

Job Description

Job Title:	Trainee Clinical Psychologist
Band:	Agenda for Change Band 6
Responsible to:	CPFT: Director of Psychological Services Nominated programme staff at UEA or UHerts Clinical Supervisors for clinical work undertaken on placement
Department:	Regional Psychology Training
Directorate:	Corporate

Updated :April 2026 v1

Our Values

	Behaviour	How we will demonstrate this behaviour
Professionalism	We will maintain the highest standards and develop ourselves and others	By demonstrating compassion and showing care, honesty and flexibility
Respect	We will create positive relationships	By being kind, open and collaborative
Innovation	We are forward thinking, research focused and effective	By using evidence to shape the way we work
Dignity	We will treat you as an individual	By taking the time to hear, listen and understand
Empowerment	We will support you	By enabling you to make effective, informed decisions and to build your resilience and independence

Job Purpose

1. To undertake and meet the requirements of a structured programme of learning including personal study, academic work, research, clinical experience and assessment leading to the award of the Doctorate in Clinical Psychology.

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INVESTOR IN PEOPLE



A member of Cambridge University Health Partners

2. To undertake and evaluate specialised psychological assessments, treatments and other types of clinical intervention with individual clients, carers, families, groups of clients etc; staff training; research and development activity.
3. To work independently on a day-to-day basis under supervision and subject to review at regular intervals, in accordance with Health & Care Professions Council (HCPC) and British Psychological Society (BPS) guidelines; supervision will usually be offered by a qualified clinical psychologist (although other qualified healthcare professionals may also contribute).
4. Employment is contingent on being registered as a student on a DClinPsych programme

Travel

1. The nature of this NHS-funded training programme requires trainees to be able to travel to and from the university, their main placement base, other placement sites, and to clients' private residences and other sites as required to undertake the duties of their role as NHS employees.
2. While on clinical placement, trainees join a clinical team delivering a service and it will **usually be necessary for trainees to be able to travel independently and in a reliable and timely manner** to support this work. For some placements, travel by public transport may not be practicable.
3. In practical terms, due to the geographical spread of placement provision, often across largely rural areas, and the nature and organisation of services, trainees will usually need to be able to drive and have access to a vehicle in order to fulfil placement responsibilities and gain sufficient experience to achieve the required training competencies.
4. On some occasions, elements of placement activity may be delivered by remote means or in single-base clinic settings; however, this does not remove the overall requirement to meet the programme's travel demands.
5. Placement selection is made by the training programme. Decisions on placement allocation are made primarily in accordance with identified training competence needs, placement availability, service demands, and statutory training requirements.
6. The programme cannot guarantee alternative placements where this would compromise training quality, service delivery, or equity of training experience across the trainee cohort.
7. Where trainees declare the need for reasonable adjustments related to a disability, as defined under the Equality Act 2010, these will be considered and supported where reasonable within the placement allocation process. Trainees must nevertheless be able to meet the essential requirements of the role.

Key Responsibilities

Academic and self-directed learning

1. To conduct oneself in line with professional codes of conduct and treat all people, clients and colleagues, with dignity and respect, and to work collaboratively and as equal partners towards the achievement of mutually agreed goals.
2. To participate in academic teaching days as per the requirements of the training provider, whether delivery is face to face/hybrid or remote
3. To take responsibility for integrating learning from academic days within clinical placements and own clinical competency development.
4. To consider the positions taken up on academic days and reflect on this in own personal development plan and reflective log. To use personal and professional reflections as an important opportunity for development.
5. To provide constructive feedback for providers of lectures, workshops and seminars; and to seek support from the course tutor where further development in providing constructive feedback is required.
6. To engage in academic days as a reflective practitioner.
7. To raise issues and concerns through appropriate channels as specified by internal DClinPsy and Trust processes.
8. To develop a complex understanding of ethics, equality and diversity rights and dignity in work with services users and colleagues.
9. To understand the impact of differences such as gender, sexuality, ethnicity, culture, religion and age on psychological wellbeing or behaviour, and to understand the requirement to adapt practice to meet the needs of different groups and individuals.
10. To develop an understanding of power, dynamics of power relationships and power imbalance between practitioners and services users and how this can be managed appropriately.
11. To recognise that relationships with service users should be based on mutual respect and trust and be able to maintain high standards of practice even in situations of personal incompatibility and that days in an academic setting will support with the development of high professional standards.
12. To understand the need to keep skills and knowledge up to date and the importance of career-long learning and to practice in a non-discriminatory manner.
13. To communicate effectively with training colleagues, programme team, stakeholders and service users.

Clinical / Service Specific

1. To undertake structured interviews, psychological assessments (including complex psychometric tests) and observations of individuals and groups.
2. To assist in the development of psychological formulations of clinical problems and the development and delivery of care plans, which include psychological treatment and/or management of clients' problems.
3. To determine appropriate psychological intervention, taking into account a range of potentially conflicting clinical information and dynamics.
4. To carry out psychological and psychometric tests accurately, and to develop interview and observation skills, to assess needs and eligibility for services.
5. To design, implement and modify as appropriate, individualised psychological interventions with clients, carers, families, groups etc.
6. To communicate confidential and personal information concerning ability level and psychological needs, obtained through assessments and interventions, to referring agents and to the client themselves, who may have limited understanding and difficulties with acceptance, and where appropriate to relatives and carers.
7. To provide advice and clinically-based supervision to carers about care and management of clients' problems.
8. To assist in the co-ordination and running of therapeutic groups.
9. To provide emotional support for clients, their carers and families.
10. To keep appropriate records of work and inform referrers and relevant others through letters or reports.
11. To work as a member of a multi-disciplinary team.
12. To follow a person-focused and evidence-based approach.
13. To work in partnership with service users.
14. To work in accordance with national NHS and placement providers' policies and regulations, as well as those of relevant professional and regulatory bodies.
15. To work in a variety of settings including the client's own home, in-patient, residential and day centre facilities.
16. To work in a highly emotive atmosphere, frequently encountering highly distressing problems and circumstances, and maintain a high degree of professionalism at all times.
17. To work in situations where there are barriers to acceptance and possible exposure to aggression.
18. To receive regular clinical supervision in accordance with British Psychological Society (BPS) guidelines and criteria, University procedures, and Health & Care Professions Council (HCPC) requirements.
19. To complete observations of supervisors' clinical practice and to have own practice observed including direct assessment of clinical competence

Research & Service Evaluation

1. To plan, monitor and evaluate own work, using clinical outcomes assessments, small-scale research methodology and statistical procedures.
2. To plan and undertake formal Doctoral research, as agreed with the Programme staff.
3. To prioritise expenditure from a small research budget.
4. To develop an advanced knowledge base and practical skill in the design, implementation and statistical analysis of a wide variety of types of research, which could include quantitative and qualitative, single case, small N and group comparison studies.
5. To plan and undertake clinical audits, service evaluations or practice-based research using appropriate methods and statistical procedures, as agreed with the clinical supervisor(s).
6. To plan and undertake practice-based research using or developing validated questionnaires, as required.
7. To enhance own knowledge of clinical psychology, specific client groups and types of psychological difficulty through reading, literature searches and personal study.
8. To comply with the requirements of research governance and evidence-based practice.

Information Technology

1. To maintain appropriate records of own work, in electronic and hard copy, in line with placement provider, NHS and Social Care policies alongside professional guidelines.
2. To maintain relevant administrative systems of own work, electronic and hard copy, in line with relevant guidelines.
3. To submit statistical information, activity and quality data of own work as required by the University programme, placement provider, regional or national bodies, or NHS.
4. To word-process material relevant to the Doctoral programme (such as essays, case studies, service-related projects, clinical audits and the doctoral thesis) using suitable word-processing and spreadsheet software.
5. To use information technology as appropriate, within direct clinical work, research and treatment interventions.
6. To undertake clerical functions requiring some familiarity with applied psychology, including literature searches, developing and maintaining training packs, information leaflets, inputting data and other tasks necessary for the efficient running of the service and/or training needs.

Financial Responsibility

1. To follow procedures on appropriate claiming of expenses in line with Trust procedures and Agenda for Change terms & conditions.
2. To prioritise expenditure from a small research budget, where applicable.

Human Resources

1. To follow the advice and policies of the placement provider, including knowledge, awareness of, and compliance with the legal framework relevant to the placement and client group.
2. To be familiar with and abide by confidentiality and information handling and storage guidelines of the placement provider, the relevant NHS organisation, and the University.
3. To participate in regular developmental reviews with the Programme Director or his/her representative, identifying CPD needs, agreeing objectives, identifying training needs and formulating a personal plan.
4. To co-operate in the use of rooms, books, tests and other equipment needed to carry out duties.
5. To attend and participate in administrative and service planning meetings, as determined by the clinical supervisor(s).
6. To undertake any other duties as requested by the Programme Team, such as participation in trainee and staff selection procedures, or service on programme and national committees.
7. To participate in evaluation and monitoring of the Programme and associated placements as required by key stakeholders.
8. To practise and conduct themselves in accordance with British Psychological Society (BPS), Health & Care Professions Council (HCPC) and University codes of ethics and conduct

Training & Development

1. To participate in regular supervision in accordance with good practice guidelines and Trust policy.
2. To attend all relevant mandatory training as and when required to do so.
3. In conjunction with supervisors and University Tutors, to plan and prioritise own workload, research, and individual and group sessions.
4. To plan and deliver formal training sessions on psychological aspects of healthcare to groups of relatives, care staff and other professional staff.
5. To provide practical training and supervision to care staff with respect to planned interventions.
6. To assist with providing specialist training to other psychologists, trainees and assistants as appropriate.
7. To demonstrate own duties to other graduate psychologists, if required.

Quality & Patient Safety

- Protection of Children & Vulnerable Adults – To promote and safeguard the welfare of children, young people and vulnerable adults.
- Implementation of NICE guidance and other statutory / best practice guidelines. (if appropriate)
- Infection Control - To be responsible for the prevention and control of infection.
- Incident reporting - To report any incidents of harm or near miss in line with the placement Trust's incident reporting policy ensuring appropriate actions are taken to reduce the risk of reoccurrence.
- To contribute to the identification, management and reduction of risk in the area of responsibility.
- To ensure day-to-day practice reflects the highest standards of governance, clinical effectiveness, safety and patient experience.
- To ensure monitoring of quality and compliance with standards is demonstrable within the service on an ongoing basis.
- To be aware of the responsibility of all employees to maintain a safe and healthy environment for patients/ clients, visitors and staff.

General

- To 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 aware of and comply with the relevant Professional Codes of Ethics and Conduct, Standards of Proficiency, programme accreditation standards, and professional practice guidelines (as published by the HCPC, BPS, & DCP) and to keep up to date with changes in these. To maintain up to date knowledge of all relevant legislation and local policies and procedures implementing this.
- To ensure that all duties are carried out to the highest standard and in accordance with currently quality initiatives within the work area.
- To comply with all relevant Trust / placement provider policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information and to be aware of any changes in these.
- To comply at all times with the Trust's / Placement Provider's Information Governance related policies. Staffs are required to respect the confidentiality of information about staff, patients and Trust business and in particular the confidentiality and security of personal identifiable information in line with the Data Protection Act. All staff are responsible for ensuring that any data created by them is timely, comprehensive, accurate, and fit for the purposes for which it is intended.
- To comply with all training provider, employing Trust and placement provider procedures for monitoring attendance, absences, annual leave, and claiming expenses.

Equality & Diversity

The Trust is committed to equality and diversity and works hard to make sure all staff and service users have access to an environment that is open and a free from discrimination. As a Trust we value the diversity of our staff and service users, and therefore recognise and appreciate that everyone associated with the Trust is different and so should be treated in ways that are consistent with their needs and preferences.

Therefore all staff are required to be aware of the Trust's Equality and Diversity Policy and the commitments and responsibilities the Trust has to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

We firmly believe that it makes good business sense to have a workforce representative of the communities we serve and so encourage applications from all sections of the community.

To be noted:

- This is not an exhaustive list of duties and responsibilities, and the post holder 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.
- This post is subject to the Rehabilitation of Offenders Act 1974 (Exemption Order 1975) and as such it will be necessary for a submission for disclosure to be made to the Criminal Records Bureau to check for previous criminal convictions. The Trust is committed to the fair treatment of its staff, potential staff or users in line with its Equal Opportunities Policy and policy statement on the recruitment of ex-offenders.

Person Specification

Job Title:	Trainee Clinical Psychologist
Band:	Agenda for Change Band 6
Responsible to:	- CPFT: Director of Psychological Services - Nominated programme staff at Doctorate in Clinical Psychology Programme - Clinical Supervisors for work undertaken on placement
Department:	Regional Psychology Training

Criteria	Essential	Desirable
Education / Qualifications	- First degree in Psychology, or an equivalent qualification, which confers eligibility for Graduate Basis for Chartered Membership (GBC) of the British Psychological Society. - Evidence from undergraduate and any postgraduate study of a capacity to undertake study at a Doctoral level, as indicated by a good class of degree or its equivalent, or by postgraduate study in a field related to Clinical Psychology. - High level of proficiency in English to International English Language Testing System (IELTS) level 7 or above.	Evidence of successful postgraduate study or publication
Experience	Experience of paid or voluntary work in a clinical, community or clinical-academic setting exposing the person to client groups and service settings directly relevant to clinical psychology. This experience can be gained in a range of contexts including NHS or University settings, the voluntary sector, or organisations affiliated to the NHS. It follows that a variety of pre-training roles would be relevant, including (but not restricted to) Assistant Psychologist, Research Assistant, Graduate Primary Care Worker, Nursing Assistant, and Healthcare Assistant.	- Learning from supervision of clinical practice - Undertaking research at a postgraduate level

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	• Experience of building and sustaining relationships with service users in relevant organisational contexts.	
Skills & Abilities	• A foundation of undergraduate-level knowledge of research design and methodology. • Effective communication skills, both orally and in written format. • Evidence of potential to communicate complex, technical and clinically sensitive information to individuals with whom clinical psychologists usually work. This includes both psychologists and fellow professionals, as well as individual clients and their relatives/ carers. • Evidence of potential to exercise both appropriate assertion and diplomacy according to the particular situation, with professional colleagues, carers, relatives, and clients with a range of challenging emotional difficulties (including hostility). • Evidence of potential for good presentation skills suited to both formal and informal settings. • Evidence of organisational potential which enables planning of own workload in relation both to clinical work (e.g. organise appointments with staff and clients, plan client sessions) as well as academic work (e.g. teaching and research activities). • Evidence of ability to form empathic relations with a wide range of clients in a variety of settings. • Evidence of an ability to form good and respectful professional working relationships with a wide range of professional colleagues. • Evidence of a capacity to reflect constructively on all aspects of own performance (academic, clinical and professional). • Evidence of receptiveness to academic feedback and clinical supervision, and to apply ideas and knowledge gained from this feedback to current and novel contexts. • Capacity for frequent extended periods of intense concentration in a range of clinical contexts (e.g. individual/group therapy, clinical assessments/interviews, clinical supervision) which require active participation which takes account of dynamic processes, and where planning of	• Ability to function well in the context of unexpected or uncertain outcome, or in the absence of guidelines or in novel situations, and to contain anxiety and distress on behalf of others, including other staff within the organisation. • Evidence of potential ability to work as a lone worker in circumstances where there may be exposure to severe distress, verbal or physical aggression.

	appropriate responses to these dynamic processes is required. • Ability, with appropriate support, to undertake psychological assessment and therapy in an emotionally demanding environment, with frequent exposure to highly distressing or highly emotional circumstances, including situations where sexual abuse, family violence and breakdown, mental illness or terminal ill health may be the focus of psychological intervention.	
Knowledge & Understanding	• Specialist knowledge of clinical psychology acquired through relevant prior experience, undergraduate teaching and/or clinically supervised practice, and the potential to build upon and extend such knowledge through training. • Knowledge of basic statistical procedures employed within the field of psychology (including multivariate data analysis) • Familiar with working practices in NHS/UK statutory service-settings. • Realistic expectations of the demands and nature of Clinical Psychology training. • Awareness of the contexts in which Clinical Psychology services are usually delivered.	
Physical Requirements	• Capacity to frequently sit in constrained positions for client assessments, group and individual therapy sessions and clinical supervision • Ability to travel independently, reliably, and in a timely manner across the training region in order to meet the requirements of the training programme and deliver clinical services. This includes travel to university teaching sites, placement base(s), and community locations, including clients' places of residence. • For some placements, travel by public transport is not practicable. Applicants must therefore be able to meet the full travel demands of the role on a consistent and sustainable basis. • This requirement is typically met by holding a full driving licence and having access to a vehicle. Reasonable adjustments will be considered in line with the Equality Act 2010; however, applicants must be able to fulfil the essential travel requirements of the role.	

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The Trust believes in treating everyone with dignity and respect and encourages applications from all sectors of the community. We guarantee an interview to candidates with disabilities who meet the minimum essential criteria.