

## Specialist Services Directorate

### Luton & Bedfordshire CAMHS Child and Family Consultation Service

#### Job Description

<b>Job Title:</b>	Principal Clinical Psychologist in specialist Neurodevelopmental Team
<b>Band:</b>	8b
<b>Hours:</b>	1.0 WTE 37.5 hours a week
<b>Responsible to:</b>	Clinical Team Lead – Luton and Bedfordshire Neurodevelopmental Team
<b>Accountable to:</b>	General Manager, Luton & Bedfordshire CAMHS
<b>Locations:</b>	Bedford CAMHS (3 days), Luton CAMHS (2 days)
<b>CRB check required:</b>	Enhanced

#### Job Context

ELFT CAMHS is a well-established multidisciplinary service that provides a comprehensive stepped model of care for children, young people and their families in the locality. The service comprises teams of clinicians that currently includes Psychiatry, Clinical Psychology Systemic Family Therapy, Community Mental Health Nurses and a variety of other key psychological therapy and clinical disciplines. As well as providing specialist mental health assessment and intervention as part of the Neurodevelopmental Team (NDT), the Clinical Psychologist will help to coordinate the delivery of the service as well as provide specialist supervision, consultation, training and direct clinical interventions. The NDT works with children and young people with moderate and severe learning disabilities, and those diagnosed with Autism Spectrum Condition, and their carers and families.

#### Summary

- Together with the Clinical Team Lead (CTL) of the NDT, be responsible and accountable for the development and direct provision of the clinical service commissioned for Luton and Bedfordshire children and their carers including highly specialised consultations, assessments and therapeutic interventions.
- Take a lead on supporting Quality Improvement and Audit Projects in the team, and ensure that local audits ensure quality service offer and addresses mental health needs identified in the community that is leading to increased demands on the service, such as Complex PTSD, and implications for service planning, delivery and CAMHS workforce requirements and development.
- Together with the CTL, take a lead on developing, overseeing and supervising short to medium term therapeutic provision within the team, for example Cognitive Behavioural Therapy, Positive Behavioural Support, Family Work, work on Social and

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## Communication Skills

- Lead on the use, development and interpretation of routine outcome measurement, including goal based measures, for performance and clinical purposes.
- Together with the Clinical Team Lead, lead on the development, planning and organisation of the service in line with local strategies and in response to local needs, and national priorities.
- Manage and coordinate the work of clinical staff within the team, establishing clear objectives and reviewing performance on a regular basis. This would include regular attendance at team meetings, contributing to away days and developing the team's functions.
- Provide line management and supervision to clinical staff from other professions within the team. In addition, to support clinicians with the management of their more complex cases within their caseloads.
- Be a clinical member of the NDTeam under the leadership of the Clinical Team Lead providing specialist assessment (including cognitive assessments, and assessments for Autism Spectrum Disorders and therapeutic interventions for children and families with emotional and behavioural difficulties referred to this team.
- Membership of the team would also include contributing to the development of clinical systems to manage the work load of the team, chairing of meetings when required, supporting multi-disciplinary case discussion and representing the contribution and interests of Clinical Psychology within the team.
- Contribute to a Clinical Duty System to screen referrals daily, and to address urgent or emergency presentations either to the clinic or at the Luton & Dunstable or at the Bedford Hospital.
- Line manage and supervise junior Clinical Psychology and other multi-disciplinary staff , including trainees, where required within the E+B teams and across other teams if clinically appropriate.

## Key Relationships

Associate Clinical Director  
General Manager  
Psychological Therapies Lead  
Clinical Team Leads  
NDT colleagues  
Trust Performance Team  
Trust Corporate Services  
CCG Commissioners  
CCG GP Clinical Leads  
Social Care Senior Managers  
Education Senior Managers  
Third Sector Partners  
Service Users

## KEY RESULT AREAS

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**CLINICAL Direct:**

- I. Be responsible for the provision of highly specialist psychological assessments of often highly complex children, young people and their families referred based upon the appropriate use, interpretation and integration of data arising from complex psychological and neuropsychological tests, self report measures, rating scales, direct and indirect structured observations and semi-structured interviews with clients, family members and others involved in the client's care.
- II. Be responsible for the contextualized formulation of plans for the formal psychological treatment and / or management of the client's mental health problems based upon an appropriate conceptual framework of the client's problems, and employing methods based upon evidence of efficacy, across the full range of care settings.
- III. Be responsible for implementing a range of psychological interventions for at times highly complex individual clients, carers, families and groups, within and across teams employed individually and in synthesis, adjusting and refining contextualised psychological formulations drawing upon different explanatory models and maintaining a number of provisional hypotheses.
- IV. Be responsible for the provision of highly skilled evaluations and decisions about treatment options taking into account both theoretical and therapeutic models and highly complex factors concerning historical and developmental processes that have shaped the individual, family or group.
- V. Exercise full responsibility and autonomy for the episodic treatment and discharge of clients whose problems are managed as a psychologically based standard care plan, ensuring appropriate assessment, formulation and interventions, communicating with the referral agent and others involved with the care on a regular basis.
- VI. Undertake risk assessment and risk management for individual clients and provide general advice to other professionals on psychological aspects of risk assessment and management.
- VII. Act as care manager, ensuring the provision of a care package appropriate for the client's needs, co-ordinating the work of others involved with care, taking responsibility for arranging CPA reviews as required and communicating effectively with the client, his/her family and all others involved in the network of care, and to monitor progress during the course of multi-disciplinary interventions.
- VIII. Work with maximum effect as a senior within a multi-disciplinary team setting.
- IX. Be responsible for providing and receiving highly complex, sensitive, distressing and emotional information in relation to mental health issues, where there are often barriers to acceptance.
- X. Spend sustained amounts of time with service users who may be aggressive and hostile, who may have poor communication skills and self-care and special physical and/or mental needs.
- XI. Communicate in a highly skilled and sensitive manner, information concerning the assessment, formulation and treatment plans of clients under their care and to monitor and evaluate progress during the course of both uni- and multi-disciplinary interventions.

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- XII. Communicate across language and cultural barriers.
- XIII. Be responsible for recording, monitoring and reporting on clinical work and communicating complex clinical information to a variety of recipients, e.g. service users, families and carers, other professionals, formal panels and statutory and voluntary organisations, orally, in writing and/or electronically.

**CLINICAL Indirect:**

- I. Provide expertise and specialist psychological advice, guidance and consultation to other professionals contributing directly to client's formulation, diagnosis and treatment plan.
- II. Ensure that all members of the clinical team have access to a psychologically based framework for the understanding and care of clients of the service, through the provision of advice and consultation and the dissemination of psychological knowledge, research and theory. e.g. CPA meetings, ward rounds, case discussions, team meetings.
- III. Be responsible for providing a psychological perspective/psychological expertise for service or team activities, including clinical care, team or service dynamics, systems and health promotion.
- IV. Provide expertise and advice to facilitate the effective and appropriate provision of psychological care by all members of the team.
- V. Provide expert consultation about the psychological care of children and young people to staff and agencies outside the Directorate and Trust.

**TEACHING, TRAINING AND SUPERVISION**

- I. Be responsible for delivering appropriate systems for the clinical and professional supervision of psychology, and other, staff within the service.
- II. Provide supervision for trainee clinical and/or counselling psychologists, ensuring that they acquire the necessary clinical and research skills to doctoral level where appropriate and competencies and experience to contribute effectively to good psychological practice, and to contribute to the assessment and evaluation of those competencies.
- III. Develop and deliver, jointly with other clinical psychologists where necessary, teaching events for pre- and post- qualification clinical and/or counselling psychologists where appropriate.
- IV. Use a broad theoretical knowledge base and highly specialist clinical skills to develop and support the psychological skills of others (trainee and other Clinical Psychologists and members of other staff groups) via the development and delivery of teaching, training, supervision, support and consultation across the service, e.g., expert CBT and other data driven and evidence based interventions.
- V. Provide specialist advice, consultation, training and clinical supervision to other members of the team for their provision of psychologically based interventions to help improve clients' functioning.

- VI. Be responsible for proposing innovative responses to identified teaching and training needs and for developing these in consultation with senior colleagues within the service.
- VII. Ensure the BPS and HPC Guidelines for professional practice are followed appropriately across the service.
- VIII. In common with all clinical psychologists, receive regular clinical supervision in accordance with good practice guidelines.

#### **MANAGEMENT, POLICY & SERVICE DEVELOPMENT**

- I. Contribute to the strategic development, planning and organisation of the service in line with local strategies and national priorities, working in partnership with a range of agencies.
- II. Represent the service as required at relevant planning groups in a Health, Local Authority or multi-agency context.
- III. Work closely with other stakeholders to identify areas of joint work and service development priorities and to facilitate good practice.
- IV. Contribute to the production of the annual service plan, annual reports and action plans.
- V. Together with Clinical Team Lead / Consultant Psychiatrist, lead on the planning of new service developments.
- VI. Ensure the service is able to respond to information/ evidence requirements related to external inspections/evaluations.
- VII. Together with the Clinical Team Lead / Consultant Psychiatrist, ensure that the service meets all of its key objectives as set out in the Trust annual plan, local Directorate plans and commissioner service specifications and strategies.
- VIII. Lead on Quality Improvement and audit projects within the team, undertake projects as required, using project management and QI methodologies. This involves ensuring that local audits address quality service offer and identifies mental health needs in the community that is leading to increased demands on the service, such as Complex PTSD, and implications for service planning, delivery and CAMHS workforce requirements and development
- IX. Ensure that effective operational procedures are in place to allow the delivery of a responsive service that fully meets the needs of children, young people and families accessing the service.
- X. Develop and maintain an effective communications system for the service both internal and external, ensuring that colleagues, users, carers and other stakeholders are kept informed of current services, service developments and opportunities for change.
- XI. Together with the Clinical Team Lead / Consultant Psychiatrist, ensure that systems to support quality and clinical governance arrangements are in place within the service,

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and that these are adhered to and regularly reviewed.

- XII. Ensure compliance with national and local targets and assist in developing local quality standards and monitoring arrangements.
- XIII. Together with the Clinical Team Lead / Consultant Psychiatrist, deal with all complaints and serious or potentially serious untoward incident promptly, sensitively and in line with Trust policy.
- XIV. Lead on the use of Routine Outcome Measurement (ROMS) within the NDT.
- XV. Be responsible for managing the psychological resources available to the service both in terms of psychological staff and psychological materials employed in the assessment and treatment of clients.
- XVI. Ensure the development, maintenance and dissemination of the highest professional standards of practice, through active participation in internal and external CPD training, development programmes and academic forums.

### **HUMAN RESOURCES**

- I. In collaboration with the Clinical Team Lead / Consultant Psychiatrist, manage the recruitment and retention of staff appointed to the service.
- II. Manage and co-ordinate the work of the clinical staff in the service as well as administrative staff where appropriate.
- III. Take a lead in providing specialist advice to, teaching, training, supervising, supporting and consulting to members of staff in the service on psychological theory and practice.

### **RESEARCH & DEVELOPMENT**

- I. Take the psychology lead, as a senior clinician, to use systems for the evaluation and monitoring of the service, through the deployment of professional skills in research, service evaluation and audit, and ensuring psychological frameworks for understanding are incorporated into the provision of high quality care.
- II. Undertake appropriate research and provide research advice to other staff undertaking research within the service.
- III. Initiate and implement project management, including complex audit and service evaluation, with colleagues within and across the service to help develop and improve services to clients and their families.
- IV. Utilise theory, evidence-based literature and research to support evidence based practice in individual work, work with other team members and across the wider CAMHS directorate. In so doing, contribute to a climate of academic enquiry and evidence based service development through helping team members to access supporting evidence for solving clinical dilemmas and identifying research priorities.
- V. Maintain and update own research, knowledge and skills.

## **INFORMATION TECHNOLOGY**

- I. Be responsible for appropriately recording, collating and reporting on clinical information.
- II. Ensure that all staff in the service enter clinical information as required into local and Trust electronic information systems.
- III. Design and prepare teaching materials and presentations to a professional level.

## **GENERAL**

- I. Ensure the development, maintenance and dissemination of the highest professional standards of practice, through active participation in internal and external CPD training and development activities.
- II. Ensure the development and articulation of best practice in psychology in the service and contribute across the service by exercising the skills of a reflexive and reflective scientist practitioner, taking part in regular professional supervision and appraisal and maintaining an active engagement with current developments in the field of clinical psychology and related disciplines.
- III. Ensure the highest standards of clinical record keeping including electronic data entry and recording, report writing and the responsible exercise of professional self-governance in accordance with professional codes of practice of the Health Professions Council, The British Psychological Society and Trust policies and procedures.
- IV. Ensure that all staff within the service maintain an up to date knowledge of legislation, national and local policies and issues in relation to both the health and welfare services for children and adolescents and mental health.

## **TRUST POLICIES**

### **Confidentiality & Data Protection**

All employees must abide by the principles outlined in the Data Protection Act 1998 and the Freedom of Information Act 2000, as per the Trust's Information Security Policy.

In the course of your employment you may become aware of information, including medical information, relating to patients, visitors or members of staff. Such information is confidential, and must not be passed on to anyone other than those authorised to receive it in the course of their duties. Staff are reminded that a breach of their duty of confidentiality could lead to disciplinary action up to and including dismissal.

All information and data, made or received by you and kept in whatever form, concerning the business of the Trust shall be the property of the Trust. When required, or on the termination of your employment you shall give all such information and data to your manager. You shall also return all Trust equipment issued to you during the course of your employment.

You must not remove any documents, computer disks/tapes or other electronic storage device containing any confidential information from any of the organisations premises at any time without proper advanced authorisation. Where authorisation is granted and the documents are in electronic format, you must transport them in an encrypted format to

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current NHS standards. For paper copies, these must be transported in a secure, robust envelope/container.

All records, both paper and electronic, must not be left unattended or in an unsecure location at any time. All such documents, computer disks/tapes or other electronic storage devices and copies are the property of the employer, as is any other material whatsoever in your possession relating to the organisation or its personnel, suppliers, clients or affairs.

### **Data Protection – Your Data**

As part of your employment with East London NHS Foundation Trust we will need to maintain personal information relating to your work on your personal file. You have a right to request access to your personal file via the Human Resources Department.

### **Health & Safety**

Under the Health & Safety at Work Act (1974), it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts and omissions at work. This includes co-operating with management in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly any defects, risks or potential hazards.

You must co-operate with Management in discharging its responsibilities under the Health and Safety at Work Act 1974 and ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

### **Equal Opportunities**

The post holder must comply with and promote the organisation's Equal Opportunities Policy and avoid any behaviour which discriminates against colleagues, potential employees, patients or clients on the grounds of gender, sexuality, age, race, ethnic or national origin, religion, disability or social class.

You are at all times required to carry out your responsibilities with due regard to the Trust's Equal Opportunities Policy and to ensure that staff receive equal treatment throughout their employment with the Trust.

### **Conflict of Interests**

You are not precluded from accepting employment outside your position with the Trust. However such other employment must not in any way hinder or conflict with the interests of your work for the Trust and must be with the knowledge of your line manager.

### **Risk Management**

Risk Management involves the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. Every employee must co-operate with the Trust to enable all statutory duties to be applied and work to standards set out in the Risk Management Strategy.

### **Personal and Professional Development/Investors in People**

The Trust is accredited as an Investor in People employer and is consequently committed to developing its staff. You will have access to appropriate development opportunities from the Trust's training programme as identified within your knowledge and skills appraisal/personal

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development plan.

### **Infection Control**

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all Healthcare Associated Infections including MRSA.

In particular, all staff have the following key responsibilities: Staff must observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after following all patient contact. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations.

Staff members have a duty to attend infection control training provided for them by the Trust as set in the infection control policy.

Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.

### **Safeguarding Children and Adults**

All employees must carry out their responsibilities in such a way as to minimise risk of harm to children, young people and adults and to safeguard and promote their welfare in accordance with current legislation, statutory guidance and Trust policies and procedures. Employees should undertake safeguarding training and receive safeguarding supervision appropriate to their role.

### **Smoking/Alcohol**

The Trust provides a smoke-free work environment and has a No Smoking Policy in all its premises. Staff must not be on duty under the influence of alcohol.

### **Service User and Carer Involvement**

ELFT is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work.

**This Job Description is not meant as an exhaustive description of all aspects of your role as duties will vary according to the needs of the service. All such variations will be by reasonable request and agreement with your line manager and will be commensurate with the status and banding of the post.**

**PERSON SPECIFICATION –Band 8b Highly Specialist Clinical Psychologist**

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	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW TESTED</b>
<b>Training</b>	<p>Postgraduate (Doctoral) Training in Clinical Psychology leading to Practitioner Psychologist Registration with the HPC, including specifically models of psychopathology, clinical psychometrics and neuropsychology, two or more distinct psychological therapies and lifespan developmental psychology.</p> <p>Post doctoral training in supervision.</p>	<p>Management training.</p> <p>Post qualification training in working with children and young people with learning disabilities</p> <p>Training in formal assessment of Autism Spectrum Disorders including ADOS</p> <p>Post qualification training in one or more additional specialised areas of psychological practice.</p>	<p>Application form</p>
<b>Experience</b>	<p>Substantial post qualification experience within the specialty of child and adolescent clinical psychology, in particular within a learning disability setting, and assessed experience of working at an equivalent to Band 8a level in child and adolescent mental health.</p> <p>Experience of working with a wide variety of client groups, across the whole life course and 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.</p> <p>Experience of liaison and joint work with other statutory, including Social Services and Education, and voluntary agencies, including crisis management.</p> <p>Experience of the application of psychology and delivering services in different cultural contexts</p> <p>Experience of teaching, training and professional and clinical supervision.</p> <p>Experience of assessing children and adolescents for therapy including risk assessment.</p> <p>Experience of providing interventions to patients with complex problems.</p> <p>Experience of delivering NICE-compliant psychological interventions to young people with eating disorders.</p> <p>Experience of exercising full clinical responsibility for clients' psychological care and treatment, both as a professionally qualified care co-ordinator and also within the context of a multi-disciplinary care plan.</p> <p>Experience of providing clinical</p>	<p>Experience of management responsibilities.</p> <p>Service development experience.</p> <p>Experience of implementing ROMS across a service.</p> <p>Experience of receiving expert clinical supervision in conducting cognitive assessments with adolescents presenting with complex mental health needs.</p> <p>Experience of professional management of qualified and pre-qualified clinical psychologist</p> <p>Experience of representing the profession in policy and academic forums.</p>	<p>Assessed by Application form, interview and references.</p>

	<p>supervision.</p> <p>Experience of developing and implementing care pathways.</p> <p>Experience of using clinical outcome measures.</p>		
<b>Knowledge &amp; Skills</b>	<p>Masters or Doctorate level knowledge of clinical psychology including highly developed knowledge of lifespan developmental psychology, models of psychopathology, clinical psychometrics and neuropsychology, and two or more distinct psychological therapies.</p> <p>Knowledge of legislation and its implications for both clinical practice and professional management in relation to the health and welfare of children and adolescents and mental health.</p> <p><b>Specialist knowledge</b> Highly developed knowledge of the theory and practice of Cognitive Behavioural Therapy, Positive Behavioural Reinforcement, and adapting therapy to working with young people with learning disabilities and ASC.</p> <p><b>Specialist knowledge - Complex Cases</b> Highly developed knowledge of severe child and adolescent mental health problems, including comprehensive multi-disciplinary assessment, systems of psychiatric classification and intervention.</p> <p>Highly developed knowledge of the theory and practice of specialist psychological therapies for complex presentations in adolescence e.g., psychosis, OCD, eating disorders, severe depression, neuro-developmental disorders and their assessment, dual diagnosis.</p> <p><b>Communication &amp; Relationship skills</b> A high level ability to communicate effectively at both a written and oral level complex, highly technical and clinically sensitive information to adolescent clients, their families, carers and a wide range of lay and professional persons within and outside the NHS.</p> <p>Able to use highly specialist skills of empathy and diplomacy to overcome significant barriers to understanding and acceptance often in a highly emotive and sometimes hostile atmosphere.</p> <p>Able to provide consultation to other professional and non-professional groups.</p>	<p>Competent use of other IT packages e.g. PowerPoint, Excel and Access.</p> <p>Able to innovate on the basis of theoretical knowledge.</p> <p>Ability to run psychoeducation groups for parents – ideally using remote access video links</p> <p>Formal training in Management Skills</p> <p>Crisis management and skills for promoting helpful reflection amongst the clinical team.</p>	<p>Assessed by Application form, interview and references.</p>

	<p><b>Analytical &amp; judgemental skills</b>          Able to draw upon a broad theoretical knowledge base in the analysis of highly complex facts or situations to arrive at appropriate formulations. Able to compare and select from a range of treatment options, based on formulation.</p> <p><b>Planning and organisational skills</b>          Able to initiate, flexibly plan, organise and prioritise a broad range of complex activities or programmes over time.</p> <p>Competence and confidence in the selection and administration of cognitive and neuropsychological test equipment.</p> <p><b>Information resources:</b>          Able to record and report on clinical information as required.          Competent in use of advanced IT packages in addition to word processing, e.g., SPSS</p> <p>Ability to develop content and use complex multi-media materials for presentations in public, professional and academic settings.</p> <p><b>Research &amp; Guidance</b>          Masters or Doctoral level knowledge of research design and methodology, including complex multivariate data analysis and qualitative research techniques.</p> <p>Up to date knowledge of psychological research and national guidance relevant to the client group.</p> <p>Knowledge of legislation and its implications for clinical practice with this client group.</p> <p><b>Cultural awareness</b>          Aware of the potential impact of discrimination &amp; disadvantage on mental health. Able to provide a cultural competent service.</p> <p><b>Flexibility</b>          Able to be flexible and adapt approach according to need.          Able to accommodate disruption to plans owing to the often crisis nature of the Acute working environment.</p> <p><b>Supervision</b>          Formal training in Clinical supervision</p> <p>Record of providing training and supervision to others to widen the availability of CBT.</p> <p>Evidence of continuing professional development as recommended by the</p>		
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	BPS.		
<b>Personal</b>	<p>Enthusiasm for a broad range of psychological phenomena, an interest in models of service delivery, and an ability to articulate the value added by clinical psychology services within the context of multi-disciplinary mental health services.</p> <p>Able to manage effectively frequent exposure to highly distressing/highly emotional circumstances and exposure to traumatic circumstances.</p> <p>Able to contain and work with organisational stress and able to hold the stress of others.</p> <p>Able to manage effectively verbal aggression from service users, families, etc and the risk of physical aggression. Respectful approach to service users, families, carers, colleagues and other professionals.</p> <p>Able to give guidance, to negotiate and handle confrontation effectively and professionally.</p> <p>Able to respond calmly and flexibly to rapid changing priorities.</p>	<p>A commitment to the evaluation of services, enthusiasm for both multi-professional and uni-professional audit, and a wish to continue to develop expertise in the service area.</p> <p>Highly Specialised academic interest to stimulate a thoughtful and reflective Psychology Team and to encourage research confidence and awareness within the wider organisation.</p> <p>Ability to demonstrate leadership and management skills.</p>	<p>Assessed by Application form, interview and references.</p>
<b>Other</b>	<p>Able to work to professional guidelines.</p> <p>Ability to identify, provide and promote appropriate means of support to carers, other young people and staff exposed to highly distressing situations and severely challenging behaviours.</p> <p>Ability to identify and employ, as appropriate, clinical governance mechanisms for the support and maintenance of clinical practice in the face of regular exposure to highly emotive material and challenging behaviour.</p> <p>Ability to articulate and interpret clearly the role of the profession of clinical psychology based upon a good understanding of the framework of government and national professional policy.</p>	<p>Record of having publicly presented or published evidence from research, audit or clinical experience for peer review and at conference.</p>	<p>Assessed by Application form, interview and references.</p>

April 2018

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## TRUST POLICIES

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In the course of your employment you may become aware of information, including medical information, relating to patients, visitors or members of staff. Such information is confidential, and must not be passed on to anyone other than those authorised to receive it in the course of their duties. Staff are reminded that a breach of their duty of confidentiality could lead to disciplinary action up to and including dismissal.

All information and data, made or received by you and kept in whatever form, concerning the business of the Trust shall be the property of the Trust. When required, or on the termination of your employment you shall give all such information and data to your manager. You shall also return all Trust equipment issued to you during the course of your employment.

You must not remove any documents, computer disks/tapes or other electronic storage device containing any confidential information from any of the organisations premises at any time without proper advanced authorisation. Where authorisation is granted and the documents are in electronic format, you must transport them in an encrypted format to current NHS standards. For paper copies, these must be transported in a secure, robust envelope/container.

All records, both paper and electronic, must not be left unattended or in an unsecure location at any time. All such documents, computer disks/tapes or other electronic storage devices and copies are the property of the employer, as is any other material whatsoever in your possession relating to the organisation or its personnel, suppliers, clients or affairs.

### Data Protection – Your Data

As part of your employment with Community Health Newham we will need to maintain personal information relating to your work on your personal file. You have a right to request access to your personal file via the Human Resources Department.

### Health & Safety

Under the Health & Safety at Work Act (1974), it is the responsibility of individual employees

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at every level to take care of their own health and safety and that of others who may be affected by their acts and omissions at work. This includes co-operating with management in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly any defects, risks or potential hazards.

You must co-operate with Management in discharging its responsibilities under the Health and Safety at Work Act 1974 and ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

### **Equal Opportunities**

The post holder must comply with and promote the organisation's Equal Opportunities Policy and avoid any behaviour which discriminates against colleagues, potential employees, patients or clients on the grounds of gender, sexuality, age, race, ethnic or national origin, religion, disability or social class.

You are at all times required to carry out your responsibilities with due regard to the Trusts Equal Opportunities Policy and to ensure that staff receive equal treatment throughout their employment with the Trust.

### **Conflict of Interests**

You are not precluded from accepting employment outside your position with the Trust. However such other employment must not in any way hinder or conflict with the interests of your work for the Trust and must be with the knowledge of your line manager.

### **Risk Management**

Risk Management involves the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. Every employee must co-operate with the Trust to enable all statutory duties to be applied and work to standards set out in the Risk Management Strategy.

### **Personal and Professional Development/Investors in People**

The Trust is accredited as an Investor in People employer and is consequently committed to developing its staff. You will have access to appropriate development opportunities from the Trust's training programme as identified within your knowledge and skills appraisal/personal development plan.

### **Infection Control**

Infection Control is everyone's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every

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effort to maintain high standards of infection control at all times thereby reducing the burden of all Healthcare Associated Infections including MRSA. In particular, all staff have the following key responsibilities:

Staff must observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after following all patient contact. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations.

Staff members have a duty to attend infection control training provided for them by the Trust as set in the infection control policy.

Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.

### **Safeguarding Children and Vulnerable Adults**

To carry out responsibilities in such a way as to minimise risk of harm to children or young people and promote their welfare in accordance with the Children Act 2004 and Working Together to Safeguard Children, HM Government 2010.HM Government 2010.

### **Smoking/Alcohol**

The Trust provides a smoke-free work environment and has a No Smoking Policy in all its premises. Staff must not be on duty under the influence of alcohol.

### **Service User and Carer Involvement**

ELFT is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work

This Job Description is not meant as an exhaustive description of all aspects of your role as duties will vary according to the needs of the service. All such variations will be by reasonable request and agreement with your line manager and will be commensurate with the status and banding of the post.