

 **JOB SPECIFICATION**

Job Title: Assistant Psychologist CAMHS PICU service

Reports to: Qualified Psychologist and Lead Psychologist.

**JOB DESCRIPTION**

**Purpose and summary of job:**

To support and enhance the professional psychological care of clients within Cygnet Joyce Parker Hospital by assisting qualified psychologists in the delivery and evaluation of cost effective services that meet Cygnet Healthcare objectives, national strategic and policy guidelines and commissioner requirements. To thereby help understand, prevent and ameliorate psychological distress and disorder and improve the mental health and well-being of CAMHS service users.

**Working Environment**

The post holder will work with young people aged between 12 and 18 with mental health illness in a psychiatric intensive care service. The aim of the service is to help young people receive treatment and support so they can return home or be transferred to a less restrictive environment as soon as possible. The vacancy is for a 10 bedded CAMHS PICU service due to open in January 2022, where the focus will be on stabalisation with a view to enabling transition to a general acute ward or into the care of community services.

**Main Duties and Responsibilities**

1. Under the clinical supervision and management of a qualified and suitably experienced professional psychologist, works independently on a day-to-day basis according to a plan and objectives agreed and reviewed at intervals with the qualified psychologist and within the overall framework of relevant team/service area policies and procedures.
2. Supports qualified psychologists in the delivery of clinical services, providing psychological assessment and individual and group based psychological interventions in a CAMHS PICU service under clinical supervision as required.
3. Supports qualified psychologists in governance, audit, research and clinical administrative activities, collecting, collating and analysing data, writing and presenting reports and assisting in project development under the guidance of the psychologist as required. Uses IT equipment and software as required, including statistical, database, spreadsheet and presentational.
4. Assists qualified psychologists in the planning and organisation of teaching/training programs and undertakes/contributes to teaching and training activities as required.
5. Under the clinical supervision of a qualified psychologist, undertakes assessments of neuropsychological status and function, personality, beliefs, attitudes, behaviour, emotional function, other relevant psychological characteristics and dimensions and factors relevant to the development, maintenance and understanding of the client’s difficulties, 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. Utilise assessment techniques directly with clients and collects information from family members and others involved in the client’s care as appropriate.
6. Assists qualified psychologists in the scoring, analysis, interpretation and reporting of psychological assessments undertaken with clients and others.
7. Under the clinical supervision of a qualified professional psychologist, assists in the formulation of the client’s difficulties and in the planning and delivery of care plans involving the psychological treatment and/or management of the client’s problems in in-patient/residential and outpatient settings.
8. Under the clinical supervision of a qualified clinical psychologist, delivers therapeutic interventions developed or guided by the qualified psychologist or otherwise defined by protocol, for individual clients and for families, including, for example, planned programmes of CBT or other appropriate psychological interventions.
9. Under the clinical supervision of a qualified psychologist, assists in the planning, development, co­ordination and delivery of therapeutic groups, including for example group approaches to the management of anxiety, stress, or anger, psycho-educational group approaches to the understanding and self-management of psychotic symptoms, and other protocol based group interventions. Acts as co-therapist with assistant psychologist, qualified psychologists and other professionals as appropriate, and runs groups in accordance with agreed protocol.
10. When completing clinical duties, receives, obtains and communicates highly complex and sensitive clinical and personal information, sometimes in emotionally charged or otherwise challenging circumstances, when there may be constraints on the motivation, cooperation, understanding or acceptance of the service users involved or their families.
11. Assists in the promotion a psychologically informed approach to the understanding and management of the problems and needs of all clients within the service area covered.
12. Under the clinical supervision and guidance of a qualified psychologist, collaborates with other members of the MDT in Cygnet Joyce Parker Hospital and care reviews in the context of the Care Programme Approach and other relevant clinical systems applying in inpatient, day patient or outpatient settings.
13. Attends and contributes to appropriate multi-disciplinary meetings, providing a psychological perspective or psychological information in conjunction with or on behalf of the qualified psychologist who supervises their practice.

Communication

1. Liaises with Assistant and Qualified Psychologists within Cygnet Healthcare, 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.

Marketing

1. Actively market the Hospital and promote a positive personal / professional profile within the local community.

Research and Service Evaluation

1. Under the supervision of a qualified psychologist, undertakes Research and Development activity in support of innovative and evaluative research programs relevant to the needs of the service.
2. Undertakes literature searches and reviews, particularly in respect of relevant clinical evidence, and provides summaries and reports that help clinical psychologists develop and deliver evidence-based practice in their individual work and in their work with other team members.
3. Assists qualified psychologists in the design and implementation of audit and research projects.
4. Collects research data using methods and procedures specified in relevant protocols.
5. Analyses data and produces/assists in the production of audit and research reports and summaries, using statistical procedures, statistical software (e.g. SPSS) and other information technology and software (including word processing, spreadsheet and databases) as appropriate.

Training & Development

1. Supports qualified psychologists in the development and provision of programmes of staff training for members of the MDT at Cygnet Joyce Parker Hospital, assisting in the planning and organisation of lectures and workshops, in the preparation of teaching content, teaching materials (including handouts) and teaching aids (including computer assisted), in the direct delivery of teaching sessions (providing presentations as required) and in the evaluation of teaching initiatives.
2. Provides presentations on relevant areas of work to other Assistant Practitioners within Cygnet Healthcare and to other members of the psychology service.
3. Under the clinical supervision of a qualified professional psychologist, provides support and advice to other members of the MDT (e.g. nursing staff) using psychologically informed assessment methodologies and treatment interventions as part of a client’s agreed care plan.
4. Uses information technology to record client contact information, to prepare teaching and training materials (including those relevant to presentations and to publications), to complete data display and analysis, 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 tests.
5. In common with all applied psychologists, receives regular clinical supervision in accordance with professional practice guidelines.
6. Participates in personal development/appraisal reviews as required with qualified psychologist and lead psychologist.
7. Undertakes such programmes of internal and external CPD, personal development and training as may be agreed with the post-holder’s supervisor and/or Clinical 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.
8. Gains wider experience of professional psychological practice, and develops skills and competencies that assist in the performance of current duties, through attendance at training events, reading relevant research and practice literature, visits to other service settings, etc.
9. Maintains the highest standards of clinical record keeping and report writing in accordance with professional codes of practice and Trust policies and procedures.
10. Attends and contributes to the Psychology Meetings.
11. All staff are required to participate in any necessary training and development to keep up to date with the requirements of the job.

Health & Safety

1. Report immediately to the Clinical Manager, Hospital Manager, or the person in charge, any illness of an infectious nature or accident incurred by a Patient, colleague, self or another.
2. Understand and ensure the implementation of the Hospital’s Health and Safety Policy, Emergency and Fire Procedures at Cygnet Joyce Parker Hospital.
3. Report to the Clinical Manager or the Hospital Manager, any faulty appliances, damaged furniture or equipment or any potential hazard.

General

1. Participates in 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 Cygnet Healthcare.
2. In completing duties, draws on a knowledge base commensurate with a good honours degree in psychology and graduate membership of the BPS.
3. Assists qualified psychologists in the design, implementation and evaluation of service development projects within the service as required.
4. In conjunction with, or as appropriate on behalf of, the qualified psychologist, attends meetings in which service developments are planned and discussed, contributing information as appropriate and agreed with line manager and reporting back where necessary.
5. Assists, as required and directed by the qualified psychologist, in co-ordination of work of undergraduates and non-graduate volunteers attached to service.
6. Is responsible for use, transport and storage of material resources as allocated (test materials and equipment, books, stationery and IT equipment).
7. Observes professional codes of practice of the BPS, Cygnet Healthcare policies and procedures and terms and conditions of employment.
8. Prepares test materials, clinical materials, informational leaflets and visual aids as required in support of the work of qualified psychologists.
9. Undertakes specific administrative duties as required.
10. Performs other duties of a similar kind appropriate to the grade, which may be required from time to time by the qualified psychologist.
11. It is a condition of employment that staff do 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 Cygnet Healthcare policies are met in respect of information held on computerised information systems.
12. Promote and ensure the good reputation of the Hospital / Unit. To act as a positive role model, maintaining professionalism and demonstrating a positive attitude towards patients, their families visitors and others.
13. To demonstrate non-discriminatory practice in all aspects of work.
14. Notify the Hospital Manager as soon as possible of the inability to report for duty, and also on return to work, from all periods of absence.
15. Ensure the security of the Hospital is maintained at all times.
16. To participate in agreed systems of appraisal and individual performance review within the role of both employee and Manager.
17. Adhere to all Group policies and procedures, and protocols within the defined timescales, Healthcare Commission standards and guidelines, Department of Health guidelines and legislations, including the Mental Health Act and Code of Practice.
18. Undertake other duties, as required, by the Hospital Manager, Psychologist, or other nominated persons.

**PERSON SPECIFICATION**

For new appointments, a selection panel will assess each of the points below against what you have written on the application form – so, as a job applicant, you should explain, by using examples from previous jobs, voluntary work or whilst you were in education, how you match these points.

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|  | **Essential** | **Desirable** |
| **Training and Qualifications** | * 2:1 Honours degree in Psychology, from a course accredited by the British Psychological Society (BPS).
 | * Postgraduate degree in psychology or other study relevant to mental health or offending.
* BPS membership.
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| **Experience** | * Experience of working in mental health services.
 | * Experience of working in a CAMHS service.
* Experience of using psychological models for care and addressing problems of service users.
* Knowledge or experience of key psychometric assessment tools, e.g. WISC, BYI, YP-CORE.
* Knowledge or experience of clinical formulation.
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| **Knowledge and Skills** | * Ability to communicate effectively, orally and in writing, sensitive information to service users, their families, carers and other professional colleagues.
* Keyboard and computer skills, including the ability to use computer software for testing and research purposes.
* Knowledge of psychological models and their application with service users with mental health problems.
 | * Post-graduate level knowledge of research design and methodology.
* Knowledge of NICE guidance/mental health legislation and their implications for clinical practice with service users experiencing mental health difficulties.
* Ability to use multi-media materials for presentations in professional and academic settings.
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| **Personal** | * Enthusiasm for working with service users with mental health difficulties and for working in a multi-disciplinary team.
* Ability to forge links and excellent working relationships within a team.
* Ability to prioritise workload in the face of competing demands.
* Effective time management and administrative skills.
* Enthusiasm for developing own skills, to reflect on clinical practice and modify approach.
* Ability to contain and work with organisational stress.
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| **Other** | * Hold an excellent attendance record.
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Jobholder: ……………………………………………… Signed: ………………………………………… Date: ………………………

Manager: ……………………………………………… Signed: ………………………………………… Date: ………………………