

DEVELOPMENTAL ROLE: PRACTITIONER PSYCHOLOGIST

Humber Teaching NHS Foundation Trust is committed to supporting its workforce personally and professionally, and to rewarding the achievements of staff. Through the appointment of Band 7 Practitioner Psychologists into Developmental roles, we are proud to offer staff the opportunity to gain requisite skills, knowledge and experience to progress into a Band 8a promotion.

The following document outlines the Band 7 - 8a Practitioner Psychologist Developmental Programme in more detail.

Role Outline

The post-holder is appointed into a permanent Band 7 Practitioner Psychologist, and their duties and responsibilities are as set out within the Band 7 Job Description (JD) and Person Specification (PS). Applicable probationary reviews will be monitored against the substantive Band 7 JD/PS.

Upon successful completion of the programme, the post-holder will be issued with a Band 8a JD, outlining the responsibilities of their new role.

Competency Framework

This post has been identified to follow a development plan; supporting the post-holder to meet the requisite competencies to progress into a substantive Band 8a position.

Promotion to a Band 8a position is conditional upon line manager and professional lead authorisation that the post-holder has met all competencies within the Competency Framework, set out at Appendix One and the essential criteria set out in the Band 8a JD and PS, for example, completion and sign off of the ISW course enabling post-holder to take trainees on placement as the primary supervisor.

Development Plan

A specific developmental plan will be discussed with each post-holder to identify what support and training will be available to aid them in meeting the competency framework in full; recognising that each individual will have different levels of skills and expertise upon commencement in role.

The parameters of the Competency Framework will be set within the first month of the post holder starting the post at a band 7. If possible this should be completed alongside the probationary process paperwork, appraisal review and job planning (select appropriate documents in use).

Caring, Learning and Growing

Michele Moran, Chief Executive



Timescale

The estimated timeframe for completing the developmental plan is 24-30 months; however, this is indicative only. The timeframe may be reduced e.g. where a post-holder has significant Band 7 post-qualification experience. Similarly, extensions may be required in some circumstances e.g. due to availability/sign off times of training programmes and development opportunities.

Monitoring and Review

Clinical or professional supervisors and line managers will regularly review the post-holder's progression against the competency framework (approximately every 3 months) and provide feedback.

Promotion to a Band 8a position is conditional upon line manager, clinical/professional supervisor and professional lead authorisation that the post-holder has met all competencies within this framework. Upon such authorisation, the post-holder can progress into the Band 8a role without course for additional recruitment exercises, e.g. job advertisement or interview. A copy of the competency framework and manager authorisation must be retained on the employee's personal file.

In the event that the post-holder is unable to demonstrate that they will meet the competency programme within 24-30 months, the decision to extend or retract the development programme will be at the discretion of the line manager and the clinical/professional supervisor. In such circumstances, the post-holder will remain in their substantive Band 7 Practitioner Psychologist role, subject to Trust policies, procedures and training opportunities as normal.

Where there is disagreement between post-holder and line manager or clinical/professional supervisor regarding the post-holder's progression against the competency framework, this may be escalated to relevant Division Professional Lead for Psychology and Service Manager for final decision. Human Resources advice will be sought as required with attendance from a Human Resources representative at the escalation meeting to be considered as an option.

APPENDIX ONE: COMPETENCY PROFILE

COMPETENCY FRAMEWORK FOR BAND 7 TO 8A PRACTITIONER PSYCHOLOGIST DEVELOPMENT POST FOR HUMBER TEACHING NHS FOUNDATION TRUST

Your professional development is important to us as you, service users and the organisation benefits from the opportunity to increase skills, knowledge and expertise. This contract helps to set out expectations and the support you will get to complete the competencies successfully so you can use your new skills in your work. The band 7 to 8a development programme runs alongside the Trust probationary process for new starters and HR relevant documentation around conduct and other mandated professional body and Trust responsibilities and requirements such as HCPC and mandatory training.

WHY HAVE A BAND 7 TO 8A DEVELOPMENT PROGRAMME?

Humber Teaching NHS Foundation Trust values are:

- Caring for people whilst ensuring they are always at the heart of everything we do
- Learning and using proven research as a basis for delivering safe, effective and integrated care
- Growing our reputation for being a provider of high-quality services and a great place to work

Humber Teaching Foundation NHS Trust offers a comprehensive local and Trust induction to new starters and also staff who re-locate across clinical areas. Managerial, professional and clinical supervision is a cornerstone for all our psychologists' continued development and support.

The provision of a Band 7 to 8a Development Programme offers staff a package of supported experiential, competency and face to face training to continue to consolidate training and continue to grow as confident, empowered and competent practitioners, preparing them for the demands of their role and preparing for career progression opportunities.

WHO IS IT FOR?

- Newly qualified Practitioner Psychologists who have successfully completed their doctoral training and are HCPC registered.
- Practitioner Psychologists currently in a band 7 post wanting to progress to an 8a post and who already have a level of experience.
- Currently the use of this document and process is designed to be used for advertised development posts and not a band 7 post holder seeking a regrade as this is a separate HR process .

AIMS

- To provide a supported, monitored, transparent and jointly produced development framework that individuals can engage with to develop their skills competencies and knowledge.
- Assist individuals to continue to acquire required skills and knowledge to fulfil the requirements of an 8a role
- Enable them to apply this learning as they continue to undertake the increasing responsibilities of their role post qualification , undertake autonomous practice and meet ongoing service demands
- To support long term career aspirations and growth
- To increase ability and confidence to empower them in taking on a leadership role
- To increase job satisfaction and promote worth
- To be a positive asset for retention of staff
- To support the recruited staff member employed on a band 7 development post to complete the programme and achieve a substantive band 8a post.

WHEN TO COMPLETE THIS FORM

- At the start of the development programme
- At each quarterly development review meeting
- To add to as a continuing live process and document for discussion in supervision .

DEVELOPMENT REVIEW MEETINGS

- Every 3 months you will meet with your manager and your professional or clinical supervisor (as decided by your professional lead) .
- Use the form to document experiences and learning milestones during the reviews and as they occur.
- Examples of evidence brought to review meetings : Reports, supervision notes, reflective journal, feedback from staff or clients, observed, discussions.

YOUR DETAILS

Your name	
Manager's name	
Clinical/professional Supervisor's name	
Clinical area /team	
Date development programme started	

FACTORS FOR YOU TO CONSIDER AND DISCUSS WITH YOUR LINE MANAGER AS YOU WORK THROUGH THIS DOCUMENT

- What are the specific competencies required for this post in addition to the standard 8a job description and person specification?
- What support is needed for you to complete the competencies successfully (consider training, access to appropriate clients, supervision etc)?
- What skills, competencies and experience do you bring with you to contribute to completion of the competencies?

PSYCHOLOGIST RESPONSIBILITIES AND COMMITMENT

- To take personal responsibility for and be proactive in completing the competencies and to take ownership of own development
- To attend and actively engage in agreed quarterly review meetings
- To add to the document regularly as a live process
- To retain, maintain and update any material for evidence such as a portfolio, a reflective journal, certificates, feedback etc
- Ensure that relevant development process documents are forwarded to line manager and that a copy is retained for personal records
- To report any areas of concern about the process or any extenuating circumstances that may affect ability to complete the competencies to the line manager

- Demonstrate adherence to codes of professional practice and organisational policies and procedures

LINE MANAGER RESPONSIBILITIES

- Supporting orientation and induction to the workplace
- Provide an overview of the development process and documentation
- To manage the concurrent processes of probationary period and development process if applicable.
- Reflect with the psychologist on his/her progress at review meetings, including discussing any concerns about progress through the development process
- To provide the support outlined in the section below to enable the staff member to achieve the competencies.
- Monitoring and providing feedback to support the staff member in the successful and meaningful achievement of his/her development competencies and experiences
- To attend/be jointly responsible for setting up regular review and support meetings to discuss progress and ascertain what further support is required
- Support learning and develop an action plan to meet learning needs, including teaching/coaching/experiential learning sessions
- Completing the preceptorship process documentation as per the organisation's policies
- To endeavour to adhere to the plan of support and discuss with the staff member and supervisor if extenuating circumstances or demands on the service impact on the ability for this to be delivered as per the development agreement
- To outline the escalation process to the psychologist i.e. to involve the Service Manager, the Professional Lead with advisement sought from HR
- Hand over any responsibilities to incoming line managers to make sure committed actions are adhered to despite management changes
- Align development to the Trust strategic priorities
- Champion the development of this staff member and the investment they have made in developing skills in which the Trust can benefit

PROFESSIONAL OR CLINICAL SUPERVISOR RESPONSIBILITIES

- To provide a space for safe reflection and personal/professional growth
- To encourage self reflection and support the learning from the experiences brought to supervision .
- To offer regular supervision and to include discussion of the development progress and support needed, helping the person achieve realistic goals and identifying what's required for them to meet them
- To help the psychologist think about the application of their new skills in terms of service need and their ongoing career, helping them to embed the skills into their practice
- At specific review points during the development period, reflect with the psychologist on his/her progress, noting any concerns and providing feedback to them and their line manager
- Act as a role model for the psychologist
- To attend scheduled review and support meetings with the psychologist and their line manager

REVIEW AND SUPPORT MEETINGS (PLAN FOR QUARTERLY MINIMUM)

We suggest you set the dates for the year at the initial meeting.

Date of meeting	Attendees	Outcome	Goals set for review at next meeting

CORE COMPETENCIES AND HOW WE EVALUATE

Practitioner Psychologists are appointed to Band 7 job descriptions (budget set at 8a) with the expectation they will have fulfilled and evidenced the foundation gateway requirements for a Band 8a job description (usually after a two year period.)

The following is an example of the set of standards expected to be achieved before the transition to 8a which should be agreed at the initial meeting and checked against the 8a job description and person specification :

- Evidence of independent (clinically supervised) practice within the agreed care pathways, utilising the recommended therapeutic modalities for service users presenting with complex and longstanding psychological difficulties
- Undertaking post qualification training, either a series of short courses relevant to meet service need, or a substantial specific training experience of a standard eligible for accreditation required for the post
- Completion of a learning log or reflective journal
- Evidence of observed and documented practice
- Completion of clinical supervisor training with one of our partner universities to enable the supervision of doctoral level trainees. Entry onto the course is supported 18 months from qualification date as agreed in the Humber Psychology Department.
- A 3 way appraisal (staff member, line manager, professional supervisor)incorporating staff and client feedback
- Regular attendance (minimum of 50%) at specialty meetings and psychology CPD days unless there are extenuating circumstances
- Lead on teaching and training to a range of professionals
- Attendance at specified Division or Trust wide meetings with a view to introducing the person to wider organisational business and issues i.e. clinical governance meeting
- Engaging in clinical audit, service evaluation in line with service or practice development needs of local area
- Engaging in research or doctoral level field supervising
- Providing clinical leadership i.e. demonstrating autonomy with client work and working at a senior level
- Exercising more clinical responsibility i.e leading on delivery of consultation groups / leading on reflective practice groups / mentor role with trainees and assistants (day to day management of a junior staff time)
- Working alongside the clinical lead in the team to provide clinical leadership as required i.e leading together on changes in service delivery and practice

FREE TEXT BOX TO OUTLINE SPECIFIC REQUIREMENTS/COMPETENCIES EXPECTED IN THIS ROLE

Completion and sign off for the ISW supervisors course is required before grade progression .

The above standards and the KSF competency framework for the 8a job description must have documented evidence presented within this document and a portfolio signed off by the line manager, clinical supervisor and professional lead.

CLINICAL LEADERSHIP

Example	Date occurred	Observed by whom	Feedback from supervisor	Other evidence/ feedback	Further development needed	Date competence met

TRAINING RECEIVED

Name of training	Number of days training	When completed	How the training informed practice	Further development needs i.e supervision, part II of the course	Date competence met
ISW (supervision course). Requirement to complete and be signed off before grade progression.					

LOG OF SUPERVISORY EXPERIENCE

Who you supervised (initials)	Designation and grade – group or	When	Number of sessions	Observed participated or led	Feedback supervisory relationship	Date competence met
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	individual				questionnaire & learning log	

CONSULTATION EXPERIENCES

Who you offered consultation to (initials)	Designation and grade - group or individual	When	Number of sessions	Observed, participated or led	Feedback and learning log	Date competence met

CLINICAL WORK OR CASES LOG (ASSESSMENT / INTERVENTION /FORMULATION)

Initials of person/persons seen	Group or individual	Presenting issues	Co-working	Work undertaken	Outcome	Feedback: Notes, OM, learning log, client feedback	Date competence met

TEACHING

Date	Topic	Who was being taught	Did you develop the resources	Observed, participated or led	Time spent teaching	Feedback from attendees and learning log	Date competence met

SERVICE DEVELOPMENT

Date	Task or need	Which team	Observed, participated or led	Outcome or what was developed and achieved impact on service /practice	Over what time period	Feedback from staff and clients, learning log, professional supervision record	Date competence met

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RESEARCH /AUDIT /SERVICE EVALUATION

Date	Topic	Co-worked? Who else was involved	Over what time period	Clinical impact or outcome	Disseminated ?i.e Practice Network or other forums .Publications?	Feedback from attendees and learning log	Date competence met

FURTHER EXPERIENCES OR PERSONAL DEVELOPMENT NEEDS

Date	Topic	Co-worked? Who else was involved	Over what time period	Clinical impact or outcome	Feedback from attendees and learning log	Date competence met

FREE TEXT BOX FOR COMMENTS

DEVELOPMENT PROCESS PAUSED, ESCALATED OR COMPLETED

DEVELOPMENT PROCESS PAUSED (DOCUMENT IF PERSON REQUESTS A PAUSE EVEN IF NOT INITIATED)

Date paused	The reason/reasons development process has been paused	Reasonable adjustments made to support the recommencement	Date process recommenced

FREE TEXT BOX FOR COMMENTS OR UPDATES ON PAUSING DEVELOPMENT PROCESS

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ESCALATION PROCESS INITIATED

Date initiated	The reason/reasons escalation process has been initiated and by whom	Senior lead/manager involved	HR involved or advice sought? Name:	Outcome and date

FREE TEXT BOX FOR COMMENTS OR UPDATES ON ESCALATION PROCESS

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DEVELOPMENT COMPLETION

When competencies have been achieved in line with KSF requirements for an 8a applied psychology post and authorisation to progress has been agreed.

Designation	Name	Signature	Date
Staff member			
Manager			
Professional Supervisor			
Clinical Supervisor			
Professional Lead			

FREE TEXT BOX FOR COMMENTS IF REQUIRED

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