

Job Title:	Clinical/Counselling Psychologist
Location:	JADES (Journey of Autism Diagnosis and Early Support) Team
Band:	7/8a
Reports to (job title):	Band 8b Clinical Psychologist
Line Manager to:	N/A

Job purpose

The post holder will work in a multi-disciplinary team to undertake specialist psychological assessment and formulation as part of the Journey of Autism Diagnosis and Early Support (JADES) pathway. Contribution to service evaluation and development will also form part of the role.

Base

Child Development Centre ,Harlow or local Family Hub .

This post is responsible for

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role: -

Key responsibilities

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role: -

- To provide psychological assessments of clients referred to the service for Autism diagnosis based upon appropriate use, interpretation and integration of complex data from a variety of sources including the Autism Diagnostic Observation Schedule, semi-structured interviews with clients, family members and others involved in the clients' care, psychological and neuropsychological tests, self-reports measures, rating scales and direct & indirect structured observations.

Job Description

- To undertake assessment and diagnosis of Autistic Spectrum Disorders using the ADOS -2 & 3DI /ADI-R tools
- To work with colleagues within the JADES service to jointly carry out the Autism diagnosis clinic.
- To formulate and write comprehensive reports following assessment with clear recommendations of what the child or young person needs
- To maintain up to date patient records in line with professional standards. These must be completed in a timely manner, whilst abiding by our internal procedures and Service Level Agreements.
- To communicate effectively with all stakeholders (including patients, carers, clinical colleagues, administrative colleagues and external health, education and social care professionals) in line with HCRG Care Group's procedures, to ensure effective patient management
- To provide complex and sensitive information to patients in a manner that they can understand.
- The post-holder will be required to work with young people whose behaviour is personally challenging and deal with frequent exposure to highly distressing or highly emotional circumstances.
- To undertake risk assessment and risk management for relevant individual child and adolescent clients and to provide advice to other professionals on psychological aspects of risk assessment and risk management.
- To contribute to the development and maintenance of the highest professional standards of practice, through active participation in internal and external continuing professional development training and development programs, in consultation with Clinical Leads for Essex Child and Family Wellbeing Service.
- Take part in regular professional and managerial supervision and appraisal, and maintain an active engagement with current developments in this field.
- To maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health.
- To participate fully in multidisciplinary team meeting and service development activities as appropriate.
- To contribute to the development, evaluation and monitoring of the teams operational policies and services, through the development of professional skills in research, service evaluation and audit, in conjunction with or at the request of line manager/service manager.

- To utilise theory, evidenced based literature and research to support evidence-based practice in individual work and work with other team members.
- To support and supervise students on relevant professional placements, when required.
- To complete incident forms where appropriate and discuss pertinent issues regarding adverse incidents with line manager and others involved.
- To comply with mandatory training, ensuring that this is completed in a timely manner.
- To ensure that any Safeguarding concerns are reported appropriately, following local policies and procedures.

Proposed job plan

Post will involve a balance of clinical appointments, MDT discussion/liaison and appropriate time for administrative work. In addition, time will be allocated for clinical and safeguarding supervision, meetings, quality and safety training and other CPD. Depending on experience, there may be opportunities to supervise psychology trainees.

Outline of Provisional Job Schedule:

Details to be confirmed with line manager and according to part-time or full-time nature of post.

Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care

- Inspire

Think

- Challenge

Do

- Accountability

- Understand
- Communicate

- Improve
- Learn

- Involve
- Resilience

Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 1998 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS/DATIX or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that

clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

Equal Opportunities

It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

Personal Specification

Essential

- Post-graduate doctorate in clinical Psychology (or its equivalent for those trained prior to 1996) as accredited by the BPS, or fully completed training as a Counselling Psychologist
- Previous experience of working with children and young people
- Previous experience working with clients with social communication disorders
- Experience of psychological assessment and management of children and young people presenting with Autism.
- Registration with the Health and Care Professionals Council as Practitioner Psychologist.

Skills and abilities:

- Skills in the use of complex methods of psychological assessment, intervention and management.
- Well-developed skills in the ability to communicate effectively, orally, and in writing, technical and clinically sensitive information to clients, their carers and other professionals.
- Skills in providing consultation to other professional and non-professional groups.
- Ability to identify, provide and promote appropriate means of support to carers and staff exposed to distressing situations and challenging behaviour.

Knowledge and Experience:

- Experience of working as a qualified clinical psychologist at specialist level.
- Experience of working with a wide variety of client groups, across the whole life course and presenting with the full range of clinical severity care settings.

Desirable

- Eligibility for Chartered status and membership of the Division of Clinical Psychology
- Post-doctoral training and recorded CPD experience and / or further qualifications in one or more additional specialized areas of psychological practice including aspects of paediatric neurodevelopment.
- Training in specialist diagnostic assessment tools, such as ADOS-2, 3Di, or ADIR
- Experience of research and audit
- Experience of service development

Other requirements:

Car driver with own car insured for business use.

Job Description

Employee signature

Manager signature
