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| JOB IDENTIFICATION |
| Job Title: Head of Learning Disability Psychology  Consultant Clinical Psychologist,  Responsible to: Director, Fife Psychology Service  Department(s): Psychology  Directorate: Health and Social Care Partnership  Operating Division: Complex and Critical Care Services  Job Reference: 193832  No of Job Holders: 2  Last Update (insert date): July 2024 |

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| 2. JOB PURPOSE |
| * To provide clinical professional and managerial leadership to the Learning Disabilities Psychology specialty of the Fife psychology service. * To ensure systematic provision of a clinical psychology service to children and adults with a learning disability and neurodevelopmental differences across Fife. These clients have a wide range of complex psychological, emotional and behavioural difficulties (including autistic spectrum disorders and dual diagnosis). * To provide psychological expertise to service development work locally and nationally on behalf of NHS Fife, including psychological aspects of hospital discharge programme, south-east Scotland forensic LD low secure service, developing Neurodevelopmental services. * To formulate strategic plans, in conjunction with partner organisations, for psychological services in the Learning Disability (LD) Department of the Psychology Service and to oversee their implementation. * To contribute to the aims and objectives of the Health and Social Care Partnership, ensuring the psychological evidence base is applied to service developments for people with a learning disability across health and social care. To undertake this work as a member of the multi-disciplinary Fife Learning Disabilities Management Team, Child Health Management Team, as well as through other channels as appropriate. * As a member of the Fife Psychology Service management team, to undertake delegated responsibilities for Director of Service as required, and to contribute to the management and strategic planning of the Fife Psychology Service. * To provide a clinical service for a caseload of clients of the Learning Disabilities psychology service and Neurodevelopmental service. * To undertake and oversee the teaching, training and research work of the Learning Disabilities Specialty Psychology service. |
| **3. DIMENSIONS** | |
| * The service covers the whole of Fife, is provided across a range of settings: hospital, outpatient clinics, GP surgeries, resource centres, third sector settings, schools, home visits etc., and across a wide network of agencies, statutory and voluntary. * Staff of the Learning Disabilities specialty responsible to this post-holder include:   + three consultant clinical psychologists   + 9 clinical csychologists   + three clinical associates in applied psychology   + two or more psychology assistants (variable according to budget). * The Learning Disability Psychology service deals with around 230 referrals each year (children and adults) with around a further 1000 referrals received by the multi disciplinary neurodevelopmental service. The Psychology service also an ongoing caseload of many more long term patients. However, much of the clinical work of the department is done through consultancy, training and provision of expert advice to other staff and families * Range of responsibilities of the post include:   + Day to day management of the Learning Disabilities Psychology service whilst ensuring its efficient operation.   + Responsibility for identifying service priorities and leading, initiating and evaluating developments of the Learning Disabilities clinical psychology service including an Action Plan aligned to NHS Fife, Fife HSCP and national priorities.   + Major involvement in overall wider learning disabilities services planning, development and research in Fife.   + Lead responsibility for clinical governance issues within the specialty and implementation of departmental and NHS Fife policies on clinical supervision, clinical risk management and clinical effectiveness. Guidance, support and personal development planning for staff in the specialty   + Establishing and maintaining effective systems for the clinical and professional supervision and support of all qualified and non-qualified psychological staff within the Specialty, including clear systems for effective recruitment, professional appraisal and identification of CPD needs.   + Personally providing an autonomous and systematic clinical psychology service to children and adults with a learning disability and other neurodevelopmental differences in Lynebank Hospital and throughout Fife.   + Providing teaching and supervision of research to contribute to the development of various professions.   + Managing, monitoring and negotiating the budget for the LD psychology department. Authorised signatory for staff pay sheets, start change and termination forms, etc. | |

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| 4. ORGANISATIONAL POSITION |
| See attached organisational chart  Director Psychology Service  This Postholder  Clinical Associates in Applied Psychology  Assistant Psychologists  Trainee Psychologists  Clinical/Forensic Psychologists |

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| 5. ROLE OF DEPARTMENT |
| Fife 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 health issues including health related behaviour change and the psychological factors relating to physical ill-health.  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, 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 10 clinical specialties.  The Learning Disabilities Psychology Service provides a wide range of clinical psychology services across Fife to children and adults with learning disabilities and / or neurodevelopmental disorders 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 outwith the department |

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| 6. KEY RESULT AREAS |
| **Management, recruitment, policy and service development:**  Staff and resources   * To line manage clinical psychologists and clinical associates in applied psychology and psychology assistants working within the LD specialty, plus trainees aligned to the speciality, within the framework of the psychology service's policies and procedures. Includes:   + To motivate, manage and direct the work of the staff of the specialty.   + To undertake annual appraisals/ reviews of specialty staff and negotiate agreed CPD plans   + To identify and prioritise resource requirements.   + To identify and pursue funding for staff resources and manage staff recruitment.   + To negotiate and manage staffing budget for the specialty.   + As authorised signatory, to sign relevant time sheets, staff start, change, and termination forms.   + To authorise annual leave of staff in the specialty, to vet training /CPD study leave applications for staff of the specialty, prior to final approval by Director.   + To manage recruitment and appointment of staff for the specialty and as required to assist in the selection and appointment of staff of other specialties within the department and of clinical doctoral trainees.   + Provide appropriate input to complaints and disciplinary procedures.   Service   * + - To ensure the development of a high quality, responsive and accessible psychology service for children and adults with learning disabilities, including advising both service and professional management on psychological and/or organisational matters, appropriately applying national policy.     - To exercise responsibility for the systematic governance of psychological practice within the service/team, including ensuring effective activity and outcome monitoring and patient records systems are in place, and provide reports on such activity to the Director of Fife Psychology service and other Fife HSCP/NHS Fife service managers as required.     - To ensure systematic provision of clinical advice, consultancy and training of high quality by the clinical staff of the specialty to staff of various agencies and professions who provide to them, in order that the psychological needs of the client and their carers are met optimally within available resources.   General Management   * To contribute actively to the work of wider organisational groups e.g. Managed Clinical Networks and Heads of Learning Disability Psychology Scotland * To contribute to the management of the Fife Learning Disability service within the Health and Social Care Partnership as a member of the core Learning Disability Management Team and any other relevant groups/committees within the Partnership requiring senior clinical input from an LD perspective. * As a member of the Psychology Service management team and Psychology Service Consultants Team, to contribute to the overall management of the Psychology Service as required by the Director of Service, including service development, clinical governance, planning, professional development programmes, monitoring operational policies and services through deployment of professional skills in research, audit and service evaluation. * To undertake delegated responsibilities for the Director of the Psychology Service as required. * To contribute to the overall development of the Psychology Service by attending regularly and participating in service meetings both within speciality and at area level. * To autonomously anticipate problems and/or needs within both the psychology service and own service, and take steps to resolve them.   **Clinical:**  To carry a personal clinical caseload which includes:   * To provide specialist psychological assessments of learning disability and neurodevelopment based upon the appropriate use, interpretation and integration of complex psychological data from a variety of sources including psychological and neuropsychological tests, self-report measures, rating scales, direct and indirect structured observations, structured evidence based risk assessments and semi-structured interviews with clients, family members and others involved in the client’s case. * To develop a formulation drawing on biological, psychological and social factors and implement plans for the formal psychological treatment and/or management of a clients emotional and behavioural difficulties, based on an appropriate conceptual framework of the client’s problems, and employing methods of proven efficacy, across the full range of care settings (including but not limited to hospital wards, GP practices, residential care homes, daytime support services, inpatient services, schools, client’s own homes, other clinic bases). * To provide a highly specialised service, working directly and indirectly with patients and carers across a wide range of settings. Working in an empathic and sensitive way with a range of complex and distressing difficulties. These difficulties may include, but are not limited to, sexual abuse, post traumatic stress disorder, mental illness, eating disorders, relationship problems, challenging behaviour, offending behaviour, autism and dementia. Frequently required to maintain intense concentration for extended periods of time. * To be responsible for implementing a range of psychological interventions for individuals, carers, families and groups in a wide range of settings (as described in 2, above), and working with non-psychology colleagues and other non-professional carers (including individual, couple or group therapy and a variety of therapeutic models). * To evaluate and make decisions about treatment options taking into account both theoretical and therapeutic models and highly complex factors concerning historical and developmental processes that have shaped the individual, family or staff team. * To exercise autonomous professional responsibility for evaluating and accepting referrals, and for the psychological assessment, treatment and discharge of clients within the specified geographical area. * To provide specialist psychological advice, guidance and consultation to other professionals contributing directly to client’s formulation, diagnosis and treatment plan. * To work systemically and ensure that all members of the multi-disciplinary team and professions within a wider context, e.g. social services and education have access to a psychologically based framework in order that they have an understanding of clients difficulties and their role in supporting their needs appropriately. The clinical psychologist achieves this through the provision of advice and consultation and the dissemination of psychological research and theory. * To undertake risk assessment and risk management for individual clients and to provide general advice to other professionals, carers, families and staff teams on psychological aspects of risk assessment and management. * To communicate to a range of involved individuals, professionals and agencies, including where required the legal system, in a skilled and sensitive manner, highly complex information concerning the assessment, formulation and treatment plans of clients under their care. To acknowledge and attempt to address barriers to others’ understanding this information. * To monitor and evaluate progress during the course of both uni- and multi-disciplinary care. * To provide expertise, advice and support to facilitate the effective and appropriate provision of psychological care by all members of the multi-disciplinary team and professions within a wider context, e.g. social services and education. * To act as a care co-ordinator when appropriate, ensuring the provision of multi-disciplinary care packages appropriate to client's needs, co-ordinating the work of others involved with the client, arranging and chairing reviews and keeping all those involved up to date with progress.   **Teaching, training and supervision:**   * Training and supervision is a major responsibility of this post and involves the development, production and presentation of individually tailored training packages, with appropriate support to implementation. * To ensure provision of and personally provide learning disability placements for doctoral trainee clinical psychologists. To ensure that trainees acquire the necessary skills, competencies and experience to contribute effectively to the psychological well being of adults and children with learning disabilities, to work within multi-disciplinary teams and as part of wider contexts. To contribute to the assessment and evaluation of such competencies. * To ensure provision of, as well as personally providing clinical supervision to qualified clinical psychologists, clinical associates in applied psychology, doctoral trainee clinical psychologists and assistant psychologists within thespecialty. * To ensure provision of, as well as personally provide advice, consultation and training to other members of the multi-disciplinary team and professions within a wider context, e.g. social services and education, for their provision of psychologically based interventions to help improve clients functioning. To provide clinical supervision to the multi-disciplinary team members. To address clinical governance in this context. * To provide training/teaching sessions on clinical psychology doctorate courses, and teaching to qualified clinical psychologists as appropriate to contribute to ongoing departmental CPD.   **Research and service evaluation:**   * To utilise theory, evidence-based literature and research to support evidence-based practice in individual work and work with other team members, families and staff teams. * To undertake, as appropriate, high quality clinically relevant research, observing NHS ethics procedures, applying for appropriate internal and external funding, and disseminating findings through peer reviewed publication and presenting at professional conferences. To provide research advice to other staff undertaking research. To ensure service users are considered and involved as appropriate in such research. To supervise and support the research of assistant, trainee and qualified clinical psychologists. To support dissemination of research findings. * To ensure a strategy and governance processes for research activity within the service. * To initiate project management, including complex audit and service evaluation with colleagues within and across the specialty to help develop and improve services to clients and their families.   **Continuing professional development**  To maintain and develop a very high level of expert knowledge and skills in clinical work, professional issues, training and both clinical and managerial supervision.    To receive regular clinical supervision from a senior clinical psychologist as stated in current British Psychological Society (BPS) guidelines, and where appropriate from other professional colleagues. To provide and participate in peer supervision.    **General:**   * To ensure the development, maintenance and dissemination of the highest professional standards of practice, through active participation in internal and external CPD training and development programmes in line with Health and Care Professions Council (HCPC) and BPS guidelines and NHS codes of conduct and service policies. * To ensure the development and articulation of best practice in the fields of learning disability psychology and contribute across the services by exercising the skills of a reflexive and reflective scientist practitioner. 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 HCPC standards and BPS and NHS Fife policies. * To responsibly exercise professional self-governance in accordance with professional codes of practice of the BPS, HCPC standards and NHS Fife policies and procedures. * 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. |

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| 7a. EQUIPMENT AND MACHINERY |
| Exercises personal and managerial responsibility for care of equipment, devising suitable systems for keeping equipment secure and in good working order. Use of digital recorders/ for recording and playing relaxation procedures, dictation machines for recording letters, video cameras for recording clients in vivo, computers for client related work and email correspondence, power point projectors and screens for teaching, photocopying machines and a variety of neuro psychological test equipment.  As work is done in multiple settings and different from the main department base, equipment and cases containing case files are carried and transported between settings (daily). These can be heavy – laptop and bag of files = 7kg.  As some work is community based, use of a car is essential on a frequent (almost daily) basis. |
| **7b. SYSTEMS** |
| Contribute to departmental development of systems for managing waiting lists, processing referrals and developing and managing programmes and pathways of clinical care.  Utilise data systems for audit and analysis of clinical outcomes.  Record personally generated clinical observations, test or research results to be kept in clinical files.  Complete work records e.g. travel claims, clinical contact statistics and discharge database summaries.  Format and populate databases for research and audit purposes.  Use complex statistical packages to analyse and evaluate psychological data  Use online databases and e-library resources for literature review. |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| As Head of LD Psychology Specialty, the post holder :   * Is responsible for setting the direction of the Learning Disability Psychology service’s activity and priorities taking account of the wider needs of the Learning Disabilities Psychology Service and Fife Psychology Service strategies, to best meet the needs of clients. Is responsible for implementing effective and efficient work practices, using the limited resources most appropriately. * Is responsible for ensuring best management of the waiting list, planning, prioritising and scheduling work and generating specialty-specific /service developments, referring clients to other agencies and discharging them. * The post holder takes part in annual regular Personal Development Plan review with the Director of Service, and in activities to support the Service’s strategic planning , taking responsibility for completing and delivering Learning Disability Psychology’s strategic plan. * The post holder meets weekly with peers and Director , as Psychology Service management team and six weekly with same for Clinical and Care Governance meetings * The post holder has responsibilities and undertakes tasks as required through his/her membership of the Fife Learning Disability Management Team and Child Health Management Team.   As a consultant clinician, in relation to own clinical caseload/patch, the post-holder   * Works autonomously within professional guidelines and overall frameworks of community and hospital teams * Receives referrals directly from a variety of sources including GP’s, members of the multidisciplinary team, medical staff, third sector organisations and social work and education colleagues. Provides treatment plans implements them and is responsible for discharging patients * Autonomously anticipates problems and / or needs within both the psychology department and own locality, and take steps to resolve them, proposing changes to working practices or procedures for own area of work and which impact beyond own area of activity within post holder’s specialist service area. * Works collaboratively with colleagues from psychology and other disciplines within the range of psychology specialties, and other services, to develop services across Fife. * Receives and makes good use of clinical and professional supervision, in the form of formal contact with a senior clinical psychologist and where appropriate other qualified psychologists, in common with all clinical psychologist and in accordance with BPS good practice guidelines, to help maintain skills, manage job stress and monitor quality of service provision. | |

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| **9. DECISIONS AND JUDGEMENTS** |
| * Is responsible for prioritising and managing own workload. * Makes autonomous decisions regarding working with clients - including   + types of assessment and neuropsychological tests used,   + risk assessment and management,   + formulation of problems,   + contributing to diagnoses where appropriate,   + planning and delivering treatment options,   + evaluating treatment,   + referring to other agencies,   + discharging clients appropriately,   + when and how to work with other agencies,   + writing reports and being referred to by courts for expert opinions regarding clients. * Makes decisions about initiating, developing and running research projects and audits within the department * Designs training and information packages appropriate to client group deciding how, what and when supervision and consultation is required. * Decisions and judgments made in the context of providing consultation clinics for non-psychology colleagues to attend and discuss psychological aspects of the clients with whom they work. * Decisions made about psychology staff caseloads, and balance of work duties * Joint decisions made with colleagues about short listing, interviewing and appointing clinical psychologists and assistant psychologists. * Decisions made about methods of psychology service provision for people with a learning disability, based on known best practice, in consultation with colleagues and others as appropriate. * Decisions made together with Director of Service and senior member of the business enabling team about best use of budget and allocation of staff and resources to best meet the needs of clients |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Making judgements about influencing others whilst working in partnership e.g. via Strategic Implementation Group, Learning Disability Management Team and Managed Care Networks.  Managing own and others’ workload.  Prioritising between areas of service eg complex children and equally complex adults.  Containing distress in carers and families caring for people with highly complex disabilities and mental health problems: for example, when feeding back results of assessments or discussing abuse issues..  Legal aspects of some referrals and requests to complete reports in context of Court and/or child protection systems.  Maintaining strategic direction whilst addressing staff development needs and responding to waiting list pressures. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| To communicate clearly, effectively and empathetically with clients, their carers, families or involved professionals about their problem, diagnosis, treatment and progress. Communicating with clients from a range of age levels and levels of ability e.g. children to older adults, mild to severe and profound learning disability and with clients with social communication difficulties e.g. Autism  To engage with and develop therapeutic relationships with clients and to develop effective and helpful working relationships with community team members and other professionals.  To maintain team relationships over time and work through possible conflicts and confrontations in a productive manner.  To communicate effectively with referrers, agencies and services involved with clients or with planning services and to initiate contact with those agencies as appropriate.  To communicate clearly and effectively verbally and in writing, highly technical, complex, clinically sensitive information to clients, carers and professionals within and out with the NHS (including the legal system). To acknowledge barriers to understanding and adjust communications accordingly using alternative forms of communication if required e.g. symbols, signing or gestures. Content of communication can include highly sensitive material such as diagnostic information, details of family abuse or offending behaviours.  Ability to communicate effectively in both meetings and in written proposals to contribute local knowledge and professional understanding of the needs and resources of the locality in order to plan and develop services.  Consultancy work is undertaken with clinical colleagues outside the profession such as teaching behavioural principles to inform patient management strategies. The development of good teaching skills is required. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| * Physical skills needed include keyboard skills and use of IT equipment, driving skills and physical and visuo-spatial dexterity to model aspects of neuropsychological tests. * Physical effort includes extended periods of driving throughout Fife (about three days a week) carrying heavy case files and assessment materialscases (daily), and sitting for long periods of time in constrained positions (about five times per week for an hour and a half at a time). * Mental demands include sustaining concentration for long periods of time, in settings 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, and the ability to deal with frequent telephone calls is essential. 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. * Often required to deal with highly distressing situations, for example (but not limited to) clients who have been physically, mentally and sexually abused, clients who are mentally ill, clients with challenging behaviour, autism or dementia, family breakdown (three or four times per week). * Often (once a week) required to help other professionals, care staff and relatives deal with highly distressing situations. * Frequently (several times a month) exposed to unpleasant conditions, such as verbal aggression, risk of physical aggression and occasionally exposed to some hazards, for example, clients with challenging behaviours such as spitting, biting or smearing faeces. * Risks associated with lone home visits e.g. verbal and physical aggression and exposure to hazards e.g. passive smoking. |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| Qualifications  A good honours degree in Psychology with eligibility for graduate basis registration with British Psychological Society.  A post graduate Doctorate in Clinical Psychology from an HCPC and BPS accredited course or equivalent. Significant post-qualification CPD / advanced training relevant to the specialty  Registration with HCPC and preferably member of the British Psychological Society. Knowledge and experience Considerable post qualification experience working in the specialty, including experience at Consultant level, with post qualification training or supervised practice in highly specialist assessment and interventions across the lifespan  Experience or training in management.  Experience of budgeting and recruitment.  Experience of research governance and delivering research outcomes.  Experience of service development both within psychology and in partnership with other agencies.  Experience of exercising full clinical responsibility for clients’ psychological care and treatment, both as a professionally qualified care co-ordinator and also within the context of a multi – disciplinary care plan.  Experience of teaching, training and/or professional and clinical supervision.  Ability to manage and motivate staff  Ability to travel both within Fife and beyond.  Ability to use IT and develop further skills as required. |

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| **14. JOB DESCRIPTION AGREEMENT** | |
| Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |