

**HERTFORDSHIRE PARTNERSHIP UNIVERSITY
NHS FOUNDATION TRUST**

JOB DESCRIPTION

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| Title: | Clinical Psychologist |
| Band: | 7 |
| Directorate: | North Hertfordshire Talking Therapies |
| Responsible to: | Service Manager |
| Accountable to: | Deputy Clinical Lead |
| Base: | Saffron Ground, Stevenage |

Hertfordshire Partnerships University NHS Foundation Trust

- Hertfordshire Partnership University NHS Foundation Trust (HPFT) is an exceptional organisation with big ambitions, our aim is to be the leading provider of mental health and specialist learning disability services in the country.
- With a workforce of around 3,500 people and an annual income of some £330million this year, the Trust provides integrated health and social care services through a network of community and inpatient settings, serving diverse communities across Buckinghamshire, Essex, Hertfordshire and Norfolk. As a university NHS foundation trust, HPFT continues to develop strong links with the University of Hertfordshire, providing excellent learning and development opportunities, as well as strengthening our clinical research capability.
- Whilst it is a challenging period for the NHS, there has never been a more exciting time to join HPFT following our CQC rating of Outstanding awarded to us in April 2019.

Our Services

We provide mental health and social care services - including Adults of Working Age, Older Adults, Children and Adolescents and Specialist Learning Disabilities services.

The Trust works in close partnership with Hertfordshire County Council and also with other NHS organisations to promote and support mental health in the community. We also provide specialist learning disability services in Norfolk and North Essex.

The Trust provides:

- Community Services including local teams for mental health.
- Acute and Rehabilitation Services including inpatient services and crisis team.
- Specialist Services such as mental health services for older people, eating disorders, and our mother and baby unit.
- Learning Disability and Forensic Services.

Our Mission

“We support people to live their lives to their full potential by enabling them to keep mentally and physically well.”

Everything we do is aimed at providing consistently high quality, joined up care, support and treatment that:

- Empowers individuals to manage their mental and physical wellbeing.
- Keeps people safe from avoidable harm.
- Is effective and ensures the very best clinical and individual recovery outcomes.
- Provides the best possible experience.

Our Vision

Our conversations with service users, carers, staff, commissioners and the wider communities we serve have informed a simple but ambitious vision:

“Delivering great care, achieving great outcomes - together”.

We will achieve our vision by:

- Putting the people who need our care, support, and treatment at the heart of everything we do – always.
- Consistently achieving the outcomes that matter to the individuals who use our services, and their families and carers, by working in partnership with them and others who support them.
- Providing the very best experience of joined-up care in line with what service users and carers have told us makes ‘Great Care’.

Great Together

Great Together, our Trust strategy for 2023 – 2028, has been developed and co-produced with our service users, carers, staff, partners and local communities and gives us a clear roadmap to achieve our vision of great care and great outcomes.

Great Together places service users and carers at the centre of what we do; commits us to addressing inequalities and achieving equity; focuses on developing our people and creating a vibrant learning organisation whilst working in strong partnerships to deliver high quality care.



Values and Behaviours

Our values and behaviours have been developed by over 800 service users, carers and members of staff. They describe how we aim to be with service users, carers and each other. By living our values we will deliver our ambition to be a leading provider for everyone we work with.

| | <i>we are...</i> | <i>you feel...</i> |
|-------------------|---------------------|---------------------------|
| Our Values | Welcoming | ✔ Valued as an individual |
| | Kind | ✔ Cared for |
| | Positive | ✔ Supported and included |
| | Respectful | ✔ Listened to and heard |
| | Professional | ✔ Safe and confident |

Our values set the tone for:

- The way we plan and make decisions.
- The way we behave with service users and each other.
- The kind of colleagues we recruit.
- The way we induct, appraise and develop our staff

Job Summary:

- The post-holder will provide specialist clinical psychological assessment and treatment to clients with common mental health disorders within the Primary care service.
- The post-holder will provide specialist support, guidance and consultation on clients' psychological care to non-psychologist colleagues and to other, non-professional carers within community mental health services, primary care and other agencies.
- The post-holder will work closely with the local and sector-wide psychologist teams, as well as a range of other psychological therapy colleagues within the service setting.
- The post-holder will work autonomously within professional guidelines and the overall framework of the team's policies and procedures.
- The post-holder will utilise research skills for audit, teaching, policy and service development and research within the area served by the team/service.
- The post holder will be expected to have CBT competencies and to

be prepared to train in one of the IAPT compliant evidence based therapies (e.g. Dynamic Interpersonal Therapy (DIT), Interpersonal Therapy (IPT) or Couples Therapy) according to service need.

- *All staff should comply with the Trust's Anti-Discriminatory Statement, Employee Charter, Trust Policies and Procedures, Code of Conduct and Equality and Diversity*

Job Responsibilities:

- The post-holder will provide specialist clinical psychological assessment and treatment including a range of group and individual psychological interventions.
- The post-holder will provide specialist consultation, guidance and training to other team members.
- The post-holder will provide specialist support, guidance and consultation on clients' psychological care to other multi-disciplinary professionals.
- The post-holder will work closely with both psychology and other psychological therapy colleagues.
- The post-holder will work autonomously within professional guidelines and the overall framework of the team's policies and procedures.
- The post-holder will utilise research skills for audit, teaching, policy and service development and research within the area served by the team/service.

Working Relationships and Communication Requirements of the Job

Working relationships

- To have good working relationships with multi-disciplinary colleagues in the community mental health team setting.
- To maintain close working relationships with psychology colleagues and other psychological therapists both locally and sector-wide.
- To promote and maintain good working relationships with colleagues in primary care (e.g. GP's, Health Visitors), secondary care (e.g. Assertive Outreach Team, Crisis Assessment and Treatment Team, etc.), tertiary care (e.g. inpatient and specialist

services like the Personality Disorder Service) and physical health care services.

- To promote and maintain good working relationships with clients, their families, carers and other external agencies.
- To have good working relationships within HPFT.

Communication requirements

- To communicate effectively and skillfully with a wide range of people in a formal and informal manner and in verbal and written format consistent with their level of understanding, culture, and background to explore complex issues and make complex decisions.
- To be empathetic and reassuring when communicating highly sensitive and complex information and advice to clients, carers and relatives where there may be significant barriers to understanding. This might involve communicating with highly distressed clients and relatives who may present with challenging and hostile behavior.
- To communicate effectively and skillfully with other professionals in the team, other colleagues within or outside the Trust, statutory and non-statutory agencies/partners relevant to the client's care and management (including for the purposes of safeguarding and liaison)
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Clinical Responsibility

- To provide specialist psychological assessments of clients referred to the team based upon the appropriate use, interpretation and integration of complex data from a variety of sources including psychological and neuropsychological 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.
- To formulate and implement plans for the formal psychological treatment and/or based upon a management of a client's mental health problems, appropriate conceptual framework of the client's problems and employing methods based upon evidence of efficacy,

across the full range of care settings.

- To be responsible for implementing a range of psychological interventions for individuals, carers, families and groups, within and across teams employed individually and in synthesis, adjusting and refining psychological formulations drawing upon different explanatory models and maintaining a number of provisional hypotheses
- To evaluate and make decisions about treatment options taking into account both theoretical and therapeutic models and highly complex factors concerning historical and developmental processes that have shaped the individual, family or group
- To exercise autonomous professional responsibility for the assessment, treatment and discharge of clients whose problems are managed by psychologically based standard care plans
- To provide specialist psychological advice, guidance and consultation to other professionals contributing directly to clients' formulation, diagnosis and treatment plan
- To contribute directly and indirectly to a psychologically based framework of understanding and care to the benefit of all clients of the service, across all settings and agencies serving the client group
- 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
- To act as care coordinator, where appropriate, taking responsibility for initiating planning and review of care, including clients, their carers, referring agents and others involved the network of care

Leadership and Staff Management Responsibility

- To receive regular clinical professional supervision from the senior clinician and/or, where appropriate, other senior professional colleagues.
- To continue to gain wider post-qualification experience of clinical psychology over and above that provided within the principal service area where the post-holder is employed, as agreed with the senior

clinician or team manager, up to two sessions per week [pro rata], in areas relevant to long term health conditions.

- To develop skills in the area of professional post-graduate teaching, training and supervision and to provide supervision to other staff's psychological work, as appropriate. To provide professional and clinical supervision of assistant/graduate psychologists and, as appropriate, to contribute to the supervision of individual cases for trainee clinical psychologists.
- To contribute to the pre- and post-qualification teaching of clinical psychology, as appropriate.
- To provide advice, consultation and training to staff working with the client group across a range of agencies and settings, where appropriate.
- To undergo and maintain up-to-date Trust mandatory training requirements.
- To develop specialist knowledge and skills in working with long term health conditions in a primary care mental health setting.

Financial responsibility

- To ensure that resources are appropriately and efficiently utilised within the service.
- To check equipment and report equipment failures to line management where appropriate.
- To work within HPFT financial policies, procedures, and budgets.

Service Development and Improvement

- To contribute to the development, evaluation and monitoring of the team's operational policies and services, through the deployment of professional skills in research, service evaluation and audit
- To advise both service and professional management on those aspects of the service where psychological and/or organisational matters need addressing, particularly in relation to long term health conditions
- To manage the workloads of assistant and graduate psychologists, within

the framework of the team/service's policies and procedures

- To be involved, as appropriate, in the short-listing and interviewing of assistant/graduate psychologists
- To contribute to the development of referral and care pathways for people presenting with long term health conditions.

Analytical and Judgmental Skills

- To carry out specialist psychological assessments of clients with complex mental health problems taking into account complex facts about their history, medical and mental health conditions, social needs and service provision, using investigative, interpretative and analytical skills across a range of treatment options and scenarios
- To formulate and implement plans for the formal psychological treatment and/or management of a client's mental health problems, based upon an appropriate conceptual framework of the client's problems, and employing methods based upon evidence of efficacy, across the full range of care settings
- To evaluate and make decisions about treatment options taking into account both theoretical and therapeutic models and highly complex factors concerning historical and developmental processes that have shaped the individual, family or group
- To utilise expert clinical judgement to evaluate clients' physical and psychological responses to treatment and psychological therapies offered.
- To undertake appropriate research and to analyse and interpret data for the purposes of Research and Audit

Planning and Organisational Skills

- To manage a case load exercising appropriate clinical and organisational judgement so as to ensure high standards in the provision of care
- To carry out assessment and treatment and decide on clinical priorities, by involving the client and their carers in the planning and implementation of care

- To plan, organise, time manage and prioritise own workload and personal administration delivering a specialist psychologist service within an agreed job plan
- To organise and plan complex activities around training and education programmes and research and audit
- To liaise and consult with other professionals in the NHS and other agencies and organisations
- To plan and deliver treatment interventions in line with Best Practice and local and National Guidelines

Physical Working Conditions and Environment

- Base is Waverley Road St Albans or St Pauls Hemel Hempstead but the post-holder may be required to work at other Trust Sites.
- Frequent exposure to distressing and emotional circumstances through the need to review with clients, in detail, the circumstances of their background and often traumatic histories. Occasional exposure to traumatic incidents such as severe verbal abuse, challenging behaviour and risk of physical aggression from clients. May need to cope with clients who are hostile, aggressive, severely disturbed and self-harming.
- Frequent intense and prolonged concentration in highly distressing and highly emotional situations. Specialist clinical work with very disturbed patients will often involve exposure to covert and occasionally threats of overt aggression from patients, which has to be emotionally processed, managed and handled with the utmost clinical sensitivity, flexibility and appropriately so that the patient is helped to manage this part of their behaviour. The complexity, demands and risks presented by clients involve the psychologist in intense thinking and sustained concentration, sometimes under conditions of raised arousal levels.
- There may also be an occasional requirement to assert light physical effort but participation in breakaway training is mandatory and there is an expectation that these skills will be used in emergencies.
- Also administration of psychometric and neuropsychological tests requiring intense concentration.
- To document client care by recording information on Electronic Patient

Record Systems, demonstrating keyboard skills.

- The post holder will be expected to drive own vehicle regularly between bases and must cope with the physical demands of frequent travel across the Trust and further afield as required.

Information Resources

- To maintain high standards of record-keeping, primarily using the Trust's electronic patient record system in line with Trust policies and procedures
- To record and monitor statistical data relevant to service provision and development as required. This is carried out in order to provide statistical data for research and audit, but may also be for service development and monitoring purposes
- To ensure the confidentiality and security of patient information and patient records according to Trust policies and the Data Protection Act 1984, and its subsequent amendments, at all times

- To ensure client confidentiality while maintaining professional accountability in accordance with BPS/HPC guidelines and Codes of Conduct
- To be familiar with and to produce learning materials using different electronic tools e.g. power point presentations

Additional Information:

Knowledge and Skills Framework:

- The post holder will be expected to meet the requirements of the NHS Knowledge and Skills Framework (KSF) appropriate outline for the post.
Approved outlines are available on the HPFT e-ksf local library

Health and Safety

- The post holder has a duty of care to themselves and to others with whom they come into contact in the course of their work as laid down in the Health and Safety at Work Act 1974 and any subsequent amendment or legislation.

- Infection Control

All Trust staff will:

- Act as a role model and champion for the highest standard of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.
- Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene.
- Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection.

Equality and Diversity

- Hertfordshire Partnership Trust is committed to providing an environment where all staff, service users and carers enjoy equality of opportunity.
- The Trust works to eliminate all forms of discrimination and recognise that this requires, not only a commitment to *remove* discrimination, but also action through positive policies to redress inequalities.
- Providing equality of opportunity means understanding and appreciating the diversity of our staff, service users & carers and ensuring a supportive environment free from harassment. Because of this Hertfordshire Partnership.
 - Trust actively encourages its staff to challenge discrimination and promote equality of opportunity for all.

Confidentiality

- All staff must be aware of the Data Protection Act 1984, and its subsequent amendments, which is now in force. This means that protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the Trust and the individual may be prosecuted.

Standards of Business Conduct and Conflicts of Interest

- The Trust has adopted a Standards of Conduct Policy, which reflects NHS Management Executive Guidelines. It is the responsibility of staff to ensure that they do not abuse their official position for personal gain or seek to advantage or further private business or other interests in the course of their official duties. Staff should be informing their line manager if they are working for any other organisation to ensure that this Trust complies with the Working Time Regulations.

Information and Records Management

- The post holder must be competent in using IT and have the relevant skills to carry out the activities required for the post.
- To comply with the Data Protection Act 1998, Freedom of Information Act 2000 and Department of Health Code of Confidentiality in line with Trust procedures.
- To adhere to the Trust's policies on records management including creation, use, storing and retention and disposal of records.
- Adhere to the Trust's Corporate Identity (using the standard templates - available on www.hpt.nhs.uk).

Safeguarding Adults and Children

- The Trust is committed to ensuring adults and children are protected and come to no harm from abuse. All employees have a responsibility to be aware of national and local policies, their individual responsibilities with regards to the protection and safeguarding of both adults and children, and must adhere to them at all times.

Organisational Change

- As services develop and change, the post holder may be required to undertake other responsibilities, within the Trust.

Review:

- This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from -time to time in consultation with the post holder.



HERTFORDSHIRE PARTNERSHIP NHS FOUNDATION TRUST

PERSON SPECIFICATION

Job Title: Specialist Clinical Psychologist

Department: N Talking Therapies

Date last reviewed: February 2021

| CRITERIA | ESSENTIAL | |
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| KNOWLEDGE, TRAINING AND EXPERIENCE | | |
| Doctoral level training in clinical psychology, including specific models of psychopathology, clinical psychometrics, two or more distinct psychological therapies and lifespan developmental psychology, as accredited by the BPS | X | |
| Current registration with HPC | X | |
| Professional qualification degree level, which should include knowledge and application of research methodology | X | |
| Additional specialist knowledge or training in psychotherapy in adult mental health/eating disorders | | X |
| Competent in CBT to BABCP standards, or willing to work towards achieving this within 1 year | X | |
| Willing to train in one of the IAPT four modality therapies eg DIT, IPT, Couples therapy | X | |
| Interest indeveloping specialist expertise in working with long term health conditions in a primary care mental | | X |

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| health setting | | |
| Experience of working in physical health care settings | | x |
| AREAS OF EXPERIENCE AND KNOWLEDGE | | |
| Experience of specialist psychological assessment and treatment of clients across the full range of care settings, including outpatient, community, primary care and in patient settings, including at least six months clinical experience working in adult mental health | x | |
| Experience of working with a wide variety of client groups, across the whole life span's presenting problems that reflect the full range of clinical severity including maintaining a high degree of professionalism in the face of highly emotive and distressing problems, verbal abuse and the threat of physical abuse | x | |
| Knowledge of psychological models of behaviour change and self-management | | x |
| Knowledge of whole life span development and the impact on emotional, psychological and mental well-being | x | |
| Knowledge of the theory and practice of at least one evidence based psychological therapy (i.e. CBT, Interpersonal Therapy, CAT, systemic family psychotherapy, psychodynamic psychotherapy) relevant to the treatment of adults with complex problems and their families | x | |
| Doctoral level knowledge of research methodology, research design and complex, multivariate data analysis as practiced within the clinical fields of psychology | x | |
| Experience of multi-disciplinary team working and inter-agency collaboration | x | |
| Ability to provide consultation to other professional and non-professional groups | x | |
| Ability to teach and train others, using a variety of complex multi-media materials suitable for presentations within public, | x | |

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| professional and academic settings | | |
| Ability to take the appropriate action to address any issues or risks | X | |
| Awareness of Child and Adult Safeguarding Procedures | X | |
| Awareness of current NHS initiatives and Developments | X | |
| Knowledge of legislation and the national agenda in relation to adult mental health including Mental Health Act (2007), New Horizons and NICE guidelines and understanding and knowledge of clinical/practice governance | X | |
| Knowledge and awareness of specific clinical practices and issues relating to clients with mental health problems | X | |
| Ability to work autonomously as well as part of a team | X | |
| Experience of service quality monitoring e.g. clinical audit, evaluative research, etc. | | X |
| Experience of teaching, training and/or offering supervision | | X |
| Experience of working in a community mental health setting | X | |
| Experience of service development/project management | | X |
| COMMUNICATION SKILLS | | |
| Excellent interpersonal and communication skills | X | |
| Ability to communicate orally and in writing, complex, highly technical and/ or clinically sensitive information to clients, their families, carers and other professional colleagues both within and outside the NHS | X | |
| Ability to work and communicate therapeutically with clients and their families consistent with their level of understanding, culture, background and preferred ways of communication | X | |
| Ability to work and communicate as a responsible participating member of a multi-disciplinary team and the ability to respect and value other members' contributions and to encourage participation of all involved | X | |

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| Ability to keep accurate and complete records of activities and communications consistent with legislation, policies and procedures. | X | |
| Ability to alert line manager/ team when direction, policies and strategies are adversely affecting users of services or the public | X | |
| Ability to time manage effectively and to work under pressure and to prioritise a clinical workload | X | |
| ANALYTICAL SKILLS | | |
| Positive problem solving approach | X | |
| Ability to critically evaluate and review developments made by others to determine if and how they could be applied within own area of work | X | |
| DIVERSITY | | |
| Ability to establish and maintain professional relationships and boundaries with clients from diverse backgrounds | X | |
| Ability to apply clinical psychology in different cultural contexts | X | |
| Ability to recognise and report behaviour that undermines equality and diversity | X | |
| PHYSICAL SKILLS | | |
| Car driver (unless you have a disability as defined by the Equality Act 2010 which prevents you from driving) | X | |
| IT Skills; including the use of Microsoft Office and Outlook, entering data onto electronic patient records | X | |
| PHYSICAL EFFORT | | |
| Ability to travel and work flexibly across different sites in Hertfordshire | X | |
| MENTAL EFFORT | | |
| Ability to think clearly and express self | X | |
| Ability to remain calm under pressure | X | |

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| Ability to deliver complex methods of psychological assessment, intervention and management frequently requiring sustained and intense concentration | x | |
| EMOTIONAL EFFORT | | |
| Ability to recognise signs of stress and seek the appropriate support | x | |
| Ability to work with people whose behaviour is personally challenging | x | |
| GENERAL | | |
| Ability to comply with BPS/HPC professional standards and current developments in the field of mental health and well-being | x | |
| Ability to identify and employ mechanisms of clinical governance as appropriate to support and maintain clinical practice | x | |
| Flexible and positive approach to changing circumstances | x | |
| Ability to identify own developmental needs and takes responsibility for personal development | x | |
| Ability to act consistently with legislation, policies, procedures and other quality approaches and the ability to encourage and develop others to do so | x | |
| Personal experience of mental health problems | | x |

NB: ALL INDICATORS SHOULD BE SUPPORTED BY APPROPRIATE EVIDENCE WHICH IS CLEAR AND CHECKABLE AT INTERVIEW

