

TRAINEE CLINICAL PSYCHOLOGIST JOB DESCRIPTION

1. GENERAL INFORMATION

Job Title:	Trainee Clinical Psychologist
Grade:	Band 6
Salary:	£30,940 - £33,481 per annum inclusive of HCAS
Superannuation:	6% of salary (optional)
Hours:	37.5 hours per week
Terms & Conditions Of Service:	In accordance with the Agenda for Change NHS Terms & Conditions of Service.
Responsible to:	Nominated line manager at RHUL, UCL or UEL. Clinical placement supervisors for clinical work undertaken on placement.
Accountable to:	Director of Clinical Psychology Training, RHUL, UCL or UEL.
Base:	RHUL, UCL or UEL although the postholder will also be required to work in clinical placements in a number of NHS Trusts in North East, North Central and North West London

2. JOB SUMMARY

1. To undertake and meet the requirements of a structured programme of learning including personal study, academic work, research, placement learning and assessment leading to the award of the Doctorate in Clinical Psychology.
2. To undertake specialised psychological assessments, treatments and other types of clinical intervention with individual clients, carers, families and groups of clients; staff training; research and development activity.
3. To work independently on a day-to-day basis under supervision and subject to review at regular intervals, in accordance with Health and Care Professions Council (HCPC) and British Psychological Society (BPS) guidelines; supervision will usually be offered by a qualified clinical psychologist (although other qualified healthcare professionals may also contribute).



3. MAIN DUTIES AND RESPONSIBILITIES

3.1 Clinical:

1. To undertake structured interviews, psychological assessments (including psychometric tests) and observations of individuals and groups.
2. To develop psychological formulations of clinical problems and assist in the delivery of care plans, which include psychological treatment and/or management of clients' problems.
3. To design, implement and modify as appropriate, bespoke psychological interventions with clients, carers, families, and groups.
4. To provide reports and communicate in a skilled and sensitive manner concerning the assessment, formulation and treatment plans of clients.
5. To liaise with other health and social care staff, from a range of agencies, in the care provided to clients
6. To work in partnership with service users.
7. To work in accordance with NHS and placement providers' policies and regulations, as well as those of relevant professional bodies.
8. To work in a variety of settings including the client's own home, in-patient, residential and day centre facilities.

3.2 Teaching, Training and Supervision

1. To participate in regular clinical supervision in accordance with HCPC, BPS guidelines and criteria and university procedures.
2. In conjunction with supervisor and University Tutor, to plan and prioritise own workload, research, and individual and group sessions.
3. May plan and deliver formal training sessions and/or supervision on psychological aspects of health care to mixed groups of relatives, care staff and other professional staff.

3.3 Research, Audit and Service Evaluation

1. To plan, monitor and evaluate own work, using clinical outcomes assessments, small-scale research methodology and statistical procedures.
2. To plan and undertake formal Doctoral research, as agreed with the University programme staff.
3. To develop an advanced knowledge base and practical skill in the design, implementation and statistical analysis of a wide variety of types of research.



4. To plan and undertake clinical audits, service evaluations or practice based research, using appropriate methodology and statistical procedures as appropriate, as agreed with the clinical supervisor(s).
5. To enhance own knowledge of clinical psychology, specific client groups and types of psychological difficulty through reading, literature searches and personal study.
6. To develop competence in advanced statistical software (such as SPSS) for the analysis of clinical research and research data.
7. To comply with the requirements of research governance and evidence-based practice.

3.4 Information/ communication

1. To maintain appropriate records of own work, in electronic and hard copy, in line with placement provider, NHS and Social Care policies alongside professional guidelines.
2. To maintain relevant administrative systems of own work, electronic and hard copy, in line with relevant guidelines.
3. To submit statistical information, activity and quality data of own work as required by the University programme, placement provider, regional, national bodies or NHS.

3.5 General

1. To follow the advice and policies of the placement provider, including knowledge, awareness of, and compliance with the legal framework relevant to the placement and client group.
2. To be familiar with and abide by confidentiality and information handling and storage guidelines of the placement provider and university.
3. To participate in regular developmental reviews with the Programme Director or his/her representative, identifying CPD needs, agreeing objectives, identifying training needs and formulating a personal plan.
4. To attend and participate in administrative and service planning meetings. as determined by the clinical supervisor(s).
5. To undertake any other duties as requested by the Programme Director, such as participation in trainee and staff selection procedures, or service on programme and national committees.
6. To participate in evaluation and monitoring of the University programme and associated placements as required by the health service commissioners, the university, the HCPC, BPS and QAA.
7. To conduct self in accordance with the HCPC, BPS and University codes of conduct.



4. PARTNERSHIP WORKING

Camden and Islington NHS Foundation Trust & the London Boroughs of Camden & Islington are working in partnership to provide mental health services. Employees from all the participating organisations work closely together and have joint management and supervision arrangements. In addition you will be expected to collect and report data relating to performance indicators for both organisations.

5. CONFIDENTIALITY

All information concerning patients/clients and staff must be treated as strictly confidential at all times.

6. CODE OF CONDUCT

Camden and Islington NHS Foundation Trust has a code of conduct for all non-registered staff in a direct care role. As an employee of the Trust you are expected to comply with this code at all times, and any breach of it whilst in practice will be investigated by the Trust.

Copies of the code of conduct can be obtained from the Human Resources Department and it is also available on the Camden and Islington NHS intranet.

7. VALUING DIVERSITY

It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end the Trust has a Valuing Diversity in the Workplace Policy and it is for each employee to contribute to its success.

8. INFECTION CONTROL

The prevention and control of infection is the responsibility of everyone who is employed by Camden and Islington Foundation Trust. Employees must be aware of infection control policies, procedures and the importance of protecting themselves and their clients in maintaining a clean and healthy environment.

9. HEALTH & SAFETY

All staff must comply with all Foundation Trust Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

10. NO SMOKING POLICY

There is a smoke free policy in operation in the Trust. In accordance with this



policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

Designated smoking areas or smoking rooms are not permitted. Support is provided for staff members who wish to stop smoking.

11. DATA PROTECTION

If you have contact with computerised data systems you are required to obtain, process and/or use information held on a computer or word processor in a fair and lawful way. To hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

12. DATA PROTECTION ACT

All staff who contribute to patients' care records are expected to be familiar with, and adhere to, the Trust's Standards of Records Keeping Policy. Staff should be aware that patients' care records throughout the Trust will be subject to regular audit.

All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Trust's Confidentiality of Health Records Policy.

All staff have an obligation to ensure that care records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient / client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act.

13. ACCESS TO HEALTH RECORDS

All staff who contribute to patients' health records are expected to be familiar with, and adhere to, the Trust's Standards of Records Keeping Policy. Staff should be aware that patients' records throughout the Trust will be subject to regular audit.

All staff who have access to patients' records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Trust's Confidentiality of Health records Policy.

All staff have an obligation to ensure that health records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the access to Health Records Act 1990.



14. SYSTEMS AND IT SKILLS REQUIREMENTS

All Trust staff are expected to use and to enter data onto the Foundation Trust Clinical Information System and to use other required IT applications where it involves their work. All Foundation Trust staff will also need to have the essential IT skills in order to use the Foundation Trust Clinical Information System as well as other required IT related applications in their jobs. Initial and on-going IT applications and IT skills training will be provided to underpin the above.

15. WASTE DISPOSAL

All staff must ensure that waste produced within the Foundation Trust is segregated and disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the Foundation Trust policy.

16. PROFESSIONAL REGISTRATION

- i) If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.
- ii) You are required to advise the Foundation Trust if your professional body in any way limits or changes the terms of your registration.
- iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.
- iv) If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Foundation Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

17. RISK MANAGEMENT

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.



All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receive appropriate training, that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Governance Committee and Risk and Assurance Committee.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Clinical Governance Committee or Risk and Assurance Committee if resolution has not been satisfactorily achieved.

18. SAFEGUARDING

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff are expected to implement the Trusts' Safeguarding policies and procedures, act promptly on concern, communicate effectively and share information appropriately.

19. REVIEW OF THIS JOB DESCRIPTION

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the postholder on an annual basis.

20. INITIALS AND DATE OF PREPARATION

HP/TR/NR 13/10/13