

## JOB DESCRIPTION

### CARDIFF AND VALE UNIVERSITY HEALTH BOARD

#### JOB DETAILS

<b>Job Title:</b>	Practitioner Psychologist (Clinical or Counselling)
<b>Pay Band:</b>	7
<b>Department:</b>	Adult Mental Health
<b>Directorate:</b>	Psychology & Psychological Therapies
<b>Clinical Board:</b>	Mental Health
<b>Base:</b>	To be confirmed

#### ORGANISATIONAL ARRANGEMENTS

<b>Managerially Accountable to:</b>	Lead Consultant Psychologist
<b>Reports to:</b>	Locality Lead Psychologist
<b>Professionally Responsible to:</b>	Clinical Director, Psychology & Psychological Therapies

#### 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. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

<b>We care about the people we serve <i>and</i> the people we work with</b>	Treat people as you would like to be treated and always with <b>compassion</b>
<b>We trust and respect one another</b>	Look for <b>feedback</b> from others on how you are doing and strive for <b>better</b> ways of doing things
<b>We take personal responsibility</b>	Be <b>enthusiastic</b> and take responsibility for what you do.
<b>We treat people with kindness</b>	<b>Thank</b> people, celebrate success and when things go wrong ask 'what can I learn'?
<b>We act with integrity</b>	Never let structures get in the way of doing the <b>right thing</b> .

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**

To contribute to psychology provision within Adult Mental Health.

## **DUTIES AND RESPONSIBILITIES**

### **CLINICAL**

1. To provide a psychology service to users of the service.
2. To carry a specialist clinical/counselling psychology workload of adult clients referred to the Adult Mental Health Psychology Service.
3. To provide specialised clinical assessments and evidence-based therapies, drawing on highly developed specialist theoretical and practical knowledge of a wide range of psychological procedures and evidence-based practices. This may be undertaken in in-patient and out-patient settings and clients' homes.
4. To make appropriate clinical judgments, diagnoses, formulations and decisions involving complex facts or situations, and which require the analysis, interpretation and comparison of a range of options, and which provide the basis for the development of therapeutic interventions.
5. To communicate diagnoses, highly complex condition-related and highly sensitive or life changing information to clients, relatives and other professionals, where barriers to acceptance and understanding may need to be overcome, and in situations which may be hostile, antagonistic or emotive.
6. To develop and implement individualised and group based specialised treatment interventions (e.g. challenging behaviour management programmes, cognitive rehabilitation programmes).
7. To prepare reports derived from systematic assessment and therapy for a range of professional groups and other agencies as required. Reports for statutory/legal agencies external to the Health Board will be discussed in supervision before dissemination.
8. To carry out assessments of risk (e.g. abuse, suicide, self-harm, risk to others).
9. To plan, organise and deliver a range of complex, clinically related activities e.g. specialist multi-disciplinary training courses for Cardiff & Vale UHB health professionals, client skills training groups.
10. To maintain and update client records in accordance with Cardiff & Vale UHB, professional and HCPC standards of proficiency.
11. To ensure the integrity and proper evaluation of psychological assessments and interventions applied by any assistant psychologists under the post holder's

clinical supervision within the service.

12. To be a member of the multi-disciplinary team.
13. In common with all clinical/counselling psychologists, the post holder will be accountable for their own clinical decisions and professional actions, whilst equally obliged to consult appropriately with peers or a clinical supervisor.
14. To plan and monitor own clinical work load, CPD and research activities.

## **SERVICE MANAGEMENT AND DEVELOPMENT**

1. To co-ordinate the day to day activities and offer clinical supervision to any attached Assistant Psychologists/Assistant Psychology Practitioners.
2. To communicate specific issues from own work area to the Head of Specialty.
3. To notify the Head of Specialty about the service needs and priorities within the service and to implement policy and service changes and developments agreed with the Head of Specialty.
4. To contribute to the development, evaluation and monitoring of the service's operational policies.
5. To contribute to the service's programme of research, evaluation and audit within UHB guidance.
6. To be responsible for advising colleagues within the team on psychological and/or organisational aspects of the service and to participate in the team's working parties as necessary.
7. To provide records and data regarding psychology activity within the service as required by the Head of Specialty and the UHB.
8. To represent Psychology on Directorate planning and service development committees relating to weight management services for adults as required by the Head of Specialty.
9. To implement Clinical Governance initiatives within the Service as required.
10. To be responsible for appropriate access to, and safe keeping and maintenance of, equipment used within the service.
11. To maintain up to date knowledge of statutory and legislative developments, national and local policies and issues in relation to Clinical Health Psychology.
12. The post holder will work within organisational policies and procedures, within BPS professional and ethical guidelines, and within HCPC standards of

proficiency.

### **TEACHING, TRAINING AND CLINICAL SUPERVISION**

1. To provide consultation, clinical supervision and training to colleagues from other professions regarding psychological assessment and therapy.
2. To provide teaching for the South Wales Doctoral Programme in Clinical Psychology.
3. To develop relevant materials for information and for the teaching and training of clients, carers, clinical psychology trainees and professional staff.

### **RESEARCH AND DEVELOPMENT**

1. To initiate, design and carry out clinically related research and service evaluation (in line with Directorate/UHB guidance and governance policies, and R&D directorate lead where appropriate).
2. To deploy professional skills in research, service evaluation and audit to help develop and improve services, and to provide research advice to other team staff undertaking these activities.
3. To utilise theory, evidence-based literature and research to guide evidence-based practice in individual work and work with other team members.
4. To organise research activities of any attached Assistant Psychologists as appropriate.

### **SERVICE DEVELOPMENT**

1. To contribute to the planning of services.
2. To be a member of any general planning groups for Weight Management Psychology Services, where this is appropriate.

### **PROFESSIONAL DEVELOPMENT**

1. To regularly participate in Continuing Professional Development (CPD) activities.
2. To receive regular clinical supervision in accordance with good practice guidelines.

### **PROFESSIONAL**

1. Post holders are required to maintain registration with the HCPC as a Practitioner Psychologist and to work within the HCPC standards of conduct, performance and ethics and other relevant guidance e.g. British Psychological Society.

2. The post-holder will be expected to assist the Head of Specialty in certain circumstances.
3. The post-holder will receive regular individual clinical supervision, and will participate in relevant group supervision where this is available locally.
4. The post-holder will be expected to attend relevant Speciality and Directorate meetings as time permits, and to represent the Head of Specialty where requested to do so.
5. The post-holder will make a full contribution to the Directorate's Clinical Governance Programme.
6. The post-holder will undertake appropriate Continual Professional Development, and will keep themselves updated on developments within their specialist areas as agreed in annual PADR and within directorate and HCPC guidance.
7. The post-holder will adhere to appropriate professional standards, as set out in the HCPC standards of conduct, performance and ethics and other relevant guidance e.g. British Psychological Society.
8. The post-holder will be responsible for their own professional actions.

## 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 noncompliance 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 any 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.

#### **PLEASE NOTE:**

This post is deemed to require a Disclosure check via the Disclosure and Barring Service. Therefore, it will be necessary before the appointment to contact the DBS to check on any relevant criminal background.

**Date Prepared:** May 2017

**Prepared By:**

Dr Jane Boyd

**Date Reviewed:** March 2021

**Reviewed By:**

Mr R T Kidd



## JOB DESCRIPTION

### CARDIFF AND VALE UNIVERSITY HEALTH BOARD

#### JOB DETAILS

<b>Job Title:</b>	Principal Practitioner Psychologist (Clinical or Counselling)
<b>Pay Band:</b>	8
<b>Department:</b>	Adult Mental Health
<b>Directorate:</b>	Psychology & Psychological Therapies
<b>Clinical Board:</b>	Mental Health
<b>Base:</b>	To be confirmed

#### ORGANISATIONAL ARRANGEMENTS

<b>Managerially Accountable to:</b>	Lead Consultant Psychologist
<b>Reports to:</b>	Locality Lead Psychologist
<b>Professionally Responsible to:</b>	Clinical Director, Psychology & Psychological Therapies

#### 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. We all want to do this to the best of our abilities – but we know that good intentions are not always enough. At Cardiff and Vale University Health Board our values and example behaviours are:

<b>We care about the people we serve <i>and</i> the people we work with</b>	Treat people as you would like to be treated and always with <b>compassion</b>
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## RESPONSIBLE FOR:

Assessment & treatment of own specialist caseload of patients & maintaining associated records; Providing, developing and managing highly specialist interventions; Clinical supervision of assistant psychologists, doctoral trainee clinical psychologists, other qualified clinical psychologists working in similar team settings, counsellors, practitioners, and other professionals using psychological approaches/care; Co-ordination of provision of specialist service; Providing specialist advice to other professions and Carers.

## JOB SUMMARY / PURPOSE OF POST

1. To provide a highly specialised psychological service to patients within the adult mental health Service their families, and the multidisciplinary team, including assessment and the provision of psychological therapy and/or advice to clients, their carers and other staff.
2. To provide highly specialised psychological assessment to aid diagnosis as required. This may involve disclosing the diagnosis to service users, carers and their families, and the provision of specialist psychological advice to facilitate adjustment to this.
3. The post-holder will also be responsible for providing consultation to other staff in the multidisciplinary team and other staff working within adult mental health.
4. The post-holder will initiate, co-ordinate and conduct psychological service improvement and will also be responsible for evaluation and audit.
5. The post-holder will be responsible for the initiation and facilitation of further projects that will contribute to the development of psychologically informed services for people with mental health problems.
6. They will act as a specialist in their area of work within adult mental health
7. The post-holder will be responsible for their own professional actions and decision-making and for working within professional ethics, HCPC and UHB policies and procedures.
8. They will deliver specialist expertise within their area of work.
9. In common with all clinical/counselling psychologists, the post-holder will receive regular clinical supervision in accordance with good practice guidelines.

## DUTIES AND RESPONSIBILITIES

### Clinical

1. To provide a highly specialised psychological service to the Mental Health service within Cardiff and Vale UHB and to be a core member of the team.
2. To provide highly specialised psychological assessment to aid problem definition and understanding a diagnosis where appropriate. This may involve disclosing the outcome to the patient and/or

family member and the provision of specialist psychological advice to facilitate adjustment to this information.

3. To advise on, provide specialist consultation to, and deliver appropriate psychological strategies to manage psychological problems impacting adults with Mental Health conditions and to help patients and/or family members in their use.
4. To assess patients for psychological therapy and/or behaviour management across a broad range of mental health/psychological problems and to independently select and employ appropriate assessment methods (e.g. applied behavioural analysis, clinical interview, rating scales, etc.). This frequently involves gathering information from a variety of sources (e.g. the patient, his/her family and care staff) and

examining the patient's difficulties in relation to these contexts. Frequent and prolonged periods of intense concentration will be necessary.

5. To individually formulate the patient's problems based on the highly complex information and perspectives gathered during the assessment and drawing on psychological theory and research. This will form the basis of therapy and will be guided by further review and reformulation.
6. To develop individual psychological therapy based on the formulation and to adapt this according to further review/reformulation.
7. To plan, coordinate and implement a range of different types of highly specialist therapies (e.g. cognitive-behavioural, systemic, etc.) according to the patient's problem/situation. This will frequently involve exposure to highly distressing and emotive information, e.g. regarding bereavement, trauma, abuse, etc. and will necessitate frequent and prolonged periods sitting in a constrained position. Frequent and prolonged periods of intense concentration will also be necessary.
8. To maintain and continue to develop high level therapeutic skills across a broad range of mental health/psychological problems and to adapt therapeutic input accordingly.
9. To plan and coordinate therapeutic group programmes within the service.
10. To be responsible for the development and co-ordination of highly specialised programmes of psychological care for individual clients in various settings including the community, hospitals, and residential/nursing home settings. This will necessitate assessment and consultation to staff plus provision of psychological expertise for ongoing support, monitoring, adaptation and evaluation of programmes.
11. To communicate highly complex, often technical, psychological assessments and advice to clients, carers, families and staff in a clear and empathic manner. This will often require a high degree of sensitivity and sometimes persuasion, as situations will frequently be highly emotive and sometimes hostile or suspicious (e.g. giving advice in managing challenging behaviour)
12. To provide timely written assessment, progress and discharge reports on all patients seen and other relevant reports as appropriate.
13. To collaborate with a variety of different types of staff (e.g. health staff, residential care and community staff, etc.) regarding the care and treatment of patients and to provide highly

specialised advice and consultation to such staff on a consultancy basis regarding the treatment of patients and treatment plans of clients you care for and monitor progress in receiving your care.

### Teaching, Training and Supervision

1. To provide regular clinical and professional supervision of assistant psychologists and clinical psychology trainees and manage and coordinate their day-to-day work within the service.
2. To provide specialist training for staff and carers on a variety of topics. This will require planning, organising and delivering training for a varied audience, including hospital and nursing home staff and family carers.
3. To provide specialist psychological consultation in relation to individual patients.
4. To liaise with other staff and organisations in the provision of education related to psychological aspects of patient care in respect of adults with Mental Health Conditions conditions and their carers and then to develop and deliver such teaching.
5. To teach trainee clinical psychologists on the South Wales Doctoral Training Course in Clinical Psychology.
6. To contribute to the supervision of other qualified clinical/counselling psychologists and psychological therapy practitioners working in similar settings.
7. To teach psychology to trainees of other professions in collaboration with other professional tutors and teachers.

### Research and Development

1. To initiate and conduct service-related psychological research/audit into areas relevant to the work of Mental Health conditions within UHB/Directorate guidance. This may involve the input and storage of data on computer systems.
2. To take an active part in evaluation and audit as part of clinical governance within UHB guidance.
3. To provide research opportunities to trainee clinical/counselling psychologists while on placement and to assist in developing and implementing a research idea within UHB guidance.
4. To maintain an awareness of relevant research findings as they relate to psychological practice.
5. To regularly evaluate clinical psychological practice using appropriate outcome measures.
6. To employ at all times a scientist-practitioner approach towards working practice.

### Service Development / Improvement

1. To develop the Service Psychological Care Model and improve the service provided to both community and hospital settings and to identify shortfalls in service provision.
2. To identify priorities for service development within the psychology service provided to the Mental Health service and to initiate and implement these.

3. To initiate and consult on relevant service developments within the wider service.
4. To participate in multidisciplinary meetings concerned with the delivery and development of clinical services.
5. In consultation with the Head of Specialty to be a member of appropriate committees concerned with the psychological care of people in medical settings.

### Professional Development

1. To partake regularly in activities related to Continuing Professional Development (CPD).
2. In common with all clinical/counselling psychologists, the post-holder will receive regular clinical supervision in accordance with good practice guidelines.

### Professional Requirements

1. Post holders are required to maintain registration with the HCPC as a Practitioner Psychologist and to work within the HCPC standards of conduct, performance and ethics and other relevant guidance e.g. British Psychological Society.
2. The post-holder will be expected to agree a job plan with the Head of specialty and to ensure objectives are agreed in partnership with service managers or service leads.
3. The post-holder will be expected to assist the Head of specialty (HOS) in certain circumstances as appropriate.
4. The post-holder will receive regular individual clinical supervision, and will participate in relevant group supervision where this is available locally.
5. The post-holder will be expected to attend relevant Speciality and Directorate meetings as agreed with the HOS, and to represent the Head of Specialty where requested to do so.
6. The post-holder will make a full contribution to the Directorate's Clinical Governance Programme.
7. The post-holder will undertake appropriate Continual Professional Development, and will, as matter of course, keep themselves updated on developments within their specialist areas as agreed in annual PADR and within directorate and HCPC guidance.
8. In some circumstances the post holder is required to develop and maintain additional clinical skills/qualifications (for example clinical neuropsychology) and adhere to relevant standards of conduct, performance and ethics in line with current professional practice and advice from the Head of Specialty/Clinical Director.

### 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.

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**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.

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**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.

#### PLEASE NOTE:

This post is deemed to require a Disclosure check via the Disclosure and Barring Service. Therefore, it will be necessary before the appointment to contact the DBS to check on any relevant criminal background.

**Date Prepared:** May 2017      **Prepared By:** Dr Jane Boyd / Dr Richard Cuddihy

**Date Reviewed:** March 2021      **Reviewed By:** Mr R T Kidd