

## JOB DESCRIPTION

### CARDIFF AND VALE UNIVERSITY HEALTH BOARD

#### JOB DETAILS

Job Title:	Clinical Director
Pay Band:	8c
Department:	South Wales Doctoral Training Programme in Clinical Psychology
Directorate:	Mental Health
Clinical Board:	Mental Health
Base:	School of Psychology, Cardiff University, Tower Building, Park Place, Cardiff CF10 3AT

#### ORGANISATIONAL ARRANGEMENTS

Managerially Accountable to:	Programme Director
Reports to:	Programme Director
Professionally Responsible for:	<ul style="list-style-type: none"><li>- Senior Tutors as defined in organisational plan.</li><li>- Trainee Clinical Psychologists as agreed with Programme Director.</li></ul>

#### 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. 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.



#### JOB PURPOSE

- To provide overall leadership within the designated area of training {clinical} of the training programme; to motivate all staff and trainees.

- To take responsibility within the designated area of training (clinical) for professional pre-qualification training across mid, south and west Wales and contribute to clinical psychology training in the UK.
- To assume responsibility for liaison with, and support for professional leads/heads within Health and Social Care Services in mid, south and west Wales to secure the provision of a broad range of high-quality clinical placements that meet the competence development needs of trainees.
- To take responsibility for the systematic provision of a high-quality doctoral level training programme in clinical psychology for mid, south and west Wales.
- To take responsibility within the designated area of training {clinical} for proposing, organising and implementing long term strategic planning, policy, audit and development of clinical psychology training.
- To interpret national and regional policy regarding clinical psychology training within the designated area of training (clinical).
- To ensure that training is in line with agreed objectives underpinned by the requirements of the British Psychological Society (BPS) as the accrediting body, The British Association for Behavioural and Cognitive Psychotherapists (BABCP) as secondary accrediting body, The Association of Family Therapy and systemic practice (AFT) as secondary accrediting body, The Health and Care Professions Council (HCPC) as the regulating body, and Cardiff University as the validating body for the award of Doctorate in Clinical Psychology, and to establish how these objectives are interpreted and attained.
- To work autonomously within professional guidelines and exercise responsibility for the systematic governance of clinical psychology training within the designated area of training (clinical).
- To assume responsibility for managing and delegating aspects of the training programme budget and ensure full compliance with quality standards as specified in the training contract and fiscal policies of Cardiff and Vale UHB.
- To contribute to the management of the training programme premises on behalf of the leaseholder, this being the Estates Division of the Welsh Government.

- To establish and maintain procedures that facilitates and appraises the development of trainee competence within the designated area of training {clinical} and hence to prepare trainees after qualification for work within modern health and social care services.
- To conduct autonomous teaching, research, development, academic and scholarship activity contributing to clinical psychology theory and practice, as a major job responsibility.
- To ensure that systems are in place and working effectively for the supervision and support of trainees.
- To assume responsibility for ensuring clear systems for effecting recruitment, professional appraisal, and the identification of CPD needs for trainees within the training programme.

## **DUTIES AND RESPONSIBILITIES**

### **Teaching, Training, Examination and Supervision**

- To ensure that the objectives of the training programme within the designated area of training {clinical} meet the HCPC, BPS, BABCP, and AFT accreditation criteria. Also, that they conform to other relevant Quality Assurance/Department of Health Subject Benchmark Statements, and are congruent with the regulations and Quality Assurance requirements of Cardiff University.
- To plan, organise and ensure the delivery of an integrated programme of postgraduate-level training encompassing competence development within the designated area of training {clinical} and the personal professional component.
- To plan, organise and ensure the delivery of high-quality training through establishing systematic governance procedures within the designated area of training {clinical}.
- To take lead responsibility for policy and service strategic development within the designated area of training (clinical) through representing the training programme at an organisational level, at local and national meetings and committees.
- To negotiate with essential stakeholders and organisations within the designated area of training (clinical).

- To take responsibility for planning and monitoring of supervised trainee experience to ensure that competence development is achieved effectively and efficiently within the framework of individually focused programmes of training.
- To act as Internal Examiner in the evaluation and assessment of trainee competence development, including clinical competence, academic achievement, research skills and professional behaviour.
- To supervise and guide the preparation of trainee academic and research submissions.
- To plan and provide teaching and training through seminars, workshops, lectures, tutorials and individual tutoring to trainees as part of an integrated scheme of scholarship and competence development.
- To resolve emotional distress that may accompany trainee failure, or educational or personal difficulties.
- To ensure the provision of high-quality integrated training within the designated area (clinical) appropriate to the needs and demands of modern health and social care services.
- To provide consultation to supervisors and trainers where expert opinion and advice on issues pertaining to training and/or clinical practice is required.
- To contribute to the training and continuing professional development needs of post-qualification clinical psychologists and other professionals.
- To provide expert guidance and examining expertise to other clinical training programmes in the UK and abroad concerning clinical psychology training.

## Clinical

- In accordance with the BPS Committee for Training in Clinical Psychology guidance, to undertake supplementary clinical work within a relevant clinical specialty area by providing specialist advice and training and direct clinical therapeutic work with a specialist clinical group which is likely to be based on the appropriate use, interpretation and integration of complex data from a variety of sources. To communicate with referring agencies and hospital and community-based staff.

- To undertake highly complex and specialised interventions across all levels of relevant organisations including advanced specialist clinical practice, consultation, clinical research and work at an organisational level, to inform the training role and through this to facilitate the clinical competence development of trainees and supervisory competence of staff.
- To keep up to date with developments in health and social care policy and planning, service delivery and clinical practice within the relevant area of clinical practice.
- To ensure that training promotes the integration of theory and research with clinical practice.
- To ensure that training promotes the development of the reflective scientist practitioner competence within clinical training as applicable to clinical practice.
- To support the resolution of emotional distress this may result from work with demanding client groups.

## Research and Development

- To advise, guide and supervise clinical psychology trainees in undertaking doctoral level research.
- To advise and provide specialist consultation to supervisors and services to facilitate the provision of research experience at doctoral level for clinical psychology trainees.
- To make a significant contribution to furthering the evidence base in health and social care services through engagement in research and developmental activity, and their dissemination in peer reviewed journals conferences or meetings.
- To assume responsibility for initiation and management of audit processes within the designated area of training (clinical) as part of the training programme's systematic governance procedures.
- To promote publication of trainee and staff research and audit in scientific and professional journals, and presentation at national and international conferences.

## Management, communication, and responsibility for resources

- To assume management responsibility for programme staff and trainees as guided by UHB and occupational policies, and in accordance with programme policies and legal requirements.
- To assume responsibility for the training programme appraisal and personal development plan process and implement this in respect of Senior Clinical Tutors.
- To line manage Senior Clinical Tutors, trainees, and other staff as directed by the DClin Programme Director.
- To provide expert advice and supervision to all staff and trainees as necessary, and resolve emotional distress which may result.
- To implement the training programme appraisal and individual training plan process in respect of trainees.
- To develop policies and procedures concerning staff recruitment including the selection of trainee clinical psychologists and programme staff.
- To manage personal distress associated with own workload and that of staff and trainees.
- To assume a reporting relationship for the designated area of training (clinical) to key stakeholders through engaging in formalised feedback mechanisms including Cardiff University, Welsh Government, Cardiff and Vale UHB and the Applied Psychologists in Health and Social Care Special Advisory Group of the Welsh Government.
- To assume responsibility for negotiating and managing aspects of the budget and business plan for the training programme and to ensure full compliance with quality standards as specified in the training contract and fiscal policies of Cardiff and Vale UHB.
- To assume responsibility for all invoices and purchasing requirements in relation to the designated area Programme (clinical).
- To assume responsibility for liaising and communicating effectively with all managers of clinical psychology services in mid, south and west Wales to ensure the programme meets their needs for qualified clinical

psychologists, and to ensure their active support of and participation in the training programme.

- To contribute to communicating with the Welsh Government to ensure that the programme contributes to meeting the workforce requirements for clinical psychology in Wales and contributes to workforce planning and development.
- To ensure efficient and effective administrative policies and procedures are in place and followed to support the delivery of a high-quality training programme.
- To assume responsibility for ensuring the training programme meets all quality assurance standards and requirements as established by the British Psychological Society, Welsh Government and Cardiff University.
- To assume responsibility for reporting annually on all aspects of programme functioning to Cardiff University and to the Welsh Government and Cardiff and Vale UHB.
- To ensure that information systems are appropriate and in place to meet the needs of stakeholders.
- To represent and communicate on behalf of the training programme and the profession, on training matters to local, regional and national events.

### **Policy, Service Development and Implementation**

- To take overall responsibility within the designated area of training {clinical} for the development and delivery of high-quality clinical psychology training in line with broad professional, academic and employment policies, and relevant service developments.
- To anticipate and interpret overall health policy and strategy within the designated area of training {clinical} to ensure appropriate delivery of the programme in line with national needs, goals and strategies, thus considering complex data from a variety of sources.
- To establish discreet strategic and policy objectives across relevant areas of clinical practice and academic and research objectives as applicable within the designated area of training {clinical}.

- To assume responsibility for liaison with multiple external organisations including Research Ethics Committees, Research and Development Committees, NHS/Social Care Services and Cardiff University.
- To propose and implement initiatives and developments within the designated area of training {clinical} in order to meet the overall training programme objectives and workforce requirements within Wales.
- To make a significant contribution to clinical psychology training across the UK through attendance at appropriate professional committees and meetings and act as an External Examiner to other doctoral training programmes in clinical psychology.
- To provide expert advice as a senior member of the profession of clinical psychology to the Welsh Government.
- To provide national professional leadership at a senior level within the training strategy and accreditation functions of the British Psychological Society.

### Information Systems

- To take responsibility to ensure that information is recorded accurately and sensitively and respecting trainee and supervisor confidentiality in line with the British Psychological Society Code of Conduct and Professional Practice Guidelines, University regulations and UHB information governance.
- To take responsibility for the effective maintenance of Training Programme documentation, records and systems.
- To assume responsibility for ensuring the provision of appropriate facilities, training and resources for all staff and trainees regarding information management, computing and technology.
- To assume responsibility for organising and planning administrative and secretarial support services for the designated area of the training programme, including paper and electronic based filing systems and workload management.
- To maintain accurate clinical records while maintaining clinical confidence in line with UHB guidelines and legal requirements.



- To ensure adherence of all staff and trainees to high standards of clinical record keeping and communication.

### Continuing Professional Development

- To take responsibility for own continuing professional development (CPD) through engagement with the training programme appraisal and personal development plan process and in accordance with the requirements of the British Psychological Society.
- To assume responsibility for ensuring that training programme staff adhere to requirements for CPD.

### 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 non-compliance 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

## EMPLOYEE SPECIFICATION

**Job Title:** Clinical Director

**Job Code:** PTC1

**Hours:** Up to 0.6wte

**Department:** South Wales Doctoral Training Programme in Clinical Psychology

**Base:** Tower Building, 70 Park Place, Cardiff CF10 3AT

	Essential	Desirable	Method of Assessment
<b>Training and Qualifications</b>	<ul style="list-style-type: none"> <li>First degree in psychology, or an equivalent qualification which confers eligibility for Graduate Basis for Chartering (GBC) of the British Psychological Society.</li> <li>Post-Graduate Doctorate in Clinical Psychology (or is equivalent)</li> <li>Registration with the Health Professions' Council as a Clinical Psychologist or (until 30/06/2012) Chartered Clinical Psychologist.</li> <li>Further specialist training or qualifications in an area of clinical practice, training or research through formal post-doctoral training (diploma or equivalent), OR a combination of specialist short courses, together with an evidenced portfolio of supervised practice-based learning in a specialist area of clinical practice.</li> </ul>	<ul style="list-style-type: none"> <li>Higher research degree</li> <li>Training in clinical and research supervision for Doctoral Clinical Psychology trainees.</li> <li>Advanced keyboard skills.</li> <li>Formal training in leadership skills and/or management.</li> </ul>	Application Form/CV. Certificates. Interview.

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant supervised clinical experience working as a highly specialist clinical psychologist.</li> <li>• Skills in providing consultation to a range of professional and non- professional groups.</li> <li>• Experience of clinical psychology training i.e. clinical supervision, guidance, teaching, doctoral research supervision, mentoring etc.</li> <li>• Experience of professional management of qualified and pre-qualified clinical psychologists and/or multi- professional management within a relevant specialty.</li> </ul>	<ul style="list-style-type: none"> <li>• Significant experience and involvement in clinical research, experience of leading and initiating research programmes.</li> <li>• Experience of representing the profession at local and national policy fora, particularly those related to training.</li> <li>• A record of publications in refereed journals or equivalent.</li> <li>• Post-qualification experience in a specialist clinical skill.</li> <li>• Experience of the application of clinical psychology in different cultural contexts.</li> <li>• Experience of administration and fiscal planning and management.</li> </ul>	Application Form/CV. Certificates. Interview.
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• An ability to communicate highly complex information with clarity and sensitivity to a range of audiences including senior colleagues.</li> <li>• Advanced specialist knowledge of and skills in a broad range of psychological theory and models and ability to integrate these into a coherent psychological approach that informs</li> </ul>	<ul style="list-style-type: none"> <li>• Highly developed theoretical and empirical foundations under pinning the practice of clinical psychology within a relevant specialty area for clients who have complex and challenging needs.</li> <li>• Highly developed knowledge of the theory and practice of highly specialised psychological</li> </ul>	Application Form, knowledge of the CV, References, Interview.

	<p>learning and clinical practice.</p> <ul style="list-style-type: none"> <li>• Possesses excellent analytical and judgement skills in understanding highly complex situations; is able to formulate solutions based on interpretation and comparison of a range of options and policies. These skills will apply to service/organisational issues and clinical psychology training.</li> <li>• Knowledge and understanding of the wider legal, service and political context as relevant to clinical practice, professional management and clinical psychology training.</li> <li>• Specialist knowledge and skills in related activities e.g. organisational change and working to promote change in complex systems; management/leadership; clinical supervision/consultancy; service development; policy implementation.</li> <li>• Knowledge of systems of clinical and professional quality assurance and training governance.</li> <li>• Ability to articulate and interpret clearly the role of the profession of clinical psychology based upon a good understanding of the</li> </ul>	<p>interventions.</p> <ul style="list-style-type: none"> <li>• An ability to draw on a range of models, methods and techniques to effectively engage participants in the process of learning.</li> <li>• Ability to develop and use complex multi-media materials for presentations in public, professional and academic settings.</li> <li>• Advanced IT and keyboard skills.</li> </ul>	
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	<p>framework of government and national professional policy.</p> <ul style="list-style-type: none"> <li>• Good organisational and time management skills, ability to plan and prioritize own workload.</li> <li>• Ability to plan and organise complex services within the context of available resources and formulate a longer-term strategic plan which may involve some uncertainty.</li> <li>• Doctoral level knowledge/skills in research design and methodology relevant to the field of clinical psychology.</li> <li>• An ability to identify and positively respond to issues of power, discrimination and difference.</li> <li>• Evidence of continuing professional development.</li> <li>• Willingness and ability to travel significant distances.</li> </ul>		
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills, can display empathy and provide reassurance, and can deal effectively with antagonistic, conflicting, hostile communications.</li> <li>• Evidence of leadership qualities, ability to</li> </ul>		Application Form/CV. Certificates. Interview.

	<p>resolve conflicting views and establish policy directions.</p> <ul style="list-style-type: none"> <li>• Ability to negotiate within the NHS, social care organisations and other external bodies.</li> <li>• Ability to motivate, support and manage emotions of others in a highly demanding training environment.</li> <li>• Ability to work independently, make decisions, problem solve and show initiative in achieving the objectives of the organisation whilst recognising and accepting appropriate accountability.</li> <li>• Ability to work effectively within a team.</li> <li>• A demonstrated commitment to clinical psychology training.</li> <li>• Ability to teach and present highly complex information to a variety of groups.</li> <li>• Ability to be reflexive and learn from feedback and experience.</li> <li>• Ability to maintain sustained concentration and attention in order to meet deadline.</li> <li>• Ability to contain and work with organisational stress and to 'hold' the stress</li> </ul>		
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	of others. <ul style="list-style-type: none"><li>• Ability to deal appropriately with highly distressing clinical issues and occasional aggression.</li></ul>		
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**Disclaimer:**

Where appropriate with due regard for any reasonable adjustment to compensate for disability in compliance with the Disability Discrimination Act.

**Date Prepared:**

**Prepared by:**

**Date Reviewed:**

**Reviewed by:**