

**BIRMINGHAM AND SOLIHULL MENTAL HEALTH NHS FOUNDATION TRUST**

**JOB DESCRIPTION**

**Job Title:** Clinical / Counselling Psychologist/ Integrated Community Care and Recovery Hub (ICCR)/Community Mental Health Team (CMHT)

**Grade:** Clinical / Counselling Psychologist  
A4C Band 7 (Full time)

**Reporting to:** Principal Clinical Psychologist, North Hub

**Accountable to:** Professional accountability to the Director and Head of Psychological Services via the Consultant Lead Psychologist for Adults of Working Age Division Psychological Services and immediate Clinical/Counselling Psychologist Line Manager where appropriate. Line Management accountability to the immediate clinical or counselling psychologist manager where appropriate. Post holder's operational service objectives agreed by Consultant Lead Psychologist for Adults of Working Age Division Psychological Services and immediate clinical or counselling psychologist Line Manager where appropriate in the light of directorate objectives and priorities and team delivery of services to agreed objectives and priorities identified by relevant Team Manager(s). Accountable for delivery of services to agreed objectives to immediate line manager and designated Team Manager. Undertakes annual professional appraisals jointly with immediate line manager. Annual (and, as appropriate, other periodic) reviews of service delivery to objectives undertaken with Psychology line manager and designated team manager.

**Location:** Northcroft

**Job Purpose:**

As a clinical / counselling psychologist holding doctoral level professional qualifications, provides a specialist, multilevel psychological service that is cost-effective, culturally appropriate and based on best clinical and professional practice and that meets Trust and ICCR objectives, national strategic, and policy guidelines, commissioner requirements and user and carer needs and expectations. To thereby help understand, prevent and ameliorate psychological distress and disorder and improve the mental health and well being of local service users.

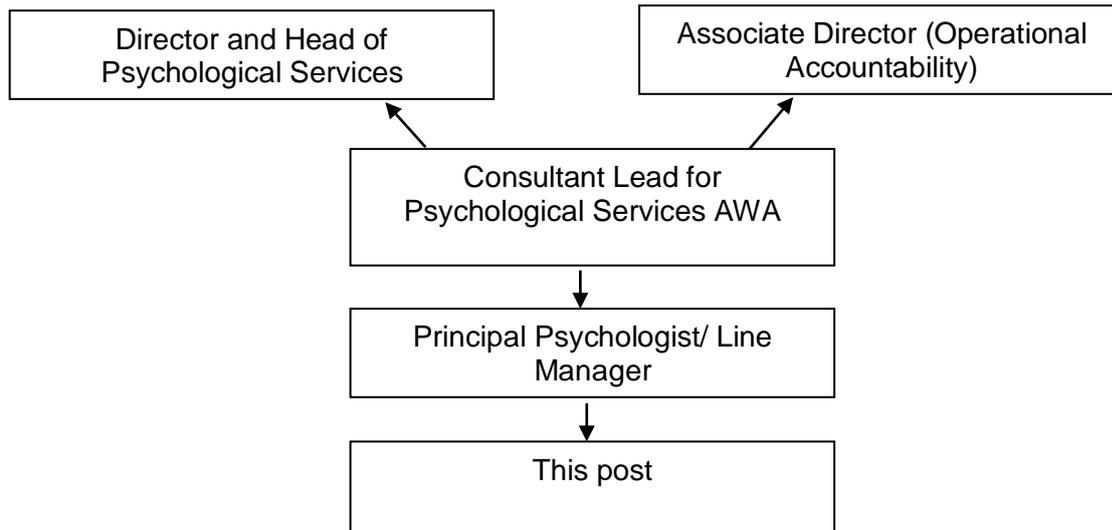
**Job Summary**

1. As a qualified psychologist, assumes accountability for own professional actions and works independently on a day-to-day basis within established parameters and according to a plan and objectives agreed and reviewed at agreed intervals with line

manager, and within the overall framework of relevant trust/team/service area policies and procedures, the professional codes of practice of the HCPC and terms and conditions of employment.

2. Provides direct clinical services to clients, their families and other carers, undertaking specialist psychological assessments and providing individual and group based psychological therapy and intervention as appropriate and required.
3. Facilitates the dissemination of effective evidence informed psychological practice within the ICCR Hub by supporting the use of psychologically informed protocols, guidelines and procedures by other members of the MDT.
4. Provides teaching/training sessions in psychological principles and practice for other members of the MDT.
5. Provides supervision and 'liaison-consultation' services to enable and support client related work undertaken by other members of the MDT.
6. Introduces and implements psychology service and team policies and service developments in the post holders area of work and proposes changes and developments in working practice and procedures within the psychological service and team in which they work.
7. Contributes to the supervision of Assistant Practitioners and other attached graduate psychologists and supports the psychology line manager as required in relation to placement objectives set for Trainee Clinical / Counselling Psychologists.
8. Undertakes governance, audit and clinical administrative activities, collecting, collating and analysing data, writing and presenting reports and undertaking project development and implementation as agreed with psychology line manager. Uses IT equipment and software as required, including statistical, database, spreadsheet and presentational.
9. Regularly undertakes applied research and development activities related to the needs of the clients served and the Psychological Service as a whole.
10. Participates in supervision, personal appraisal and continuing professional development activities as agreed with psychology line manager, including general training required in accordance with the policies and procedures of the Trust.
11. In completing duties, draws upon on a highly developed specialist knowledge base commensurate with doctoral degree in Clinical / Counselling psychology and registration as a Practitioner Psychologist with the HCPC.
12. In completing agreed duties, plans, organises and prioritises own time, activities and workload (manages own clinical caseload, plans group sessions, plans and organises teaching and research activities, organises administrative responsibilities, etc).

## Organisation Chart:



## Key Communications and Working Relationships

Liases with qualified psychologists and assistant practitioners within the ICCR Directorate and across the Trust, members of other disciplines and professions responsible for the provision and evaluation of clinical care, research workers, first line operational managers, referral agencies, affiliated organisations, academic/educational and research departments, service users and others as relevant to this post.

## Working Environment

The post holder will work with adults with complex, severe and enduring mental health problems (including severe depression, severe and disabling anxiety disorders, OCD, psychosis, personality disorder and substance misuse), the patient's presentations often involving overlapping conditions (dual diagnosis) and multiple needs and sometimes being complicated by organic dysfunction. In the course of their work, the post holder will encounter a range of presenting problems and needs (including complex emotional dysfunction, self harm, aggression and challenging behaviour, cognitive impairment, severe interpersonal problems, social disabilities), often in cases where motivation and engagement is poor, where understanding or acceptance by the patient of their condition is constrained by psychological, cognitive, linguistic or other factors, or where the clinical relationship is complicated by hostility and antagonism when highly sensitive or contentious matters are addressed. The post holder will also work with the patient's support networks, including direct care staff, families and other natural carers.

The post holder will work predominantly in a community team setting but may on occasion be required to travel between sites and settings within the Trust's socio-economically diverse service area (for example to attend professional meetings and training events, to undertake clinical activities in inpatient or residential settings, to follow up assessment or treatment activities in service users' homes or to visit service settings beyond the Trust). The transport of psychological test materials, audio-visual and IT equipment may be required.

In completing their duties, the post holder is likely to encounter unpleasant working conditions (including verbal abuse) on a frequent basis and may have some exposure to threatened physical aggression. The post holder is also likely to be exposed to highly

distressing or emotional circumstances on a frequent basis (when, for example working with emotionally demanding or challenging clients, with family conflict or breakdown, with people who have been abused or are at risk of self harm). When working within multidisciplinary settings, the post holder may encounter and be required to address challenging team dynamics and conflicting professional perspectives.

### **Principal Duties and Responsibilities (Key Result Areas)**

The post holder may be required to undertake any of the duties specified in the key result areas noted below. The relative priority and time allocated to each of the duties/key result areas will be determined by reference to service needs and may vary in the light of prevailing service priorities and requirements.

#### **Clinical:**

1. Undertakes specialist psychological assessments of complex cases, assessing personality, beliefs, attitudes, behaviour, emotional function, and other relevant psychological characteristics and dimensions and factors relevant to the development, maintenance and understanding of the client's difficulties as appropriate, using standardised psychometric instruments, protocol based assessment tools, self-report measures, rating scales, direct and indirect structured observations and structured and semi-structured interviews as required. Utilises assessment techniques directly with clients and collects information from family members and others involved in the client's care as appropriate.
2. Undertakes specialist assessments of neuropsychological and cognitive function, including attention, intelligence, memory, executive function, aphasia and language, motor skills and sensory function, using specialised neuropsychological tests, materials, equipment and observational and measurement techniques that require precise adherence to standardised administration protocols and that require specific training and appropriately developed physical skills for their proper use (including dexterity and co-ordination when manipulating stimulus materials and demonstrating task requirements, precise timing of stimulus presentations and response times and rates, very high levels of accuracy when measuring responses, high level attentional, observation and listening skills when evaluating motor dysfunction or speech deficits, as well as efficient memory skills and concentration.)
3. Scores, collates, analyses, interprets and reports findings of psychological assessments undertaken with clients and others, integrating complex data (obtained using a variety of measures and techniques and collected from a variety of sources) within an appropriate interpretational framework.
4. Develops complex formulations of the client's difficulties, drawing upon the findings of psychological assessments, relevant aspects of the case history and relevant psychological models, concepts and theory.
5. Develops and implements complex plans for the formal psychological treatment and/or management of the client's presenting problems, that are based upon specialist knowledge and an appropriate conceptual framework, that employ psychological procedures and practices having an evidence base for their efficacy and/or an established theoretical basis for their use and that are provided across the full range of care settings.
6. Maintains a case load of clients for therapy, the size of which is agreed with the immediate psychology line manager (and team manager as appropriate) and delivers psychological treatments and therapeutic/management interventions to fidelity, protocol guidelines or appropriate professional standards, for individual clients,

couples and for families. In providing formal therapy and other psychological interventions i) evaluates and identifies appropriate treatment/intervention options in the light of specialist theoretical and therapeutic models, the findings of assessment and the complex historical and developmental factors that have shaped the individual client and their family, the problem formulation, the evidence base and user characteristics and preferences; ii) employs a range of psychological approaches and techniques individually and in combination as appropriate; and iii) reviews and revises the psychological formulation and treatment plan in the light of treatment progress and by reference to differing explanatory models and alternative/reformulated hypotheses.

7. Delivers therapeutic groups as appropriate, including for example group approaches to the management of stress, anxiety and depression and the enhancement of self-esteem and social skills, psycho-educational group approaches to the understanding and self-management of symptoms and problems, and other protocol based or semi structured group interventions. Acts as therapist or co-therapist (with other qualified psychologists, Assistant Practitioners, or other designated clinicians) as appropriate.
8. Together with other team members as appropriate, provides support and advice to the families and natural carers of people with mental health and psychological problems referred to the team/service area, offering behavioural family therapy or systemic family therapy where appropriate and supporting and enabling the delivery of intervention programmes by relatives/carers as appropriate.
  9. Undertakes risk assessments from a psychological perspective, provides psychologically based programmes of risk management for individual clients and provides advice to other professions on psychological aspects of risk assessment and management.
10. In completing clinical duties, exercises autonomous professional responsibility for the psychological assessment and treatment, and discharge from psychological care, of referred clients and clients seen in accordance with work plan agreed with psychology line manager.
11. When completing clinical duties, receives, obtains and communicates highly complicated, extremely sensitive and highly contentious assessment, formulation and treatment related clinical and personal information, sometimes in emotionally charged, hostile or otherwise challenging circumstances, where there may be constraints on the engagement, motivation, cooperation, acceptance, tolerance or understanding of the service users involved or their families.
12. Acts as CPA care coordinator in referred cases where psychological assessment and intervention represent the principle and preferred treatment of choice.
13. Attends and contributes to appropriate multi-disciplinary assessment meetings, case conferences, reviews, etc, providing professional advice on individual care planning and other clinical matters as necessary and providing a psychological perspective or psychological information as required.
14. Directly and indirectly promotes and supports a psychologically informed and evidence based approach to the understanding and management of the problems and needs of all clients across all settings within the service area covered.
15. Undertakes, if appropriate and agreed with psychology line manager, evidence informed project work in respect of a special clinical need, clinical group or clinical problem of relevance to the MDT and service as a whole.

## **Teaching, training, supervisory, consultative/advisory**

1. Delivers occasional in-service training workshops, seminars and lectures on psychological topics for members of the MDT or other professionals within the Trusts (the focus of which will be determined by reference to the team's service priorities and skills required to meet clients' needs). As required, plans and organises lectures and workshops, prepares teaching content, materials (including handouts) and aids (including computer assisted), directly provides presentations and evaluates teaching initiatives using appropriate measures.
2. As appropriate, provides occasional presentations on relevant areas of work, relevant clinical or research topics, external training events attended, etc, to members of the Trust Psychological Service.
3. Contributes to the professional and clinical supervision of Assistant Psychologists, graduate volunteers and undergraduates on attachment from the University of Birmingham and elsewhere. Supports psychology line manager where appropriate in relation to the placement objectives of attached Trainee Clinical/ Counselling Psychologists. As appropriate, and under the supervision of the primary supervisor, contributes to the supervision of individual cases of trainee clinical / counselling psychologists.
4. Provides specialist psychological advice, consultancy, guidance and where appropriate supervision to other members of the MDT (e.g. nursing staff) who are involved in client assessment and who provide direct intervention in individual cases and with groups of clients. Supports other member of the MDT in the appropriate identification and use of psychologically informed assessment methodologies and treatment interventions as part of a client's agreed care plan and as appropriate prepares and supports assessment and intervention plans for implementation by others. As appropriate, works jointly with other team members in the provision of individual and group based programmes.
5. Provides advice, consultation and training to staff working with the client group to enable team members to incorporate informed psychological practice within their day-to-day work with clients. Supports other members of the MDT by the development of 'shared formulations' of the client's presentation and needs.

## **Policy, Service Development, Service/Resource Management, Recruitment and Professional Leadership**

1. Contributes to the development, evaluation and monitoring of the team's operational policies and services, by attendance (in accordance with agreed work plan) at meetings at which service developments are planned and discussed and through the deployment of professional skills in research, service evaluation and audit.
2. Contributes to service development initiatives and to the design, implementation and evaluation of service development projects within the psychological service or MDT as agreed with psychology line manager and in accordance with work plan (e.g. developing an assessment package for routine use within the MDT).
3. Implements new or revised psychology policies or procedures in own area of work and proposes changes and developments in local psychology practices and procedures as appropriate.
4. Draws the attention of professional line manager and other service managers to unmet needs and shortfalls in the availability of psychological services, offers suggestions about service initiatives and developments and advises managers on other aspects of the service where psychological and/or organisational matters require attention.
5. Supports psychology line manager in the co-ordination and day-to-day management

of the workloads of Assistant Practitioners, graduate psychologists and undergraduates on attachment, and supervises Assistants, graduates and students as required.

6. Is involved, as appropriate, in the short listing and interviewing of Assistant Practitioner grade and graduate psychologists.
7. Responsible for careful and responsible use, transport and storage of material resources as allocated (including test materials and equipment, books, stationery and IT equipment).
8. Draws to the attention of the psychology manager shortfalls in the material resources necessary to fulfil the post-holder's expected professional functions or the objectives of the psychological service of which they are part, including test materials, books and relevant equipment.

### **Research and Service Evaluation**

1. Draws upon evidence-based treatment literature, other relevant clinical and experimental research findings and established theoretical models to support evidence based best practice when working directly with clients and their families and when working with and through other members of the MDT.
2. As agreed within work plan, regularly undertakes R&D activity of benefit to the Team and service as a whole, including where appropriate work evaluating current psychological practice, work related to the development of innovative psychological assessment and intervention procedures and work related to the better care of people within existing care systems. Designs, implements and evaluates research and projects as agreed.
3. Where appropriate, advises team colleagues on matters related to experimental design and methodology and collaborates in research programmes organised by others within the Trust.
4. As appropriate, co-ordinates and supervises the work of Assistant Psychologists and psychology students undertaking research on a delegated basis.
5. Participates in such systems of clinical audit, quality assurance and governance review as may be agreed in respect of psychology services.
6. Contributes to the development and implementation of governance initiatives and quality assurance systems for use by the MDT as a whole, including for example the development of systems for assessing outcomes, for evaluating user satisfaction with services received etc. In this respect, undertakes specific project management in accordance with agreed work plan.
7. Analyses data and produces audit and research reports, using advanced statistical procedures and advanced IT skills. Uses complex statistical software (e.g. SPSS) and other information technology and software (including word processing, spreadsheet and databases) as appropriate.
8. Keeps adequate records of service operation in accordance with agreed Team/Clinical Psychological Service/Trust information systems and ensures the security of confidential data.
9. Collates and submits information to the ICCR Lead Psychologist to assist in the preparation of annual reports on the psychological service provided to the ICCR.

### **Information Technology responsibilities**

1. Uses information technology to record client contact information (including the Trust's patient data information system RIO), to complete data display and analysis, to prepare teaching and training materials and deliver presentations, to prepare reports (including written, graphical and visual material) and to communicate via e-mail. Uses word processing, spreadsheet, data base, statistical, presentational, and desk top publishing software and software for the scoring and interpretation of psychometric and neuropsychological tests.

### **Professional Development and Practice**

1. Meets and upholds the standards of practice of the Health and Care Professions Council, Trust policies and procedures and terms and conditions of employment.
2. Responsible for working within limits appropriate to qualifications, competence and experience and for professional self-governance in accordance with professional standards of practice and Trust policies and procedures.
3. In common with all practitioner psychologists, receives regular clinical and professional supervision from an appropriately experienced Practitioner Psychologist (and if appropriate other senior professional colleagues), in accordance with the HCPC standards of practice, informed by the BPS Code of Conduct and Trust Psychological Service policy.
4. Participates in annual personal development/appraisal reviews with the designated psychology line manager.
5. In accordance with HCPC Guidelines for CPD and Trust Psychological Service policy, undertakes such programmes of internal and external CPD, personal development and training as may be agreed with the post-holder's professional manager at the beginning of the appointment and at subsequent appraisal reviews, ensuring thereby that the post-holder maintains the highest professional standards of practice when fulfilling their duties and responsibilities and that they contribute to the development and articulation of best practice in psychology across the service.
6. Maintains active engagement with current developments in the field of psychology and related disciplines, gains wider experience of professional psychological practice, continues to develop skills of a reflexive and reflective scientist practitioner and further develops skills and competencies that assist in the performance of current duties and prepare for future duties and responsibilities, through attendance at training events, attendance at special interest groups and relevant clinical forums, reading relevant research and practice literature, visits to other service settings, etc, as well as through regular professional supervision and appraisal.
7. Develops skills in clinical supervision via completion of relevant programmes of training, thereby achieving eligibility to independently supervise Trainee Clinical/Counselling Psychologists.
8. Maintains the highest standards of clinical record keeping (including electronic data entry) and report writing in accordance with professional codes of practice and Trust policies and procedures.
9. Attends and contributes to ICCR Psychological Service Meetings and such other Trust-wide psychological service meetings as may be organised.
10. Advises psychologists to whom post-holder is managerially and professionally accountable of any changes in their circumstances that might jeopardise their fitness to practice or their compliance with the HCPC Code of Conduct (including criminal convictions incurred subsequent to completion of Criminal Records Bureau (CRB) checks).

11. Advises officers to whom they are accountable if post holder believes they have been allocated responsibilities that exceed their level of competence or experience, if they have been allocated a workload they consider unreasonably excessive, if they identify CPD needs relevant to duties they are asked to undertake, or if they otherwise require support.

12. Notifies professional lead and/or the Trust Director of Psychological Services should post-holder believe that another psychologist's fitness to practice, or adherence to the Society's Code of Conduct, has been compromised or breached.

**Other**

1. To maintain up to date knowledge of legislation and national and local policies and guidance in relation to both the specific client group with whom the post holder works and general mental and psychological health issues, and maintains knowledge of Trust policies and procedures that are relevant to the post-holders roles and responsibilities.

2. Provides activity data as required as part of relevant service reviews.

3. Undertakes specific administrative duties as required.

4. Performs other duties of a similar kind appropriate to the grade, which may be required from time to time by the Psychology Manager.

## **General**

### Confidentiality

It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant trust policies are met in respect of information held on the Trust's computerised systems.

### Equal Opportunities

The Trust is committed to equality of opportunity. All staff are required to comply with current legislation, trust policies and guidance good practice and the NHS Executive's Planning & Priorities Guidance 1996/7.

### Conduct

It is expected that all employees will conduct themselves and represent the Trust in a responsible manner and comply with all policies and procedures;

### Risk Management and Health & Safety

The post-holder will ensure compliance with the Trust's Risk Management policies and procedures; these describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, employees and visitors from harm, and stress that all employees have a responsibility to minimise risk. The post-holder will be required to observe local Health & Safety arrangements and take reasonable care of him/herself and the persons that may be affected by his/her work;

### Safeguarding

All members of employees have a duty to safeguard and promote the welfare of vulnerable adults, children and young people in all relevant areas of their work. This will include any timely attendance at relevant training events and compliance with the Safeguarding Procedures;

### Training, Education and Development

All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying his or her own training and development needs to meet their KSF outline;

### Research and Development

Research and development is at the heart of providing effective treatment and high quality services, supporting a culture of evidence based practice and innovation amongst employees. All employees have a duty to be aware of and comply with their responsibilities for research governance, whether as researchers, as part of the team caring for those participating in research or as research participants themselves;

### Control of Infection

All employees whether clinical or non-clinical are required to comply with the Health and Social Care Act 2008: Code of Practice for health and adult social care on the prevention and control of infections and related guidance;

Therefore the post-holder is expected to keep patients, visitors, themselves and other employees safe by continuously reducing the risk of healthcare associated infections;

As a manager the post holder is required to ensure that infection control responsibilities are clearly identified, allocated and understood within your team and that appropriate resource, training and support is provided to ensure that they are compliant with Trust policies and procedures on Infection Control and Hygiene;

As a manager the post holder is required to ensure that employees are supported in

attending the necessary training and on-going professional development to support their responsibilities and ensure full awareness of infection control and hygiene;

#### Governance Standards

Comply with the relevant Governance Standards applicable to the Trust as communicated to the post-holder from time to time;

#### Records Management

Maintain Trust and patient records (both paper and electronic) in accordance with Trust policies to facilitate clinical care and effective administration;

#### Freedom of Information

Provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with Trust Freedom of Information procedures;

#### Standards of Professional and Business Conduct

The post-holder will be required to comply with the Trust's Standing Orders and Stranding Financial Instructions, and at all times deal honestly with the Trust, with colleagues and all those who have dealings with the Trust, including patients, relatives and suppliers. The post-holder will also be required to comply with the Code of Conduct for NHS Managers and/or the relevant professional Codes of Conduct;

#### Data Protection

Comply with Trust Policies and the Data Protection Act in all respects, with particular relevance to the protection and use of personal and patient information;

#### Security

Comply with Trust policies to ensure there is a safe and secure environment that protects patients, employees and visitors and their property, and the physical assets and the information of the organisation;

#### Smoking

The Trust operates a No Smoking Policy.

#### Mobility

This is a Trust Wide appointment and travel around the Trust may be required;

#### Flexibility

BSMHFT is currently working in a climate of great change within the NHS. It is therefore expected that all employees will develop flexible working practices both within the Trust on a cross-directorate basis, and across Trust's and other organisations to meet the challenges and opportunities of working within the new NHS, which could include taking on new and changing responsibilities, according to the needs of the directorate;

This job description is a reflection of the current position and a summary of the key tasks and may change in light of the developing organisation and in consultation with the post holder.

It is the practice of the Trust to regularly examine employees' job descriptions and to update them to ensure that they relate to the job being performed or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager and those working directly to him or her. You will therefore be expected to participate fully in such discussions and in connection with them and to help re-write your job description to bring it up to date if this is considered necessary or desirable. The aim is to reach agreement on reasonable changes, but if agreement is not possible the Trust reserves the right to insist on changes to your job description after consultation with you;

Work will be managed rather than supervised;

Environment

BSMHFT is a major NHS Trust and we pride ourselves in the unique environment which exists for all employees. An environment where innovation is encouraged, hard work rewarded, and where our employees play an inclusive role in new developments;

Health and Safety

Staff must ensure that they are familiar with the requirements of the Health and Safety at Work Act (1974), the Trust's Health & Safety policies/codes of practice or regulations applicable to the work place.

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This job description is indicative only, and the post will continue to evolve as the Trust's priorities develop. It will therefore be revised in consultation with the post holder from time to time and not less than annually. You may also be required to provide cover in other areas following appropriate discussion.

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**Additional Information**

**Job Description Agreement**

Budget Holder	.....	<b>Signature</b>
	.....	<b>Name</b>
Post Holder	.....	<b>Signature</b>
	.....	<b>Name</b>
Date	.....	

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