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| JOB TITLE | Trainee Clinical Psychologist |
| BAND  | 6 |
| RESPONSIBLE TO | Placement supervisor |
| ACCOUNTABLE TO  | Director of Clinical Psychology Training Programme |
| BASE  | University of Essex, Wivenhoe Park, Essex. |
| HOURS OF WORK  | 37.5 hours per week |

**ROLE SUMMARY**

The role of a Trainee Clinical Psychologist is to undertake and meet the requirements of a structured programme of learning including personal study, academic work, research, clinical experience and assessment leading to the award of the Doctorate in Clinical Psychology. This involves working within a broad range of health and social care settings alongside other professionals and agencies including within multi-disciplinary teams and specialised clinical settings.

Trainees work independently on a day-to-day basis under supervision and subject to review at regular intervals, in accordance with Health & Care Professions Council (HCPC) and British Psychological Society (BPS) guidelines. Supervision will usually be offered by a qualified clinical psychologist (although other qualified healthcare professionals may also contribute).

Trainees will develop working relationships with their Programme Team and their university tutors, who generally remain constant throughout their training. These relationships encompass all facets of their training. In addition trainees will develop circumscribed supervisory relationships with a number of service-based clinical and research supervisors who each hold responsibility for supervision of specific aspects of their clinical and/or research work.

Throughout their clinical psychology training, trainees will need to develop accurate self-awareness about their current knowledge and skills and use this to determine their own learning needs. The generic nature of training is such that trainees will address these issues in multiple organisational and professional contexts and in respect of several client groups. The capacity to manage academic, research and clinical demands whilst developing as a reflective practitioner is a challenging aspect of the role.

Clinical experience is gained through a series of placements. Duties on clinical placements will include:

1. Carrying out a complex range of psychological assessments sensitively and independently with a broad range of client groups including individual psychometric testing sessions.
2. Formulating the nature, causes and maintaining factors of highly distressing psychological difficulties and presentations informed by a broad range of potentially conflicting clinical, theoretical and conceptual models, the empirical, experimental and clinical literature base and the results of assessment. Communicating formulations professionally, sensitively and diplomatically, frequently in an emotive atmosphere to clients, relatives, carers and other healthcare professionals relevant to the case.
3. Planning and implementing individualised formulation-driven psychological interventions or programmes empathically, sensitively and independently, with a broad range of client groups, carers (including relatives), families, groups of clients etc. This will include evaluating the impact of such interventions.
4. Providing consultation to carers and other professionals.
5. Networking and consulting with relevant external agencies such as social services, independent and voluntary sector, to facilitate and enable intervention at multiple levels.
6. Planning and delivering formal and informal training to other psychologists, other professionals, and carers, including the presentation of complex and sometimes contentious psychological and research material.

Formal and informal research and development activities conducted by post-holders are designed to inform service development. There is an expectation that research findings will be disseminated to a wider academic and professional audience including journal publication and conference presentation.

The role includes a special emphasis on personal and professional development activity including weekly clinical supervision, shadowing, joint working, personal study and reflection. Work is managed and goals agreed and reviewed at intervals with the post-holder working independently on a day-to-day basis.

Post-holders attend formal teaching and training sessions provided by the University programme and complete assessment and evaluation procedures as required by the programme.

The requirements of the role are for the post-holder to hold a greater level of knowledge, training and experience on clinical activity than the Assistant Psychologist role.

The role requires significant travel to placements across a large geographical area including visiting a range of settings on placement, including home visits. Ability to drive is therefore essential (after any reasonable adjustments to compensate for disability, including adjustments required to comply with the Equality Act).

Most face-to-face clinical work is sedentary.

**KEY RESPONSIBILITIES CLINICAL**

1. To undertake structured interviews, psychological assessments (including complex psychometric tests) and observations of individuals and groups.
2. To assist in the development of psychological formulations of clinical problems and the development and delivery of care plans, which include psychological treatment and/or management of clients’ problems.
3. To determine appropriate psychological intervention, taking into account a range of potentially conflicting clinical information and dynamics.
4. To carry out psychological and psychometric tests accurately, and to develop interview and observation skills, to assess needs and eligibility for services.
5. To design, implement and modify as appropriate, individualised psychological interventions with clients, carers, families, groups etc.
6. To communicate confidential and personal information concerning ability level and psychological needs, obtained through assessments and interventions, to referring agents and to the client themselves, who may have limited understanding and difficulties with acceptance, and where appropriate to relatives and carers.
7. To provide advice and clinically-based supervision to carers about care and management of clients’ problems.
8. To assist in the co-ordination and running of therapeutic groups.
9. To provide emotional support for clients, their carers and families.
10. To keep appropriate records of work and inform referrers and relevant others through letters or reports.
11. To work as a member of a multi-disciplinary team.
12. To follow a person-focused and evidence-based approach.
13. To work in partnership with service users.
14. To work in accordance with national NHS and placement providers’ policies and regulations, as well as those of relevant professional and regulatory bodies.
15. To work in a variety of settings including the client’s own home, in-patient, residential and day centre facilities.
16. To work in a highly emotive atmosphere, frequently encountering highly distressing problems and circumstances, and maintain a high degree of professionalism at all times.
17. To work in situations where there are barriers to acceptance and possible exposure to aggression.
18. To receive regular clinical supervision in accordance with British Psychological Society (BPS) guidelines and criteria, University procedures, and Health & Care Professions Council (HCPC) requirements.

**RESEARCH, AUDIT AND SERVICE EVALUATION**

1. To plan, monitor and evaluate own work, using clinical outcomes assessments, small-scale research methodology and statistical procedures.
2. To plan and undertake formal Doctoral research, as agreed with the Programme staff.
3. To prioritise expenditure from a small research budget.
4. To develop an advanced knowledge base and practical skill in the design, implementation and statistical analysis of a wide variety of types of research, which could include quantitative and qualitative, single case, small N and group comparison studies.
5. To plan and undertake clinical audits, service evaluations or practice-based research using appropriate methods and statistical procedures, as agreed with the clinical supervisor(s).
6. To plan and undertake practice-based research using or developing validated questionnaires, as required.
7. To enhance own knowledge of clinical psychology, specific client groups and types of psychological difficulty through reading, literature searches and personal study.
8. To comply with the requirements of research governance and evidence-based practice.

**INFORMATION SYSTEMS**

1. To maintain appropriate records of own work, in electronic and hard copy, in line with placement provider, NHS and Social Care policies alongside professional guidelines.
2. To maintain relevant administrative systems of own work, electronic and hard copy, in line with relevant guidelines.
3. To submit statistical information, activity and quality data of own work as required by the University programme, placement provider, regional or national bodies, or NHS.
4. To word-process material relevant to the Doctoral programme (such as essays, case studies, service-related projects, clinical audits and the doctoral thesis) using suitable word-processing and spreadsheet software.
5. To use information technology as appropriate, within direct clinical work, research and treatment interventions.
6. To undertake clerical functions requiring some familiarity with applied psychology, including literature searches, developing and maintaining training packs, information leaflets, inputting data and other tasks necessary for the efficient running of the service and/or training needs.
7. To undertake computerised literature searches using major clinical databases, to inform routine clinical work and as preparation for the design of major doctoral research and smaller scale placement-based projects.
8. To develop competence in advanced statistical software for the analysis of clinical research and research data.

**TEACHING, TRAINING AND SUPERVISION**

1. In conjunction with supervisors and University Tutors, to plan and prioritise own workload, research, and individual and group sessions.
2. To plan and deliver formal training sessions on psychological aspects of healthcare to groups of relatives, care staff and other professional staff.
3. To provide practical training and supervision to care staff with respect to planned interventions.
4. To assist with providing specialist training to other psychologists, trainees and assistants as appropriate.
5. To demonstrate own duties to other graduate psychologists, if required.

**PROFESSIONAL**

1. To follow the advice and policies of the placement provider, including knowledge, awareness of, and compliance with the legal framework relevant to the placement and client group.
2. To be familiar with and abide by confidentiality and information handling and storage guidelines of the placement provider, the relevant NHS organisation, and the University.
3. To participate in regular developmental reviews with the Programme Director or his/her representative, identifying CPD needs, agreeing objectives, identifying training needs and formulating a personal plan.
4. To co-operate in the use of rooms, books, tests and other equipment needed to carry out duties.
5. To attend and participate in administrative and service planning meetings, as determined by the clinical supervisor(s).
6. To undertake any other duties as requested by the Programme Team, such as participation in trainee and staff selection procedures, or service on programme and national committees.
7. To participate in evaluation and monitoring of the Programme and associated placements as required by key stakeholders.
8. To practise and conduct themselves in accordance with British Psychological Society (BPS), Health & Care Professions Council (HCPC) and University codes of ethics and conduct.

**ADDITIONAL DUTIES**

In addition to the above duties you will also be expected to perform the below key activities in line with your job role;

1. Complete mandatory training in line with Trust policy and procedures.
2. To participate in the staff appraisal process and to undertake for any staff you manage.
3. To keep yourself updated on all matters relating to Trust policy.
4. To provide management supervision where appropriate.

OUR TRUST STRATEGIC OBJECTIVES SUPPORTED BY OUR VISION AND VALUES



**ASSURANCE STATEMENT**

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

**NHS CONSTITUTION**

You are responsible for ensuring that the values outlined in the NHS Constitution are adhered to daily and any matters of concern are raised with the relevant Line Manager or through the necessary processes within the Trust.

You are responsible for delivering a compassionate, dignified and respectful service to patients at all times.

**DUTY OF CANDOUR**

You must adhere to the principles of openness, transparency and the statutory duty of candour in your day to day work and conduct and encourage the same behaviours within the wider organisation.

**EQUAL OPPORTUNITIES STATEMENT**

The Trust operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity in relation to employment, development, training and service delivery.

**NO SMOKING POLICY**

The Trust is committed to a policy which discourages smoking and prohibits smoking on Trust property and on Trust business outside it.

**INFECTION CONTROL**

The post holder is accountable and responsible for the prevention of healthcare associated infections by complying with all Infection Prevention & Control policies and procedures in line with legislation (Health Act 2006; Code of Practice for the Prevention and Control of Healthcare Associated Infections.)

**HEALTH AND SAFETY**

All employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

**GENERAL DATA PROTECTION REGULATION 2018**

The General Data Protection Regulation (2018) is to ensure compliance with all Trust policies, and those procedures relevant to the area of work.

The Trust will always seek to process your personal data in accordance with its obligations and your rights.

The GDPR requires that personal data shall be;

* Processed Lawfully, fairly and in a transparent manner in relation to individuals;
* Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purpose;
* Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
* Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
* Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate, technical or organisational measures.

All employees must adhere to the Trust’s Policy on the Protection and Use of Personal Information which provides guidance on the use and disclosure of information. The Trust also has a range of policies for the use of computer equipment and computer generated information. These policies detail the employee’s legal obligations and include references to current legislation. Copies of the Policy on the Protection and Use of Personal Information and other Information Technology policies are included in the Trust’s Policies and Procedures Manual/Intranet.

**INFORMATION ASSET OWNERS AND ADMINISTRATORS**

An information asset is a service user, staff or corporate information/data, processed by us and held in an electronic or hard copy/manual format. An information asset owner (IAO) is a senior member of staff who is the nominated owner for one or more identified information assets within the service/Trust. If you are a nominated IAO you will understand and monitor the following;

* What information assets are held and for what purpose within your team
* How information is created, amended or added to over time
* Who has access to information and why
* Understand and address the risk to the asset, providing assurance to the senior information risk owner in the overall information risk management function
* As an Information Asset Administrator you will ensure you fulfil the following responsibilities
* Ensure that policies and procedures are followed
* Recognise actual or potential security incidents, consulting with IAO’s on incidents and management
* Ensuring that information asset registers are accurate and up to date.

**CONFIDENTIALITY**

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the General Data Protection Regulation.

You are required to observe the strictest confidence regarding any Confidential Information relating to work of the Trust, its patients/clients and its employees.

“Confidential Information” includes but is not limited to information relating to the Trust received by you in the course of your employment with the Trust or its predecessors, information relating to patients, personnel information, budgeting and financial information and information in respect of which the Trust owes a duty of confidentiality to a third party.

You are required not to disclose any Confidential Information either during or after your employment with the Trust, unless expressly authorised to do so by the Trust or required in the proper performance of your duties or as required by law.

This obligation will cease only when such information comes into the public domain other than through unauthorised disclosure by you.

Failure to comply with these requirements could result in action being taken under the Trust’s Conduct/Disciplinary Policy and Procedure.

This obligation is without prejudice to the law concerning protected disclosures in the Public Interest Disclosure Act 1998 (the so-called “Whistleblowers Act”).

**RISK MANAGEMENT**

All staff working in, or for the Trust have a responsibility for participating in the risk management programme. All post-holders have a responsibility to assess all risks to systems, processes and environment and contribute to the clinical and corporate governance agendas as appropriate.

**SAFEGUARDING DUTY**

“It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Children and Adults as stated in the Trust Safeguarding Policy and the Southend, Essex and Thurrock (SET) Child Protection Guidance. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for ensuring they receive the appropriate level of Safeguarding Children training according to their role’’.

**INFORMATION TECHNOLOGY**

It is the responsibility of the post holder to have a level of IT competence relevant to their job role and will be expected to continue to keep their skills up to date as part of their Continuing Professional Development.

**CHANGES TO THIS JOB DESCRIPTION**

Post holders have a responsibility to discuss any significant job changes with their line manager at the time the change occurs and agree any permanent substantial change.

On appointment within the Trust staff may be allocated to a specific area of care. It is however Trust policy to allocate staff to other areas of work within the Trust from time to time where this is in the interest of the individual and / or the service.

The Job Description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

**Date post holder in receipt of job description …………………………………………**

**Signature of post holder …………………………………………………………………**

**Signature of line manager ………………………………………………………………..**