

Job Description

Job Title	Assistant Psychologist
Salary Band	Band 5
Division/Service Line	Mental Health Psychology
Department	Kernow Workforce Wellbeing hub

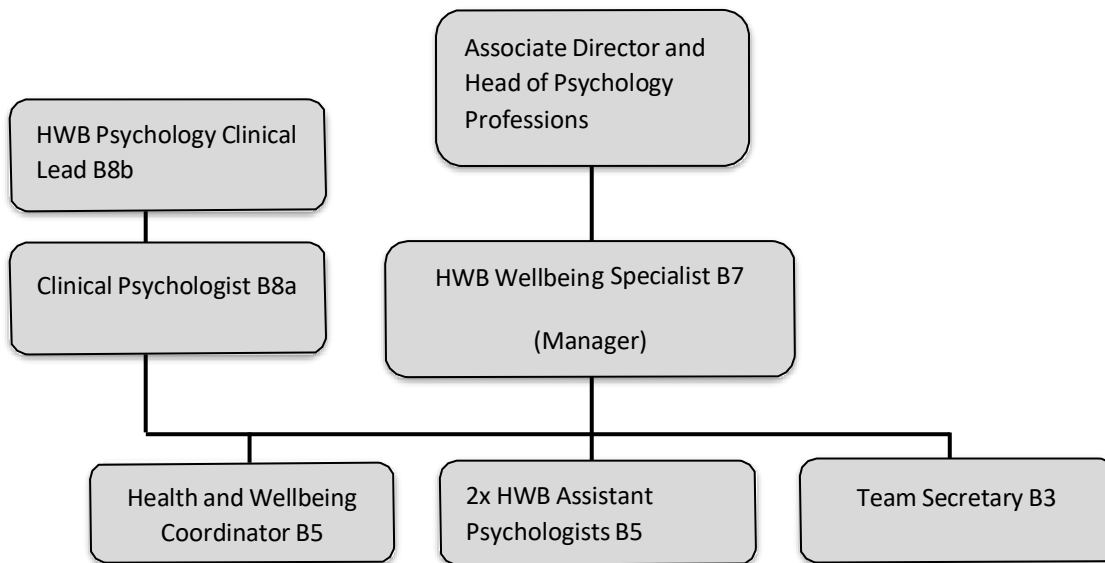
Job Overview

The key purpose of this role is to support health and social care staff across the Cornwall Integrated Care System (ICS) who experience psychological distress or symptoms of trauma as a consequence of ongoing or exceptional work pressure and stressors. The post holder will support staff to enable them to address the impacts that this may have had upon their functioning and enable them to get access to appropriate input in relation to their wellbeing.

Specifically, the role will include:

- Being responsible for promoting the psychological health and well-being of health and social care staff across Cornwall ICS.
 - Under the supervision of a qualified Clinical Psychologist:
 - Providing psychological assessment, formulation, and intervention to individuals or groups.
 - Assisting in clinically related administration, teaching, and project work.
 - Assisting in the collection of data, the development of service evaluation/audit and/or research projects
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Organisational Chart



Duties and Responsibilities

Communication and Working Relationships

- Health and Social Care staff working in the services provided by Cornwall ICS
- In context of clinical and service development responsibilities works with multi-disciplinary colleagues, social services staff, and staff from private / voluntary organisations.
- Assistants in other parts of the ICS (professional networks)
- To attend meetings in which service developments are planned and discussed.

Management and Personal Development

- Attend and feedback from meetings across the ICS related to staff health and wellbeing.
- Liaise with services and other professionals across the ICS within meetings, training and other events delivered by KWWH.
- Assist with the organisation and delivery of ICS wide events on topics relevant to psychological health and wellbeing.
- Assist in the development of a psychologically based framework of understanding and care of ICS colleagues.
- Contribute to the training and support of other staff in psychological care.
- Receive regular clinical supervision with a qualified psychologist within KWWH, in accordance with professional practice guidelines.
- Manages work independently according to goals agreed at intervals with their Team Leader/Clinical Supervisor, working independently on a day-to-day basis.
- Works within guidance and direction of qualified Psychologist and guided by the Profession's standards including the British Psychological Society (BPS) Code of Conduct, Ethics Guidelines for Chartered Psychologists, and registration.
- To undertake compulsory and statutory training relevant to the post and attend Continuing Professional Development events as appropriate to the post.
- To contribute to the development and maintenance of the highest professional standards of practice, through active participation in internal and external CPD training and development programmes, in consultation with the post holder's professional and line manager.
- To maintain a high degree of professionalism when working in settings where there is a highly emotive atmosphere.
- To maintain the highest standards of clinical record keeping and report writing in accordance with professional codes of practice of the British Psychological Society and Trust policies and procedures.
- To undertake specific administrative duties as required.
- To perform other duties of a similar kind appropriate to the grade.
- To carry out duties from both your home and office environment when required in line with hybrid working approach of the team.
- Access to car and clean current driving licence required.

Clinical Activities

- Provide initial clinical assessments via the telephone and engage in risk assessments where indicated.
 - Engage sensitively with staff through a non-prescriptive approach. This will be underpinned by an ability to recognise and validate the components of their job stress and its impact on their work and personal life.
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- Assist in the formulation and intervention planning of psychological treatment for colleagues, under the supervision of a qualified psychologist within the hub.
- As appropriate, undertake assessment and management of risk, under the supervision of a qualified psychologist within the hub.
- Assist in the planning, coordination and running of colleague support forums such as reflective practice, case discussion, formulation and CPD workshops.
- Work with other hub colleagues to assess staff and review their care in preparation of multi-disciplinary reviews.
- Attend and contribute to appropriate multi-disciplinary and multi-agency meetings.
- To assist in the running of therapeutic groups for health and social care staff. s
- Deliver services across a wide range of settings and locations: residential services, day care, educational facilities, GP practices, office / clinic, and hospitals.

Strategic Development, Planning and Organising

- To assist in the design and implementation of service development projects as required. To attend meetings in which service developments are planned and discussed.
- To assist with the design, and routinely contribute to the implementation of service audit and service evaluation.
- Contribute to local and national research projects under the supervision of a Practitioner Psychologist.
- To undertake searches of evidence-based literature and research to assist qualified Practitioner Psychologists/Team in monitoring developments in evidence-based practice.
- Undertake data collection, analysis, the production of reports and summaries, using IT and statistical programmes.

IT Systems and Processes

- To contribute to the recording of clinical data using the Electronic Patient Health Records software, and the recording of clinical activity data using the Integrated Care System.
- To be responsible for using an e-mail account to generate, monitor, and respond to the e-mail traffic by which the Trust conducts much of its internal communication.
- To be responsible for the maintenance of personal Electronic Diary's using RIO and nhs.net, making them available to work colleagues who are authorised to access RIO and nhs.net.
- To utilise computerised programmes for the purposes of service audit and research, including the use of databases and the Statistical Packages.

Additional Information

Code of Conduct

The post holder is required to comply with all relevant Code of Conducts for the role, including the Trusts Code of Conduct. All staff are required to support the Trust's commitment to developing and delivering excellent customer service by treating patients their carers, families, friends, visitors and staff with professionalism, dignity and respect. All staff are expected to behave in a professional manner and not to bring the Trust into disrepute.

Confidentiality and Data Protection Act

All NHS employees have a duty to maintain confidentiality under both common law and the Data Protection Act 2018. Service users and staff have a right to expect that any information, whether personal or commercial, held by the Trust will be treated in a confidential manner. All employees of Cornwall Partnership NHS Foundation Trust must not, without prior permission, disclose any information regarding patients or staff.

Safeguarding Children and Vulnerable Adults

All employees of Cornwall Partnership NHS Foundation Trust must be familiar with and adhere to the Trust's safeguarding policies and procedures.

Personal Development

All employees are required to undertake statutory and essential training as directed by the Trust. This will be monitored through the supervision and appraisal process which is in place for all staff to participate in.

Risk Management and Health and Safety

All employees of Cornwall Partnership NHS Foundation Trust are required to make positive efforts to maintain their own personal safety and that of others. You are reminded of your responsibilities for health and safety at work under the Health and Safety At Work Act 1974 as amended and associated legislation. These include the duty to take reasonable care for the health and safety of yourself and of others in your work activities or omissions, and to co-operate with your employer in the discharge of its statutory duties. It is also essential that precautions advised by Management, Occupational Health, Risk & Safety Services, etc. are adhered to for your own protection.

Infection Prevention and Control

All staff, collectively and individually, has a duty of care in following best practice in adherence to guidelines which is a fundamental requirement in underpinning the management of infection control.

Location/Mobility

In accordance with the Trust's requirements, all staff are required to undertake work and alternative duties as reasonably directed at variable locations in the event of, and for the duration of a significant internal incident, major incident or pandemic. You may be required to work at or from any additional location as determined by the Trust. You may also be required to travel between Trust premises for the performance of your duties.

Equal Opportunities

The aim of the Trust's policy is to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of race, creed, sex, marital status, disability, age, nationality, ethnic or national origins. The Trust commits itself to promote equal opportunities and will keep under

review its policies, procedures and practices, to ensure that all users and providers of its services are treated according to their needs.

Review of the Job Description

This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.

Rehabilitation of Offenders Act

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 is applicable to this post. Therefore, should you be offered the post it will be subject to a Disclosure & Barring Service check satisfactory to the Trust. You will therefore be required to declare all criminal convictions, cautions, reprimands and warnings that would not be filtered in line with current guidance.

The Trust operates a no smoking policy. Employees are not permitted to smoke anywhere in the premises of the Trust or when outside on official business. Staff must be mindful of public perception and therefore must not smoke whilst travelling in Trust identified vehicles or when can be identified as a member of CFT staff.

Person Specification

Job Title	Assistant Psychologist
Salary Band	Band 5
Division/Service Line	Psychology
Department	Kernow Workforce Wellbeing hub

Role Requirement	Essential	Desirable
<i>Education / Qualifications and Relevant Experience</i>		
Psychology Degree accredited by the British Psychological Society	✓	
Eligible for graduate membership of the British Psychological Society	✓	
Experience working with people with mental health problems	✓	
Previous experience working as an Assistant Psychologist		✓
Experience of working with patients with complex and challenging needs		✓
Additional knowledge/ experience of research methodology		✓
Practical working knowledge of at least one relevant psychological approach (e.g. CBT)		✓
<i>Skills and Aptitude</i>		
Ability to work under pressure and deal with emotional situations with compassion and care.	✓	
Excellent communication skills, including verbal and written communication	✓	
Good organisational skills, able manage their own caseload and can prioritise effectively.	✓	
<i>Knowledge and abilities</i>		
Ability to establish rapport with a wide variety of people	✓	
Ability to demonstrate respect for service users	✓	
Flexibility in respect to the needs of the service	✓	
Ability to undertake all statutory and mandatory training required for the role	✓	

Ability to recognise limits of competence and seek support when needed.	✓	
<i>Personal Qualities</i>		
Emotional robustness to frequently work with the intense distress of others.	✓	
Strong listening skills, empathy towards people in distress	✓	
<i>Other</i>		
Demonstrates evidence of Trust "CARE" values	✓	
Ability to travel independently where required	✓	
Disclosure and Barring Service check satisfactory to the Trust	✓	
Occupational health clearance satisfactory to the Trust	✓	
This role may be deemed as an Information Asset Owner in line with the Trust Information Risk Policy		

