

## Swansea Bay University Health Board

### FULL TIME SPECIALTY DOCTOR GRADE IN GENERAL ADULT PSYCHIATRY (10 SESSIONS)

#### 1.0 ACCOUNTABILITY

Accountable to:	Chief Executive SBULHB
Professionally accountable to:	Medical Director Mental Health & Learning Disabilities Service Group
Responsible to:	Consultant Psychiatrist CMHT Tonna Hospital
Base	Tonna Hospital

#### 2.0 INTRODUCTION

Applications are invited for the post of Speciality Doctor in General Adult Psychiatry based at Tonna Hospital Adult CMHT, in the Neath Port Talbot region and providing mental health services to adults residing within the Tonna CMHT Sector.

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.

#### 3.0 SWANSEA BAY UNIVERSITY HEALTH BOARD

Swansea Bay University Health Board (formerly ABMU) was created on April 1, 2019, after responsibility for providing healthcare services in the Bridgend County Borough Council area passed from ABMU to the new Cwm Taf Morgannwg University Health Board.

Swansea Bay UHB covers a population of around 390,000 in the Neath Port Talbot and Swansea areas and we have a budget of around £1bn. The health board employs approximately 12,500 staff.

It has three major hospitals providing a range of services: Morriston and Singleton in Swansea, and Neath Port Talbot Hospital in Baglan, Port Talbot. We also have a community hospital and primary care resource centres providing clinical services outside the main hospitals.

Primary care independent contractors play an essential role in the care of our population and the health

board commissions services from GPs, opticians, pharmacists and dentists across the area.

We have 49 GP practices in our health board area, 72 dental practices including orthodontists, 31 optometry practices and 92 community pharmacies.

The health board is part of A Regional Collaboration for Health (ARCH), which is a partnership with Hywel Dda University Health Board and Swansea University. ARCH is a unique collaboration project aimed at improving the wellbeing and wealth of southwest Wales.

#### **4.0 MENTAL HEALTH AND LEARNING DISABILITIES DIVISION**

Currently, the Mental Health & Learning Disabilities Division of six Service Groups:

- Adult Mental Health Services
- Older People Mental Health Services
- Substance Misuse Services
- Forensic Mental Health Services (Regional Service)
- Rehabilitation and Recovery Services
- Learning Disability Services which include Services in Cwm Taff and Cardiff and Vale.

#### **5.0 NPT LOCALITY ADULT MENTAL HEALTH SERVICES**

The Adult Mental Health Services in NPT are provided through 2 Community Mental Health Teams – Tonna and Forge:

Tonna CMHT (this post) covers : Neath, Cimla, Tonna, Ystralyfera, Cwmgwrach, Resolven, Clyne, Cilfrew, Aberdulais, Bryncoch, Cadoxton, Rhos, Skewen, Altwen, Part of Pontardawe, Abergarwed, Part of Briton Ferry, Llandarcy, Jersey Marine which includes the Bay Campus, Glynneath, Seven Sisters, Dyffryn Cellwen, GCG, Pontrydyfen, Tonmawr, Caewern, Godregraig, Cwmllynfell, Trebanos, Crymlyn Burrows, Parts of Colbren and Banwen (on Powys Border), Lower Brynamman and Part of Ammanford.

#### **6.0 SWANSEA BAY PROFILE**

Swansea Bay in South Wales is a place of impressive contrasts: city and country; historical and contemporary; grand parkland and pounding surf.

Swansea has Viking roots and a long, eventful history. Home to the best of old and new attractions from medieval castles to state-of-the-art museum exhibits and literary haunts to botanical gardens, it is a vibrant cultural centre and a regional shopping hub. Just a stone's throw away, the charismatic seaside village of Mumbles offers galleries and boutiques, snug cafes and fine dining. The Gower Peninsula extends west of Mumbles, in miles of unspoilt coastal panoramas, award-winning golden beaches and lush rolling countryside.

On the eastern edge of Swansea Bay, there is the Waterfall County of Afan and the Vale of Neath, a haven for walkers and cyclists alike. These steep-sided, wooded valleys are home to world class mountain-

biking, stately country parks and the UK's second largest forest south of the Scottish border. Our natural environment supplies some of the best opportunities in the UK for walking, watersports and outdoor adventure.

The City and County of Swansea has a population of 231,180 contained within 380 square kilometres.

The area is well served by an hourly rail link to London, the M4 motorway and sea links to Ireland. The city has been described as the "gateway" to West Wales and occupied a strategic position in the historical, political and economic development of Wales.

19.6% of the population are aged under 16 years and 19% are aged 65 years and older (48,000 approx), including 9% (approx) aged at least 75. The area has an average Jarman index deprivation score (0.49).

## **7.0 JOB SUMMARY**

The successful candidate will be joining the Tonna Community Mental Health Team (CMHT) which covers the areas as stated above. This has a population of approximately 50,000. The CMHT is multi professional with both Local Authority and health service staff.

The post is a community post and there is no regular requirement for any in-patient work, although liaison with the in-patient service is expected when necessary. In-patient beds are provided at Ward F NPTH which is around 8 miles from the CMHT base.

The CMHT covers the areas stated above for the Tonna CMHT area. This area receives approximately 50 referrals per month which are discussed and allocated at daily multidisciplinary team meetings.

### **Working across boundaries**

At the current time this post is based at Tonna CMHT. 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.

### **Medical Staff for Tonna CMHT**

- Consultant Psychiatrist 1
- Specialty Doctor 1 (this post)
- CT1-3 or GP trainee 2 (1 GP Trainee) F2 x 1

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

- WTE CPNs - 6.0
- WTE Social Workers – 7.4
- WTE Support Workers - 1
- WTE Occupational Therapists/Technical Instructors and - 2
- WTE Psychologist – 1.

**The team is also supported by:**

- WTE Medical Secretaries and - 1
- WTE admin staff - 5
- Private office and a personal computer

## **8. MAIN DUTIES**

The Provisional Work Programme for this post is shown at Appendix 1. The Main Duties are described in the section below.

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.

This post is covered by the National Health Service Terms & Conditions of Service – Specialty Doctor (Wales). Details of these may be obtained from the Medical HR Department.

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

Working with 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 of the Health Board. You are encouraged to consider how services can be improved and to report any concerns about safety.

You will also be required to undergo a job plan review at least annually and to agree and then meet service outcomes.

Domiciliary consultations may be required when clinically indicated.

There is no on-call commitment associated with this post, but this could be available as part of the wider psychiatric on-call rota should you wish.

You will be expected to participate in the management of the department in the absence of the Consultant and in the interest of the smooth running of the Mental Health Services.

We are a University Health Board and therefore the team regularly has medical students and physician associate students on placement with us. You will be expected to participate in informal support/teaching of these students in the clinical setting. There are also opportunities for you to become more involved in delivery of formal teaching sessions for students if this is an interest in your personal development.

It will not be assumed that you have extensive prior knowledge/experience of General Adult Psychiatry. Intensive training under the direct supervision of the Consultant Psychiatrist may be necessary at the start of taking up the post. The Trust will be supportive in terms of study leave and expenses to help you to obtain further training and meet CPD requirements that will be necessary. You will be expected to meet with other Speciality Doctor Psychiatrists in a peer group to further professional development.

You will be required to adhere to the principles of good medical practice laid down in the guidance of 'Good Medical Practice' issued by the General Medical Council.

You will be expected to take part in such activities as Clinical Effectiveness Audits, Training Programmes, Postgraduate Meetings and Clinical Governance.

You will be required to participate in the LHB's risk management process and in clinical audit and other clinical governance activities within the department, the directorate and the Trust. Adherence to Caldicot Principles is mandatory.

You will be required to participate in the LHB's Medical Appraisal Scheme ("MARS") in conjunction with your Supervising Consultant, to identify training and development needs. You will be expected to participate in personal and professional development to fulfill Royal College CME requirements.

You will be expected to deputise for absent colleagues and in exceptional unforeseen circumstances may have to perform additional duties to ensure the safe running of the department. Where such duties take place outside your normal contracted duties, you will receive either an equivalent off duty period or will be remunerated appropriately.

You will provide advice to clinicians in hospital and primary care.

You will be responsible for undertaking the administrative duties associated with the care of patients and the administration of the department.

You will be required to participate and contribute to Clinical Audit in line with the Trust's policy.

You will be required to maintain your private residence in contact with the public telephone service.

Travel as necessary between hospitals/clinics will be required.

In exceptional circumstances it may also be necessary to undertake duties at other locations with the LHB.

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

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.

The Ionising Radiation (Medical Exposure) Regulations 2000 impose a legal responsibility on Trusts for all staff who refer patients for medical radiation exposure such as diagnostic x-rays to supply sufficient data to enable those considering the request to decide whether the procedure is justified.

There must be no conflict of interest between NHS work and private work. All Specialty Doctors undertaking private practice must therefore demonstrate that they are fulfilling their NHS commitments.

For services provided which are subject to the payment of an additional fee as a general principle work undertaken during sessions will not attract the additional fee, if a fee is paid this must be passed to the LHB. There are circumstances which allow the additional fee to be retained by an individual and as a general principle this is for work done in his/her own time, or during annual or unpaid leave. More information regarding this is provided within the Terms and Conditions of Service which are available from the Medical HR Department, however it is advisable to discuss with your Directorate and/or Department if wishing to carry out any work that would be subject to an additional fee and can form part of the job planning process.

## **9.0 GENERAL PRINCIPLES**

### **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.

### **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.

## **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.

### **10.0 DISCLOSURE OF CRIMINAL BACKGROUND OF THOSE WITH ACCESS TO PATIENTS**

It is the policy of this LHB that, in accordance with the appropriate legislation, pre-employment Disclosure Checks are undertaken on all newly appointed Doctors and Dentists. The Criminal Records Bureau is authorised to disclose, in confidence to the LHB, details of any criminal record, including unspent and spent convictions, cautions, reprimands and final warnings.

Applicants being considered for this post must provide this information on the application form before they can be considered.

Any information disclosed will be treated in the strictest confidence and all circumstances will be taken into account before any decision is reached. The successful applicant will be required to complete a CRB Disclosure Check application form and to provide the appropriate documentation. Applicants should be aware that a refusal to comply with this procedure may prevent further consideration for the post.

The nature of the work of this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemption Order 1975). Applicants 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 LHB. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.

### **11.0 VISITING THE DEPARTMENT**

It is anticipated that you may wish to visit the hospital, in this case, please contact:

Dr Muthukkumaar Gnanavel  
Consultant Psychiatrist  
Tonna Hospital

Appendix 1

## **FULL TIME SPECIALTY DOCTOR GRADE IN GENERAL ADULT PSYCHIATRY**

**PROVISIONAL JOB PLAN**  
(The following Job Plan may be subject to alteration)

		Sessions	Hours	HOSPITAL / LOCATION	TYPE OF WORK (Indicate any travel time)
MONDAY	AM	1	4	Tonna Hospital	Out-patients Clinic
	PM	1	4	Cefn Coed Hospital	SPA (Education Meetings at Cefn Coed Education Centre)
TUESDAY	AM	1	4	Tonna Hospital	Out-patients Clinic
	PM	1	4	Tonna Hospital	Patient admin
WEDNESDAY	AM	1	4	Tonna Hospital	Care & Treatment Plan
	PM	1	4	Tonna Hospital	Patient admin
THURSDAY	AM	1	4	Tonna Hospital	MDT & Outpatients clinic
	PM	1	4	Tonna Hospital	SPA
FRIDAY	AM	1	4	Tonna Hospital	Out-patients Clinic
	PM	1	4	Tonna Hospital	Community visits//Urgent assessments/Patient admin

### Footnotes

The duties described here are provisional and will be the subject of annual review and will form a composite part of the JOB PLAN, which will be agreed between the post holder and the Chief Executive or a nominated deputy. [SPA; the activity undertaken should support the developments agreed as part of the PDP resulting from the appraisal process].

A full-time work programme will normally comprise ten sessions per week, and it is anticipated that the post holder will have in the order of two sessions per week for supporting professional activities included within this; the remaining sessions will be dedicated to direct clinical care. A full session is normally four hours duration.



## PERSON SPECIFICATION

**Job Title: SPECIALTY DOCTOR IN GENERAL ADULT PSYCHIATRY**

<i>Criteria</i>			<i>How Tested</i>		
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Application</b>	<b>Interview</b>	<b>Presentation</b>
	✓	✓	✓	✓	✓
Full GMC Registration	✓		✓		
MB BS or recognised equivalent	✓		✓		
4 years full-time postgraduate training (or part-time equivalent), at least 2 of which will be in a specialty training programme in psychiatry.	✓		✓		
Or as fixed-term specialty trainee in a relevant specialty					
OR equivalent experience / competencies					
MRCPsych or equivalent		✓	✓		
<b>Experience</b>					
Evidence of working effectively as a part of a multidisciplinary team	✓		✓	✓	
Commitment to team approach and multi-disciplinary working	✓			✓	
Working as part of the management team	✓		✓	✓	
Liaison with other agencies		✓		✓	
Teaching and training of post/undergraduate medical staff	✓		✓	✓	
Evidence of participation in, progressing and completing audit	✓		✓	✓	
Experience of research		✓	✓	✓	
Previous experience of working in the NHS/experience of NHS working practices and systems.		✓	✓	✓	
Section 12(2) recognition (MHA)		✓	✓		

<b>Skills &amp; Abilities</b>					
Understanding of clinical risk management and clinical governance	✓			✓	
Ability to take independent clinical decisions when necessary and to seek advice from senior doctors as appropriate	✓		✓	✓	
Ability to manage own time and workload	✓			✓	
Experience of the assessment of emergencies	✓		✓	✓	
Able to work as a member of a team or on own	✓			✓	
Good verbal and written communication skills	✓			✓	
Excellent interpersonal skills – ability to communicate sensitively with patients, relatives and staff	✓			✓	
Understanding of information systems and technology	✓			✓	
Clinical Skills ( <i>what specific clinical skills are required of this post?</i> )	✓		✓	✓	
<b>Personal Attributes</b>					
Flexible and adaptable to competing demands	✓			✓	
Driving License/ability to travel between sites	✓		✓		
Commitment to modern practices	✓			✓	