

## JOB DESCRIPTION

JOB DETAILS	
Job Title	Clinical Psychologist Principle
Reports to	Cancer Services Matron & Cancer Transformation Manager
Band	8a
Department/Directorate	Cancer Services/ Clinical Support and Specialist Services

JOB PURPOSE
<p>The post holder will develop and establish a specialist psychology service which will complement the current established counselling service available to patients at the Royal Devon University Healthcare NHS Foundation Trust. It is anticipated this service will support those in hospital as well as outpatients.</p> <p>The post holder will lead and provide day to day managerial support to the newly funded Macmillan AHP team and work closely will all members to enhance the provision of personalised care for those with cancer known to the Royal Devon University Healthcare NHS Foundation Trust.</p>

PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> <li>To be lead clinician for the development of and then the delivery of a comprehensive highly specialist psychology service to patients with diverse healthcare needs known to cancer services at the Royal Devon University Healthcare NHS Foundation Trust, working within the HCPC Professional Code of Conduct and Professional Standards of Practice at all times.</li> <li>To establish and deliver individualised, person-centred 1:1 specialist level 4 psychology assessments and treatments as appropriate, in accordance with national guidelines and;</li> <li>Develop the appropriate documentation and pathways for Level 1-4 psychology intervention.</li> <li>To scope the need for and if appropriate, establish relevant group sessions, ensuring that this would complement the existing groups available.</li> <li>To independently manage a highly specialist clinical caseload of patients using evidence-based patient centred principles to assess, plan, implement and evaluate interventions in an outpatient and occasionally, an inpatient setting. This could include reviewing patients in 1-1 clinics, or group settings when they attend for their oncology treatment.</li> <li>To work autonomously to provide expert advice and therapeutic support to patients, carers and other health care professionals within cancer services.</li> <li>To offer clinical expert advice to the wider cancer MDT, both internally and externally, on the role and benefits of specialist psychological support and rehabilitation within cancer care.</li> </ul>

- To be the principle Clinical psychologist for cancer services and provide expertise as appropriate, including contributing to multi-disciplinary team meetings, case conferences, case audits, ward rounds and to clinical governance as appropriate.
- To be responsible for the development, provision, evaluation and continuous development of a clinically effective highly specialist psychology service for patients known to cancer services, to complement the already established counselling service available.

## KEY WORKING RELATIONSHIPS

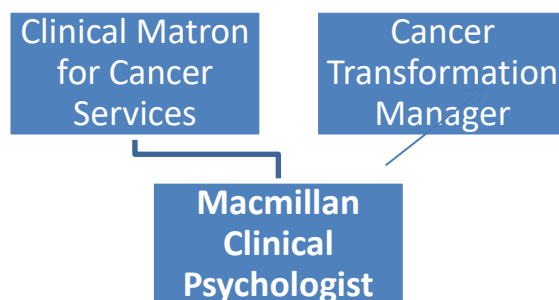
The post holder is required to work closely with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media. They will also act as an expert for staff within local and regional multidisciplinary teams relevant to cancer services, in order to develop and implement high quality, integrated patient care and establish effective communication amongst all staff involved in the care of those known to cancer services at the northern services of Royal Devon Trust, thus creating conditions conducive to excellent patient care.

To work collaboratively with all including:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> <li>• Allied Health Professionals (AHPs) working within Cancer services.</li> <li>• Macmillan Cancer Care Support workers (part of the new Macmillan AHP team)</li> <li>• Members of the Cancer Care Counselling Service based in the Fern Centre at NDDH</li> <li>• Members of the senior Cancer Services team</li> <li>• Clinical Nurse Specialist teams and ACP/Nurse consultants</li> <li>• Consultants and medical teams</li> <li>• AHPs working within the trust in other specialty areas</li> <li>• Ward teams</li> <li>• Administrative staff</li> <li>• Living with and beyond cancer team</li> <li>• Royal Devon staff at all levels</li> </ul>	<ul style="list-style-type: none"> <li>• Patients, relatives and carers</li> <li>• Allied Health Professionals and others who work in Cancer Service teams based in other centres, especially tertiary centres.</li> <li>• Primary care colleagues</li> <li>• Community teams</li> <li>• Hospice teams</li> <li>• Macmillan team members</li> <li>• Commissioners of care</li> <li>• Local, Regional and National charities</li> </ul>

## ORGANISATIONAL CHART

This post will sit within the cancer services team as part of the Clinical Support and Specialist Services division and will be based predominantly at North Devon District Hospital (NDDH).



## **FREEDOM TO ACT**

- To work autonomously within professional guidelines, as an advanced practitioner to provide expert advice and therapeutic support to patients, carers and other health care professionals within cancer services at the Royal Devon University Healthcare NHS Foundation Trust.
- To be professionally accountable for all aspects of your own work, including the planning and management of a highly complex and specialist caseload of patients and to organise this effectively and efficiently with regard to clinical priorities and use of time.
- To lead the development of Psychology specific evidence-based policies, procedures and patient information for cancer services and those who access it, at the Royal Devon University Healthcare NHS Foundation Trust.
- To exercise responsibility for the governance of psychological practice within the service.
- To adhere to Professional standards and 'codes of conduct' at all times and to comply with organisational and departmental policies and procedures.
- To be responsible for own professional development portfolio.

## **COMMUNICATION/RELATIONSHIP SKILLS**

- To frequently communicate highly complex and sensitive information with patients concerning assessment, formulation and treatment plans, in a skilled and sensitive manner, often in the context of a hostile or highly emotive atmosphere and to monitor and evaluate the patient's progress during the course of care.
- To be able to communicate appropriately and in a sensitive manner, with the patient and all those involved in their care, including communication with those who have complex speech and language problems, cognitive or behavioural problems.
- Have the understanding and the ability to translate sensitive and complex information into practical everyday terms for patients, staff and professional colleagues of all levels.
- To provide a high standard of patient care and deal with complaints in a professional manner, in line with local policies
- To establish and maintain good working relationships with the current counselling team and to ensure that the proposed psychology service will complement the already established counselling service.
- To work collaboratively with all other professionals, agencies and community staff involved with patient care, to develop and implement timely high-quality integrated patient centred care.
- To communicate accurate and up to date highly specialist assessment and treatment results, including information regarding a patient's condition and functional performance, to the appropriate disciplines both verbally and in the form of reports and letters – as per professional and legal requirements.
- To work with patients, carers and colleagues from diverse cultural and ethnic groups and respect personal beliefs and identity of individuals, promote individual rights and choice and promote anti-discriminatory practice.
- To promote and support patients' rights by promoting individual choice, respecting their beliefs and ensuring privacy and dignity at all times

- To work collaboratively with the Living with and beyond team and provide highly specialist information, advice and clinical expertise as appropriate, in order to develop and implement education sessions/programmes for patients, their carers and families, including supporting Health and Wellbeing events. This will require using a wide range of teaching strategies and presentation aids as appropriate, tailoring as required to patient need.

## **ANALYTICAL SKILLS**

- Undertake comprehensive, holistic highly specialist clinical assessment and treatment of patients presenting to cancer services which may involve using advanced analytical and investigative skills and expert clinical reasoning to decide appropriate treatment plan and approach, especially for those with highly complex multifactorial problems.
- Interpret highly complex information e.g. medical notes and clinical findings and provide advanced specialist advice accordingly.
- As a reflective practitioner, identify own training needs and Continuing Professional Development (CPD) requirements to meet HCPC and professional standards of performance and ensure that Health and Care Professions Council registration is maintained.
- Maintain up-to-date knowledge of local and national guidelines and clinical research, and lead clinical changes to the development of patient pathways in line with these.

## **PLANNING/ORGANISATIONAL SKILLS**

- To be able to effectively prioritise caseload, data collection, education sessions, and service delivery projects effectively and efficiently.
- To plan, prioritise and take responsibility for own caseload of highly complex patients effectively and efficiently.
- To co-ordinate patient appointments, including organising follow-up arrangements according to agreed guidelines and procedures
- To be involved in longer term strategic planning of cancer rehabilitation within the trust.
- To participate in regular clinical supervision in accordance with good practice guidelines
- To exercise good personal time management, punctuality and consistent, reliable attendance

## **PATIENT CARE**

- To provide expert knowledge, and holistic, advanced psychological assessments and formulations for patients referred to cancer services at the northern services. This will require the analysis, interpretation and integration of complex psychological data from a variety of sources including clinical case notes, psychological tests, self-reported measures, rating scales, direct and indirect interviews with patients, family members and others involved in the patient's care. In addition, they will manage their own patient caseload which will often consist of individuals that have complex needs and multi-pathologies
- To formulate and implement plans, developed in partnership with patients, for the formal specialist psychological treatment and/or management of a patient's psychological and mental health problems, based upon an appropriate conceptual framework of the patient's problems and employing methods of proven efficacy, across a range of settings, both in and outpatients.

- To deliver a wide range of highly specialised and effective psychological interventions, skills and treatment techniques to maximise patient independence and quality of life throughout their cancer pathway.
- To advise and educate patients and their families/carers on the management of individual problems incorporating individual patient focussed goals and outcomes.
- To evaluate and make decisions about treatment options, considering both theoretical and therapeutic models and highly complex factors concerning historical and developmental process that have shaped the individual, family or group.
- To undertake risk assessment and risk management of individual patients.
- To provide sessional highly specialised psychology support and input as appropriate and required to activities such as patient education sessions and support groups that are currently offered by the wider Cancer Services team.

### **POLICY/SERVICE DEVELOPMENT**

- To undertake a comprehensive scoping exercise across cancer services and identify areas where specialist psychological intervention and level 3 & 4 psychological services would be beneficial to those patients known to Cancer Services, and provide feedback on the above to members of the Cancer Services team.
- To identify the key area with the greatest impact and benefits to patients for a single pilot project and then develop, establish and deliver personalised specialist psychological assessment, advice and support to those known to cancer services in the northern services of the trust.
- To utilise research skills for audit, policy and service development to ensure up-to-date evidence-based practice is delivered across the newly established service. This will be in line with professional clinical standards and guidelines.
- To initiate and implement project management, including complex audit and service evaluation, alongside the AHP and cancer services teams, to monitor and evaluate the ongoing effectiveness of the service and reflect critically on practice and skills in relation to analysis of outcomes, to develop and improve services for patients and their families.
- To work in conjunction with the Cancer Services senior team and AHP team in the development of the strategic direction for specialist psychological input within cancer services within the acute hospital and local community in line with Trust/directorate strategic aims and objectives and Long-Term planning.
- To contribute your clinical expertise to the development of future policies and/or strategic documents.
- To lead in the development of patient resources and teaching materials, including self-management advice, within the specialist area of cancer rehabilitation, to educate patients, carers and staff.
- To report and address where appropriate any incidents, accidents and near misses in accordance with the Trust Incident Policy

### **FINANCIAL/PHYSICAL RESOURCES**

- To ensure the efficient and effective use of all resources used within the course of one's own duties, maintaining an awareness of the financial impact of inappropriate use.

## HUMAN RESOURCES

- To provide day to day supervision, training and teaching with the AHP team including a Physiotherapist, Occupational therapist and a Dietitian.
- To offer psychological advice and consultation to members of the Cancer Services team, including the site specific, Acute oncology and haematology teams, to support the psychological assessment and therapy provided by other health professionals
- To provide clinical support and supervision to clinicians working with patients accessing cancer services as required. This would include team debriefing sessions as required
- To be responsible for the provision of training and support of other staff, involved in the care of those with cancer, to deliver level 1 and/or level 2 psychological assessment and care, as appropriate for their role and to offer on-going supervision to those who have completed such training.
- To provide expertise and advice to facilitate the effective and appropriate provision of psychological care by all members of the cancer teams and wider teams. This may include ward staff for patients known to cancer services and admitted to the hospital.
- To provide general advice to other professionals on psychological aspects of risk assessment and risk management where appropriate. This may include ward staff for patients known to cancer services and admitted to the hospital.
- Providing education and leadership to enhance the awareness and understanding of the breath, scope and benefit of psychology support within cancer care to patients, carers and the cancer and non-cancer workforce.
- To develop, implement and monitor the psychology element of the training programme for the cancer care support workers within the AHP team, including regular supervision.
- To provide highly specialist advice, clinical supervision and mentoring as appropriate, to other psychology colleagues and other staff members within the cancer MDTs, both internally to NDDH and externally.

## INFORMATION RESOURCES

- To ensure the highest standards, with professional and legal accountability, of clinical record keeping including data entry and recording, report writing and the responsible exercise of professional self-governance, in accordance with the professional codes of practice of the British Psychological Society, HCPC and Trust policies and procedures.
- To maintain strict confidentiality of patient information in accordance with Clinical and Information Governance.
- Develop and lead on the collection and collation of appropriate data, in order to monitor activity but also impact and quality of the service including collecting Patient Reported Outcome Measures and Patient Experience Outcome Measures, as appropriate.
- Monitor, regularly analyse and evaluate the information available to ensure the new service meets the needs of the patients and then report the findings and actions as appropriate.
- Possess competent keyboard, Word processing, Excel spread sheet and PowerPoint skills to maintain electronic patient records, write reports and correspondence, produce educational resources, collect patient evaluation and outcome data, design and develop presentations, and create other documents related to the post.

## RESEARCH AND DEVELOPMENT

- To utilise research skills to regularly audit and evaluate clinical practice and the delivery model of the psychology cancer service developed as part of this pilot, in relation to its evidence base and clinical effectiveness.
- To actively engage in the wider AHP team service review.
- Be aware of, and critically evaluate, current developments in cancer care, disseminating new evidence-based practices within the AHP team, psychology department and wider MDT.

## PHYSICAL SKILLS

- Computer skills to maintain patient records, clinical audit, support clinical practice, email and presentations etc.
- Car driver with regular access to a car.

## PHYSICAL EFFORT

- Sitting at desk at computer, in clinic, or in meetings.
- Standing during group sessions or ward-based activities.
- Ability to travel to other locations as required, meeting time constraints.

## MENTAL EFFORT

- Manage competing demands of providing services and developing a service on a daily basis.
- Manage a complex, varied and unpredictable workload requiring concurrent concentration.
- Deal with interruptions to workload e.g. telephone enquiries and responding to a bleep, which may require an immediate change in planned activity.
- Frequent requirement for intense concentration especially during assessments, problem solving and devising and carrying out treatment programmes, including identifying strategies to motivate and encourage behaviour change as/if needed.
- Read, decipher and interpret patient information.
- Read, decipher and interpret lengthy documents e.g. national guidance, regional or national service specifications, summarising for other staff as appropriate.
- Long periods of concentration required, including when using a visual display unit.

## EMOTIONAL EFFORT

- The post holder may frequently experience exposure to distressing or emotional circumstances and occasional challenging behaviour.
- Frequently work with patients who have received bad news.
- Occasionally work with patients with mental health problems or occasional challenging behaviour.
- Frequently respond to concerns and questions from a wide range of people who may be anxious and distressed relating to their condition and treatment.

- Frequently adapt to an unpredictable workload regarding bleeps, phone calls, emails, requests to support clinics
- High level of mental effort when managing staffing concerns
- Occasionally manage conflict in the workplace and assist in dealing with crises/problems/ difficult circumstances within department teams/individuals
- Dealing with complaints and patient feedback frequently
- Frequent exposure to distressing or emotional circumstances, potentially daily.

## WORKING CONDITIONS

- Potential exposure to verbal aggression and risk of physical aggression.
- Work in a variety of settings according to patient need, the environment of which can be noisy, cluttered and can be subject to interruptions.
- Occasional exposure to body fluids such as urine, blood, sputum.
- Occasional exposure to unpleasant working conditions including the possibility of working with bodily fluids when in clinical setting
- Frequent VDU use
- Possible lone or home working

## OTHER RESPONSIBILITIES

- The post holder will fulfil all tasks and work as part of the AHP team. This includes taking responsibility for delegated tasks, which do not fall within the work outlined above, as reasonably requested by the Cancer Services Team. The post holder will be ring-fenced to work only with those known to cancer services and will not be asked to provide cross cover to other services.
- Minimise risk to self and others by having an understanding of, and observing, Trust-wide Health and Safety procedures and protocols, including those related to Systemic Anti-Cancer Therapies (SACT).
- The post holder is expected to comply with Trust infection control policies & conduct him/herself at all time in a manner as to minimise the risk of health care associated infections.
- Take part in regular performance appraisal.
- Undertake any training required in order to maintain competency including mandatory training.
- As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.
- You must also take responsibility for your workplace health and wellbeing:
  - When required, gain support from Occupational Health, Human Resources or other sources.
  - Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
  - Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
  - Undertake a Display Screen Equipment assessment (DES) if appropriate to role.



## **APPLICABLE TO MANAGERS ONLY**

Leading the team effectively and supporting their wellbeing by:

- Championing health and wellbeing.
- Encouraging and support staff engagement in delivery of the service.
- Encouraging staff to comment on development and delivery of the service.
- Ensuring during 1:1's / supervision with employees you always check how they are.

## **DISCLOSURE AND BARRING SERVICE CHECKS**

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

## **GENERAL**

This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements. This procedure is jointly conducted by each manager in consultation with the post holder. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

# PERSON SPECIFICATION

<b>Job Title</b>	Macmillan Clinical Specialist Psychologist Principle
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Requirements	Essential	Desirable
<b>QUALIFICATION/ SPECIAL TRAINING</b>		
Post graduate doctoral level training in clinical psychology (or equivalent) as accredited by the British Psychological Society, including specific models of psychopathology, clinical psychometrics and neuropsychology, two or more distinct psychological therapies and lifespan developmental psychology.	√	
Current Health and Care Professions Council (HCPC) registration as a Clinical Psychologist.	√	
Post-doctoral training in psychological management of patients with pain and physical health difficulties	√	
Clinical supervision training	√	
Comply with and adhere to Standards of Conduct, Proficiency, Performance and Ethics identified by the HCPC.	√	
To be aware of and comply with current legislation and local employment regulations relating to the post. This includes Health and Safety at Work requirements.	√	
Other related academic qualifications to Masters or Doctoral level		√
Attendance at relevant accredited courses/ conferences.		√
<b>SKILLS &amp; KNOWLEDGE</b>		
In depth knowledge of clinical psychology and psychological therapies to doctoral level.	√	
Advanced psychological assessment, intervention and management skills	√	
Advanced communication skills including the ability to communicate highly complex sensitive information to a wide range of people.	√	
Highly developed analytical and critical appraisal skills	√	
Effective organisational and time management skills.	√	
Effective presentation and teaching skills using a variety of teaching techniques and methods.	√	
Knowledge of research design, methodology and complex data analysis as practiced within the field of clinical psychology.	√	
Evidence of continuing professional development as recommended by HCPC and the British Psychological Society	√	

In depth knowledge of the role and value added by clinical psychology services throughout the clinical pathway for those with suspected/confirmed cancer.	√	
Ability to identify, provide and promote appropriate means of support to patients, carers and staff exposed to highly distressing situations.	√	
<b>EXPERIENCE</b>		
Significant experience working as a qualified Clinical Psychologist.	√	
Experience of working with a wide variety of patient groups.	√	
Previous experience of working with those on a cancer pathway.		√
Experience of managing highly complex/emotive and distressing situations with a calm and highly professional manner.	√	
Experience of providing clinical supervision.	√	
Experience of presenting to/teaching a range of audiences.	√	
Experience of representing psychology within a Multi-disciplinary team (MDT).	√	
Experience of working within a specialist cancer MDT.		√
Experience of using ACT and Mindfulness therapies.		√
Experience leading on audit/research project.	√	
Experience of service development.	√	
Experience of leading service development/service planning.		√
Experience of setting up and development of a new clinical service/role.		√
Published work.		√
<b>PERSONAL ATTRIBUTES</b>		
Ability to motivate self and others	√	
Enthusiastic	√	
Reliable	√	
Professional caring manner	√	
Friendly and approachable	√	
Ability to work independently and on own initiative	√	

Ability to respond and adapt to unpredictable work patterns and meet deadlines		
<b>OTHER REQUIREMENTS</b>		
Ability to travel flexibly to meet the requirements of the job	√	
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.	√	

		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
<b>Hazards/ Risks requiring Immunisation Screening</b>					
Laboratory specimens	Y		√		
Contact with patients	Y				√
Exposure Prone Procedures	N				
Blood/body fluids	Y		√		
<b>Hazard/Risks requiring Respiratory Health Surveillance</b>					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g. isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	Y		√		
Animals	N				
Cytotoxic drugs	Y		√		
<b>Risks requiring Other Health Surveillance</b>					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
<b>Other General Hazards/ Risks</b>					
VDU use (> 1 hour daily)	Y				√
Heavy manual handling (>10kg)	Y	√			
Driving	Y		√		
Night working	N				
Electrical work	N				
Physical Effort	Y			√	
Mental Effort	Y				√
Emotional Effort	Y				√
Working in isolation	Y	√			
Challenging behaviour	Y			√	