

Job Description – Honorary Assistant Psychologist

1. Job Details

Post Title:	Honorary Assistant Psychologist
Grade:	Honorary placement (i.e. unpaid) Equivalent level: Band 3 - 4
Hours:	Part-time minimum of 1 day (7.5 hours) per week for a minimum of 6 consecutive months and a maximum of 12 months generally
Department:	Haringey IAPT (East and West Teams)
Reports to:	Senior Therapist
Accountable to:	Head of Service
Location:	Various locations in the Borough of Haringey
Liaises with:	IAPT colleagues, other psychological therapies staff including, where applicable, members of other disciplines and agencies responsible for a client's care, including team psychologists and clinical team leaders.

2. Job Purpose

The primary purpose of the post is to support and enhance the psychological care of service users accessing Haringey Let's Talk IAPT Service. In particular, your main focus will be conducting brief telephone assessments. We may also ask you to engage in our varied outreach projects.

Further tasks could include assisting in administration, data entry, and clerical tasks including gathering data for service evaluation, audits, collection of statistics, development of audit projects, and other special project work.

The aim is for you to work within the overall framework of the team's policies and procedures whilst working with a committed and dynamic team of clinicians.

3. Working Environment

Haringey IAPT service is provided by Whittington Health NHS Trust. The service provides psychological/psychotherapeutic services to all its residents over the age of 16. This service is part of the national IAPT programme to make evidenced based psychological therapies more accessible to people with depression or an anxiety disorder.

The borough of Haringey has an ethnically diverse population of 221,947 people with pockets of high social deprivation and need (based on Census figures of 2001). Haringey IAPT has approximately 50 permanent staff consisting of clinical and counselling psychologists, CBT psychotherapists and counsellors. Specialist clinicians with further post-graduate training in psychotherapy provide clinical and supervisory/training input from within

specific therapeutic modalities. It is a high volume service fielding up to 10,000 referrals each year, which is expected to rise over the next five years. We offer a range of NICE recommended therapies including Cognitive Behaviour Therapy, Counselling, Guided Self Help, Dynamic Interpersonal Therapy, EMDR, Behavioural Couples Therapy, Couples Counselling for Depression along with a range of interventions for long-term conditions and new mothers.

Continuing professional development is ensured by regular clinical and managerial supervision, peer-support, and attendance at relevant courses/conferences, in line with the requirements set out by the relevant accrediting organisations.

Joint working, consultation and liaison with other professionals, services and agencies are a regular feature of the work carried out. Teaching, training and supervision are provided to professional colleagues within and outside IAPT.

4. Organisational Position

The post holder will be supervised following each telephone assessment. Regular and ongoing supervision and case management will also be provided. A Senior Therapist is always on duty for immediate clinical supervision. We will also provide training on risk management, developing a provisional diagnosis, as well as in assessment skills.

5. Key Responsibilities

Clinical

- To conduct brief telephone assessments to establish whether we are the most appropriate service for the patient's presenting problem, and decide on the most appropriate treatment option. This includes an assessment of risk, treatment needs, therapy goals, presenting problems, and a general mental health screen.
- To assist clinicians identify outside agencies that might be helpful signposting options for clients
- To use relevant computer programmes especially our patient case management information system (PCMIS).
- To maintain appropriate and up to date clinical records.
- To make referrals to appropriate agencies, as guided by both the outcome of the telephone assessment and the duty supervisors.

6. Administrative

- To deal professionally with telephone enquiries, taking messages, and using initiative to take appropriate actions and help manage clients' questions when they might be distressed or confused.
- To be the first point of contact for clients, staff and members of the public to the Service.
- To collect and collate client feedback.

7. Supervision

- To receive regular clinical supervision in accordance with good practice guidelines.
- To ensure you receive supervision following each clinical contact
- To attend monthly group supervision

8. Service Development

- Where possible, to attend team meetings in which Service developments regarding the improvement of client care are planned and discussed
- To participate in clinical governance initiatives as agreed by the post holder's professional manager

9. General

- To contribute to the development and maintenance of the highest professional standards of practice, through active participation in established and prescribed training programmes
- To maintain the highest standards of clinical record keeping and report writing in accordance with Service and Trust policies and procedures.
- To undertake specific administrative duties as required
- To perform other duties appropriate to the honorary position, which may be required from time to time by the Department.

10. Communication and Working Relationships

Communication with	Frequency
Duty Supervisor	Following each telephone assessment
Line Manager	<u>Monthly</u> , or as required
IAPT Team Members, CBT psychotherapist, Counsellors, PWP	Informal – Daily
Team Administrators	Informal – Daily
Client, GP and other clinicians	As needed

11. Other Relevant Information

General

All employees are expected to comply with statutory requirements, and the Trust employment policies while carrying out their work.

The post holder will be encouraged to develop a range of skills and capabilities, including participation in projects and training events. Accordingly, the range of duties and responsibilities outlined above may change from time to time to reflect the changing needs of the organisation.

Equal Opportunities

The post holder must at all times carry out his/her responsibilities with due regard to the Trust's Equal Opportunities Policy.

Performance Review

Overall performance will be formally assessed and reviewed regularly with additional informal assessment taking place as necessary.

Health and Safety

All employees are subject to the Health and Safety at Work Act. The post holder is required to pro-actively comply with their duties as described by the Trust Policies and objectives for Health and Safety.

Confidentiality

All employees (paid and honorary) are required to work in a confidential manner in all aspects of their work.

Person Specification

Essential	Desirable	How Tested A/I
QUALIFICATIONS		
At least a 2:1 (Hons) in Psychology (or a Master's degree in Applied Psychology or a further period of academic study at a commensurate level)	Postgraduate training relevant to mental health	A/I
Entitlement to graduate membership of the British Psychological Society		A/I
EXPERIENCE		
Paid or unpaid direct experience with a mental health population	Paid work in mental health Paid work in psychological therapies	A/I
	Postgraduate clinical experience	A/I
KNOWLEDGE		
Graduate level knowledge of psychological assessment and clinical psychology	Experiential knowledge of psychological assessment and clinical psychology	A/I
Graduate level knowledge of psychological research methodology and statistical analysis		
Awareness of racial and diversity issues		
SKILLS AND ABILITIES		
An ability to interact with people with psychological problems		AI

Good communication skills (written and verbal) including an ability to communicate sensitive information to clients, families, and colleagues; and work in settings in which the atmosphere may be highly emotive.		A/I
Very good organisation skills		A/I
An ability to work effectively within a multi-disciplinary team, contributing to effective team functioning		A/I
An ability to interact effectively with staff from all disciplines		A/I
Experience using databases or data-analysis		A/I

A = Application Form

I = Interview