



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Aneurin Bevan
University Health Board

ANEURIN BEVAN UNIVERSITY HEALTH BOARD JOB DESCRIPTION

JOB DETAILS:

| | |
|--------------------------------------|---|
| Job Title | Clinical / Practitioner Psychologist |
| Pay Band | 8a |
| Hours of Work and Nature of Contract | 0.4 w.t.e. (15 hours) Diabetes |
| Division/Directorate | Diabetes/Endocrinology Unscheduled Care |
| Department | Psychology in Physical Health |
| Base | St Woolos Hospital, Newport. NP20 4SZ |

ORGANISATIONAL ARRANGEMENTS:

| | |
|--------------------------------|--|
| Managerially Accountable to: | Divisional Manager Endocrinology |
| Reports to: Name Line Manager | CD Diabetes/Divisional Manager/Professional lead |
| Professionally Responsible to: | Head of Psychology in Physical Health |

OUR VALUES:

Ein GWERTHOEDD yw...

Pobl yn gyntaf

Cyfrifoldeb personol

Angerdd am welliant

Balchder yn yr hyn a wnaeth

Our VALUES are...

People first

Personal responsibility

Passion for improvement

Pride in what we do

Am fwy o wybodaeth ffoniwch 01633 623801

For more information please contact the Organisational Development Team on 01633 623801

Job Summary/Job Purpose:

To provide a psychological service to young people and adults in the population served by the specified service as directed by the Head of Psychology in Physical Health, and Diabetes Services.

This includes: direct intervention work with people and their families and significant others; consultation work advising staff of other disciplines on the psychological aspects of casework. It involves conducting psychological assessments and the delivery of appropriate therapeutic interventions for the full range of referred difficulties accepted by the Service.

To provide teaching, training and supervision of the psychological work of psychologists and of staff of other disciplines.

To conduct and supervise research and audit, and to develop and evaluate new clinical and psychological programmes, as a major responsibility of the job. To participate in relevant research/audit groups, as required by the Diabetes Service and Psychology Service.

To contribute to the development of new psychological services and participate in the Psychology in Physical Health and Diabetes planning and development, and advise the Head of Psychology in Physical Health and Diabetes.

DUTIES/RESPONSIBILITIES:**COMMUNICATION**

To provide consultation and advice to professional staff from other disciplines and agencies on psychological assessment, therapies and techniques for working effectively with people coping with the impact of diabetes and comorbidities.

To advise staff of other disciplines and agencies about the Diabetes and Psychology Services and Diabetes Service.

Liaising with the multi-disciplinary team to provide appropriate and effective psychological care plans for patients.

To communicate and liaise with colleagues about progress in their work with a patient.

To provide regular feedback to referral agents on the progress of the work with the patient.

To be the identified person for the team to respond to queries / requests relevant to the Diabetes Psychology Service and Diabetes Service.

Development of advanced interpersonal skills to enable good empathic communication with young people, adults, relatives, carers and staff.

Communicate verbally, in writing, or telephone, as appropriate with patients, carers and professionals where multi pathologies and sensitive issues complicate situations, to facilitate effective assessment and treatment programmes together with appointment schedules.

Use of a range of advanced verbal and non-verbal communication skills and strategies to communicate effectively with people who may need support to understand their health condition: and / or may have issues that complicate communication; such as hearing loss.

Communicate through workshops, conferences, clinical training and supervision to members of staff and outside agencies.

LEADERSHIP

To work as a member of the Diabetes Psychology service with people with a health condition and to contribute to the activities and developments of these services.

To participate fully in the professional activities of the Psychology in Physical Health Service, Diabetes Service and the ABUHB Psychology Service, including attending professional meetings as required.

To gain further experience of Professional Issues and to become familiar with current strategic thinking in the NHS in general and people with health conditions in particular and contribute to the strategic direction of the service.

To provide Clinical Psychology Services to patients in the area served by the teams and advise the Head of Psychology in Physical Health.

Responsible for the provision of an effective referral system and dissemination of information to multi-disciplinary teams.

SERVICE MANAGEMENT

To contribute to the management of all team referrals and the waiting list.

To organise own caseload, set up and run clinics, and manage the treatment and assessment waiting lists, exercising judgement as to the prioritisation of referrals.

To be responsible for all administrative tasks relating to case-work including keeping case notes, therapeutic correspondence, client data-base records etc., in line with the Policies and Procedures of Psychology in Physical Health Service and Diabetes Services.

To work towards objectives and advise the Head of Psychology in Physical Health and Diabetes Service.

To follow the policies and procedures of the Psychology in Physical Health Service, Diabetes Service, Unscheduled Care, ABUHB Psychology Service and Aneurin Bevan University Health Board Trust.

To carry out such administrative tasks that may be required by the Head of Psychology in Physical Health and Diabetes Service.

To manage diary to ensure adequate provision of direct clinical work, consultation, training / teaching / supervision, service planning / development, research / evaluation, professional development and attendance at key meetings.

To conduct service evaluation projects to assist in the development of the Psychology in Physical Health Specialty and Diabetes Service.

To conduct ongoing assessment and monitoring of clinical outcomes, in order to evaluate current interventions and improve services.

To conduct, participate in, and advise upon Clinical Audit of the Clinical Psychology Service and Diabetes Service as required.

To contribute to the development to of Clinical Governance initiatives and activities in the Clinical Psychology Service and Diabetes Service.

SERVICE IMPROVEMENT

To monitor referral patterns with the service, identifying trends and potential issues to be addressed and advise the Head of Psychology in Physical Health Service, Diabetes Service.

To meet with line manager in Diabetes and the Head of Psychology in Physical Health Service on a regular basis to discuss service issues.

To meet with line manager and Head of Psychology in Physical Health Service and Diabetes Service on a regular basis to discuss potential developments in Psychology Services.

To conduct and publish formal research in areas relevant to the delivery of Psychological Services to people with health difficulties as advised by the Head of Psychology in Physical Health and Diabetes Service.

To advise upon and supervise the formal research and complex audit by qualified Clinical Psychologists, Trainee Clinical Psychologists, Psychology Assistants, Psychology Undergraduates, and colleagues from other professions.

To liaise with the Research Scrutiny Committee and Ethics Committee regarding specific research proposals.

To develop and evaluate on a regular basis new clinical and psychological programmes relevant to the delivery of Psychological Services to people with long term health conditions.

To develop and evaluate new models of service delivery and advise the Head of Psychology in Physical Health and Diabetes Service.

FINANCE

Responsibility to ensure the efficient control, supply and storage of all Clinical Psychology Service resources.

HUMAN RESOURCES

To provide teaching, training and supervision in the use of psychological approaches to other professional staff and agencies, undergraduates in psychology and Assistant Psychologists.

To design and deliver teaching packages to address identified psychological treatment and management of issues for people coping with health difficulties.

To provide consultation and advice to other staff and agencies on the psychological treatment and management for people coping with health difficulties.

Contribute to the training of own profession, including the provision of core and/or elective placements as the main Clinical Supervisor, and formal teaching for the South Wales Doctoral Course in Clinical Psychology.

INFORMATION

Creation of a service database to collect patient data.

Collation of data to provide detailed statistics to the Welsh Government and Aneurin Bevan University Health Board.

Collection & completion of accurate records of sessions, activities and communications consistent with legislation, policies and procedures, using WPAS / ePEX which involves data entry, text processing of both paper and information systems.

Responsible for the provision of statistics for the Psychology Diabetes Service.

HEALTH SAFETY AND SECURITY

Membership of the Health Care Professional's Council as a Practitioner Psychologist.

Responsible for ensuring own continuing professional development is kept up-to-date, in line with the HCPC recommendations and the ABUHB Psychology Service CPD Policy.

Attendance at regular clinical supervision.

Knowledge of the service's risk assessment protocols.

Training in Infection Control.

Compliance to Aneurin Bevan University Health Board's mandatory training programmes.

Knowledge of the Health Board's Lone Working Policy

QUALITY

Responsibility for monitoring of service quality via patient assessment, case studies and service evaluation.

Assessing service delivery via Quality Service Standards

Maintaining the delivery of high quality therapy and therapeutic programmes.

To meet with line managers and the Head of Psychology in Physical Health and Diabetes Service for the purposes of constructing, reviewing and up-dating a Professional Development Plan.

To participate in the professional meetings and activities of the Aneurin Bevan University Health Board Psychology Service.

To meet regularly with an experienced Clinical Psychologist for Clinical Supervision, in accordance with the good practice guidelines as outlined in the Clinical Supervision Policy of the Aneurin Bevan University Health Board.

To keep an up-to-date record of supervision received according to the policy of the Aneurin Bevan University Health Board.

Identify training needs and contribute to training events and conferences co-ordinated by the Clinical Psychology Service and Diabetes Services as required.

To keep up-to-date with current developments in Clinical Psychology practice, professional issues, service developments and developments in strategic thinking by reading, using the electronic library / internet, attending short courses and embarking on more lengthy and intensive training programmes leading to further qualifications as specified in the PDP.

To disseminate recently acquired knowledge to colleagues within the Service following literature searches, and attendance at courses and conferences.

Responsible for developing an area of special interest relevant to the activity of the Psychology in Physical Health Speciality and advise the Head of Psychology in Physical Health and Diabetes Services.

To keep up to date with policies and procedures relevant to direct work with children and families and vulnerable people (e.g. local Child Protection Procedures, Childrens Act etc.).

CLINICAL SKILLS

To provide a psychological service to people in the population served by the specified service as directed by the Head of Psychology in Physical Health and Diabetes Services. This includes: direct intervention work with people and their families and significant others; and consultation work advising staff of other disciplines on the psychological aspects of casework.

The provision of comprehensive assessments and the delivery of appropriate therapeutic interventions for the range of referred difficulties accepted by the Service (i.e., those that are complex, severe and challenging psychological problems which require the specialist interventions provided by Practitioner Psychologists).

To conduct psychological assessments with clients selected for the Clinical Psychological services, using interview techniques, psychometric tests, behavioural observation, and consultation with relatives / carers.

To conduct full formal psychometric testing of young people and adults where

appropriate.

To construct a psychological formulation of each client's difficulties and develop an individualised intervention and management plan, drawing on a range of psychological models and theories.

To provide the psychological therapies required to address the client's difficulties, as predicted by the formulation.

To engage in joint clinical work with colleagues where appropriate.

To be responsible for own clinical work, and work as an independent practitioner.

PERSON SPECIFICATION

| ATTRIBUTES | ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT |
|--|--|---|--|
| Qualifications and/or Knowledge | <p>Honours degree in Psychology.</p> <p>HCPC Registered.</p> <p>Graduate status with BPS.</p> <p>Doctorate in Clinical Psychology accredited by the BPS, or equivalent accredited by the BPS.</p> <p>Training in clinical supervision</p> | <p>Other related academic qualifications</p> <p>IT skills training</p> <p>A post graduate research degree</p> | Application form and pre employment checks |
| Experience | <p>Doctorate training across a range of client groups but must include Children.</p> <p>Significant experience of working with people with chronic health conditions and their families.</p> <p>Has completed at least 10 training days per year on courses relevant to the provision of Psychology in Physical health.</p> <p>Has kept up-to-date with current clinical practice in Clinical Psychology and in physical health.</p> <p>Has begun to develop special expertise in a relevant clinical area and to have undergone or is undergoing post qualification training in it as part of the CPD process.</p> | <p>Post qualification work experience in a relevant clinical or care setting.</p> <p>Post qualification experience of working in Psychology specialising in working with people with long term or major conditions.</p> <p>To have obtained further experience of working within other Clinical Psychology specialities</p> <p>Research experience and statistical expertise.</p> <p>Academic teaching experience.</p> | Application form and interview |
| Aptitude and Abilities | <p>Ability to communicate and relate to people warmly and with empathy</p> <p>Ability to understand the highly complex and conflicting messages from clients and organise this in a way that allows them to guide the client through a complex process of change.</p> <p>To be able to do this even when the client is highly distressed, there is a highly charged atmosphere, and / or when the</p> | Ability to speak Welsh | Interview |

| | | | |
|--------|--|--|--|
| | <p>client is expressing high levels of anger.</p> <p>Ability to communicate sensitive material in writing.</p> <p>Ability to assess, interpret, formulate and intervene in situations where the material is highly complex, and where there are a range of possible options, where different courses of action could be taken and where expert opinions may differ.</p> <p>Ability to plan and organise complex activities or programmes, which may be service or client focussed, and may have long-term implications requiring ongoing monitoring and adjustment.</p> <p>Ability to provide direction through supervision, teaching and training to other disciplines and agencies.</p> <p>Possess a working knowledge of strategies, policies and procedures relevant to working with Children and Families, adults and the area of learning disabilities.</p> <p>Doctoral level knowledge of research design and methodology.</p> <p>Has a good grasp of the main Professional Issues effecting Clinical Psychology in the NHS and is familiar with key Strategy documents relevant mental health services and people with chronic health conditions.</p> <p>To be aware of race and cultural issues in professional practice.</p> <p>To be able to work within a multi-disciplinary team.</p> | | |
| Values | <p>Innovative.</p> <p>Highly motivated and energetic.</p> <p>Can work independently and take responsibility for own actions.</p> | | <p>Application Form</p> <p>Interview</p> <p>References</p> |

| | | | |
|--------------|---|---|--------------------------------|
| | <p>Resilient and has an awareness of and actively engages in self-care.</p> <p>A team player who relates well to people.</p> <p>Desire to learn and widen knowledge and skills.</p> | | |
| Other | <p>Able to develop proposals for Service developments.</p> <p>Works within professional guidelines.</p> <p>The ability to travel within a geographical area to meet the requirements of the post</p> | <p>Further relevant post qualification in therapeutic training.</p> <p>Relevant publications.</p> | Application form and interview |

GENERAL REQUIREMENTS

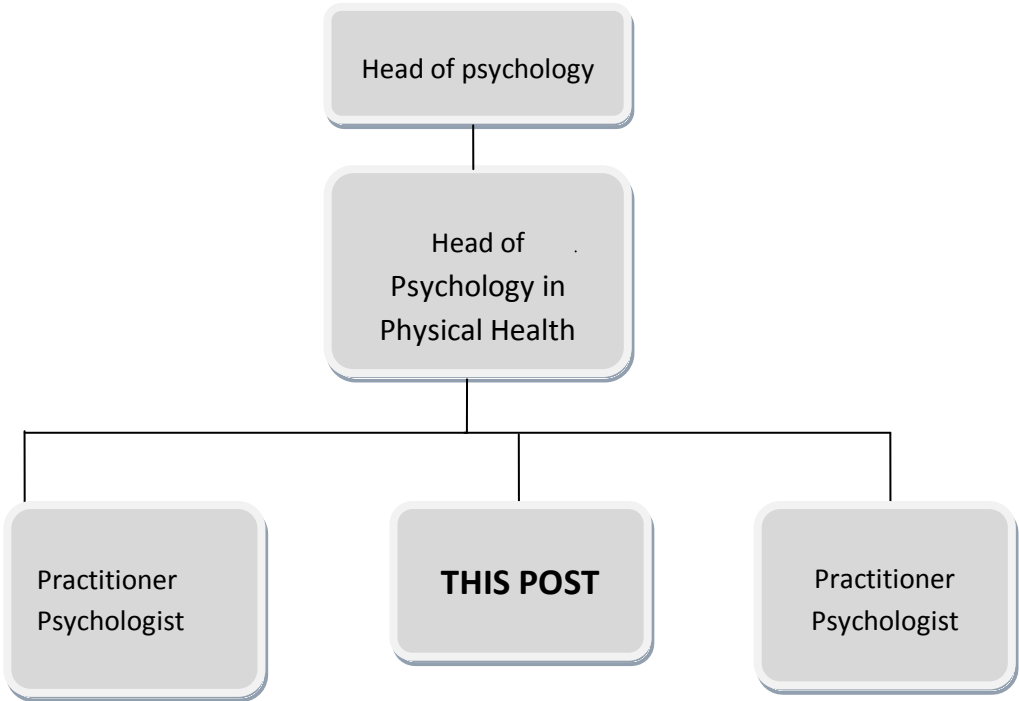
- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** 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:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers 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.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the

risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **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.
- **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation 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 any 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 HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have * direct / indirect contact with* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau *Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. *Delete as appropriate.
If the post holder does not require a DBS Disclosure Check, delete as appropriate.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. 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 the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.

Flexibility Statement: The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Organisational Chart



Job Title: Paediatric Clinical / Practitioner Psychologist

Supplementary Job Description Information

Physical Effort

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

| Examples of Typical effort(s) | How often per day / week / month | For how long? | Additional Comments |
|----------------------------------|-------------------------------------|----------------------------------|---------------------|
| Sitting in clinic | 4 x week | at least four hours at a time | |
| Carrying equipment between bases | 8 x week | From car to clinic | |
| Driving to and from clinic | Every day | Varies | |

Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

| Examples of Typical effort(s) | How often per day / week / month? | For how long? | Additional Comments |
|---|-----------------------------------|---|---------------------|
| Frequent intense concentration, in-depth proactive mental attention on patient assessment and treatment during therapy sessions. Frequent distressing or emotional circumstances; frequent highly distressing; counselling the bereaved, the terminally ill and those with chronic health conditions, providing therapy to difficult individuals, front line staff dealing with challenging family situations. | Everyday | For extended periods (up to four hours without a break) | |
| Periods of extensive concentration, complex executive functioning demands | Everyday | For extended periods (up to four hours without a | |

Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

| Examples of Typical effort(s) | How often per week / month? | For how long? | Additional Comments |
|---|-----------------------------|--|---------------------|
| Working clinically with distressed young people and adults and their families | Everyday | For extended periods (up to four hours without a | |
| Providing emotional support to front line staff | Everyday | Varies | |
| Communicating life changing events (inc. Palliative) | Everyday | Varies | |

Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

| Examples of Typical Conditions | How often per week / month? | For how long? | Additional Comments |
|--|-----------------------------|-------------------------------|---------------------|
| Use of VDU | Everyday | Prolonged periods | |
| In medical environments with bodily fluids / infection | Everyday | On ward clinical appointments | |
| | | | |
| | | | |