

JOB DESCRIPTION

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

JOB DETAILS

Job Title:	CAAPs Senior Clinical Tutor
Pay Band:	8b
Department:	South Wales Doctoral Training Programme in Clinical Psychology
Directorate:	Mental Health
Clinical Board:	Mental Health
Base:	Tower Building, Cardiff University, Park Place, Cardiff

ORGANISATIONAL ARRANGEMENTS

Managerially Accountable to:	Programme Director, or delegate
Reports to:	Programme Director, or delegate
Professionally Responsible to:	Programme 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. 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 take responsibility within the designated specialty area, for implementing the long term strategic plans, policy, audit and development of Clinical Associate Applied Psychology Practitioners(CAAPs – Adult/Child).
- To assume responsibility within the designated specialty area of training for liaison with and providing 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 placement experience that meets the competence development needs of CAAPs trainees.

- To interpret national and regional policy regarding CAAPs training within the designated specialty area of training.
- To assume responsibility for ensuring that training is in line with agreed objectives underpinned by the requirements of the Health and Care Professions Council as the statutory approver, and Cardiff University as validating body for the award of the CAAPs MSc Programme.
- To work autonomously within professional guidelines and exercise responsibility for the systematic governance of the CAAPs MSc Programme within the designated specialty area of training.
- To appraise trainees and implement procedures to monitor the development of trainee competence and hence 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 psychology theory and practice.
- To assume responsibility for initiating and developing an integrated programme of clinically relevant research involving trainees and Programme staff within Health and Social Care Services across mid, south and west Wales.
- To assume responsibility for allocated trainees and associated resources and to ensure that systems are implemented and working effectively for the supervision and support of CAAPs MSc Programme staff, including trainees.
- To assume responsibility for implementing systems for effecting recruitment, professional appraisal, and the identification of CPD needs within the CAAPs MSc Programme.

DUTIES AND RESPONSIBILITIES

Teaching, Training Examination and Supervision

- To plan, organise and ensure the delivery of an integrated programme of postgraduate-level MSc training encompassing competence development within the designated specialty area of training and personal professional component.

- To plan, organise and ensure the delivery of high quality training through establishing systematic governance procedures within the designated specialty area of training.
- To assume responsibility for policy and service strategic development within the designated specialty area of training through representing the CAAPs MSc Programme at an organisational level, at local and national meetings and committees.
- To assume responsibility for negotiating with essential stakeholders and organisations within the designated specialty area of training.
- To take responsibility for planning and monitoring and appraisal 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 assume responsibility for ensuring the provision of high quality integrated training within the designated specialty area of training 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 provide supervised clinical experience to trainees as required.

Complementary Clinical Work

- The post holder may 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 and provide specialist consultation to research supervisors and services to facilitate the provision of research 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 designated specialty area of training as part of the CAAPs MSc 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 general management responsibility for Clinical Tutors and allocated trainees as guided by UHB and occupational policies, and in accordance with CAAPs MSc Programme policies and legal requirements.
- To assume responsibility for the CAAPs MSc Programme appraisal and personal development plan process and implement this in respect of CAAPs trainee and Clinical Tutors.
- To provide expert advice and supervision to Clinical Tutors and allocated trainees as necessary, and resolve emotional distress which may result.
- To manage personal distress associated with own workload and that of Clinical Tutors and allocated trainees.
- To assume responsibility within the designated specialty area to ensure the CAAPs MSc Programme meets all Quality Assurance standards and requirements as established by the Health and Care Professions Council, Welsh Government and Cardiff University.
- To represent and communicate on behalf of the CAAPS MSc 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 specialty area of training 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 specialty area of training 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 implement discreet strategic and policy objectives across relevant areas of clinical practice and academic objectives as applicable within the designated specialty area of training.
- To implement initiatives and developments within the designated specialty area of training in order to meet the overall MSc programme objectives and workforce requirements within Wales.
- To assume 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 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.

Information Systems

- To take responsibility to ensure that information is recorded accurately and sensitively and respecting trainee and supervisor confidentiality in line with the Health and Care Professions Council guidelines and University regulations.
- To take responsibility for implementing effective maintenance of MSc Programme documentation, records and systems.
- To ensure adherence of Clinical Tutors and allocated 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 CAAPs MSc Programme appraisal and personal development plan process and in accordance with the requirements of the Health and Care Professions Council.
- To assume responsibility for ensuring that Clinical Tutors 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
- **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.

EMPLOYEE SPECIFICATION

Job Title: CAAPs Senior Clinical Tutor

Job Code: PTS6

Department: South Wales Doctoral Training Programme in Clinical Psychology

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

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
TRAINING AND 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	<ul style="list-style-type: none">Higher research degreeTraining in clinical and research supervision for Doctoral Clinical Psychology trainees. Or CAAPs trainees.Advanced keyboard	Application Form/CV, Certificates, Interview

	<p>equivalent).</p> <ul style="list-style-type: none"> • Registration with the Health and Care Professions' Council as an applied 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. 	skills.	
EXPERIENCE	<ul style="list-style-type: none"> • Significant supervised clinical experience working as a highly specialist clinical 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. 	<ul style="list-style-type: none"> • Significant experience and involvement in clinical research, experience of leading and initiating research programmes. • A record of publications in refereed journals or equivalent. • Post-qualification experience in a specialist clinical skill • Experience of the application of clinical psychology in different cultural contexts. 	Application Form, References, Interview.

KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • An ability to communicate highly complex information with clarity and sensitivity to a range of audiences. • 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. • 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. • 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 eg 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. • 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 	<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. • 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. • Ability to speak Welsh. 	Application Form, References, Interview.
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	<p>complex services within the context of available resources and formulate a longer-term strategic plans which may involve some uncertainty.</p> <ul style="list-style-type: none"> • Doctoral level knowledge/skills in research design and methodology relevant to the field of clinical psychology. • 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. 		
PERSONAL QUALITIES	<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. • Evidence of leadership qualities, ability to resolve conflicting views and establish policy directions. • 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 		Application Form, References, Interview.

	from feedback and experience. <ul style="list-style-type: none"> • Ability to maintain sustained concentration and attention in order to meet deadline. 		
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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.

PRACTICAL	<ul style="list-style-type: none"> • 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. 		
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Date Prepared:

Prepared by:

Date Reviewed:

Reviewed by: