

## JOB DESCRIPTION

### CARDIFF AND VALE UNIVERSITY HEALTH BOARD

#### JOB DETAILS

<b>Job Title:</b>	Principal Practitioner Psychologist (Clinical or Counselling)
<b>Pay Band:</b>	8a
<b>Department:</b>	ENFYS
<b>Directorate:</b>	Child Psychology, Children, Young People and Families
<b>Clinical Board:</b>	Women and Children
<b>Base:</b>	Woodland House

#### ORGANISATIONAL ARRANGEMENTS

<b>Managerially Accountable to:</b>	Head of Specialty, Child
<b>Reports to:</b>	Head of Specialty, Child
<b>Professionally Responsible to:</b>	Clinical Director, Psychology and 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.

## 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 Enfys 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 Child Psychology.
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 children and young people in Enfys.
6. They will act as a specialist in their area of work within Developmental Trauma.
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 services that support children and young people in care 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 developmental trauma 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 children with developmental trauma 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 developmental trauma 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 Enfyf 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 Speciality/Clinical Director.

### Other

1. To maintain up to date knowledge of legislation, national and local policies and issues that are relevant to applying clinical/counselling psychology to developmental trauma and to adhere at all times to the ethical standards laid down by the British Psychological Society and Health and Care Professions Council (HCPC). Clinical practice will then be initiated and developed within these guidelines.
2. To exercise the highest standards of client record keeping and the practice of professional self-governance in accordance with the professional code of practice of the British Psychological Society and HCPC Standards/Guidelines, and UHB policies and procedures
3. To work in a highly autonomous manner, being responsible for managing and prioritising own workloads while having recourse to other professionals for guidance. This may involve initiating and implementing a range of activities at any one time, some of which will be complex and entail liaising with other professionals.
4. To appropriately manage clinical risk (e.g. direct verbal/physical aggression) when it arises during clinical practice.
5. To conduct home visits as a routine part of clinical work. This will occasionally entail being confronted with adverse working conditions and/or risk, e.g. encountering unhygienic living conditions, unruly pets, etc.

### 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 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

**Date Reviewed:** June 2022      **Reviewed By:** Dr Jenny Hunt



## CARDIFF & VALE UNIVERSITY HEALTH BOARD PERSON SPECIFICATION

**Job Title:** Principal Practitioner Psychologist (Clinical or Counselling)  
**Department:** Enfys, Child Psychology  
**Band:** 8a  
**Directorate:** Child Psychology, Children, Young People and Families  
**Clinical Board:** Women and Children  
**Base:** Woodland House

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>QUALIFICATIONS</b>	<p>Good Honours degree in Psychology with eligibility for Graduate Basis for Chartership (GBC) with the BPS.</p> <p>Post-graduate Doctorate in Clinical/Counselling Psychology accredited by the HCPC (or its equivalent for those trained prior to 1996 as accredited by the BPS).</p> <p>HCPC registration as a practitioner psychologist.</p>	<p>Post-doctoral training in one or more additional specialist areas of psychological practice.</p>	<p>Application form</p> <p>Certificate Check</p> <p>Registration Card - Nurse / Allied Health Professional</p>
<b>EXPERIENCE</b>	<p>Significant and demonstrable post-qualification experience of working as a HCPC Registered Practitioner Psychologist.</p> <p>Experience of working with children and young people in an NHS setting; problems presenting with the full range of clinical severity across the full range of care settings including outpatient, community, primary care, in-patient and residential care settings and maintaining a high degree of professionalism in the face of highly emotive and distressing problems.</p> <p>Experience of exercising full clinical responsibility for clients' psychological care and treatment within the context of a multidisciplinary care plan.</p> <p>Experience of teaching / training and / or professional and clinical supervision.</p> <p>Demonstrable evidence of significant specialist clinical supervision within a scientist-practitioner framework, including individual supervision, group supervision and case presentations.</p>	<p>Experience of working in both community and in-patient settings.</p> <p>Experience working within a multi-disciplinary context</p> <p>Experience of NHS planning/service improvement forums</p>	<p>Application form</p> <p>Interview</p> <p>References</p>



<p><b>SKILLS</b></p>	<p>Skills in the use of complex methods of psychological assessment, intervention and management, frequently requiring sustained and intense concentration.</p> <p><b>Communication &amp; Relationship skills</b></p> <p>Ability to use the highest level of interpersonal and communication skills to convey and receive highly complex/sensitive information effectively, requiring empathy and reassurance, in a highly emotive atmosphere and the ability to overcome psychological resistance to potentially threatening information, whilst maintaining high degree of professionalism at all times.</p> <p>Ability to create and maintain effective working relationships.</p> <p>Ability to work collaboratively in multi-disciplinary settings.</p> <p>Skills in providing consultation to other professional and non-professional groups.</p> <p><b>Analytical and Judgment Skills</b></p> <p>Ability to make clinical and service-related judgments involving complex facts requiring analysis, interpretation and comparison of several options.</p> <p>Ability to evaluate critically research evidence relating to clinical effectiveness and service development.</p> <p><b>Planning and Organisational Skills</b></p> <p>Ability to plan and organise a range of clinical or service-related activities and programmes.</p> <p>Ability to implement agreed policies and strategic long-term service developments.</p>	<p>Knowledge of the theory and practice of specialised psychological therapies in specific groups that are difficult to treat (e.g. personality disorder, dual diagnosis, people with additional disabilities, etc.)</p> <p>High level of knowledge of the theory and practice of at least two specialist psychological therapies.</p> <p>Knowledge of legislation in relation to client group and mental health.</p> <p>Ability to speak Welsh and a willingness to use this in the context of work where relevant.</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
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<p><b>SPECIAL KNOWLEDGE</b></p>	<p>Knowledge of the theory and practice of Clinical Psychology in relation to developmental trauma.</p> <p>Knowledge of legislation and its implications for both clinical practice and professional management in relation to the service.</p> <p>Evidence of post-qualification continuing professional development as recommended by the HCPC and BPS.</p> <p>Formal training in supervision of other psychologists.</p> <p>Doctoral level knowledge of research design and methodology.</p> <p>Doctoral level knowledge of clinical/counselling psychology theory and practice, assessment, psychological therapies and their application</p>	<p>Well-developed specialist knowledge of psychological models and therapies related to the needs of people with developmental trauma.</p> <p>Awareness of ethnic diversity issues.</p>	<p>Application form Interview References</p>
<p><b>PERSONAL QUALITIES</b> <i>(Demonstrable)</i></p>	<p>Ability to make effective use of clinical consultation and appraisal.</p> <p>Respect for users of services and their Carers.</p> <p>Commitment to and interest in working with people who have developmental trauma.</p> <p>Commitment to working collaboratively with people living with developmental trauma and their carers to develop and improve services.</p> <p>Willingness to work as part of a team.</p> <p>Ability to work independently.</p> <p>Willingness to supervise trainee clinical psychologists and other qualified clinical/counselling psychologists working in similar team settings.</p> <p>Willingness to participate in continuing professional development.</p> <p>Ability to communicate clearly and with sensitivity – verbally and in writing.</p> <p>Organised and flexible, able to prioritise workload.</p>		<p>Application form Interview References</p>

<p><b>OTHER</b> (Please specify)</p>	<p>Ability to travel between work sites in a timely manner.</p> <p><b>Freedom to Act</b></p> <p>Must be capable of working within organisational policies, and be accountable for own professional actions.</p> <p><b>IT Skills</b></p> <p>Computer literate.</p> <p>Standard keyboard skills.</p> <p>Ability to use standard and specialist software.</p> <p><b>Physical Skills</b></p> <p>Formal training in assessment.</p> <p>Formal training in breakaway techniques.</p>	<p>Ability to speak Welsh and willingness to use in a work context.</p>	<p>Interview Document Check</p>
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**Date Prepared:** May 2017 **Prepared By:** Dr Jane Boyd

**Date Reviewed:** June 2022 **Reviewed By:** Dr Jenny Hunt