

NHS TAYSIDE – AGENDA FOR CHANGE

JOB DESCRIPTION

1. JOB IDENTIFICATION	Job Title	Assistant Psychologist
	Department(s)/Location	Tayside Psychological Therapies Service (Specialty)
	Number of job holders	n/a
2. JOB PURPOSE To conduct duties under the supervision of Clinical Psychologists or equivalent in Tayside. To support and enhance the professional psychological care of clients within the service. To provide psychological assessment and psychological interventions under the supervision of a qualified member of staff to individuals within Tayside Psychological Therapies Service. Work will be managed and goals agreed and reviewed at intervals according to a plan agreed with the supervisor and within the overall framework of Tayside Psychological Therapies policies and procedures. The Assistant Psychologist will carry out clinically related administration, conduct audits, collect statistics, develop audits and/or research projects and develop materials. The assistant psychologist will complete the healthcare support worker workbook.		
3. ORGANISATIONAL POSITION – see attached Induction Standards & Code of Conduct Your performance must comply with the national “Mandatory Induction Standards for Healthcare Support Workers 2009” and with the Code of Conduct for Healthcare Support Workers.		
4. SCOPE AND RANGE Tayside Psychological Therapies Service accepts referrals from Primary Care and CMHTs on behalf of patients living within the Local Authority area of Tayside, total population approximately 400,000. The service operates within a tiered model, with a team of Applied Clinicians comprised of Clinical and Counselling Psychologists, Clinical Associates in Applied Psychology and Psychological Therapists working across Tayside Psychological Therapies Service. We also regularly have Trainee Clinical Psychologists and Trainee Clinical Associates in Applied Psychology. The postholder will fulfil their duties and responsibilities under the supervision of a qualified member of staff.		
5. MAIN DUTIES/RESPONSIBILITIES A. <u>Clinical</u> 1. To assist in the provision of a Psychological Therapies Service to those individuals with a range of mental health problems. 2. To assist in the provision of psychological assessment and treatment to people on a one to one basis. 3. To help run treatment groups under the supervision of a qualified member of staff. 4. To maintain their own clinical records in accordance with NHS Tayside Policy. 5. Your performance must comply with the national “Mandatory Induction Standards for Healthcare Support Workers in Scotland” 2009; and with the Code of Conduct for Healthcare Support Workers.		

B. Teaching, Training and Supervision

1. To receive regular clinical supervision from a qualified member of staff in accordance with professional practice guidelines.
2. To gain some additional experience of professional Psychology within the NHS.
3. To develop skills and competences that assist in the delivery of current duties.
4. To attend and contribute to Tayside Area Psychological Therapies department CPD events, as appropriate.

C. Policy and Service Development

1. To assist in the design and implementation of service development projects within the service as required.
2. To attend Tayside Psychological Therapies Service meetings.

D. Research and Service Evaluation

1. To assist in the design and implementation of audit and research projects.
2. To undertake data collection, analysis and the production of reports and summaries using IT and statistical programmes as directed by a qualified member of staff.
3. To undertake searches of evidence based literature and research in order to assist qualified member of staff in evidence based practice in individual work and work with other team members.

6. COMMUNICATIONS AND RELATIONSHIPS

1. To work within the appropriate boundaries of patient confidentiality.
2. To maintain records in keeping with departmental policies.

7. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

1. Eligibility for graduate membership of the British Psychological Society.

ESSENTIAL ADDITIONAL INFORMATION

8. SYSTEMS AND EQUIPMENT

1. Have a working knowledge of information and communication technology including word processing, e-mail intranet and internet, electronic clinical record system and statistical packages.
2. Conform to the Department's systems of information management for patient records and activity data.
3. Actively participate in the speciality service on-going audit processes for clinical effectiveness of interventions.

Responsibility for Records Management

All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment.

9. PHYSICAL DEMAND OF THE JOB

Manual Dexterity

1. It is desirable that the post-holder is able to use a computer for the purposes of entering routine clinical information.
2. Be able to administer a wide range of psychological assessment tools and scales in both paper and electronic formats.

Physical Effort

4. Be able to travel to a range of locations to meet the service commitment to ensuring equity of access to psychological healthcare (e.g. home visits).
5. Be able to sit in restricted /confined areas for extended periods during patient consultations. (Clinical sessions usually 3 ½ to 4 hours long with individual appointments of one hour)

Mental Effort

7. Be able to concentrate for long periods. This involves multi-tasking, observational skills and concurrent intellectual analysis under pressure of time. (Clinical sessions lasting 3 ½ to 4 hours long.)

Emotional Effort

9. Be capable of managing highly distressed patients on a daily basis.
10. Be able to deal in a sensitive and professional manner with the detail of patient's traumatic life events, (such as severe sexual and physical abuse)

Working Conditions

12. Be able to work autonomously in circumstances of relative isolation where professional support may not be immediately available.
13. Be able to cope with occasional unpleasant behaviour including verbal aggression and rarely the threat of physical aggression.
14. Be able to occasionally work in conditions sub-optimal for clinical activity (e.g. home visits)

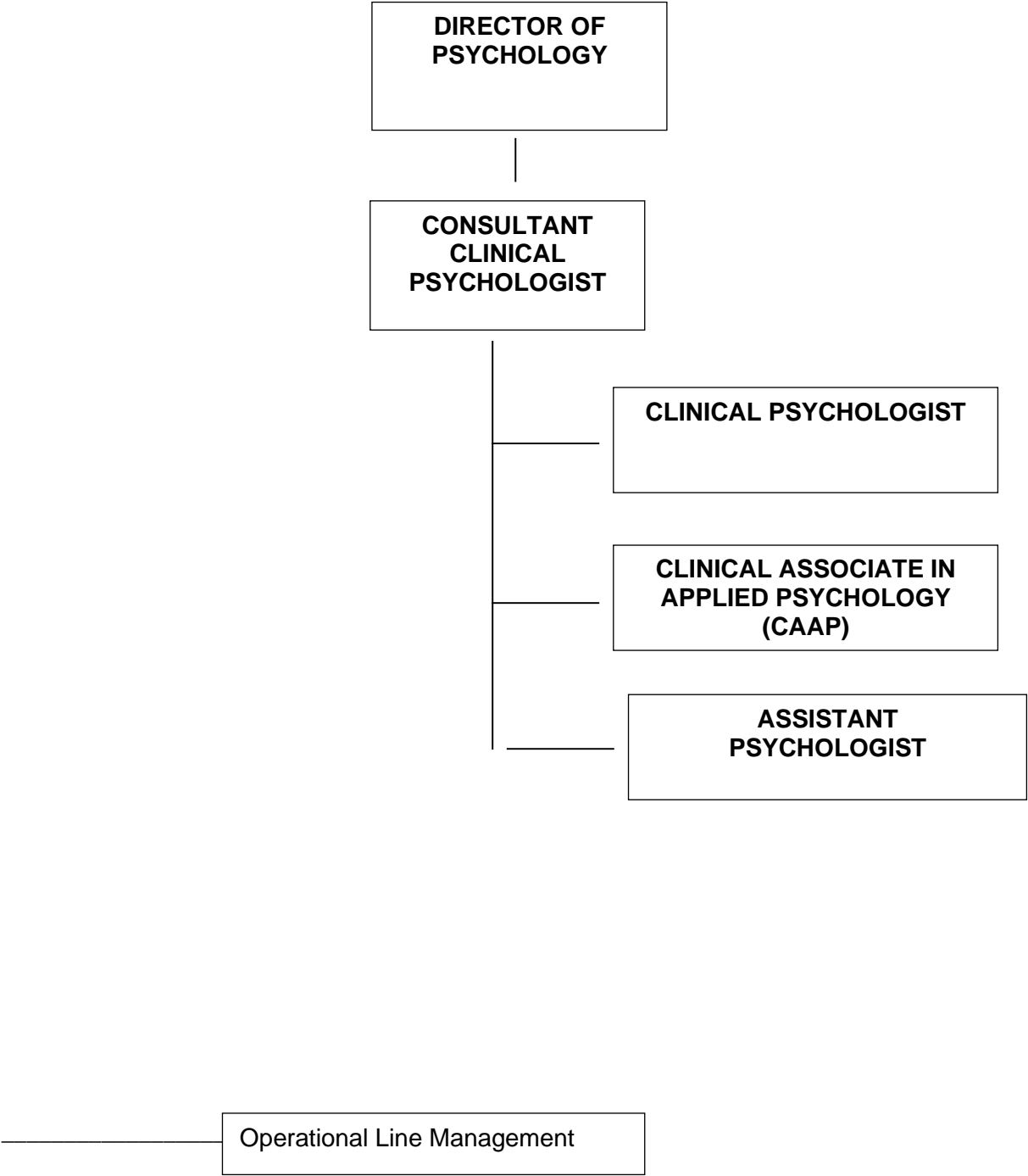
10. DECISIONS AND JUDGEMENT

To account for their own professional actions, consistent with level of experience, under supervision from a qualified member of staff.

11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Potential for high emotional effort. In particular dealing with patients exhibiting high levels of distress and describing in detail traumatic life events.
- Assessing and managing risk of patient harm to self and others under supervision.
- Maintaining up-to-date clinical awareness and knowledge of treatment strategies across the very broad spectrum of diverse mental health problems and disorders.

ORGANISATIONAL POSITION



JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title:	Band 5 Assistant Psychologist in Enhanced Psychological Practice :
Responsible to :	Consultant Clinical Psychologist
Department:	Psychological Therapies
Directorate / Operating Division:	Tayside Psychological Therapies Service (PTS)
No of Job Holders:	
Last Update :	March 2022

2. JOB PURPOSE

To assess and assist clients who have mild to moderate emotional needs and psychological difficulties to access and use self help materials and community based resources/agencies that are likely to facilitate their recovery and offer structured brief psychological interventions

To manage own caseload and keep clinical records.

To assist other clinicians in the delivery of evidence-based treatments by offering distinct structured brief psychological interventions, .

To collaborate with senior colleagues to audit and evaluate all aspects of the service.

To assist in the development of locally focussed support and information networks, using existing voluntary and statutory agencies, for people with mild to moderate emotional needs.

To provide a link between these organisations, psychology, general practice and the wider NHS and social care community.

3. DIMENSIONS

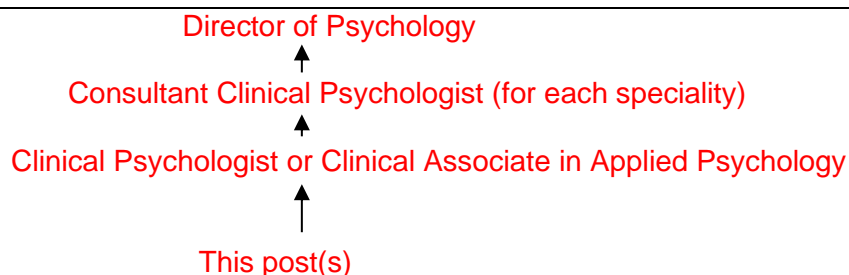
Tayside has an area-wide psychology department with over 120 clinicians working in all the major specialties.

It is an active training department and contributes extensively through teaching and clinical supervision to the Edinburgh University/East of Scotland DClinPsychol and the Dundee/Stirling Universities MSc in Psychological Therapies for Primary Care.

In recent years services have been developing a stepped care approach based on a skill-mix model of helping provision. The service currently employs clinical and counselling psychologists and cognitive-behaviour therapists, Clinical Associates in Applied Psychology and Assistant Psychologists. The postholder will work in either CAMHS or adult settings with direct accountability to the Consultant in these specialities. Referrals come largely from Primary Care (i.e. GPs, Health Visitors, Community Nurses) and other Psychological Therapies staff.

The role is to provide structured brief intervention, guided self-help and sign-posting, tailored to individual clients presenting with a wide range of emotional and mental health problems. Often there are mixed presentations where there is more than one problem or where social difficulties complicate the clinical picture and intervention but postholders will work mainly with people presenting with anxiety and depression.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

The psychology department provides a full range of clinical psychology services to alleviate psychological distress and promote the psychological wellbeing of people in Tayside. This includes not only mental health problems but also the application of psychological approaches to a range of health issues including health related behaviour change and psychological factors relating to physical ill-health and substance use. The department provides assessment and treatment for a wide range of psychological problems in adults, adolescents, children and elderly people, as well as advice and support for their families and carers. The department's services are offered across all settings and in relation to all Tayside's health and social care agencies, as well as educational, independent and voluntary organisations. In addition to direct individual and group psychological assessment and treatment, psychologists have a major consultative role and provide training and supervision for others employed in psychological interventions, provide specialist advice and support to carers, and undertake and support relevant research and service evaluation. These services are provided through 12 clinical specialties.

The Adult Specialty provides a clinical psychology service across Tayside to both inpatients and outpatients above the age of 18 who are experiencing one or more psychological disorders. Research and service development as well as policy development are integral parts of the activity of the specialty in collaboration with primary care teams, Health and Social Care management and colleagues in secondary care. It also provides training, supervision and professional development to colleagues within and outside the department.

This post extends the current skill-mix within the adult Specialty to provide an alternative to more intense psychotherapy for individuals who would benefit more from self-help and/or the services of community-based resources or brief structured interventions. It also assists better liaison between the specialty and non-statutory agencies.

The CAMHS Specialty provides a clinical psychology service across Tayside to both inpatients and outpatients below the age of 18 who are experiencing one or more psychological disorders. Research and service development as well as policy development are integral parts of the activity of the specialty in collaboration with primary care teams, Health and Social Care management and colleagues in secondary care. It also provides training, supervision and professional development to colleagues within and outside the department.

This post extends the current skill-mix within the CAMHS Specialty to provide an alternative to more intense psychotherapy for individuals who would benefit more from self-help and/or the services of community-based resources or brief structured interventions. It also assists better liaison between the specialty and non-statutory agencies.

6. KEY RESULT AREAS

Resources (1)

- Review and maintain resources for lower intensity interventions including information about local agencies and contacts within these organisations, as well as self-help material and information about how to access additional material/self-help organisations.

Client Contacts (2)

- To carry out initial assessments of new referrals and to plan, implement and evaluate appropriate care interventions for each client. Post-holder has responsibility for own caseload under supervision of qualified psychologist.
- To provide evidence-based guided self-help and sign-posting to adults with a wide range of mild-moderate emotional and mental health difficulties. These include cases where there is more than one problem such as co-morbid depression and anxiety. It is the responsibility of the postholder to plan and provide suitable psychological advice and intervention based on their assessment and basic formulation of the client's difficulties. Clients are seen in planned sessions in clinics, GP practices, and hospital rooms.
- To assist qualified psychologists in presenting CBT based psycho-education groups and provide structured brief interventions as part of wider episodes of more complex care.

Communications (3)

- To provide brief structured psychological intervention and support to people in distress
- To offer this support using a range of skills including empathic listening, basic formulation of the presenting problem, psycho education, basic CBT techniques and problem-solving
- To develop a thorough working knowledge of appropriate voluntary and professional organisations within Tayside and the localities.
- To work with the supervising psychologist and psychology team, to develop and maintain links with those organisations
- To maintain records as per agreed service protocol
- To use service protocol and agreed communication systems with partner agencies
- To attend meetings to raise awareness of enhanced psychological practice development within services.

Service Development and Evaluation (4)

- Participate in audit and evaluation of service using clinical measures, databases & statistical packages
- Participate in promotion of enhanced psychological practice services within localities and NHS Tayside.
- Participate in the development of future Assistant Psychologists delivering brief, structured interventions.
- Participate in the development of service bids for future developments within the services.

Personal Development (5)

- To prepare for and attend clinical supervision on a weekly basis with designated clinical psychologist
- To identify own personal training/ development needs through consultation with the clinical supervisor and access appropriate training.
- Participate in NHS Tayside appraisal and Personal Development Planning process

Personal Skills (6)

- Ability to use own initiative, with appropriate supervision and support
- Ability to form a helping relationship with people in distress
- Good organisational skills and ability to divide time between clinical contacts & other tasks.

General

- Attendance and involvement in departmental meetings and locality team meetings aimed at developing psychology services in Tayside.
- To provide advice and peer support when requested and support other members of staff in their interests through discussion and attendance at formal presentations and assistant meetings.
- To maintain own clinical case records in accordance with professional and medical records standards and to complete on time monthly records and other such information as required for the department statistics on clinical activity.

7a. EQUIPMENT AND MACHINERY

- Regular use of computers
- Regular travel between clinics during working day
- Office equipment such as photocopiers are regularly used
- Equipment is used for presentations to health and non-health agencies e.g. projectors

7b. SYSTEMS

- Maintain accurate records of client contact and write letters and reports in adherence with standards and policies of the psychology department.
- To be able to word-process and send e-mails.
- To be able to use power point for use in own formal and informal presentations and group work.
- Provide weekly appointment diaries for administrative purposes. To complete own travel expense forms using the eExpenses system, monthly returns reporting on own clinical activity, fill in Tiara appointment system, and case file data audit forms to provide information for the department database.
- Provide monthly statistics on client contacts for departmental database
- Knowledge and competent use of computer software packages is essential, such as:
 1. Excel for creating and maintaining a database and analysing data
 2. Use of elibrary resources for literature reviews
 3. Statistical packages (including SPSS) used in psychology research
- Work within NHS Tayside policies and procedures
- Comply with all data protection and IT Security policies and guidance issued by NHS Tayside.

8. ASSIGNMENT AND REVIEW OF WORK

Cases will largely be referred by members of the Primary Care Health Team and partners in the locality. Referrals will be to adult/CAMHS services and identified as suitable for the Postholders.

Postholders will help ensure that referrals are suitable for brief structures intervention and decline cases where this and/or guided self-help is not an appropriate option. Where intervention may not be appropriate, these cases are discussed with the clinical supervisor. When a decision is made to accept the referral, the case will become the responsibility of the Postholder and will be appointed at the earliest opportunity. The GP is advised where referral to another psychology service or voluntary agency is considered more appropriate.

Postholders will manage and review their own caseload, which is reviewed weekly in clinical supervision. Postholders will be expected to anticipate problems (e.g. literacy problems) and resolve these (e.g. modifying self-help materials to suit the client's needs). Postholders will review their work on a weekly basis with their supervising clinical psychologist. Peer support will be offered within the department and by the other Assistant Psychologists providing enhanced psychological interventions. Clinical sessions may take place outwith the department in clinics and GP practices, usually without the presence of other members of the department.

9. DECISIONS AND JUDGEMENTS

The postholder will be expected to review and manage their own caseload. This will be done in conjunction with their supervising clinical psychologist.

Using the agreed pathways and project protocols, the post holder will be involved in the triage of clients, and be responsible, in discussion with the supervising psychologist for ensuring that clients follow the appropriate pathway.

- Use own judgement and apply knowledge of evidence-based psychological models/theory when evaluating emotional and mental health needs of the client.
- Use own judgement and knowledge of risk and protective factors when evaluating level of risk pertaining to the client's or others safety and welfare and deciding on appropriate action.
- Use own judgement in deciding when it is necessary to consult with supervisor.
- Apply good organisational skills and ability to divide time between clinical contacts and other tasks.
- Manage own administrative responsibilities, including making appointments, arranging clinics, and writing discharge reports.
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10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Working autonomously (with access to weekly supervision) within a variety of settings
- Working with distressed clients on a daily basis, including those with a history of abuse as children/adults/both, for reasons detailed in sections 11 and 12.
- Dealing with aggression/conflict within clinical sessions
- Working with clients with varying needs on a daily basis
- Responding to disclosure of potential and actual third-party risk in accordance with protocol.
- Working within a large and diffuse network spanning health, local authority and voluntary sector agencies. Ensuring time is divided appropriately among all duties of the post.

11. COMMUNICATIONS AND RELATIONSHIPS

This job requires a very high level of interpersonal and communication skill necessary to cultivate and monitor a therapeutic relationship in a very short period of time, including skills such as negotiation and persuasiveness to ensure appropriate engagement with brief structured interventions and the guided self-help approach. Postholders require developed and flexible communication skills necessary to transcend communication barriers, such as when working with non-English speaking clients and clients with learning difficulties. Strong communication skills are also required for the dissemination of psychological information and advice in a group setting and to other professionals working with the clients.

Range and frequency of communication includes:

Clinical Staff including Psychologists, GPs, members of the Primary Care Team- daily Community staff- frequently Clients- daily Other statutory services- frequently Voluntary groups- frequently	
12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB	
Physical Skills:	Accurate IT Skills – frequently Ability to work in diverse settings – frequently
Physical Demands:	Travel around Tayside – constantly Travelling in adverse conditions i.e. bad weather, traffic congestion, rural roads frequently Sitting still for up to 50 minutes at a time.
Mental Demands:	Periods of intense concentration required – frequently; periods extend for 3-4 hours within a single half-day clinic. Supporting clients with emotional needs- constantly
Emotional Demands:	Working in isolation – constantly Working in a variety of locations with other professionals – frequently Containing and responding to significant distress – frequently
13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB	
<ul style="list-style-type: none"> • Clinical Experience in Primary Care or the Voluntary Sector. • The post holder must have an honours degree in Psychology conferring graduate basis for registration with the British Psychological Society (or equivalent for other health disciplines).. • Experience in working with people with mental health problems using CBT self help materials to promote recovery. • Understanding of the wider social issues that affect Health. • Ability to liaise effectively with health professionals, and staff in statutory and non-statutory agencies • Excellent communication skills, both written and verbal • Evidence of computer literacy and experience of Word and Excel 	
14. JOB DESCRIPTION AGREEMENT	
A separate job description will need to be signed off by each jobholder to whom the job description applies. Job Holder's Signature: Line Manager's Signature: Head of Department Signature:	Date: Date: Date: