Guidance on the Appointment of Consultant Applied Psychologists

May 2011

This document provides guidance on the use of National Assessors. It is aimed specifically at all those responsible for recruiting to Consultant Psychologist grade in Health, Social Care and the Higher Education Sector.
Contributors

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Approved by the Professional Practice Board, February, 2006.

Revised May, 2011.
1. Introduction

This document provides guidance on the use of National Assessors for the recruitment and selection of Consultant Psychologists in Health and Social Care, i.e. Clinical, Health, Counselling Psychology, and those in Academic positions. The target audience for this document is anyone involved in the appointment process of Consultant Psychologists. Due to the fast pace of change and new initiatives within the Department of Health, including Agenda for Change, this document will be reviewed on an annual basis.

The register of UK National Assessors is divided into 16 sections and is available via the British Psychological Society’s website – www.bps.org.uk/assessors

For each section of the list there is a Lead Assessor who should be contacted for more specific advice on a recruitment issue. Their individual contact details are provided alongside.

Further advice can be obtained from the British Psychological Society’s National Assessors Team, e-mail: national-assessors@bps.org.uk or tel: 0116 252 9918, and directly from the Chief National Assessor, Prof. Chris Cullen (e-mail: Chris.Cullen@northstaffs.nhs.uk).
<table>
<thead>
<tr>
<th>Section</th>
<th>Lead Assessor</th>
<th>Contact details</th>
</tr>
</thead>
</table>
| Chief National Assessor and Lead Assessor, Learning Disabilities | Chris Cullen           | Tel: 01782 427629  
Chris.cullen@northstaffs.nhs.uk |
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| – General                                                   | Rosemary Corke         | Tel: 01743 341914  
rosemary.corke@shropshirepct.nhs.uk |
| – Psychosis & Complex Mental Health                          | Louise Lyon            | Tel: 020 7435 7111  
llyon@tavi-port.nhs.uk |
| – Psychotherapy                                             |                        |                                                                                 |
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Irene.sclare@slam.nhs.uk |
| Forensic                                                    | Derek Indoe            | Tel: 0117 929 4530  
dindoe3@aol.com |
| Clinical Health Psychology and Management Posts              | Ian Bennun             | Tel: 01803 654572  
ian.bennun@nhs.net |
| Health Psychology                                           | Vacant                 |                                                                                 |
| Counselling Psychology                                      | Vacant                 |                                                                                 |
| Neuropsychology & Neurological Rehabilitation               | Camilla Herbert        | Tel: 01444 239123  
cherbert@birt.co.uk |
| Teaching, Training & Research                               | Jennifer Ashcroft      | Tel: 01524 599273  
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| Primary Care                                                | Vartouhi Ohanian        | Tel: 0208 321 5506  
vartouhi.ohanian@wlmht.nhs.uk |
| Scottish Assessors*                                         | Sheelagh Rodgers       | Tel: 01463 253690  
sheelagh.rogers@nhs.net |

*Note: there is one Lead Assessor appointed by the Scottish Government. To search for a Scottish Assessor the usual website (www.bps.org.uk/nationalassessors) can be used but you will need to key in the region as 'Scotland'. You may either then key in ‘Scottish Assessors’ as the speciality or leave as ‘All specialities’; both will show the full list of Scottish Assessors.
2. Recruitment

The experience of National Assessors is such that it is important to involve them as early as possible in the process of recruitment to ensure best advice for employing organisations. National Assessors have a breadth of expertise across organisations and geographical areas, which can be drawn on in the recruitment process.

2.1 Summary of recruitment process

Use of Assessors in recruitment and selection

The goal of the selection process is to assess whether applicants meet the requirements of the post, i.e. have the necessary skills and competencies to fulfil the post. The National Assessors are there to provide advice to the employing NHS Trust, the Higher Educational Institution, or other employer, e.g. Local Authority, voluntary or private sector organisation.

The National Assessors will be able to assist the potential employer by commenting on whether the candidates have the necessary competencies (as specified in the Job Description) to meet the Person Specification. This process will identify those applicants who are eligible for short listing. Candidates may then be assessed on their appointability by drawing on information from a variety of sources. These may include:

- Application form;
- Curriculum Vitae;
- References;
- Replies to questions at interview;
- Formal presentation;
- Continuous Professional Development Log Record;
- NHS Knowledge and Skills Outline for the post;
- NHS Agenda for Change Band Profile for the post;

The use of National Assessors is part of the mechanism to ensure protection of the public and the maintenance of professional standards. Two National Assessors should be contacted, one from the section of the list for which the post is advertised, the other may be external to this section. However, both Assessors must be external to the employing Trust or organisation. If for any reason a second Assessor cannot be found or an Assessor is not able to attend the interview nearer the date, then another Assessor should be found and the interview rescheduled. Assessors have been advised that they may continue with the interview should only one Assessor be present but they must have agreed to this prior to the interview taking place.

To avoid problems such as this contact with Assessors should be made as soon as possible and dates for likely interviews agreed early in the process.

Assessors should be asked for advice about Job Advertisements, Job Descriptions and Person Specifications. This advice will be particularly useful when a new post is being considered. When National Assessors are being invited to be a member of an interview panel, it is important to involve them in the short-listing process, since experience has shown that this can avoid unsuitable candidates being called for interview.

Expenses

Any expenses that are to be incurred by the National Assessors should be agreed prior to the process commencing. These would normally cover travel and subsistence.

Regrading in Post

It should be noted that since the implementation of Agenda for Change (A4C) Assessors are not involved in regradings, these are usually completed by submission of the revised Job Description to a Matching Panel as part of the job evaluation process (NHS Employers, 2006).
Confidentiality and Data Protection
National Assessors will take all reasonable steps to preserve the confidentiality of information acquired through their work as an Assessor and in line with the British Psychological Society’s Code of Ethics and Conduct (March, 2006). Assessors should also consider the Data Protection Act when accessing applicants' personal information. The employer should consider where and how personal information is recorded and supplied to external Assessors.

Conflicts of Interest
A National Assessor should declare any conflict of interest before accepting an invitation to act as an Assessor. The Assessor should not be involved in any interviews where there may be a conflict of interest, e.g. working in the same Trust as an applicant, having a personal relationship with an applicant, etc. The Chair of the Interview Panel is responsible for the final decision regarding resolving any conflicts of interest.

2.2 Documentation required prior to advertising a vacancy
The Job Description, Person Specification and KSF Outline (relevant to NHS posts only) for the post are the key documents for the short-listing process. The short-listing panel will use them to select the people who meet the criteria and competences described.

2.2.1 Job Description
The Job Description should:
- Give the job title that is the official description of the role;
- Give the overall purpose of the job;
- Define key result areas;
- Define accountability;
- Outline service and organisational structures;
- Give the base location and any other regular travel requirements there may be;
- State that the appointee will be expected to follow the British Psychological Society’s Code of Ethics and Conduct (March, 2006).

2.2.2 Person Specification
The Person Specification, which will have been written prior to short-listing, will describe the essential criteria by which candidates will be selected for interview. The candidates will then need to demonstrate at interview that they meet the requirements of the person specification. National Assessors can advise on suitable interview questions.

2.2.3 NHS Knowledge and Skills Framework outline
As NHS Knowledge and Skills Framework (KSF) outlines are developed for each post, they should be included in the recruitment documentation. The NHS KSF post outline sets out the dimensions and levels that apply to a particular post in the NHS. The combination of dimensions and levels gives a broad indication of the knowledge, skills and competencies for a Consultant level appointment. Candidates applying for Consultant posts will be assessed to determine whether they have the skills and competencies associated with an 8c or higher position.

2.2.4 Eligibility for Chartering as a Psychologist
The title ‘Chartered Psychologist’ is legally recognised and before admission to the Register of Chartered Psychologists individuals must have:
- a recognised first degree in psychology;
- recognised postgraduate qualifications;
- or have:
  - undergone three years’ approved postgraduate training and supervision; been judged ‘fit to practice’ independently.
All Psychologists who become chartered have agreed to follow the British Psychological Society’s Code of Ethics and Conduct (March, 2006).

Managers wishing to gain further information may contact the British Psychological Society which holds a list of Chartered Psychologists (a copy of the list can be found on the Society’s website: www.bps.org.uk). All candidates for Consultant posts should be eligible for Chartered Psychologist status.
3. Selection

3.1 The Role of National Assessors in the Interview process

3.1.1 The Short-listing Process

Information to be provided to the National Assessor when short-listing:

- Departmental and organisational structure;
- Job Description;
- Person Specification;
- Knowledge and Skills Framework outline;
- All application forms and supporting documentation;
- Any other information given to applicants;
- Agenda for Change Matching Report;
- Contact details of the other Assessor involved in the appointment.

3.1.2 Composition of appointment panels

The short listing and selection panel must include two Assessors, both of whom should be external to the employing Trust/organisation. At least one Assessor should be selected from the section of the register relevant to the appointment being made, but if necessary the other Assessor may come from another section of the register. Assessors for posts with mixed responsibilities should be selected to reflect these responsibilities. If one of the National Assessors is prevented from attending the interview at the last moment then the remaining National Assessor must be advised by the employing organisation; the Assessor may then decide whether to proceed with the interview alone.

3.2 Interview process

The employer may want to clarify the role of Assessors prior to the interview. In assisting employers the British Psychological Society wishes to make it clear that the role of Assessors is an advisory one, in that they are not voting members of an interview panel. However, it is expected that they will play a full part in the questioning of the candidates.

It may be a useful role for the National Assessors to have sight of references prior to the interview in order to advise the panel on issues arising form the references, which should be explored at interview.

It is the experience of Assessors that the following areas may be helpful to explore during the interview:

- Management training and experience, including knowledge of personnel issues;
- Knowledge and experience of the management of other professional groups;
- Highly specialist clinical skills and experience;
- Skills and experience in service planning and development.
- Resource management including budgeting;
- Skills and knowledge in implementing clinical and research governance initiatives;
- Knowledge of current policies and strategies relevant to the delivery of health and social care;
- Leadership abilities;
- Extended involvement in teaching and supervision;
- Involvement in strategic development of services with commissioners, providers and other agencies;
- Other project work;
- Values and ethical issues;
- Research achievement;
- Teaching skills;
- Provision of consultation for and supervision of other health and social care disciplines.
3.3 Part-time Consultant appointments
When recruiting and selecting employees for part-time Consultant posts, employers will need to consider whether the role requirements can be satisfied under reduced hours at this level. As for all posts, full- and part-time, previous experience should be demonstrated by the candidate at interview using the key skills and competencies required for the role, as set out in the Job Description and Person Specification. Appointing to all levels including the Consultant band on a part-time basis and/or by means of a job share arrangement should be fully considered by employers when requested.

4. Post-interview

4.1 Feedback to unsuccessful applicants
Giving feedback to candidates can be a role for an Assessor. All applicants should be given the opportunity to obtain feedback on their interview. Any feedback that is given should be in full agreement with the interview panel and authorised by the employer. This feedback could include advice about their interview technique as well as what continuous personal development the applicant may need before applying for another Consultant post. It is appropriate for one of the National Assessors to be available to be contacted by unsuccessful applicants for feedback and advice. This needs to be discussed and agreed at the post interview discussion.

4.2 Training programme for successful applicant
In some cases a need for Continuous Professional Development for the applicant will be identified at interview. This could be, for example, training in management. National Assessors may assist with the identification of an appropriate training programme.

4.3 Continuous Professional Development
National Assessors often recommend development plans to successful (and unsuccessful) applicants. In particular management and leadership training courses are advised and should form part of individual’s Continuous Professional Development plans. The progress of the candidate can then be assessed through the appraisal round and the use of the knowledge and skills framework to enable them to gain a full range of skills and competencies for the post, and thus be of benefit to the Employer.

4.4 Data Protection
Once feedback has been given, all relevant notes will be returned to the employer. National Assessors will not retain any notes that can be traced to individuals either in written form or on a computer.

5. Complaints procedure
If you have a complaint regarding a National Assessor, first contact the Lead Assessor for that section of the register; their details can be found in Section 1 of this document, or alternatively on the British Psychological Society’s website National Assessors home page (www.bps.org.uk/assessors). If you are unable to contact the Lead Assessor then you should contact one of the following for advice: The National Assessors Team (0116 252 9918), and/or the Chief National Assessor. Once the nature of the complaint has been discussed it is usual to ask for the complaint to be put in writing. Once received, this complaint will be discussed by the Chief National Assessor and a panel of relevant National Assessors with the Assessor concerned. The National Assessors Team will co-ordinate this process.
6. Summary of Recruitment and Selection process

Recruitment and Selection Process for New Posts

Head of Department identifies requirement and ensures funding agreed and available for post.

Engage National Assessors:
Two Assessors are required, ideally both from the same section of the register, but if not possible then one from outside the section is acceptable. Both Assessors should work outside of the employing Trust or organisation. Ensure Assessors have each others contact details.

Consult with National Assessors and prepare:
Job Advert, Job Description and Person Specification.

Ensure that all the necessary documents have been passed to the matching panel for evaluation, including Job Description, Person Specification, etc. Await result and advise Assessors.

Agree interview panel and arrange the interview date – if possible, allow at least 2–3 weeks between closing date and interview. Provide sufficient notice for Assessors (e.g. 2–3 months).

Advertise post, provide Human Resources with appropriate supporting papers, i.e. Job Description, Person Specification, etc.

Consult with Assessors to short-list applications that meet the required criteria.

Hold interviews.
Two National Assessors must be present. If this is not possible then it is up to the remaining Assessor to agree whether or not to go ahead with the interview. 
Note: Assessors do not have a vote on the panel but advise as to whether a candidate is appropriate or not.

Assessors may be asked to provide feedback to unsuccessful applicants.
Recruitment and Selection Process for an Existing Post

Head of Department identifies requirement and ensures funding agreed and available for post.

Engage National Assessors:
Two Assessors are required, ideally both from the same section of the register, but if not possible then one from outside the section is acceptable.
Both Assessors should work outside of the employing Trust or organisation.
Ensure Assessors have each others contact details.

Consult with National Assessors. They should be provided with copies of the:
Job Advert, Job Description, Person Specification, and KSF outline (if available).

Agree interview panel and arrange the interview date – if possible, allow at least 2–3 weeks between closing date and interview. Provide sufficient notice for Assessors (e.g. 2–3 months).

Advertise post, provide Human Resources with appropriate supporting papers, i.e. Job Description, Person Specification, etc.

Consult with Assessors re short-listing applications that meet the required Criteria providing, application forms, CVs and all appropriate paperwork.

Hold interviews.
Two National Assessors must be present. If this is not possible then it is up to the remaining Assessor to agree whether or not to go ahead with the interview.
Note: Assessors do not have a vote on the panel but advise as to whether a candidate is appropriate or not.

Assessors may be asked to provide feedback to unsuccessful applicants.
Appendix 1: Frequently Asked Questions

1. Why should we use National Assessors as part of our Recruitment and Selection procedures?
Answer: Involving Assessors in the recruitment, selection and appointment of consultant psychology posts in the NHS is an important element ensuring clinical governance and high professional standards. It is particularly important that there is a rigorous process which provides legal protection both to the members of the public and to the employing organisation. Psychology Assessors are the best placed to assess psychology competencies.

2. Why should we have to use two National Assessors?
Answer: Two Assessors are required as this ensures consistency of practice and standards, and ensures a high degree of independent advice. Two Assessors can offer a full scope of practice/experience and provide complimentary skills. Additionally, using two Assessors also allows for Assessors to be trained by an experienced mentor.

3. How early in the recruitment process should we contact both National Assessors?
Answer: You should contact the National Assessors at the beginning of the process, when you have identified a requirement and agreed funding for the post. Both of the Assessors should be sent job descriptions, person specifications and copies of proposed job advertisements. The full processes are outlined in Section 8 of this guidance document.

4. How do we ensure that equal opportunities and legislation is adhered to during the recruitment process?
Answer: The employer is responsible to ensure that equal opportunities are complied with at all times, and that no applicant receives less favourable treatment on the grounds, for example, of ethnic origin, nationality, religion, disability, sexual orientation or age, or is disadvantaged by terms or requirements which cannot be justified. All National Assessors should be fully aware of equal opportunities legislation.

5. How do we know that National Assessors have received adequate training in recruitment and selection issues?
Answer: Assessors undergo a rigorous recruitment procedure in order to become a National Assessor. All Assessors have undertaken training in recruitment, selection and interviewing, and will have demonstrated significant experience in recruiting whilst they have been practising at Grade 8c and above. Training is also provided by the British Psychological Society at regular intervals and National Assessors are required to attend at least one of these events per year.

6. What happens if one of the National Assessors is not able to attend the interview?
Answer: You should contact the remaining National Assessor and check whether or not they are happy to continue without the other Assessor being present. The Assessor who has withdrawn may be included in the interview using the telephone, if possible. Alternatively another National Assessor may be contacted to attend but they must be provided with all of the necessary paperwork prior to the interview.

7. Are there any circumstances in which applicants who are already Consultants would not require external National Assessors?
Answer: No.
8. Do locum posts require the use of Assessors?
Answer: Yes, all temporary posts at Consultant band 8c and above should involve two Assessors to consider the appointment.

9. What financial arrangements are required?
Answer: National Assessors should be paid their expenses by the recruiting Employer.

10. What should I do if a National Assessor’s input has given cause for concern or otherwise been regarded as unprofessional?
Answer: If an Assessor’s behaviour needs to be reported then this should be done by the interview panel to the Lead Assessor for that section of the register – contact details can be found in Section 1 of this document. Section 5 of this document also provides details of the complaints procedure.

11. Where can I find a list of National Assessors?
Answer: The Register of National Assessors can be found on the British Psychological Society’s website (www.bps.org.uk/nationalassessors). This will take you to the home page for National Assessors, there you will be able to search for an Assessor and access the latest guidance notes for recruitment and selection.

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### Appendix 2: Check List

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<thead>
<tr>
<th>Task</th>
<th>Responsibility</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure funding available for post.</td>
<td>Head of Department</td>
<td></td>
</tr>
<tr>
<td>Ensure Criminal Record Bureau Checks have been made.</td>
<td>Responsible Manager</td>
<td></td>
</tr>
<tr>
<td>Contact two National Assessors (both from within the same section of the register, if possible, otherwise one from another section of the list; both should be from outside of the region).</td>
<td>Responsible Manager</td>
<td></td>
</tr>
<tr>
<td>Prepare Job Description and Person Specification and put through matching process if necessary.</td>
<td>Responsible Manager/ Matching Panel/ Assessors</td>
<td></td>
</tr>
<tr>
<td>Send Job Description, Person Specification and proposed job advert to National Assessors for review/advice.</td>
<td>Responsible Manager/ National Assessors</td>
<td></td>
</tr>
<tr>
<td>Contact National Assessors once CVs and applications have been received.</td>
<td>Responsible Manager</td>
<td></td>
</tr>
<tr>
<td>Produce short-list for interviews – National Assessors will help with this process.</td>
<td>National Assessors/ Responsible Manager</td>
<td></td>
</tr>
<tr>
<td>Convene interview panel. Give plenty of notice for National Assessors.</td>
<td>Responsible Manager</td>
<td></td>
</tr>
<tr>
<td>Conduct interview.</td>
<td>National Assessors and interview panel</td>
<td></td>
</tr>
<tr>
<td>Provide feedback to unsuccessful applicants</td>
<td>Management/ National Assessors</td>
<td></td>
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Appendix 3: Description of Division Specialities

The Division of Clinical Psychology

Adult Mental Health – Long-term psychiatric disorders
The areas of service covered by Assessors on this section of the list would be in-patient psychiatric rehabilitation, community rehabilitation services, psychosocial interventions, early interventions in psychoses, adult continuing care services, and assertive outreach.

Adult Mental Health – General
Assessors in this section should be able to advise on posts, which cover services for adults with mental health problems. These would include services to community mental health teams, psychological therapy teams/networks (including family therapy), acute admission units and related day care services. They may also be able to offer guidance in relation to more specialised areas such as primary care, eating disorders and substance misuse.

Adult Mental Health – Psychotherapy
Assessors on this list can be expected to have a sound understanding of; the main evidence based psychotherapies, the range of recognised psychotherapy trainings, organisational and professional issues within multidisciplinary psychological therapy services. They can be called upon for advice concerning junior appointments in this area, as well as for Consultant (Band 8c and above) Specialist Posts in Psychotherapy. The list comprises specialists in a range of therapeutic orientations and those seeking advice on an appropriate assessor are welcome to contact the Speciality Advisor.

Children and Young People
Assessors on the list in this section will generally have expertise within at least one child and family specialty area, and will also have skills and experience in general service development and provision including research and evaluation. Some Assessors from other sections of this list may usefully contribute to selection in particular highly specialist child or adolescent posts, e.g. neuropsychology, forensic, child learning disability alongside a Children and Young People Assessor from this section. It is essential to seek advice from the Lead Assessor as to the most appropriate combination of Assessor skills and expertise for such posts.

Forensic
Assessors on this list are able to advise on all clinical posts in forensic and health service settings. These include Forensic Psychiatry Departments, Regional Secure Units, Special Hospitals and DSPD services. Some also have experience of other forensic settings, including prisons, youth treatment centres and related services for young people. However, not all Assessors are able to advise in these areas. Assessors may also be approached to discuss issues relating to the employment of non-clinical forensic psychologists in health service posts.

Clinical Health Psychology
Assessors in this Section of the list can offer advice and guidance about psychology posts in a range of adult medical or surgical specialities, e.g. oncology, pain services, plastic surgery, cardiology, respiratory medicine. Some of the assessors will have particular expertise in the management of clinical health psychology services in acute or community settings, others will have expertise in highly specialised clinical services, e.g. spinal injuries, sexual health services including HIV/AIDS sensory or physical disabilities. Where there is any doubt, the lead assessor can be approached to advise on the most appropriate assessors for a particular post or service.
Learning Disability
The Assessors in the LD list can be expected to know about a wide range of services for people with intellectual impairments or learning disabilities. These will include challenging behaviour, forensic and secure services, community-based living, services for people with learning disability and mental health problems, and children with a learning disability. However, it is essential to discuss exact needs with individual assessors since most will not have specialised in all these areas.

Management
Assessors in this section will offer advice and guidance in relation to posts which require significant management skills or wider organisational responsibilities. This would normally include all Heads of Service/Professional Head/Adviser roles within the NHS, together with Section/Speciality Head posts in major service areas. Assessors may also have a useful role to play in relation to the appointment of psychologists to manage/co-ordinate non-psychology service personnel or in advising on wider issues of major service change or organisational restructuring where psychology posts or services are directly involved.

Neuropsychology and Neurological Rehabilitation
Neuropsychology services for adults include:
1. specialised diagnostic and treatment services with specific patient sub-groups such as people with epilepsy or dementia;
2. more generic acute or community-based services;
3. specialised neuro-rehabilitation services.

Child neuropsychology services fall under the same general headings, but there are important differences in assessment procedures, conditions seen, other specialisms worked with, and service links. Given this difference between child and adult services and possible sub-specialisms within neuropsychology, it will be important to ensure that Assessors have sufficient familiarity with the area in which the proposed post will fall.

Older People
Assessors in this section have particular skills and experience in relation to those services which deal predominantly with older people. These include services for dementia (often covering dementia of all ages), depression, anxiety and other functional psychiatric illnesses of later life and those with complex and enduring physical problems such as stroke, Parkinson’s Disease and other severe disabilities more common in later life. They cover both mental health and physical health services. There may be some posts that overlap with such sections, as Neuropsychology and Neurological Rehabilitation and Medical/Surgical Services and Assessors from those sections may also be appropriate in such cases.

Primary Care
The psychology of primary care involves a wide range of roles and models of service delivery. Individual psychologists working in primary care may have this as their main focus or combine a primary care role with other significant specialist areas of work, such as health psychology, specialist mental health services or community psychology. The type of clinical work in primary care is likely to be highly varied including primary prevention, health promotion, staff support and research, in addition to individual and group treatment for psychological disorders and health behaviour change. A Grade 8c and above Psychologist post in primary care will generally have a leadership role and management responsibilities for the provision of a systematic psychological service in primary care. In addition to leading a team of psychologists this may involve the co-ordination or management of services provided by other disciplines such as counsellors, behaviour therapists or nurse practitioners.
**Substance Misuse and Addictive Behaviour**
Assessors in this section will be specialists in their field and will hold senior posts within the organisations in which they work. They will also be aware of the current trends within a rapidly changing speciality and have knowledge of the difficulties that can occur as a result of substance misuse and addictive behaviour within other populations. Advice and guidance on service developments, as well as advice on the construction of job descriptions and advertisements, is within the remit of a National Assessor and most National Assessors will have an intimate knowledge of the field in general.

**Teaching, Training and Research**
The majority of clinical psychology posts related to education and training are university appointments. The university, as provider of training, therefore has the primary responsibility for appointments. Even when appointments incorporate NHS employment contracts for new staff, the university, as the holder of training funds for all staff, has a significant input into appointment procedures. The regulations of the university normally determine procedures for funding of new posts and regrading, constitution of appointment panels and related procedures. The British Psychological Society Committee on Training in Clinical Psychology (CTCP) has agreed in principle that, when making appointments to senior clinical academic posts (Senior Lecturer and above), training programmes must ensure that external Assessors are involved. This is irrespective of whether the post relates to a university or an NHS employment contract.

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**The Division of Health Psychology**

**Health Psychology**
Assessors on this list are Chartered Health Psychologists; some may have clinical or occupational psychology qualifications. Services where health psychologists are employed include: public health, health promotion, occupational health, general management posts concerned with clinical governance/effectiveness/service quality/modernisation/public and patient involvement, as well as services with some client contact, e.g. facilitation of Expert Patient Programmes, design of behaviour change interventions such as lifestyle change training, or service research roles. The list cannot be comprehensive, as these roles are likely to reflect emerging public health and service policies and initiatives. Where there is any doubt, the Lead Assessor can be approached to advise on the most appropriate Assessors for a particular post or service.

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**The Division of Counselling Psychology**

**Counselling Psychology**
Counselling Psychologists who work in the NHS will be involved in the delivery of the National Service Frameworks for Health. Their competencies include psychological assessment, the formulation and delivery of evidence-based therapies, the design and evaluation of therapy; management and research and development. They may work in primary, secondary or tertiary care, in Community Mental Health Teams and in Psychotherapy Services. They may be found in Child, Adult, Older Adult, and Learning Disabilities Services. They often work alongside Clinical Psychologists and have a complementary skill-mix. Assessors on the National Assessors Register will be familiar with the training and competencies of Counselling Psychologists and able to advise on their suitability for posts in the various specialities.
Appendix 4: Sample Job Description

**JOB DESCRIPTION**

**Job title:** Consultant Specialist Clinical Psychologist.

**Accountable to:** Clinical Psychologist Divisional Head.

**Responsible for:** Supervision of qualified psychology staff, including all professionally qualified and unqualified psychology staff.

**Grade:** Consultant Clinical Psychologist.
Grade 8c and above.

**Liaises with:** Team Psychologists, Clinical Team Leaders and all members of the service/sector management group for clinical, strategic and other management purposes.

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**JOB SUMMARY**

To ensure the systematic provision of a high quality clinical psychology service within a highly specialised field or clinical area across all sectors of care. To work autonomously within professional guidelines and exercise responsibility for the systematic governance of psychological practice within the service/team and to ensure that systems are in place and working effectively for the clinical and professional supervision and support of all other psychologists within the service/sector for which the post holder has designated professional responsibility, including clear systems for effective recruitment, professional appraisal, and the identification of CPD needs across the service/sector. As a major requirement of the job to act as a highly specialist resource to the wider professional community and to carry out audit, policy and service development and research activities and/or programmes. To propose and implement policy and service development changes within the area served by the team/service.

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**WORKING ENVIRONMENT**

(See Guidance)

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**KEY RESULT AREAS**

**Clinical:**

1. Working within a highly specialised clinical area, to provide highly developed specialist psychological assessments of clients based upon the appropriate use, interpretation and integration of complex data from a variety of sources including psychological (and neuropsychological) tests, self-report measures, rating scales direct and indirect structured observations and semi-structured interviews with clients, family members and others involved in the client’s care.

2. To formulate plans for the formal psychological treatment and/or management of a client’s mental health problems based upon an appropriate conceptual framework of the client’s problems, and employing methods based upon evidence of efficacy, across the full range of care settings.

3. To be responsible for implementing a range of highly specialist psychological interventions for individuals, carers, families and groups, within and across teams employed individually and in synthesis, adjusting and refining psychological formulations drawing upon different explanatory models and maintaining a number of provisional hypotheses.
4. To make highly skilled evaluations and decisions about treatment options taking into account both theoretical and therapeutic models and highly complex factors concerning historical and developmental processes that have shaped the individual, family or group.

5. To exercise full responsibility and autonomy for the treatment of and discharge of clients whose problems are managed as a psychologically based standard care plan, ensuring appropriate assessment, formulation and interventions, communicating with the referral agent and others involved with the care on a regular basis.

6. To provide expertise and specialist psychological advice, guidance and consultation to other professionals contributing directly to clients’ formulation, diagnosis and treatment plan.

7. To ensure that all members of the clinical team have access to a psychologically based framework for the understanding and care of clients of the service, through the provision of advice and consultation and the dissemination of psychological knowledge, research and theory.

8. To undertake risk assessment and risk management for relevant individual clients and to provide both general and specialist advice for psychologists and other professionals on psychological aspects of risk assessment and management.

9. To act as care co-ordinator, where appropriate, ensuring the provision of a care package appropriate for the client’s needs, co-ordinating the work of others involved with care, arranging client’s care reviews as required and communicating effectively with the client, his/her family and all others involved in care; and to monitor progress during the course of multi-disciplinary interventions.

10. To communicate in a highly skilled and sensitive manner, information concerning the assessment, formulation and treatment plans of clients under their care and to monitor and evaluate progress during the course of both uni- and multi-disciplinary care.

11. To provide expertise and advice to facilitate the effective and appropriate provision of psychological care by all members of the team.

12. To provide expert consultation about the psychological care of the client group to staff and agencies outside the Directorate and Trust.

Teaching, training and supervision:

1. To ensure appropriate systems for the clinical and professional supervision of qualified and unqualified psychologists across the service/sector.

2. To provide clinical and professional supervision to qualified and assistant psychologists working in the service/sector.

3. To provide specialist clinical placements for trainee clinical and/or counselling psychologists, ensuring that they acquire the necessary clinical and research skills to doctoral level where appropriate, and competencies and experience to contribute effectively to good psychological practice, and contributing to the assessment and evaluation of those competencies.

4. To provide specialist advice, consultation and training and (where agreed locally) clinical supervision to other members of the team for their provision of psychologically based interventions to help improve clients’ functioning.

5. To provide pre- and post-qualification teaching of clinical and/or counselling psychology as appropriate.

6. To continue to develop expertise in the area of professional pre and post-graduate training and clinical supervision.

Management, recruitment, policy and service development:

Specific line management and budget management responsibilities should be added where applicable.

1. To participate as a senior clinician in the development of a high quality, responsive and accessible service for clients, their carers and families within the sector/service, including advising both service and professional management on those aspects of the service where psychological and/or organisational matters need addressing.
2. To exercise delegated responsibility for managing the psychological resources available to the sector/service both in terms of psychological staff and psychological materials employed in the assessment and the treatment of patients.

3. To exercise responsibility for the systematic governance of psychological practice within the sector/service.

4. To initiate and implement service developments and projects within the sector/service.

5. To advise and participate in appropriate professional psychology recruitment within the service/sector.

**IT responsibilities (other than those used for research) should be added as an additional KRA**

*The DCP has made the case that all clinical psychology posts should be profiled at levels 1 to 3 for IT and has requested that this is taken up by AMICUS in a review of profiles*

**Research and service evaluation**

1. To take the psychology lead, as a senior clinician, to planning and implementing systems for the evaluation, monitoring and development of the service/sector’s services, through the deployment of professional skills in research, service evaluation and audit and ensuring incorporation of psychological frameworks for understanding and provision of high quality care.

2. To utilise theory, evidence-based literature and research to support evidence based practice in individual work, work with other team members and across the service/sector.

3. To undertake appropriate research and provide research advice to other staff undertaking research within the service/sector.

4. To initiate and implement project management, including complex audit and service evaluation, with colleagues within and across the service to help develop and improve services to clients and their families.

**General**

1. To ensure the development, maintenance and dissemination of the highest professional standards of practice, through active participation in internal and external CPD training and development programmes.

2. To ensure the development and articulation of best practice in psychology within the service area and contribute across the service by exercising the skills of a reflexive and reflective scientist practitioner, taking part in regular professional supervision and appraisal and maintaining an active engagement with current developments in the field of clinical psychology and related disciplines.

3. To ensure the highest standards of clinical record keeping including electronic data entry and recording, report writing and the responsible exercise of professional self-governance in accordance with professional codes of practice of the British Psychological Society and Trust policies and procedures.

4. To contribute with other consultant psychologists and Directorate Heads of Service to the development and articulation of best practice in psychology across the Directorate.

5. To ensure that all psychologists within the service/sector maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health.
To be noted:

- This is not an exhaustive list of duties and responsibilities, and the postholder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.
- The post holder is expected to comply with all relevant Trust policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information.

Consultant Specialist Clinical Psychologist JD.
**PERSON SPECIFICATION**

**Job Title: Consultant Clinical Psychologist.**

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<th>Training &amp; Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
<th>How tested</th>
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<td>Postgraduate doctoral level training in clinical psychology (or its equivalent for those trained prior to 1996) as accredited by the BPS, including specifically models of psychopathology, clinical psychometrics and neuropsychology, two or more distinct psychological therapies and lifespan developmental psychology.</td>
<td>Post-doctoral training in one or more additional specialised areas of psychological practice.</td>
<td>Assessed by interview using National Assessors, supervision record and references.</td>
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<p>| Experience | Assessed substantial experience of working as a qualified psychologist within the designated specialty where the post is located. Experience of working with a wide variety of client groups, across the whole life course and presenting with the full range of clinical severity across the full range of care settings including outpatient, community, primary care, in-patient and residential care settings including maintaining a high degree of professionalism in the face of highly emotive and distressing problems, verbal abuse and the threat of physical abuse. Experience of exercising full clinical responsibility for clients' psychological care and treatment, both as a professionally qualified care co-ordinator and also within the context of a multi-disciplinary care plan. Experience of teaching, training and/or professional and clinical supervision. | Experience of professional management of qualified and pre-qualified clinical psychologists. Experience of multi-professional management of teams or services within the designated specialty. Experience of representing the profession in local policy fora. Experience of the application of psychology in different cultural contexts. | Assessed by interview using National Assessors, supervision record and references. |</p>
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<th>Knowledge &amp; Skills</th>
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<td>Doctoral level knowledge of clinical psychology including highly developed knowledge of lifespan developmental psychology, models of psychopathology, clinical psychometrics and neuropsychology, and two or more distinct psychological therapies.</td>
<td>Highly developed knowledge of the theory and practice of specialised psychological therapies in specific difficult to treat group (e.g. personality disorder dual diagnoses, people with additional disabilities and severely challenging behaviours, etc.).</td>
<td>Highly developed knowledge of the theory and practice of highly specialised psychological therapies.</td>
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<td>Skills in the use of complex methods of psychological assessment intervention and management frequently requiring sustained and intense concentration.</td>
<td>Highly developed knowledge of the theory and practice of highly specialised psychological therapies.</td>
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<td>A high level ability to communicate effectively at both a written and oral level complex, highly technical and clinically sensitive information to clients, their families, carers and a wide range of lay and professional persons within and outside the NHS.</td>
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<td>Skills in providing consultation to other professional and non-professional groups.</td>
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<td>Doctoral level knowledge of research design and methodology, including complex multivariate data analysis as practiced within the field of clinical psychology.</td>
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<td>Knowledge of legislation and its implications for both clinical practice and professional management in relation to the client group and mental health.</td>
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<td>Evidence of continuing professional development as recommended by the BPS.</td>
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<td>Formal training in supervision of other psychologists.</td>
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<td><strong>Personal</strong></td>
<td>Enthusiasm for a broad range of psychological phenomena, an interest in models of service delivery, and an ability to articulate the value added by clinical psychology services within the context of multi-disciplinary mental health services. Ability to contain and work with organisational stress and ability to ‘hold’ the stress of others.</td>
<td>A commitment to the evaluation of services, enthusiasm for both multi-professional and uni-professional audit, and a wish to continue to develop expertise in the service area. Ability to demonstrate leadership and management skills.</td>
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<td><strong>Other</strong></td>
<td>Ability to identify provide and promote appropriate means of support to carers and staff exposed to highly distressing situations and severely challenging behaviours. Ability to identify, and employ, as appropriate, clinical governance mechanisms for the support and maintenance of clinical practice in the face of regular exposure to highly emotive material and challenging behaviour. Ability to develop and use complex multi-media materials for presentations in public, professional and academic settings. Ability to articulate and interpret clearly the role of the profession of clinical psychology based upon a good understanding of the framework of government and national professional policy.</td>
<td>Personal experience of mental health problems. Experience of working within a multicultural framework. Record of having published in either peer reviewed or academic or professional journals and/or books.</td>
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The British Psychological Society was founded in 1901 and incorporated by Royal Charter in 1965. Our principal object is to promote the advancement and diffusion of a knowledge of psychology pure and applied and especially to promote the efficiency and usefulness of Members of the Society by setting up a high standard of professional education and knowledge.

The Society has more than 46,000 members and:

- has offices in England, Northern Ireland, Scotland and Wales;
- accredits undergraduate programmes at 117 university departments;
- accredits 143 postgraduate programmes at 84 university departments;
- confers Fellowship for distinguished achievements;
- confers Chartered Status on professionally qualified psychologists;
- awards grants to support research and scholarship;
- publishes 11 scientific journals, and also jointly publishes Evidence Based Mental Health with the British Medical Association and the Royal College of Psychiatrists;
- publishes books in partnership with Blackwells;
- publishes The Psychologist each month;
- supports the recruitment of psychologists through the Psychologist Appointments section of The Psychologist, and www.psychapp.co.uk;
- provides a free ‘Research Digest’ by e-mail and at www.bps-research-digest.blogspot.com, primarily aimed at school and university students;
- publishes newsletters for its constituent groups;
- maintains a website (www.bps.org.uk);
- has international links with psychological societies and associations throughout the world;
- provides a service for the news media and the public;
- has an Ethics Committee and provides service to the Professional Conduct Board;
- maintains a Register of nearly 15,000 Chartered Psychologists;
- prepares policy statements and responses to government consultations;
- holds conferences, workshops, continuing professional development and training events;
- recognises distinguished contributions to psychological science and practice through individual awards and honours.
- operates a Psychological Testing Centre which sets, promotes and maintains standards in testing.

The Society continues to work to enhance:

- recruitment – the target is 50,000 members;
- services to members – by responding to needs;
- public understanding of psychology – addressed by regular media activity and outreach events;
- influence on public policy – through the work of its Policy Support Unit, Boards and Parliamentary Officer;
- membership activities – to fully utilise the strengths and diversity of the Society membership;

The British Psychological Society
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