

**Psychologist, Principal Clinical**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Psychologist, Principal Clinical**  (Grade Code: 3727) |
| **Campaign Reference** | To be completed by Recruiter. |
| **Closing Date** | To be completed by Recruiter. |
| **Proposed Interview Date (s)** | To be completed by Recruiter. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Insert location  There is currently xx permanent / specified purpose / part time / whole-time vacancy available in xxxxxxxxxx  A panel may be formed as a result of this campaign for xxxxxxxxxxx from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Please provide name & contact details for person who will deal with informal enquiries. |
| **Details of Service** | Provide details to the following types of questions:   * What service does the unit provide? * What client group is served by the unit? * What are the possible future developments for the service? * What is the team structure? * What area is covered by this service?   There is no limit to the text that can be inserted here. Please use this section to highlight the service and generate interest in the service and job being recruited for |
| **Reporting Relationship** | Please outline reporting relationships associated with the post:   * To whom will the job holder report? * Who will report to the job holder? |
| **Key Working Relationships** | Provide a brief overview of the types of people that the job holder will typically engage with in the fulfilment of the duties and responsibilities of their role. This overview should provide the applicant with a sense for the key working relationships associated with the role. |
| **Purpose of the Post** | What is the overall high-level purpose of the job?  *For example:*  The Principal Clinical Psychologist will be a member of the multi-disciplinary management team, working with senior management and the heads of discipline / services to ensure a co-ordinated and comprehensive service delivery to, and effective communication with, all stakeholders with the aim of providing integrated care to the service user population. S/he will contribute significantly to service planning, development, evaluation and quality initiatives.  The Principal Clinical Psychologist will lead and be responsible for the effective delivery of quality Psychology services within the multi-disciplinary teams. Psychology service provision includes assessment, formulation, intervention, consultation, research, education and support, from a multi-theoretical base and across all relevant domains and difficulties.  The post-holder will provide expert clinical Psychology services to one or more service teams as required / one or more sectors as part of the multidisciplinary team, and across sectors in relation to any identified specialist skills. Such psychological leadership and services will be provided in line with service plans and objectives, and within established professional standards, guidelines and policy. |
| **Principal Duties and Responsibilities** | *The Psychologist, Principal Clinical will:*  **Professional / Clinical**   * Provide and oversee expert clinical Psychology services, including assessment, consultation and the provision of psychological therapies and interventions to people within the service. * Provide and / or oversee treatment and intervention programmes to meet the identified psychological needs of persons deemed high risk and suitable for targeted intervention via clinical programmes (e.g. Early Intervention in Psychosis, Eating Disorder and responses to self-harm and Suicidality). * 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. * Exercise professional responsibility for the active management of waiting lists for Psychology services in Mental Health. * Communicate effectively and work in co-operation with Community Mental Health Teams and Specialist Teams, multi-disciplinary colleagues and others to ensure integrated service provision for service users and the advancement of recovery led services. * Foster positive working relationships with multi-disciplinary staff across health care divisions ensuring clear care pathways and efficient access to required psychological intervention as time efficiently as is possible. * Ensure the compliance of Psychology services in Approved Centres with Mental Health Commission standards, including Integrated Care Planning requirements. * Participate in the local planning of National Clinical Programmes in Mental Health and ensure appropriate Psychology service involvement in their implementation. * Develop and maintain close liaison with key stakeholders, including service users and service user representative groups. * Demonstrate an appreciation of service user expertise through experience, including the promotion of the role of service user in service development. * Represent and advocate for the psychological needs of service users. * Contribute to the development of structures and processes to improve co-ordinated interdisciplinary service delivery. * Work within limits of professional competence in line with principles of best practice, professional conduct and excellent clinical governance. * Effectively manage staff resources in order to optimise the availability and delivery of good quality, equitable, Psychology services to service users. * Provide clinical supervision to other Psychology staff within the service (Senior, Staff grade, trainees or assistants) to ensure high standards of clinical practice and governance. * Support and guide clinical Psychology staff in using evidence based practice and tailoring interventions (individual and group) to offer choice to clients and their families in their recovery journey. * Provide, as required, reports and statistics regarding the service, supporting and contributing to the planning and development of services. * Attend meetings, case conferences, professionals meetings and reviews within the designated service and provide information to these meetings as appropriate. * Lead implementation of clinical audit and quality initiatives and evaluate the outcomes of service provision. * Ensure the implementation of current and future legislation, policies and procedures, guidelines and protocols. * Work in and promote an ethical and professional manner at all times. * Promote a culture that values equality, diversity and respect in the workplace. Ensure anti-discriminatory practice and cultural competence at individual and service levels. * Provide HSE senior management with such information and professional advice and guidance it may require in the preparation, monitoring and evaluation of services. * Encourage and initiate psychological research and, where appropriate, initiate and/or participate in multi-disciplinary research programmes. * Participate in the selection process for staff for HSE Psychology Services, and other services as required. * Carry a clinical caseload within a specified Community Mental Health Team service. * Perform such other duties appropriate to his office as may be assigned by the HSE Chief Executive Officer or his/her nominee. * Act as a representative of the Psychology service / profession as required.   **Research & Evaluation**   * Utilise evidence-based literature, research and best practice guidelines to support effective practice and good quality equitable services. * Evaluate Psychology service provision and staff resources in order to optimise the availability and clinical impacts of Psychology services for service users. * Undertake project management including audit and service evaluation with colleagues within the service in order to enhance service provision. * Participate in evaluation of clinical activity within the service and provide such information as required for the purpose of service monitoring, evaluation and improvement. * Ensure Psychology service compliance with local, regional and national reporting requirements, including KPIs, outcome measures and other metrics as may be requested by HSE management. * Manage and respond to service user complaints within HSE guidelines and policies. * Encourage and support service related research and provide research advice as appropriate. * Represent a professional viewpoint in relation to nationally accepted good practice, promoting a high level of ethical standards and professional conduct. * Lead and contribute to service developments and their evaluation.     **Education & Training**   * Engage in regular professional supervision. * Ensure that Psychologists in Mental Health receive appropriate levels of clinical supervision, as required under professional registration standards. * Provide and deliver training and supervision to professional postgraduates including Trainee Clinical Psychologists. * Provide supervision to the work of non-psychologists in delivery of psychological interventions, as appropriate. * Provide psychological training, advice and consultation to staff from health and other agencies in areas relevant to direct clinical work and to Psychology service provision. * Provide professional and clinical supervision to Assistant Psychologists, to appropriate professional standards and ensure other Psychologists in Mental Health comply with these standards. * Attend, and ensure other Psychologists in Mental Health attend mandatory training programmes. * Be informed of advances in professional knowledge and practice. * Be informed of developments in national policies, strategies and legislation and their impact on practice. * Take responsibility for overseeing the continuous professional development of other Psychologists in Mental Health ensuring compliance with statutory registration requirements. * Attend training events as informed by service requirements. * Be responsible for the induction of new staff as appropriate.   **Health & Safety**   * Contribute to the development and review of multi-disciplinary and discipline specific policies, procedures and safe professional practice * Adhere to relevant legislation, regulations, policies and standards and carry responsibility for ensuring Psychology staff compliance with same. * 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.   **Management**   * Manage and co-ordinate service delivery within an allocated Community Mental Health catchment area of responsibility. * Contribute to policy development, performance monitoring, business / service planning processes and budgetary control in conjunction with relevant others. * Drive service improvements and ensure service accountability and transparency. * Actively participate in the development and continuing improvement initiatives of Psychology services in conjunction with relevant others. * Assign duties and responsibilities to other Psychologists as appropriate to ensure effective and efficient service delivery. * Provide and manage clinical supervision provision to assigned staff. * Ensure the maintenance of appropriate service user records and statistics across the Mental Health Psychology services in accordance with HSE requirements and local guidelines, Mental Health Commission requirements, Freedom of Information Act, Data Protection Acts and other relevant legislation. * Respond in a timely fashion to requests for service based information from a variety of sources, including senior HSE management. Provide service reports / audit data / KPIs as required. * Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways and integrated care plans. * Compile, manage and review Psychology specific Risk Registers and contribute to the active maintenance of multi-disciplinary Risk Registers in Mental Health. * Actively manage identified work place risks as appropriate to the post’s level of responsibility. * Participate in Quality and Patient Safety initiatives and committees. * Implement relevant HR policies and procedures. * Engage in recruitment processes and other HR functions as required * Act as spokesperson for the Organisation as required. * Demonstrate pro-active commitment to all communications with internal and external stakeholders. * Remain informed and ensure compliance with organisational developments within the Irish 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 them 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:**  **Please insert Eligibility Criteria for the post - see HSE website at:** [**http://hse.ie/eng/staff/Jobs/Eligibility\_Criteria/**](http://hse.ie/eng/staff/Jobs/Eligibility_Criteria/)  **Health**  A candidate 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.  **Character**  Each candidate for and any person holding the office must be of good character. |
| **Post specific Requirements** | **This section may be used to specify that candidates must demonstrate particular experience deemed necessary for safe and effective performance in the role**  **e.g.**   * **depth and breadth of experience in providing a service to marginalised communities** * **depth and breadth of experience of working in a High Dependency Unit in an Acute setting** * **depth and breadth of experience of delivering concurrent, multiple projects.**   **Post Specific Requirements are not additional qualifications. It is not possible to include other qualifications in this section, without engaging in having those qualifications recognised as an essential part of the role. Essential requirements form part of the Eligibility Criteria. Eligibility Criteria must be agreed with National HR and are applied to all roles at this grade, not a job in a particular site or service.** |
| **Other requirements specific to the post** | **Please outline if there are specific practical requirements that are specific to the post**  **e.g.**   * **have access to appropriate transport to fulfil the requirements of the role** * **participate in an on-call rota** |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**  *For example:*   * Demonstrates a high level of professional knowledge to carry out the duties and responsibilities of the role safely and effectively within the legal, ethical and practice boundaries of the profession. * Develops and maintains a broad knowledge of the health service and understands how the Psychology profession can best contribute to a model of holistic service provision. * Demonstrates knowledge of the various theoretical models, approaches and interventions that apply in current practice. * Demonstrates a commitment to promoting and applying evidence based practice and research. * Demonstrate a clear understanding of risk assessment. * Demonstrate a willingness to engage with ICT and develop ICT skills relevant to the role. * Demonstrates a strong interest in ongoing learning and a commitment to continuing professional development. Demonstrates the ability to utilise supervision effectively.   **Planning and Managing Resources**  *For example:*   * Demonstrates the ability to effectively plan and manage activities and resources to ensure value for money and maximum benefit for the organisation, within a model of person-centred care. * Has a thorough understanding of the practicalities of service planning, budgetary management, value for money and cost-benefit analysis. * Aligns the profession with the strategy of the organisation. * Develops service plans that aim to anticipate the changing needs of service users and harness developing professional practice. * Takes responsibility for the achievement of delivery targets by regularly quantifying and evaluating activities against service plans (including value-for-money audit) and takes timely action to correct potential difficulties.   **Managing & Developing (Self & Others)**  *For example:*   * Demonstrates the ability to manage and develop self and others in a busy working environment including the ability to prioritise caseloads for self and others. * Demonstrates effective leadership and team management skills. Provides clear direction for staff in relation to the goals of their function and how they fit in with the broader organisational strategy. * Leads by example. Displays motivation, is flexible during challenging times and perseveres despite setbacks to ensure that goals are achieved. * Motivates and empowers staff by appropriately delegating responsibility and authority.   **Commitment to providing a Quality Service**  *For example:*   * Demonstrates a commitment to the delivery of a high quality, person centred service. * Clearly accepts accountability for standards of performance in area of responsibility. * Demonstrates competence in the provision of clinical governance over professional Psychology services, to an excellent standard, within multi-disciplinary settings. * Ensures that the full potential of their profession is fully considered in the development of strategic plans for their area of the organisation. * Strives to keep staff directed towards the longer-term change agenda, while maintaining efficiency of day-to-day service.   **Evaluating Information and Judging Situations**  *For example:*   * Recognises the implications and consequences of decisions in political and strategic terms for the organisation as a whole; considers precedence to ensure consistency. * Demonstrates the ability to critically analyse, evaluate information, and make effective decisions with regard to service user care. * Establishes integrity by ensuring that the professional, ethical and safety factors are fully considered in decisions into which they have input. * Makes decisions in a transparent manner by involving and empowering others where appropriate.   **Communications and Interpersonal Skills**  *For example:*   * Displays effective communication (verbal & written) and interpersonal skills. * Demonstrates sensitivity, diplomacy and tact when dealing with others, treats others with dignity and respect. * Excellent interpersonal skills, including the ability to effectively collaborate with colleagues, families, carers and service users in the interests of delivering the best possible services within available resources. * Works collaboratively with multiple stakeholders in understanding and establishing expectations and desired outcomes. * Demonstrates strong negotiation skills, remains firm but flexible when putting forward a point of view. |
| **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 <https://www.hse.ie/eng/staff/jobs> in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on <https://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. | |



**Psychologist, Principal Clinical**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is **permanent/temporary** and **whole time/part-time.**  The post is pensionable. A panel may be created from which permanent and 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 Salary scale for the post is: **PLEASE INSERT (Pro Rata - part-time)**  **PLEASE INSERT the most recent salary scales for the role and grade code.**  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage.  **Please include the following paragraph for posts that traditionally worked 9-5, Monday to Friday. Do not include for nursing and other posts that are required to work shifts over a 7-day week.**  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 will be confirmed at contracting stage. |
| **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 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service, or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **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 of Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection of 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. |
| **Ethics in Public Office 1995 and 2001** | Positions remunerated at or above the minimum point of the Grade VIII salary scale (€69,676 as at 01.10.2020) are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below:  A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.  B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.  C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission’s website <https://www.sipo.ie/>. |

**\*\*\*\*\*\*\*Helpful Reminders\*\*\*\*\*\*\***

**1) Please remember to delete any prompts and / or tables (in dark blue) in the sections above**

**2) Ensure all fonts are now in black**

1. A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

   2 See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)