

NHS FORTH VALLEY

JOB DESCRIPTION

1. JOB DETAILS

Job Title:	Assistant Psychologist
Responsible to:	Consultant Clinical Psychologist
Department:	Psychological Services or CAMHS
Job Reference:	UD-BN-PSY-020

2. JOB PURPOSE

The post holder will work under the supervision and guidance of a qualified Psychologist. The post holder will work independently according to a plan agreed with a qualified psychologist and within the overall framework of the team's policies and procedures. He or she will assist in clinically related administration, supervised assessment and routine clinical work, conduct of audits, collection of statistics, development of audit and/or research projects, teaching and project work.

The post holder will pursue personal and professional development through the medium of a Personal Development Plan.

3. KEY DUTIES

Responsibilities

- **Patient Client Care**

There is a responsibility to:

Conduct assessments and interventions under the supervision of a clinical psychologist or other qualified clinician.

Carry out psychometric assessments when requested by clinical psychologist or other qualified clinician, including administration and scoring of tests and preparing of reports to be scrutinised by qualified psychologist.

Undertake behavioural observations.

Under supervision, and once initial assessments and formulations have been completed, participate in routine direct clinical work and in the implementation of programmes of care with adults or children and young people who have complex difficulties

Under supervision, .participate in carrying out prescribed cognitive behavioural or behavioural interventions (for example, exposure and anxiety management) with service users.

Assist in the co-ordination and running of therapeutic groups.

Undertake protocol based psychological assessments of clients applying psychological, including neuro-psychological, tests, self-measuring, rating scales, direct and indirect structured observations and semi-structured interviews with clients, family members and others involved in the client's care.

- **Policy and Service**

There is a responsibility to:

Work under the supervision and guidance of a qualified Psychologist. The post holder will work independently according to a plan agreed with a qualified psychologist and within the overall framework of the team's policies and procedures

Have full knowledge of, and follow, the relevant codes of professional conduct, and to be accountable for professional practice.

Assist in the development of a psychology based framework of understanding and care to the benefit of all clients of the service, across all settings where care takes place.

- **Finance and Physical Assets**

There is no financial responsibility attached to this post.

- **Staff Management/Supervision, Human Resources, Leadership and/or Training**

There is a responsibility to:

Contribute to the training and support of other staff in psychological care.

- **Information Resources**

There is a responsibility to:

Complete written reports, based on information gathered.

Maintain written records of work to the standard set by the Department.

Provide monthly statistics of work carried out.

Use Microsoft EXCEL for research and audit related activities.

Use Microsoft WORD for reports, minutes etc.

Frequently use internet (e-library) for literature searches and resource collection.

Occasionally use SPSS for data analysis.

- **Research and Development**

There is a responsibility to:

Assist with small-scale research, audit and service evaluation, and service development projects.

Be involved in any relevant clinical research (i.e. design, data collection, analysis and write-up).

Skills

- **Physical**

There is a requirement to:

As appropriate to the working area and in line with the relevant policies and procedures:

Listen, assess, plan, feedback and work rapidly in a demanding situation

Use standardised psychological tests and materials for both clinical and research based activities.

There is a requirement to be familiar with the general use, storage and care of all equipment used within the clinical area of work.

- **Communication**

As appropriate to the working area and in line with the relevant policies and procedures there is a requirement to:

Have excellent interpersonal communication, verbal and listening skills

Liaise with other professionals from the teams working in the same clinical area as the supervising psychologist and to conduct observations of clients in various settings such as home and in-patient settings, to contribute to the assessment process.

Prepare reports for qualified staff based on the assessments and observations undertaken.

Participate in Multi-Disciplinary, Care Planning meetings as required

Undertake protocol based psychological assessments of clients applying psychological, including neuro-psychological, tests, self-measuring, rating scales, direct and indirect structured observations and semi-structured interviews with clients, family members and others involved in the client's care.

Participate in relevant Service meetings as required.

In common with all clinical psychologists, receive regular clinical supervision in accordance with professional practice guidelines.

Contribute to the training and support of other staff in psychological care.

Communicate with clients who may have disorders affecting their ability to communicate effectively.

Liaise with Multi-disciplinary teams.

Communicate with voluntary and local authority agencies.

- **Analytical and Judgements**

There is a requirement to:

Conduct assessments and interventions

Undertake protocol based psychological assessments of clients applying psychological, including neuro-psychological, tests, self-measuring, rating scales, direct and indirect structured observations and semi-structured interviews with clients, family members and others involved in the client's care.

Conduct observations of clients in various settings such to contribute to the assessment process.

Listen, assess, plan, feedback and work rapidly in a demanding situation

- **Planning and Organising**

There is a requirement to:

Work independently according to a plan agreed with a qualified psychologist and within the overall framework of the team's policies and procedures.

Assist in clinically related administration, supervised assessment and routine clinical work, conduct of audits, collection of statistics, development of audit and/or research projects, teaching and project work.

Carry out administrative and IT tasks to augment the daily running of the service

Once initial assessments and formulations have been completed, participate in routine direct clinical work and in the implementation of programmes of care

Assist in the co-ordination and running of therapeutic groups.

Assist in the development of a psychology based framework of understanding and care to the benefit of all clients of the service, across all settings where care takes place.

Contribute to the training and support of other staff in psychological care.

Balance the demands of client work, paperwork, seeing professionals and other organisations and supervision, in addition to organising the availability of rooms, and also to time manage the demands of the assistant psychology research and audit component

Effort and Environment

- **Physical**

There is a requirement to:

Maintain a seated position for up to sixty minutes during assessments, testing and interventions.

Frequent use of VDU for research and audit related activities, reports, minutes etc., internet (e-library) for literature searches and resource collection and data analysis.

- **Mental**

There is a requirement to:

Maintain periods of concentration for up to sixty minutes during assessments, testing and interventions.

- **Emotional**

There is a requirement to:

Work with emotionally demanding clients

Participate in routine direct clinical work and in the implementation of programmes of care with clients who have complex difficulties

- **Working Conditions**

There is a requirement to:

Less than once a month, deal with verbal abuse and hostility from clients

Frequent use of VDU

4. FREEDOM TO ACT WITHIN THE JOB

The post holder will work under the supervision and guidance of a qualified Psychologist. The post holder will work independently according to a plan agreed with a qualified psychologist and within the overall framework of the team's policies and procedures. He or she will assist in clinically related administration, supervised assessment and routine clinical work, conduct of audits, collection of statistics, development of audit and/or research projects, teaching and project work.

The post holder will pursue personal and professional development through the medium of a Personal Development Plan.

Work will be assigned by the qualified psychologist to whom the post holder is responsible on a day to day basis

Have full knowledge of, and follow, the relevant codes of professional conduct, and to be accountable for professional practice.

In common with all clinical psychologists receive regular clinical supervision in accordance with professional practice guidelines

Gain wider experience of professional psychology within the NHS

Develop skills and competencies that assist in the delivery of current duties.

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

First academic degree at Honours level of at least upper second class in Psychology

Must have excellent interpersonal communication, verbal and listening skills

Ability to work with adults and their carers in an emotive atmosphere, preferably in a clinical setting.

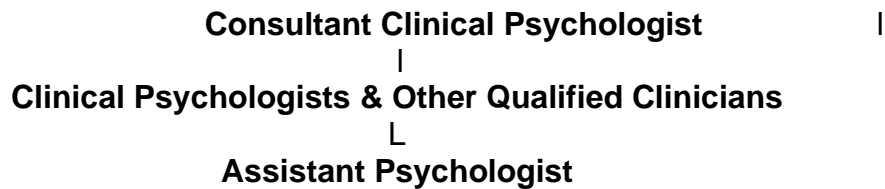
Must have ability to learn new skills quickly

Must ensure continual professional development, updating of relevant skills and knowledge on a pro-rata basis

To gain wider experience of professional psychology within the NHS over and to ensure confidentiality in all aspects of the service provision, including service user records.

To develop skills and competencies that assist in the delivery of current duties.

6. DEPARTMENT ORGANISATIONIONAL CHART



NHS FORTH VALLEY

JOB DESCRIPTION

1. JOB DETAILS

Job Title: Assistant Psychologist, Higher Level

Responsible to: Consultant Clinical Psychologist

Department(s): Psychological Services or CAMHS

Job Holder Reference: BN-PSY-031a

2. JOB PURPOSE

To support and enhance the professional psychological care of clients within Forth Valley by contributing to clinical resource development and psychological interventions on a one to one and group basis, under the supervision of a qualified psychologist. To assist in clinically related administration, service related research and audit, and data collection, in order to play a key role in the evaluation of the service. To work within the overall framework of the team's policies and procedures.

3. ORGANISATIONAL POSITION

Accountable to Consultant Clinical Psychologist

ROLE OF DEPARTMENT

SEE APPENDIX 1

4. DIMENSIONS

- To conduct assessment interviews and interventions, under supervision of the lead clinician or specialist psychological practitioner, of adults or children and young people presenting with mild to moderate mental health difficulties.
- To carry out psychometric assessments when requested by the lead clinician.
- To carry out administrative and IT tasks to augment the daily running of the service.

- To comply with the highest professional standard as determined by the British Psychological Society (BPS) and NHS Forth Valley t, including awareness of policies regarding client confidentiality and child protection, health and safety, risk management, data management, equal opportunities and cultural diversity.

5. KEY DUTIES/RESPONSIBILITIES

Clinical

- To undertake protocol based assessments of clients using psychological and psychometric tests, direct and indirect structured observations, rating scales, self-report measures and semi-structured interviews.
- To undertake protocol-based therapeutic and psycho-educational interventions for adults or children and young people presenting with mild to moderate mental health difficulties under the appropriate supervision of a qualified psychologist
- To assist in the organisation and delivery of group programmes Attendance and participation in client reviews.
- Attendance and contribution at multi-disciplinary meetings.

Teaching, Training and Supervision

- To attend personal clinical supervision sessions, in common with all Clinical Psychologists in accordance with profession practice guidelines.
- To gain wider experience of professional psychology within the National Health Service.
- To develop skills and competencies that assist in the delivery of current duties.
- To contribute to the training and support of other staff in psychological care.

Administration

- To maintain the highest standards of clinical record keeping and report writing in accordance with professional codes of practise of the British Psychological Society and Health Board/HSCP policies and procedures.
- To contribute to the day to day running of the clinical service, which requires detailed planning and co-ordination.
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- To be responsible for administrating the evaluation of the service including: collection, scoring and recording a variety of outcome measures/ scales/ questionnaires, to support the evaluation of the service.
- Participate in research/audit including collating evidence, developing methodology and conducting relevant literature searches as required.
- Presentation of evaluation data as required.

6. SYSTEMS AND EQUIPMENT

- Occasional use of highly specialised psychometric tests, used to determine intellectual and cognitive function.
- Frequent use of Patient Information Management Database and Spreadsheets.
- Frequent computer use including Microsoft office, access database, Internet explorer and OVID literature databases to search for evidence-based literature.

7. ASSIGNMENT AND REVIEW OF WORK

- To work autonomously under the guidance of the qualified psychologist
- To plan and prioritise tasks.
- To review work and workload with the qualified Psychologist during clinical supervision sessions to provide opportunity to discuss any clinical cases or issues arising that are of a clinical nature.

8. COMMUNICATIONS AND WORKING RELATIONSHIPS

- To communicate with clients in a non-judgemental and empathic manner.
- To communicate with clients complex information in relation to clinical interventions.
- To work professionally within a highly emotive, hostile or antagonistic atmosphere.
- To work with other mental health professionals as part of a team and to liaise with other health care professionals as appropriate.

9a. PHYSICAL DEMANDS OF THE JOB

- To sit in a restricted position for sixty minutes at a time during assessment and therapy sessions up to 5 times a day.
- Motor-co-ordination skills for administration of psychometric assessments.
- To sit in a restricted position during IT and administrative tasks several times each day for periods of up to two hours.
- To drive within Forth Valley to different locations and to attend meetings as required..

9b. MENTAL/EMOTIONAL DEMANDS OF THE JOB

- To maintain periods of concentration for up to sixty minutes during assessments, testing and interventions.
- To be exposed to distressing situations.

- To carry out occasional work with emotionally demanding clients under supervision.
- To be subject to verbal abuse and hostility from clients, less than once a month.

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

- Psychological knowledge acquired through upper second-class or above Honours degree in Psychology, and supplementary short courses.
- An understanding of good clinical practice and an ability to work collaboratively within a multi-disciplinary team.
- Ability to work with adults and their carers, or children, young people and their families, in an emotive atmosphere, within a clinical setting.
- Experience of clinical supervision.