

**Job Description**

Job Title: Clinical Practice Coordinator, Clinical Psychology Doctorate (ClinPsyD) Programme

Faculty/Professional Directorate: Faculty of Health Sciences

Subject Group/team: School of Psychology and Social Work

Reporting to: Programme Director/Head of Team

Duration: Continuing (0.8 FTE)

Pay Band: NHS Agenda for Change Band 8c

DBS Disclosure Required: Enhanced

Vacancy Reference:

**Details Specific to the Post**

**Background and Context**

The University of Hull, Faculty of Health Sciences has an established and excellent reputation locally, nationally and internationally for its high-quality undergraduate, postgraduate and professional educational provision and has a growing reputation for its research. The School of Psychology and Social Work brings together Psychologists, Clinical Psychologists, Cognitive-Behavioural Therapists, and Social Workers in a positive and open culture of learning and exchange. The Clinical Psychology Doctorate (ClinPsyD) is a well-established Post Graduate Research programme, of three years duration, which runs in conjunction with the psychology undergraduate programmes at the University of Hull and the University of York to form a 6-year integrated training course. The ClinPsyD Programme has a national reputation for high quality training and innovation and has received positive reports from external examiners and visiting professional accreditation teams. The Clinical Psychology Doctorate programme will have an intake of 26 postgraduate clinical psychology trainees, for the 2024-2025 academic year. The current number of trainees across all 3 years of the programme at present is 80. The programme is organised in three sections: clinical, research and academic. The clinical practice coordinator role is set in the clinical team, which concentrates on clinical practice placement related activities and University based support and supervision of doctoral clinical psychology research projects.

### Specific Duties and Responsibilities of the post

This is primarily a teaching post, with lead responsibility for the clinical practice component of the ClinPsyD programme. The role involves working alongside the programme director and coordinators in the running and management of the programme and the postholder will: 1) ensure the systematic provision of high-quality supervised clinical practice placements that are aligned with the training standards set by the professional and regulatory bodies (British Psychological Society (BPS); Health and Care Professions Council (HCPC); and NHS England (NHSE)); 2) closely liaise and collaborate with regional NHS and non-NHS partner organisations and with NHSE training commissioners, regarding placement organisation and planning; 3) be an active member of the BPS Division of Clinical Psychology Group of Trainers in Clinical Psychology (DCP GTiCP), representing the programme at regional and national training meetings and events; 4) provide professional leadership of the clinical tutor team; 5) support curriculum development ensuring the clinical practice elements of the teaching provision is of high quality and in line with the required HCPC and BPS standards of education and trainings; 6) undertake placement visits and evaluate trainees’ clinical competence and assume the appropriate share of the administrative and marking work relating to the clinical placement aspects of the programme.

In your covering letter please refer directly to the criteria, given in the person specification below. Applications are assessed by the selection panel according to these criteria.

**GENERIC JOB DESCRIPTION**

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the programme/school. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

**Overall Purpose of the Role**

The standard academic role at the University includes a combination of teaching, research, scholarship, and administration. While all roles will combine these areas of work, the relative weight of each will vary from level to level and over time for individual role holders.

Alongside the leadership duties and responsibilities of the post, staff at this level will teach as a member of the Clinical Psychology Doctorate programme team, contribute to curriculum planning and review across the three years of the programme, undertake marking and assessment of coursework, act as a personal tutor for trainees within the programme, and supervise trainees’ doctoral research projects.

**Main Work Activities**

**Leadership, Relationships and Team Working**

* Provide professional leadership and support to the clinical tutor team.
* In liaison with the programme director/team leader, contribute to the development of teams and individuals through the supervision and appraisal system providing advice on personal development.
* Advise the programme director in matters relating to the clinical component of the clinical psychology programme, providing recommendations for further development or revision as necessary.
* Deputise for the programme director when necessary, assuming appropriate interim managerial responsibility for programme staff and trainees as agreed by the programme director.
* Lead and develop internal networks, for example by chairing and participating in programme and University meetings and committees.
* Collaborate with key stakeholders including NHSE, placement providers, national training networks, experts by experience and external examiners to maintain programme relevance and quality.
* Contribute to appropriate research groups within the School.

**Quality Assurance and Monitoring**

* Ensure that the clinical practice element of the programme is aligned with the overarching programme objectives, learning outcomes, and the academic syllabus and University and NHS policy and procedures.
* Ensure that clinical placements are of the required standard to maintain approval from the HCPC and the accredited status with the BPS and meet NHSE and University placement quality expectations.
* Ensure that all programme design and delivery comply with University/Faculty quality standards and regulations.
* Attend national meetings relevant to clinical psychology training and appropriate BPS GTiCP groups and committees.
* Work with the programme director and coordinators in data collection and report writing to support University quality reviews, HCPC institutional reviews, and BPS accreditation visits.
* Lead on data collection on placement activity to inform NHSE tariff payments to NHS and non-NHS organisations.

**Teaching and Learning**

* Design and deliver small group teaching across a range of topics or within the postholder’s clinical specialisation and areas of interest.
* Work collaboratively with the clinical tutor team and academic team colleagues to design and deliver teaching relating to the clinical practice aspects of the academic syllabus.
* Support the design and delivery of introductory and advanced supervisor training workshops, in collaboration with other regional clinical psychology programmes, to facilitate the development of supervisory competence amongst qualified clinical psychologists who take trainees on placement.
* Work collaboratively with the clinical tutor team to ensure that the clinical practice and placement elements of the programme are aligned with the overarching programme objectives and learning outcomes, and that the clinical practice and placement elements of the programme integrate as well as possible with the academic and research components of the programme.
* Work with the clinical tutor team regarding the programme strategy for the monitoring and enhancement of the quality of clinical practice placements and of clinical practice teaching provision, identifying areas where current provision needs revision or

improvement.

**Scholarly Activity**

* Engage in pedagogic research and practitioner research and other scholarly activities.
* Contribute to the development of teaching and learning strategies.
* Develop programme related projects and proposals.
* Conduct individual or collaborative projects for programme development purposes.
* Write or contribute to publications or disseminate programme outputs using other appropriate media.
* Make presentations at conferences or exhibit work at other appropriate events.

**Trainee Support**

* Involvement in the provision of trainee support systems designed to aid trainee personal and professional development and facilitate trainee welfare. This will include taking on the personal tutor role for some trainees.
* Undertake trainee end of year appraisals in line with NHS requirements.

**Supervision of ClinPsyD trainees’ doctoral research projects**

* Facilitate trainees’ selection of research area and topic.
* Supervise ClinPsyD research projects.
* Assistance and liaison with NHS or other organisations in which research is to take place.
* Facilitation of ethical committee submission.

**Evaluation of ClinPsyD trainees**

* Assist with the design, setting, marking, and moderating of clinical practice related coursework and examinations and provide feedback to trainees.
* Assist the clinical tutor team with placement visiting, the monitoring and appraisal of trainee performance on placement and with the evaluation of trainee clinical competence at the end of each placement.
* Responsibility for ensuring that clinical placements are completed to the required standard and for ensuring that appropriate remedial action is taken where needed.
* Examination (as internal examiner) of doctoral theses.

**Trainee Admissions**

* Chair ClinPsyD interview panel.

**Representation of the programme on University and NHS committees**

* Participate in programme level-strategic planning and contribute to wider strategic planning processes in the School.
* Programme Committees: Programme Management Commitee (Board of Management), Board of Supervisors, Admissions Committee and Clinical Placement Committee.
* NHSE commissioning meetings.
* BPS Committees: Group of Trainers in Clinical Psychology Clinical Practice sub-section.

**Personal and Professional Development**

* Ongoing clinical work in a local healthcare setting (1 or 2 sessions per week).
* Comply with appraisal, induction, and performance reviews.
* Maintain compliance with HCPC practitioner standards.
* Participate in relevant continuing professional development activity.

### Additionally, the post holder will be required to:

* Fulfil the employees’ duties described in the University’s health and safety policies and co-operate with the health and safety arrangements in place within the school. May be required to undertake specific health and safety roles on request e.g., Display screen equipment assessor, departmental safety officer, fire warden etc.
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices this includes undertaking mandatory equality and diversity training.
* Comply with University regulations, policies and procedures.

**Person Specification**

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| **Specification** | **Essential** | **Desirable** | **Examples Measured by** |
| **Education and Training**  Formal qualifications and relevant training | * Clinical Psychologist registered as a practitioner psychologist with the Health and Care Professions Council * Doctoral degree |  | Application Letter/CV  Interview |
| **Work Experience**  Ability to undertake duties of the post. | **Evidence of:**   * At least 5 years post-qualified experience as a clinical psychologist. * Placement supervision of clinical psychology trainees. * Teaching experience in clinical psychology. | * Work experience as a member of a clinical psychology programme team. * Experience of delivering supervisor training. * Publications in peer-reviewed journals * Research experience | Application Letter/CV  Interview |
| **Skills and Knowledge**  Includes abilities and intellect. | **Evidence of:**   * In-depth knowledge of clinical psychology training. * Strong leadership, organisational and interpersonal skills. * Proven ability to lead, develop and motivate colleagues, working as part of a team to achieve goals. * An ability to communicate complex conceptual ideas to widely divergent audiences. * Continuous professional development. |  | Application Letter/CV  Interview |
| **Personal Qualities**  Includes any specific physical requirements of the post – (subject to the provisions of the Equality Act 2010) | **Evidence of:**   * Enthusiasm and interest in clinical psychology training. * Ability to negotiate, coordinate and co-work with colleagues in a team. * Willingness to provide a positive contribution to university activities and initiatives including open days and graduation ceremonies. * Willingness to undertake administrative activities. * Ability to work in an open and transparent way, providing information and communicating effectively with colleagues. * Collaborative working, particularly on interdisciplinary activities. * Ability to balance the pressures of competing workload demands to achieve deadlines. * Ability to travel to placements. |  | Application Letter/CV  Interview |