

# **Salford Care Organisation**

## **Job Description & Person Specification**



## **Choose to make a Difference**

Be developed • Be supported • Be inspired • Be empowered • Be rewarded • Make a difference

# **We're thrilled you're thinking of joining us!**

Our new Northern Care Alliance NHS Group unites five local hospitals to deliver high quality care across the North East of Greater Manchester.

The Alliance provides the benefits of scale but delivers this locally through multiple hospital sites which make up four new Care Organisations – Bury/Rochdale, North Manchester, Oldham and Salford. Using our mantra of 'Saving lives, Improving lives', the aim is for our Care Organisations to work closely with the communities they serve to deliver safe, high quality and reliable care, which are trusted, connected and pioneering.

Our Care Organisations are designed to operate within our group arrangement of hospitals, community and healthcare services which bring together over 17,000 staff and the services of The Pennine Acute Hospitals NHS Trust and Salford Royal NHS Foundation Trust. Our size and geographical reach means we are creating an environment each individual will be inspired and empowered by to be the best they can be. This is a really exciting time to join our new team.

Salford Royal NHS Foundation Trust became only the second NHS Trust in the country and the first in the North of England to be rated "outstanding" by The Care Quality Commission. The Trust is consistently rated as one of the best places to work in the NHS and here are just a few of the reasons why:

- We are a major teaching hospital for the Universities of Salford & Manchester
- Our clear aim is to be the safest organisation in the NHS.
- Recent investment of £200 million to develop our main hospital site.
- Leading Major Trauma Centre for Greater Manchester
- Largest Dermatology Centre in Europe
- One of the most digitally mature Trusts in England (NHS England Digital Maturity Index).
- We are also an award winning Trust having been confirmed the best performing hospital in the North West and among the top 4% in England by the Healthcare commission, named Top Teaching Trust in England by Healthcare 100 and named a winner of the National Patient Safety Award.

The Trust has many nationally and internationally renowned clinicians who are pioneering the latest techniques and treatments. The Trust has an excellent reputation for quality and innovative clinical services, teaching and research.

# Our Values

We have four core values which are a focus for how our staff and volunteers work with each other to provide care for our patients. We think of our values as a set of guiding principles to refer to when making decisions and interacting with people and they help us to work together to continuously improve the organisation and ourselves.

These core values form part of the Organisations Performance Framework which regularly reviews how staff are performing.

## **Patient & People Focus**

This value enables us to place the patient first we everything we do.

All staff are required to demonstrate that they:

- Communicate effectively with patients, families and colleagues
- Pro-actively personalise the service, connecting with patients and carers
- Adopt and practice the 'safe, clean, personal' ethos.

## **Continuous Improvement**

This value ensures that the organisation including individual staff are always moving forwards and improving the ways things are done.

All staff are required to demonstrate that they:

- Look at ways of measuring and auditing improvements
- Pro-actively develop goals and objectives in support of the Trust's vision
- Identify opportunities to reduce waste and inefficiency.

## **Accountability**

This value enables us all to recognise our own part in keeping our organisation 'safe, clean and personal' in the way we care for people.

All staff are required to demonstrate that they:

- Are transparent and results focused
- Display personal accountability towards problem-solving
- Recognise and accept accountability beyond job role.

## **Respect**

This value is about respecting patients and colleagues alike, and also the on-going reputation of the organisation.

All staff are required to demonstrate that they:

- Are supportive and empower staff involvement
- Are consistent and understanding of others and their needs

# Job Description

**Reports to: Consultant Clinical Neuropsychologist at Salford Care Organisation**

**Responsible to: Consultant Clinical Neuropsychologist Salford Care Organisation**

**Base/Department: XXX based at XXX, but affiliated to the Department of Clinical Neuropsychology at Salford Royal NHS Foundation Trust Hospital**

**Main purpose of the job: Provide Neuropsychology input as a part of the Wrightington Wigan and Leigh Integrated Neurorehabilitation and Stroke Team (INST).**

## Main Tasks & Overview of Responsibilities

### *Summarise main tasks*

**Be responsible for the provision and delivery of Community Neuropsychology input in the WWL INST, and support the discharge of WWL patients from the Trafford Intermediate Neurorehabilitation Unit (IRU).**

**Development of highly specialised clinical neuropsychology input in the WWL INST is an important job responsibility.**

**Have an excellent flow of communication with the Line Managing Consultant Neuropsychologist at Salford Care Organisation and Clinical Neuropsychology Colleagues at the Trafford Intermediate Neurorehabilitation Unit.**

**Responsibility for teaching, training, research and development within the Neuropsychology specialty and in developing the scientist practitioner role of the Clinical Neuropsychologist is a significant part of the post.**

**The role includes the development of guidelines, policies and pathways within the Neuropsychology specialty and beyond where they impact on other clinical areas and involve other health professionals. Policies and pathways developed will be consistent with the North Area Team vision and framework**

policies.

**Regular and co-ordinated working with the Clinical Neuropsychologists and Psychologists at the Trafford Neuro Rehab Unit.**

**Contributing towards the Salford Care Organisation Neuropsychology Team Vision and Objectives**

**The job will include responsibility for Clinical Neuropsychology team members in the WWL INST, which may include Assistant Psychologists, postgraduate Trainee Clinical Psychologists, and research staff. It will also involve collaborative leadership support to the Allied Health Professionals (AHPs) and Nurses within the team as a part of Trans-disciplinary Working (TDT).**

## **Communications and Relationships**

Provide written reports to referral agents within reasonable time frames to ensure clear communication of diagnostic decisions (Neuropsychological assessment) and proposed Psychological treatments/interventions;

Provide feedback and communicate assessment results to patient, significant others (carer, relative), and TDT members, bearing in mind that patients cognitive difficulties may interfere with their comprehension of information and that patients and relatives may be too distressed or angry to take in the information provided;

Negotiate complex situations where provision of clinical information and proposal for intervention may produce disagreement and conflicts within families and/or staff involved in the patients care;

Provide written summaries of assessment and intervention plans to patients and others as appropriate, bearing in mind that the patient is required to give consent or that provision of information and intervention is in their best interest - in patients who lack capacity to consent;

Communicate with members of the MDT and wider agencies in sharing relevant information and collaborate in joint interventions/treatments, and support case management, ongoing clinic risk, and personal health budgets.

Directly record findings of assessments and recommendations in patients' electronic health records;

Ensure clarity and accuracy in written and verbal communication. Minimise potential miscommunication arising from the complexity of neuropsychology assessment results and consequences for patient if test scores within reports are listed

inaccurately;

Monitor the written communications of Assistant Psychologists at WWL INST, providing feedback as appropriate;

Set and maintain quality standards in clinical and written work via self-monitoring, reflective practice, seeking feedback from others, peer supervision and identifying ongoing improvements.

Develop patient information on Neuropsychological issues affecting patients with acquired brain injury, establish links with voluntary services and user groups;

Communicate with relevant managers in relation to clinical service and administrative issues related to the service;

Have regular communication with the WWL INST Team Lead.

Work with neuroscience clinicians (Consultants, Specialist Nurses, Therapists and others as appropriate).

### **Analytical and Judgmental Skills**

Analyse relevant information leading to appropriate formulations of complex clinical situations where expert opinion might differ;

Ensure that records are maintained by staff of patients referred, so that referral patterns across the service can be established, with comparisons of demand versus capacity, for the future development of the service.

Utilise knowledge of local and national neuroscience developments including relevant national service frameworks, policies and guidelines, in making an analysis of service requirements and arriving at recommendations for service developments;

Ensure that a register of patients falling within your specified clinical areas and referred to the service is developed and maintained, to establish the current and future demand for services relevant to this patient group;

Maintain timely neuropsychology records of assessments and treatment sessions updated for each session

Compile and return activity statistics as required;

Use of word-processing and statistical packages in the design and evaluation of research and audit data.

### **Planning and Organisational Skills**

Be responsible for the development and provision of Neuropsychology to patients referred to the WWL INST. This includes identifying service priorities, initiating developments within the service, representing the needs of the specialty as appropriate.

Assist in identifying uni-disciplinary neuropsychology gaps for WWL patients.

Identify gaps in Neuropsychology services above, as impacting on the Neuroscience centre and provision of specialised Neuropsychology service across the Greater Manchester conurbation and the community and be involved in the longer-term planning of services;

Foster the development of a holistic service of high quality at WWL and ensure that the philosophy of the Neuropsychology service as derived collaboratively with the team as a whole is implemented and adhered to;

Ensure that assessment and intervention guidelines are developed across the specialty;

Specifically initiate, develop and review Clinical Neuropsychological guidelines for the assessment and treatment of patients in the WWL INST and other specialised areas identified to meet the needs of the service;

Be responsible for the development of pathways relevant to specific service area and contribute to their development within the MDT, and ensure consistency with the Team's Vision and Objectives;

Identify priorities within the clinical workload on the basis of referral information and other factors relevant to the patient and the service;

Contribute to the setting of quality standards in terms of service delivery and outcome evaluation and their definition and monitoring within the service;

Be responsible for the development of quality standards in terms of service delivery and outcome evaluation (clinical effectiveness) for the Neuropsychological assessment and management of patients within your dedicated clinical area;

Ensure an appropriate balance of work across all aspects of the service by clinical staff directly responsible to you.

## **Physical Skills**

Frequent periods of intense concentration during individual therapy or group



sessions, supervision, teamwork and consultation.

Prolonged concentration during individual and/or group sessions, assessment and therapy for more than two hours at a time during assessment sessions.

Frequent exposure to emotionally distressing or traumatic situations in patients disclosing abuse, and family breakdown occurring as a result of a person's illness.

Exposure to patients who exhibit challenging behaviour such as physical and verbal aggression whilst suffering from temporary or permanent mental incapacity.

Physical effort sitting in constrained positions for longer than two hours at a time during assessment sessions.

Regular handling and transporting of neuropsychological tests. Occasional handling of patients (e.g. seizures, falls) and objects (e.g. wheelchairs).

Frequent use of VDU for test administration and evaluation of test scores as well as writing summaries and intervention protocols for staff.

Holding a full, and valid, driving license would be important, but reasonable workplace adjustments would be considered if applicant unable to drive, as clinician would need to be able to attend clinics and provide home visits, for example.

## **Responsibility for Patient Care**

Psychological and Neuropsychological assessment of patients referred to the WWL INST for MDT input.

Interviews with significant others (relative or carer) as appropriate to the patients presenting problem and as relevant to the assessment process;

Interviews and reviews with staff (medical, therapist, nursing etc) as appropriate to the patients presenting problem and as relevant to the assessment process;

Assessment of patients' mental capacity, including risk assessments of patients presenting with challenging behaviour;

Participation in MDT assessment clinics and meetings;

Evaluation of the multitude of information gained from observation of patient, neuropsychological test results and direct interview with patient, significant others (relative or carer) and other health professionals to produce Psychological



formulation of presenting problem;

Produce a diagnostic formulation based on test results and other information as appropriate;

Produce reports based on this multifactorial assessment process and components, including test results, as appropriate;

Advice to individual patients, their family, general practitioners and other relevant health professionals on the outcome of the assessment and on the management/treatment of specific psychological and neuropsychological problems;

Development of Psychological intervention plans and intervention for patients presenting with challenging behaviour, including physical and verbal aggression;

Psychological intervention and treatment for community patients presenting with cognitive and emotional difficulties related to their neurosurgical/neurological condition;

Psychological intervention of community patients presenting with intense emotional trauma related to physical or sexual abuse and found to exacerbate their neurological condition, or recovery from acquired brain injury.

Collaborative work with significant others (patients relative/carer) and other health professionals in the implementation of Psychological interventions;

Family interventions/therapy, as relevant and appropriate within the context of a patients psychological and neuropsychological difficulty;

Support and provide clinical supervision and consultancy in the delivery of psychologically-informed interventions by other members of the WWL INST.

## **Responsibility for Policy/Service Development**

Be responsible for ensuring that research and development activity takes place within the specialty by devising appropriate professional development plans;

Ensure the development of service pathways across the service and their evaluation with regards to clinical effectiveness.

Set and maintain quality standards pertinent to the Neuropsychological service for patients within the dedicated clinical area;

Contribute to the postgraduate Neuropsychology teaching module on North West

DClin psychology courses and be involved in teaching and lecturing on other postgraduate courses as appropriate;

Supervise post-graduate research activity of Trainee Clinical Psychologists;  
Participate in Neuroscience and Departmental clinical governance activities, including regular Neuropsychology Department meetings.

## **Responsibilities for Financial and Physical Resources**

Provide advice and ensure that Neuropsychology requirements for up to date test items, other equipment and any financial implications are communicated to the Consultant Clinical Neuropsychologist and other relevant managers for consideration within the budgetary process;

Provide advice and ensure that the requirement for appropriate and safe storage facilities for equipment is met, by communicating with the relevant manager;

Generate income by contributing to endowment funds with income received for lectures, and any other paid work which is carried out in Trust time and for which payment is received;

Ensure that staff are aware of their responsibility to donate payment received for any work done within Trust time to the endowment fund, for the benefit of the neuropsychology service as a whole;

Provide advice on the appropriate level of grading for new posts.

Ensure that staff are aware of their responsibility to donate payment received for any work done within Trust time to the endowment fund, for the benefit of the neuropsychology service as a whole;

Provide advice on the appropriate level of grading for new posts.

## **Responsibilities for Human Resources**

Be managerially and professionally responsible for any assistant psychologists that are responsible to them, in terms of devising job descriptions, recruitment, training and professional development, supervision, appraisal, and sickness absence;

Contribute to the support of the WWL INST as a part of MDT working;

Provide regular supervision to clinical staff in accordance with their level of expertise and BPS guidelines;

Provide specialist placements to clinical psychology trainees;

Be responsible for the appraisal of clinical staff, devise and monitor the implementation of their professional development plan;

Be responsible for responding to grievances and complaints raised by clinical staff and psychology research staff in accordance with trust policy;

Be responsible for the implementation of Trust policies,

Ensure that staff's mandatory and other identified training requirements are met within the context of their professional development plans.

### **Responsibility for Information Resources**

Adhere to Departmental guidelines on paperlite working, in line with BPS guidelines on Electronic Healthcare Records, and Trust initiatives around Electronic Patient Records (EPR) as the primary patient record. Adhere to information governance guidelines regarding shared drives, databases, research, and patient-facing information, for example.

### **Responsibilities for Research and Development**

Contribute to the Neuropsychology Department's research activities and interests;

Be responsible for ensuring that research and development activity takes place within the specialty by devising appropriate job descriptions and professional development plans;

Identify and review audit tools used in the service evaluation of patients within the dedicated clinical area.

Develop links with colleagues in academic and other settings and engage in collaborative research, service evaluation and audit;

Explore funding opportunities for research into psychological and neuropsychological sequelae of Neuroscience patients;

### **Freedom to Act**

Be responsible for own professional development in keeping with an agreed professional development plan;

Be responsible for devising and implementing policies and guidelines as relevant to the service;

Seek peer supervision by senior clinicians with relevant expertise and in keeping with BPS guidance;

Be accountable for own professional actions and work within the limit of professional competence, as specified within the code of conduct of the British Psychological Society (BPS) and the professional practice guidelines of the Division of Neuropsychology.

Be aware of, and comply with, Trust policies and procedures;

Support line manager;

Engage in clinical sessions involving both direct clinical and indirect clinical activity, such as patient related multidisciplinary teamwork and other patient related activities.

Remaining sessions are administration, research and development, professional development ;

Regularly attend Neuropsychology Department and Neuroscience meetings as appropriate.

## **Partnership Working**

Represent the specialty within working groups for services involving Community Rehabilitation and other defined area as required to meet the needs of the service,

Participate in Neuroscience working groups and Operational Delivery Networks (ODNs);

Be a resource in relation to specialist expertise and provide clinical expertise including supervision of Psychology colleagues outside of Salford Royal Hospitals Trust as required;

Jointly work with members of multidisciplinary teams in providing services to patients;

Advise and educate Neuroscience and other colleagues on psychological and

neuropsychological issues affecting the management of patients with neurological/neurosurgical disorders;

Work collaboratively with other agencies (social services, employment services, voluntary sector etc) in setting standards and improving psychological treatment outcomes;

Link with Neuroscience and Community colleagues (clinical staff and management team).

## **Equality and Diversity**

Be aware of, and compliant with, Trust policies on equality and diversity

## **Making Every Contact Count**

Front line staff are in an ideal position to offer support and advice on how to improve health and wellbeing.

Staff should use their interactions with the public to give them additional advice on health and wellbeing.

Staff will be given training and support to help them to signpost people to other services which may improve their health and wellbeing.

## **Health & Safety**

Take account and be aware of staff, visitor and patient safety issues when devising specific psychological intervention plans for inpatients with challenging behaviour;

Prevent inappropriate implementation of psychological intervention programmes devised for inpatients but administered by other health professionals, by monitoring staff awareness and compliance with psychological intervention programmes;

Be aware of and compliant with trust policies on health and safety issues

You have a personal responsibility to support your department/ward/clinic in reducing hospital acquired infection. You must comply with the Trust's policies on infection, prevention and control and maintain your competency to effectively discharge your responsibilities. You must bring deficiencies to the attention of your manager.

## **All people who manage others**

You are accountable for the effective deployment of activities that ensure that your department/ward/clinical team is reducing hospital acquired infection. You will ensure that you and your staff comply with the Trust's policies on infection, prevention and control. You will ensure that you and your staff receive the training required to maintain competence to execute the Trusts policies on infection, prevention and control. You have a responsibility to bring deficiencies in the deployment of such policies to the attention of your line manager.

## **General Staff**

You have a personal responsibility to support your department/ward/clinic in reducing hospital acquired infection. You must comply with the Trust's policies on infection, prevention and control and maintain your competency to effectively discharge your responsibilities. You must bring deficiencies to the attention of your manager.

## **Safeguarding**

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. You will be expected to fulfill your mandatory safeguarding training at the level applicable to this role.

## **Electronic Patient Records**

The WWL INST uses an Electronic Patient Record (EPR). All Clinicians must use try to use this EPR as the primary patient record. It supports delivery of Safe, Clean and Personal patient care.

The majority of clinical documentation is entered directly on the EPR including health issues, case histories and continuation notes, condition specific structured records and risk assessments. EPR also provides systems for prescribing, requesting most tests and some services, and for viewing results, a local integrated record and correspondence.

Access to this comprehensive EPR is via a unique login and password. All Clinicians working in WWL INST must receive EPR training.

## **Code of Conduct**

Professional staff that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Staff who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.



## Person Specification

	Specification	Essential / Desirable	Evidence
<b>Registration</b>	Eligibility for membership of the British Psychological Society and Division of Clinical Psychology is required.	E	Graduate basis for registration or BPS membership number.
	HCPC Registration	E	HCPC Number
<b>Essential Qualifications</b>	Honours Degree in Psychology	E	Certification
	Doctoral Degree in Clinical Psychology	E	
	Academic qualification such as Diploma or MSc in Research Methodology or PhD.	E	
	Postdoctoral Qualification in Clinical Neuropsychology (QiCN) and related eligibility for Division of Neuropsychology Specialist Register in Clinical Neuropsychology (SRCN) via this or the grand-parenting scheme.	D	

<b>Knowledge, Skills and Experience</b>	Previous experience of a minimum of four year's work in a regional neuroscience centre or clinical psychology service affiliated to a neuroscience centre.	<b>E</b>	<b>Application</b>
	Previous experience of patients undergoing rehabilitation and exhibiting challenging behaviour in a community setting.	<b>E</b>	<b>Application</b>
	Prior experience of multidisciplinary team (MDT) working.	<b>E</b>	<b>Application</b>
	Previous experience of providing line management and clinical supervision to Assistant Psychologists.	<b>E</b>	<b>Application</b>
	Prior experience of service development.	<b>D</b>	<b>Application</b>
	Prior experience of research activity.	<b>D</b>	<b>Application / Bibliography</b>

## Physical & Mental Requirements

<p><b>Physical effort:</b></p> <p>The role will involve frequent prolonged periods at a desk/in an office or clinic/in a sedentary role. It will also require the individual to carry/transport test materials, laptop, and other clinical materials. The role will require some exposure to clinical manual handling (e.g. manoeuvring wheelchairs, helping people during/following seizures or falls).</p> <p><b>Mental effort:</b></p> <p>The role will require frequent, and sometimes prolonged, periods of intense concentration during individual and/or group sessions, and in meetings. It will also require mental effort when engaging in neuropsychological testing, and will also involve significant amounts of computer/laptop-based work. The MDT office is open plan, so demands will be placed on focused, divided, and sustained attention.</p>	<p><b>Emotional effort:</b></p> <p>The role will involve frequent exposure to emotionally distressing or traumatic situations in patients disclosing abuse, and family breakdown occurring as a result of a person's illness.</p> <p>It will also involve exposure to patients who exhibit challenging behaviour such as physical and verbal aggression whilst suffering from temporary or permanent mental incapacity.</p> <p><b>Working conditions:</b></p> <p>The successful applicant will be based with the HMR Integrated, who operate in an open plan office. There are bookable rooms for meetings or protected time. Clinics would take place largely in local GP practices/health centres, but there would also be the need to provide home visits. Adhering to Trust protocol regarding home visiting would be essential. There is an expectation that the postholder will need to be able to travel around the local patch, as well as attending other meetings in the Greater Manchester conurbation.</p>
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