

Candidate Information Pack

Including Job Description & Person Specification



Croydon Health Services provides integrated NHS services to care for people at home, in schools, and health clinics across the borough as well as at Croydon University Hospital and Purley War Memorial Hospital.

CUH provides more than 100 specialist services and is home to the borough's only Emergency Department and 24/7 maternity services, including a labour ward, midwifery-led birth centre and the Crocus home birthing team.

Purley War Memorial Hospital (PVMH) in the south of the borough offers outpatient care, including diagnostic services, physiotherapy and ophthalmology services run by Moorfields Eye Hospital, alongside an onsite GP surgery.

Our experienced staff take care of people of all ages across the borough of Croydon.

We are a very close-knit and friendly organisation where everyone of our 3600 members of staff is valued. We strongly believe that our employees are our greatest asset.

Join us and be a part of the team that is making Croydon proud.



Our values

We will always be **professional**, **compassionate**, **respectful** and **safe**.

Professional

- Set ourselves very high standards and share best practice
- Keep our uniforms smart, and be professional and consistent in our approach
 - Work in partnership to best support our community's needs
 - Use resources wisely without compromising quality or safety

Compassionate

- Treat everyone as we would want to be treated ourselves
- Demonstrate kindness, dignity, empathy and compassion
- Make time for the people we are caring for, to understand their needs and wants
 - Organise our services to give people the best possible experience of care

Respectful

- Be courteous and welcoming, and introduce ourselves
 - Value the diversity and needs of everyone
- Always involve people in decisions about their care, listening to and respecting their wishes
 - Appreciate the contribution that staff from all backgrounds bring to our services

Safe

- Be open and honest in everything we do, sharing what we do well and admitting our mistakes, to constantly improve our care
 - Protect the confidentiality of those in our care and show sensitivity to people around us
- Feel free to raise concerns so we are always learning• Make time for training and development and support research so people always receive the highest standards of care.



JOB DESCRIPTION

JOB TITLE	Assistant Psychologist
DIRECTORATE	South West London (e.g. Croydon/Sutton) Integrated Care System (SWL ICS)
DEPARTMENT	Neuropsychology
BAND	5
RESPONSIBLE TO	Band 8b Clinical Neuropsychologist/Clinical Psychologist
ACCOUNTABLE TO	SWL Head of Psychology/ Consultant Clinical Neuropsychologist
RESPONSIBLE FOR	

JOB SUMMARY

1. To enhance the provision of a Clinical Neuropsychology service to individuals with neurological conditions and their carers, working as a member of the Neuropsychology service across the SWL Integrated Care System.
2. To provide psychological assessments including standardised neuropsychological assessments and psychological interventions under the supervision of a qualified clinical psychologist, working independently according to a plan agreed with a qualified clinical psychologist and within the overall framework of the service's policies and procedures.
3. To assist in clinically related administration, conduct of audits, collection of statistics, development of audit and/or research projects, teaching and project work.
4. To participate in the preparation and delivery of group education programmes, under the supervision of a qualified clinical psychologist.



MAIN DUTIES AND RESPONSIBILITIES

Clinical

1. To undertake protocol based psychological assessments of individuals with neurological conditions and their families/ carers applying psychological methods including neuropsychological tests, self-report measures, rating scales, direct and indirect structured observations and semi-structured interviews with clients, family members and others involved in the client's care.
2. To assist in the formulation and delivery of care plans involving the psychological treatment and/or management of a client's cognitive, behavioural and emotional problems under the supervision of a qualified clinical psychologist in both a multidisciplinary team and the neuropsychology service across the SWL Integrated Care System.
3. To assist in the coordination and running of therapy groups.
4. To attend and contribute to appropriate multi-disciplinary meetings including care plans, reviews and clinical meetings.
5. To keep up-to-date and accurate records of patient contacts including electronic data entry and recording.
6. To maintain patient's records and other paperwork relating to patient care.
7. To carry out administrative tasks such as audit and recording of waiting times.
8. To be aware of and comply with the operational and professional guidelines, policies and procedures across the SWL Integrated Care System.

Teaching, training and supervision

1. To participate in an induction programme and receive on-going training.
2. To receive regular clinical supervision in accordance with professional practice guidelines.
3. To fully participate in the Trust's performance review and personal development planning process on an annual basis.
4. To develop skills and competencies that assist in the delivery of current duties.
5. To contribute to the training and support of other NHS staff in psychological models and methods of care

Management, recruitment and service development



1. To assist in the design and implementation of service development projects within the SWL ICS as required.
2. To attend meetings in which service developments are planned and discussed.

Research and service evaluation

1. To assist in the design and implementation of audit and research projects.
2. To undertake data collection, analysis, the production of reports and summaries, using IT and statistical programmes.
3. To undertake searches of evidence-based literature and research to assist qualified clinical psychologists in evidence based practice in individual work and work with other team members across the SWL ICS.

GENERAL

1. To work in accordance with the Trust's Values to consistently demonstrate the behaviours required. The postholder is required to carry out his/her role in accordance with the organisation values, standards and behaviours, in a Professional, Compassionate, Respectful and Safe way.
2. To ensure that SWL ICS's policies and procedures are adhered to.
3. To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirements of the Health and Safety Regulations and the Trust's Health and Safety policies and procedures across the SWL ICS.
4. To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.
5. To work in accordance with the SWL ICS's policies to eliminate unlawful discrimination and promote equality and diversity in the workplace. To positively promote at all times equality of opportunity in service delivery and employment in accordance with Trust policies, regardless of age, disability, race, nationality, ethnic or national origin, gender, religion, belief, sexual orientation or domestic circumstances.
6. To adhere to the SWL ICS Infection Control Policy, procedures and guidelines, and in particular practice strict hand hygiene at all times while carrying out clinical duties, in line with the responsibilities placed on employees by the Health Act 2006: Code of Practice for the prevention and control of healthcare associated infections (HCAIs). The prevention and control of HCAIs must be embedded into everyday clinical practice and applied consistently.
7. All clinical staff hold responsibility for ensuring they have sound knowledge of standard infection control precautions and that no omission on their part or within the sphere of their responsibility is detrimental to the interests or safety of their patients, visitors and colleagues. Clinical staff must keep their infection control knowledge and skills up to date by attending the Trust's mandatory infection control training, a record of which will be kept and information provided to line managers as required.



8. To comply with the SWL ICS Safe Guarding Children and Vulnerable Adults policies, procedures and protocols. All individual members of staff (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults This will require you to:
- Ensure you are familiar with and comply with the London Child Protection Procedures and protocols for promoting and safeguarding the welfare of children and young people.
 - Ensure you are familiar and comply with the SWL ICS Multi Agency Safeguarding Vulnerable Adults Pan London Procedures.
 - Ensure you are familiar and comply with local protocols and systems for information sharing.
 - Know the appropriate contact numbers and required reporting lines.
 - Participate in required training and supervision.
 - Comply with required professional boundaries and codes of conduct

NOTE:

- A child is someone under the age of 18 (this would include unborn children).
- A vulnerable adult is ‘someone who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation’ (this includes carers).

Copies of the Protocols and Procedures are available on the Trust Intranet under Child Protection. Staff are advised on how to access the appropriate contact numbers and the Protocols and Procedures when attending Safeguarding training. Updates and revisions are notified to all staff via ‘What’s New’.

9. To work within the relevant Professional Bodies Code of Professional Conduct and Scope of Professional Practice.
10. Budget Holders are responsible for adherence to Standing Financial Instructions
11. Managers are responsible for adherence of maintaining expenditure within budget and addressing deviations from budget
12. To undertake such other duties as may be reasonably required from time to time as are consistent with the responsibilities of the post.

You are the difference –Staff Pledges

All staff are expected to demonstrate a considerate and respectful attitude.

I will always introduce myself to patients and other staff “Hello my name is”

If I see that someone looks like they need help, assistance or they look lost – I will always – Can I help you?

If I can’t help you I will always ensure that I refer you to someone who can

If I see behaviour that is inappropriate I will feel empowered and supported to always challenge it



This job description is not an exhaustive document, but is a reflection of the current position. The job holder may from time to time be asked to undertake other reasonable duties. Any change will be made in discussion with the job holder in light of service needs.

Job Description Agreement

This job description can be updated annually as part of the personal development plan.

This job description has been updated and agreed by:

Current post holder :

Date:

Line Manager:Dr Ndidì Boakye

Date 08.02.2022



PERSON SPECIFICATION

JOB TITLE: ASSISTANT PSYCHOLOGIST

BAND: 5

DEPARTMENT: SWL ICS -NEUROPSYCHOLOGY

DATE: 08.02.22

HEADINGS	ESSENTIAL	DESIRABLE	HOW TESTED
EDUCATION AND QUALIFICATIONS	Entitlement to graduate membership of the British Psychological Society Upper Second Honours Degree	Further post graduate training in relevant areas of professional psychology, and/or research and design and analysis Neuropsychology component to degree First Class Honour Degree	A
KNOWLEDGE AND UNDERSTANDING	An ability to apply existing psychological knowledge to practical problems	An understanding of the needs and difficulties of people with disabilities such as long covid or neurological conditions, brain injury or other disabilities An understanding of psychology applied to healthcare	A&I A&I&T
EXPERIENCE	Experience of working with people with health conditions /mental health difficulties and/or other disabilities, in a paid or voluntary capacity	Clinical experience of working with people with neurological conditions Experience of neuropsychological assessment	A A&I



	<p>Can demonstrate good interpersonal skills</p> <p>Experience of research/audit/project work</p> <p>Experience using computers for database or data-analysis</p>	<p>Experience of implementing interventions</p> <p>Work with Health professionals e.g. Psychologist, Occupational Therapist</p> <p>Working in a team</p>	<p>A&I</p> <p>A</p>
<p>SKILLS AND ABILITIES</p>	<p>An ability to interact effectively with people with disabilities/mental health/psychological issues and their families, carers and other professions</p> <p>High standard of report writing</p> <p>Proficient in a range of computer software</p> <p>Mobility to travel across sites whilst transporting test materials</p> <p>Ability to travel and work across London</p> <p>Analysis, problem solving and decision making skills</p> <p>Good time management and organisational skills</p> <p>Ability to undertake physical/practical activities including some patient care</p>	<p>Understanding of community working</p> <p>Familiarity with psychological tests within clinical practice</p> <p>Access to vehicle to travel around borough</p> <p>Experience of interacting with people with neurological and/or health conditions</p>	<p>A&I</p> <p>A&I&T</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A&I</p>



	<p>Ability to work independently and to act on own initiative, seeking help appropriately</p> <p>Ability to work well as part of a team</p> <p>Ability to accept supervision and feedback and learn</p> <p>Ability to work reliably and flexibly under the direction of a qualified clinical psychologist</p>		<p>A&I&T</p> <p>A&I</p> <p>A&I</p>
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A = Application T = Test I = Interview

