

JOB DESCRIPTION

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

JOB DETAILS

Job Title:	Programme Director (Clinical Associate in Applied Psychology)
Pay Band:	8C
Department:	South Wales Doctoral Training Programme in Clinical Psychology
Directorate:	Mental Health
Clinical Board:	Mental Health
Base:	11 th Floor, Tower Building, 70 Park Place, Cardiff University, CF10 3AT

ORGANISATIONAL ARRANGEMENTS

Managerially Accountable to:	Clinical Psychology Programmes Director
Reports to:	Clinical Psychology Programmes Director
Professionally Responsible to:	Clinical Psychology Programmes Director

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:

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

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 SUMMARY/JOB PURPOSE

- To assume delegated responsibility for the systematic provision of a high quality MSc level Training Programmes delivering Clinical Associate Applied Psychology Practitioners (CAAPs – adult/child) for Mid, South and West Wales.
- To take lead responsibility for the day to day delivery of the CAAPs programmes.
- To ensure that the programmes delivers to national and regional policies relevant to CAAPs.
- To ensure that training is in line with agreed objectives underpinned by the requirements of The British Psychological Society (BPS), and Cardiff University as validating body for the award of MSc in CAAPs (adult) and CAAPs (child), and to establish how these objectives are interpreted and attained.
- To work autonomously within professional guidelines and exercise responsibility for the systematic governance of CAAPs MSc programmes.
- To provide leadership within the designated area of training (academic) of the Training Programme; to motivate staff and trainees.
- To establish and maintain procedures that facilitate and appraise the development of trainee competence within the CAAPs MSc programmes 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 assume delegated responsibility for establishing and maintaining procedures that examine trainee competence development in accordance with Cardiff University regulations and procedures.
- To assume delegated responsibility for CAAPs MSc programmes staff and trainees and associated resources and to ensure that systems are in place and working effectively for the supervision and support of staff and trainees.
- To assume delegated responsibility for ensuring clear systems for effecting recruitment, professional appraisal, and the identification of CPD needs within the CAAPs MSc programmes.

To provide a specialist clinical service, advice and consultancy to clients and professionals as directed by the Clinical Psychology Training Programmes Director.

DUTIES AND RESPONSIBILITIES

Teaching, Training, Examination and Supervision

- To ensure that the objectives of the CAAPs MSc programmes meet the British Psychological Society (BPS) and other relevant professional body accreditation criteria.
- To plan, organise and ensure the delivery of high quality training through establishing systematic governance procedures within the designated area of the CAAPs MSc programmes.
- To take lead responsibility for policy and service strategic development of the CAAPs MSc programmes through representing the Programmes at an organisational level, at local and national meetings and committees.
- To negotiate with essential stakeholders and organisations as relevant to the CAAPs MSc programmes.
- To take overall responsibility for planning and monitoring of supervised trainee CAAP experience to ensure that competence development is achieved effectively and in accordance with BPS requirements.
- To act as Internal and External 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 provide consultation to supervisors and other 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 CAAPs and other professionals.
- To provide expert guidance and examining expertise to other CAAPs MSc programmes in the UK.

Clinical

- In accordance with the British Psychological Society Committee for Training in Clinical Psychology guidance, to undertake supplementary clinical work within a relevant clinical specialty area by providing specialist advice and training, as well as by providing 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 which may result from work with demanding client groups.

Research and Development

- To advise, guide and support clinical psychology trainees in undertaking doctoral level research.
- To advise and provide specialist consultation to project supervisors and services to facilitate the provision of dissertation experience at MSc level for CAAPs 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 conferences or meetings.
- To assume responsibility for initiation and management of audit processes within the CAAPs MSc programmes.
- 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 delegated general management responsibility for all CAAPs MSc programmes staff and trainees as guided by NHS health and occupational policies, and in accordance with Programme policies and legal requirements.
- To assume delegated responsibility for the CAAPs MSc programmes appraisal and personal development plan process and implement this in respect of Senior CAAP Tutors.
- To line manage CAAP Tutors and trainees.
- 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 CAAPs and Programme staff.
- To manage personal distress associated with own workload and that of staff and trainees.
- To assume a reporting relationship for the CAAPs MSc programmes to the

Clinical Psychology Programmes Director, and key stakeholders through engaging in formalised feedback mechanisms including Cardiff University, HEIW, Cardiff and Vale UHB and the Applied Psychologists in Health and Social Care Specialty Advisory Group.

- 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 delegated responsibility for ensuring the Training Programme meets all Quality Assurance standards and requirements as established by the British Psychological Society, Cardiff University, and in time the BABCP and AFT.
- To assume delegated responsibility for reporting annually on all aspects of Programme functioning to Cardiff University.
- To ensure that information systems are appropriate and in place to meet the needs of stakeholders.
- To represent and communicate on behalf of the CAAPs MSc programmes, at regional and national events.

Policy, Service Development and Implementation

- To take overall responsibility for the development and delivery of high quality CAAPs MSc training in line with broad professional, academic and employment policies, and relevant service developments.
- To anticipate and interpret overall health policy and strategy as relevant to CAAPs so as to ensure appropriate delivery of the Programme in line with national needs, goals and strategies, thus taking into account 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.
- To propose and implement initiatives and developments as relevant to CAAPs in order to meet the overall training programme objectives and workforce requirements within Wales.
- To assume delegated responsibility for liaison with multiple external organisations including Local Research Ethics Committees, Research and Development Committees, NHS/Social Care Services and Cardiff University.
- To make a significant contribution to CAAPs MSc programmes across the UK through attendance at appropriate professional committees and meetings and act as an External Examiner to other CAAPs programmes.

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 and University regulations.
- To take responsibility for the effective maintenance of Training Programme documentation, records and systems.

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- To assume delegated responsibility for ensuring the provision of appropriate facilities, training and resources for all staff and trainees regarding information management, computing and technology.
- To assume delegated responsibility for organising and planning administrative and secretarial support services for the Programme, including paper and electronic based filing systems and workload management.
- To maintain accurate clinical records while maintaining clinical confidence in line with Trust 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 and HCPC.

Professional Requirement

- Post holders are required to be eligible for registration with the HCPC as a Practitioner Psychologist, and must abide by the HCPC and BPS codes of expected conduct.

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:** We are committed to promoting inclusion, where every staff member has a sense of belonging. We welcome applications from everyone and actively seek a diverse range of applicants. We value our differences and fully advocate, cultivate and support an inclusive working environment where staff treat one another with dignity and respect. We aim to create an equitable working environment where every individual can fulfil their potential no matter their disability, sex, gender identity, race, sexual orientation, age, religion or belief, pregnancy and maternity or marriage and civil partnership status

- **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 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 UHB Disciplinary Policy.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Standards 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.

Date Prepared:

Prepared By:

Date Reviewed:

Reviewed By:

CAJE Reference:

PERSON SPECIFICATION CARDIFF AND VALE UNIVERSITY HEALTH BOARD

Job Title:	Academic Director	Department:	South Wales Doctoral Training Programme in Clinical
Band:	8C	Clinical Board:	Mental Health
Base:	Tower Building Cardiff University		

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
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QUALIFICATIONS	<ul style="list-style-type: none"> • First degree in psychology, or an equivalent qualification, which confers eligibility for Graduate Basis for Chartering (GBC) of the British Psychological Society. • Post Graduate Doctorate in Clinical Psychology (or its equivalent). • Registration with the Health Professions' Council as a Practitioner Psychologist. • 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. 	<ul style="list-style-type: none"> • Higher research degree such as a PhD • Training in clinical and research supervision for Doctoral Clinical Psychology trainees. • Advanced keyboard skills. • Formal training in leadership skills and/or management. 	Application Form Certificate Check Registration Card – Nurse/AHP
EXPERIENCE	<ul style="list-style-type: none"> • Significant supervised clinical experience working as a highly specialist practitioner psychologist • Skills in providing consultation to a range of professional and non-professional groups. • Experience of clinical psychology training i.e. clinical supervision, guidance, teaching, doctoral research supervision, mentoring etc. • Experience of professional 	<ul style="list-style-type: none"> • Significant experience and involvement in clinical research, experience of leading and initiating research programmes. • Experience of representing the profession at local and national policy fora, particularly those related to training. • A record of publications in refereed journals or equivalent. • Post-qualification 	Application Form Interview References

CAJE Reference:

	management of qualified and pre-qualified practitioner psychologists and/or multi-professional management within a relevant specialty.	experience in a specialist clinical skill <ul style="list-style-type: none">• Experience of the application of clinical psychology in different cultural contexts.• Experience of administration and fiscal planning and management.	
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SKILLS	<ul style="list-style-type: none"> • An ability to communicate highly complex information with clarity and sensitivity to a range of audiences including senior colleagues. • 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. • Ability to articulate and interpret clearly the role of the profession of clinical psychology based upon a good understanding of the framework of government and national professional policy. • Good organisational and time management skills, ability to plan and prioritize own workload. • Ability to plan and organise complex services within the context of available resources and formulate a longer-term strategic plans which may involve some uncertainty. • An ability to identify and positively respond to issues of power, discrimination and difference. • Evidence of continuing professional development. • Willingness and ability to travel significant distances. 	<ul style="list-style-type: none"> • An ability to draw on a range of models, methods and techniques to effectively engage participants in the process of learning. • Ability to develop and use complex multi-media materials for presentations in public, professional and academic settings. • Advanced IT and keyboard skills. 	Application Form Interview References
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SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> 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 learning and clinical practice. Knowledge and understanding of the wider legal, service and political context as relevant to clinical practice, professional management and clinical psychology training 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. Knowledge of systems of clinical and professional quality assurance and training governance. Doctoral level knowledge/skills in research design and methodology relevant to the field of clinical psychology. 	<ul style="list-style-type: none"> Highly developed knowledge of the theoretical and empirical foundations underpinning the practice of clinical psychology within a relevant specialty area for clients who have complex and challenging needs. Highly developed knowledge of the theory and practice of highly specialised psychological interventions. 	Application Form Interview References
PERSONAL QUALITIES (Demonstrable)	<ul style="list-style-type: none"> Excellent communication and interpersonal skills, can display empathy and provide reassurance, and can deal effectively with antagonistic, conflicting, hostile communications. 		Application Form Interview References
OTHER	<ul style="list-style-type: none"> Evidence of leadership qualities, ability to 	<ul style="list-style-type: none"> Ability to speak Welsh 	Interview Document

CAJE Reference:

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