

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 ADULT PERINATAL CONSULTANT PSYCHIATRIST

10 Programmed
Activities (PAs)

Barley Court
Goodmayes Hospital
Ilford

12-months fixed-term
contract from
04.12.2023

04.12.2023 – 03.12.2024

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 – Waltham Forest



Dr Nu-Nu Yi

Nu-Nu.Yi@nelft.nhs.uk

Thank you for considering applying for this NELFT consultant medical position in our Waltham Forest Directorate. Waltham Forest is a dynamic, diverse, and fast developing Borough with a wide range of NELFT services and staff to match!

The Directorate's community-based services include mental health (all ages), specialist children's health, intermediate care, district nursing, health visiting, special school nursing, diabetes and haemoglobinopathy services. We also deliver the following London Trust-wide community services: Eating Disorders (children & adults); Perinatal Mental Health; and Psychotherapy.

We work closely with our partners in the North East London Integrated Care Partnership, including the NE London Clinical Commissioning Group, Barts Health (responsible for Whipps Cross Hospital) and London Borough of Waltham Forest to manage and further develop services, which aim to be of the highest quality for the community and our staff.

In joining the Waltham Forest Directorate, you would become part of a thriving and ambitious group of consultant medical staff who take pride in the services we provide and where there is excellent collaboration between staff of all disciplines and managerial leaders to maintain and improve the quality of our services. Your training and professional development would be prioritised, and we would support you to have an enjoyable and fulfilling career. We look forward to receiving your application. Regards Nu-Nu.

Best care by the best people

CONTENTS

		Page
1. Role	.1 Job Title	1
	.2 Main responsibilities	2
	.3 Provisional Job Plan	4
	.4 Office, Admin, and IT Facilities	5
	.5 Other Aspects of the post	5
2. Person Specification	• Demonstration of Trust Values, Qualifications, Clinical experience, Knowledge,	10
	• Clinical skills, Organisation & Planning, Teaching, Academic skills, Personal skills, Other	11
3. Directorate	.1 Waltham Forest Directorate	12
	.2 Composition	14
	.3 Leadership	15
	.4 Parent Infant Perinatal Mental Health Service	15
4. NELFT	.1 NELFT Profile	18
	.2 Trust Management & Medical Management structure	21
	.3 Trust values	23
	.4 Just and Compassionate Culture	24
5. Additional Information	• Staff Health and Wellbeing, Health & Safety,	24
	• Infection Control, Risk Management, Safeguarding children & vulnerable adults, Standards of Business Conduct & Conflict of Interest, Sustainability, Smoking Policy, Codes of Conduct,	25
	• Data Protection, Information Security & Confidentiality, Equality & Diversity,	26
	• Key Performance Indicators, Review of this Job Description, Other Duties, Amendments, Contact details	27

1.1 Job Title:

Adult Perinatal Consultant Psychiatrist

This post is for an Adult Perinatal Consultant Psychiatrist position, in the Trust's Parent Infant Perinatal Mental Health Service. The main team base is at Barley Court, Goodmayes Hospital, Barley Lane, Ilford, Essex, IG3 8XJ.

Rationale for post:

This post has come about due to one of the service's substantive consultant psychiatrists, Dr Montserrat Fuste, going on maternity leave. We would like to recruit to this post on a fixed-term contract for 12 months.

This is a fixed-term post and is full-time - 10 Programmed Activities (PAs) post with 7.5 Direct Clinical Contact activities (DCC) and 2.5 Supporting Professional Activities (SPAs).

The Parent Infant Perinatal Mental Health Service covers the 4 London Boroughs of Havering, Barking & Dagenham, Redbridge and Waltham Forest. The postholder will cover the London Boroughs of Havering and the Dagenham sector of the service.

On-call responsibilities:

The postholder will be part of the Senior Psychiatrist on-call rota covering out of hours and weekends for London Mental Health Services in NELFT. The on call will cover service delivery for Adults and Older Adults presenting with mental health problems. This is currently a 1:50 rota with a 3% Category A salary supplement. The Trust also has a Daytime (9am-5pm) 136 Medical rota with an approximate frequency of once every 3 months.

The successful candidate will work as part of a multidisciplinary team providing care to adults with mental health needs who are registered with a GP Practice located in the London Borough of Havering and Dagenham (plus a small number of patients who reside in that part of the Borough but whose GP is elsewhere).

The successful candidate will provide senior medical support to the team, and direct input on clinical cases. The consultant will be expected to provide guidance and supervision to the team, work directly with adult patients (and their families), and liaise as appropriate with other external mental health providers, and acute hospitals. You will be one of three full-time Adult Consultant Psychiatrists (Drs Rawat, vacant being covered by Specialty Doctor, Dr Naveed) in the Trust-wide Team. The team also has a full-time Core Trainee (who rotates through the boroughs) 1 day a week Senior Trainee and 0.6wte of a Specialty Doctor in the team.

We receive Year 4 medical students on clinical placement from Barts & The London School of Medicine, Queen Mary, University of London (QMUL) as well as Physician Associate students from QMUL and Anglia Ruskin University. There are opportunities for Consultants to take an active role in teaching both in terms of clinical work and curriculum delivery as well as delivering lectures and acting as examiners in the Clinical Examinations at QMUL.

The postholder will have access to designated office space at Barley Court, Goodmayes Hospital; Ilford.

Accountability:

The service itself is operationally managed within the Trust's Waltham Forest directorate. The postholder will be professionally and clinically accountable to the Associate Medical Director (Dr Nu-Nu Yi), and operationally accountable to both the Associate Medical Director (Dr Nu-Nu Yi), the Integrated Care Director, Ms Philomena Arthur, and the Assistant Director for Mental Health services, Mr Robin Sookhan.

The post holder will be a suitably qualified Consultant Psychiatrist with Approved Clinician (AC) certification, or eligibility for it. The post holder will be a GMC registered clinician on the GMC Specialist Register, responsible for patients allocated to them and will assess, manage, plan, and deliver care.

The post holder will support their peers and team manager and be an effective team member whilst working on their own initiative. They will supervise junior colleagues. They will have a commitment to collaborative working and actively supporting and liaising with other health and social 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 deputise when required in the team manager's absence and delegate appropriately to other medical staff.
3. To have organisational knowledge relating to Trust protocols and procedures and adhere to them.
4. To be responsible for providing accurate records of information required by the Trust for audit purposes.
5. 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.

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 on 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 act as clinical supervisor to junior colleagues (FY/CT/GPVTs/ST), providing effective education, facilitating their development, and promoting high standards of medical care.
2. Ensure junior colleagues are actively supported to enable them to achieve their learning needs.
3. To ensure own continued professional development and support a culture of lifelong learning in self and others.
4. To undertake, and assist, in the planning of own mandatory training and workshops.
5. 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.
6. To support new staff and their integration within the team.
7. 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 doctor, and other members of the multidisciplinary team.
2. To contribute to the teaching of Medical Students and Trainee Doctors.
3. To engage in the weekly Academic Teaching Programme

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:

This is not a formal management position, however as a Senior Clinician you are expected to:

1. Support the team manager and other consultants in managing members of the multidisciplinary team to ensure a high level of patient care and ensure patient safety.
2. Act as line manager to all medical members within the team offering clinical supervision as appropriate.
3. Address 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 participate in the development of an effective team and the development of productive working relationships throughout the Trust.

2. To actively promote professional integrated health working, internally and externally.
3. To facilitate the development of a positive and supportive team culture by taking responsibility for dealing effectively with potential conflict.
4. To take an active interest in working parties and groups within the Trust to develop and improve on service delivery, protocols, and guidelines.
5. To participate in the audit process, linking in with the clinical governance agenda.
6. To advise, encourage and share knowledge utilising the latest research and practice development, through literature and peer reviews.
7. Support the AMD in strategic service development and business planning.
8. Lead compassionately on the evolution of services.
9. 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	Admin time / Referral meeting / Operational Management Team	DCC	Outpatient Clinic	DCC
Tuesday	MDT meeting/ Service Business meeting/ Child Protection Supervision/ Admin time	DCC	Urgent patient slot or short clinic	DCC
Wednesday	Outpatient clinic / King George's Hospital Joint Obstetric Psychiatric clinic	DCC	Admin / referral meeting / supervision	DCC / SPA
Thursday	CPD, quality improvement, service development	SPA	CPD, quality improvement, service development	SPA
Friday	Outpatient reviews	DCC	Clinical administration	DCC

The final Job Plan (within the terms of the New Consultant Contract) will be agreed with 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 7.5 to 2.5.

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.

1.4 Office, Admin, and IT Facilities:

The post holder will have access to hot desking office space at Barley Court, Goodmayes Hospital, Barley Lane, Ilford, Essex, IG3 8XJ.

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

The post holder will receive the necessary admin support from the dedicated medical administrators (1wte medical secretary).

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 mandatory that the post holder have Approved Clinician (AC) status, or eligibility towards this. The post holder must have CCT or equivalent qualification. It is also 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 consultants 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 free subscription to CPD online from the Royal College of Psychiatrists.

The post holder will be expected to develop and maintain a programme of personal Continuing Professional Development, and to enrol for CPD with the Royal College of Psychiatrists and annually submit documents to support their CPD activities. The post holder must maintain good standing with the Royal College of Psychiatrists for CPD.

The post holder will typically have 2.5 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 sizable 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:

Aubrey Keep Library 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.

Aubrey Keep 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.

Library facilities are also available in the Jane Atkinson Health & Well Being Centre, located nearby in Forest Road, Walthamstow.

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 Montserrat Fuste is tutor for SASG doctors. Our Less than Full Time champion is Dr Amber Selwood. There is a Supported Return to Training Champion (SuppoRTT) Dr Sonali Gupta.

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.

NELFT medical education department has a very active simulation training programme not only benefiting NELFT staff but also open to staff from neighbouring acute trusts and psychiatry trainees from the 5 mental health trusts in the region. The department runs a separate monthly CPD afternoon for Consultants and SASG doctors. The department is supported by 2 medical fellows, one nurse fellow in education and 3 postgraduate tutors. Consultants have plenty of opportunities to contribute and develop their educational interests.

NELFT is actively involved in teaching Undergraduate medical students, providing 4th Year Psychiatry placements and 2nd year “Medicine in Society” placements for students from Barts & The London School of Medicine and Dentistry, Queen Mary, University of London and a smaller number of 4th year Psychiatry placements for students from University College London (UCL). Doctors may also choose to offer optional “special interest” sessions to 4th year medical students and Selected Study Components to 5th year students who wish to study, in depth, areas of particular interest to them. There are opportunities for interested medical staff to teach on the formal medical school lecture courses.

The Undergraduate Tutor – coordinates placements within the Trust and recent faculty development have seen the appointment of Fellows in Medical Education and provision of “Teaching the Teachers” training courses.

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

Several of our consultants are also Educational Supervisors, which is coordinated by the Director of Medical Education, and in liaison with the relevant Training Programme Directors and Postgraduate Tutors.

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.

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 and, if additional support is desired, arrangements can be made for supervision sessions from the Associate Medical Director.

Leave:

The annual leave entitlement is 32 days per annum, increasing to 34 days after seven years as a consultant. (Please see table below)

Consultants annual leave entitlement exclusive of public holidays and extra statutory days, is in accordance with the T&Cs 2003 - Schedule 18, as shown below.

Year	Up to 7 years' service completed as consultant	7 or more years completed as consultant
Until 31 March 2004	6 weeks (30 days)	6 weeks (30 days)
1 April 2004 – 31 March 2005	6 weeks (30 days)	6 weeks (30 days) + 1 day
From 1 April 2005	6 weeks (30 days)	6 weeks (30 days) + 2 days

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 post holder will agree reciprocal cross cover for periods of annual leave and study / professional leave absences with the other 2 Consultant Psychiatrists in the Parent Infant Perinatal Mental Health Team (Drs Rewat and Naveed). Arrangements should be stated in the leave application. If two or more consultants are on leave simultaneously (in exceptional circumstances), bank/locum cover needs to be requested via the Associate Medical Director.

External Duties:

The Trust supports consultants 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	Measurement
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			
Certificate of Completion of Training (CTT) or equivalent. Section 12 Approval or eligibility for it. Approved Clinician status, or eligibility for it. Inclusion in, or eligibility for inclusion in the GMC Specialist Register or within 6 months of obtaining CCT	✓		Application Form Interview
Masters or Doctorate degree. A management qualification. ECDL or equivalent qualification. Experience in strategic development		✓	Application Form Interview
Clinical Experience			
Mastery in the management of a broad range of mental disorders in adults and in women in pregnancy and the post-natal period.	✓		Application Form Interview
Experience in managing patients from different cultural backgrounds. Working with interpreters and translators.	✓		Application Form Interview
Experience and skill in working with the multidisciplinary team	✓		Application Form Interview
Knowledge			
An awareness of NHS Plan, NSF, and clinical governance priorities		✓	Application Form Interview
Extensive knowledge of the biological, psychological, and social determinants of mental health disorders and evidence-based management interventions.	✓		Application Form Interview
Up to date knowledge of recent DH documentation and NICE Guidelines.	✓		Application Form Interview
An understanding of Leadership and evidence of how this has been put into practice.	✓		Application Form Interview
Evidence of change management skills		✓	Application Form Interview
Clinical Skills			
Excellent clinical skills.	✓		Application Form

Excellent communication skills both verbally and written. Familiarity with a wide range of theoretical and clinical approaches. Ability to provide medical leadership to the multi-disciplinary team and to function as an active member of the multi-disciplinary team.			Interview
Excellent clinical skills in the assessment, diagnosis, risk assessment and treatment of women in pregnancy and the post-natal period	✓		Application form Interview
Clear thoughts on how to involve service users in service development and to provide a service which is experienced as being "service-user friendly".		✓	Application Form Interview
Practical experience in a short-term psychological therapy		✓	Application Form Interview
Organisation and Planning			
Interested in involvement in service development	✓		Application Form Interview
Experience in service development. An understanding of finance flow within the NHS		✓	Application Form Interview
Ability to effectively manage time and plan work independently	✓		Application Form Interview
Teaching			
Experience in training and development of junior doctors and other professional groups	✓		Application Form Interview
Experience and interest in multidisciplinary professional development and training		✓	Application Form Interview
Academic skills			
Experience in audit. A willingness to participate in research	✓		Application Form Interview
Experience in research, and a publication		✓	Application Form Interview
Personal skills			
Enthusiasm Probity Industriousness Flexibility Ability to cope under pressure	✓		Application Form Interview
Other			
Competence in IT Basic awareness of IT and IT skills	✓		Application Form Interview
Valid driving licence		✓	

3.1 Waltham Forest Directorate:



The Waltham Forest Directorate forms one of the 7 Operation Directorates in NELFT. The other Operational Directorates include Acute and Rehabilitation Directorate (ARD); Barking and Dagenham; Essex; Havering; Kent; and Redbridge.

Our Waltham Forest Directorate covers many services, which are listed under the directorate composition below (3.2).

Three of the directorate's mental health services are provided Trust wide: perinatal mental health; eating disorders (all ages); and psychotherapy.

The Waltham Forest directorate manages/ oversees this post, which provides particular input to the Havering and Dagenham boroughs.

The London Borough of Havering is the 3rd largest borough in London (43 miles) and contains 18 electoral wards. It is mainly characterised by suburban development, with almost half of the area dedicated to open green space, particularly to the east of the borough. The principal town (Romford) is densely populated and is an area of major metropolitan retail and night-time entertainment. The southern part of Havering is within the London Riverside section of the Thames Gateway redevelopment area and will be an area of increasing development and population change. Havering is a relatively affluent local authority but there are pockets of deprivation to the north (Gooshays and Heaton wards) and south (South Hornchurch) of the borough.

The estimated population of the London Borough of Havering is 249,085. It has the oldest population in London with a median age of approximately 40 years old. The Borough experienced a net population loss of 6.3% from 1983 to 2002 but the population has increased year on year from 2002, with a 10.7% increase from 2002 to 2015. As well as increases in the number of births in Havering, there has been an increase in the general fertility rate from 58 (per 1,000 women aged 15-44) in 2004 to 67 in 2015. This equates to an additional 9 births per 1,000 women aged 15-44 within the period. From 2010 to 2015, Havering experienced the largest net inflow of children across all London boroughs. 4,536 children settled in the borough from another part of the United Kingdom during this six-year period. It is projected that the largest increases in population will occur in children (0-17 years) and older people age groups (65 years and above) up to 2031. The life expectancy at birth for people living in Havering is 80.2 years for males and 83.9 years for females. Havering is one of the most ethnically homogenous places in London, with 83% of its residents recorded as White British, higher than both London and England. About 90% of the borough population were born in the United Kingdom. It is projected that the Black African population will increase from 4.0% in 2016 to 5.2% of the Havering population in 2031. About 18% of working age people living in Havering disclosed that they have a disability or long-term illness.

The London Borough of Barking and Dagenham is a London borough in East London. It lies around 9 miles (14.4 km) east of Central London. It is an Outer London borough and the southern part of the borough is within the London Riverside section of the Thames Gateway; an area designated as a national priority for urban regeneration. At the 2011 census it had a population of 187,000, the majority of which lived within the Becontree estate. The borough's three main towns are Barking, Chadwell Heath and Dagenham. The Local Authority is the Barking and Dagenham London Borough Council. There are a total of 52 listed buildings located within the borough's boundaries.

The borough has extremely good transport links to central London and eastwards to Essex and Kent. In terms of public transport, the borough is served by a good local bus network as well as National Rail/C2C (Barking), the District Line (Barking, Upney, Becontree, Dagenham Heathway, Dagenham East), the London Overground (Barking & Barking Riverside) and the new Elizabeth Line (Chadwell Heath). In terms of roads the A12 and A13 major arterial roads run through the borough (Barking Community Hospital is just off the A13 close to the junction with the A406 North Circular Road) and both the Blackwall Tunnel and

Dartford Crossings are not far away, granting access to South London & Kent. The Silvertown Tunnel, due to open in 2025 between Newham and the Greenwich Peninsula, will enhance these links further.

From the 2021 census, Barking and Dagenham now has a population of 218 900 – this represents an increase in the population of 17.7% since the 2011 census. This is the 3rd biggest increase in population out of 331 districts across England and Wales and Barking and Dagenham is the 18th most densely populated of those 331 districts. Barking and Dagenham had the highest percentage of its population in the 0 - 4 age range in the country according to the 2021 census. There has been a decrease of 1.7% in people aged 65 years and over, an increase of 20.8% in people aged 15 to 64 years, and an increase of 17.3% in children aged under 15 years.

The directorate has made substantial progress in transforming and expanding our CAMHS services.

3.2 Composition:

The Waltham Forest Directorate is home to the following services:

Mental Health:

- The new Waltham Forest Mental Health & Wellness Teams, North, Central and South.
- The Waltham Forest Older Adult Community Mental Health Service
- The Waltham Forest Talking Therapies (Improving Access to Psychological Therapies, IAPT) Service. This is a primary care mental health service
- The Waltham Forest Early Intervention in Psychosis (EIP) Team
- The Waltham Forest Community Learning Disability Team
- The Psychiatric Liaison Service, at Whipps Cross University Hospital
- The Waltham Forest Memory Service
- The Trust wide Community Eating Disorders Service – for children and adults
- The Trust wide Perinatal Mental Health Service
- The Trust wide Psychotherapy Service
- The Waltham Forest Child & Adolescent Mental Health Service (CAMHS)
- The IMPART service, specialist assessment and treatment for personality disorder, Trust wide service

Community Health Services:

- The Waltham Forest Specialist Children's Health service, including community paediatrics
- The Waltham Forest Community Haemoglobinopathies Service
- The Community Diabetes Service
- The Urgent Treatment Centre at Whipps Cross University Hospital
- The Ainslie Rehabilitation (Intermediate Care) Unit in Chingford
- The District Nursing service
- The Rapid Response Team
- The School Nurse service
- The Health Visiting service
- Other community health services such as podiatry, falls service, respiratory service, end of life care.

The 4 London Community Directorates (Havering, Barking & Dagenham, Redbridge, and Waltham Forest) all have the following services:

- Community CAMHS services
- Community Paediatric services
- Community Adult Mental Health Wellness Teams (Primary Care networks)
- Community Older Adult Mental Health Wellness Teams (Primary Care networks)
- Early Intervention in Psychosis teams (for younger patients with first episode psychosis)

This post is located within the Community Parent Infant Perinatal Mental Health Service, which is described in more detail under 3.4.

The services for mental health inpatient and crisis (home treatment) care are managed within the Acute & Rehabilitation Directorate (ARD), with whom there are close working arrangements to ensure that the mental health care for patients requiring crisis and inpatient care is managed effectively.

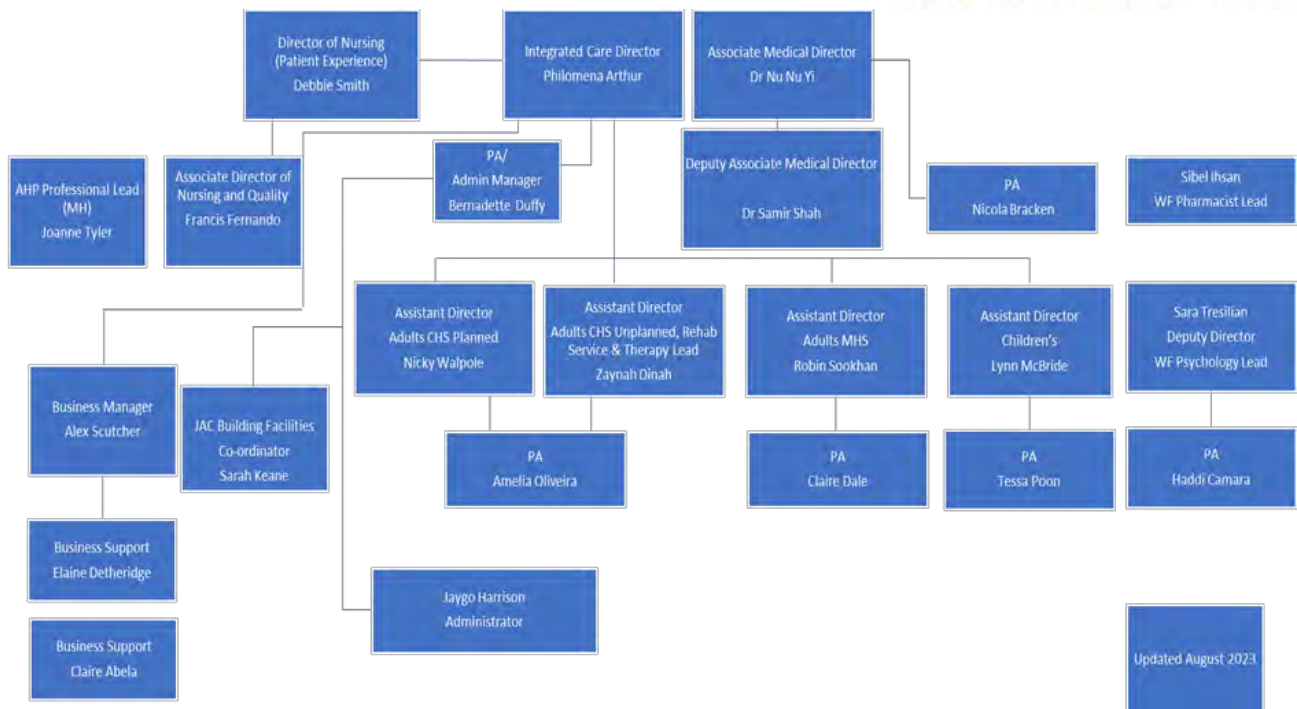
NELFT also provides a psychiatric liaison service to Queens Hospital A&E (Romford), King George Hospital A&E (Ilford) and Whipps Cross Hospital A&E (Leytonstone).

NELFT also has a Trust-wide Eating Disorder service, a Perinatal service, as well as a Personality Disorder service (IMPART).

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.

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 Parent Infant Perinatal Mental Health Service:

The North East London NHS Foundation Trust specialist Perinatal Parent Infant Mental Health Service was established in March 2009 and provides assessment, treatment interventions and well-coordinated care pathways for parents and their babies experiencing serious emotional and/or mental ill health during the perinatal period (from conception to when a baby is 12 months of age). The Service covers the London Boroughs of Waltham Forest, Havering, Redbridge and Barking & Dagenham.

Maternity Services for the four boroughs are provided by Barking, Havering & Redbridge University NHS Trust (BHRUT) and Barts Health NHS Trust at Whipps Cross University Hospital. We also have close links with Newham University Hospital and Homerton University Hospital with some of our women delivering elsewhere such as at The Royal London Hospital.

Consultant Perinatal Psychiatrists have expertise in the prevention, assessment and management of mental disorder newly occurring or co-existing with pregnancy or the postpartum period, including the assessment and facilitation of the mother-infant relationship in the context of maternal mental illness.

The Perinatal Parent Infant Mental Health Service liaises closely with adult Community Mental Health Teams, Mental Health Inpatient Services, Home Treatment (Crisis) Teams, Adult Psychological Services, Primary care services and Social Services within the four boroughs. Close links are also maintained with Mother & Baby Units to ensure that treatment and care are effectively managed and coordinated for women and their babies when specialist perinatal mental health inpatient care is required.

The clinical team is made up of three groups of clinicians: community (mental health practitioners) clinicians (from different disciplines), psychotherapy/psychology clinicians, and medical clinicians (Adult psychiatrists). It is one of a small number of services of its kind in the UK and is unique in its integration with CAMHS therapists.

The service covers the footprint of the 4 London Boroughs - Waltham Forest, Redbridge, Barking & Dagenham and Havering. The post holder will work mainly within the part of the service covering Havering and Dagenham but may at times be asked to provide clinical input and provide supervision to non-consultant medical staff within the other geographical areas covered by the service. The post holder will hold clinical responsibility, jointly with the specialist band 7 practitioners.

The Service works in partnership with maternity services and has established obstetric - psychiatric liaison clinics and multiagency network meetings with Social Care and Maternity Services at both Whipps Cross Hospital and King George Hospital.

The service was successful in the WAVE2 funding bid for transformation funding for Specialist Community Perinatal Mental Health Services through NHS England. The funding was agreed within a Regional joint submission between NELFT and ELFT. However, there is an ongoing continuous process of service development.

Workload and caseload:

There are approximately 120 patients on the psychiatry caseload for Havering and Dagenham. The incoming consultant will have about 75 patients on their caseload to manage. The ratio of new assessments to follow-up assessments is 1:4. Referrals are discussed at the bi-weekly referral multidisciplinary meetings, where patients care is discussed and allocated to the appropriate clinician to assess. New referrals are seen within four weeks and urgent cases are contacted within a week. The Perinatal Parent Infant Mental Health Service receives between 100 – 120 new referrals per month.

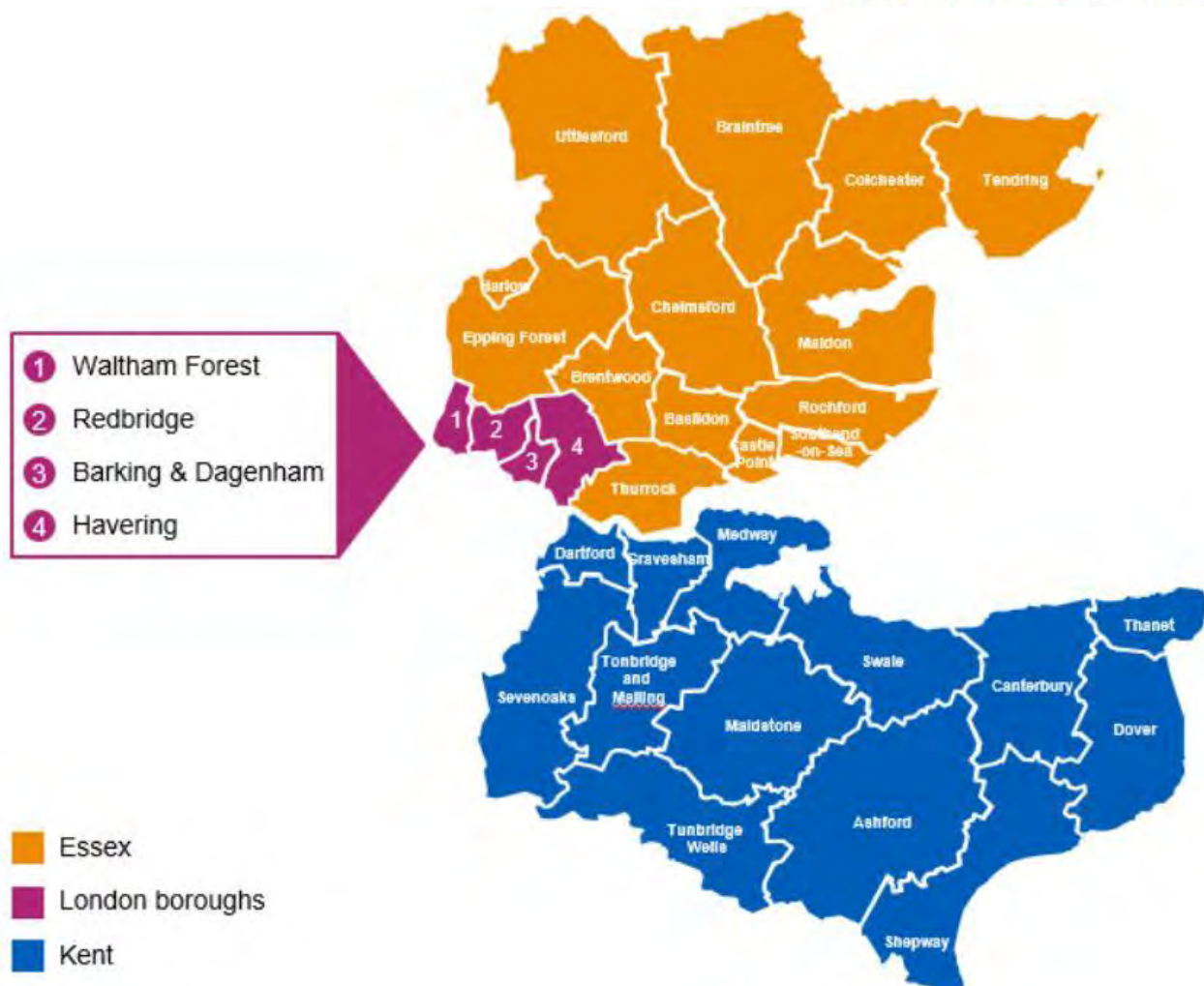
Parent Infant Perinatal Mental Health Team composition:

- 3 x Consultant Psychiatrists, each 1.0 wte. 1 vacant post (being covered by Dr Ayesha Naveed), Dr Montserrat Fuste (this post), and Dr Neha Rawat
- 1 x Core Psychiatry Trainee (rotates between the 4 Boroughs, supervision alternating among the three consultants)
- 1 ST trainee (one day a week)
- 1 x Specialty Doctor, 0.6 wte
- 1 x Service Manager, Ms Michelle Hayes
- 2 x Team Leads/Deputy's to Service Manager - Deborah Epstein and Oluwasola Falola
- 4 x Band 7 Clinical leads
- 13 x Perinatal Community Mental Practitioners
- 8 x Administrators (including x Office Manager/PA to Service Manager)
- 21 x part time Perinatal and Parent Infant Psychotherapists/ Clinical Psychologists
- 4 x Nursery Nurses
- 0.5 x Clinical Psychologist based on NICU/SCBU in BHRUT

The Core Trainee post works across the four boroughs mainly providing input to Waltham Forest borough. Currently he/she is supervised by Dr Rawat. The Specialty Doctor is based at the service 3 days a week and provides support to Barking and Dagenham, Redbridge

and Havering. Supervision responsibility is shared between the three consultants in the team. ST trainee post is one day a week covering Havering and Dagenham.

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.

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, behavioral, 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:

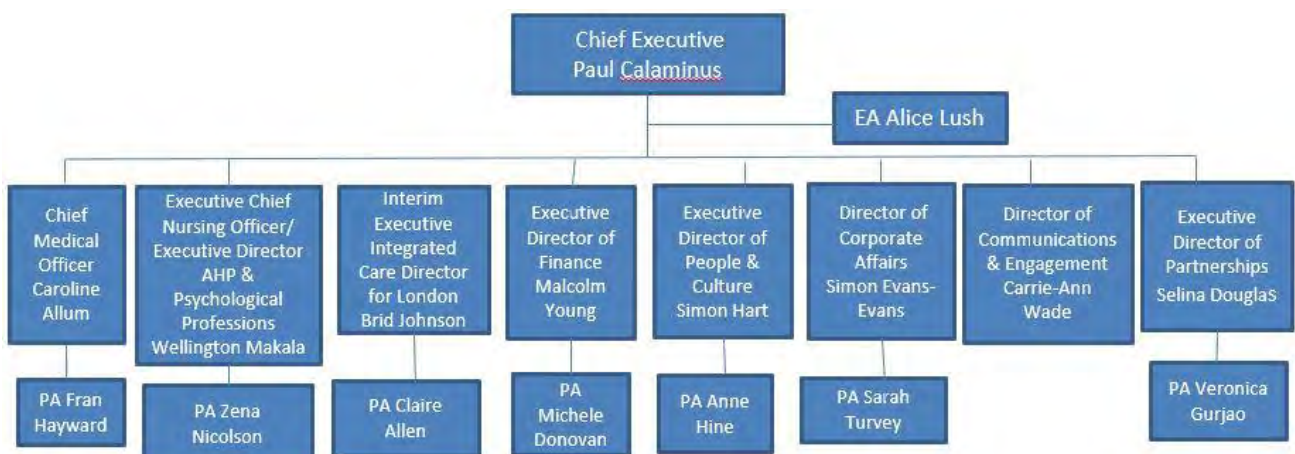
The Trust Board is made up of executive and non-executive directors. They work together to set the strategic direction and priorities for our organisation. They are held to account by our Council of Governors.

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:

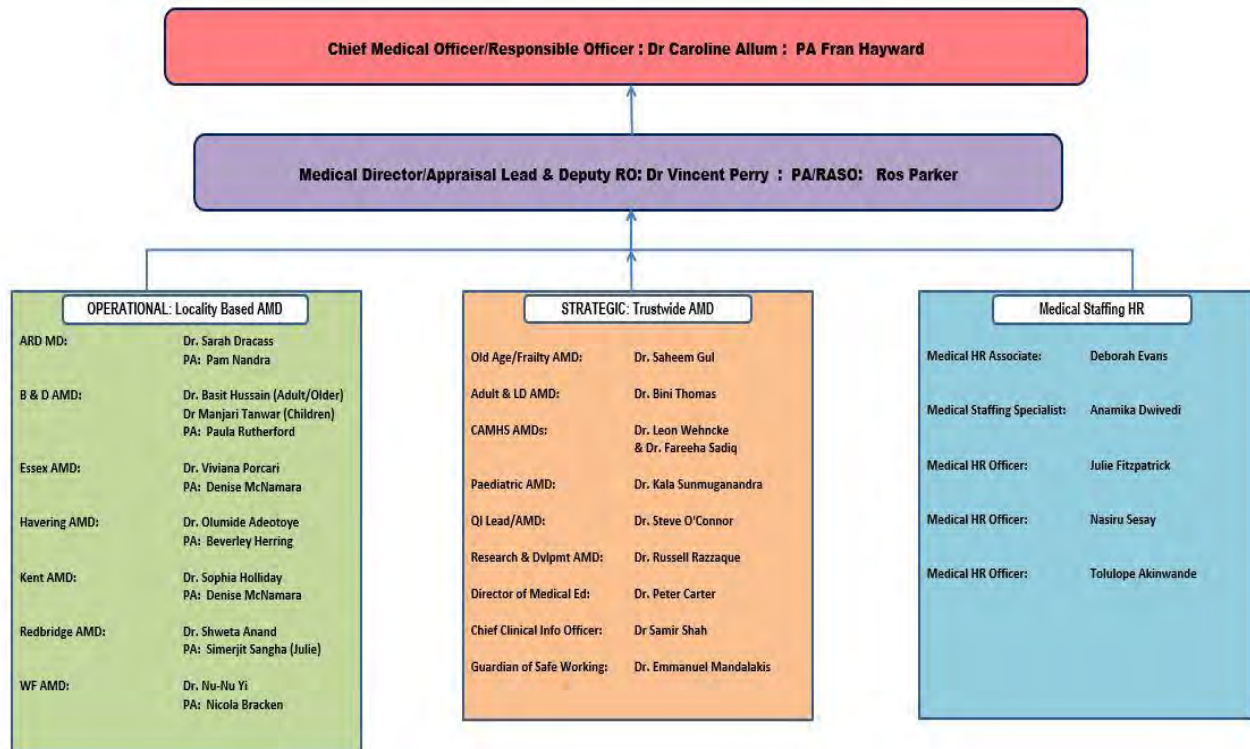
Our Chief Medical Officer is Dr Caroline Allum, who also acts as the Responsible Officer. Our Medical Director is Dr Vincent Perry, who also acts as Deputy Responsible Officer and Appraisal Lead. We have operational Associate Medical Directors who lead in one of the 7 directorates, and we have strategic 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.

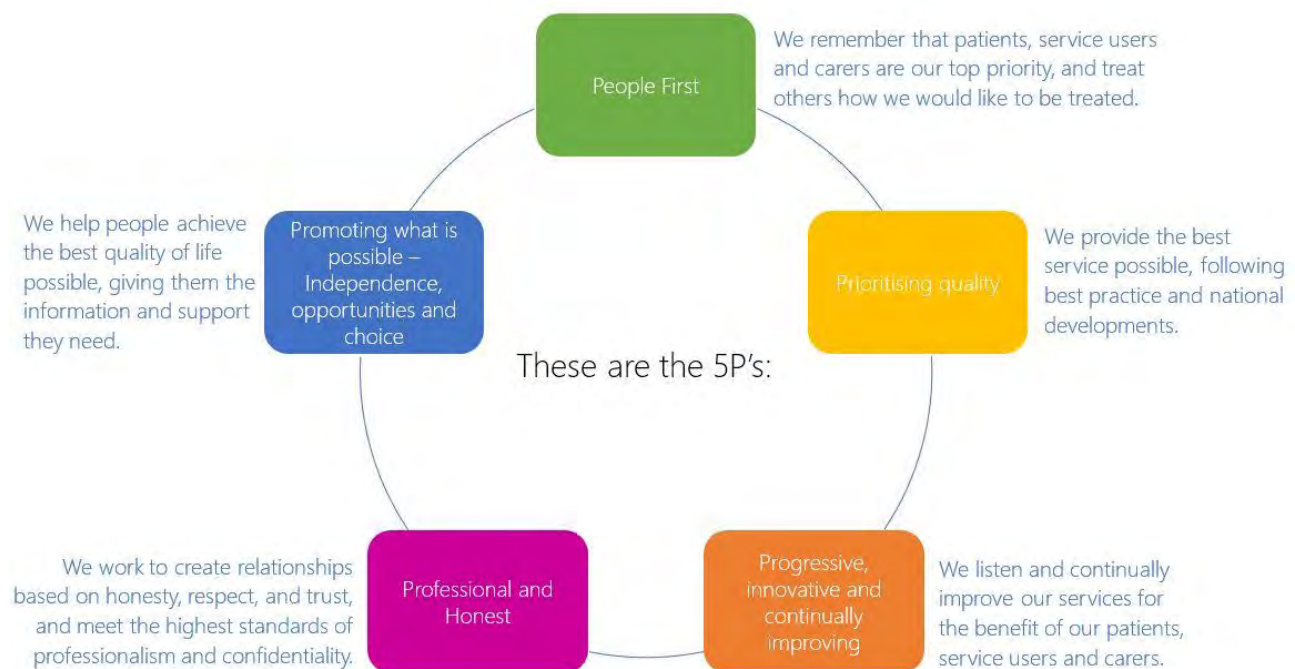
Our 3 strategic “Clinical Integrated Groups” include:

- 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, SystmOne 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 Nu-Nu Yi

Nu-Nu.Yi@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