

## **JOB DESCRIPTION**

### **Section One**

**Job Title:** Psychology Assistant

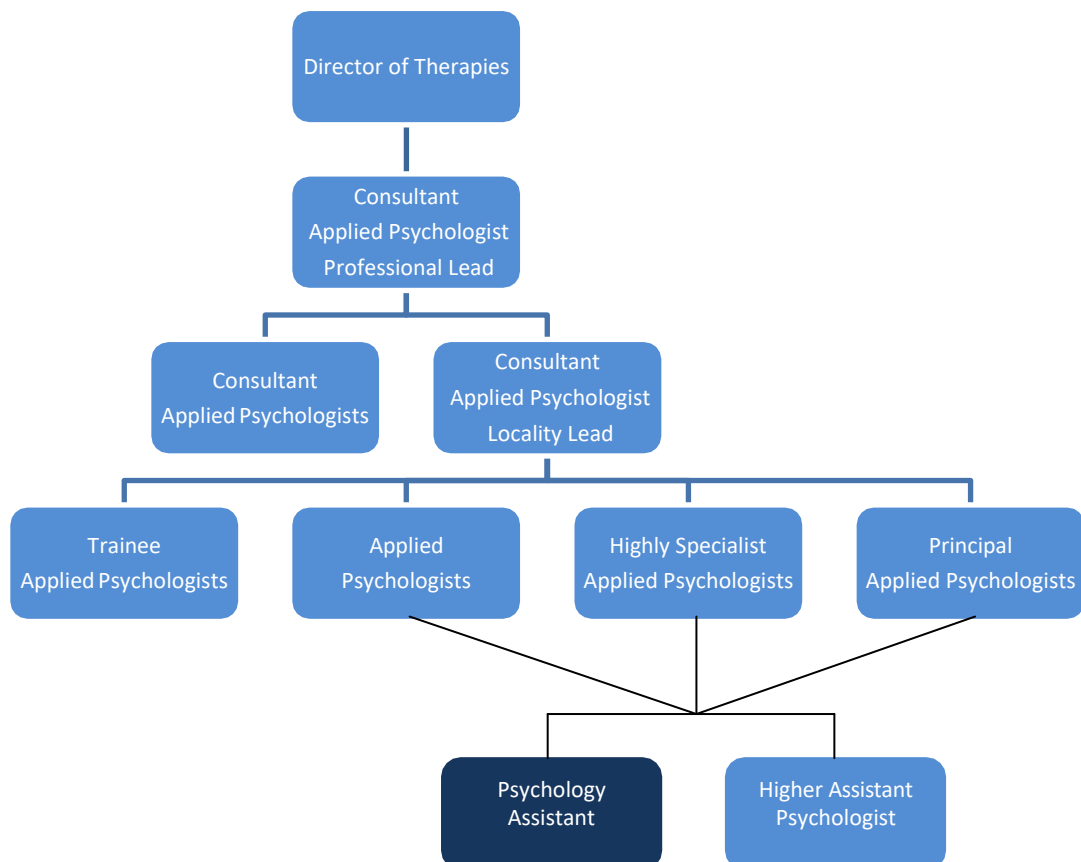
**AFC Band:** 4

**Service:** As designated (AMH, ALD, MHSOP, CYPS or Forensics)

**Managerially responsible to:** Ward Manager or Community Team Manager (Professional Lead in Forensics)

**Professionally responsible to:** Designated Applied Psychologist

### **Lines of Professional Accountability:**



## **2.0 Job Summary**

- 2.1 To undertake structured psychological assessments of clients with mental health conditions or learning disabilities and delivery of protocol-driven psychological interventions under the supervision of a qualified applied psychologist, in hospital and/or community settings.
- 2.2 To be compassionate in meeting the needs of clients, their carers and families.
- 2.3 To assist in clinical audits.
- 2.4 To show commitment to and participate in quality improvement activities.
- 2.5 To promote at all times a positive image of people with mental ill health or learning disabilities.
- 2.6 To promote at all times a positive image of the service and the wider Trust.

## **3.0 Main Duties and Responsibilities**

### **3.1 Clinical Responsibilities, Patient Contact**

- 3.1.1 Undertakes psychological assessments of clients, under supervision, using structured tests and tools reporting results to the qualified psychologist for further assessment
- 3.1.2 Assists the qualified psychologist in the formulation of care plans.
- 3.1.3 Delivers protocol-driven psychological interventions under supervision and reports progress to the qualified psychologist for further consideration. Clients present with mental ill health or learning disabilities and may display verbal aggression.
- 3.1.4 Responsible for recognising the signs of client harm, abuse or neglect, including poor clinical practice, identifying issues regarding the safeguarding of children who may be at risk and reporting all such concerns in accordance with Trust Safeguarding procedures.

### **3.2 Administrative Responsibilities**

- 3.2.1 Undertakes administrative tasks in relation to own work and as requested.
- 3.2.2 Uses Microsoft Office applications on a daily basis.
- 3.2.3 Prepares test materials and visual aids. Uses basic psychometric testing equipment.
- 3.2.4 Assists in the development of self-help and other educational material for use by clients, carers and other healthcare staff.

### **3.3 Responsibility for Information Systems**

- 3.3.1 Responsible for maintaining accurate and comprehensive client records using PARIS in accordance with the Trust and professional record keeping standards.

### **3.4 Responsibility for Planning/Organising & Strategic/Business Development**

- 3.4.1 Organises own workload on a day to day basis, prioritising work as appropriate.
- 3.4.2 Plans and organises therapeutic activities for individual clients or groups in accordance with care needs.

### **3.5 Policy Development**

- 3.5.1 Contributes to the development of policies and procedures in own area as part of the team.

### **3.6 Service Development, Project Management**

- 3.6.1 Contributes to continual safety and quality improvement activities as part of the team.

### **3.7 Financial Responsibilities**

- 3.7.1 Personal duty of care to complete time sheets, mileage forms, expense claim sheets etc, accurately and in a timely manner, providing receipts as required.

### **3.8 Responsibility for Physical Resources, Estates, Hotel Services**

- 3.8.1 Has a personal duty of care to ensure all equipment is used safely and effectively, following manufacturer's instructions, immediately reporting any defects in accordance with local procedures.
- 3.8.2 Uses available resources efficiently and effectively.

### **3.9 Research and Audit**

- 3.9.1 Keeps up to date with new developments in the field, undertaking literature searches to inform evidence-based practice.
- 3.9.2 Demonstrates an awareness of the audit process within the clinical governance framework and the relevant standards that are required and monitored within the team.
- 3.9.3 Assists in clinical audits in own work area, undertaking data collection and basic analysis using statistical software programmes.

### **3.10 Staff Management, Training and Development, HR**

- 3.10.1 Participates in the induction of new staff into the clinical area.

## **4.0 Communication**

- 4.1 Communicates in a way which recognises difference and ensures that people feel included and their individual communication needs are met.
- 4.2 Communications with clients must at all times be safe (appropriate) in content, effective and respectful and made compassionately and positively to minimise anxiety and distress related to their health and well-being.
- 4.3 Uses appropriate communication methods to ensure effective therapeutic engagement with clients where understanding may be limited.
- 4.4 Attends multi-disciplinary team meetings providing structured, objective clinical information to assist in decision-making.
- 4.5 Ensures that communication with members of the public is professional and courteous at all times.

## **5.0 Analysis and Judgement**

- 5.1 Makes judgements and responds appropriately to client's responses and mood during therapeutic interventions.
- 5.2 Analyses service users' progress when facilitating therapeutic activities and makes recommendations to the qualified psychologist in relation to possible adjustments required to the activities.
- 5.3 Makes judgements and responds appropriately to client's responses and mood during therapeutic interventions.
- 5.4 Identifies non-routine situations and escalates to qualified staff.
- 5.5 Responsible for maintaining appropriate boundaries with service users.
- 5.6 Undertakes basic analysis of data from clinical audits.

## **6.0 Freedom to Act**

- 6.1 Work is checked and monitored through regular clinical supervision from qualified psychologists, in accordance with professional practice guidelines.
- 6.2 May work without direct supervision in a variety of settings including the client's own home, with advice available by telephone if required.
- 6.3 Carries out delegated duties in accordance with agreed care plans, policies and procedures within range of own competency and scope of practice.

## 7.0 **Personal Responsibilities**

The post holder must:

- 7.1 Comply with the terms of the contract of employment, the Staff Compact and the Trust's Statement of Values and Behaviours.
- 7.2 Be aware of, comply with and keep up to date with all Trust Policies and Procedures and other communications relevant to the role.
- 7.3 Maintain registration with the appropriate professional body where applicable and comply with the relevant code of conduct and standards of professional practice.
- 7.4 Fully participate in management, clinical and professional supervision sessions relevant to the role, as required by the Trust.
- 7.5 Fully participate in annual appraisal and appraisal reviews.
- 7.6 Maintain up to date knowledge and competency in the skills required to perform safely and effectively in the role. Undertake relevant training (including statutory and mandatory training) and be responsible for personal development agreed with the line manager and in line with the requirements of the AFC Knowledge and Skills Framework.

## 8.0 **Other Requirements**

- 8.1 The post holder may be required to undertake duties not specified in the job description, but which are commensurate with the role and/or band as required by service need.
- 8.2 The post holder may be required to work in locations other than those specified in the job description as required by service need.
- 8.3 The post holder may be required to work flexible hours as required by service need.
- 8.4 There may be a requirement to change the job description in light of developing service needs.

## 10.0 **Person Specification**

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree in psychology.</li> <li>• Eligible for graduate membership of the British Psychological Society</li> <li>• Numeracy, Literacy and ITQ level 2 (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• Post graduate training in relevant areas of professional psychology, mental health practice and/or research design and analysis.</li> </ul>

<b>Experience</b>		<ul style="list-style-type: none"> <li>• Experience as a psychology assistant (paid or voluntary)</li> <li>• Experience working with people with mental ill health or learning disabilities (paid or voluntary).</li> <li>• Experience of clinical audit, research or service evaluation.</li> <li>• Experience using statistical software packages e.g. SPSS.</li> <li>• Experience of using psychometric assessments.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• An understanding of the needs and difficulties of people with mental ill health or learning disabilities.</li> <li>• An awareness of the application of psychology to health care.</li> <li>• Understanding of confidentiality.</li> <li>• Awareness of the British Psychological Society Code of Conduct.</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to communicate information (verbal and written) effectively in a manner appropriate to the individual and situation</li> <li>• Record Keeping (within agreed timescale)</li> <li>• Methodical and accurate approach to data collection and analysis.</li> <li>• Competence in using psychometric assessment tools (within agreed timescale)</li> <li>• Breakaway techniques (within agreed timescale)</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Able to work in accordance with the Staff Compact and Trust Values and Behaviours.</li> <li>• Compassionate in meeting the needs of vulnerable people and their families and carers.</li> <li>• Able to engage with vulnerable people and work effectively in distressing or emotive circumstances</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in pursuing a career in Clinical Psychology.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to work on own in a variety of settings using initiative appropriately</li> <li>• Able to work flexibly and co-operatively as part of a team.</li> <li>• Committed to continual quality and service improvement</li> <li>• Committed to promoting a positive image of people with mental health conditions and/or learning disabilities</li> <li>• Committed to promoting a positive image of the service.</li> <li>• Self aware and committed to continual personal development. Able to accept and respond positively to feedback from clinical supervision.</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to travel independently in accordance with Trust policies and service need.</li> <li>• This post is subject to a satisfactory Disclosure and Barring Service check.</li> </ul>	

**JOB DESCRIPTION AGREEMENT** SPSY011: v4: 15 January 2018

**Post Holder**

Sign..... Date.....

Print Name.....

**Line Manager**

Sign..... Date.....

Print Name.....

Print Job Title.....

## Our Journey To Change key messages

It's really important that as we continue to raise awareness and embed Our Journey To Change we use key messages. They will help us to use a shared language to communicate consistently with everyone and to make sure that what we say is simple and human. The key messages below are for use in the communications we share and conversations we have about Our Journey To Change.

### Key messages:

- Our Journey To Change sets out why we do what we do, the kind of organisation we want to become and the way we will get there by living our values, all of the time. To help us achieve this we have also committed to three big goals over the next five years.
- Our Journey To Change was created with more than 2,500 colleagues, service users, families, carers, partners and our local communities who all took part in Our Big Conversation. We listened to every piece of feedback – and we will continue to listen.
- Through our conversations it was clear that the experience we provide to our service users, carers and colleagues was not consistently good and partners told us we weren't always easy to work with. We are committed to ensuring that we improve this experience for everyone.
- Change won't happen overnight but Our Journey To Change will be placed at the centre of everything we do and will inspire all actions and decision making at all levels, all of the time.
- This is our journey with you – it's important that everyone continues to be part of this.

### Our values - key messages

- We are committed to co-creating safe and personalised care that improves the lives of people by involving them as equal partners. The most important way we will get there is by living our values, all of the time.
- Our values are respect, compassion and responsibility. They were created with more than 2,500 colleagues, service users, families, carers, partners and our local communities who all took part in Our Big Conversation.
- Our values are:
  - respect – we listen, we are inclusive and we work in partnership
  - compassion – we are kind, we are supportive and we recognise and celebrate achievement
  - Responsibility – we are honest, we are always learning and we are ambitious.
- Our values are at the heart of everything we do.

### Further information

Further information is available at [www.tewv.nhs.uk/about-us/our-journey-to-change](http://www.tewv.nhs.uk/about-us/our-journey-to-change)

There is also further information for colleagues on our internal staff intranet  
<https://intranet.tewv.nhs.uk/our-journey-to-change>