JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: **Trainee Health Psychologist**

Responsible to: **Professional and Clinical Accountability to lead NHS Psychologist**
Stage 2 accountability to BPS accredited Health Psychology Supervisor

Department(s):

Directorate:

Operating Division:

Job Reference:

No of Job Holders:

Last Update: August 2007 (September 2011 HCSW update**)**

2. JOB PURPOSE

- As part of a 2 year training programme, to undertake and develop competencies in relation to Stage 2 Training in Health Psychology, including research & development, teaching & training, consultancy and generic professional competencies and interventions leading to Chartered Health Psychology status.
- To initiate, deliver and evaluate health improvement programmes in accordance with Scottish Executive HEAT targets (eg smoking cessation, alcohol use reduction, exercise and activity enhancements, reduction in teenage pregnancy etc).
- To work independently on a day to day basis. This work will be professionally supervised and reviewed at regular intervals; Stage 2 supervision will be offered by a chartered health psychologist in accordance with BPS guidelines.

3. DIMENSIONS

Trainee Health Psychologists (Stage 2) in Scotland are funded by NHS Education for Scotland and employed within NHS Health Boards across Scotland for the purpose of fulfilling BPS training requirements.

Whilst in post Trainees are required to fulfil the requirements of Stage 2 training regulations as defined by the British Psychological Society (BPS).

Mandatory Standards and Codes for Healthcare Support Workers apply to all NHS Scotland staff delivering Psychology/Psychosocial Therapy Services who are not subject to statutory regulation. Trainee Clinical Psychologist are required to abide by the Code of Conduct and meet induction standards, and NHS Health Board employers are required to abide by the Code of Practice for employers

4. ORGANISATIONAL POSITION

5. ROLE OF DEPARTMENT

The Department provides psychological services to the relevant populations within the NHS Board area.

The Department provides placements and supervision to the Trainee to ensure that they meet the required levels of competence.

6. KEY RESULT AREAS

Interventions/Communication

1. To carry out psychological assessments of health related problems.
2. To design and implement health psychology interventions for groups, communities and populations in order to achieve health-related behaviour change, drawing upon appropriate evidence-based theoretical models and motivational skills.
3. To co-ordinate and run intervention groups focusing on health improvement with a broad range of client groups. Interventions will be delivered in an empathic and sensitive manner.
4. To continually monitor and evaluate clients' progress and outcomes and make decisions about intervention options. This should take into account both health psychology theoretical models and complex factors concerning the cognitive, behavioural and situational determinants that have shaped the individual and group.
5. To undertake evaluation and overall monitoring of the intervention programmes.
6. To work in partnership with service users.
7. To communicate complex information to clients, overcoming barriers to understanding and in potentially highly emotive atmospheres.
8. The post holder may be required to work in situations where there are barriers to acceptance and possible hostility.
9. To provide comprehensive information and advice to clients and deal with general queries as they arise.
10. To work as a member of a multidisciplinary team and liaise with referring agents when required.
11. To follow a client -focused and evidence based approach.
12. To consult with relevant external agencies such as social services, independent and voluntary sector, to facilitate and enable intervention at multiple levels.
13. To communicate confidential and personal information concerning psychological needs, obtained through assessments and interventions, to referring agents and to the client themselves.
14. Is required to travel and work in a variety of settings across a large geographical area.
15. To transport clinical files, health related equipment and lap top computer to and from all sites as required.
16. Comply with Induction Standards and Code of Conduct for HealthCare Support Workers.

Service Development and Consultancy

1. To contribute to local service development and strategic planning in relation to Health Psychology programmes in accordance with agreed local processes.
2. To develop, deliver and monitor consultancies and interventions based on psychological theory, according to needs of client groups who have commissioned or who have received such interventions.
3. To provide consultancy to a range of client groups eg. communities, groups and organisations.
4. Requests for consultancy will be assessed for relevance and subsequently, planned, conducted, monitored and evaluated.
5. To undertake health promotion activities in order to raise health professionals' awareness of health improvement issues, better self care choices and motivate behaviour change.
6. To contribute to the organisation and delivery of health improvement campaigns.

Research and Development

1. To plan and undertake formal research as part of the Stage 2 professional qualification in Health Psychology.
2. To utilise theory, evidence-based literature and research findings to support evidence-based practice in individual and/or group work.
3. To initiate, develop and undertake psychological research, using appropriate methodology and statistical procedures as appropriate and undertake systematic reviews as required.
4. To analyse and evaluate psychological research data and write up results for dissemination as appropriate.
5. To enhance own knowledge of health psychology through reading, literature searches and personal study.
6. To comply with the requirements of research governance and evidence-based practice and ethical considerations.

Teaching and Training

1. To design and deliver formal training sessions on psychological aspects of health care for multi-disciplinary health professionals (for example, GP's, pharmacists, midwives, practice nurses and health visitors) and other groups as appropriate (eg carers), ensuring effective delivery according to best practice .
2. To evaluate and select available teaching and training materials, producing and adapting these materials to meet programme design specifications, learning needs and objectives,

and assessment requirements.

3. To plan and implement evaluation procedures for training programmes encompassing health psychology and other relevant knowledge, skills and practices.

4. To actively seek and identify sources of knowledge and best practice in health improvement to modify and update training as appropriate.

5. Publicise training to relevant professionals and other groups as appropriate.

Professional

1. To comply with BPS regulations and the responsibilities of a Stage 2 Trainee Health Psychologist.

2. To participate in regular and ongoing clinical and professional supervision. Professional supervision will be with a Chartered Health Psychologist (BPS approved) and the day to day workplace supervision will be with an appropriately qualified healthcare professional as agreed by the Chartered Health Psychologist supervisor and the Head of Psychology Service.

3. To maintain, review and update supervision plans with the Stage 2 supervisor in accordance with BPS regulations.

4. To be an active part of a team which creates a culture of continuous improvement and collaborative team-working.

5. To work with others in such a way as to encourage trust, openness, creativity and reflective practice.

6. To participate in the NHS staff appraisal framework.

7. To be actively engaged in the locally defined audit and peer learning programmes.

8. To participate in systems and processes for Continuing Professional Development (CPD), including appraisal, clinical/Stage 2 supervision, professional supervision, professional advice and professional and practice development.

9. To adhere to and comply with relevant NHS and local policies and procedures.

10. Manage and organise own workload for a broad range of activities and ongoing work.

11. To be familiar with and abide by confidentiality and information handling and storage guidelines of the NHS Board and Stage 2 regulations.

12. To attend and participate in administrative and service planning meetings as determined by the clinical/professional and Stage 2 supervisor(s).

13. To practice and conduct oneself in accordance with fitness for practice requirements.

Information

1. To maintain the highest standards of clinical record keeping including use of electronic databases, report writing and working in accordance with professional codes of practice of the British Psychological Society and NHS Board policies and procedures.

2. To maintain up to date knowledge of legislation, national and local policies and issues in relation to the client/professional group.

3. To maintain accurate and appropriate records in the Practice and Supervision Log as per Stage 2 Regulations throughout the period of supervised practice.

4. To maintain local activity logs and audit in accordance with local NHS Board requirements.

7a. EQUIPMENT AND MACHINERY

- Computer/lap top/PowerPoint projector for database, research, e-mail, Internet, presentations.
- Computerised and Audio-visual recording equipment for use in assessment and specialist treatment programmes
- Equipment related to health status eg carbon monoxide monitors.
- Expected to have knowledge of manual handling and other equipment within the area.
- Potential car use for travel

7b. SYSTEMS

- To maintain appropriate records of own work, in electronic and hard copy, in line with NHS and Social Care policies and professional guidelines.

- To maintain relevant administrative systems of own work, electronic and hard copy, in line with relevant guidelines.

- To submit statistical information, activity and quality data of own work as required by the Stage 2 programme, regional, national bodies or NHS.

- To word process material relevant to the Stage 2 programme (such as essays, case studies, service- oriented research projects, clinical audits), using suitable word processing and spreadsheet software.

- To use information technology as appropriate, within direct professional work, research and interventions.

- To undertake administrative functions including literature searches, maintaining training

packs, information leaflets, inputting data and other tasks necessary for the efficient running of the service and/or training needs.

- To undertake computerised literature searches using major databases such as PsychInfo, Medline and Cochrane.

- To maintain competence in advanced statistical software (such as SPSS) for the analysis of research and research data.

8. ASSIGNMENT AND REVIEW OF WORK

Work is assigned and reviewed by the clinical/professional and Stage 2 supervisor on a monthly basis. On a day to day basis trainees work independently within set guidelines, referring as necessary to the Stage 2/professional supervisor.

Responsibility for the Practice and Supervison Log lies with the Trainee, with the Stage 2 supervisor assuring appropriate recording of information is countersigned, in accordance with Stage 2 regulations.

Trainees are responsible for managing the competing requirements of both academic and clinical/professional components of training.

9. DECISIONS AND JUDGEMENTS

Trainees are required to make independent day to day professional decisions and judgements using evidence based psychological assessment, within the parameters permitted by their professional guidelines and under the general guidance of their clinical/professional supervisor More complex decisions and issues of professional risk are referred for discussion with the clinical/professional and or/Stage 2 supervisor as appropriate.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Initiating, establishing and delivering a new professional training role within the NHS context

- Dealing with competing demands on a day to day basis

- Initiating and managing change

- Tackling barriers to assessment and interventions.

- The ability to translate complex theory and intervention approaches to enable clear communication to non-clinical individuals and groups.

- Balancing the clinical/professional and Stage 2 requirements required to progress on the Programme

- Developing capacity for accurate self awareness about their current knowledge and skills, and developing their own learning objectives to meet needs identified by self and others.

- Establishing strong working relationships across the range of organisational grades and roles.

- Working in multiple and changing organisational and professional contexts, and with several client groups.

11. COMMUNICATIONS AND RELATIONSHIPS

Trainees will have ongoing communication with:

- Stage 2 Supervisor

Trainees may have ongoing communication with:

- Heads of Psychology Services
- Individual leads such as Director of Public Health, Director of Health Education
- NHS colleagues eg midwives, doctors, specialist nurses
- Drug and alcohol teams
- Local Authority colleagues
- Clinical/Professional Supervisor(s)

Trainees will provide training to a range of staff to enable the delivery of interventions. Groups may include :
NHS and Local Authority staffing groups including health visitors, alcohol councillors, midwives, carers

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical

- Keyboard skills, sitting in one position for long periods when seeing patients.
- Carry bulky health improvement equipment to various clinics/venues
- Drive long distances as required

Mental effort

- Sustain concentration for long periods of time (ranging from one hour to several hours per day), processing information from a number of sources, such as clinical sessions with clients, clinical meetings, service planning meetings, telephone consultation with staff and other professionals
- The use of good time management skills, requirement to change subject focus frequently and without prior notice.
- Workload can be unpredictable e.g. attendance at meetings is often required at short notice and at times staff may need to be seen urgently.

Emotional

- Required to deal with distressing, emotive environments.
- Required to deal with clients and families distressed by the effects of physical or mental illness.
- Required to help other professionals, care staff and relatives deal with highly distressing situations.
- Exposure to hostility.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- Single or Joint Honours degree in Psychology, normally 2:1 or above
- Hold Graduate Basis for Registration (GBR) via qualification recognition or by alternative route.
- Completion of Stage 1 Health Psychology qualification.
- Evidence of capacity to undertake research at postgraduate level (including statistical knowledge).
- Knowledge of Health Psychology Theory and theoretical approaches – particularly in relation to Health psychology improvement agenda and Government health targets
- Excellent and demonstrable written and oral communication skills

- Ability to communicate diplomatically, confidently, empathically with a wide range of people.
- Excellent organisational skills and an understanding of working with multiple priorities.
- Flexible approach to working, balancing Stage 2 and day to day work demands.
- Ability to work autonomously and as part of a team.
- IT skills to a level required to work regularly with Microsoft Office packages and local specialist packages as required.
- Awareness of own competency limitations
- Clear commitment to working within the NHS board area.