

Job Title:	Assistant Psychologist (Band 5)
Reports to (job title):	Clinical Neuropsychologist
Line Manager to:	

Job purpose

This post involves being an Assistant Psychologist in the Community Neuro and Stroke Service, which provides specialist rehabilitation for people following a stroke or who have a neurological condition. It is a multidisciplinary team which benefits from dedicated input from a Clinical Neuropsychologist, a Clinical Psychologist, Physiotherapists, Occupational Therapists, Speech and Language Therapists, Nurse Specialists, Rehabilitation Assistants and Administration. The service is well established and provides community visits for patients who live within the area of Bath & North East Somerset. The post also involves providing psychological input to the Stroke Rehabilitation Beds based in the Sulis Unit at St Martins Hospital.

Base

The post holder will be based within the Community Neuro and Stroke Service at St Martin's Hospital in Bath, but is expected to travel across the BANES catchment area. Core hours of the Service are between 8am and 6pm 7 days a week. Not all services operate within the core hours but there may be future requirements for services to move to this arrangement.

This post is responsible for

- Supporting the Psychologists and other clinicians to provide psychological assessments, interventions and therapeutic rehabilitation programmes for adults who have a long-term neurological condition or who have had a stroke.

Key responsibilities

- To work alongside the Psychologists and other clinicians to support patients in managing their conditions.
- To complete neuropsychological and cognitive assessments.
- To provide interventions including cognitive rehabilitation, cognitive behavioural therapy, behaviour management, guided self-help and to run psycho-educational groups.

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- To support the Service with research, audit and preparation of teaching and training.
- There may be some administrative duties to complete.

Proposed job plan

- To support the Psychologist's and other colleagues to provide psychological assessments and interventions to service-users.
- Attend team meetings and multi-disciplinary meetings.
- Complete all requirements relating to data collection within the service.
- Keep records of all clinical activity in line with trust policies and service protocols.
- Attend regular supervision in line with BPS recommendations.
- Ensure the maintenance of standards of practice according to HCRG and any new recommendations/guidelines set by the BPS and the department of health (e.g. NHS plan, National Service Framework for long term conditions, Stroke Strategy and National Institute for Clinical Excellence publications).

Outline of Provisional Job Schedule:

- 37.5 hour week split across 5 days.
- Monday – Thursday: ESD and Neuro Team. Based at St Martins Hospital and covering BANES for community visits.
- ESD Team Meetings Tuesdays 10:00 – 11:30. Neuro Team Meetings 09:00 – 10:30 Wednesdays.
- Friday: Neuropsychology Outpatient Clinic at St Martins Hospital.
- Face to Face Supervision 1 hour per week, to be arranged.

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	Think	Do
<ul style="list-style-type: none"> • Inspire • Understand • Communicate 	<ul style="list-style-type: none"> • Challenge • Improve • Learn 	<ul style="list-style-type: none"> • Accountability • 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 2018 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.

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- Reporting information governance incidents and near misses on CIRIS 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.

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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.

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Personal Specification

Essential

- Honours degree in Psychology. Eligible for graduate membership of the BPS.
- Experience of working with service-users who have long-term neurological conditions.
- An understanding of the physical, psychological and social impact of living with a neurological condition.
- Experience of administering and scoring neuropsychological tests.
- An ability to apply existing psychological knowledge and experience to a neuropsychological rehabilitation context.
- High standard of interpersonal communication including communicating with patients and colleagues and ability to write detailed clinical reports.
- Ability to manage own caseload and time.
- Good IT skills.

Desirable

- Relevant postgraduate training in psychology and neuropsychology, and clinical skills such as counselling.
- Previous experience as an Assistant Psychologist

Other requirements: This role requires the successful applicant to be mobile, visiting several locations across a wide geographical area so the post holder must hold a valid UK driving licence and have access to an appropriate means of transport to undertake the job effectively.

Employee signature

Manager signature
