

## **JOB DESCRIPTION**

### **CONSULTANT IN PERINATAL PSYCHIATRY**

#### **LUTON AND BEDFORDSHIRE MENTAL HEALTH AND WELLBEING SERVICE, EAST LONDON NHS FOUNDATION TRUST**

*10 Programmed Activities*

*Applications from those wishing to work less than full time will  
be welcomed*

<b>Post</b>	<b>Consultant in Perinatal Psychiatry</b>
<b>Base</b>	<b>John Bunyan House, Kimbolton Road, Bedford MK40 2NT</b>
<b>Hours</b>	<b>10 PA</b>
<b>Contract type</b>	<b>Substantive</b>
<b>Accountable professionally to</b>	<b>Medical director, Dr Angharad Ruttle</b>
<b>Accountable operationally to</b>	<b>Clinical director for crisis pathway and perinatal, Dr Elena Baker-Glenn</b>

## **Introduction to East London Foundation Trust**

### **We care | We respect | We are inclusive**

Originally formed in 2000, East London NHS Foundation Trust has long been recognised as a centre of excellence for mental health care, innovation and improvement. Our ambition is to make a positive difference by providing people with mental and community health care services that support their recovery and help them to achieve the most fulfilling lives possible. Everything we do is driven by our values of care, respect and inclusivity. Our patients' needs matter most and we are constantly working to improve our support for all who use and have contact with our services. Our extensive research approach, commitment to education and emphasis on quality means we are at the forefront of excellence in mental health care. This has helped lead to a number of pioneering health solutions and our recognition as Trust of the Year at the Patient Safety Awards 2015 and winner of the Staff Engagement Award at the Health Service Journal awards in 2015

### **Our Patch**

Wherever patients receive our services and from whichever team, our values of care, respect and inclusivity underpin all that we do. We were first established as a mental health trust to cover East London, but have been broadening our remit for some time. Our core area includes City of London, Hackney, Newham and Tower Hamlets and (since April 2015) Bedfordshire and Luton. We also deliver numerous services to many other people further afield. They include specialist services in north east London, psychological therapies in Richmond and an award-winning specialist mother and baby psychiatric unit in Homerton that receives referrals from all across the south east.

### **Trust details**

#### **Our staff, estate and population**

Our 5,000 staff, the heart of our operation, provide £353 million worth of services from over 100 community and inpatient sites. We never stand still and over £12 million is being spent in the current year alone to improve the environment and facilities for our patients, their carers and families. Our East London population totals around 750,000 and we are proud to



serve one of the most culturally diverse parts of the UK. Our recent move into Bedfordshire and Luton means that we are now responsible for a further 630,000 people's mental health care needs.

Further information on ELFT can be found on our website: [www.elft.nhs.uk](http://www.elft.nhs.uk)

## ELFT as an Employer

ELFT was included in the Top 10 of HSJ's Best Places to Work in 2014 and is recognised as a Stonewall Diversity Champion.

According to the 2021 National NHS Staff Survey ELFT is above the Picker average in terms of the number of staff who would recommend the Trust as a place to work and who feel they are able to make improvements in their work.

Teams reported that they are working well to share objectives, they said they felt involved in deciding changes that affect work and felt that their Appraisal helped to agree objectives for work. The Trust employs 5,000 people in a variety of full-time and part-time posts. Making the Trust an excellent place to work is important to us and one of our key priorities. To achieve this the Trust is doing a lot to improve the working lives of staff, such as making flexible working hours available to those people who have younger children and/or who are carers.

## Our Focus on Quality

Quality of care is the Trust's top priority. It is at the forefront of all that we do and is firmly embodied in our mission to provide the highest quality mental health and community care in England.

Being the very best requires continual improvement – always seeking to do things better. Sometimes it involves fundamental change in the way things are done, with everyone working together sharing the same passion and commitment. Our strategy takes a whole-organisation approach to quality improvement, and is built on experience and best practice from healthcare organisations and systems across the globe.

Our commitment to quality is evidenced by LifeQI <https://qi.elft.nhs.uk/resource/qi-life/> focusing on Quality Improvement Projects. At ELFT we aspire to provide care of the highest quality, in collaboration with those who use our services. As an organisation we embrace continuous improvement and learning. Achieving this will mean we have to think differently, be innovative, and give everyone, at every level, the skills they need to lead change. It will not be easy to build this culture, but focusing on what matters most to our service users and staff, and improving access to evidence-based care will make our services more effective, give more power to our staff and improve patient experience and outcomes.

## ELFT as a Research Centre

The Trust has university status and is linked with the University of London, City University and South Bank University. The Unit for Social and Community Psychiatry was established in 1997 and located on the site of the Newham Centre for Mental Health. It is supported by the East



London NHS Foundation Trust and Queen Mary, University of London. The Unit has an internationally renowned research group, has generated more than £15m of external competitive grants since 2005, and publishes more than 20 research papers in peer-reviewed journals every year. In 2012, it became a designated Collaborating Centre of the World Health Organisation (one of only 18 mental health related WHO Collaborating Centres in Europe and the only one specifically for Mental Health Services Development in the world).

Queen Mary University has a clinical academic psychiatrist, Dr Nikolina Jovanovic, and there would be research opportunities available in perinatal psychiatry to the postholder.

## Management Structure of the Trust

<b>Board Chair</b>	Eileen Taylor
<b>Chief Executive</b>	Lorraine Sunduza
<b>Deputy Chief Exec/ Chief Operations Officer</b>	Edwin Ndlovu
<b>Chief Medical Officer</b>	Dr David Bridle
<b>Chief Nurse</b>	Claire McKenna
<b>Chief Finance Officer</b>	Kevin Curnow
<b>Director of Commercial Development</b>	Dr Mohit Venkataram
<b>Chief Quality Officer</b>	Dr Amar Shah
<b>Director of Integrated Care</b>	Richard Fradgley
<b>Chief Digital Officer</b>	Philippa Graves
<b>Director of People and Culture</b>	Tanya Carter

## Bedfordshire and Luton Mental Health and Wellbeing Services

ELFT has been providing mental health services in Luton and Bedfordshire since April 2015. The scope of services includes adult services (including services for older people and people with learning disabilities), child and adolescent mental health services, improving access to psychological therapies and rehabilitation and recovery services.

## Senior Management Team

<b>Director of Mental Health &amp; Wellbeing Services for Luton &amp; Bedfordshire</b>	Michelle Bradley
<b>Medical Director</b>	Dr Angharad Ruttley
<b>Director of Nursing</b>	Evah Marufu
<b>Clinical Director Crisis Care and Perinatal Services</b>	Dr Elena Baker-Glenn
<b>Clinical Director Community</b>	Dr Reena Sani
<b>Clinical Director Learning Disability</b>	Dr Sanjay Nelson
<b>Clinical Director Inpatients</b>	Dr Guy Thompson



## Population served – Bedfordshire

In 2021, Bedfordshire had a population of 479,600 (294,300 in Central Bedfordshire and 185,300 in Bedford), and the population is expected to continue to grow, with particular growth amongst older people. The prevalence of mental health conditions in the Bedfordshire population is expected to rise in the coming years in line with population growth, with a more rapid rise in the number of people suffering from dementia.

The Bedfordshire population is predominantly of White British ethnicity (82.7%). Black and minority ethnic (BME) groups represent approximately 16% of the Bedfordshire population although the historic town of Bedford is highly diverse.

Overall deprivation in Bedfordshire is lower than the national average, with Bedford borough ranking mid-range nationally on overall deprivation and Central Bedfordshire in the least deprived 20% of local authorities. However, around 15.5% of children in Bedfordshire live in poverty.

## Population Served - Luton

In 2021, the population in Luton was 225,300 and had increased by 10.9% from 2021, which was higher than the overall increase for England. Luton has a younger population than that of England as a whole. The town is ethnically diverse; black and minority ethnic (BME) groups represent 55% of Luton's population, with significant Pakistani, Bangladeshi, Indian and African Caribbean communities. There are an estimated 150 languages and dialects spoken in Luton.

Over the past few years Luton has become relatively more deprived in comparison to the other local authorities in England and there are nine areas in the top 10% of most deprived areas in the country. Luton is ranked as the 70th most deprived of 317 local authority areas in the country. In some areas, over half of the children are estimated to be living in poverty.

## Our Services – Bedfordshire Adult Mental Health and Wellbeing

The perinatal service within Bedfordshire and Luton is within the Crisis Pathway. Other services within the pathway are outlined below:

### Crisis and Perinatal Pathway Services Perinatal Mental Health Team Consultants

The consultants are:

Consultant	Role	Location
Dr Jennifer Gant	Consultant Psychiatrist	John Bunyan House, Kimbolton Road, Bedford
Dr Elena Baker-Glenn	Consultant Psychiatrist	John Bunyan House House, Kimbolton Road, Bedford
This post	Consultant Psychiatrist	John Bunyan House House, Kimbolton Road, Bedford

## The Crisis Resolution and Home Treatment Teams

There are two Crisis Resolution and Home Treatment Teams (CRHT) that serve Luton and Bedfordshire residents 24 hours a day 7 days a week. The Luton and South Bedfordshire CRHT is led by 1.8 WTE consultant psychiatrists. The Bedford and Mid Bedfordshire CRHT



is led by 2.0 WTE consultant psychiatrists and also supports our countywide Mental Health Crisis Line. There is also an older adult consultant psychiatrist who works in a dementia intensive support service and older adult crisis team post covering Bedford and mid Bedfordshire areas.

The consultants are:

Consultant	Role	Location
Dr Seanna Eisenhandler	Consultant Psychiatrist	Luton & South Beds CRHT
Dr Kinza Khan	Consultant Psychiatrist	Luton & South Beds CRHT
Dr Sidra Zia	Consultant Psychiatrist	Bedford and Mid Beds CRHT
Dr Shokoufa Kashani	Consultant Psychiatrist	Bedford and Mid Beds CRHT
Dr Robolge Lenora	Consultant Psychiatrist	OA CRHT Bedford and Mid Beds/ DISS

### Liaison Psychiatry Service

There are two liaison psychiatry services available 24 hours a day 7 days a week; one based at Luton and Dunstable Hospital and one at Bedford Hospital. Both teams provide support to patients attending the Emergency Department and who are admitted to the medical and surgical wards. These teams will also support patients on the maternity wards. The consultants are:

Consultant	Role	Location
Dr Anna Beljajeva	Consultant Psychiatrist	Liaison Services, Luton
Dr Paul Lomax	Consultant Psychiatrist	Liaison Services, Luton
Dr Marie Filippidou	Consultant Psychiatrist	Liaison Services, Luton
Dr Ruwanka Perera	Consultant Psychiatrist	Liaison Services, Bedford
Dr Marissa Manning	Consultant Psychiatrist	Liaison Services, Bedford

### The Perinatal Mental Health Service

The Bedfordshire and Luton Community Perinatal Team was established and launched in April 2019 following a successful bid for funds from NHS England to expand and create new Perinatal Mental Health Services in England for the Bedfordshire, Luton and Milton Keynes Integrated Care Board (BLMK ICB). This new consultant psychiatrist post has arisen owing to additional funding provided as part of the NHS Long-Term Plan, which seeks to further increase access to perinatal services for more women.

The perinatal psychiatry service is currently configured as a countywide service, covering the three Bedfordshire boroughs; Luton, Bedford Borough and Central Bedford. The acute provider, Bedfordshire Hospitals NHS Trust, have two maternity units, one at the Bedford Hospital site and one located on the Luton and Dunstable Hospital site. The team are based at Bedford North Hospital community site. The perinatal service sits within the crisis, liaison and perinatal services clinical group in the Bedfordshire and Luton Structure, which has allowed the team to foster close working relationships with colleagues in crisis teams and psychiatric liaison services.



The consultant will offer advice, assessment and treatment for all perinatal patients with severe and complex mental health needs in the area. The consultants are expected to form close working relationships with local maternity teams, health visiting teams, primary care colleagues and other mental health teams. Patients residing in Bedfordshire access Mother and Baby unit inpatient care at the Hertfordshire (Thumbs Wood) unit as part of the East of England Provider Collaborative, although they may also access other units including the ELFT run East London unit in Hackney. Close working relationships with the Mother and Baby Units in other areas is therefore essential.

The community perinatal mental health team:

- Provide assessment, treatment and management of moderate – severe perinatal mental health disorders for service users who have a GP in Luton and Bedfordshire during the perinatal period (antenatally and up to 24 months postnatally).
- Deliver joint obstetric and psychiatric antenatal clinics in Luton and Dunstable General Hospital, and Bedford General Hospital.
- Provide preconception advice to women with complex mental health needs
- Provide outreach for Luton and Bedfordshire mothers on leave from the Mother and Baby Units and facilitate early discharge from the wards, and provide ongoing support.
- Liaise with GPs, antenatal services, midwives and health visitors to support women being managed in primary care to prevent deterioration.
- Work in partnership with other mental health teams providing support to women with perinatal mental health disorders.
- Deliver specialist training for other mental health teams, midwives, GPs, health visitors and others who work with women with perinatal mental health problems.
- Provide information for pregnant women, their partners and families about perinatal mental illness.
- Deliver evidence based interventions.
- Work in partnership with other agencies, including local children’s centres and local community groups, to support women in the area to access the service.

In addition, the service also has a Maternal Mental Health Service, Ocean, consisting of emotional wellbeing midwives and psychologists who provide treatment for people with moderate to severe mental health difficulties as a consequence of their experience of loss and/ or trauma during their maternity or fertility journey.

The service also works closely with the London Perinatal teams and East London Mother and Baby Unit. There is a Trustwide Clinical Lead for perinatal mental health who provides support around clinical quality and service development to all the perinatal teams in ELFT. There is peer support from both other perinatal services within ELFT and also across East of England.

It is anticipated that the Bedfordshire and Luton Community Perinatal Team will shortly begin the accreditation process with the Perinatal Quality Network. The consultant will be expected to participate in annual peer and accreditation reviews. There is a BLMK Perinatal Mental Health Steering Group that oversees the direction and progress on implementation of perinatal mental health services across the Integrated Care System and the consultant will be expected to participate in the work of that group.

The Community Perinatal Mental Health team consists of:



- 3 consultant psychiatrists (this post is one of them)
- 1 specialty doctor
- 1 WTE band 8a operational lead
- 2 WTE team administrators
- 9 WTE band 7 community psychiatric nurses/ AHP, including a deputy manager
- 1 WTE band 6 community psychiatric nurses/ AHP
- 2 WTE occupational therapists
- 1.4 WTE clinical psychologists
- 0.4 WTE clinical psychologist
- 3 WTE nursery nurses
- 2.6 WTE support time and recovery workers
- 1 WTE peer support worker
- 2 WTE social worker
- 1 WTE Perinatal pharmacist/ non-medical prescriber
- People participation lead

The team receives, on average, 20-25 referrals a week, with the most common source of referrals being from midwives. Self-referrals to the service are also accepted. Referrals are screened and triaged on a daily basis. The majority of patients are offered an initial assessment with an appropriate member of the team. The service has recently undertaken a quality improvement project to improve our access rates and we now see over 10% of the birthing population.

As the service expands we have created a third consultant post which maps to the boroughs we serve. The new perinatal consultant will hold responsibility for clinical care of patients in the Bedford and Central Bedfordshire geographical area. However, it is expected that there will be support and cover across the area between the consultants. The service will continue to develop and there will be opportunity for the post holder to be actively involved in these developments. There are several sites throughout the county that can be booked for clinics. Many of the patients continue to choose the option of video consultations, which continue to be facilitated on request. The consultant will also carry out domiciliary visits as required. With increased medical provision in the team there will be opportunity for consultants to lead and develop areas of interest which reflect the needs of the population we serve.

The consultant psychiatrists are expected to have clinical oversight of the team caseload, provide advice and case direction to non-medical members of the team, and assess and follow up women in need of psychiatric input. Increased psychiatric provision in the team will allow further development of the services provided by the perinatal team. The psychologists, occupational therapists and nursery nurses provide perinatal specific interventions as required to the women and their families on the caseload of the team. The directorate is committed to developing the roles of non-medical prescribers, pharmacists, advanced clinical practitioners and nurse consultants across the pathway.

As well as being responsible for delivering a high quality clinical service, the consultant psychiatrist is expected to be actively involved in the development and evaluation of the service. They will develop clinical networks with other local agencies and services and be part of the wider perinatal clinical network. They will work closely with the other consultant psychiatrist, the operational lead and the principle psychologist to steer the development of



the service in line with the strategic direction of the organisation, and to improve the quality of the service, aiming for it to meet the standards for accreditation with the Royal College of Psychiatrists' Perinatal Quality Network.

## Main Duties of the Post

The post-holder will:

1. Provide consultant leadership and support the continued development of the perinatal psychiatry team.
2. Provide comprehensive assessments and delivery of evidence-based treatments for issues relating to perinatal mental health, including preconception counselling, and provide expertise on treatment during pregnancy and breastfeeding.
3. Undertake all work in the context of the recovery approach, which is emphasised across the Trust, placing the service user at the centre of planning and decision making.
4. Provide support and training to other health care professionals and VCSE colleagues.
5. Support service users through the care pathway whilst working with other teams in the hospital and the community setting.
6. Lead on the delivery of high quality care in all settings and be mindful of quality targets set by the Trust and those set nationally, incorporating continuous improvement and co-production as key principles.
7. Liaise with statutory and non-statutory sector agencies including maternity, health visitors, social services, primary care and secondary care colleagues.
8. Develop good working relationships with other relevant services, including liaison psychiatry teams, crisis teams, wellbeing, addiction services, inpatient adult mental health services, community mental health teams, maternity and health visitors, and mother and baby units.
9. Develop an expertise and knowledge of local services for people with mental health problems and refer to facilities available to specialist mental health services where indicated.
10. Provide appropriate clinical supervision and training for the MDT.
11. Contribute to the teaching, training and mentoring of medical students and trainees.
12. Assure that team service delivery is in accordance with requisite national guidance, including NICE and the Perinatal Quality Network standards (CCQI/RCPsych).
13. Participate in the Crisis Pathway's clinical governance group and undertake patient safety incident reviews, complaint investigations and other governance activities as required.
14. Participate in the mandatory Trust audit programmes and develop local relevant audit cycles to improve the function of the perinatal mental health team.
15. Actively participate in the Trust's clinical and strategic development.
16. Participate in the Trusts' job planning and appraisal process.
17. Candidates must hold either a CCT or Article 14 (4) of the GMC's specialist register with evidence of relevant training and experience. Full registration with the GMC and approval under s12 Mental Health Act 1983 is required. The post holder is expected to participate in Mental Health Act assessments where required.

## Management and external duties

The post holder's immediate line manager is the Clinical Director for Crisis Pathway. Overall responsibility rests with the Trust's Medical Director. The Medical Director is based at Charterhouse, Luton.



They will have the opportunity to share in wider administrative tasks within the Trust. There are no external duties associated with this post; however, the post-holder would be supported to engage in external duties (e.g. to work at the Royal College, CQC, NHSE) if such duties can be accommodated in job planning and do not impact negatively on core roles and responsibilities.

### **Leave**

The post holder will be entitled to 32 days of annual leave (increasing to 34 days after completing 7 years as a consultant) pro-rata. The consultants are expected to provide cover for their colleagues on mutual agreement. The request for annual leave periods over 3 days should be made to the Clinical Director 6 weeks prior to the commencing date. Electronic leave forms are available to be downloaded from the trust website. The post holder is entitled to study leave, sick leave, professional leave and compassionate leave when applied in accordance with Trust Policy and Guidelines. A consultant is entitled to 30 days of study leave over 3 years. Each consultant has a study budget, and all requests for study leave require approval by the Clinical Director.

### **Out of Hours and Emergency Cover Arrangements**

From 9 am to 5 pm, Monday to Friday, the consultant will be responsible for any emergencies that arise within his/her service. It is expected that the Perinatal Consultants will cross cover each other's leave, and nominal cross cover can also be provided from other consultant colleagues in the crisis pathway.

The post holder is expected to take part in the out-of-hours Trust-wide on-call rota (currently 1:30 covering adult, older adult and learning disability services). The on call duties mainly consist of providing advice to trainees and discharging responsibilities associated under the Mental Health Act. An allowance of 1 % basic salary covers this duty.

The first on-call rota is provided by CT1 to CT3 trainees and GPVTS trainees. A second on-call rota is provided by middle grade doctors.

There is additionally a 9am to 5pm Monday–Friday Section 12 rota, which is 1 in 40 and the post holder would be expected to participate in this rota.

### **Junior Medical Staff**

The post holder may at times (depending on allocation and posts being filled) supervise a core and / or higher trainee. They may also supervise a higher trainee doing a special interest session and the perinatal service attracts higher trainees wishing to gain this experience. Supervisory roles are accounted for in the final job plan, which will be agreed with the clinical director on the commencement of the post.

### **Secretary**

Shared secretarial/admin support will be provided with two full time administrative posts to support the team.

### **Office**

The consultant will have an office with their own individual desk/computer at the team base, which will be in John Bunyan House, part of Bedford Health Village. This may be a shared office with another consultant psychiatrist. They will be provided with a mobile phone, laptop and headset, and have access to platforms for conducting virtual meetings and clinical consultation. The consultant will be provided with digital dictation software.



## Teaching, Training, Research and Audit

Both research and teaching are key activities within the Trust, a significant part of its income (SIFT) being associated with provision of lectures, clinical teaching and education to undergraduates. The appointee will thus be expected to provide appropriate teaching and supervision of attached medical students.

The trust has a Director and Associate Director of Medical Education who will support the post holders training and educational needs.

The Trust has a comprehensive academic staff component and Consultants are encouraged to use their SPA time to keep up to date with research and academia. The appointee would be supported to develop an educational portfolio and attend the recommended training as agreed by the Associate Director of Medical education, Dr Aneeba Anwar.

It is possible to become involved in research projects which fit with the Trust priorities and aims, this would be encouraged and time identified through the job planning process.

The successful candidate will be expected to participate in quality improvement and engage in audit as part of the Trust's Clinical Effectiveness programme.

The appointee would be encouraged to attend the weekly academic programme which has a high attendance rate from the Psychiatry consultants. We have links with Cambridge medical school, and regularly have had student placements in Luton.

We also have links with the academic and research unit in Newham, London and have a research hub in Luton.

## CPD

There is a weekly Trust-wide teaching programme held on a Wednesday afternoon. All doctors are encouraged to attend the teaching programme and a certificate of attendance is provided as evidence for CPD at the end of each term. The post holder can also take advantage of the Trust-wide Bart's Academic Afternoons monthly, either at Bart's Hospital, or virtually.

There will be opportunities to provide teaching for staff in other disciplines. The post holder is expected to maintain good standing with the Royal College of Psychiatrists and maintain licence to practice from the GMC through successful revalidation arrangements. The post holder is encouraged to join one of the established PDP groups run in each locality.

## Support and Wellbeing

The Perinatal team has regular team reflective practice which the post holder would be expected to participate in.

All consultants have opportunity to participate in a Consultant reflective practice space monthly led by a consultant psychotherapist, and have opportunity to join a psychotherapy led complex case discussion group monthly.

The post holder will be encouraged to access mentoring or coaching and will be closely supported and supervised by the Clinical Director. They will be supported to join a PDP group.

There are active staff networks including Women, LGBT, Ability, Intergenerational and BAME groups which the post-holder can join.



Staff can access occupational health support through team prevent [elft@teamprevent.co.uk](mailto:elft@teamprevent.co.uk). Carefirst, a 24 hr staff helpline, is also available through [www.carefirst-lifestyle.co.uk](http://www.carefirst-lifestyle.co.uk). Further information on occupational health are provided at the Trust Induction or through the post holder's line manager or staff intranet.

The ELFT People and Culture Organisational development team can offer bespoke organisational development interventions to team and services when indicated, which includes coaching and mediation.

The team also offer an extensive staff wellbeing programme which is updated regularly. Regular virtual short yoga and mindfulness sessions are available to staff to encourage breaks in the working day. Yoga, pilates and body combat sessions are also offered (virtually) and you can join the ELFT choir, ELFT in 1voice. Other offers in place include eye care vouchers, a cycle to work scheme and a subsidy towards the cost of Holiday Play Schemes during school holidays.

All staff can access the BLMK Keeping Well Hub, which offers mental health staff support for staff working in NHS organisations within Bedford, Luton and Milton Keynes through telephone, face to face or online chat support and onward referral. Sleepio and Silvercloud apps are offered to ELFT staff free to use.

### **Clinical Governance**

Consultants will be expected to support and develop systems that enable improved quality. Learning from audit, complaints and patient safety events will be achieved by leading and overseeing clinical work and contributing to the performance framework and the regular learning lessons sessions and presentations that will be set up for multi-disciplinary teams.

The consultant will be supported and encouraged to take part in Quality Improvement (QI) and participation in the monthly Healthcare Quality and Governance meeting for the pathway is expected. Consultants are encouraged to participate in the monthly QI Forum. There are many opportunities to take advantage of the extensive QI teaching and training offered at ELFT.

### **Appraisal and Revalidation**

The Trust will offer full support to ensure compliance with medical revalidation requirements and the post holder will be offered and required to undergo an annual appraisal. The appraisal process is in accordance with the Trust's Medical Appraisal Policy. Dr Deji Oyebo, Deputy Medical Director, is Revalidation Officer for all doctors employed by the Trust.

### **Provisional Job Plan**

For this post there will 7.5 PAs dedicated for direct clinical care and 2.5 PAs for supporting professional activities. These Programmed Activities are subject to formal appraisal together with the job plan. The job plan will be developed further in consultation with the Clinical Director. Job planning will occur annually, but can be reviewed at any time at the Consultant's request. There are opportunities to take on additional medical education, management or research roles within the Trust and additional time can be negotiated within the job plan to allow for these commitments.

Illustrative job plan – the exact job plan will be agreed with the postholder.



	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Daily huddle and out-patient clinic  DCC (1.0)	MDT  DCC (1.0)	Daily huddle and urgent consultations/home visits DCC (1.0)	Appraisal/research/service development  SPA (0.5)  Teaching / supervision DCC (0.5)	Daily huddle and out-patient clinic / Joint-obstetric liaison clinic at General Hospital (once a month)  DCC (1.0)
PM	Clinical Admin/Liaison with other services  DCC (1.0)	Supervision of junior doctor  Team/business meeting/leadership huddle  Healthcare Governance meeting (monthly)  QI/Audit  SPA (1.0)	Joint Localities Teaching CPD  SPA (1.0)	Outpatient Clinic  DCC (1.0)	Clinical Admin/Liaison with other services  DCC (1.0)

## ELFT Policies and Procedures

### Assurance Statement

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

### Equal Opportunities Statement

ELFT operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity policies in relation to employment and service delivery.

### No Smoking Policy

ELFT is committed to a policy which discourages smoking and prohibits smoking on Trust property and on Trust business outside it.

### Infection Control

The post holder is accountable and responsible for the prevention of healthcare associated infections by complying with all Infection Prevention & Control policies and procedures in line with legislation (Health Act 2006; *Code of Practice for the Prevention and Control of Healthcare Associated Infections.*)

### Data Protection Act 1998

The Data protection act (1998) is to ensure compliance with all Trust policies, and those procedures relevant to the area of work.



At all times maintain high levels of confidentiality and information security, complying with the relevant legislation such as the Data Protection Act and the Computer Misuse Act.

Where any processing of information takes place (paper records or electronically) ensure that the data is of good quality, accurate and relevant for purpose.

All employees must adhere to the Trust's Policy on the Protection and Use of Personal Information which provides guidance on the use and disclosure of information. The Trust also has a range of policies for the use of computer equipment and computer generated information. These policies detail the employee's legal obligations and include references to current legislation. Copies of the Policy on the Protection and Use of Personal Information and other Information Technology policies are included in the Trust's Policies and Procedures Manual/Intranet.

## **Confidentiality**

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the Data Protection Act.

You are required to observe the strictest confidence regarding any Confidential Information relating to work of the Trust, its patients/clients and its employees.

"Confidential Information" includes but is not limited to information relating to the Trust received by you in the course of your employment with the Trust or its predecessors, information relating to patients, personnel information, budgeting and financial information and information in respect of which the Trust owes a duty of confidentiality to a third party.

You are required not to disclose any Confidential Information either during or after your employment with the Trust, unless expressly authorised to do so by the Trust or required in the proper performance of your duties or as required by law.

This obligation will cease only when such information comes into the public domain other than through unauthorised disclosure by you.

Failure to comply with these requirements could result in action being taken under the Trust's Disciplinary Policy and Procedure.

This obligation is without prejudice to the law concerning protected disclosures in the Public Interest Disclosure Act 1998 (the so-called "Whistleblowers Act").

## **Health and Safety**

All employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

## **Safeguarding Duty**



“It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Children and Adults as stated in the Trust’s Safeguarding Policy. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for ensuring they receive the appropriate level of Safeguarding Children training according to their role”.

### **Information Technology**

It is the responsibility of the post holder to have a level of IT competence relevant to their job role and will be expected to continue to keep their skills up to date as part of their Continuing Professional Development.

### **NHS Constitution**

You are responsible for ensuring that the values outlined in the NHS Constitution are adhered to daily and any matters of concern are raised with the relevant Line Manager or through the necessary processes within the Trust.

You are responsible for delivering a compassionate, dignified and respectful service to patients at all times.

### **Changes to this Job Description**

Post holders have a responsibility to discuss any significant job changes with their line manager at the time the change occurs and agree any permanent substantial change.



## **PERSON SPECIFICATION**

	<b>ESSENTIAL</b>	<b>HOW ASSESSED</b>	<b>DESIRABLE</b>	<b>HOW ASSESSED</b>
<b>QUALIFICATIONS</b>	Fully registered with the General Medical Council	A	A higher degree such as MD or PhD	A
	On the GMC Specialist Register or within 6 months of CCT, on approved higher training scheme at the time of interview	A		
	Membership or Fellowship of the Royal College of Psychiatrists or equivalent qualification (in accordance with Royal College of Psychiatrists guidelines)	A		
	Approval under Section 12(2) of Mental Health Act 1983 and Approved Clinician status	A		
<b>KNOWLEDGE AND EXPERIENCE</b>	Experience of clinical work in adult psychiatry at higher trainee, SASG or consultant level within the last 3 years	A, I	Experience of working in perinatal mental health services	A, I
	Excellent working knowledge and experience of the application of the Mental Health Act	A, I	Experience of service development and introducing new services in mental health	A, I
	Appreciation and understanding of ethnic minority issues and a commitment to developing culturally sensitive practices	A, I		
	Understanding of social factors relevant to psychiatry	A, I		



*We care*

*We respect |*

*We are inclusive*

	Robust experience of working with severe and enduring mental illness, and risk assessment and management	A, I		
<b>ORGANISATIONAL SKILLS/ ABILITIES</b>	Leadership skills	A, I, R	Formal leadership and management training	A, I
	Ability to work as a part of multidisciplinary team	A, I, R	Experience of team /service leadership	A, I
	Ability to manage complex workloads and support others to do that	A, I, R	Experience of organisational development work	A, I
	Consultation skills to services, teams and individuals	I, R	Project management ability	A, I
	Commitment to working in multidisciplinary setting	A, I		
	Commitment to working with service users on service development	A, I, R		
<b>CLINICAL SKILLS AND SUPERVISION</b>	Ability to work in multi-disciplinary team and provide leadership for the team	I, R	Experience in supervising trainee doctors and SAS doctors	A, I
	Self-motivating and innovative	A, I		
	Expertise in risk assessment	A, I		
	Confident in therapeutic risk taking	I		
	Commitment to clinical governance	A, I		
<b>TEACHING</b>	Experience in teaching junior staff	A, I	Medical education qualification	A
	Good teaching and communication skills	A, I		
	Experience of teaching medical	A, I		



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	undergraduates and postgraduates			
	Experience of teaching non-medical mental health professionals	A, I		
<b>RESEARCH AND AUDIT</b>	Experience of research	A, I	Publications in peer-reviewed journals in relevant academic fields Experience of grant funded research work	A
	Audit experience	A, I		

A- Application; I – interview; R – reference

**Prospective applicants are welcome to visit the team. Please contact Elena Baker-Glenn, Clinical Director for Crisis Pathway and Perinatal services on [elena.baker-glenn@nhs.net](mailto:elena.baker-glenn@nhs.net) telephone 01525 638539**

