WORK EXPERIENCE PLACEMENT - DESCRIPTION OF ACTIVITIES

1 DETAILS

TITLE: Work Experience Placement, Psychological Assistant

PLACEMENT LENGTH: Variable – length to be agreed. Minimum 6 months, maximum 12 months

PAYMENT: The role is unpaid and is provided as a work experience placement

LOCATION: According to placement

HOURS: Variable – to be agreed

SESSIONS: Variable – to be agreed

BASE: To be agreed

ACCOUNTABLE TO: Lead Clinical Psychologist – Work Experience Placements

2 SUMMARY OF ROLE

The person on placement will work within the Psychological Therapies Secondary Care Service providing support and assistance to clinical staff.

This may involve:
1. Undertaking clinically supervised work with clients on a one to one basis and/or assisting therapists with aspects of ongoing therapies.
2. Under supervision carrying out psychometric assessment of clients, including scoring and reporting of results (but not interpretation or reporting of this).
3. Under supervision, planning, organising and delivering a variety of psycho-educational courses / groups.
4. Undertaking R&D activities, under supervision of the responsible psychologist or other professional e.g. carrying out or assisting with carrying out audits, service evaluation or research.

5. Other clinical support activities as appropriate e.g. reviewing and summarising case notes to aid therapists, clinical administration activities or carrying out background research or preparation for meetings or service development (e.g. reviewing NICE guidelines or preparing a literature review)

The person on placement will contribute to developing efficient systems and to any evaluation of the service that is undertaken and all duties will be determined and supervised by the qualified clinical psychologists in the service.
3 ORGANISATION CHART:

![Organisation Chart]

4 KEY RESULT AREAS/ LEARNING OBJECTIVES

A) Clinical

1. Undertake psychological therapy work as directed and under the supervision of the qualified clinical psychologist or other professionally qualified staff team members, of people who are receiving individual or group psychological therapy within the secondary care psychological therapies service.

2. Prepare a summary of the content of sessions.

3. Undertake psychometric assessment of clients under supervision, score assessments and report results.

4. Undertake clinically relevant administrative duties.

5. Undertake any other duties specified by the qualified psychologist in the psychological therapies service.

6. Receive and fully participate in regular clinical supervision sessions with regard to all aspects of clinical work.
B) Policy & Service Development

1. Contribute to the development of the service by undertaking duties requested by the qualified psychologist. These might include undertaking literature reviews, carrying out/assisting in service evaluation, helping to collate and develop suitable assessment materials and evaluation forms and preparing reports outlining the results of the operation of the service.

C) Training and Development

1. Attend such post-qualification training as identified by the qualified psychologist to increase knowledge and skills in relevant areas.

2. Contribute to any education and training opportunities provided to other staff (e.g. describing the work of the service).

D) Research and Development Activity

1. Carry out any audit, evaluation, or participate in any research as directed by the qualified psychologist.

E) Clinical Governance

1. Undertake any appropriate clinical governance activities as directed by the qualified psychologist.

F) Professional

1. Ensure that adequate records of all work are provided in accordance with Trust guidelines.

2. Record work activity using Trust systems (i.e. MHIS).

3. Participate in clinical supervision and caseload supervision and maintain records of these activities.


5. Undertake CPD as determined through IPR and maintain records of this according to Trust and professional guidelines.

6. Maintain and further develop the high standards of Clinical Psychology practice through co-operative work with other Clinical Psychologists and peer supervision.

7. At the outset of the placement specific learning objectives will be agreed for the placement.
G) Communications and working relationships

1. Establish good exchange of clinical information with members of the psychological therapies service team and other disciplines/agencies involved.

2. Attend and contribute to any appropriate Psychological Services meetings.

3. Key Working relationships: Psychological Therapies Service team clinical psychologists, Service and team manager(s), and other team members.

D) Information Technology

1. Utilise IT equipment as directed by the qualified psychologist for purposes which may include - recording and storing assessment results, carrying out audit or service evaluation and for preparing reports using trust systems.

5 CONDITIONS OF PLACEMENT

1. The person on placement will be expected to conform to the BPS Code of Conduct D.C.P. Guidelines for Professional Practice of Clinical Psychology, the Patients Charter and other standards agreed locally in the provision of service.

2. The person on placement will be expected to work within the D.C.P. Guidelines for Clinical Psychology Services and the Guidelines of CPD.

3. This description of role is subject to review as the Service is re-organised and developed.

4. This post is subject to an exemption order under Section 4(2) of the Rehabilitation of Offenders Act 1974.

5. The person on placement will be subject to all necessary safeguarding checks and will be issued with a licence to practice. Normally the college will be responsible for carrying out the necessary checks.

6 WORK EXPERIENCE ROLE AGREEMENT

<table>
<thead>
<tr>
<th>Person on placement’s Signature</th>
<th>Date</th>
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<tr>
<th>Lead for Psychology Signature</th>
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Person Specification

Job Title: Work Experience Assistant Psychologist

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>1. Honours Psychology degree 2.1 or First and 2. Eligible for graduate membership of BPS</td>
<td></td>
<td>1. Driving licence 2. Wish to apply for clinical psychology training</td>
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<tr>
<td>OR</td>
<td>3. On BPS accredited Psychology honours degree sandwich course and undertaking placement as part of degree requirement</td>
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<tr>
<th>Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>1. Previous work as Assistant Psychologist/ Graduate Practitioner 2. Experience with clients with mental health difficulties or long-term care needs (paid or voluntary). 3. Use of psychometric tests, interviewing clients, recording data, evaluating results.</td>
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<th>Specialised knowledge</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>1. Use of IT equipment and software to prepare documents/reports (Microsoft word), record data (Microsoft excel/database) and prepare presentation materials (PowerPoint). 2. Applying psychological knowledge to practical situations</td>
<td></td>
<td>1. Use of computer statistical package 2. Counselling skills.</td>
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| Personal Attributes | Essential | |
|---------------------|-----------|
| 1. Good liaison and communication skills. 2. Well organised with good administration skills. 3. Empathy/engagement skills. 4. Ability to work independently. 5. Self awareness and emotional resilience. 6. Effective team player | |

| Other | |
|------|