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| Job Title: | Specialist Clinical Psychologist (Band 8a) |
| Reports to (job title): | Service Manager |
| Line Manager to: | XXX |
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## Job purpose

To supervise and support the psychological assessment and therapy provided by assistant psychologists, doctoral trainee clinical psychologists and other clinical members of the team who provide psychologically based care and treatment. To provide ad hoc advice and guidance to colleagues in BSW from, Adult Mental Health Teams, GPs in planning and implementing care plans for patients with Adult ADHD. To work autonomously within professional guidelines and the overall framework of local policies and procedures. To exercise responsibility for the systematic governance of psychological practice within the ADHD Service. To utilise research skills, as a major requirement of the job, for audit, policy and service development and research. To propose and implement policy changes which may impact on other professionals within the area

Base

Community Hub

This post is responsible for

## Key responsibilities

To provide specialist psychological assessments of clients referred to the ADHD Diagnostic service based upon the appropriate use, interpretation and integration of complex 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 care. Using DIVA semi-structured diagnostic interview along with the personal history towards assessing for a possible diagnosis of Adult ADHD.

2. To plan and implement formal psychology treatment and/or management of a client’s problems, based upon an appropriate conceptual framework of the client’s problems, and employing methods of proven efficacy.

3. To implement a range of psychological interventions for individuals, carers, families and groups, adjusting and refining psychological formulations drawing upon different explanatory models and maintaining a number of provisional hypotheses.

4. To evaluate and make decisions about treatment options, taking into account both theoretical and therapeutic models and complex factors concerning historical and developmental processes that have shaped the individual, family or group.

5. To provide specialist psychological advice guidance and consultation to other professionals contributing directly to clients’ formulation, diagnosis and treatment plan.

6. To undertake risk assessment and risk management for individual clients and to provide advice to other professions on psychological aspects of risk assessment and risk management.

7. To communicate in a skilled and sensitive manner, information concerning the assessment, formulation and treatment plans of clients under their care and to monitor progress during the course of both uni- and multi-disciplinary care.

8. To maintain the highest standards of clinical record keeping including electronic data entry and recording, report writing and the responsible exercise of professional self-governance in accordance with professional codes of practice of the HCPC and BPS and Trust policies and procedures Teaching, training, and supervision

1. To receive regular clinical and professional supervision from a senior clinical/counselling psychologist and, where appropriate, other senior professional colleagues.

2. To gain additional specialist experience and skills relevant to clinical psychology and the service as agreed with the Clinical Lead

3. To provide professional and clinical supervision of trainee and assistant clinical psychologists as appropriate to the postholder’s own level of qualification.

4. To provide advice, consultation and clinical supervision to other members of the treating team in the provision of psychologically based interventions to help improve client functioning.

5. To contribute to the pre- and post-qualification teaching of clinical and/or counselling psychology, as appropriate.

6. To provide advice, consultation and training to staff working with the client group across a range of agencies and settings, where appropriate. Management, recruitment, policy and service development

1. To advise both Clinical Lead and Service Managers on those aspects of the service where psychological and/or organisational matters need addressing.

2. To manage the workloads of assistant and trainee clinical psychologists, within the framework of the team/service’s policies and procedures, as appropriate to the postholder’s own level of experience.

3. To be involved, as appropriate, in the shortlisting and interviewing of assistant / graduate psychologists. Research and service evaluation

1. To contribute to the development, evaluation and monitoring of the team’s operational policies and participate in the development of high quality, responsive and accessible services.

2. To utilise theory, evidence-based literature and research to support evidence-based practice in direct client work and work with other team members.

3. To undertake appropriate research and provide research advice to other staff undertaking research as appropriate to own level of experience and within agreed service objectives.

4. To undertake project management, including complex audit and service evaluation, with colleagues using research methodology to address a clinical question or improve services. General and Professional

1. To contribute to the development and maintenance of the highest professional standards of practice, through active participation in internal and external CPD training and development programmes, in consultation with the postholder’s Clinical Lead and Service Manager (s).

2. To contribute to the development and articulation of best practice in psychology across the service, by continuing to develop 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.

3. To maintain up to date knowledge of legislation, national and local policies and issues

## 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.

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| **Care** | **Think** | **Do** |
| * Inspire * Understand * Communicate | * Challenge * Improve * Learn | * 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](https://www.nhsx.nhs.uk/media/documents/NHSX_Records_Management_CoP_V7.pdf) , [NHS Constitution](http://www.nhs.uk/choiceintheNHS/Rightsandpledges/NHSConstitution/Pages/Overview.aspx) and [HSCIC Code of Practice on Confidential Information](https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/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 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.

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| Employee signature |
| Manager signature |