interventions and input to multidisciplinary teams.Research and service development as well as policy development are integral parts of the activity of the specialty. It also provides regular teaching, supervision, and professional development to people both within and out with the department |

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| 6. KEY RESULT AREAS |
| **Clinical**1. To carry out neuropsychological assessments with children and young people under clinical supervision.
2. To communicate complex information to clients, overcoming barriers to understanding and in potentially highly emotive atmospheres.
3. The post holder may be required to work in situations where there are barriers to acceptance and possible hostility.
4. To provide comprehensive information and advice to clients and deal with general queries as they arise.
5. To work in partnership with service users, their families and other workers
6. To work as a member of a multidisciplinary team and liaise with referring agents when required. The post holder will be required to be aware of other relevant statutory and voluntary agencies which may be appropriate for referring patients on to.
7. To follow a client -focused and evidence based approach.
8. To consult with relevant external agencies such as social services, independent and voluntary sector, to facilitate and enable intervention at multiple levels.
9. To communicate confidential and personal information concerning psychological needs, obtained through assessments and interventions, to referring agents and to the client themselves.
10. To undertake evaluation and monitoring of the group interventions and to assist in the delivery and planning for these groups programmes.
11. To conduct searches of evidence-based literature and research to assist psychologists in the department in evidence based practice.
12. To utilise theory, evidence-based literature and research findings to support evidence-based practice in individual and/or group work.
13. To enhance own knowledge of health psychology through reading, literature searches and personal study.
14. Is required to travel and work in a variety of settings across a large geographical area.
15. To transport clinical files, health related equipment and lap top computer to and from all sites as required.

Professional1. To participate in regular and ongoing supervision, but will be required to work autonomously in interactions with clients. Supervision will be with an appropriately qualified healthcare professional as agreed by the Head of the Child and Family Psychology Specialty.
2. To be an active part of a team which creates a culture of continuous improvement and collaborative team-working.
3. To work with others in such a way as to encourage trust, openness, creativity and reflective practice.
4. To participate in the NHS staff appraisal framework.
5. To adhere to and comply with relevant NHS and local policies and procedures, including in relation to research governance and ethical considerations.
6. Manage and organise own workload for a broad range of activities and ongoing work.

**Information**1. To maintain the highest standards of clinical record keeping including use of electronic databases, report writing and working in accordance with professional codes of practice of the British Psychological Society and NHS Board policies and procedures.
2. To maintain up to date knowledge of legislation, national and local policies and issues in relation to the client/professional group.
3. To maintain local activity logs and audit in accordance with local NHS Board requirements.
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| 7a. EQUIPMENT AND MACHINERY |
| * Computer/laptop/PowerPoint projector for database, research, e-mail, Internet, presentations.
* Computerised and Audio-visual recording equipment for use in assessment and specialist treatment programmes
* Equipment related to health status e.g. carbon monoxide monitors.
* Expected to have knowledge of manual handling and other equipment within the area.
* Potential car use for travel
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| **7b. SYSTEMS** |
| * To maintain appropriate records of own work, in electronic and hard copy, including clinical record keeping/case notes and the update of computer databases for recording and analysing such data and the secure storage of such data, in accordance with professional and ethical codes of practice of the British Psychological Society and Trust policies and procedures
* To use information technology as appropriate, including Microsoft Office applications and statistical software packages such as SPSS as needed, NHS Fife intranet, internet and email systems, within direct professional work, research and interventions.
* To undertake clerical functions including literature searches, information leaflets, monthly record forms for travel claims, clinical contact statistics and continuing professional development records.
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| 8. ASSIGNMENT AND REVIEW OF WORK  |
| * Day to day management of the post will be provided by Psychology Lead for Child and Family Psychology, who will assign work and review this on a monthly basis. On a day to day basis assistants work autonomously, but under supervision, within set guidelines, referring as necessary to the psychology supervisor.
* Weekly clinical supervision is received from an appropriately qualified Clinical Psychologist, in accordance with good practice guidelines.
* Work and personal development plans are reviewed through the annual review and personal development plans with the Head of Child and family Psychology.
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| **9. DECISIONS AND JUDGEMENTS**  |
| * The post holder is required to use a degree of initiative and deal with matters independently, making decisions and judgements within the parameters permitted by their professional guidelines and under the general guidance of their clinical/professional supervisor.
* They will be guided by work plans agreed with their supervisor, professional guidelines and local protocols.
* The post holder during interactions with patients may be required to make decisions on risk e.g. assessing risk of self harm or suicide, or in relation to child protection issues, which should be reflected on with a clinical psychologist afterwards.
* The post holder must operate in accordance with the professional codes of practice set out by the British Psychological Society, as well as departmental guidelines.
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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB  |
| * Engaging with a wide range of professionals (who are of varying degrees of seniority, knowledge and experience), both within the NHS and Council, private and voluntary organizations, along with the general public.
* Managing time effectively, prioritising work to meet competing demands so as to derive greatest benefit from limited time, while operating in a highly sensitive environment and to a tight timescale.
* Working in a sometimes emotionally charged environment and dealing with sensitive and, at times, distressing information from a vulnerable group.
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| **11. COMMUNICATIONS AND RELATIONSHIPS**  |
| * The post holder will provide and receive complex and sensitive information in what may at times be distressing or highly emotive atmospheres. For example, working with both young people, who have disrupted childhoods, and their workers/carers/parents around a range of health issues, and supporting referrals to other agencies.
* Communication will require a high level of interpersonal skills.
* The post holder is directly accountable to their Line Manager/Supervisor.
* The post holder is expected to liaise with a range of professionals both within and out with the Health Service. This will include for example: GPs, Heads of Psychology Services, Clinical Supervisor(s), Education & Social Work colleagues, voluntary services and private agencies.
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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB**  |
| **Physical*** Keyboard skills, sitting in one position for long periods when seeing patients.
* Carry bulky health improvement equipment to various clinics/venues
* Ability to travel within the working day

**Mental effort*** Sustain concentration for long periods of time (ranging from one hour to several hours per day), processing information from a number of sources, such as clinical sessions with clients, clinical meetings, service planning meetings, telephone consultation with staff and other professionals
* The use of good time management skills, requirement to change subject focus frequently and without prior notice.
* Workload can be unpredictable e.g. attendance at meetings is often required at short notice and at times, clients or staff may need to be seen urgently.

**Emotional*** Required to deal with distressing, emotive environments.
* Required to deal with clients and families distressed by the effects of physical or mental illness.
* Required to help other professionals, care staff and relatives deal with highly distressing situations.
* Exposure to hostility.
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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB  |
| * Single or Joint Honours degree in Psychology, normally 2:1 or above with Graduate Basis for Registration (GBR) via qualification recognition or by alternative route.
* Evidence of capacity to undertake research at postgraduate level (including statistical knowledge).
* Knowledge of Child Psychology Theory and theoretical approaches – particularly in relation to child psychology. Excellent and demonstrable written and oral communication skills.
* Ability to communicate diplomatically, confidently, empathically with a wide range of people.
* Excellent organisational skills and an understanding of working with multiple priorities.
* Flexible approach to working, balancing varied day to day work demands and working independently.
* Ability to work autonomously and as part of a team.
* IT skills to a level required to work regularly with Microsoft Office packages and local specialist packages as required, such as SPSS and NVivo.
* Awareness of own competency limitations.
* Clear commitment to working within the NHS board area.
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| **14. JOB DESCRIPTION AGREEMENT** |
|  Job Holder’s Signature: Head of Department Signature: | Date:Date: |