

## Maidstone and Tunbridge Wells NHS Trust Job Description

**Job title:** Occupational Health Psychologist

**Band:** 8a/8b depending on experience (subject to AfC grading)

**Directorate:** Workforce

**Site:** Cross-site, Base to be agreed

**Hours:** 37.5, job share or part time will be considered.

**Reports to:** Clinical Lead in Psychological Services, Occupational Health

**Accountable to:** Head of Occupational Health

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### Job summary:

- To ensure the systematic provision of a high quality psychology service within Occupational Health.
- To provide highly specialist psychological assessment and treatment. To deliver and teach on the current in house CISM (Critical Incident Stress Management) program with staff and practitioners and to extend this program throughout the trust.
- To supervise and support psychological aspects of assessment and intervention provided by other clinical members of the team who provide psychologically based care and treatment.
- To work autonomously within models of best practice and professional guidelines, and exercise responsibility for the systematic governance of psychological practice within the service. Providing clinical specialist advice & guidance to other clinical professionals based on own specialist skills, knowledge & experience of mental health & its impact upon work.
- To support the co-ordination of the specialist therapeutic activity within the team and participate in the dissemination of skills to the wider service.
- To propose and implement service changes as agreed.
- The post holder will be responsible for relevant policies & oversee standards & processes including audit, in order to ensure they are fit for purpose & are delivered consistently across all aspects of the psychological support service.
- The post holder will be a member of the senior management team & will have clinical & professional input into the planning, provision & future direction of the Service.

### Working relationships:

- All staff & managers within the Trust.
- Kent & Medway NHS & Social Care Partnership Trust (KMPT)
- Service leads, medical and multidisciplinary teams.

- External agencies responsible for patient care including social services, GPs and other health care professionals.

**Budget responsibilities:** 2 WTE Mental Health Practitioners  
1 WTE Administration Assistant.  
Employee Assistance Program (EAP) c£40k.  
Professionally qualified and unqualified psychology/  
counselling RMN staff delivering psychological  
interventions.

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## Key result areas:

There are three key areas of focus;

1. **Promoting Positive Mental Health:** Training, education & health promotion.
2. **Supporting Positive Mental Health:** Individual & group psychological interventions.
3. **Psychological Assessment:** of individuals from the perspective of their fitness to work.

## Accountability

- To be responsible for the direct delivery of the psychological services as a subdivision of Occupational Health
- To oversee the effective running of the Trust's psychological provision undertaking responsibility to oversee the Employee Assistance Program (EAP) & for the supervision of the Trusts Psychological First Aiders (PFA's).
- To provide management an accurate picture on the Mental Health culture of the Trust by producing clearly written reports & statistical management information

## Service Quality and Development

- Liaise with the Head of Occupational Health on all aspects of Mental Health & keep updated with changes to national standards & legislation, impacting the Trust.
- Liaise with other Trust leads, both locally & nationally on all aspects of Mental Health within the NHS taking a senior role with the Clinical Lead on ensuring appropriate programmes of Mental Health support are implemented for MTW workers.
- To incorporate all aspects of Mental Health Legislation, Health & Safety at Work Legislation, disability provisions of the Equality Act, Data Protection & GDPR & other relevant legislation within daily activities.
- Develop & write psychological support policies & interventions in conjunction with the Clinical Lead to support the wellbeing of MTW workers.
- To ensure the development, maintenance and dissemination of the highest professional standards of practice, through active participation in internal and external CPD training and development programmes including client involvement in the development of the service.
- To ensure the development and articulation of best practice in psychology 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 psychology and related disciplines.

- To maintain and promulgate 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 British Psychological Society and Trust policies and procedures.

### **Clinical Duties**

- To provide highly specialised advice concerning highly complex facts and situations when assessing clients and their care including case management within a multidisciplinary team where opinions may differ.
- To consult with Managers & other relevant stakeholders to support case management; sickness absence & undertake individual consultations relating to psychological health issues, formulating management reports & rehabilitation programmes.
- To provide representation at Case Conferences, Management Meetings & Strategic Boards, when required.
- To provide advice on reasonable adjustments & liaise with external support agencies such as KMPT, Remploy & MIND, where applicable.
- The post holder will be expected to promptly identify the need to signpost clients to other services where clinically indicated i.e., assessing for suitability into the Improving Access to Psychological Therapies (IAPT) services against locally agreed criteria & in line with National Institute of Clinical Excellence (NICE) guidelines, where applicable.
- To provide specialist psychological assessments (including risk assessment) of clients under the care of OH, based upon the appropriate use, interpretation and integration of complex psychological data from a variety of sources including psychological tests, self-report measures, rating scales, direct and indirect structured observations and semi-structured interviews with clients ( staff) and others involved in the clients care.
- To formulate and implement plans for the formal psychological treatment or management of a client's psychological difficulties in relation to their physical health, based upon an appropriate conceptual framework of the client's problems, and employing methods of proven efficacy.
- To be responsible for implementing a range of psychological interventions for individuals and groups, within and across teams employed individually and in synthesis, adjusting and refining psychological formulations drawing upon different explanatory models and maintaining a number of provisional hypotheses.
- To evaluate and make 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.
- To use autonomous professional responsibility for the assessment, treatment and discharge of clients whose problems are managed by psychologically based care plans.
- To provide specialist psychological advice, guidance and consultation to other professionals and managers to contribute directly to the client's formulation, diagnosis and treatment plan.
- To ensure that all members of the OH service 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 information about psychological research and theory.

- To undertake risk assessment and risk management for individual clients and to provide general advice to other professionals on psychological aspects of risk assessment and management.
- To act with the multidisciplinary team in ensuring the provision of a care package appropriate for the client's needs, coordinating the work of others involved with care, taking responsibility for arranging reviews as required and communicating effectively with the client and all others involved in their network of care.
- To 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 care.
- To provide expertise, advice and support to facilitate the effective and appropriate provision of psychological care by all members of the treatment team.
- To attend team referral meetings and business meetings to offer advice on the psychological understanding of clients' needs.
- To provide support, consultation, advice and interventions for staff experiencing psychological distress arising from their work. This will be both preventative and reactive and may include evidence-based interventions such as mindfulness, and trauma processing. This would include signposting staff on to a more appropriate service, as and when indicated.
- Participate in the provision of the flu vaccination & health promotion where required.

### **Teaching, Training and Supervision**

- To provide advice, consultation, training and clinical supervision to other members of the team for their provision of psychologically based interventions to help improve clients functioning.
- To provide advice, consultation and training to staff working with the client group across a range of agencies and settings, where appropriate.
- To engage in regular 1:1 supervision sessions

### **Communication and relationship**

- Deliver presentations / training sessions of a complex, contentious and sensitive nature to educate Leaders on Mental Health & wellbeing within the Trust.
- Ensure there is effective & positive communication with & between team members to help sustain their motivation & that there is strong evidence of team working.
- To attend relevant meetings/ be a member of appropriate Committees to deliver service related information & to provide highly complex and sensitive information where there may be barriers to understanding on mental health specialist & clinical advice.
- To be a proactive & positive member of the team.
- To create positive working relationships & networks with both internal & external stakeholders.

### **Planning and Organisational**

- Liaise with administration staff to ensure effective workload management.

- Plan & schedule training & awareness sessions.
- Plan & organise wellbeing events & campaigns.

### **Management responsibility**

- Line manager to the Mental Health Practitioners and Administration Assistant including appraisal & PDP.
- To participate as a senior clinician in the development of a high quality, responsive and accessible service including advising both service and professional management on those aspects of the service where psychological and/or organisational matters need addressing.
- To exercise delegated responsibility for managing the psychological resources available to OH whether in the form of additional qualified and unqualified graduate psychology staff, other relevant qualified psychological well being staff or in the form of psychological materials employed in the assessment and treatment of clients.
- To exercise responsibility for the systematic governance of psychological practice within OH
- To be involved with implementation of service developments and projects within OH .
- To work co-operatively with statutory and non-statutory agencies for client benefit.

### **Research and service evaluation**

- To contribute to the development, evaluation and monitoring of the work through skills in research and audit teaching and training methodology.
- To utilise theory, evidence-based literature and research to support evidence based practice in individual work and work with other team members.
- To undertake appropriate research and provide research advice to other staff undertaking research.

### **Clinical Governance / Quality**

Provision of a high quality specialist psychology service to clients. Education and training development

- To provide post-qualification training (CPD) and clinical professional supervision to recently qualified psychologists who may be attached to the team or psychologists in the wider psychology service as delegated.
- To provide advice, consultation, training and clinical supervision to other members of the team for their provision of psychologically based interventions to help improve clients' functioning.
- To provide pre- and post-qualification teaching of psychology as appropriate.

### **Equality and Diversity**

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current equality legislation (the Equality Act 2010) and to:

Act in ways that support equality and diversity and recognises the importance of people's rights in accordance with legislation, policies, procedures and good practice. Valuing people as individuals and treating everyone with dignity and respect, consideration and without prejudice, respecting diversity and recognising peoples

expressed beliefs, preferences and choices in working with others and delivering appropriate services.

- Recognise and report behaviour that undermines equality under Trust policy.
- Be consciously aware of own behaviour and encourage the same levels of behaviour in colleagues.
- Acknowledge others' different perspectives and recognise the diverse needs and experiences of everyone they come into contact with.

### **Physical effort & Skills**

- Frequent use of Display Screen Equipment / keyboard use.
- Driving to various Trust locations & regional / national meetings.
- Administration of vaccinations such as the flu vaccine

### **Mental and emotional effort**

- Prioritising tasks within a pressurised environment.
- Frequent concentration on assessments whilst managing complex situations which can involve distressed staff & line managers.
- Balancing service & team management with clinical demands & responsibilities, whilst responding to interruptions of an urgent nature to support clients or groups in distressing and emotional situations including unexpected deaths and suicide.
- Providing a senior clinical supervisory & consultative role within meetings & case review discussions.
- Dealing positively & effectively with occasional conflict & confrontation.
- Managing the expectations of employees, line managers & HR.

### **Working conditions**

- Exposure to hostile & aggressive clients, due to poor mental health episodes or highly emotive employment issues.
- Exposure to traumatic incidents through psychological debriefing & support / treatment of PTSD.

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### **Job description agreement:**

Signature of post holder: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature of manager: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

**Statement:**

1. This job description (JD) is a broad reflection of the current duties. It is not necessarily exhaustive & changes will be made at the discretion of the manager in conjunction with the post holder.
2. Time scales for achievement & standards of performance relating to the duties & responsibilities identified in this JD will be agreed via the annual appraisal process with the post holder.
3. As an employee of Maidstone & Tunbridge Wells NHS Trust, the post holder will have access to confidential information. Under no circumstances should this be disclosed to an unauthorised person within or outside the Trust. The post holder must ensure compliance with the requirements of the Data Protection Act.
4. As an employee of the Trust, the post holder will be required to adhere to all Trust policies including Equal Opportunities where all employees are expected to accept individual responsibility for the practical implications of these policies.
5. The post holder is required to take reasonable care for the health & safety of themselves & others that may be affected by what they do while at work.
6. This post may require the post holder to travel across the Trust sites in the course of fulfilment of their duties.
7. The Maidstone & Tunbridge Wells NHS Trust has a no smoking policy
8. Clinical Governance: You will be expected to take part in the processes for monitoring & improving the quality of care provided to clients. This includes risk management & clinical audit. If you engage in clinical research you must follow Trust protocols & ensure that the research has had ethical approval. You will be expected to ensure that clients receive the information they need & are treated with dignity & respect for their privacy.
9. All staff should be aware of their responsibilities & role in relation to the Trust's Major Incident Plan.
10. **INFECTION CONTROL & HAND HYGIENE** - All Trust employees are required to be familiar with, & comply with, Trust policies for infection control & hand hygiene in order to reduce the spread of healthcare-associated infections. For clinical staff with direct client contact, this will include compliance with Trust clinical procedures & protocols, including uniform & dress code, the use of personal protective equipment policy, safe procedures for using aseptic techniques, & safe disposal of sharps. All staff are required to attend mandatory training in Infection Control & be compliant with all measures known to be effective in reducing healthcare-associated infections.
11. All staff are required to fully participate in learning & development opportunities & ensure they remain compliant with statutory & mandatory training requirements throughout their employment with the Trust
12. All staff are required to fully comply with the NHS Code of Conduct.
13. **SAFEGUARDING CHILDREN** - Everyone employed by the Trust regardless of the work they do has a statutory duty to safeguard & promote the welfare of children. When children &/or their carers use our services it is essential that all child protection concerns are both recognised & acted on appropriately. You have a responsibility to ensure you are familiar with & follow the child protection procedures & the Trust's supplementary child protection guidance which is accessed electronically on the Trust's Intranet site. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend child protection training & updates at the competency level appropriate to the work you do & in accordance with the Trust's child protection training guidance.
14. **SAFEGUARDING ADULTS** - Everyone employed by the Trust regardless of the work they do has a duty to safeguard & promote the welfare of vulnerable adults. When clients &/or their carers use our services it is essential that all protection concerns are both recognised & acted on appropriately. You have a responsibility to ensure you are familiar with & follow Trust policies in relation to safeguarding vulnerable adults. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend vulnerable adult protection training & updates at the competency level appropriate to the work you do & in accordance with the Trust's vulnerable adult protection training guidance.
15. All staff are required to provide the highest levels of service in their work & to adopt the highest standards of behaviour as stated & implied in the Trust Values of PRIDE.

**Maidstone and Tunbridge Wells NHS Trust**

**Occupational Health Psychologist  
Person specification**

AREA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<p>Post-graduate doctoral level training in psychology (or its equivalent for those trained prior to 1996) as accredited by the BPS, 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 one or more additional specialised areas of psychological practice.</p> <p>Current registration with the HCPC as a Practitioner Psychologist</p>	
<b>Experience/ Knowledge</b>	<p>Formal training in supervision of other psychologists.</p> <p>Assessed experience of working as a qualified psychologist at a highly specialist level within a physical health setting.</p> <p>Experience of supervision of trainee and qualified psychologists.</p> <p>Experience of working with a wide variety of client groups within physical health, across the life course and presenting with the full range of clinical severity across the full range of care settings including outpatient, community and in-patient settings including maintaining a high degree of professionalism in the face of highly emotive and distressing problems, verbal abuse and the threat of physical abuse.</p> <p>Experience of exercising full clinical responsibility for clients' psychological care and treatment, both as a professionally qualified care coordinator and also within the context of a multidisciplinary care plan.</p> <p>Experience of providing relevant teaching and training .</p> <p>Experience of supporting healthcare staff with</p>	<p>Behaviour Therapy (CBT), Eye movement desensitization and reprocessing (EMDR), or equivalent</p> <p>Post qualification training/accreditation in assessment measures/protocols/methods.</p> <p>Experience of the application of psychology in different cultural contexts.</p> <p>Experience of working in a critical care setting</p> <p>Experience of working with acute physical health presentations, specifically in pain management, assessment &amp; intervention with delirium and trauma</p> <p>Doctoral level knowledge of research design and</p>



	<p>the emotional impact of their job role, including vicarious trauma, moral distress and handling ethical challenges</p> <p>Doctoral level knowledge of 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 in relation to the client group and mental health.</p> <p>Knowledge of clinical caseload management within a team setting.</p> <p>Evidence of continuing professional development as recommended by the BPS</p>	<p>methodology, including complex multivariate data analysis as practiced within the field of clinical psychology.</p>
<p><b>Skills</b></p>	<p>Must be computer literate with good knowledge of Microsoft Word, Excel and PowerPoint</p> <p>Skills in the use of complex methods of psychological assessment intervention and management frequently requiring sustained and intense concentration.</p> <p>Well-developed skills in the ability to communicate effectively, orally and in writing, highly technical, and clinically sensitive information to clients, their families, carers and other professional colleagues both within and outside the NHS.</p> <p>Skills in providing consultation to other professional and non-professional groups.          Skills in handling and containing emotional distress from both staff and service-users.</p>	<p>Well-developed knowledge of the theory and practice of specialised psychological therapies in specific groups with complex needs (e.g. people with multiple comorbidities.).</p>

<p><b>Attributes</b></p>	<p>Ability to deal with distressing circumstances</p> <p>Ability to work autonomously, making sound evidence based decisions</p> <p>Ability to manage a workload and balance competing priorities, redirecting resources quickly and effectively to meet changing demands</p> <p>Proven experience of advising and influencing others</p>	
<p><b>Additional requirements</b></p>	<p>Must show evidence of continuous professional development</p> <p>Ability to work across all Trust locations</p>	

Date written ...11/02/21.....

**Maidstone and Tunbridge Wells NHS Trust**

**Occupational Health Organisational chart**

