

## JOB DESCRIPTION

### CARDIFF AND VALE UNIVERSITY HEALTH BOARD

#### JOB DETAILS

<b>Job Title:</b>	Highly Specialised Practitioner Psychologist (Clinical or Counselling)
<b>Pay Band:</b>	8b
<b>Department:</b>	Mental Health Services for Older People (MHSOP)
<b>Directorate:</b>	Psychology & Psychological Therapies
<b>Clinical Board:</b>	Mental Health
<b>Base:</b>	UHL

#### ORGANISATIONAL ARRANGEMENTS

<b>Managerially Accountable to:</b>	Head of Specialty
<b>Reports to:</b>	Head of Specialty
<b>Professionally Responsible to:</b>	Clinical Director, Psychology and Psychological Therapies

#### Our Values: 'CARING FOR PEOPLE; KEEPING PEOPLE WELL'

Cardiff and Vale University Health Board has an important job to do. What we do matters because it's our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

<b>We care about the people we serve <i>and</i> the people we work with</b>	Treat people as you would like to be treated and always with <b>compassion</b>
<b>We trust and respect one another</b>	Look for <b>feedback</b> from others on how you are doing and strive for <b>better</b> ways of doing things
<b>We take personal responsibility</b>	Be <b>enthusiastic</b> and take responsibility for what you do.
<b>We treat people with kindness</b>	<b>Thank</b> people, celebrate success and when things go wrong ask 'what can I learn'?
<b>We act with integrity</b>	Never let structures get in the way of doing the <b>right thing</b> .

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high-quality services to patients.

## RESPONSIBLE FOR:

Supervision of assistant psychologists, doctoral trainee clinical psychologists and other qualified clinical/counselling psychologists working in similar team settings.

## JOB SUMMARY / PURPOSE OF POST

1. To provide a specialised psychological service to patients within the Mental Health Service for Older People (MHSOP) and their families, and Carers.
2. The post-holder will provide highly specialised individual psychological assessments, diagnostics and interventions for clients who are in various settings.
3. The post-holder will also be responsible for providing consultation to other staff in the multidisciplinary team and other staff working within MHSOP.
4. The post-holder will offer advice and consultation on clients psychological care to the Directorate and wider, and work autonomously within national and professional guidelines and the departmental policies and procedures.
5. The post-holder will be required to supervise more junior members of the team and manage the clinical governance and development agenda as a service.
6. The post-holder will play an important part in the growing team of specialists within the service.
7. The post-holder will utilise research skills for audit, policy, service development and research within UHB guidance.
8. To propose and implement policy changes within the areas served.
9. This role will include design of services including highly complex psychological assessments, formulation and treatment of clients on an individual and group basis, multi-disciplinary work, consultancy work, liaison, research, teaching, training and supervision of Trainee Clinical Psychologists on placements, nursing staff and others.
10. The post-holder is required to work autonomously planning and organising their own clinics and caseloads, balancing client work, teaching, training, consultation and service development to ensure an effective and efficient use of expertise.
11. To offer supervision and teaching to doctoral trainee clinical psychologists as a lead supervisor.

## DUTIES AND RESPONSIBILITIES

### Clinical

1. To provide expert psychological advice, possibly where expert opinion may differ, to healthcare professionals on psychological aspects of care to clients receiving services from MHSOP
2. To work autonomously under the supervision of the Head of Specialty implementing an integrated approach with carers and professionals to provide highly advanced assessments and treatment packages.
3. To be professionally and legally accountable for all aspects of all individual working within the management of patients in your care.

4. Using highly specialist knowledge and theory of psychology and knowledge of mental health, dementia and disorders to undertake highly advanced psychological assessments of clients. Subsequently to provide an accurate diagnosis and formulation, and a specialised programme of care.
5. To collaborate and where needed lead inter-disciplinary treatment of individual clients, in keeping with current best practices.
6. To conduct psychological therapies on an individual, couple and group basis, with clients who have highly complex psychological and emotional needs.
7. Where appropriate to triage and refer to the most appropriate resources, using the above skills.
8. To communicate highly complex information regarding assessments, formulation and resulting treatment plans to clients in a manner which is sensitive and takes into account their readiness and stage of motivation to change.
9. To communicate highly complex information to other professionals involved in the care of the client, being mindful of issues of confidentiality and risk.
10. To be skilful in containing and responding to highly sensitive and emotive clinical information.
11. To be highly skilled in communicating with partners and professionals and informal carers of clients in joint or individual sessions conveying the psychological issues whilst maintaining respect and confidentiality of the client.

### Teaching, Training and Supervision

1. To receive regular highly specialist supervision from a Consultant Clinical / Counselling Psychologist working in the field of MHSOP
2. To source and develop additional highly specialist experience and skills relevant to the service.
3. To teach trainee clinical psychologists on the South Wales Doctoral Training Course in Clinical Psychology.
4. To provide highly specialist psychological teaching to the multidisciplinary professionals working within services for older people with mental health difficulties and/or dementia
5. To provide highly specialist advice, consultation and training to staff working with older people with mental health difficulties and/or dementia
6. The post holder will provide highly specialist advice, consultation and training to local and national forums relevant to their work within the Directorate

### Research and Development

1. To utilise theory, evidence-based literature and current research to support good clinical practice, individual and group work, and develop highly specialist supervisory skills.
2. To undertake appropriate research within UHB guidance and provide research advice to other staff undertaking research.
3. To undertake complex audit and service evaluation within UHB guidance with clients and colleagues within the service to identify areas of unmet needs and inform decisions regarding service development.
4. To utilise word processing programmes and statistical computer packages to analyse research and audit data.

5. To present research and audit data at national conferences, to colleagues within the service and within the wider teams across Cardiff and Vale UHB.
6. The post holder may be expected to disseminate audit and research findings by peer reviewed scientific publications.

### Service Development / Improvement

1. To contribute to the development, evaluation and monitoring of the teams operational policies and services for the deployment of professional skills in research, service evaluation and audit.
2. To advise both service and professional management of those aspects of the service where psychological and organisational matters need addressing.
3. To manage the workloads of any attached Assistant and Trainee Clinical Psychologists within the framework of the team /services, policies and procedures.
4. To be involved where appropriate in the short listing and interviewing of staff.
5. To identify and take the lead in priority areas for development within the MHSOP service in consultation with the wider service.
6. To work collaboratively and in partnership with the strategy lead in developing the service in line with the MHSOP and within the Welsh Government Expectations.

### Professional Development

1. To partake regularly in activities related to Continuing Professional Development (CPD).
2. In common with all clinical / counselling psychologists, the post-holder will receive regular clinical supervision in accordance with good practice guidelines.

### Professional Requirements

1. Post holders are required to maintain registration with the HCPC as a Practitioner Psychologist and to work within the HCPC standards of conduct, performance and ethics and other relevant guidance e.g. British Psychological Society.
2. The post-holder will be expected to assist the Head of specialty in certain circumstances.
3. The post-holder will be expected to assist the Head of specialty (HOS) in certain circumstances as appropriate.
4. The post-holder will receive regular individual clinical supervision, and will participate in relevant group supervision where this is available locally.
5. The post-holder will be expected to attend relevant Speciality and Directorate meetings as time permits, and to represent the Head of Specialty and/or Lead Consultant Psychologists where requested to do so.
6. The post-holder will make a full contribution to the Directorate's Clinical Governance Programme.
7. The post-holder will undertake appropriate Continuing Professional Development, and will keep themselves updated on developments within their specialist areas as agreed in their annual PADR and within directorate and HCPC guidance.

## GENERAL

**Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.

**Competence:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.

**Confidentiality:** In line with the Data Protection legislation and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.

**Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.

**Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will, in many cases, include access to personal information relating to service users.

**Health & Safety:** The post holder is required to co-operate with the UHB to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.

**Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.

**Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the Safeguarding Children and Adults training.

**Infection Control:** The UHB is committed to meet its obligations to minimise infection. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of and complying with the UHB Infection, Prevention and Control procedures/policies, not to tolerate noncompliance by colleagues, and to attend training in infection control provided by the UHB.

**Registered Health Professionals:** All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.

**Healthcare Support Workers:** The All Wales Health Care Support Worker (HCSW) Code of Conduct outlines the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed in NHS Wales. Healthcare Support are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.

**Health Improvement:** All staff have a responsibility to promote health and act as an advocate for health promotion and prevention.

**No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital-based service can be accessed by telephoning 02920 743582 or for a community-based service, Stop Smoking Wales can be contacted on 0800 0852219.

**Equality and Diversity:** All staff have a personal responsibility under the Equality Act 2010 to ensure they do not discriminate, harass, or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination or bullying because of someone's 'protected characteristics'. These protected characteristics are: age, religion, sexual orientation, belief or non-belief, sex, disability, race, gender identity, pregnancy and maternity, marriage and civil partnerships. The line manager and post holder will be responsible for promoting diversity and equity of opportunity across all areas of your work. This applies to service delivery as an employee and for anyone who you may be working with, whether they are patients, family/carer, visitors or colleague. You will be made aware of your responsibilities to uphold organisational policies and principles on the promotion of equality valuing diversity and respecting people's human rights as part of your everyday practice.

**Dignity at Work:** The UHB condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report and form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the UHB Disciplinary Policy.

**Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills.

**Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

#### PLEASE NOTE:

This post is deemed to require a Disclosure check via the Disclosure and Barring Service. Therefore, it will be necessary before the appointment to contact the DBS to check on any relevant criminal background.

**Date Prepared:** May 2017

**Prepared By:** Dr Jane Boyd

**Date Reviewed:** August 2022

**Reviewed By:** Dr Clare Quinn





## CARDIFF & VALE UNIVERSITY HEALTH BOARD PERSON SPECIFICATION

**Job Title:** Highly Specialised Practitioner Psychologist  
**Department:** Service  
**Band:** 8b  
**Directorate:** Psychology & Psychological Therapies  
**Clinical Board:** Mental Health Services  
**Base:** MHSOP/UHL

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<p>Good Honours degree in Psychology with eligibility for Graduate Basis for Chartership (GBC) with the BPS.</p> <p>Post-graduate Doctorate in Clinical/Counselling Psychology accredited by the HCPC (or its equivalent for those trained prior to 1996 as accredited by the BPS).</p> <p>HCPC registration as a practitioner psychologist.</p>	<p>Post-doctoral training in one or more additional specialist areas of psychological practice.</p> <p>Evidence of peer reviewed publications, presentations at conferences, or similar contributions.</p>	<p>Application form</p> <p>Certificate Check</p> <p>Registration Card - Nurse / Allied Health Professional</p>

<p><b>EXPERIENCE</b></p>	<p>Substantial and demonstrable post-qualification experience of working as a HCPC Registered Practitioner Psychologist with experience working with older people with mental health difficulties and /or dementia</p> <p>Experience of working with a wide variety of patient groups presenting with the full range of clinical severity across the full range of care settings including outpatient, community, primary care, in-patient and residential care settings and maintaining a high degree of professionalism in the face of highly emotive and distressing problems.</p> <p>Experience of exercising full clinical responsibility for clients' psychological care and treatment, both as a professionally qualified healthcare professional and also within the context of a multi-disciplinary care plan.</p> <p>Experience of teaching, training and professional and clinical supervision.</p> <p>Demonstrable evidence of significant specialist clinical supervision within a scientist-practitioner framework, including supervision, group supervision and case presentations.</p>	<p>Experience of working with service users as co-producers.</p>	<p>Application form Interview References</p>
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<b>SKILLS</b>	<p>Skills in the use of highly complex methods of psychological assessment, intervention and management, frequently requiring sustained and intense concentration.</p> <p><b>Communication &amp; Relationship skills</b></p> <p>Ability to use highest level of interpersonal and communication skills to convey and receive highly complex / sensitive information effectively, requiring empathy and reassurance, in a highly emotive atmosphere and the ability to overcome psychological resistance to potentially threatening information, whilst maintaining high degree of professionalism at all times.</p> <p>Able to take responsibility for managing and providing a specialist service, or systematically providing part of a larger service.</p> <p>Skills in providing consultation to other professional and non-professional groups.</p> <p><b>Analytical and judgment skills</b></p> <p>Ability to make clinical and service-related judgments involving complex facts requiring analysis, interpretation and comparison of several options.</p> <p>Ability to critically evaluate research evidence relating to clinical effectiveness and service development.</p> <p><b>Planning and Organisational Skills</b></p> <p>Ability to plan and organise a range of clinical or service-related activities and programmes.</p> <p>Ability to implement agreed policies and strategic long-term service developments.</p>	<p>Knowledge of the theory and practice of specialized psychological therapies in specific difficult-to-treat groups (e.g. personality disorder, dual diagnosis, people with additional disabilities, etc.)</p> <p>High level knowledge of theory and practice of at least two specialist psychological therapies.</p> <p>Knowledge of legislation in relation to client group and mental health.</p> <p>Ability to speak Welsh and a willingness to use this in the context of work where relevant.</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
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<b>SPECIAL KNOWLEDGE</b>	<p>Formal Training and supervision of other psychologists.</p> <p>Doctoral level knowledge of research design and methodology.</p> <p>Evidence of significant post-qualification continuing professional development as recommended by the HCPC and BPS.</p> <p>Ability to identify and provide support to carers and staff.</p> <p>Ability to develop and use complex multi-media materials for presentations in public, professional and academic presentations.</p> <p>Knowledge of relevant legislation.</p> <p>Well-developed specialist knowledge of clinical/counselling psychology theory and practice, assessment, and the application of specialised psychological therapies related to the needs of older people with mental health conditions and/or dementia.</p> <p>Specialist knowledge of psychometric test construction, development, validation, administration and clinical interpretation of the results.</p>	<p>Awareness of ethnic diversity issues.</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
<b>PERSONAL QUALITIES</b> <i>(Demonstrable)</i>	<p>Respect for users of services and their Carers.</p> <p>Willingness to supervise trainee clinical psychologists and other qualified clinical/counselling psychologists working in similar settings.</p> <p>Commitment to and interest in working with older people with mental health difficulties and/or dementia</p> <p>Commitment to working collaboratively with people living with mental health difficulties and their carers to develop and improve services.</p> <p>Willingness to work as part of a team.</p> <p>Ability to work independently.</p> <p>Ability to make effective use of clinical consultation and appraisal.</p> <p>Willingness to participate in continuing professional development &amp; psychologists working in similar team settings.</p>		<p>Application form</p> <p>Interview</p> <p>References</p>

	<p>Willingness to participate in continuing professional development.</p> <p>Ability to communicate clearly and with sensitivity – verbally and in writing.</p> <p>Organised and flexible, able to prioritise workload.</p>		
<p><b>OTHER</b> (Please specify)</p>	<p>Requirement to undertake frequent exposure to emotionally distressing and traumatic situations.</p> <p>Computer literate.</p> <p>Ability to travel between work sites in a timely manner.</p> <p><b>Physical skills</b></p> <p>Formal training in assessment.</p> <p>Formal training in breakaway techniques.</p> <p><b>Freedom to act</b></p> <p>Must be capable of working within organisational policies, and be accountable for own professional actions.</p>	<p>Ability to speak Welsh and willingness to use in a work context.</p>	<p>Interview Document Check</p>

**Date Prepared:** May 2017

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