

Job Description

Consultant Psychiatrist

General Adult Community

Hertfordshire Partnership University

NHS Foundation Trust

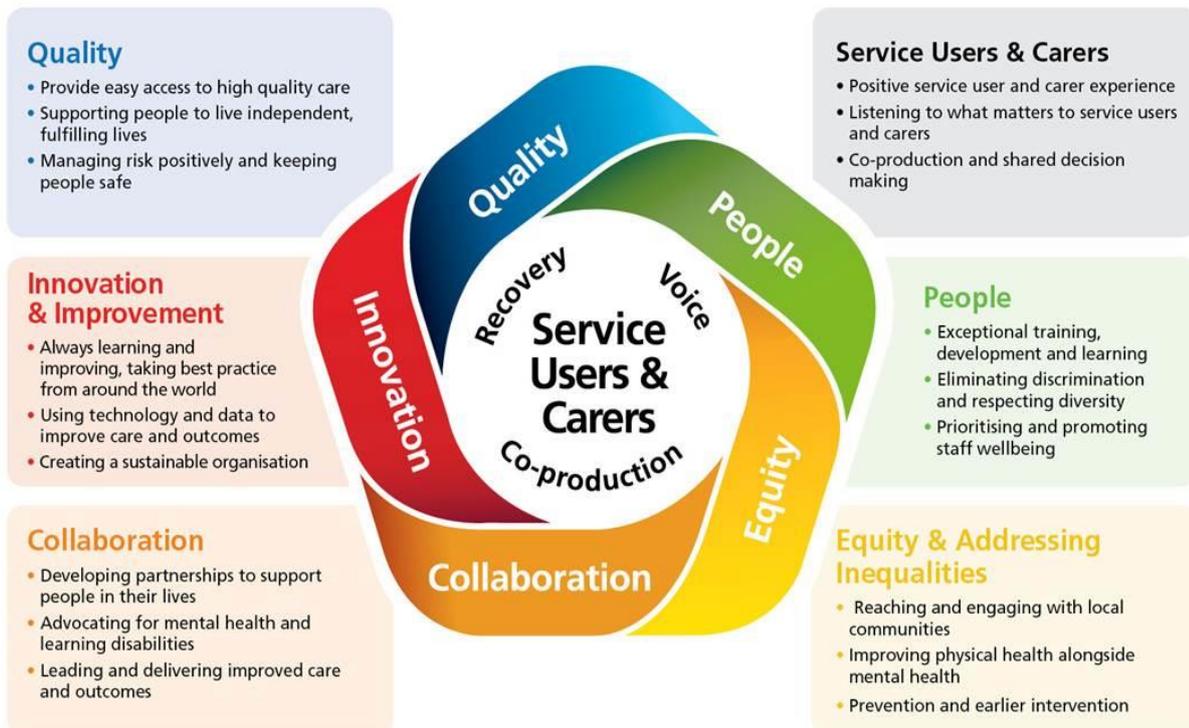
Substantive

10 PAs



Job Description and Person Specification

Job Title:	Consultant Psychiatrist in General Adult Community RCPsych Ref No: EASTERN-C-S-21-346 (Approved)
Grade/Band:	Consultant – YC72
Department:	General Adult Community (Planned Services)
Responsible to:	Dr Giovanni Borghini, Clinical Director
Base:	The Marlowes Health and Wellbeing Centre Hertfordshire, HP1 1LD



1. Introduction

Hertfordshire Partnership University NHS Foundation Trust (HPFT) is an exceptional organisation with big ambitions, our aim it to be the leading provider of mental health and specialist learning disabilities within the UK.

With a workforce of around 3,500 people and an annual income of some £330 million this year, the Trust provides integrated health and social care services through a network of community and inpatient settings, serving diverse communities across Buckinghamshire, Essex, Hertfordshire and Norfolk. As a University NHS Foundation Trust, HPFT continues to develop strong links with the University of Hertfordshire, providing excellent learning and development opportunities, as well as strengthening our clinical research capability.

Whilst it is a challenging period of the NHS, there has never been a more exciting time to join HPFT following our CQC rating of Outstanding award in 2019. We are on our “Good to Great” journey as we continue to innovate, improve, transform and ultimately deliver the very highest standards of care to the service users and communities we service.

Hertfordshire represents one of the finest areas in the UK in which to live. It is situated north of London within approximately 30 minutes travelling time to London. The population of Hertfordshire is approximately 1.2 million. The area is well known to have some of the best secondary and independent schools in the country. Hertfordshire has two main motorways running through it: the M1 motorway runs north/south through West Hertfordshire and the A1 (M) runs north/south through East Hertfordshire. The towns of Welwyn Garden City and Hemel Hempstead and the City of St Albans are linked by the A414. Watford can be reached by the M1 and the A41. There are good roads and rail links to London about 25 miles to the South. The area has good housing, leisure and educational facilities.

2. Trust details

In recent years the Trust has been successful in acquiring the tender for the provision of specialist Learning disability services in Norfolk, North Essex and Buckinghamshire. The Trust covers a mix of rural and urban areas, including the City of St Albans, the large towns of Watford, Welwyn Garden City and Stevenage, and the smaller towns of Hemel Hempstead, Radlett, Berkhamsted, Harpenden, Hertford, Ware, Bishops Stortford, Hitchin and Letchworth.

Hertfordshire Social Services have divided the county into four areas. The county has three Clinical Commissioning Groups (CCGs). West Hertfordshire is served by Herts Valleys CCG and Dacorum and East and North Hertfordshire is served by East and North Herts CCG.

A Single Point of Access was introduced in 2012 to streamline access to mental health and learning disability services in Hertfordshire; the Trust offers self-referral for clients and carers.

People of working age from South West Hertfordshire who require an acute psychiatric inpatient admission are currently treated at Kingfisher Court, the 70 bedded Inpatient Unit located near Radlett, if a bed is available. Otherwise they may be admitted to an inpatient bed elsewhere in the Trust. There are two Crisis Rehabilitation Home Treatment Teams (CRHTT) covering the county which act as the gatekeeper to the Acute Care Pathway and provides home treatment for people experiencing acute episodes of mental ill health. The CRHTTs are supported by two Acute Day Treatment Unit (ADTU) based at the Orchards in Hemel Hempstead, which provides a range of nursing and psychological interventions on a day patient basis to an average of 20 patients every day, including

weekends, between 9-5.30 pm. There is an 18 bedded Acute Assessment Unit based at Swift Ward in Kingfisher Court where informal patients can be admitted for a period of up to 10 days inpatient assessment prior to admission to a treatment bed or discharge/transfer to another element of the Acute Care Pathway, as appropriate. This Unit has separate consultant cover and is supported by the NW CRHTT Team. There is 10 bedded PICU, Oak Ward, in Kingsley Green providing intensive low secure inpatient care which has separate consultant cover.

Thumbswood Mother and Baby Unit is situated in the Kingfisher Court site.

There is an established Mental Health liaison team based at Watford General Hospital and another at Lister Hospital in Stevenage which are staffed by consultant psychiatrists, clinical psychologists and team of experienced nurses who provide support and advice to clinicians and patients in the general hospitals. Both hospitals are developing MARSIPAN pathways to support people who are severely ill with anorexia nervosa and other disordered eating mental health presentations.

Welcome to Hertfordshire Partnership University NHS Foundation Trust

The Board



Non-Executive Directors



Our Vision

Our conversations with service users, carers, staff, commissioners and the wider communities have informed a simple but ambitious vision:

“Delivering great care, achieving great outcomes – together”

Values and Behaviours

Our values and behaviours have been developed by over 800 service users, carers and members of staff. They describe how we aim to be with service users, carers and each other. By living our values, we will deliver our ambition to be a leading provider for everyone we work with.

	<i>we are...</i>	<i>you feel...</i>
Our Values	Welcoming	✔ Valued as an individual
	Kind	✔ Cared for
	Positive	✔ Supported and included
	Respectful	✔ Listened to and heard
	Professional	✔ Safe and confident

Our values set the tone for:

- The way we plan and make decisions.
- The way we behave with service users and each other.
- The kind of colleagues we recruit.
- The way we induct, appraise and develop

3. Service details

This is a substantive post to replace the current post holder who is retiring. This position involves clinical leadership in the Dacorum Community Mental Health Service based in Hemel Hempstead. HPFT community services were remodelled into HONOS cluster based virtual teams following a Community Services Review. Adult Community Mental Health Teams in North West Hertfordshire operate from two clinical team bases, The Marlowes in Hemel Hempstead (Dacorum district) and Waverley Road in St Albans (St Albans district). Both teams provide a range of community based services, including outpatient clinics based on recovery care pathways. The teams provide assessment and treatment to people with complex or severe mental health conditions in HONOS clusters of care 517. This includes service users formerly supported by the Assertive Outreach Team and the Community Personality Disorder Services, as well as those with a diagnosis of ADHD. The Wellbeing Team provides assessment and treatment to people with common mental health conditions in HONOS clusters of care 1-4. The Wellbeing Team is based in Primary Care and has separate medical cover.

The North West adult community quadrant teams currently support approximately 1500 patients, approximately 400 of whom are subject to CPA. This post involves managing care for Dacorum based service users. HPFT community service users from Dacorum are allocated to a consultant depending on their registered GP Practice. This post has about 160cases on the caseload with 15-20 new referrals per month, with 5 service users on CTO.

The post involves providing clinical leadership in the Dacorum Community Mental Health Service providing diagnostic assessments and treatment to service users with severe, complex, and high risk psychiatric conditions. The post holder will be based at the Marlowes Health and Wellbeing Centre, Hemel Hempstead which is one of the bases of the Community Teams covering the North West quadrant of Hertfordshire. Clinical work such as outpatient clinics will take place at the Marlowes

Health and Wellbeing Centre but may also take place in another Trust location or other community destinations such as at service user's home, in prison or in police stations.

This post involves managing care for Dacorum based service users for Adult Community Mental Health Service with another WTE consultant colleague. HPFT community service users from Dacorum are allocated to a consultant depending on their registered GP Practice. The post holder will be responsible for the assessment and treatment of people of working age from his/her catchment area who are referred or otherwise present to secondary care mental health services. Initial triage by the Single Point of Access (SPA) determines whether the service user meets the criteria for a secondary care assessment. Service users with psychotic or non-psychotic mental health disorders (severe, complex, high risk or with issues of diagnostic uncertainty) and vulnerable adults are referred for a face to face assessments at the Initial Assessment clinics at Waverley Road and The Marlowes. Service users are usually offered a joint MDT assessment using a semi-structured needs-based tool plus a clinical assessment. The joint assessment allows a holistic assessment of the patient from more than one perspective. In certain circumstances a single assessment will be offered with a doctor. Following assessment, service users will be allocated to a recovery care pathway, if they satisfy the criteria for a secondary care intervention in terms of severity, risk, complexity, treatment resistance or vulnerability. Otherwise they will be signposted appropriately or referred elsewhere.

Service users treated in the team may include conditions that are difficult to treat, have high levels of disability, or exhibit deliberate self-harm. Conditions include very severe cases of anxiety and mood disorders, and personality disorders. There may be high levels of suicide risk and they may display challenging relationships. Individuals with bipolar disorder may also be treated in the service if their needs are best services met by this pathway, e.g. if the individual suffers resistant depression as their main problem. Service users with a diagnosis of Adult ADHD who require input from secondary care are treated in the service. The doctors working with people with ADHD are expected to develop expertise in the assessment and management of these conditions. Service users with psychosis treated in the service will typically have ICD-10 diagnoses in the F20 and F31 categories and will normally have had at least one psychotic episode. They may be subject to a Community Treatment Order, be on depot medication or clozapine. Ultimately the allocation of service users to recovery care pathways will be based on patient need and the decision will be governed by a clinical decision about which team provides the most appropriate interventions to meet the needs of the patient.

Treatment is offered from a stepped care model of interventions chosen to meet the recovery goals of the patient. Service users will often require CPA type of care coordination which involves the allocation of a care coordinator from the team. Doctors, including consultants, do not normally act as care coordinator for service users subject to the Care Programme Approach, unless it is agreed that this is clinically appropriate.

The role of the psychiatrist is to provide comprehensive assessments, formulate bio-psycho- social care plans, and offer evidence based treatment and advice. The service is recovery focused and the

case load in clinics will be subject to active caseload management. It is expected that people who are recovered, have a clear care plan and a low index of risk, will be discharged back to Primary Care on the understanding that they will have rapid re-access to the service via the SPA if required. The views of the GP, patient and carer are important and must be taken into account in making decisions to discharge.

The Adult Community Mental Health Service resourced with staff specialising in Psychological Therapies. This includes Psychotherapy, DBT, CBT, Art and Drama Therapy, and group therapy. Treatments offered are evidence based and time limited as defined by the Care Pathways.

4. Clinical team

HPFT is seeking a consultant psychiatrist to join the Dacorum Community Mental Health Service to replace the current post holder who is retiring. The post holder will carry no responsibility for inpatients.

The team consists of:

- 2 X whole time equivalent (WTE) consultant psychiatrists
- 2 X WTE specialty doctors
- 2 X WTE medical secretaries
- 6 X WTE community psychiatric nurses
- 6 X WTE social workers
- 1 X WTE senior occupational therapist
- 4 X WTE psychologists
- 4 X WTE support workers
- 1 X WTE GPVTS

It is expected that all team members (apart from support workers) carry roughly equivalent numbers of cases as care coordinators. The consultant psychiatrist is expected to carry a compact caseload of the most complex and unstable cases, but will also be available at short notice to provide consultation and advice to other team members, although they are not generally required to act as care coordinator for patients subject to CPA.

While primarily responsible for delivering a quality clinical service, the consultant psychiatrist is also expected to be actively involved in the strategic development of the team and broader services, being involved with the team manager and locality manager

in helping to steer the development of the service in line with the strategic direction of the organisation.

Consultant Staff within Hertfordshire

Vacant Post	Consultant Community Psychiatrist, The Marlowes Hemel Hempstead (1.0 WTE)
Dr Sohan Derasari	Consultant Community Psychiatrist, The Marlowes, Hemel Hempstead 1.0 WTE
Dr Nada Al-Asadi	Consultant Community Psychiatrist, Waverley Road, St Albans, (1.0 WTE)
Dr Amin El-HiHi	Locum Consultant Community Psychiatrist, Waverley Road, St Albans (0.8 WTE)
Dr Joanne Farrow	Deputy Medical Director and Consultant Psychiatrist, Albany Lodge, Kingfisher Court (1.0 WTE)
Dr Giovanni Borghini	Consultant Psychiatrist PATH West (Early Intervention in Psychosis) and Clinical Director for Community Performance (1.0 WTE)
Dr Maria Zauter	Acute Inpatient Consultant, Robin Ward, Kingfisher Court, Medical Lead for Acute Services Quality (1.0 WTE)
Dr Haninder Magon	Acute Inpatient Consultant, Swift Ward Kingfisher Court (1.0 WTE)
Dr Ayotunde Shodunke	Acute Inpatient Consultant, Swift Ward (1.0 WTE)
Dr Sukhwinder Kaur	NW CATT Consultant (1.0 WTE)

5. Roles & responsibilities

- To manage, appraise and give professional supervision to junior medical staff as agreed by consultant colleagues and the medical director and in accordance with the Trust's personnel policies and procedures. This may include assessing competences under the Modernising Medical Careers framework.
- To ensure that junior medical staff working with the post holder operate within the parameters of the New Deal and are Working Time Directive compliant.
- To undertake the administrative duties associated with the care of patients.
- To record clinical activity accurately and comprehensively and submit this promptly to the Information Department.

- To participate in service and business planning activity for the locality and, as appropriate, for the whole mental health service.
- To participate in annual appraisal for consultants.
- To attend and participate in the academic programme of the Trust and the team including lectures and seminars as part of the internal CPD programme.
- To maintain professional registration with the General Medical Council, Mental Health Act Section 12(2) approval, and to abide by professional codes of conduct.
- To participate annually in a job plan review with the clinical manager, which will include consultation with a relevant manager in order to ensure that the post is developed to take into account changes in service configuration and delivery associated with modernisation. To work with local managers and professional colleagues in ensuring the efficient running of services and share with consultant colleagues in the medical contribution to management.
- To comply with the Trust's agreed policies, procedures, standing orders and financial instructions, and to take an active role in the financial management of the service and support the medical director and other managers in preparing plans for services.

Clinical duties of post holder:

Initial Assessments	Assessment, diagnosis, and formulation of management plans for service users.
Work Collaboratively	Make decisions in consultation with team members, service users and carers.
Review Service users	Flexibly review and re-assess service users in response to need and in accordance with the pathway.
Follow Trust Policy	Know Policy relevant to the role, follow it and support other members of the multidisciplinary team to do so also.
Provide Clinical Leadership to the Team	Regular or ad hoc supervision on clinical matters with members of the team. Maintain high clinical standards and develop the skills of the team. Lead a culture of high quality clinical care. Explore new innovations in delivering care
Liaison	Maintain good working relationships with primary and secondary care colleagues. Communicate clearly and responsively about patient care.
Mental Health Act Work	Meeting the requirements of emergency work, Community Treatment Orders, MHA assessments, and assessments of capacity. Maintain AC Status and attend relevant training.

Physical Health	Ensure monitoring for metabolic complications related to medication, Lithium monitoring, and adherence to the Clozapine protocols.
Caseload Management	Actively manage the outpatient clinical caseload in accordance with pathway guidance. Operate efficient and safe patient review services such as drop-in clinics.
Supervision	Provide timely clinical and management supervision to medical staff under their direction.
Professional Standards	Maintain CPD and be in good standing with the Royal College of Psychiatrists. Fulfil local mandatory training requirements. Complete annual appraisal and job planning process requirements for GMC revalidation.
Maintain the Trust Vision	Support organisational policies and objectives.

6. Suggested draft timetable:

It is envisaged that the post holder will work 10 programmed activities over 5 days. Following appointment there will be a meeting at no later than three months with the clinical manager to review and revise the job plan and objectives of the post holder. The overall split of the programmed activities is 7.5 to be devoted to direct clinical care and 2.5 to supporting professional activities (as per the Royal College of Psychiatrists recommendation). The timetable is indicative only. A formal job plan will be agreed between the post holder and associate medical director or clinical manager three months after commencing the post and at least annually thereafter.

Below is the suggested draft job plan for this posting:

Day	Time	Location	Work	Category	No. of PAs
Monday	AM	The Marlowes	Outpatient Clinic	DCC	1.0
	PM	The Marlowes	Clinical Admin Emergency Assessments	DCC	1.0
Tuesday	AM	The Marlowes	Initial Assessment Clinic	DCC	1.0
	PM	The Marlowes	Post initial assessment meeting / clinical admin	DCC	1.0

Wednesday	AM	The Colonnades	Peer group meeting / audit service development	SPA	1.0
	PM	The Colonnades	MSC/CPD Quality improvement	SPA	1.0
Thursday	AM	The Marlowes	MDT Meeting	DCC	0.5
	PM	The Marlowes	CPA/Clinical admin	DCC	0.5
Friday	AM	The Marlowes	Trainee supervision Business meeting	DCC SPA	0.5 0.5
	PM	The Marlowes	Emergency Assessments / Home visits / Clinical Admin	DCC	1.0
Unpredictable / emergency on-call work					
Total PAs	Direct clinical care				7.5
	Supporting activities				2.5

7. On-call Rota and cover arrangements

The post holder will participate in the Consultant On-Call rota which covers Adults of Working Age and Older Adults. This is currently a countywide rota. There are separate rotas for CAMHS and Learning Disability service users. On-call arrangements will be reviewed as necessary to ensure that the needs of service users are met on a 24/7 basis.

Full time consultants are on-call 1 in 53 and the Category B rota attracts a 1% supplement in pay. When on call, consultants act as Responsible Clinicians for inpatient service users so the post holder must be an Approved Clinician. Consultants currently provide the third tier of on call cover. The first tier is provided by CT1-3 trainees and the second tier by ST4-6 trainees. The latter are typically section 12 approved and undertake Mental Health Assessments, including 136 assessments out of hours.

The post holder will be responsible for arranging cross cover of their clinical duties during their study and annual leave. This is normally a reciprocal arrangement with their consultant colleagues at the

Marlowes or Waverley Road. It is the consultant's responsibility to ensure that there is adequate medical cover for their service users during planned periods of leave.

8. Appraisal and job planning

An annual appraisal will be arranged with one of the trained medical appraisers, usually the relevant Medical Lead. The Trust uses an electronic appraisal system to support revalidation. The Medical Director is the Responsible Officer for the post holder.

The post holder will agree their job plan with the West SBU SW Community Medical Lead before completing their annual appraisal. The Job Plan will be reviewed on an annual basis, or more frequently if changes are required because of service reconfiguration. The views of the post holder are very important to the Trust and will be taken into account where possible if they do not compromise service provision.

There are no external, additional duties or special responsibilities attached to this post. Any proposed special interest sessions or external duties which may be added to this job plan in the future will be subject to mutual agreement in the job planning process.

9. Continuing professional development (CPD)

The post holder must be registered with the GMC with a Licence to Practice. The Trust expects all HPFT doctors to be in good standing for CPD with the RCPsych and supports them to develop their Personal Development Plans through their Peer Group and the appraisal process.

The Trust provides up to 30 days of study leave over a 3 year period to facilitate the achievement of agreed external educational objectives and expenses of up to £800 annually. In addition the Trust provides several opportunities for CPD internally including a monthly CPD course which is held before the Medical Staff Committee and a monthly Medicines Management Training Course. If the post holder agrees to on take extra responsibilities (not currently expected in this job), the Trust will support relevant training if required. The post holder will have the opportunity to join a Peer Group of colleagues of the same grade in the Trust.

10. Clinical leadership and medical management

The post holder must participate actively in professional, clinical and managerial supervision, and undertake relevant training aligned with the post holder's personal development plan and other relevant professional bodies' guidelines regarding continuing professional development.

The post holder will also be expected to provide elements of management supervision to medical staff, including a role in managing absence, sick leave, and conduct. This management supervision role will be conducted with support from the Medical Lead. The post holder is responsible for supervising a SAS doctor and psychiatric trainees. Any changes to requirements will be negotiated with the post holder when the job plan is reviewed. The post holder will also be expected to liaise and provide guidance to other members of the multidisciplinary teams.

The post holder will be a member of HPFT Medical Staff Committee which is held monthly in The Colonnades, Hatfield. The Committee plays a key role in exchanging information about Trust strategy and operations and represents the views of consultants to the Chief Executive and members of the Trust Board. It is also a forum to discuss major developments and challenges in the Trust and to network with colleagues.

The choice of an experienced colleague as mentor is offered to all new consultants to the Trust.

11. Teaching and Training

The Trust obtained University status in 2012 and has links to the University of Hertfordshire, although is not currently attached to a medical school. Professor Kunle Ashaye, Director of Medical Education, is responsible for co-ordinating the HPFT psychiatric training. The Tutors are Dr V Asamoah (East Herts), Dr H Pathmanandam (S.E. Herts), Dr S Bhandari (E. Herts) and Dr S Cohen (W. Herts).

There is a locally co-ordinated MRCPsych Course and the post holder will have the opportunity to teach on that. There are many opportunities for the post holder to contribute to multidisciplinary teaching, including the established monthly Medicines Management Training Course, which is available to all clinical HPFT staff. The post holder is expected to teach trainees in psychiatry. There is a Post Graduate Centre with a Library at the Colonnades in Hatfield which has administrative support for literature search if required. There is also a strong recommendation that GPs are trained to identify the signs and symptoms of an eating disorder and to refer appropriately so it is likely that the postholder will need to offer training to General Practitioners.

12. Secretarial support and office facilities

Junior doctor support to this post consists of a 1.0 WTE specialty doctor and a 1.0 GP trainee. The post holder has a medical secretary based at the Marlowes, Hemel Hempstead. The post holder has shared office space with the other clinicians at the Marlowes the room has 6 stations but only 3 are usually occupied at any one time. The post holder will have access to private rooms for supervision, confidential phone calls and dictations. The post holder will always have access to a private office at their base of work if required. The post holder has allocated storage space at the Marlowes and has access to bookable office space and shared areas with docking stations for their laptop computer. The post holder will be provided with an encrypted laptop computer and RAS token to facilitate mobile computing, including Wi-Fi around the trust and 4G for use off trust sites.

The Trust uses the electronic record system (EPR) PARIS and the post holder will be expected to use the EPR as the primary clinical record and become proficient in using it. Training is provided. IT support is provided 24 hours a day by the ICT Service Desk which supports other NHS organisations in Hertfordshire.

13. Clinical governance and Research

Dr Asif Zia is the Executive Director for Quality and Medical Leadership. There are two Deputy Medical Directors, one for Clinical Governance, Dr Joanne Farrow. The other one is for the development of primary care mental health services, Dr Rakesh Magon. The Trust has established systems to ensure that quality and risk are managed in the organisation.

The post holder must ensure the relevant professional registration is maintained, including Section 12, Approved Clinician, and Responsible Clinician status.

As a minimum the post holder would be expected to complete two audit cycles on clinically important topics over a five year period. This is in keeping with the Royal College of Psychiatrists' standards for revalidation. All audits must be registered with the Practice Audit and Clinical Effectiveness (PACE) Department, which actively supports clinicians to complete relevant service led audits. HPFT participates in all relevant national clinical audits, including the POMH-UK audits of prescribing and the National Audit of Schizophrenia. The post holder must remain in good standing with the college for CPD and would be encouraged to pursue CPD topics of relevance to both the consultant and the service. In addition mandatory training must be attended in relation to such topics as Safeguarding, Risk Assessment, Equality and Diversity and Customer care.

The post holder will contribute with other Professional, Medical and Service Leads in the development and implementation of best practice in mental health, and comply with all the relevant professional codes of conduct.

There is a Research and Development Department which supports consultants who are interested in research. Any research or academic work sessions will be subject to agreement and review by the Clinical Lead and Clinical Director and should not interfere with the clinical work. Programmed activities may be available for such work, which will be subject to annual job planning and appraisal.

14. External duties, roles and responsibilities

The Trust actively supports the involvement of the consultant body in regional and national groups subject to discussion and approval with the medical director and, as necessary, the chief executive officer.

15. Academic Background

Candidates for this role must be a current Member of the Royal College of Psychiatrists (or equivalent) and hold CCT in general adult psychiatry, or be within three months of obtaining it. Candidates will be expected to have Approved Clinician status.

16. Relevant Experience

It is essential that candidates have a good working understanding of the full range of treatment approaches applied to the breadth of presentations in Eating Disorders. They should be able to assess and manage the risks advising on further management of service users' mental ill health and physical illness. Candidates will need to display an ability to apply a full range of pharmacological, psychological and physical treatment skills and have gained extensive experience in the differing needs of individual ethnic minorities.

An enthusiasm coupled with some experience of working within a multi-racial and multi-agency environment would be valuable. Previous experience of developing services in a

constantly changing environment and to tight budgetary constraints would be highly regarded. Previous experience of workforce development would also be useful.

17. Personal Qualities

This role calls for a team-player who has the ability to communicate and relate well at all levels, to service users, carers and relatives. An ability to work closely with and build relationships with other agencies and departments is regarded as essential. With all the new service developments the candidate will need to be flexible and willing to contribute their skills to service development. The successful candidate will be expected to have a high degree of both written and verbal communication skills.

18. Wellbeing

The post holder will have access to Occupational health support and details shared as part of the Trust induction. The post-holder can self-refer to the Occupational Health Software Cohort v10 or can be referred by the line manager with consent. Details of the support available from occupational health specialist are available on the trust website and will be discussed with the line manager as needed. Occupational health specialists can review the post-holder face to face or remotely as appropriate. Explanatory videos are available on the trust website. In case of involvement in serious incidents, the post-holder will be encouraged to attend local debriefing meetings and use the trust support line. Spiritual support and bereavement counselling is available from the trust on self-referral using the telephone number provided by the line manager. The Employee Assistance Programme is available 24 hours to all staff by calling 01438 286514.

The trust provides Schwartz Rounds to support the post-holder with stress from the clinical work. Regular sessions of wellbeing are available and attendance is encouraged for the postholder. The sessions typically include mindfulness sessions and a Schwartz round. This is happening every month and the post-holder can use supportive programmed activity sessions to attend. Wellbeing sessions include group exercise available on remote video conference of Yoga, Pilates and other forms of physical exercise.

19. Terms and Conditions of Service

The post is covered by the Terms and Conditions of Service of Hertfordshire Partnership University NHS Foundation Trust (a copy of the Trust's contract of employment for Consultants is available from Medical Staffing Department).

The post holder will be indemnified by the Trust for all NHS work undertaken as part of the Contract of Employment but is encouraged to take out adequate indemnity cover as appropriate to cover any work which does not fall within the scope of the indemnity scheme (contract of employment). Personal medical indemnity should be retained for all activity undertaken outside NHS premises; this is not covered by insurance for Category 2 work, i.e. medical reports and "Good Samaritan" acts.

Please note: Terms and Conditions may alter depending on the outcome of negotiations on the Consultant Contract.

Knowledge and Skills Framework

The post holder will be expected to meet the requirements of the NHS Knowledge and Skills Framework (KSF) appropriate outline for the post.

Special Requirements

The successful candidate will be expected to have a current clean driving licence and live within 45 minutes travelling distance from their base unit.

Remuneration and benefits

Any formal offer of employment will be accompanied by a full statement of terms and conditions. Our Human Resources team will be happy to discuss any of the points raised here.

Salary

The point in which you are placed is dependant on experience within that grade.

Annual Leave

Entitlement will be 32 days per annum for full time working, increasing to 34 days on completion of 7 years' service as a Consultant. In addition there is entitlement to 8 Public/Bank Holidays. Please note this will be pro rata for part time staff.

Pension

The NHS offers a superannuation scheme which provides a variety of benefits based on service and final salary. The employers' contribution covers about two thirds of the cost of benefits paid to NHS Pension Scheme members' scheme and employee contributions are on a sliding scale. You will be automatically enrolled into the pension scheme on appointment.

20. Other

Health and Safety

The post holder has a duty of care to themselves and to others with whom they come into contact in the course of their work as laid down in the Health and Safety at Work Act 1974 and any subsequent amendment or legislation.

Infection Control

All Trust staff will:

Act as a role model and champion for the highest standard of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.

Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene.

Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection.

Equality and Diversity

Hertfordshire Partnership University NHS Foundation Trust is committed to providing an environment where all staff, service users and carers enjoy equality of access, provision, opportunity and outcomes.

The Trust works to eliminate all forms of discrimination and recognise that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

Providing equality of opportunity means understanding and appreciating the diversity of our staff, service users & carers and ensuring a supportive environment free from harassment. As a result Hertfordshire Partnership University NHS Foundation Trust actively encourages its staff to challenge discrimination and promote equality of opportunity for all.

Confidentiality

Employees must maintain confidentiality of staff, patients and Trust business and have a responsibility to comply with the General Data Protection Regulations (GDPR) 2018 and be aware of the Caldicott principles. If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose. You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance with the General Data Protection Regulations (GDPR) 2018. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training.

Standards of Business Conduct and Conflicts of Interest

The Trust has adopted a Standards of Conduct Policy, which reflects NHS Management Executive Guidelines. It is the responsibility of all staff to ensure that they act as a role model, by upholding the principle of a leading mental Trust. Staff should be informing their line manager if they are working for any other organisation to ensure that this Trust complies with the Working Time Regulations.

Information and Records Management

The post holder must be competent in using IT and have the relevant skills to carry out the activities required for the post.

To comply with the Data Protection Act 1998, Freedom of Information Act 2000 and Department of Health Code of Confidentiality in line with Trust procedures.

To adhere to the Trust's policies on records management including creation, use, storing and retention and disposal of records.

Adhere to the Trust's Corporate Identity (using the standard templates – available on the Trust intranet 'HIVE').

Safeguarding Adults and Children

The Trust is committed to ensuring adults and children are protected and come to no harm from abuse. All employees have a responsibility to be aware of national and local policies, their individual responsibilities with regards to the protection and safeguarding of both adults and children, and must adhere to them at all times.

Organisational Change

As services develop and change, the post holder may be required to undertake other responsibilities within the Trust.

Flexible Working

The Trust believes that its staff members are its most valuable asset and is committed to attracting and retaining the very best, and utilising all the talent and experience available. The Trust recognises the importance of helping its employees balance their work and home life by offering flexible working arrangements that enable them to balance their working life with other priorities, including parental and other caring responsibilities, life-long learning, charity work, leisure activities and other interests.

Health and Safety

Health and Safety at Work In accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, staff have a duty to take responsible care to avoid injury to themselves and others by their work activities, to maintain a safe working environment for patients, visitors and employees and to co-operate in meeting statutory requirements

Review

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post holder.

Appendix 1: Person specification/selection criteria for consultant

Abbreviations for when assessed:

A: Short-listing from application form

F: Formal Appointments Committee Interview

R: References

	ESSENTIAL	WHEN ASSESSED	DESIRABLE	WHEN ASSESSED
QUALIFICATIONS	<ul style="list-style-type: none"> • MB BS or equivalent medical qualification. • MRCPsych OR MRCPsych equivalent approved by the Royal College of Psychiatrists. 	A	<ul style="list-style-type: none"> • Qualification or higher degree in medical education, clinical research or management. • Relevant higher degree, e.g. MD, PhD, MSc or other additional clinical qualifications. 	A
ELIGIBILITY	<ul style="list-style-type: none"> • Fully registered with the GMC with a licence to practise at the time of appointment. • CCT in Psychiatry; OR Inclusion on the GMC Specialist Register in psychiatry; OR within six months of achieving CCT/CESR at the time of interview. • Section 12/Approved clinician approval OR able to achieve with 3 months of appointment • In good standing with GMC with respect to warning and conditions on practice. 	A A/F A A		

<p>CLINICAL SKILLS, KNOWLEDGE & EXPERIENCE</p>	<ul style="list-style-type: none"> • Experience of the full range of clinical responsibilities expected of a consultant in General Adult Community psychiatry. • Experience of close collaborative working with social care and other agencies. • Experience of working with service users who have complex needs within General Adult Community psychiatry. • Excellent clinical skills using bio-psycho-social perspective and wide medical knowledge. • Excellent oral and written communication skills. • Able to manage clinical complexity and uncertainty. • Makes decisions based on evidence and experience including the contribution of others. • Able to meet duties under MHA and MCA • Wide range of specialist and sub-specialist experience relevant to post within NHS or comparable service. 	<p>A F R</p> <p>A F R</p> <p>A F R</p> <p>A F R</p> <p>F</p> <p>F</p> <p>F</p> <p>A F</p> <p>F</p> <p>A F</p>		
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<p>ACADEMIC SKILLS LIFELONG LEARNING</p>	<ul style="list-style-type: none"> • Able to deliver undergraduate or postgraduate teaching and training. • Participated in continuous professional development. • Participated in research or service evaluation. • Able to use and appraise clinical evidence. • Has actively participated in clinical audit. • Holds a full valid driving license and access to a car (Unless you have a disability as defined by the Disability Discrimination Act 1995). 	<p>A P F</p> <p>A F</p> <p>A F</p> <p>A P F</p> <p>A F</p> <p>A</p>	<ul style="list-style-type: none"> • Able to plan and deliver undergraduate and postgraduate teaching and training relevant to this post. • Reflected on purpose of CPD undertaken. • Experienced in clinical research and / or service evaluation. • Evidence of achievement in education, research, audit and service improvement: awards, prizes, presentations and publications. • Has led clinical audits leading to service change. 	<p>A F</p> <p>A F</p> <p>A F</p> <p>A</p> <p>A F</p>
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