

## JOB DESCRIPTION

### CONSULTANT PSYCHIATRIST OLDER PEOPLE'S MENTAL HEALTH SERVICES

#### 1. ACCOUNTABILITY

Accountable to:	Chief Executive
Professionally accountable to:	Medical Director
Managerially accountable to:	Clinical Director
RCPsych approval details:	SBUHB-CO-WAL-2023-01142- (Approved Final) 

#### 2.0 INTRODUCTION

We expect everyone that works for the Health Board, regardless of their role, to share and uphold our values in all that they do:

**Caring for each other**, in every human contact in all of our communities and each of our hospitals

**Working together**, as patients, families, carers, staff and communities so that we always put patients first

**Always improving**, so that we are at our best for every patient and for each other

#### 2.1 Job Summary

This is a permanent post post joining the Neath In Patient and Community Team responsible for the provision of Older People's Mental Health Services serving Neath and Port Talbot residents.



This post will be based in Tonna Hospital, Neath. Within the Neath Community Mental Health Team there is a Medical Secretary, Team Lead, Clinical Lead, Advanced Nurse Practitioner Trainee, Registered Community Mental Health Nurses and Health Care Support Workers. The team also has support from other multidisciplinary team (MDT) members including Psychology, Occupational Therapy and Physiotherapy. MDT working is integral to the functioning of our services. A strong culture of co-production has been established between consultant psychiatrists within our Older Adult Mental Health Services.

The Mental Health Directorate is responsible for providing Adult Mental Health Services, Older People Mental Health Services, Forensic Psychiatry, Rehabilitation & Recovery Services and Substance Misuse Services. The successful candidate will work within the Adult Mental Health Service Group.

Older Adult Mental Health Services provides a service to the whole population of Swansea Bay which has a population of approximately 390,000.

The team works hard to provide support across multiple channels from liaising and communicating effectively with all those involved in the patients' treatment including families and carers, primary and secondary health services. The team also assist in the assessment of health needs, the planning, delivery and evaluation of care (including risk assessments) by the team, for both individuals and groups of patients, their families and carers. This is facilitated through the strong working relationships that have been established across the multidisciplinary team. In addition, the team work closely with the inpatient wards to ensure the appropriate support is put in place both during the inpatient stay and following discharge to enable a streamlined process. This is likely to include covering ward rounds for NPT patients in Ysbryd Y Coed, Cefn Coed Hospital.

### **Service Development**

The mental health service is currently exploring how to improve the services offered to service users across the Swansea Bay footprint.

In addition, this will enable the successful candidate to input into the service improvements that aim to improve Older Adult mental health crisis care as this has been identified as a



national priority. The Mental Health and Learning Disabilities Service Group is committed to developing systems to provide early and proportionate responses to prevent escalation of mental health crisis. The main objectives are to:

- Ensure service users feel supported & listened to when they ask for help
- Provide access to mental health support as early as possible
- Ensure that mental health crisis is on a level with physical health care
- Provide a wide range of options and information around self-care, self-referral and support for a broad range of mental health and welfare concerns

### **Working across Boundaries**

At the current time this post is based at Tonna Hospital in Neath. We are reconfiguring our services to ensure they remain safe and sustainable in the future, and there may be occasions when you will be requested to work at other locations within Swansea Bay University Health Board. We reserve the right to transfer you, following consultation, to any of its locations, in accordance with the needs of the service. In such circumstances, a change of base may carry an entitlement to excess travel payments.

## **2.2 Consultants and senior staff in the specialty**

**Dr Michal Rydzewski – Consultant Psychiatrist**

**Dr Raju Sureddi – Consultant Psychiatrist**

**Dr Liz Clarke-Smith – Consultant Psychiatrist**

**Dr Jayalakshmi Ramachadran – Consultant Psychiatrist**

**Dr Natalie Hill – Consultant Psychiatrist**

**Dr Owain Baker – Consultant Psychiatrist**

**Dr Anjan Roy – Consultant Psychiatrist**

## **2.3 Other medical staff in the specialty**

**Specialty Doctor for Neath – Vacant Post**

**Specialty Doctor for Port Talbot – Vacant Post**



## **2.4 Other relevant staff and members of the multi disciplinary team**

**Tracey Dixon – Team Lead Neath CMHT**

**Helen Wilfort – Team Lead Port Talbot CMHT**

**Clare Morgan – Team Lead Care Home In Reach Team**

## **2.5 Support Facilities**

You will have use of office facilities, secretarial support and IT provision including a computer with use of the Internet. You will be provided with login in to NHS digital systems through the National Active Directory (NADEX) and will be provided with an NHS email account which we will use to communicate with you and expect that you will review regularly.

We have public Wifi in most of our sites and you are encouraged to bring your own smartphone or tablet for mobile working. An app that allows access to the intranet and your outlook account securely will be provided for you on request.

There are designated car parking spaces for staff on all our hospital sites. At the current time there are no charges for parking by staff within Health Board sites.

## **3.0 MAIN DUTIES AND RESPONSIBILITIES**

### **3.1 Clinical**

You will provide a clinical service, with colleagues, which will include the responsibility for the prevention, diagnosis and treatment of illness.

Working with consultant colleagues and the multi-professional team you will have continuing responsibility for the well-being of all patients under your care; allowing for proper delegation to, and training of staff. In partnership with clinical and managerial colleagues you will also have responsibility for the safe, efficient and effective functioning of the services in which you work in line with the values, operational policies and integrated medium term plan (IMTP) of the Health Board. You are encouraged to consider how services can be improved and to report any concerns about safety.

You will be required to adhere to the principles of good medical practice as laid down by the General Medical Council.

You will be required to participate in the Health Board's risk management process, clinical governance and any other healthcare governance activities within the department, the directorate and the Health Board. Adherence to the Caldicott Principles of information governance is mandatory.

You will be required to maintain a licence to practice through revalidation, to undergo



satisfactory annual appraisal using the all Wales online Medical Appraisal Scheme (“MARS”) and to formulate a Personal Development Plan, in conjunction with the Clinical lead, to identify training and development needs. You will be expected to participate in sufficient personal and professional development to fulfill Royal College and GMC requirements. You will also be required to undergo a job plan review at least annually and to agree and then meet service outcomes.

You will be expected to make a significant contribution to the service and directorate planning process through active participation in the clinical directorate structure.

You will participate in the 1 in 20 on call rota covering Tonna, Neath Port Talbot and Cefn Coed Hospital, with prospective cover. In exceptional circumstances it may also be necessary to undertake duties at other locations with the Health Board. Travelling as necessary between hospitals/clinic will be required to undertake such duties. Travel expenses will be remunerated according to the Health Board policy and procedures for claiming.

You will adhere to all policies which cover radiation exposures as currently outlined in IRMER regulations.

The Health Board is committed to meet its obligations to minimize infection. You will be required to comply with current procedures for the control of infection, including dress-code, to challenge non-compliance by colleagues, and to attend training in infection control provided by the Health Board.

### **3.2 Education and Training**

We place great importance on our University status and have strong educational links to the Swansea University Medical School, Cardiff College of Medicine and the College of Human and Health Science in Swansea and you will be responsible for carrying out training, teaching, examination of healthcare staff and accreditation duties as required and for contributing to and participating in postgraduate and continuing medical education activity, locally and sometimes nationally.

A staff Education Centre at Morriston Hospital, shared with the Swansea University Medical School, with raked lecture theatres, seminar rooms and common rooms opened in 2015 as part of a substantial investment on the site to replace older facilities.

There is a small library and education centre at Cefn Coed Hospital to support the staff who work there. Singleton Hospital has a well-stocked library and seminar rooms for staff as well as education facilities for the Swansea University Medical School in its own facilities. Neath Port Talbot Hospital has an education centre and library on the top floor of the main hospital building. All five libraries are integrated to provide support for students and staff across the Health Board.

[If appropriate] You will be named in the contracts of junior medical staff as the person expected to act as Educational Supervisor for those assigned to you; overseeing their training and being the initial source of advice for doctors regarding their careers, within the guidelines



of the specialist bodies and medical royal colleges. Medical trainees in Wales are required to agree an educational contract jointly between them, the Health Board and the Deanery.

You will participate in the specialty's postgraduate teaching sessions.

*You will also teach and train medical undergraduates in line with the Undergraduate training programme.*

- Participate actively in the department's undergraduate teaching programme.
- Welcome medical students into learning environments with specific the approval of any patients involved.
- Engage and involve medical students in your clinical activities, where possible and appropriate.
- Provide informal and "bedside" teaching to undergraduate medical students where appropriate, particularly during ward rounds, in the emergency department, during outpatient clinics and during operations and procedures.
- Give feedback to medical students.
- Participate in undergraduate examinations, particularly clinical examinations for Swansea and Cardiff medical students if requested to do so.
- Be responsible to the honorary lecturer and honorary senior lecturer for the purpose of undergraduate medical education.

There will be opportunities for the successful candidate to develop a specific teaching interest, develop and to take up formal, remunerated clinical teaching sessions which will be integrated into his/her job plan.

### **3.3 Research**

We are a University Health Board and you will be encouraged to participate in or actively support research and development in line with our Research and Development strategy and in discussion with the Director of Research and Development. The time required for supported research activities will be agreed through the job planning process.

## **4.0 UNIVERSITY PARTNERS**

### **4.1 Swansea University**

Swansea University has been at the cutting edge of research and innovation since 1920. It has a long history of working with business and industry but today its world-class research has a much wider impact across the health, wealth, culture, and well-being of the society. It offers a compelling balance of excellent teaching and research. The University has



contributed to the transformation of Swansea as a city of distinction, since 1920.

It has achieved an extraordinary level of success in recent years and the research activity exceeds that of many larger universities, yet this has not compromised the friendly and relaxed atmosphere that has always characterised the “Swansea experience”.

Its commitment to research with real-world benefits has seen it achieve their ambition to be a Top 30 Research University, soaring up the 2014 Research Excellence Framework (REF 2014) league table to 26<sup>th</sup> in the UK.

Swansea University was named University of the Year in the Whatuni Student Choice Awards in 2019 for the second time. In the prestigious Times and Sunday Times, Good University Guide 2021, it has been ranked in the top 20 for Student Experience. The University is ranked top in Wales in The Guardian University Guide 2021 for the second year running, rising from 31st to 24th nationally.

## **4.2 The Faculty of Health and Life Sciences**

The Faculty of Health and Life Sciences has been recently formed by bringing together the Swansea University Medical School and College of Human and Health Sciences. The Faculty is home to a vibrant community of staff and students, brought together by an ambition to improve the health and wellbeing and wealth of society through research, education and innovation.

The Faculty of Health and Life Sciences has a long-standing reputation for the quality of our teaching and research. The University achieved Gold in the latest Teaching Excellence and Student Outcomes Framework (TEF) which recognises excellent teaching and the Medical School is ranked 1st in the UK for research environment, and 2nd for overall research quality (REF 2014). The Medical School has been consistently ranked in the UK top 10 for the last few years.

We are a faculty with global reach and impact and we feel it is important more people benefit from what we do - whether through creating opportunities for more students to study, by increasing the reach of the real-life impacts of research, by building strong international partnerships or supporting more companies to develop through open innovation. We support health and social care partners to identify, understand and meet their workforce needs and by enabling service change through research and innovation-driven improvements in care, treatments, therapies and practices. We help drive economic development and wellbeing through investment and collaboration in world leading science, innovation and enterprise. We are at the forefront of designing and securing the medical, life science, health and social care workforce of the future.

Building on the success of the Medical School and the College of Human and Health Sciences, the new faculty will make a unique contribution to the regional, national and international challenges facing health and social care when it goes live later this year.



### **4.3 Cardiff Research Institutes**

Across the school of Medicine, five institutes lead research that covers a spectrum from basic laboratory science to bedside practice. These are the Institute of Psychological Medicine and Clinical Neurosciences, the Institute of Infection & Immunity, the Institute of Primary Care & Public Health, the Institute of Cancer & Genetics, and the Institute of Molecular & Experimental Medicine. Alongside these research Institutes, core functions of the school are provided by the Institute of Medical Education and the Institute of Translation, Innovation, Methodology & Engagement (TIME).

The only dental school in Wales provides unique and important leadership in dental research, teaching and patient care. Located at the University Dental Hospital on Cardiff University's Heath Park campus, a 53 acre site shared with the University Hospital of Wales.

Research facilities have recently been enhanced with the £11m Henry Wellcome Building for Biomedical Research in Wales. The building includes state-of-the-art laboratories and equipment for research into Infection & Immunity, Cancer Biology and Psychiatric Genetics, adjacent to a purpose-built Clinical Research Facility.

### **4.4 Other University partners**

The Health Board also works closely with other Colleges within Swansea University (Computer science, engineering, management) and with the University of South Wales, particularly for nurse education and also University of Wales, Trinity St. David.

## **5.0 MANAGEMENT AND CLINICAL LEADERSHIP**

Consultants have an important leadership role in their teams and the Health Board. You will be required to work closely with your clinical and management colleagues in the safe and efficient running of services and are expected to contribute, with colleagues, to the management, improvement and modernisation of the services in which you work. You may also be asked to contribute nationally to support the NHS in Wales.

There is a requirement to work within the financial and other constraints determined by the Health Board and set out in the integrated medium term plan (IMTP) and you will be expected to contribute to the development and annual review of the IMTP. Additional expenses or resources of any kind must not be committed without the approval of the appropriate manager/budget holder.

Subject to the terms and conditions of service, you will be expected to observe all relevant policies and procedures of the Health Board, drawn up in consultation with the professions, where they involve both clinical and non clinical matters.

You will be expected to be familiar with and comply with local and national employment and Human Resources policies and procedures in the management of employees of the Health



Board.

You will be required to ensure that arrangements are in place for the organisation of medical staff and that they are allocated duties in accordance with the work of the specialty and within the level of their competence.

## **6.0 RESPONSIBILITIES AND DUTIES SPECIFIC TO THE POST**

- Provision of comprehensive in patient and community mental health services for older adults in the Neath area.
- Provision of Out-Patient and Memory Assessment Services for the Neath area.

## **7.0. PROVISIONAL WORK PROGRAMME**

The provisional work programme is attached at Appendix 1.

This job plan which will be subject to review in accordance with paragraph 30(d) of the Medical and Dental Staff (Wales) Handbook (1 December 2003).

## **8.0 GENERAL INFORMATION FOR APPLICANTS**

If you are related to any member of staff in a senior officer position in the Health Board you should clearly indicate in your application the name of the officer to whom you are related and indicate the nature of the relationship. Deliberately concealing such a relationship would result in disqualification.

Whilst you must note that canvassing of any member of the Advisory Appointments Committee or the employing Health Board will disqualify you, we encourage applicants to seek further information about the post and you may wish also to approach University partners about academic opportunities.

Any offer of appointment will be subject to the receipt of three satisfactory references.

The nature of the work of this post is exempt from the provisions of Section 4 [2] Rehabilitation of Offenders Act 1974 [Exemption Order 1975]. You are, therefore, not entitled to withhold information about convictions under the Act and, in the event of employment; any failure to disclose such convictions could result in dismissal or disciplinary action by the Health Board. Any information will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.

Travelling expenses will be reimbursed for only one pre interview visit and only then if you are selected for interview. In the case of travelling from abroad, traveling expenses are payable only from the point of entry into the UK. In the event of the successful candidate declining the offer of employment, no expenses will be reimbursed.

Reimbursement for Relocation Expenses when appointed will be considered and will be in



accordance with the Health Board policy at the time of appointment.

You will be required to declare at all times any financial interests you may have in respect of agencies with whom the Health Board may enter into contract for the supply of goods and/or services. These will include the receipt of hospitality, funding for travel or conferences or goods in kind. Such interests should be communicated, in writing to Board Secretary and also declared on any application for study or professional leave.

The terms and conditions of service, including pay, are determined by the Medical and Dental Staff (Wales) Handbook and the General Whitley Council Conditions of Service and any changes to those conditions which the Minister for Health & Social Services may authorise from time to time.

The salary applicable is on the pay scale for Consultants in Wales and will be specified in your contract of employment.

Where it is agreed that the post will be filled on a part time basis, the job plan will be agreed accordingly.

If you wish to undertake private practice work you may do so, provided that you continue to meet all the obligations of your job description and personal job plan in regard to the discharge of your NHS work. There must be no conflict of interest between your NHS and private work which should be carried out in un-contracted time that is clearly identified in your job plan.

Your private residence shall be maintained in contact with the public telephone service and given the particular nature of your work you are required to live in a location which is within reasonable travelling time from your place of work as agreed with your Clinical Lead, unless specific approval is given in advance to your residing at a greater distance, by the Unit Medical Director.

### **Job Limitations**

At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their Lead Consultant / Clinical Director. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.

### **Confidentiality**

In line with the Data Protection Act 1998, the post holder will be expected to maintain confidentiality in relation to personal and patient information, as outlined in the contract of employment. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.

### **Health & Safety**



The post holder is required to co-operate with the Health Boards to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.

## **Employee Wellbeing**

It is the policy of SBU to promote the importance of employee well-being for a healthy working environment. The Health Board's aim is to maximise attendance and improve productivity through the process of risk management, and by the identification of stressors for staff and the introduction of control measures to reduce these stressors.

Swansea Bay University Health Board (SBU) has a legal obligation for the general health, safety and emotional well-being of its employees and is therefore committed to promoting a healthy and supportive working environment because it believes its staff is its most important asset and that their well-being is essential to effective work performance and the provision of high quality services.

The promotion of an effective employee well-being culture will be communicated to staff via the intranet, Occupational Health Support, SBU social media, Wellbeing Champions and Wellbeing notice boards, through awareness raising activities such as National Stress Awareness Day and preventative programmes/workshops, as well as educative activities such as Staff Induction and Manager Development programmes.

## **Equality and Human Rights**

The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation.

The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.

## **Dignity at Work**

The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation.

Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.



## **Risk Management**

The Health Board is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the Health Board's Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.

## **Safeguarding Children**

The Health Board is committed to safeguarding children therefore all staff must attend the required level of safeguarding children training.

## **Records Management**

The post holder has a legal responsibility to treat all records created, maintained, used or handled as part of their work within the Health Board in confidence (even after an employee has left the Health Board). This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.

## **Job Description**

This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description may be reviewed periodically to take into account changes and developments in service requirements.

**No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites including buildings and grounds are smoke free.

## **9.0 DISCLOSURE OF CRIMINAL BACKGROUND OF THOSE WITH ACCESS TO CHILDREN AND VULNERABLE ADULTS**

In order to minimise any possible risk of abuse of children or vulnerable adults a check will be made with the Disclosure and Barring Services (DBS) on the possible criminal background of the successful candidate for this post. The DBS is authorised to disclose in confidence to Swansea Bay University Health Board's nominated officers, details of any criminal record, including cautions and bind over orders and "spent" convictions.

You will be required to undertake the Disclosure Check, although applicants should be aware that a refusal to comply with this procedure will prevent further consideration for the post. Any information disclosed will be treated in the strictest confidence and all circumstances will be taken into account before any decision is reached.

## **10. DETAILS FOR VISITING BEFORE INTERVIEW**

Candidates who may wish to seek further information or who would like to arrange to visit



the Health Board are invited and encouraged to contact:

<b>Dr Richard Maggs</b>	Unit Medical Director	<b>Richard.maggs@wales.nhs.uk</b>
<b>Dr Natalie Hess</b>	Clinical Lead	<b>Natalie.hess@wales.nhs.uk</b>
<b>Dr Michal Rydzewski</b>	Consultant Psychiatrist	<b>Michal.rydzewski@wales.nhs.uk</b>

### CONSULTANT IN OLD AGE PSYCHIATRY

#### PROVISIONAL JOB PLAN (**may be subject to alteration**)

NPTH – Neath Port Talbot Hospital, SH – Singleton Hospital, MH – Morriston Hospital, CCH – Cefn Coed Hospital, COM – Community setting

	Sessions	Hours	Location	Type of Work
<b>Monday AM</b>	1	3.75	Tonna Hospital	Out Patient Clinic
<b>Monday PM</b>	1	3.75	Tonna Hospital	Out Patient Walk In Clinic
<b>Tuesday AM</b>	1	3.75	COM	Community Visits
<b>Tuesday PM</b>	1	3.75	CCH	Ward Round
<b>Wednesday AM</b>	1	3.75	Tonna Hospital	Secondary Care Clinics
<b>Wednesday PM</b>	1	3.75	Tonna Hospital	SPA
<b>Thursday AM</b>	1	3.75	Tonna Hospital	Suite 2 Ward Round
<b>Thursday PM</b>		3.75	Tonna Hospital	SPA
<b>Friday AM</b>	1	3.75	Tonna Hospital	SPA



<b>Friday PM</b>	1	3.75	Tonna Hospital	Patient Related Admin
<b>On Call</b>	1			

**On Call                    1:20 (Prospective Cover)**

**Note**

This is a standard 10 session job plan (37.5hrs) (7DCC's & 3 SPA's) which will be subject to review three months after appointment and then no less frequently than annually.

Opportunities for additional direct clinical care (DCC) sessions and the requirement for and use of time for Supporting Professional Activities (SPA) will be discussed with you at each job plan review, however in the first three months it is expected that you will use one SPA session to ensure that you are introduced successfully into the Health Board.

By mutual agreement, one SPA session may be carried out outside the Health Board and any un-contracted time must be identified clearly.

It is expected that you will receive mentoring from a consultant colleague who will be identified to you at appointment to help support your transition into the Health Board and early years working with us.

