



Business Services
Organisation

Directorate of Legal Services

— PRACTITIONERS IN LAW TO THE
HEALTH & SOCIAL CARE SECTOR —

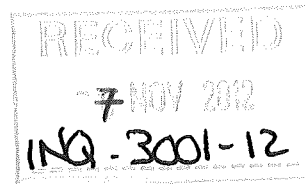
2 Franklin Street, Belfast, BT2 8DQ
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Your Ref:
HW-0092-12

Our Ref:
HYP B04/2

Date:
7th October 2012

Ms Htaik Win
Assistant Solicitor to the Inquiry
Inquiry into Hyponatraemia-related Deaths
Arthur House
41 Arthur Street
Belfast
BT1 4GB



Dear Madam

RE: INQUIRY INTO HYPONATRAEMIA RELATED DEATHS- CLAIRE ROBERTS

We refer to the above and to your letter dated 2nd November 2012 and enclose herewith as requested a copy of Dr Nichola Rooney's Job Description.

Yours faithfully

John Johnston
Solicitor

Providing Support to Health and Social Care



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INVESTOR IN PEOPLE

THE **ROYAL** *Hospitals*

Job Description

Post Title	:	<i>Consultant Clinical Psychologist Psychology Services Manager</i>
Grade	:	Clinical Psychology Grade B
Location	:	Department of Clinical Psychology, Royal Hospitals Trust
Responsible to	:	Clinical Director of the Division of Clinical Services
Reports to	:	Director of Clinical Professions

JOB SUMMARY

Management

The Psychology Services Manager will be responsible for the strategic planning and operational delivery of regional and local Clinical Psychology services provided in the Royal Hospitals, (comprising the Royal Victoria Hospital, Royal Jubilee Maternity Service, the Royal Belfast Hospital for Sick Children and the School of Dentistry), the Greater Belfast CAMHs services, the regional inpatient Child and Family Centre at Foster Green, regional outreach tertiary services, in addition to those outside agencies with whom external contracts for psychology services are established. The post holder will have responsibility for the management of all budgets relating to the Clinical Psychology Department .

As a senior manager, the post holder will participate in the general management and policy making of the Trust. In particular, the post holder will participate in the management of critical incidents within the Trust and in ensuring the provision of psychological support to those patients, staff and members of the public affected by such incidents; to manage the Trust Enquiry Lines for Human Organs and any other critical incidents within the Trust which require such services.

Clinical

The post holder will provide highly specialised psychological assessments and therapeutic interventions to children, young people and their families attending the RBHSC. At the request of the Chief Executive, the post holder will provide psychological assessment and intervention to those patients or relatives attending the Trust, whose care has led to dissatisfaction and/or increased psychological distress.

Research

The post holder will establish a research unit, with a view to attracting research grants and developing the department as the research base for clinical psychology in Northern Ireland.

MAIN DUTIES

Managerial

- To be responsible for the strategic planning and operational delivery of Regional Clinical Psychology services provided by the Royal Hospitals.
- To be responsible for the strategic planning and operational delivery of Clinical Psychology services provided within the Royal Hospitals, including regional paediatrics, regional adult health and maternity services and occupational health.
- To be responsible for the strategic planning and operational delivery of Clinical Psychology services provided to the Greater Belfast CAMHs services and the regional inpatient Child and Family Centre at Foster Green.
- To be responsible for the strategic planning and operational delivery of Clinical Psychology services provided to those outside agencies with whom external contracts for psychology services are established.
- To participate in the Trusts management of and response to critical incidents.
- To be responsible for the strategic planning and operational delivery of the Trust Enquiry Line
- To advise the Trust on all matters relating to the provision of clinical psychology services
- To identify service priorities and initiate developments within the service.
- To be managerially responsible for all clinical psychologists and other professional staff working within the Department of Clinical Psychology
- To provide accurate and timely information regarding the services as required, for processes such as accountability review and annual reporting.
- To develop and implement an annual management plan for clinical psychology
- To have responsibility for the management of all budgets relating to the Clinical Psychology Department.
- To be responsible for the systematic evaluation of the service.
- To establish and manage the clinical psychology research unit.
- To participate in committees, working parties etc as appropriate.

- To establish and maintain links with statutory and voluntary agencies, as appropriate.
- To undertake general management responsibilities in respect of, for example, recruitment and retention, disciplinary and grievance procedures etc

Clinical

- To ensure the provision of an autonomous, systematic Clinical Psychology service to all patients attending the Royal Hospitals, the greater Belfast CAMHs service and those agencies with whom the department has external contracts.
- To provide highly specialised psychological interventions to children and young people attending the RBHSC, particularly in the areas of trauma, bereavement and regional specialties as appropriate
- To provide this highly specialised service as a member of the multi-disciplinary team.
- To advise the Chief Executive on matters relating to the psychological needs of patients or relatives highly distressed/ adversely affected by the care provided by the Trust
- To provide psychological services to patients or relatives highly distressed/ adversely affected by the care provided by the Trust.
- To act as on-call point of contact for management of psychological response to Trust emergencies
- To provide clinical supervision to clinical psychologists working with complex cases.
- To ensure training and policy adherence in the area of child protection.
- To undertake psychological and cognitive assessments as required.
- To undertake medico-legal assessments and reports on behalf of the Trust.
- To ensure the maintenance of appropriate and adequate records of clinical work.

Administrative

- To manage the departmental patient databases
- To develop and update good practice guidelines and policies both within the Department of Clinical Psychology and the Trust.
- To comply with the policies and procedures of the Royal Hospitals.
- To organise and participate in Individual Performance Review / Staff Appraisal.
- To maintain and provide statistical returns as required.

*THE **ROYAL**
Hospitals*

Job Specification

Title of Post : Consultant Clinical Psychologist
Clinical Psychology Service Manager

Location : Department of Clinical Psychology, Royal Hospitals Trust

Essential Criteria

Educational / Qualifications

- BPS recognised postgraduate qualification in Clinical Psychology
- Eligible for chartering with the British Psychological Society as a Clinical Psychologist.

Experience / Training

- Post qualification experience of at least six years, three years of which should involve managing psychological services.
- Experience in a Health Speciality
- Experience of teaching and training
- Experience of working with multi-disciplinary teams
- Experience/Training in financial management

Desirable Criteria

- Higher degree in research
- Experience working in the acute hospitals setting
- Experience of managing a budget