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## JOB DESCRIPTION

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<b>POST TITLE:</b>	Clinical /Counselling Psychologist
<b>BASE:</b>	Berkshire Eating Disorders Team, Maidenhead/Reading
<b>BAND:</b>	7
<b>LINE MANAGER:</b>	Service Manager
<b>PROFESSIONAL ACCOUNTABILITY:</b>	Professional Lead

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## OUR VISION AND VALUES

Our Trust's vision is 'To be recognised as the leading community and mental health service provider by our staff, patients and partners.'

Our values are:

- **Caring** for and about you is our top priority
- **Committed** to providing good quality, safe services
- working **Together** with you to develop innovative solutions

## JOB SUMMARY

You will play an important role in supporting the provision of a highly specialist clinical psychology service to clients referred to the Eating Disorders Service Berkshire across all sectors of care in the service. You will be required to work autonomously within professional guidelines and provide specialist psychological assessment, care planning and a range of evidence-based psychological interventions. There will be equal emphasis on delivering one to one and group treatments. You will be required to take an active role in working as part of a multidisciplinary team and with professionals across agencies.

## RESPONSIBILITIES

### A. Clinical

1. To undertake assessment for clients referred to Berkshire Eating Disorders Service based upon appropriate use, interpretation and integration of complex psychological data from a variety of

sources including 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 formulate and implement plans for the formal psychological treatment and/or management of a client's mental health problems, based upon an appropriate conceptual framework of the client's problems, and employing methods of proven efficacy, across the full range of care settings.
3. To provide effective analysis of a range of facts and inputs to establish and apply an evidenced based formulation and options of care that can be negotiated with the clients and appropriate judgments made that best improve the opportunity of the clients recovery and which mitigates risk to themselves or others.
4. To deliver a range of specialist psychological interventions for individuals and groups, clients, carers and families, within and across teams.
5. To undertake risk assessment and risk management for individual clients and to provide both general and specialist advice to other professionals on psychological aspects of risk assessment and risk management.
6. To provide specialist psychological advice, guidance and consultation to facilitate effective and appropriate provision of psychological care to other professionals contributing directly to the client's formulation, diagnosis and treatment plan.
7. To communicate in skilled manner information concerning the assessment, formulation and treatment plans of clients under their care and to monitor and evaluate progress during the course of both uni- and multi-disciplinary care.
8. To carry out routine outcome assessment of clients within the Berkshire Eating Disorders Service, including administration and scoring of questionnaire measures and the preparation of reports.
9. To contribute to the development of the service, including research, evaluation, routine outcome monitoring, data management and analysis as required.
10. To work alongside other team members and ensure close liaison and communication within the multi-disciplinary teams.
11. To undertake other duties that may be determined from time to time within the general scope of the post.
12. To maintain a high degree of professionalism at all times when working with distressed children, young adults, adults and their carers and to be able to tolerate a high degree of emotional intensity both with clients and within the team.
13. To maintain accurate clinical records in accordance with the guidelines of record-keeping entering appropriate details in the clients' case notes/computerised system as necessary

14. To ensure services are delivered in a manner that is appropriate, relevant and respectful of all clients and their carers, recognising the diversity of ethnicity, culture, belief, privilege and capacity of individuals
15. To attend and contribute to business, multi-disciplinary and professional meeting

## **B. Record keeping, information collection and communication**

1. Be responsible for communication of decisions with referrers, the multi-disciplinary team and other services.
2. To ensure all (electronic and hard copy) records, data and information (stored and transferred) are high quality across the service and will withstand inspection of their effectiveness and appropriateness to support the delivery of safe services.
3. To be able to communicate change clearly, reassuringly and effectively
4. To support the development and implementation of communication, engagement and involvement strategies that are of benefit to service stakeholders, in particular clients and staff
5. To ensure communications are clear, understood and channels to communicate are effective for the service to be able to engage, involve and motivate all service stakeholders

## **C. Teaching, Training and Supervision**

1. Contribute to clinical supervision or attend supervision training and provide clinical and professional guidance to less experienced psychological therapists and clinical team members.
2. Contribute to the teaching and training of mental health professionals and other staff working in the service.
3. Promote and maintain links with Primary Care and Secondary Care Staff to help co-ordinate the provision of effective clinical care.
4. Be aware of, and keep up to date with research and advances in psychological therapies.
5. Keep up to date all records in relation to CPD and ensure personal development plan maintains up to date specialist knowledge of latest theoretical and service delivery models/developments
6. Attend relevant conferences/workshops in line with identified objectives.
7. Participate in service improvement by highlighting issues and implementing changes in practice.

8. To advocate new ways of working that meet Trust and service needs and articulates best practice in psychology
9. To support the provision and development of specialist advice and training sessions and workshops to clinical staff, GPs and less experienced psychology staff to continue to develop expertise in the area of professional post-graduate training and clinical supervision and teaching and allocation of students and doctoral training
10. To attend all relevant mandatory trainings as and when required in accordance with Trust Policies. The post holder must comply with all national, statutory, legislative, professional and local policies.
11. To develop skills and competencies that assist in delivery of current duties.
12. To attend clinical/managerial supervision on a regular basis according to professional standards and as agreed with Manager receive regular supervision in accordance with professional practice guidelines.
13. To participate in appraisal process.
14. To provide support and supervision to new members of staff and to students and trainees.

**D. Research and service evaluation:**

1. To utilise theory, evidence-based literature and research to support evidence based practice in individual work and work with other team members
2. To undertake Clinical Audits and service evaluation with colleagues within and across the service to help develop and improve services to clients and their carers/families
3. To play a role in research programme and to be involved in research studies for own area of specialism
4. To undertake service development projects, including identifying and initiating research.

**E. Professional & Trust Policies:**

1. The post holder must comply with all national, statutory, legislative, professional and local policy. The post holder will contribute to implementing policies and protocols for service and will proactively contribute to policy, protocol and service improvement projects that impact on own service area as well as other professions.

**F. Management Responsibility**

1. The post holder will contribute to the allocation and planning of resources within their specialism as required

2. To ensure services are delivered in an area of specialism that meets the quality and clinical effectiveness standards; to participate in measuring service user and staff satisfaction.

## **GENERAL**

1. This is a varied role where you'll be expected to undertake the range of responsibilities specified above, working together with your line manager and colleagues to ensure that the activities of this post make a real difference to our patients. Your line manager may ask you to undertake other reasonable duties to facilitate the smooth running of your service or team.
2. We are an equal opportunities employer and you'll be expected to role model equality of opportunity, live the values and always operate in accordance with our Equal Opportunities Policy.
3. Health and Safety at work is important to us and we would like you to role model the highest standards of behaviour and go above and beyond by adopting excellent practice where it links to the health and wellbeing of our colleagues. It is important that you cooperate with us to ensure that statutory and departmental safety regulations are adhered to.

## **BEHAVIOURS**

In addition to the responsibilities and requirements outlined in this job description, you should refer to the associated and expected behaviours that are relevant to this role - your line manager will be able to provide you with this detail.

Our values define the behaviours we are all expected to display during the course of our work and they underpin our organisational recruitment, appraisal, reward and development processes.

## **LOCATION/MOBILITY**

We may require you to work at or from a different work base or location from time to time, to meet service demands and deliver an operational service. Given the geographical nature of the Trust, you may be required to travel between Trust premises as part of your role.

We also may need to change your work base on a permanent basis and if this is the case, we will consult with you in line with our policies and procedures.

## **FLEXIBILITY**

We may need to amend your job description and/or your duties from time to time in order that we can continue to provide the best possible service to our patients. It is important that you work with us to deliver our services, by complying with lawful and reasonable instructions, by adapting to new ways of working, and by attending training courses as requested from time to time.

## **CONTINUING PROFESSIONAL DEVELOPMENT**

You'll be expected to attend and contribute to staff meetings and forums, supervision sessions, training courses, seminars and workshops, all of which will contribute to the development and enhancement of our current working practices.

You will also be expected to participate in all personal review meetings and to take responsibility for your own personal and professional development and the professional accountability for your role.

## **DATA PROTECTION ACT**

We are all expected to be aware of the Data Protection Act and to follow the local Codes of Practice to ensure appropriate action is taken to safeguard confidential information.

## **HEALTH & SAFETY**

We all have a responsibility for health and safety, risk assessment and workplace inspections, and you will be expected to take reasonable care for your own health and safety and that of others.

You will also be expected to co-operate with your colleagues to ensure that statutory regulations, policies, codes of practice and departmental safety procedures are adhered to, and to attend any training programmes that we consider to be relevant.

## **INFECTION CONTROL**

We all have a responsibility to make sure that Infection Control remains a priority in terms of attention and resources. If you work in a role that provides direct patient care then you'll be expected to follow our policies and procedures which are designed to reduce the risk of passing on the organisms that can cause infections.

We all, collectively and individually, have a duty of care to follow best practice and adhere to any guidelines which underpin the management of Infection Control.

## **CONFIDENTIALITY**

We all have a responsibility to make sure that we don't disclose any information of a confidential nature relating to the services we provide or in respect of any service user, client or third party. This applies both during and after your employment.

You must not remove or copy any documents or tangible items including software which belong to the Trust or which contain any confidential information unless you have specific permission to do so. When you leave our employment, or if you are asked, you must return all documents and tangible items which are in your possession or are under your control, but which belong to us or contain or refer to any confidential information.

You should be aware that a breach of confidentiality may result in your dismissal and that, regardless of any disciplinary action that we may take, a breach of confidence could result in civil action for damages.

## **DATA QUALITY**

We are all responsible for making sure that our data and electronic records are updated, accurate, relevant, reliable, and completed in line with our record keeping standards and policies.

## **CLINICAL GOVERNANCE**

We aim to provide the highest standards of care. To help us achieve this aim, you are expected to follow acceptable working practices as defined in our policies and guidelines. You also have a personal

responsibility to your colleagues and patients to keep yourself up to date with any changes to policies and to report any practice that you consider to be unacceptable through the appropriate channels.

### **ASYLUM & IMMIGRATION ACT 1996 AND AMENDMENTS**

We need to make sure that we comply with the Asylum and Immigration Act 1996. To do this, we check the documentation of all applicants to confirm that they have the right to work in the UK. We won't offer employment to any applicant who does not have valid leave to remain and work in the UK or whose leave is subject to conditions which prevent them from taking up employment with us.

If your leave to remain and/or right to work status changes during the course of your employment, we will determine what impact this may have on our ability to continue employing you.

### **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

We all have a responsibility for safeguarding individuals who come into contact with our services, whether they are a child or young person, a person with Learning Disabilities or an older or vulnerable adult.

We adhere to the Berkshire Local Safeguarding Children Boards Child Protection Procedures, which places a duty of care and responsibility on us all to safeguard and promote the welfare of children.

### **SMOKE FREE**

We operate a smoke free policy which means that smoking is not permitted on any of our sites. This also applies when you are travelling in vehicles (including owned and lease cars) whilst on official business, parked on our premises in privately owned vehicles, or transporting services users or visitors. We will not support taking additional breaks during the working day to smoke off site. Further information can be found in the Staff Smoke Free policy.

**PERSON SPECIFICATION**

CATEGORY	ASSESSMENT METHOD		
<b>1. Education/Qualifications/Training</b> <ul style="list-style-type: none"> <li>Postgraduate doctoral qualification in clinical or counselling psychology</li> <li>Registered and accredited with HCPC</li> <li>Eligible for Chartered status with the BPS</li> </ul>	<b>Application Form Essential or Desirable</b>  E  E  E	<b>Interview Essential or Desirable</b>  E  E  E	<b>Selection Tool</b>
<b>2. Continuous Professional Development</b> <ul style="list-style-type: none"> <li>Good knowledge of psychological models relevant to eating disorders and evidence base for related interventions</li> <li>Research experience, including a working knowledge of statistics, data analysis and report writing</li> </ul>	  E    D	  E    D	
<b>3. Previous Experience</b> <ul style="list-style-type: none"> <li>experience working in a specialist Eating Disorders service</li> <li>Experience working in mental health across various care settings such as outpatient, day patient and community settings</li> </ul>	  D    E	  D    E	



**DATE OF ISSUE:** March 2022