



## JOB DESCRIPTION

### JOB DETAILS:

Job Title	Clinical Associate in Applied Psychology
Pay Band	Band 7 – <i>under Annex 21 during training period</i>
Hours of Work and Nature of Contract	Full Time 37.5hrs
Division/Directorate	<i>Psychological Services</i>
Department	<i>Education, Commissioning and Quality</i>
Base	<i>Various</i>

### ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Team Manager
Reports to:	Team Manager and Lead Psychologist
Professionally Responsible to:	Head of Profession via Lead Psychologist

#### HEALTH BOARD VALUES

**RESPECT FOR ALL** - in every contact we have with others

**TOGETHER AS A TEAM** – we will work with colleagues, across NHS Wales and with partner organisations

**IDEAS THAT IMPROVE** – harnessing creativity and continuously innovating, evaluating and improving

**Job Summary/Job Purpose:**

The post holder will be employed as a Clinical Associate in Applied Psychology working under the supervision of a Practitioner Psychologist. The post holder will be involved in the assessment and formulation of presenting difficulties, using a range of psychological skills. They will work under the supervision and management of a Practitioner Psychologist within a multidisciplinary team to provide integrative evidence-based care for people experiencing psychological distress, within their circumscribed area of training. They will provide bespoke psychological interventions, guided by their assessments and formulations and demonstrating a high-level of attunement to their clients, which draw upon a range of psychological models and theories. The work will also involve the development and provision of group interventions and training, and contributing to the psychologically informed team environment.

To organise aspects of their work (e.g. paperwork, audit and upkeep of client records) as directed by the lead Practitioner Psychologist. To contribute to service delivery and participate in service evaluation within the area as directed.

**Dimensions:**

Working under the direct supervision of designated Practitioner Psychologist, to provide the following:

- To ensure their work is carried out in line with best contemporary standards and ethical frameworks, principles of equity and reflecting evidence-based practice.
- To participate in service evaluation, quality improvement and clinical audit as required.
- To participate in research and development as appropriate and/or as required.
- To engage in University based teaching and academic assessments

**Duties/Responsibilities:**

The post-holder is responsible for the following key outcomes:

*Clinical Outputs*

- To undertake complex psychological assessments and use these, with the support of supervision and in collaboration with service users, to develop effective and impactful formulations and interventions, in order to best meet the needs of the service user(s).
- To analyse and appraise the range of psychological assessment methods used within applied clinical practice.
- To provide effective and equitable psychological intervention to individuals, groups and systems within the targeted population.
- To critically engage with the use of outcome measures to support the evaluation of clinical intervention.
- To accurately report upon outcomes at regular intervals, as required by the team and the clinical work.
- To communicate in terms that are readily comprehended, whether in written reports or verbally, the formulation and psychological understanding of a service user's difficulties to referrers, services users and other colleagues.
- To collaborate with the Practitioner Psychologist to undertake risk assessments in relation to psychological distress and to develop and support effective plans for the management of risks.
- To effectively communicate and support the team and Practitioner Psychologist in

CAJE Reference/Date:

decision making around risk and working to agreed plans where relevant.

#### *Service Delivery*

- To maintain and contribute to continuing professional development in the Department.
- To develop and maintain good links with colleagues, service users, carers and relevant community and voluntary organisations.
- To communicate to others the core concepts of psychological theory, research and practice in order to enhance their delivery of psychological interventions.
- To work as part of a multidisciplinary community team or in specialised clinical settings and liaise with relevant external agencies to facilitate and enable psychological interventions.
- To communicate and liaise with relevant external agencies (e.g. Social Care, independent care providers, etc.) to support the provision of psychological care.
- To provide training within and outside teams to enhance delivery of clinical work in relevant services.
- To act as a psychological resource providing support, guidance, advice,, training and intervention using psychological models to the wider health or social care teams. To maintain their awareness of wider contextual factors that impact upon mental health and wellbeing, and to recognise and account for the impact of stigma and discrimination on individuals and communities.
- To understand of the needs and assets of individuals and families from a wide range of racial, cultural, sexual, religious and social backgrounds.
- To engage in and support service evaluation, quality improvement and clinical audit as required.

#### *Management and Supervision*

- To engage effectively and reflectively within supervision, to support their provision of evidence-based and ethical practice.
- To keep management well informed about the needs of the service and relevant psychological matters concerning their service users.
- To manage their own caseload, while recognising and working within the appropriate boundaries of professional competency.
- To ensure that their work complies with the policies of the NHS, Health Board and the team, as well as professional standards.
- To ensure that their work is carried out in a coherent and efficient fashion.
- To maintain a good record keeping system and to comply with requirements for reporting as part of departmental policy.
- To use Health Board electronic record keeping systems as required for the role.
- To fulfil the aims and objectives agreed in their Personal Development Plan with the supervising clinician at their annual appraisal.
- To undertake training as required for the role.
- To take delegated responsibility to assist with the supervision of others, within the appropriate bounds dependent on experience and additional training.

### **Equipment and Machinery**

- Use of computers in the provision of tele-health, recording clinical work, researching and communication (i.e. e-mail).
- Computerised and Audio-Visual recording equipment for use in assessment and specialist treatment programmes.
- Psychological and neuropsychological assessment batteries and associated materials, under the delegated responsibility of the Practitioner Psychologist.
- Post-holder will be expected to undertake manual handling training in line with Trust policy.
- Ability to travel across region to meet needs of the service.

### **Systems**

- Maintain a good level of expertise in the use of psychological assessment tools and protocols and apply these appropriately and relevantly in clinical case management.
- Have a working knowledge of computer-based technology including word processing, e-mail and internet.
- Conform to the Health Board's systems of information management for patient records, activity data, and mileage and expenses information.
- Participate in the speciality service on-going audit processes for clinical effectiveness of interventions.

### **Assignment and Review of Work**

Work is assigned and reviewed by the Practitioner Psychologist supervisor on a weekly basis. On a day to day basis the post-holder will work independently within set guidelines, referring as necessary and appropriate to their supervisor.

### **Directions and Judgements**

The post-holder must:

- Be capable of making judgements about the needs of individuals, the identification of potential risks, and the possible requirement for more specialist assessment and treatment.
- Be capable of weighing conflicting components pertaining to a complex problem or situation
- Be able to monitor their own effectiveness with each service user and/or the presenting problem, and access supervision to support them as required
- Ensure discussion with lead clinician and/or supervisor is promptly undertaken when case complexity falls out with their range of competency.
- Be capable of monitoring a situation or intervention by means of formal evaluation, and be able to modify the plan, treatment or intervention to obtain an improved outcome.

- Be capable of balancing the welfare rights of the individual against the duty of care to the wider community where the behaviour of a service user is likely to pose a significant risk to themselves and others
- Participate in the clinical governance activity of the team.
- Facilitate onward safeguarding referrals where relevant and necessary.

#### **Most Challenging/Difficult Parts of The Job**

- Working with service users and carers who are in an emotionally distressed, aggressive or suicidal state.
- Rapidly establishing a working therapeutic relationship with service users.
- Multi-tasking and concentration across extended time periods: this involves listening, assessment, planning, feedback and working in a highly demanding situation.
- Being required to use a degree of initiative, within agreed parameters, during sessions with service users.
- Time management: balancing the demands of clinical work, administrative duties, supervision, attendance at meetings, and CPD.
- Physical demands of remaining in a constrained position during assessments.

#### **Communications and Relationships**

The post-holder must:

- Communicate clearly, professionally and empathetically with service users, their relatives and carers.
- Communicate promptly, clearly and sensitively with referrers and colleagues in compliance with the team's quality standards.
- Ensure a contribution to important decision-making meetings concerning clients with whom the post-holder is involved, to ensure the passage of relevant information to colleagues.
- Be skilled in developing high-level attunement to service users, whilst maintaining a professional and ethical standing.
- Participate in regular supervisory meetings with their clinical supervisor.
- Ensure that contemporary standards of confidentiality are observed in the communication and storage of clinical information.
- Develop and maintain good relationships with voluntary and carer organisations supporting people in the community as appropriate.

## PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications and/or Knowledge</b>	<ul style="list-style-type: none"> <li>• An approved qualification in psychology conferring eligibility for graduate basis for chartered membership with the British Psychological Society, and eligibility to study for MSc as detailed below:</li> <li>• By the end of the training period will have successfully completed a MSc in Clinical Associate in Applied Psychology - Adult Lifespan.</li> <li>• Have knowledge of relevant national and professional guidelines for optimal standards of clinical care.</li> <li>• Be aware of the limits of one's competence and expertise and work within those boundaries.</li> <li>• Understanding of research theory and capacity to undertake research.</li> </ul>	<ul style="list-style-type: none"> <li>• Post-graduate qualifications or training in psychological theory, intervention or research.</li> </ul>	Application form and pre-employment checks
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrated ability to work within multi-disciplinary services and with colleagues from a variety of professional backgrounds.</li> <li>• Ability to communicate effectively, including the use of a range of adaptations, where relevant.</li> <li>• Ability to recognise the limits of professional capacity, and to seek support and supervision where relevant.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in services involved in the provision of psychological care</li> <li>• Experience of delivering psychological intervention or training</li> <li>• Experience of working with risk to the self, to others or from others.</li> <li>• Experience of working with a range of service users in different settings.</li> </ul>	Application form and interview
<b>Aptitude and Abilities</b>	<ul style="list-style-type: none"> <li>• Able to manage confidential information and know how and when to share this information appropriately.</li> <li>• Excellent organisational skills.</li> <li>• Ability to use technology to support clinical work.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to speak Welsh</li> </ul>	Interview
<b>Values</b>	<ul style="list-style-type: none"> <li>• Self-motivated and committed to working in partnership to develop</li> </ul>		Application Form Interview

CAJE Reference/Date:

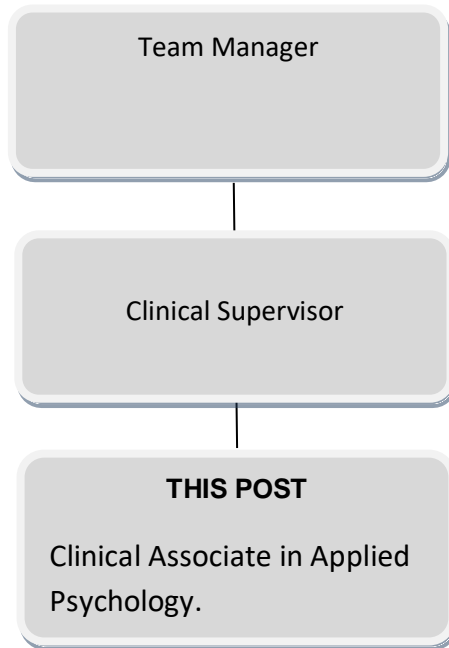
	<p>self and others as well as wider networks.</p> <ul style="list-style-type: none"> <li>• Enthusiastic, committed, proactive and innovative.</li> <li>• Respectful of diversity and able to work in a way which enhances the dignity of others.</li> <li>• Embracing of professional duty to challenge and report discriminatory behaviour.</li> <li>• Dedicated to treating service users, carers and colleagues with dignity, respecting individuals' diversity, beliefs, culture, needs, values, privacy and preferences.</li> <li>• Committed to clinical practice which is ethical and which reflects the Health Board values.</li> <li>• Committed to strength-based practice, which identifies the strength and resilience within individuals and systems, and works towards recovery.</li> <li>• Developing practice which engages with risk and moves towards positive risk taking.</li> </ul>		References
<b>Other</b>	<ul style="list-style-type: none"> <li>• Ability to travel as required to meet the needs of the service.</li> </ul>		Application form and interview

**Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

CAJE Reference/Date:

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**Organisational Chart**



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**Supplementary Job Description Information**

**Physical Effort**

Examples of Typical Effort(s)	How often per day / week / month	For how long?	Additional Comments
<ul style="list-style-type: none"> <li>• Undertake travel to clinic sites as required</li> </ul>	Every day	All day	
<ul style="list-style-type: none"> <li>• Be able to cope with unpleasant behaviour including physical and verbal aggression and occasionally to work in conditions sub-optimal for clinical activity.</li> </ul>	Weekly to monthly	Short periods	
<ul style="list-style-type: none"> <li>• Be able to sit in confined spaces and to concentrate for long periods. This involves multi-tasking, observational skills and concurrent intellectual analysis under pressure of time.</li> </ul>	Daily	Multiple times a day	

CAJE Reference/Date:

### Mental Effort

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
<ul style="list-style-type: none"> <li>Sustain concentration for long periods of time on information from a number of sources, such as clinical sessions with clients, clinical meetings, service planning meetings, telephone consultation with staff and other professionals</li> </ul>	Daily	Majority of day	
<ul style="list-style-type: none"> <li>The use of good time management skills, requirement to change subject focus frequently and without prior notice.</li> </ul>	Daily	Majority of day	
<ul style="list-style-type: none"> <li>Workload can be unpredictable e.g. attendance at meetings is often required at short notice and at times, clients or staff may need to be seen urgently.</li> </ul>	Weekly	Discrete periods	

### Emotional Effort

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
<ul style="list-style-type: none"> <li>Work with clients and families who are distressed by the effects of physical or mental ill health, and/or who have experienced traumatic/distressing events.</li> </ul>	Daily	Majority of day	
<ul style="list-style-type: none"> <li>Required to support other professionals, care staff and relatives manage highly distressing situations.</li> </ul>	Weekly	Discrete periods	

CAJE Reference/Date:

<ul style="list-style-type: none"> <li>Risks associated with lone home visits e.g. verbal and physical aggression and exposure to hazards</li> </ul>	Weekly to monthly	Discrete periods	These risks are managed by following lone working procedures.
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**Working Conditions**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
Use of Visual Display Unit more or less continuously	Every day	All day	

CAJE Reference/Date: