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| JOB IDENTIFICATION |
| Job Title: Clinical / Counselling Psychologist Band 8a  Responsible to: Head of Psychology Specialty (AMH Psychology)  Department: Clinical Psychology  Directorate: Health and Social Care Partnership  Operating Division: Community Services- Fife Wide  Job Reference:  No of Job Holders:  Last Update: April 2010 & October 2016 |

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| 2. JOB PURPOSE |
| 1. To provide a high quality clinical / counselling psychology service to adults presenting with a wide range of complex psychological, emotional and behavioural difficulties, working autonomously within professional guidelines and the overall framework of the department’s policies and procedures.   The above services include provision of :   * Highly specialist psychological assessment and therapy * Advice and consultation on clients’ psychological care to non-psychology colleagues and to other non-professional carers. * Clinical supervision and support of the psychological assessment and therapy provided by Doctoral trainees, graduates, assistants, and other clinical members of the team who provide psychologically based care and treatment. * Training to staff groups, across all sectors of care. * Use of research skills for audit, policy and service development and research. * Contributing psychological expertise to assist service development and policy change within the area served by the post. |

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| **3. DIMENSIONS** |
| Works within a multidisciplinary community team(s) providing a service for adults with complex psychological disorders.   * Provides psychological assessment and therapies and develops and delivers care packages for adults with a wide range of psychological and behavioural problems (e.g. depression, anxiety, trauma, personality disorders, eating disorders, autism/other developmental disorders). * Provides specialist clinical consultation (to nurses, residential care workers, voluntary agencies, social workers, professional care staff, community team members, families). * Works across a wide range of settings including in-patients, out-patient clinics/health centres and home visits. * Works with a wide range of agencies including health, social work, education, voluntary and independent sector providers. * Works using highly developed empathy and sensitivity with a wide range of distressing difficulties. * Referrals come via members of the community mental health team, GP's, Psychiatry and other health/social work colleagues. * Develops and provides training on varied topics and psychological aspects of the support needs of patients. * Supervises Doctoral trainees, and/or Assistant Psychologists as part of department skill mix. |
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| 4. ORGANISATIONAL POSITION |
| Area Head of Psychology  Consultant Clinical Psychologist  THIS POST  Clinical Psychologist 8a |

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| 5. ROLE OF DEPARTMENT |
| The Clinical 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 local authority services, as well as independent and voluntary sector organisations. In addition to direct psychological assessment and treatment (individual/group), psychologists have a major consultative role, provide teaching and supervision for others delivering psychological interventions, provide specialist advice and support to carers, and undertake and support relevant research and service evaluation. These services are provided through a number of specialties.  Research and service development as well as contributions to policy development are integral parts of the activity of all specialties. Staff also provide regular teaching, supervision, and professional development opportunities to people both within and outwith the department. |

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| 6. KEY RESULT AREAS |
| **Clinical:**   1. To provide a comprehensive clinical psychology service to the populations presenting to the specialty, working in an empathic and sensitive way with a wide range of difficulties and disorders. 2. To provide specialist psychological assessments. These are highly specialist assessments based upon the appropriate use, interpretation and integration of complex psychological data from a variety of sources including psychological 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 case as necessary and appropriate. 3. As part of routine practice, 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. Includes assessment of risk of suicide or of other harm to self or others. 4. To choose, administer, score, and interpret complex neuropsychological tests to assess function as an aid to diagnosis, management and treatment. A high degree of accuracy is required as well as familiarity with the statistical foundations of assessment tools including reliability, validity and the use of normative data. To provide neuropsychological reports to referrers based on the data obtained. 5. To develop a formulation drawing on biological, psychological and social factors and implement plans for the formal psychological treatment and/or management of a client’s 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 GP practices, residential care homes, daytime support services, inpatient services, client’s own homes, other clinic bases). 6. To evaluate and make decisions about treatment options taking into account both theoretical and therapeutic models and factors concerning historical and developmental processes that have shaped the individual, family or staff team and, over the course of the contact, adjusting and refining the psychological formulation, drawing on a wide range of therapies, models and the evidence base. 7. To communicate the assessment, formulation and treatment plans to clients and families in an empathic and supportive way. 8. To be responsible for implementing a range of psychological interventions for individuals, carers, families and groups in a wide range of settings and working with non-psychology colleagues and other non-professional carers (including individual, couple or group therapy and a variety of therapeutic models). 9. To exercise autonomous professional responsibility for evaluating and accepting referrals, and for the psychological assessment, treatment and discharge of clients. 10. To provide written and verbal clinical reports (and occasionally legal reports) to the referring agent and relevant others, in a skilled and sensitive manner, containing information concerning the assessment, formulation and treatment plans of clients and to provide progress reports during the course of both uni- and multi-disciplinary care. 11. To provide specialist psychological advice, guidance and consultation to other professionals contributing directly to client’s formulation, diagnosis and treatment plan. 12. To monitor and evaluate progress during the course of both uni- and multi-disciplinary treatment. 13. 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. 14. 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:**   1. To provide teaching and training on psychological aspects of care to staff working with these client groups across a range of agencies and settings. Training and clinical supervision is a major responsibility of this post and involves the development, production and presentation of individually tailored training packages. 2. To provide training/teaching sessions on clinical/counselling psychology doctorate courses, and other professional training courses, and teaching to qualified clinical psychologists as appropriate to contribute to ongoing departmental CPD. 3. To contribute to the continuing professional development of other members of the Area Clinical Psychology service through teaching presentations or specialist consultations for colleagues within the service. 4. To provide clinical supervision to clinical/counselling psychology trainees and multi-disciplinary team members on psychological aspects of their work, as appropriate.   **Management, recruitment, policy and service development:**   1. To participate in and contribute to the development of a high quality, responsive and accessible service including advising colleagues on those aspects of the service where psychological and / or organisational matters need to be addressed. 2. To exercise shared responsibility for the delivery of psychological services within a specified geographical area. 3. To contribute to systematic governance of psychological practice within the service/team. 4. To contribute to the development of the specialty, and overall Clinical Psychology service, including evaluating and monitoring operational policies and services, through the deployment of professional skills in research, service evaluation and audit. 5. To contribute to the general development of the department by attending regularly and participating in department meetings, both at a specialty and area level. 6. To participate as appropriate in staff recruitment, both in the short-listing process and as a member of interview panels.   **Research and service evaluation:**   1. To use theory, evidence-based literature and research to support evidence-based practice in individual work and work with other team members, families and staff teams. 2. To take part in and support other professionals in undertaking the evaluation, monitoring and development of the multi-disciplinary team’s operational policies, though the employment of professional skills in research, service evaluation and audit, and ensuring incorporation of psychological frameworks for understanding and provision of high quality care. 3. To undertake systematic literature reviews as required for clinical casework and clinical and service related research purposes. 4. To initiate and undertake complex audit and service evaluation with colleagues within and across the service to help develop and improve services to clients and their families. 5. To undertake, as appropriate, high quality clinically relevant research (involving data collection, complex statistical analysis and interpretation of psychological data, and preparation of research papers and reports), observing NHS ethics procedures, and applying for appropriate internal and external funding. 6. To disseminate findings of such research through peer reviewed publications and presenting at professional conferences. 7. To supervise and support the research of assistant/trainee psychologists. 8. To provide research advice to other staff undertaking research. 9. To ensure service users are considered in research and acknowledge and attempt to overcome barriers to their involvement.   **Continuing Professional development**   1. To develop and maintain the highest personal standards of professional practice, through active participation in internal and external CPD training and development programmes, in consultation with the Head of the Psychology Specialty. To contribute with other Clinical Psychologists to the development and articulation of best practice in psychology across services. 2. To maintain and develop skills in the area of professional post-graduate training. 3. To develop experience in clinical supervision of doctoral trainee psychologists. 4. To receive and make good use of monthly clinical supervision from a clinical/counselling psychologist colleague, in common with all clinical/counselling psychologists, and in accordance with departmental, Health and Care Professions Council (HCPC) and British Psychological Society (BPS) good practice guidelines. To provide and participate in peer supervision. 5. To undertake annual Professional Development Review with Head of Specialty/delegated reviewer. 6. To maintain HCPC registration and adhere to the BPS and HCPC code of professional conduct and professional guidelines published by the Division of Clinical Psychology and other relevant professional bodies.     **General:**   1. 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. 2. To ensure the development and articulation of best practice and contribute across the services by exercising the skills of a reflexive scientist practitioner. 3. To take part in regular professional supervision and appraisal and maintaining an active engagement with current developments in the field of clinical psychology and related disciplines. 4. To maintain the highest standards of clinical record keeping including electronic data entry and recording and report writing and the responsible exercise of professional self-governance in accordance with professional codes of practice of the British Psychological Society and NHS Fife policies and procedures. 5. To maintain up to date knowledge of legislation, national and local policies and issues in relation to both adults and/or children. 6. To contribute to the general development of the department by attending regularly and participating in department meetings both at a specialty and area level. 7. To comply with the policies of NHS Fife and the Psychology Service, including Health and Safety and the care and management of equipment and materials. |

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| 7a. EQUIPMENT AND MACHINERY |
| Use of:   * Tape recorders/CD players for recording and playing patient therapy aids, such as relaxation procedures * Dictation machines for recording letters, * Video cameras for recording clients in vivo, * Computers for client related work and email correspondence, preparation of reports etc., * Power point projectors and screens for teaching * A variety of neuropsychological test equipment. * As work is done in multiple settings and different from the main department base, equipment and case files are often carried and transported between settings. |
| **7b. SYSTEMS** |
| * Personal responsibility for maintaining and updating clinical case files, reports * Required to keep diaries up-to-date and provide monthly statistics on clients seen for the psychology department computerised patient record and audit information monitoring systems.  1. Record personally generated clinical observations, test or research results. 2. Complete work records e.g. travel claims, clinical contact statistics and discharge database summaries. 3. Personally format and populate databases for research and audit purposes. 4. Use complex statistical packages to analyse and evaluate psychological data. 5. Use online databases and e-library resources for literature review. 6. Use e-mail. |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| * The post-holder works autonomously within professional guidelines and the overall framework of the team’s policies and procedures. * Post-holder is autonomously responsible for managing personal clinical caseload, including the assessment, treatment and discharge of clients whose care plans are primarily psychologically based. * Post-holder receives referrals directly from a variety of sources including GPs, members of the multidisciplinary team, medical consultants and other agencies including social services. * Clinical work is reviewed through ongoing communication with referrers and through monthly clinical supervision and managerial supervision . * Post-holder is expected to autonomously anticipate problems and / or needs within both the psychology department and own locality, and take steps to resolve them * Works collaboratively with colleagues within the specialty to develop the service across Fife. * Has delegated day to day responsibility for managing own caseload, waiting list, planning, prioritising and scheduling work and generating locality service developments, referring clients to other agencies and discharging them. * Has delegated responsibility for implementing effective and efficient work practices within the locality area, using the limited psychology resources most appropriately. * Work and personal development plans are reviewed through annual reviews with the Head of Psychology Specialty. * Post-holder will propose changes to Head of Specialty regarding working practices or procedures for his/her own area of work, and which impact beyond his/her own area of activity (such as service developments affecting other professions), within the post holder’s specialist service area where this is deemed desirable/necessary. * Post-holder will take responsibility for the delegation, review and supervision of a caseload to trainee/assistant psychologists as required. |

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| **9. DECISIONS AND JUDGEMENTS** |
| * Post-holder makes own decisions regarding working with clients - including types of assessment and neuropsychological tests used, risk assessment and management, formulation of problems (diagnosis), planning and delivering treatment options, evaluating treatment, referring to another agencies, discharging clients appropriately, when and how to work with other agencies, writing reports and responding to legal enquiries/courts with expert opinions regarding clients. * These clinical and other professional judgements may involve complex psychological factors and other data that require the analysis, interpretation and comparison of a range of options where formulation and expert opinion may differ from other professionals, in order to provide the most effective professional psychological opinion. * The post-holder works autonomously within professional guidelines and the overall framework of the department’s policies and procedures. * The post-holder makes autonomous decisions re prioritising and managing own caseload, waiting list, work schedule and developments within locality service. * The post-holder designs training and information packages appropriate to client group, deciding how, what and when supervision and consultation is required. * The post-holder provides consultation clinics for non-psychology colleagues who attend to discuss and seek expert advice on psychological aspects of the clients with whom they work. This requires post-holder to use best judgment to provide expert clinical opinion. * The post-holder is responsible for initiating, developing and progressing research projects and audits within the department, * The post-holder makes decisions about trainee and assistant psychologist caseloads. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Working both short term and over longer periods with clients, carers and families coping with distressing, emotional and severely challenging situations. Being able to engage therapeutically with clients, manage their distress together with working towards possible resolutions of the difficulties. Frequently listening to experiences of trauma, abuse, neglect and feelings of anxiety and depression. Often working on an individual level with clients which can at times be isolating. Frequently having the sole responsibility for the psychological treatment of the client.  Managing the anxieties and stress of carers and other colleagues involved with a client.  Working systemically with carers, social workers, education, health, and with families is time consuming, challenging and frustrating, as the psychologist may act as a mediator between services and clients.  Working in a variety of settings and the travel time between bases makes time management skills crucial. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| **Communication**  Post-holder is required to communicate clearly, effectively and empathically with clients and as appropriate with their families and carers about their problem, diagnosis, treatment and progress. Issues of confidentiality have to be negotiated, and the post-holder is frequently dealing with highly personal and sensitive information, requiring great skill in listening understanding and communicating therapeutic information and ideas to people who may be distressed or have other difficulties in being able to listen. This requires highly developed empathic skills, skills in overcoming barriers and resistance to change, and awareness of group dynamics.  Clinical work routinely involves communicating with clients from a range of age levels and levels of ability e.g. clients with cognitive impairment/social communication difficulties e.g. autism.  Effective communication involves:   * acknowledging barriers to understanding and using alternative forms of communication with clients as required. * Initiating contact with clients, referrers, agencies and services as appropriate. * Communicating clearly and effectively verbally and in written reports, highly technical, complex, and clinically sensitive information to clients, carers and professionals within and outwith the NHS (including the legal system). * Communicating 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 colleagues outside the profession/NHS such as teaching behavioural principles to inform patient management strategies. The development of good teaching skills is required.  **Relationships**  A core requirement is the capacity to engage and develop therapeutic relationships with clients families and carers.  Post-holder has to be able to develop effective and helpful working relationships with community team members and other professionals, and to maintain team relationships over time, working through possible conflicts and confrontations in a productive manner.  Considerable time is required in effective networking with other agencies, colleagues and professions. |

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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/use of public transport, and physical dexterity to model aspects of neuropsychological tests.  Physical effort includes extended periods of driving, carrying heavy case files and assessment cases and sitting for long periods of time in constrained positions during routine clinical work with clients.  Mental demands include sustaining intense concentration for long periods of time, in settings such as clinical sessions with clients, clinical meetings, service planning meetings, and telephone consultations 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 may need to be seen urgently.  Emotional demands include frequently having 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; and family breakdown.  Frequently required to help other professionals, care staff and relatives deal with highly distressing situations.  Frequently 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 visit e.g. verbal and physical aggression and exposure to hazards e.g. passive smoking.  Balancing the demands of direct clinical work with indirect work such as administrative tasks, attending meetings, service developments, supervising other clinical staff and working systemically with other agencies and professions. Providing legal reports requires knowledge and understanding of the court process. |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| * A good Honours Degree in Psychology which provides eligibility for graduate basis for registration with the British Psychological Society. * A post-graduate Doctoral Degree in Clinical Psychology from a university course accredited as meeting the requirements for eligibility to register as a chartered clinical psychologist with the British Psychological Society and Health and Care Professions Council (or equivalent for Counselling Psychologists). This is a 3-5 year taught Doctorate including 6 month clinical placements within the NHS working across the lifespan with core placements in adult mental health, learning disability, child and family, older adult and optional specialist placements in areas such as neuro**-**psychology, psychiatric rehabilitation and health psychology. Research is an integral part of the training and a research thesis is completed throughout the final year. * Registration with the HCPC as a clinical/counselling psychologist is a prerequisite for this post. * Ongoing professional development activities as required to continue practicing as a Health Care Professions Council registered practitioner psychologist, including accredited training in competence to supervise clinical doctoral trainees and provide clinical supervision in an identified area of highly specialist clinical expertise. |
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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: |