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**Assistant Psychologist**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Assistant Psychologist**  Grade Code 6521 |
| **Campaign Reference** | HBS07380 |
| **Closing Date** | Friday 25 January 2019 at 12noon |
| **Proposed Interview Date (s)** | It is envisaged that interviews will take place the week commencing, Monday 25 March 2019 centrally in Galway. Eligible applicants will receive notice of the exact date and time of their interview as soon as possible (generally at least two weeks in advance of interview commencement date). |
| **Taking up Appointment** | The panel created from this recruitment campaign will fill current and future vacancies in all HSE areas. Individual sites/ location will be indicated at expression of interest stage (post interview) to panel members for each individual job. |
| **Organisational Area** | All HSE Areas |
| **Location of Post** | Assistant Psychologist job opportunities will occur primarily within the Primary Care Services based across the Community Health Organisations of the HSE nationwide. Assistant Psychologists are part of the Psychology Service teams, and may also become team members of wider multidisciplinary based teams offering health care services to the public.  Specific location of individual posts will be specified at expression of interest stage (post interview and panel formation). |
| **Reporting Relationships** | The Assistant Psychologist reports to the Principal Psychology Manager or their designated officer and is responsible to the Principal Psychology Manager or their designated officer. |
| **Purpose of the post** | To provide a support service and enhance the service provision and research capacity of qualified Psychologists. Following induction and training the Assistant Psychologist can undertake prescribed tasks relating to assessment and intervention commensurate with their level of competence under the supervision of a professionally qualified psychologist who will hold full clinical and professional responsibility. |
| **Principal Duties and Responsibilities** | Under the direct supervision of a professionally qualified Psychologist, the Assistant Psychologist will:  **Clinical / Professional**   * Work within scope of practice, limits of professional competence in line with principles of best practice, professional conduct and clinical governance. * Operate within their Scope of Practice - seek advice and assistance from his/her supervisor with any cases/work/issues that prove to be beyond the scope of his/her professional competence in line with principles of best practice and clinical governance. * Work in compliance with: * Professional Guidelines e.g. Psychological Society of Ireland’s (PSI) Code of Ethics. * National and Area Health Service Executive (HSE) guidelines (e.g., Children First: National Guidance for the Protection and Welfare of Children, 2011) * Local policies, protocols and guidelines * Current legislation (e.g. Data Protection Act (2003)) * In line with best practice screen written referrals and contact service users to offer initial appointments. * In line with evidence based practice undertake prescribed triage assessments of service users using prescribed standardised semi-structured interviews; formal psychometric instruments; and direct observation. * Provide reports as required in accordance with required standards. * Integrate assessment findings to inform clinical case formulations. * Using clinical case formulations assist the qualified Psychologist(s) in the process of allocating service users to prescribed interventions based on service user preference and clinical need. Where appropriate, and in line with evidence based practice deliver a range of prescribed brief evidence-based interventions to service users including guided self-help; psycho-educational groups; and relevant CBT e.g. computerised cognitive behavioural therapy (CBT). * Undertake prescribed supportive work with carers, family members, health staff and other professionals. * Participate in teams as appropriate, communicating and working in co-operation with other team members. * Assist qualified Psychologists in the process of referring service users onto other services where needed. * Offer consultation services to referrers, including the provision of pre-referral advice. * Promote the local psychology services by providing relevant information to various stakeholders (e.g., the general public, referrers, health care staff) * Assist the professionally qualified Psychologist(s) in the process of providing training to other health care staff. * Promote a culture that values equality, diversity and respect in the workplace. * Initiate and participate in needs assessment and health promotion as appropriate. * Attend a range of meetings as appropriate e.g. service promotion, regional / national conference, case conferences etc. * As a mandated person under the Children First Act 2015 you will have a legal obligation to report child protection concerns at or above a defined threshold to TUSLA & to assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report. * Staff will work in accordance with the principles and values of recovery as described in the National Framework for Recovery for Irish Mental Health Services 2018-2020.   **Education & Training**   * Participate in scheduled formal supervision and seek informal additional supervision when required. * Participate in managerial supervision with the local Principal Psychologist Manager (or his/her nominated designate). * Engage in ongoing continuous professional and personal development (e.g. for the equivalent of at least one session or half day per week based on a 37 hour working week) in order to maintain and develop relevant professional skills.   **Administrative**   * Maintain appropriate service user records, databases and statistics in accordance with HSE requirements and local guidelines, Freedom of Information Act, Data Protection Acts and other relevant legislation. * Maintain professional standards with regard to service user and data confidentiality * Support the updating of the service’s policies and procedures in line with service provision changes as appropriate. * Develop and maintain the necessary Information Technology skills to undertake requested tasks. * Produce information leaflets, and carry out other tasks necessary to the efficient running of the local psychology services.   **Research & Evaluation**   * Undertake and conduct requested literature reviews. * Undertake and participate in research studies as appropriate. * Undertake and conduct audits of key performance indicators to monitor the quality of service delivery as appropriate. * Collect service user and service performance data for the purposes of service evaluations. * Undertake and conduct service related research.   **Health & Safety**   * Comply with and contribute to the development of policies, procedures and safe professional practice and adhere to relevant legislation, regulations and standards. * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date of application:**   1. **Professional Qualifications, Experience, etc**   (A) (i) Have a Psychological Society of Ireland (PSI) accredited qualification at not less than a Level 8 at 2.1 honours grade on the QQI qualifications framework in which psychology was a major subject, see:  https://www.psychologicalsociety.ie/accreditation/PSI-Accredited-Undergraduate-Courses-3  **OR**  (ii) A Level 8 honours degree in another subject (2.1 or higher) together with an accredited conversion qualification at a minimum of (2.1) as conferring eligibility for graduate membership of the Psychological Society of Ireland, see;  https://www.psychologicalsociety.ie/accreditation/PSI-Accredited-Undergraduate-Courses-3  **OR**  (iii) A qualification equivalent to the above accredited by the British Psychological Society for graduate membership of the British Psychological Society, see;  <http://beta.bps.org.uk/public/become-psychologist/accredited-courses?type=UG>  **OR**  (iv) A qualification equivalent to either (i) or (ii) which would allow the applicant to become a graduate member of the PSI.  **AND**  (B) Candidates must possess the requisite knowledge and ability, including a high standard of suitability and administrative ability, for the proper discharge of the duties of the office.   1. **Age**   Age restriction shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.   1. **Health**   Candidates for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.   1. **Character**   Candidates for and any person holding the office must be of good character. |
| **Knowledge, Skills and Competencies** | * Demonstrate sufficient clinical knowledge to carry out the duties and responsibilities of the role. * Demonstrate the ability to assist in the delivery of care in an effective and resourceful manner. * Demonstrate an ability to apply knowledge to practice. * Demonstrate knowledge of research methods. * Demonstrate an awareness of the value of effective supervision. * Demonstrate commitment to continuing professional development. * Demonstrate an awareness of the organisation of the Irish Health Service. * Demonstrate a commitment to providing a quality service. * Demonstrate the ability to manage self in a busy working environment. * Demonstrate the ability to evaluate information and make effective decisions. * Display effective interpersonal skills including the ability to collaborate and work effectively with colleagues, service users, families, etc. * Display awareness and appreciation of the service user and the ability to empathise with and treat others with dignity and respect. * Demonstrate effective team skills. * Demonstrate flexibility and openness to change. * Demonstrate a willingness to develop Information and Communications Technology skills relevant to the role. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates”.  Codes of practice are published by the CPSA and are available on [www.hse.ie/eng/staff/jobs](http://www.hse.ie/eng/staff/jobs) in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on [www.cpsa.ie](http://www.cpsa.ie). |
| The reform programme outlined for the Health Services may impact on this role and as structures change the job specification may be reviewed.  This job specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |



**Assistant Psychologist**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancies available are temporary\* and whole time or part-time.  \*Appointments are for a maximum of 24 months.  The post is pensionable. A panel will be created from which current and future specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The (single-point) salary scale for the post is €25,000 per annum |
| **Working Week** | The standard working week applying to the post is 37 hours.  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post is 22 days per annum. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection for Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection for Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act.  You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Mandated Person Children First Act 2015** | As a mandated person under the Children First Act 2015 you will have a legal obligation:   * To report child protection concerns at or above a defined threshold to TUSLA. * To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report.   You will remain a mandated person for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

1. A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)