

North East London NHS Foundation Trust

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People first

Prioritising
quality

Progressive,
innovative, and
continually
improving

Professional
and honest

Promoting
what is possible
- independence,
opportunity,
and choice

JOB DESCRIPTION & PERSON SPECIFICATION

COMMUNITY PAEDIATRIC SPECIALTY DOCTOR (BRENTWOOD)

**10 Programmed
Activities (PAs)**

**Brentwood Community
Hospital, Brentwood**

New post

19.03.2024 – 18.03.2025

Best care by the best people

Messages from our senior leaders:

Chief Executive Officer



Paul Calaminus

Thank you for showing an interest in working at NELFT. I am very proud to be the Chief Executive, working with so many amazing colleagues across the organisation. We provide mental health and community services to over 4.9 million people across northeast London, Essex, and Kent. Our aim is to deliver the best care by the best people. We are focused on working collaboratively to enable our colleagues to improve outcomes for our local communities through innovation and integration. We have invested £2.4 million pounds in clinical leadership, to ensure the clinical voice is heard. Our strong track record of operational and financial management allows us to this, investing in the development of our workforce as well as our services, particularly in the digital space.

At NELFT we strive towards a culture that is both just and compassionate for those we care for and for our colleagues. We firmly believe that respecting and valuing diversity, and engaging our workforce and our patients, improves patient experience and outcomes.

We aim to care for our colleagues as much as we do our patients and the health and wellbeing support, we have in place is testament to this. Our staff survey demonstrates that these are not just words but are a widely shared set of beliefs.

As a mental health and community trust we believe very strongly in partnership working. We have a well-established track record of collaboration with neighbouring healthcare organisations and local authorities that has enabled us to develop improved pathways of care and better outcomes for patients.

I hope that as you read this job description and the supporting information that you will consider a career with NELFT. It will be one that I have every confidence will be rewarding and fulfilling and will make a huge difference to the quality of life for those that we serve. I do hope I get the privilege of working alongside you in the future. Regards, Paul.

Chief Medical Officer / Responsible Officer



Dr Caroline Allum

Caroline.Allum@nelft.nhs.uk

I would like to thank you for your interest in NELFT and wish you every success in your application.

We have a strong Medical Leadership team and believe the Clinical voice is key in driving best care in NELFT.

We are an innovative organisation and are actively engaging in exciting projects across the region, Integrated Care Systems, and within our organisation to make services better for our residents and patients. We hope you will play a key part in continuing our journey.

I look forward to meeting you. Regards, Caroline.

Best care by the best people

Medical Director



Dr Vincent Perry

Vincent.Perry@nelft.nhs.uk

Thank you for taking an interest and hopefully applying for a medical role in NELFT.

I have worked in NELFT for the past 20 years and cannot see myself working for another Trust. NELFT have provided me with several opportunities throughout the years to grow and develop, which will be the same for you.

We have a robust medical appraisal system, which is recognised as one of the best across London. We have a formidable medical educational department, research department, and Quality Improvement teams.

NELFT is entering a new phase in its service delivery, with several transformation project taking place. We have strong Medical Leadership in NELFT, and we are keen for the clinical voice and the patient voice to guide our service delivery decisions and developments. We also remain mindful of best practice.

I hope you will seriously consider becoming a key player in our journey to an Excellent CQC rating. I wish you all the best with your application and interview preparation and look forward to working closely with you. Regards, Vincent.

Associate Medical Director – Essex



Dr Viviana Porcari

Viviana.Porcari@nelft.nhs.uk

It is a great time to come and work for NELFT and in particularly, our Essex community services.

In Essex we have a vibrant and diverse group of doctors working across several community services, spanning from CAMHS, Paediatric medicine, Old Age Psychiatry and Geriatric medicine, with strong links with our local authorities, acute services, and community collaborative groups.

You will join a dedicated group of substantive Consultants and Staff Grade doctors within the service and will have opportunities to influence future direction, treatment models, and service design, in the area which you work.

There are many opportunities in Essex to follow an interest or develop skills in medical education. We will soon have Year 4-5 Medical students from the Anglia Ruskin University in Chelmsford, and we have created links to have training posts across the county for core psychiatric trainees and higher psychiatric trainees.

Essex is a great county, where you can enjoy beautiful countryside villages, historical towns, stunning waterfronts, and quiet coastlines, while easily commuting into London.

We welcome newly qualified and established doctors and depending on service needs, you will be supported in working within a hybrid model of face to face and remote sessions and we can offer flexibility in terms of work patterns and contracts.

We are just waiting for you! Regards, Viviana.

Best care by the best people

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1.1 Job Title:

Community Paediatric Specialty Doctor

This post is for a Community Paediatric Specialty Doctor position in the South West Essex Community Paediatric team. This specific post is for the Brentwood and Billericay part of the service, and is based at the Brentwood Community Hospital, Crescent Drive, Brentwood, CM15 8DR, where the post holder will work in an integrated multidisciplinary team.

Rationale for post:

This is a newly created post, following identification of additional resource to support the team to deal with the increased demand on the service. A lot of transformation has taken place already and continues to take place in Essex's Community Children and Young People's Services. This post is currently vacant, and we wish to recruit substantively to this post as soon as possible.

This is a new post and is full-time, substantive - 10 Programmed Activities (PAs) post with 8 Direct Clinical Contact activities (DCC) and 2 Supporting Professional Activities (SPAs).

On-call responsibilities:

There is no on call requirement at night, although the post holder will participate in a daytime on-call rota 9am - 5pm to deliver child protection medical examinations.

The successful candidate will work as part of a fully integrated multidisciplinary specialist team providing care to children and young people with health needs, across Brentwood and Billericay. The successful applicant will also become part of a large (30+ community paediatricians), dynamic, community paediatric team, across the whole of North East London Foundation Trust.

The successful candidate will provide medical support to the team with direct input in clinical cases and work closely with the Lead Consultant Paediatrician (Dr Sita Jayakumar), other Consultant Paediatricians in the team (Dr Surangama Mukherjee, Dr Sanjay Thomas, Dr Kiki Vratkovska and Dr Kaushik Banerjee), Associate Specialist (Dr Daisy Roland), and Trainee Doctors in the Team. The Specialty Doctor will be expected to work directly with babies, children, and young people (and their families), and liaise as appropriate with other multidisciplinary team members, external health providers, and doctors in the three acute hospitals (BTUH, Broomfield Hospital, and Queen's Hospital), where children from the local area currently access acute physical health services.

There will also be the opportunity for the post holder to further develop links already established with the paediatric teams in the local acute hospital trusts in order to continually improve our services. There are close links with the acute paediatric department at Basildon University Hospital.

We have a Senior Paediatric Trainee from Eastern Deanery and a Foundation Year Trainee from London with a joint training programme with BTUH. Both posts are currently based at the Brentwood part of the service. Medical Students are on placement from University College London Medical School.

Accountability:

The postholder will be professionally and clinically accountable to the Associate Medical Director for Essex (currently Dr Viviana Porcari), and operationally accountable to both the Associate Medical Director and the Director of Children Services Essex & Kent (Gill Burns), via the Assistant Director (currently Sharon Hall).

The post holder will be suitably qualified and hold GMC registration as a clinician responsible for patients allocated to them and will assess, manage, plan, and deliver care.

The post holder will be supported within the team based on their experience and participate in regular team peer supervision groups as well as 1:1 supervision.

The post holder will support their peers and team leader and be an effective team member whilst working on their own initiative. They will have a commitment to collaborative working and actively supporting and liaising with other health, education and social care professionals and agencies.

1.2 Main responsibilities:

1. To be responsible for organising and prioritising own and others workload in the day-to-day allocation of work.
2. To have organisational knowledge relating to Trust protocols and procedures and adhere to them.
3. To be responsible for providing accurate records of information required by the Trust for audit purposes.
4. To ensure effective risk management at team level by accident/incident reporting, assessing, and controlling risk and ensuring residual risks are added to the Trust's risk register.
5. The post holder will contribute to the assessment and management of children with complex Paediatric neuro-disability including neuromotor disorders such as cerebral palsy, syndromes such as Down's syndrome, chromosomal and genetic conditions, and neurodevelopmental disorders such as autism spectrum disorders, attention deficit hyperactivity disorder, developmental co-ordination disorder etc. within the service.
6. The post holder will produce reports to contribute to statutory work including medical advice for Education Health Care plans, reports to social care on vulnerable children, Initial Health assessment reports and reports following safeguarding medical assessments as required.

Clinical Skills:

1. To act as an autonomous, registered practitioner who is legally and professionally accountable for own unsupervised actions guided by the professional code of conduct and Trust guidelines and protocols.
2. The post holder will have full registration with a licence to practice with the General Medical Council (GMC).
3. Further professional knowledge will have been gained through accredited courses, workshops, study, and in-house training programmes.
4. To be responsible, and accountable, for service delivery to clients/patients.
5. To be able to assess and develop care plans to meet the complex needs of patients with a variety of conditions. This includes chronic, acute, and palliative care within own

competencies, recognising own limitations and seeking advice when necessary. This will include continuously evaluating and acting on outcomes.

6. To be able to initiate referrals to other health professional specialist services and agencies.
7. To provide patients and relatives with information and education thus ensuring they have meaningful choices that promote dignity, independence, and quality of life.
8. To ensure practice is supported by research, evidence-based practice, literature, and peer review.

Training & Supervision:

1. To ensure own continued professional development and support a culture of lifelong learning in self and others.
2. To undertake, and assist, in the planning of own mandatory training and workshops.
3. To undertake a regular appraisal, developing a personal development plan that includes clinical competencies reflecting the health needs of the local population and relates to Trust strategy.
4. To support new staff and their integration within the team.
5. To support training as part of the role including changes to professional development and implementation of new policies and guidelines.

Education:

1. To provide in-service training to junior doctors, and other members of the multidisciplinary team.
2. To contribute to the teaching of Medical Students and Trainee Doctors.

Administration:

1. To follow good medical practice standards in documenting all assessments of patients and to share necessary information with other health professionals.
2. To provide reports on time.
3. To ensure that all letters and summaries are checked and sent promptly to referring GPs, other colleagues, and agencies.
4. The post holder will ensure that accurate and up to date records are kept of all clinical activity.
5. The post holder will be expected to have good IT skills and to use the Trust's electronic case record system.

Management:

1. Support all areas of clinical governance within the multidisciplinary team. The components of clinical governance include Education and Training, Clinical Audit, Clinical effectiveness, Research and Development, Openness and Risk Management.

Leadership:

1. To actively promote professional integrated health working, internally and externally.
2. To support a positive and supportive team culture
3. As appropriate to take an active interest in working parties and groups within the Trust to develop and improve on service delivery, protocols, and guidelines.
4. To participate in the audit process, linking in with the clinical governance agenda.
5. Support the Consultant/AMD in strategic service development and business planning.
6. Lead compassionately on the evolution of services.
7. Engage patients and staff in the development of services.

Communication:

1. To have a wide range of knowledge in approaches to communicating and managing patient care.
2. To be able to effectively communicate with colleagues, peers, senior managers, and clinical leads within the Trust.
3. To be able to communicate complex patient related information facilitating positive outcomes and ensuring collaborative working.
4. Participate in the review and development of clinical policies and identifies improvements to service provision.

1.3 Provisional Job Plan:

Specimen Timetable:

	AM	Type of Activity	PM	Type of Activity
Monday	Outpatient Clinic (e.g. LAC, Developmental Assessment)	DCC	CPD / Peer Supervision / Safeguarding Supervision	SPA
Tuesday	Outpatient Clinic	DCC	Clinical Administration and liaison	DCC
Wednesday	Outpatient Clinic	DCC	Clinical Administration and liaison	DCC
Thursday	Outpatient Clinic)	DCC	Clinical Administration and liaison	DCC
Friday	Quality Improvement Team Meetings	SPA	Child Protection On-Call	DCC

The job plan–will include neurodevelopmental clinics in the Child Development Centre in addition to Child protection examinations and Looked After Children clinics. There is flexibility based on the post holder's skills and interests. Successful candidates will be supported to develop special interests and lead roles as appropriate to their experience.

The final Job Plan (within the terms of the New Specialty Doctor contract) will be agreed with the team Consultant Paediatrician, the Associate Medical Director (AMD) and in consultation with the Integrated Care Director, after a period of induction after commencing the post. The post holder should recognise that the job will evolve as teams develop, and the post holder should be willing to adapt to change when this becomes necessary. The typical split in DCC to SPA is 8 to 2.

The postholder will at a minimum, have annual Job Planning with the Associate Medical Director. This will be with or without the Integrated Care Director or Deputy Director. Timely job plan review will take place with the line manager when there are proposed workload changes to support safe working and identify the need for any additional support (e.g., unexpected request to cover a unit/ward/service in addition to current workload). The postholder's Personal Development Plan (PDP) from their last annual appraisal will form part of this process. The Trust's requirements will also form part of the job planning process.

We recognise that working in Essex means covering at times a very large area, so travelling as part of the job to review patients is considerable, thus travelling time will be factored in when planning assessments in the community.

1.4 Office, Admin, and IT Facilities:

The post holder will have access to designated office space, at Brentwood Community Hospital, Crescent Drive, Brentwood, CM15 8DR.

NELFT is promoting agile working for its workforce, and therefore the post holder will also have access to a laptop giving access to Electronic Patient Records and the Trust's information systems, and a smartphone.

The post holder will receive the necessary administrative support from the dedicated medical administrators (0.5wte admin time, shared with Consultant).

During induction the post holder will be given all the necessary training to use our software systems. The post holder will have full support from our well-established Healthcare Informatics department, which is available 24/7 to deal and support any IT queries. The post holder will also have internet access to e-mails, Trust policies and other information.

1.5 Other Aspects of the post:

Appraisal and Revalidation:

The post holder will be required to engage in the annual appraisal process in line with Trust policy and GMC guidelines. The Revalidation and Appraisal Lead will allocate an appraiser to the post holder. NELFT will be the post holder's Designated Body for the purposes of Revalidation.

Necessary Registrations:

The post holder must be registered with the GMC and have a licence to practice. It is the post holder's duty to ensure that their training and registration remains up to date.

CPD:

NELFT appreciates the importance of; and supports all our Specialty Doctors to undertake regular Continuous Professional Development and make sufficient provision for this within their job plans. There is strong support from the trust for CPD and offers several CPD accredited training opportunities.

The post holder will be expected to develop and maintain a programme of personal continuing professional development, to enrol for CPD with the respective Royal College and annually submit documents to support their CPD activities. The post holder must maintain good standing with the with the Royal College of Paediatrics for CPD.

The post holder will typically have 2 PAs per week for Supporting Professional Activities (SPAs). Professional/study leave of up to 10 days per year (or 30 days over 3 years) will be made available for this purpose in accordance with the Terms and Conditions of

Service. The post holder will also have access to a study allowance of £1000 per year (or £3000 over 3 years). Professional/study leave may include conferences, courses, shadowing, delivering, or receiving teaching/training, paper writing, fieldwork, and examining and private study leave.

As part of CPD the post holder will be encouraged to attend the weekly local Academic Teaching Programme. The post holder will be expected to become part of a Peer Reference / Support Group with a group of peers drawn from within NELFT, in order to discuss and review complex / challenging clinical cases and to provide support in achieving their Personal Development Plan.

Research and development (R&D):

Research is not mandatory in this role but would be encouraged if the postholder has a specific interest in research.

The R&D Department is responsible for a sizeable portfolio of mental health and community health studies. The Department of Health has consistently rated NELFT research as strong with major research grants and high-quality peer reviewed publications. NELFT has a growing number of NIHR portfolio research studies. The R&D Strategy approved by the Trust Board focuses on attracting and retaining high quality staff, increasing the business base, developing, and informing the service model, enhancing the academic culture, boosting grant funding, supporting research, and developing partnerships and reputation.

NELFT encourages high quality research by providing access to high quality academic supervision, training, and statistics and methodology assistance. In addition, there are workshops, open days, and funding to support higher degree courses with a major research component. The R&D Department also manages research governance procedures to ensure good practice in research. There are regular updates through a newsletter, email, and the R&D website. Researchers are welcome to approach R&D for advice and support. The postholder will be encouraged to pursue research, with the possibility of linking this to the programme of such activity conducted within the Trust Research and Development Department headed by Dr Russell Razzaque or with other academic centres.

Library Services:

The Library (based at CEME, Rainham) provides library and knowledge services to NELFT staff, and staff of other subscribing organisations. NELFT staff based in Essex can also access a full library service from Basildon healthcare library.

The Library supports the provision of high quality, innovative, health and social care services in the local health economy by enabling access to the best available evidence and empowering health and social care staff to develop their evidence-based practice skills. The library also offers computer access, colour laser printer, photocopier and scanner, quiet study space, and support with literature searching and current awareness. A professionally qualified librarian and an experienced library assistant staff the library and are always happy to help.

It stocks around 2,500 print books and takes 40 print journals. Many resources are available electronically. Library staff will provide information and assistance by phone or email wherever possible. The library has access to the print collections of all other NHS

London Libraries and over 100 other psychiatric libraries through reciprocal lending and document supply schemes.

NELFT staff based in Essex can also access some library facilities (including study space) and services (including book loans) from our colleagues at the following Essex NHS libraries:

- Medical School Anglia Ruskin University Library – Chelmsford
- Princess Alexandra Hospital Library – Harlow
- Basildon Healthcare Library – Basildon Education Centre
- Medical Academic Unit – Broomfield
- Southend Healthcare Library – Southend Education Centre

Please note you will be referred to The Library for access to some resources and services.

Medical Education Department:

Dr Peter Carter who is the Director of Medical Education (DME) leads the Medical Education Department. Dr Luca Polledri is the postgraduate tutor for higher and foundation trainees; Dr Gemma Hopkins is the postgraduate tutor for Core and GP Trainees. Dr Bini Thomas is the Simulation Training Lead. Dr Israel Gonzalez is our tutor for SASG doctors. We also have an SASG Advocate, Dr Jermaine Bamfo. Our Less than Full Time champion is Dr Amber Selwood. There is a Supported Return to Training Champion (SuppoRTT) Dr Sonali Gupta. Dr Kala Shanmugananda is the paediatric Medical Educational Lead for NELFT. Dr Sita Jayakumar is the local paediatric Educational Lead for Post Graduate training and Dr Sanjay Thomas for Undergraduate training.

The NELFT medical education department delivers undergraduate and postgraduate (core and higher) education and training. Our dedicated medical education team provides professional support to our trainees and members of staff. Due to our geographical context, our medical education department has key relationships with two health education bodies, Health Education North Central and East London (HENCEL) and Health Education East of England (HE EOE), which liaise with us to provide high quality education and training to doctors in the trust. We also work with University College London Partners (UCLP).

We attract doctors of the highest calibre to enjoy excellent training in a friendly, nurturing environment. They range from FY trainees to higher specialist trainees mainly in psychiatry but also in Paediatrics, Geriatrics and Audio-vestibular medicine.

Undergraduate and postgraduate teaching commitments are acknowledged and timetabled within the formal job planning process.

Several of our Specialty Doctors have embarked on a well-supported CESR programme, which will be available to all new Specialty Doctors. Our Medical Education Department is also keen to support Specialty Doctors in preparation for MRCP and CASC examinations.

We have been successful in several bids for funding to improve our medical education facilities. We run a Leadership Course, which is approved by the Institute of Learning Management for senior trainees and have received funding to run a management course for junior trainees. In the past we have run Leadership Programmes for staff grade doctors as well.

Quality Improvement projects are strongly supported by the trust and Paediatricians are strongly encouraged to engage in QI projects.

There is locality based and trust wide internal Community Paediatric Training. Internal training offer is developing all the time and includes Level 4 safeguarding training for Paediatricians. Paediatricians engage with clinical networks including North London neuro-disability and North East Thames Community Paediatricians' Groups.

Audit/Quality improvement (QI):

The post holder will be expected to participate and complete audit/quality improvement projects.

Clinical audit at NELFT is a clinician led quality improvement activity where medical staff have the opportunity to show leadership, make decisions, organise, and motivate other team members for the benefit of service users.

Clinical audit is a vital area of activity for both trainees and more senior staff and will be a key area under revalidation, as you will be required to provide:

- Evidence of participation in clinical audit
- Evidence that you have reflected on the results of clinical audit
- Evidence that you have acted on the results of clinical audit. This includes action planning which is also a key requirement at NELFT.

Audits are focussed on specific Trust priority areas for clinical audit determined by consultation with clinical and operational management. Support for medical staff undertaking clinical audit is offered at a number of levels including (where applicable) from: the educational supervisor, clinical supervisor, local directorate clinical audit leads, Trust clinical audit Lead, audit facilitator and stakeholders relevant to the clinical audit. The Post holder will be expected to participate fully in clinical audit activities and to encourage audit amongst other team members to facilitate best practice.

Dr Stephen O'Connor is the AMD for Quality Improvement.

Our Director of Quality Improvement is Mirek Skrypak.

Halima Begum is the Trust's clinical lead for Audit.

Mentoring:

The post holder will have the option to access mentoring from an experienced and trained mentor within the Trust, as well as monthly supervision sessions from the Consultant Paediatrician. and be part of a peer support/supervision group.

Leave:

Annual leave is pro-rata. Specialty Doctor annual leave entitlement exclusive of public holidays and extra statutory days, is in accordance with the T&Cs 2021 - Schedule 15, as shown below.

1. Doctors upon first appointment to the speciality doctor grade and who are not included in point 2 below, shall be entitled to annual leave at the rate of five weeks (25 days) and two days a year.
2. Doctors who have completed a minimum of two years' service in the specialty doctor grade and/or in equivalent grades or who had an entitlement to six weeks' annual leave

a year or more in their immediately previous appointments shall be entitled to annual leave at the rate of six weeks (30 days) and two days a year.

3. Doctors who have completed a minimum of seven years' service in the specialty doctor grade and/or in equivalent grades shall receive an additional day of annual leave and shall be entitled to annual leave at the rate of six weeks (30 days), and three days a year.

Study Leave entitlement is 30 days to be taken over a 3-year period. Leave should be applied for in line with the Trusts' Annual Leave Policy and Procedure for medical staffing.

Cross-cover:

It is expected that the Speciality and Associate Specialist Doctors across Thurrock, Basildon, and Brentwood will provide cross-cover for each other. The post holder needs to pre-arrange cross-cover with the other Associate Specialists to cover certain clinical duties (i.e., Child Protection on Call and IHA), when one of them are on leave, and in urgent situations if necessary. Arrangements should be stated in the leave application.

External Duties:

The Trust supports specialty doctors to take up and carry out external duties i.e., Royal College roles, HEE roles, within the context of job planning.

The post holder is required to:

- Work in accordance with Trust policies and guidelines always,
- Always adhere to the Trust Information Security Policy, in particular ensuring that there are no breaches of confidentiality because of your actions,
- Carry out other duties commensurate with the grade as directed.

2. Person Specification:

	Essential	Desirable	Assessment
Demonstration of Trust Values:	• Putting people first		Interview
	• Prioritising quality		Interview
	• Being progressive, innovative, and continually improve		Interview
	• Being professional and honest		Interview
	• Promoting what is possible, independence, opportunity, and choice		Interview
Qualifications:	• Registration with the GMC with a licence to practice.	• Higher degree e.g. DCH, DCCH MSc, or MRCP	Application Form & Interview
Clinical Experience and Training:	• At least 4 years post graduate training including community paediatrics (or demonstrate equivalent experience and	• Specialist experience / training in particular area of CCH practice. • Training in objective developmental assessment e.g.	Application Form & Interview

	<ul style="list-style-type: none"> competences). • Knowledge and training in Child safeguarding • Valid Level 3 Safeguarding Training. 	<ul style="list-style-type: none"> Griffith Developmental Scales. • Training in Autism assessment e.g. DISCO or ADI/ADOS. 	
Specific Clinical Skills:	<ul style="list-style-type: none"> • Experience of neurodevelopmental Paediatrics. • Experience of examination of children where there are concerns of emotional, physical abuse, and neglect. • Approved training in Child Protection / Safeguarding at Level 2/3 of the Intercollegiate guidelines. • Level 2/3 competencies in the Intercollegiate guidelines Knowledge, skills, and competences for Looked After Children. • Working in a multi-disciplinary team. • Working with families living with significant levels of deprivation and understanding of working in a multicultural community. 		Application Form & Interview
Knowledge and Skills:	<ul style="list-style-type: none"> • Willing to work unsupervised and make decisions. • Good communication skills, including communicating bad news. • Demonstrated ability to manage time effectively. • Meets the requirements of the GMC's 'Good Medical Practice'. 		Application Form & Interview
Management:	<ul style="list-style-type: none"> • Understanding of, clinical governance, and quality improvement. 	<ul style="list-style-type: none"> • Evidence of motivational skills. 	Application Form & Interview
Organisation and Planning:	<ul style="list-style-type: none"> • Ability to effectively manage time and plan work independently. 	<ul style="list-style-type: none"> • Interested in involvement in service development. 	Application Form & Interview
Teaching:	<ul style="list-style-type: none"> • Shows commitment to own professional development and contributing to 	<ul style="list-style-type: none"> • Experience in training and development of junior doctors and other professional 	Application Form & Interview

	department teaching and training of students and junior doctors.	groups.	
Academic skills:	<ul style="list-style-type: none"> • Experience in audit. 		Application Form & Interview
Communication:	<ul style="list-style-type: none"> • Excellent communication (verbal and written). • Ability to communicate effectively with CYP, their relatives, colleagues, managers, other agencies, and staff at all levels. 		Application Form & Interview
Personal skills:	<ul style="list-style-type: none"> • Enthusiasm • Probity • Industriousness • Flexibility • Ability to cope under pressure • Caring attitude to BCYP, carers, and colleagues 		Application Form & Interview
Other:	<ul style="list-style-type: none"> • Basic awareness of IT and IT skills 	<ul style="list-style-type: none"> • Valid driving licence 	Application Form & Interview

3.1 Essex Directorate:



Our Essex directorate mainly provides services to children and young people, both mental health and physical health, however we also provide service to Older Adults for both mental health and inpatient physical rehabilitation.

The population of Essex on Census day 2021 was 1,503,300, not including Southend or Thurrock. With Southend and Thurrock included the total population for Essex is 1.9 million. This represents an increase of 109,713 over the last 10 years (since Census 2011) – an average annual growth rate of 0.76%. This growth is at a faster rate than England (0.64% growth per year), but is similar to that of London (0.74%). The areas with the highest average annual growth rate are Uttlesford, Harlow, and Thurrock. The areas with the lowest average annual growth rates are Castle Point, Rochford, and Southend. The population of Essex is slightly older than England as a whole, this is due to lower proportions of 15 – 39s & slightly higher proportions in most ages 50+. The fastest levels of population growth can be found amongst the 70 – 74 age group. This group has grown by 44% over the past decade (from 59,216 in 2011 to 85,200 in 2021). The 70 – 74 age group is the fastest growing age group nationally, though the national growth rate is slower compared to Essex at 37%. 51.3% of the Essex population is female, and 48.7% are male.

The overall population density in Essex is 435 people per square kilometre. This is similar to the overall England population density of 434. Essex is one of the largest counties in the country (3,464 square kilometers), with a mix of rural & urban areas. Looking at the overall Essex number hides the variation across Essex. Population density in Southend is almost

10 times higher than Essex overall. Within Essex the highest population densities are Harlow, Castle Point, and Basildon. Density is increasing everywhere across Greater Essex as the population increases. Harlow has the largest increase in population density over the last 10 years, up 13.9% (from 2,683 to 3,055). The least populous are Maldon, Brentwood, and Rochford.

The number of households in Essex has increased by 7.7% over the last 10 years, from 582k to 627k. Everywhere in Essex has seen an increase in the number of households over the last 10 years. The number of households has increased fastest in Uttlesford, Colchester, and Harlow. On average there are 2.40 people per household in Essex. This has remained stable since the last census, and is slightly lower than the England value (2.41). Thurrock, Harlow and Epping Forest have seen the largest increases in the number of people per household, and Rochford & Tendring have seen the largest decreases. Thurrock has the highest average number of people per household at 2.7. 82,000 children are living in poverty in Essex. The indicators of health are good when compared to averages for England but with large differences in life expectancy between districts.

There are three cities in Essex: Southend, Colchester and Chelmsford. There are very good railway links to London.

Essex services have a culture of continual learning and development. Several service development and QI initiatives are being progressed.

3.2 Composition:

The Essex Directorate overall hosts 5 main areas of service delivery:

- Community CAMHS services across Southend, Essex, and Thurrock (SET) including CAMHS Learning Disability and CAMHS Eating Disorder
- CAMHS Crisis team across Essex
- Community Paediatric across Thurrock, Basildon, and Brentwood
- Community Dementia Crisis team across Thurrock, Basildon, and Brentwood
- Inpatient Older Adult physical rehabilitation based at Mayfield in Thurrock, Brentwood Community Hospital in Brentwood, and Mountnessing Court in Billericay.

This post is located within the South West Essex Community Paediatric team, which is described in more detail under 3.4.

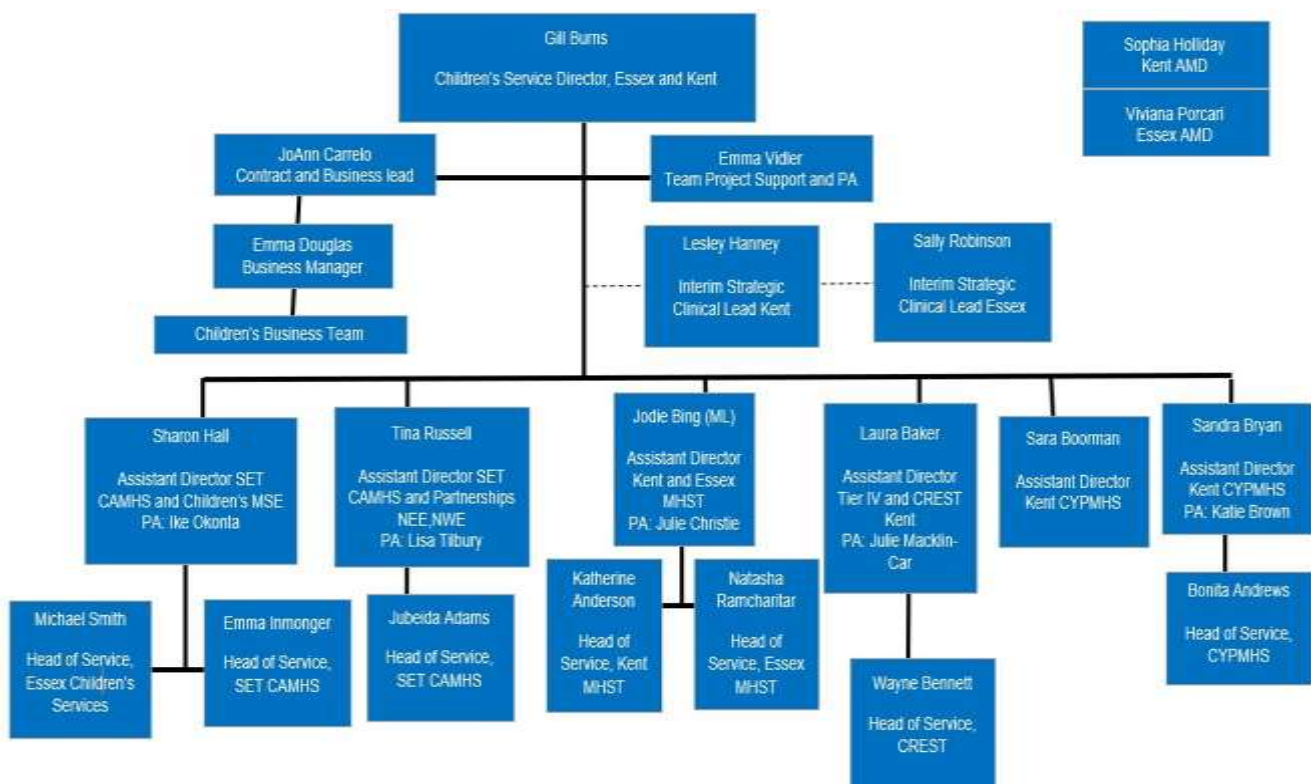
Each locality team ensures that the service is tailored to meet local need, links to local systems, resources, and services. The locality teams provide easy access, high quality, comprehensive, outcome focussed and evidence-based interventions following an integrated care pathway approach across health, social care, education, voluntary and the community sectors. The locality teams also advise and support services to maximise capacity to build resilience and provide early intervention.

The size of each CYPMHS/YPWS locality team is based on several factors, including the index of multiple deprivation and access score, predicted and historic referral numbers, geography, children and young people's population and current demographic data. Each locality team in CYPMHS/YPWS delivers across multiple clinical care pathways combining both brief and longer-term interventions. All staff have full mobile working access to ensure

they can deliver interventions from a range of venues as clinically appropriate (e.g., GP practices, children's centres, schools, and homes).

3.3 Leadership:

Each Operational Directorate is lead by an Integrated Care Director (ICD), Associate Medical Director (AMD), and a Director of Nursing (DoN). We have also appointed Deputy Associate Medical Directorates within some directorates to strengthen Medical Leadership, and provide support to the AMD.



3.4 South West Essex Community Paediatric Team:

Our Community Paediatric Teams provide comprehensive services for children and young people between 0-19 years who have a disability or significant additional health, social care or special educational needs. The team members are passionate about providing outstanding joined up care for our patients and their families and are always looking for ways to develop and improve the service, in line with the changing needs of our service users.

We have a single point of access to specialist children's services (Targeted and CAMHS) and multi-disciplinary referral panels are embedded for CDCs / complex cases. We are committed to multidisciplinary and integrated models of care and are working with CCGs / Local Authority partners to further develop multiagency pathways for ASD assessment and intervention with robust entry criteria. Other trust wide initiatives in Paediatrics include:

- Consistent and robust paediatric service entry criteria

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- Development of multiagency case discussion panels,
- Trust wide model for assessment, audit and peer supervision for LAC / IHA clinics.
- Reviewing of clinical caseloads to ensure that Paediatric capacity is targeted to the children who need our service resulting in more complex paediatric caseloads.
- Embedding clinical pathway specific MDT clinics
- NICE compliant clinical pathways including ASD assessment, Cerebral Palsy and Epilepsy.

Within the South West Essex Community Paediatric Team, there are three Child Development Centres, based at Thurrock, Basildon, and Brentwood. All three these centres contribute to the Multi-Disciplinary (Multi-Agency) Specialist Children's Service in South West Essex.

The post-holder will be expected to:

- Participate in outpatient clinics for children referred with developmental delay, including Neuromotor disorders, syndromal diagnoses, neurodevelopmental disorders such as DCD, ADHD and ASD and review of Children with neuro-disability and Complex Special Educational Needs.
- To participate in providing services for children in special schools to ensure the completion of medical advice within the time limit according to the Education Act 1996
- To liaise with Essex Education Authorities and schools as needed
- To participate and support colleagues providing all the services for children looked after, including IHA.
- Participate in clinical governance activities including audit, research, development of protocols and pathways in line with priorities of the department.
- The post holder will participate in the medical examination of children suspected of physical abuse on a one in five (1:5) first on call rota with prospective cover, along with other SASG doctors. Child protection medical examinations for alleged physical abuse are carried out by the Community Paediatricians (excluding sexual abuse- has a different pathway) for cases presenting to social services or police. There is no after hours on call commitment.

The post holder will take an active role, together with colleagues within the Team, in seeing children with disability and complex needs, within the multi-agency Child Development Centres and Special Schools, to provide a seamless service to the children and young people population of Thurrock, Basildon, and Brentwood. There will be opportunities to develop areas of special interest in line with service priorities and to expand existing experience in quality improvement, service development, clinical management, and leadership skills.

Safeguarding:

Children in Care – The medical and nursing teams provide an integrated service for children looked after and work closely with local CAMHS professional with responsibility for Looked after children (LAC). Paediatric roles include Designated Doctor for LAC, Named Doctor for LAC, Lead for LAC, and Medical Advisors to the Adoption and Fostering Panel. There are close working relationships and joint fora with the Local Authority and CCG leads for safeguarding.

Child Protection – Child Protection clinical service is supported by local Designated and Named professionals. There is a weekday rota for Child Protection assessment and

examination, which is shared by the Community Paediatricians. Child protection referrals, where possible, are seen on the same day or at the following day. (9.00am - 5.00pm). On-rota doctors will be supported by an on-rota Consultant Paediatrician, who will also review the child protection report. There are no out-of-hours on-call commitments.

There are regular Safeguarding and LAC peer review meetings where Child Protection and LAC cases are discussed. There is an internal MDT Safeguarding Training programme, as well as a new Level 4 Safeguarding training for Paediatricians.

Neuro-disability:

Community Medical Paediatric Services in Basildon, Brentwood, and Thurrock continue to reshape to fulfil the objectives of the Trust. Services are provided in a range of settings from Child Development Centre and Special schools located across the borough as follows:

The Child Development Centres, located at Thurrock Community Hospital, Great Oaks, Basildon, and Brentwood community Hospital, are the focus for services for children with Neuro-disability, ADHD, Autism and Complex Special Educational Needs. It provides a truly integrated multi-agency and multidisciplinary service for the Community Medical Paediatric Services, Specialty Nursery Nurse, Speech & Language Therapy, Specialist Feeding Clinic, Clinical Psychology, and Specialist Health Visitors. The centres also house the Physiotherapy, Occupational Therapy, and the Speech and Language services, which the child and family can access as well.

Special Schools:

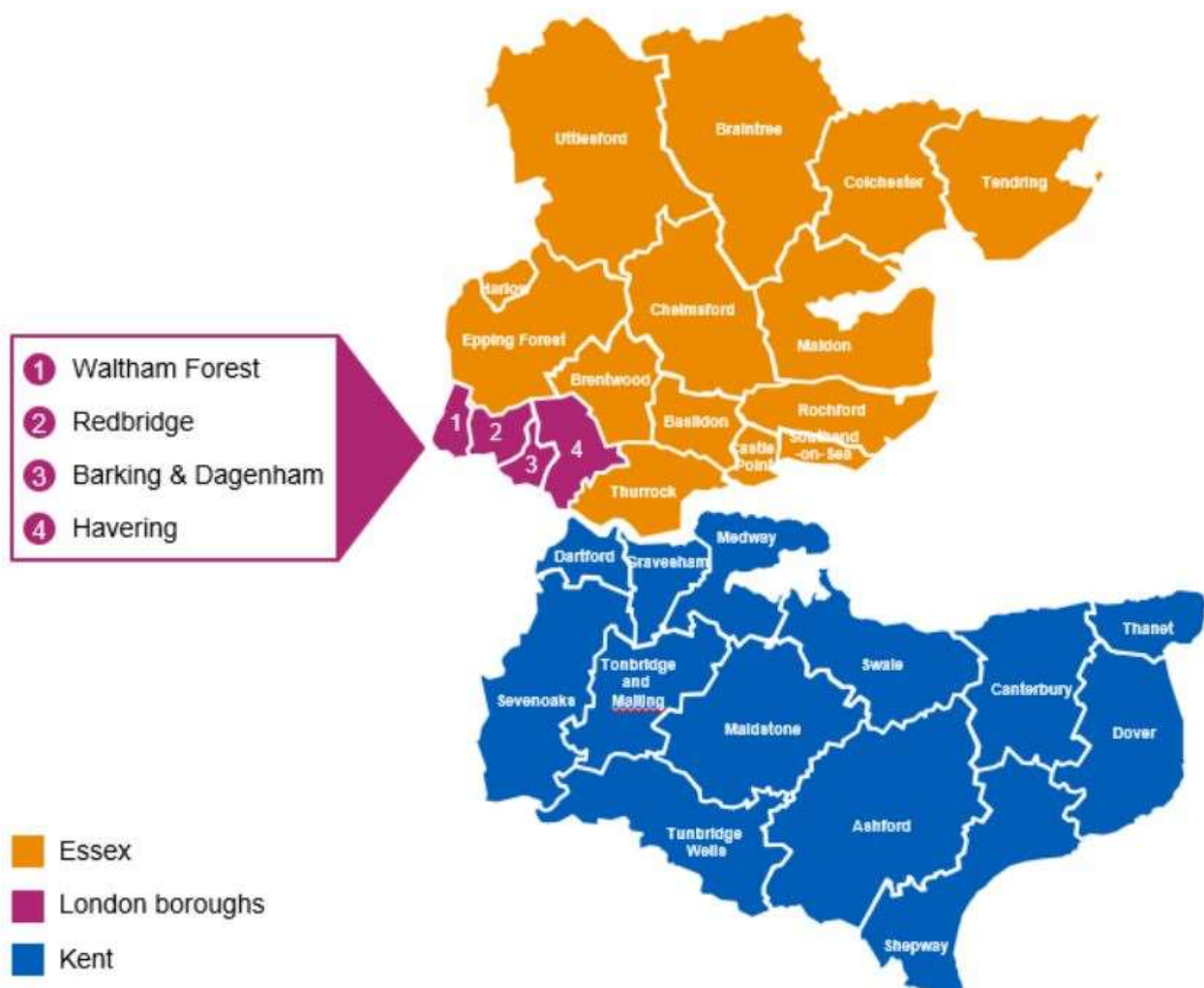
There are four special schools where interagency work is carried out. Special School Nurses are shared for all special schools. Paediatric medical assessments and follow up sessions take place here. This multi-disciplinary team is responsible for the assessment and co-ordination of care of children with developmental disorders / Neuro-disability from birth to school leaving age.

Children's Specialist Medical Service Team composition:

Name	Banding	Role	Base	Contracted Hours (wte)
Dr Kaushik Banerjee	Consultant	Named Doctor LAC (shared role)	Thurrock	1wte
Out to recruitment	Consultant		Thurrock	1wte
Dr Sanjay Thomas	Consultant	Neuro-disability Undergraduate training Lead	Basildon	1wte
Dr Surangama Mukherjee	Consultant	Deputy Associate Medical Director	Basildon	1wte
Dr Kiriakoula Vratchovska	Consultant	Named Doctor for Safeguarding	Basildon/ Thurrock	1wte
Dr Sita Jayakumar	Consultant	ASD-Lead, Post Graduate Training Lead	Brentwood/ Billericay	1wte
Dr Gauri Bhusari	Associate Specialist		Thurrock	0.8wte

Out to recruitment	Specialist Grade		Thurrock	1wte
Dr Daisy Roland	Associate Specialist	Named Doctor LAC (shared role)	Basildon & Brentwood	1wte
Out to recruitment	Specialist Grade		Basildon	1wte
This role	Speciality Doctor		Brentwood/ Billericay	1wte
Joyce Abrafi		Specialist ADHD Nurse		0.6wte
Luisa Ruiz		Clinical Psychologist		0.6wte

4.1 NELFT Profile



NELFT provides award winning community and mental healthcare for over 4.9 million people across 2,914 square miles of parts of Kent, Essex, and North East London.

We work to ensure our patients, their friends and family, feel confident that their health needs are well met. With an excellent reputation for research and development, and quality improvement, our skilled health professionals are at the cutting edge of evidence-based innovation, opening up the possibilities for better ways of working and delivery of

care. Our journey includes significant engagement with our people who use services, and we are an early adopter of the Patient and Carer Race Equality Framework.

We employ over 6,500 staff and operate with an annual budget of more than £490 million in order to deliver the *best care by the best people* across the communities we serve.

We as an organization take pride in our achievements in the Workforce Related Equality Standard (WRES) and have an active Ethnic Minority Network (EMN) for our staff. We also have several other networks, all of which make a vital contribution to our vibrant and inclusive organisation.

We are in the top 10 most improved Trusts in the NHS National Staff Survey, with all ten elements measured in the top quartile of results (2020), and we are in the top four organisations in London for the 2021 NHS National Staff Survey.

Since the introduction of a Freedom to Speak Up Guardians in 2016, nationally the FTSU Index has improved and risen from 75.5% in 2015 to 79.2% in 2020. This news story is even better for NELFT as our 2020 index score is 81.6% which is above region and sector.

Our staff are incredibly important to us, and we have focused on ensuring that our staff are well supported. We have developed numerous initiatives across the Trust supporting staff wellbeing (e.g., self-care, work-life balance, stress management, coaching/mentoring) and individuals are encouraged to complete a Personal Wellbeing Plan. Individuals have access to a wide range of benefits which include flexible working, flexible retirement, cycle scheme, gym discounts and other benefits. Teams can access reflective and wellbeing support sessions where they need.

Research and Development is strong at NELFT, and we are the top recruiter to NIHR trials for a MH Trust in the North London Region with over 44 portfolio studies and 14 non-portfolio studies running at the Trust. We are in receipt of circa £2,363,915 in 20/21, over 50% of this income is from research grants that NELFT are leading and sponsoring.

Our Quality Improvement team have trained more than 325 facilitators and 30 mentors in Institute of Healthcare Improvement (IHI) methodology, and we are using QI as the way to drive better services for patients and staff across the organisation. Our commitment to Quality is strong and our journey of improvement ongoing.

We know that Clinical Leadership is key in delivering safe and effective services and the Trust has invested in clinical leadership across all clinical specialities, with £2.4 million earmarked over a three-year period. We have already recruited to many different Clinical Leadership posts to ensure all our services are clinically led and operationally enabled.

We have embarked on a journey to implement a compassionate and collaborative culture across the organisation to ensure staff are supported and patients receive the best possible care.

We have numerous accreditations across our services and are currently rolling out the AIMS program across our adult acute inpatient units, which is an exciting and patient focussed program. Our CAMHS unit in our London service is already part of the Quality Network for Inpatient CAMHS. KMAH is currently in the process of obtaining QNIC accreditation.

NELFT provides Children's Community Health Services in Kent, Essex (Basildon, Brentwood and Thurrock), and North East London (Waltham Forest, Redbridge, Havering and Barking & Dagenham). These services are integrated and multidisciplinary and include targeted and universal services. Targeted services include CAMHS services and the Specialist Community Children's Services (SCS). The targeted services have a single point of access in each borough and treatment pathways that follow from there. MDT referral meetings are established in most localities for discussion regarding complex cases. There are 2 main strands from the single point of access; a CAMHS/Emotional Wellbeing pathway and a Specialist Community Health Services Pathway. Some Care Pathways overlap both CAMHS and SCS e.g., ASD/ADHD and LAC. Joint Paediatric – CAMHS clinics are established in some boroughs. Universal services also have a single point of access and include Health Visiting and School Nursing services. The Children and Young people's Clinical Integrated Group facilitates integrated and standardised pathways for children's physical and mental health and quality improvement within children's services throughout the Trust.

We have a very dynamic trust wide Paediatrician group, of more than 30 community paediatricians, work together within the CYP Future Forward subgroup, to develop consistent evidence based clinical pathways and protocols in the areas of Neuro-disability, Children in Care and Safeguarding in addition to joint training meetings. This group is supporting the development of business cases to increase significantly the number of Community Paediatricians across the health economy as well as new models of care in line with the trust strategy. The peer supervision model in the organisation is quite innovative: monthly formal Consultant / SAS peer supervision groups are embedded, in addition to Paediatric safeguarding supervision groups. Specific LAC supervision groups are in development. Most Designated Paediatricians within the 7 localities are employed by NELFT.

We are excited that we are partnering with QMUL to recruit a Professor for CAMHS and a Professor for Paediatrics, in recognition of our commitment to delivering outstanding children's services to our population.

Our mental health services include:

- Specialist inpatient and community-based treatment and care for people experiencing acute mental illness,
- Help for children and young people with emotional, behavioural, or mental health difficulties,
- Care for people with dementia,
- Specialist community eating disorder teams,
- Specialist community perinatal teams,
- Specialist community personality disorder teams,
- Support for people with problems associated with drug and alcohol misuse.

Our community services are provided in clinics, hospitals and in people's own homes, and include:

- Care and support for people living with long term conditions such as diabetes,
- Speech and language therapy,
- Health visiting, district and school nursing,
- Specialist community paediatric, therapy and nursing services.

Many services that in other areas may be provided in hospital, such as blood testing, footcare and children's audiology.

We actively sought to develop our stakeholder partnerships locally and are fully engaged in the development of Primary Care Networks, Sustainable Transformation Projects, and Integrated Care Systems. This is led locally by the Integrated Care Directorate leadership teams to ensure that the needs of our local populations are met. Partnership work with our governors, people using our services and our staff is also critical in maintaining momentum and energy for the changes that the future of public services will demand.

Benchmarking of our services and their performance has proved that we are often leading the field. Our focus on high quality and value for money means we are able to play a key role in supporting the local health economy to provide integrated healthcare services for local people.

Area demographics:

Area	Total Population	CYP	Adult	Older Adult
Barking & Dagenham	214,107	58,551	135,749	19,807
Essex	1,800,000	359,000	1,100,000	367,000
Havering	260,651	53,208	160,925	46,518
Kent	1,900,000	367,000	1,100,000	364,000
Redbridge	305,658	76,447	189,938	39,273
Waltham Forest	277,000	66,750	180,250	29,980

For more information on local demographics please utilise the following links:

[Population and demographic data | LBBD](#)

[Essex population stats in maps and graphs. \(plumplot.co.uk\)](#)

<http://www.haveringdata.net>

[Kent population stats in maps and graphs. \(plumplot.co.uk\)](#)

[Redbridge \(Borough, Greater London, United Kingdom\) - Population Statistics, Charts, Map and Location \(citypopulation.de\)](#)

[Statistics about the borough | Waltham Forest Council](#)

4.2 Trust Management & Medical Management structure:

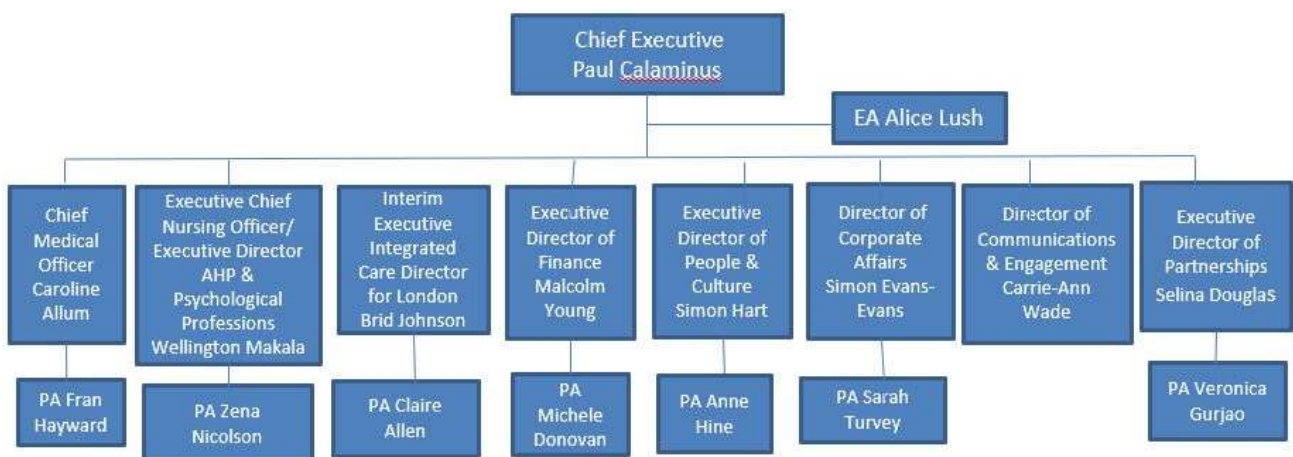
The Trust Board is made up of executive and non-executive directors. They work together to set the strategic direction and priorities for our organisation. They are held to account by our Council of Governors.

The executive directors are also part of our wider Executive Management Team, which is responsible for the day-to-day running of the Trust. Other members of our Executive Management Team attend board meetings.

Our Trust Board:



Executive Management Team:



Chief Executive (Accountable Officer)	Leads the organisation and Executive Management Team Responsible for IT and Performance
Executive Medical Director	Clinical and medical leader working with workforce to improve quality and effectiveness of clinical services
Chief Nurse & Executive Director AHP & Psychological Professions	Lead for Nursing, Allied Health Professionals, Psychological Therapies, Quality, Risk, Patient Safety and responsible director for operational services in Essex and Kent
Director of Operations	Responsible for clinical operations
Executive Director of Finance	Responsible director for finance, business development and transformation
Executive Director of People & Culture	Responsible for workforce resourcing, leadership and organisational development
Executive Director of Partnerships	
Director of Corporate Affairs (Trust Secretary/ Legal Guardian)	Responsible for corporate governance, health and safety, freedom to speak up, charity and Chief Executive office
Director of Communications & Engagement	Responsible for internal and external communication and engagement

Medical Management Structure:

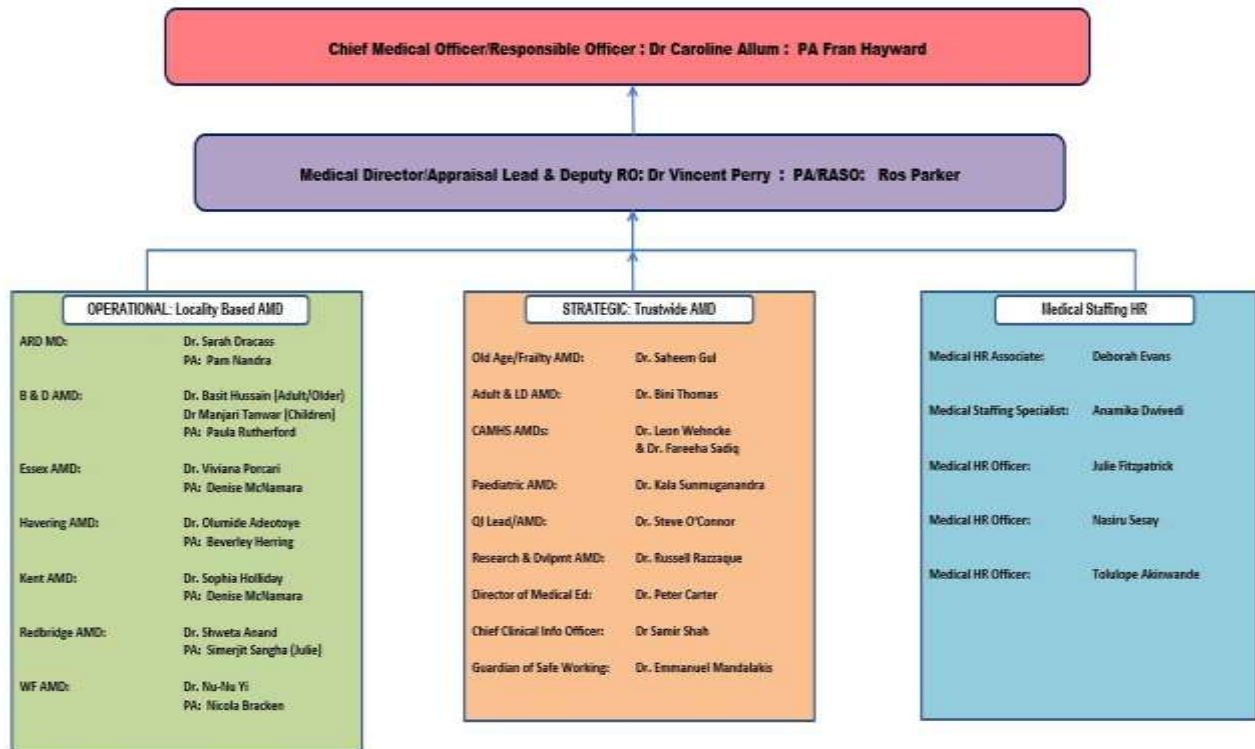
Our Chief Medical Officer is Dr Caroline Allum, who also acts as the Responsible Officer. Our Medical Director is Dr Vincent Perry, who also acts as Deputy Responsible Officer and Appraisal Lead. We have operational Associate Medical Directors who lead in one of the 7 directorates, and we have strategic Associate Medical Directors who lead across the organisation to implement standardised best practice. We have also appointed to Deputy AMD posts in the Directorates, as part of the Clinical Leadership investment.

Our 7 operational directorates include:

- Acute and Rehabilitation Directorate (ARD);
- Barking and Dagenham;
- Essex;
- Havering;
- Kent;
- Redbridge; and
- Waltham Forrester.

Our 3 strategic “Clinical Integrated Groups” include:

- Children and Young People;
- Adult Mental Health and Intellectual Disability; and
- Older People and Frailty.



4.3 Trust values:

NELFT's Trust values are:



Expectation from the post holder:

The post holder will be expected to support their team, department, and organisation to achieve the Trust's values in their day-to-day work.

Best care by the best people

4.4 Just and Compassionate Culture:

At NELFT we commit to a Just and Compassionate Culture for our colleagues and our patients. We will support and promote a culture based on fairness, respect, honesty, and trust, ensuring that we have consistent leadership behaviours and styles across the trust. Our vision is to create an engaging place to work and an organisational environment in which you feel valued, supported and where everyone has the opportunity to learn and improve when things don't go to plan.

A Just and Compassionate Culture is a diverse one where you bring your authentic self to work without fear and where all colleagues feel understood and supported by others. Our professional relationships are built on a foundation of mutual respect, trust, and honesty. We are committed to welcoming and making everyone feel valued here at NELFT.

5. Additional Information

Staff Health and Wellbeing:

Managing health and wellbeing is the responsibility of both the employer and the employee. The trust strives to ensure that staff are provided with an environment and opportunities that encourage and enable them to lead healthy lives and make choices that support their wellbeing. We will ensure the following is in place to support all staff:

- Local occupational health service for pre-employment and in-employment support is available. Our Occupational Health provider is OHWorks Ltd. Referral will be by their line manager with their consent.
- There is also access to an Employee Assistance Programme (EAP), which offers employees confidential, independent, unbiased information and guidance on a range of emotional, health and social issues. A range of other support services are available to provide emotional wellbeing support of a short- or long-term nature.
- Access to the WellNEL direct support service for North East London, providing emotional health and wellbeing support.
- Local organisational support for staff following serious incidents is available and teams can access reflective and wellbeing support sessions.
- A wide range of local initiatives/resources are provided to promote workforce wellbeing for example: self-care, work-life balance, stress management, coaching/mentoring, and individuals are encouraged to complete a Personal Wellbeing Plan.
- NELFT has also rolled out regular Schwartz rounds, which has proven popular under staff, and is a good food for thought and personal wellbeing.
- Individuals will have access to a wide range of benefits, which include flexible working, flexible retirement, cycle scheme, gym discounts and other benefits.

All staff will be provided with information on how to access these support resources during induction, and regular updates are also communicated in our Weekly Update Newsletter.

Health & Safety:

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) and subsequently published regulations to ensure that the Trust's Health and Safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

Infection Control:

Each staff member has a duty to take personal responsibility for the prevention and control of infection, in accordance with Trust Infection Prevention and Control Policies, which reflect the statutory requirements of the Health Act 2006 – Code of Practice for the Prevention and Control of Healthcare Associated Infection. They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAs.

Risk Management:

You will be responsible for adopting the Risk Management Culture and ensuring that you identify and assess all risks to your systems, processes and environment and report such risks for inclusion within the Trust Risk Register. You will also attend mandatory and statutory training, report all incidents/accidents including near misses and report unsafe occurrences as laid down within the Trust Incidents.

Safeguarding children and vulnerable adults:

NELFT is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults, and families in their care. Staff are required to comply with Trust policies on Safeguarding.

Standards of Business Conduct & Conflict of Interest:

The NHS Code of Conduct and Standards of Business conduct for NHS Staff require all employees to declare all situations where you or a close relative or associate has a controlling interest in a business [such as a private company, public organisation or other NHS or voluntary organisation] or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. All such interests must be declared in the Trust's register of interests either on appointment or when such interests are gained.

As an employee you are required to make yourself aware of and adhere to the Trust's governance policies, such as Standing Orders and Standing Financial Instructions.

Sustainability:

All staff has a responsibility for delivering high quality healthcare in a low carbon environment, where energy is used wisely and not wasted. It is the responsibility of all staff to minimise the Trust's environmental impact by recycling where possible, switching off lights, computers, monitors, and equipment when not in use, minimising water usage and reporting faults promptly.

Smoking Policy:

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within the Trust buildings and vehicles.

Codes of Conduct:

NELFT requires the highest standards of personal and professional conduct from all its employees. All employees must comply with the Code of Professional Conduct appropriate to their professional governing body.

As an NHS employee, you are required to observe the following principles:

- Make the care and safety of patients your first concern and act to protect them from risk;
- Respect the public, patients, relatives, carers, NHS staff and partners in other agencies;
- Be honest and act with integrity;
- Accept responsibility for your own work and the proper performance of the people you manage;
- Show your commitment to working as a team member of working with all your colleagues in the NHS and the wider community;
- Take responsibility for your own and continuous learning and development.

Data Protection:

Personal data is protected under the Data Protection Act (1999) and the post holder will ensure that it is securely held and that the requirements of the Act are followed. It is the responsibility of all staff whose jobs requires them to record information in Trust Computer systems (e.g. RIO, SystemOne, and ESR) to ensure that the data entered into these systems is of high data quality and that information is recorded correctly and in a timely manner. Failure to adhere to this requirement could be considered a disciplinary matter.

Information Security and Confidentiality:

All employees are required to observe the strictest confidence regarding any patient/ client information that they may have access to, or accidentally gain knowledge of, in the course of their duties.

All employees are required to observe the strictest confidence regarding any information relating to the work of the Trust and its employees.

You are required not to disclose any confidential information either during or after your employment with the Trust, other than in accordance with the relevant professional codes.

All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with NHS Confidentiality Guidelines [Caldicott] and the Data Protection Act 1998 unless explicit written consent has been given by the person identified, or where information sharing protocols exist.

Failure to comply with these regulations whilst in the employment of the Trust could result in action being taken under the Trust Disciplinary Policy and Procedure.

Equality and Diversity:

NELFT is committed to the implementation of the Equality and Diversity at Workplace policy which ensures equal opportunities for all. NELFT is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality, and diversity, and encourages individuals to develop and maximise their potential. The Trust will ensure that it provides equal and fairness for all, and not to discriminate on the grounds of gender, marital status, race/ethnicity, disability, sexual orientation, religion, transgender or gender reassignment status, age, marriage, or civil partnership/same sex marriage, and because of you being pregnant or being on maternity/paternity leave. All staff are required to observe this policy in their behaviour to employees and patients/service users.

Key Performance Indicators (KPI):

Each individual and service will be set KPIs and achievement against these will be regularly reviewed. Performance against individual and service KPI's will be routinely monitored by your manager.

Review of this Job Description:

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

Other Duties:

There may be a requirement to undertake other duties as may reasonably be required to support the Trust. These may be based at other Trust managed locations.

Amendments:

This is a description of the post as it is at present constituted. In consultation with the post holder, periodic reviews will be carried out to ensure that the job description relates to the job being performed and to incorporate any changes being proposed. It is hoped that agreement can be reached to any reasonable changes. If this is not possible your line manager reserves the right to make changes to the job description in consultation with you.

Who to contact for informal inquiries:

Associate Medical Director: Dr Viviana Porcari

Viviana.Porcari@nelft.nhs.uk

Medical Director: Dr Vincent Perry

Vincent.Perry@nelft.nhs.uk

Chief Medical Officer: Dr Caroline Allum

Caroline.Allum@nelft.nhs.uk

Medical Staffing:

medicalstaffinghr@nelft.nhs.uk