

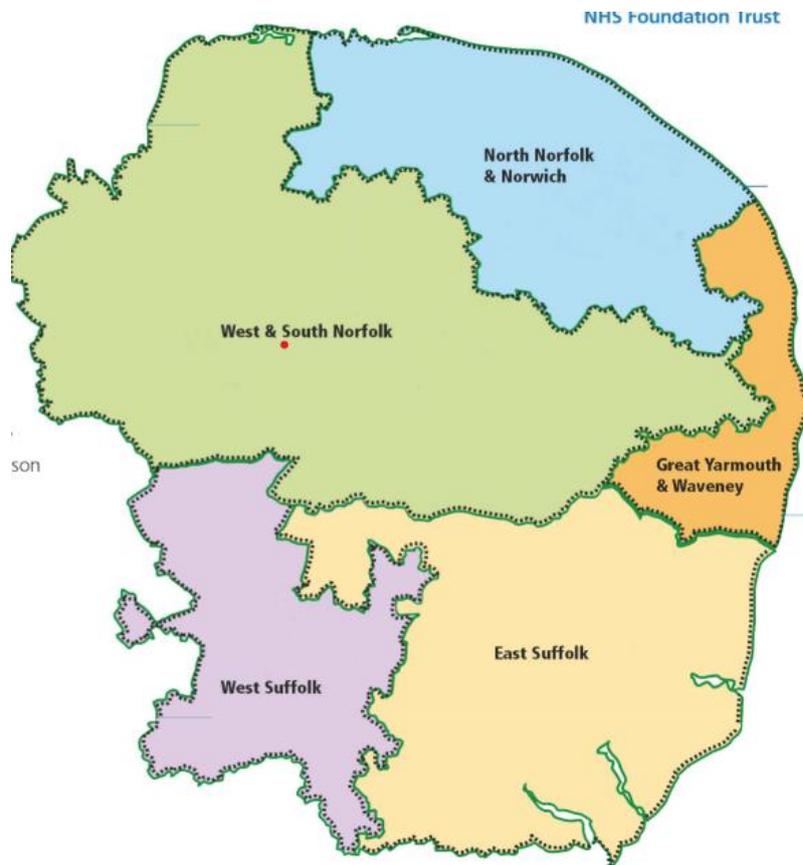
Consultant Psychiatrist

Job Description and Person Specification

Post and specialty:	Consultant Psychiatrist Enhanced Recovery Team To provide clinical leadership and psychiatric expertise for the Bury and Blackbourne Enhanced Recovery Team.		
Royal College of Psychiatrists approval details:	<i>Approval details to be completed by RCPsych</i> RCPsych Ref No: XXXXXXXXXX <i>RCPsych to insert Approval Stamp</i>		
Base:	Hospital Road Bury St Edmunds Suffolk		
Contract:	Permanent position National Terms and Conditions apply		
	Total PAs: 10	SPA: 2.5	DCC: 7.5
Accountable professionally to:	Chief Medical Officer		
Accountable operationally to:	Clinical Director		
Key working relationships and lines of responsibility:	Line Manager: Dr David Nelson Team Manager: Jane Breame (Acting) Service Director : Mark Pattison Deputy Service Director : Vanessa Wragg Service Manager : James Nilsen Clarke Recovery Team Manager: Mark Slade Primary Care Team Managers: Lucy Kerry and Sarah Hamilton Primary Care Clinical Director: Mark Hunter Clinical Director : Dr David Nelson Director of Operations : Thandie Matambanadzo Chief Medical Officers: Dr Sohail Abrar & Dr Sarah Maxwell Chief Executive : Caroline Donovan		

1 Introduction

Norfolk and Suffolk NHS Foundation Trust was founded in January 2012 coming together from Norfolk & Waveney Mental Health NHS Foundation Trust and Suffolk Mental Health Partnership. The Chief Executive is Caroline Donovan and Chair is Zoe Billingham.



2 Trust details

Norfolk and Suffolk NHS Foundation Trust is the main provider of specialist mental health services for the counties of Norfolk and Suffolk, serving a population of 1.6 million people.

NSFT is a large organization covering a wide geographical area. These are divided into 'Care Groups', each covering areas previously known as localities. There are also Care Groups supporting children, family and young people's services, and specialist services, including Forensic mental health services. Each Care Group has its own Leadership team, with the aim of supporting clinically led decision making locally, to support the needs of people accessing services

The Trust provides mental health, drug & alcohol and learning disability services across Norfolk & Suffolk*. The Trust believes in Whole life care and understands the importance of good physical health, maintaining relationships and achieving a balance between treatments and continuing an active life.

The Trust has inpatient facilities across both counties with smaller bases in rural locations. Many of the Trust's services are offered in the community, enabling service users to receive the support they need in an environment familiar to them.

The Trust is actively engaged with the local system focused on implementing the vision of the NHS long term plan and the development of the Primary Care Networks, enhancing the current crisis pathways and looking at opportunities to work collaboratively

*not all services are available in all areas

Our clinical pathways include:

- Child and Adolescent Mental Health Services
- Perinatal Mental Health Community Service
- Youth Services
- Looked After and Adopted Children services (LAAC) and Compass services
- Perinatal infant mental health teams (PIMHS)
- Perinatal community mental health services
- Early Intervention in Psychosis
- Community Eating Disorder Service
- Neurodevelopmental Disorders
- Community Mental Health Services
- Adult Services including acute and recovery services
- Forensic and secure care
- Dementia and Complexity in Later Life
- Drug and Alcohol Services
- Learning Disability Services
- Wellbeing Service and Psychological Therapies

3 Service Details

3.01 Overview

We are seeking a consultant psychiatrist to join our Adult Community Pathway Team. This is a new post that will work across both Primary and Secondary Care. To provide clinical leadership and psychiatric expertise for the Bury and Blackbourne Enhanced Recovery Team, working collaboratively with colleagues in the community team, the wards, crisis and liaison services for adults to provide a seamless pathway

3.02 Our Services

- First Response Service which is our 24/7 gateway into our Crisis Pathway.
- Crisis Resolution and Home Treatment Team is based at Wedgwood House, Bury St Edmunds. The Home Treatment function within the service provides acute community-based input as an alternative to hospitalisation and to support discharges from the acute admission wards for patients age 18 to later life. They also provide the gateway function for all admissions in the West Suffolk catchment area. The crisis response arm of the service provided 24/7 triage, face to face assessments and brief up to 72-hour interventions across the age range.
- There is a liaison psychiatry team based at the West Suffolk Hospital in Bury St Edmunds. This is expanding to provide psychiatric assessment and treatment to patients of all ages.
- Adult inpatient facilities are provided on Southgate Ward, a 16 bedded Acute Admission Ward, and Northgate Ward, a 21 bedded Acute Ward. Older adult inpatient provision is from Abbeygate

ward, which is split functional and organic ward. All three wards are based at Wedgwood House at the West Suffolk Hospital (WSH), in Bury St Edmunds.

- The county's PICU is based at Woodlands in Ipswich and the regions adolescent inpatient facility is based in Lowestoft. There is also a specialist adult rehabilitation unit based in Ipswich and a 10-bedded inpatient unit for learning disability patient also based in Ipswich.
- Adult community mental health care is provided through the three Enhanced Recovery Teams Known as Forest Heath, Sudbury and Haverhill and Bury and Blackbourne. Older people's specialty has two community mental health teams one based in Newmarket and the other in Bury St Edmunds.
- The Memory Assessment and Therapy Service (MATS) provides memory clinics across the whole of West Suffolk. These provide a comprehensive multidisciplinary diagnostic service for patients presenting with memory problems. The MATS service also offers post-diagnostic support and therapies including anti-dementia drugs and cognitive stimulation therapy.
- The Dementia Intensive Support Team (DIST) provides intensive support for people with dementia in the community where there is a risk of losing independence or being admitted to hospital and are currently trialling 7 day working.
- The ECT department has been accredited as 'excellent' by the ECTAS review system and operates twice weekly at Wedgwood House on Monday and Thursday mornings.

3.03 The Post

This post is based in F Block on the Hospital Road site, Bury St Edmunds. Clinical work will take place either at G Block, on the same site, but may also take place in another Trust location or other community destinations such as at service user's home or one of the GP surgeries.

The service provides Primary Care Services for those from 18 and Secondary care service for adults age 25-70 years of age residing in the Bury and Blackbourne patch catchment area. The team receives referrals from the 8 General Practices that make up the 2 Primary Care Networks.

Whilst we are embarking on our Transformation journey it is expected that we will see a dramatic reduction in number of patients within our Secondary Care Services. Once April 2022 is upon us and our teams are fully established, we are expecting caseloads no higher than 250 for the Bury and Blackbourne and will be supported by either an ACP, SAS or a Nurse Consultant.

The post holder will provide clinical leadership to the community team and work collaboratively with all MDT members and other adult service staff. The role provides advice and guidance to colleagues in Primary Care, clinical assessment and reviews of patients in discussion with the team, especially patients thought to be at high risk, those presenting with complex problems or those with diagnostic uncertainty.

3.04 Bury & Blackbourne

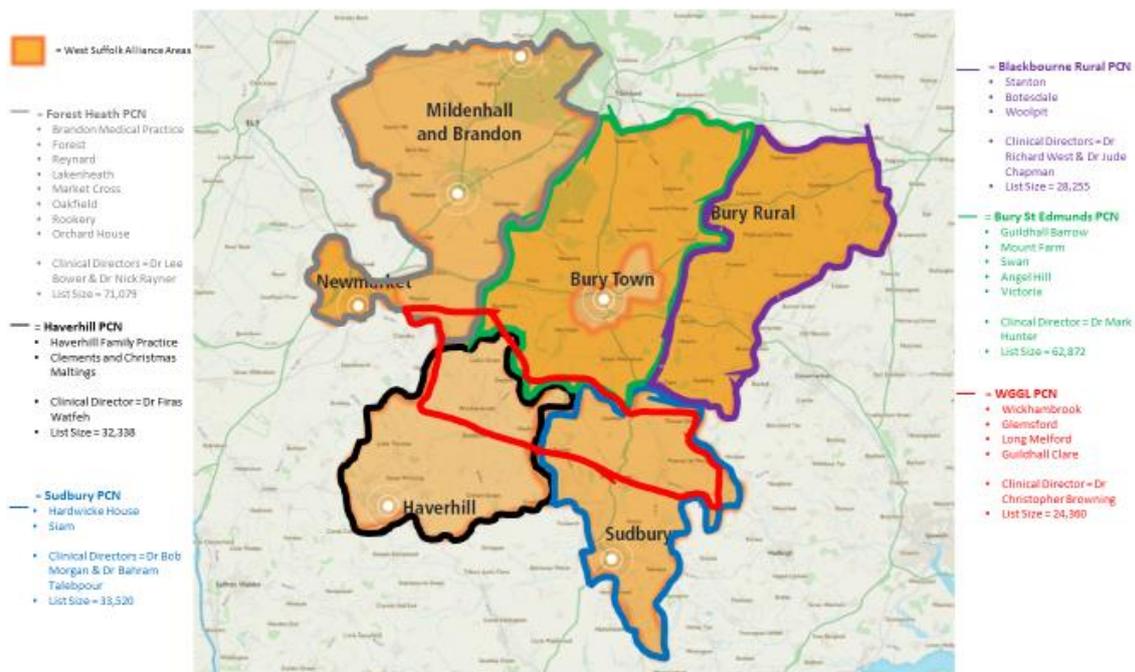
Bury and Blackbourne Enhanced recovery Team is made up of two Primary Care Networks (PCN) with a combined population of 91,127 and are a strong PCN with an appetite for excellence.

Bury PCN is made up of 5 General Practices and is overseen by their Clinical Director Dr Mark Hunter. Over the last 12 months on average Bury PCN have referred 69 individuals into the respective Community Team.

GP Surgery	Population	Contact number
Angel Hill	13,672	01284 753008
Guildhall	12,320	01248 701601/01284 812510
Mount Farm	14,252	01284 769643
Victoria	10,983	01284 725550
Swan	12,450	01284 750011

Blackbourne PCN is made up for 3 General Practices and is Led by their Clinical Director Dr West. Over the last 12 months we've seen an average of 17 referrals come through per month.

GP surgery	Population	Contact Number
Stanton	5,324	01359 251192
Botesdale	9,238	01379 898295
Woolpit	14,162	1359 98



3.05 Staffing and Other Support

Each Enhanced Recovery Team is made up of at least 1 Primary Care Network. As the consultant for Bury and Blackbourne Enhanced Recovery Team you will have the pleasure of working within 2 Primary Care Networks. Each Primary Care Network has received funding from the Additional Roles Reimbursement Scheme which has allowed us to recruit a number of highly skilled clinicians.

Via the Additional Roles Reimbursement scheme NSFT have recruited 2 Senior Mental health Clinicians (Band 7, Team Leader) and 2 Senior band 6 Clinicians. Each Primary Care Network has funding to be able to recruit 1 band 7 Team lead and 1 band 6 Senior Mental Health Clinician. One top of these recruits West Suffolk Care Group (NSFT) and System partners have also put an extra amount of resource in to be able to support each Primary Care Network:

Bury PCN

0.16 WTE	Band 8a	Service Manager
1.0 WTE	Band 7	Senior Mental Health Practitioner Team Leader
1.0 WTE	Band 6	Mental Health Practitioner
1.0 WTE	Band 6	Mental Health Practitioner
0.5 WTE	Band 6	Link Worker
To be decided		Psychological Wellbeing Practitioner

Blackbourne PCN

0.16 WTE	Band 8a	Service Manager
1.0 WTE	Band 7	Senior Mental Health Practitioner Team Leader
1.0 WTE	Band 6	Mental Health Practitioner
1.0 WTE	Band 6	Mental Health Practitioner
0.5 WTE	Band 6	Link Worker
To be decided		Psychological Wellbeing Practitioner

At the time of writing this job description, the secondary service team will be made up of:

1.0 WTE	Band 7	Clinical Team Leader
0.5 WTE	Band 8c	Consultant Clinical Psychologist
1.87 WTE	Band 8a	Clinical Psychologist
8.0 WTE	Band 6	Mental Health Practitioners
1.0 WTE	Band 4	Community Health Connectors
1.6 WTE	Band 4	Assistant Practitioners
1.0.WTE	Band 4	Assistant psychologist
1.0 WTE	Band 4	Senior Administrator
1.0 WTE	Band 3	Administrator
3 WTE	Band 3	Support worker/Peer worker

A Consultant mentor will be allocated for the first six months

There is availability of peer groups involving fellow Consultants to which the post holder would be invited to attend and contribute. This enables Revalidation requirements to be achieved through participation in case-based discussions.

3.06 Local Working Arrangements

The post has 7.5 Direct Clinical Care (DCC) PAs and 2.5 Supporting Professional Activities (SPA) PAs.

The job plans and working patterns of doctors reflect the functional requirements of the Locality and the National Service Framework for Mental Health and are not determined by catchment area.

- a. Through job planning and agreement the SPA sessions allow for the possibility of a special interest, teaching and research, management duties, administration and continuing professional development.
- b. These arrangements allow for some flexibility and the opportunity for doctors to change their working patterns and clinical interests as things develop. With regular job plan reviews it is expected that doctors' roles will be flexible, and the focus of the role changes the from time to time, e.g. from predominantly in-patient to say primary care.

4 Continuing Professional Development (CPD)

- The post holder will be expected to comply with the requirements for appraisal and re-validation from the Royal College of Psychiatrists and the General Medical Council.
- The post holder will be expected to remain in good standing for CPD with the Royal College of Psychiatrists.
- Norfolk has a program of educational and peer review meetings, including the provision of participation certificates for appraisal and revalidation.
- There is Trust support for CPD activities, including study leave arrangements and dedicated funding for Doctors. The Trust offers 2.5 sessions for supporting professional activities (SPA).
- The post holder will be supported to join a Peer Review Group. The post-holder will devise a Personal Developmental Plan (PDP), approved by the members of the peer group. The peer group is required to meet regularly and oversee the progress of the PDP in a given year, which will contribute towards remaining in good standing of the Royal College of Psychiatrists for CPD purpose.
- The trust supports CPD activities and procedures are in place to apply and seek funding for educational activities.
- The post-holder is expected to remain up to date with the statutory and mandatory training requirements of the Trust. An electronic system (ESR) is in place to support the post-holder.

5 Clinical Leadership and Medical Management

- The post holder will work with their Consultant and management colleagues, service users and stakeholders in the planning, development and management of services.
- The post holder is expected to contribute to improving quality in the service and to work with the clinical team to achieve agreed performance targets.
- As is expected from the holder of a senior public position the post-holder must comply fully with the Nolan Principles and the Standards of Business Conduct.
- Medical Director is the professional manager of all the Doctors in the Trust. Where appropriate this is delegated to the Clinical Director of the service.
- The postholder will support the management and training of junior medical staff.

6 Appraisal and Job Planning

- The Trust is committed to supporting annual appraisals of Consultants. There is a well embedded Trust process to support the annual appraisal cycle, including the seeking of 360-degree feedback. There is an expectation that the post-holder engages with this.
- The annual appraisal of the Consultant will contribute to the five-yearly revalidation.
- The Trust offers annual job planning to all Doctors within the Trust. Job plans are reviewed annually with the Clinical Director or their nominated deputy.
- The Trust has a named Responsible Officer to support the Revalidation process.
- The Medical Director is the named responsible officer of all the Doctors in the Trust.
- As well as the overarching Trust induction, the Service offers a local induction to the post-holder at the time of joining.

7 Teaching and training

- Discharge teaching, examination and accreditation duties as required. This might include contributing to postgraduate and continuing education for medical and multi-disciplinary professions.
- Contribute to relevant in-house education programmes. In West Suffolk there is an in-house educational programme on Monday afternoons, held at Wedgwood House, West Suffolk Hospital. There is a education centre, including library also on the hospital site.
- Contribute to formal and informal teaching of medical students.
- Support the training of junior medical staff.
- To provide supervision for junior and SAS grade medical staff when they are attached to the Older Peoples Service. Weekly supervision meetings are required for doctors in training as per national guidance.
- The post-holder is expected to participate in undergraduate clinical teaching for medical students. Teaching opportunities are available to teach at the UEA medical school.
- Opportunities are available to participate in training and supervision of other disciplines.
- The job planning process will be used to determine the nature and extent of any teaching and accreditation duties dependent on the interests of the post holder in conjunction with the needs of the service.
- The Director of Medical Education is Dr Somayya Kajee.

8 Research, Audit and Quality Improvement

- The Trust considers research as a core function. The Trust has a well-established and active central research department, including a Consultant Psychiatrist with a specific role to support research in the Trust. The team is focussed on supporting clinicians in the design and delivery of research. The team helps in developing research proposals for funding and facilitating dissemination of research. The Trust's Research Development Officers will offer help in areas such as finding academic and clinical collaborators, locating appropriate funding opportunities and support for the application process, and conducting costing and feasibility assessment of the project.
- The post holder will be encouraged to participate in appropriate research initiatives.
- The post holder will be supported to undertake training in Quality Improvement methodology. There is a small dedicated Quality Improvement Team who are available to support all staff who wish to undertake a QI project.
- The post holder will engage in audit and service evaluation. There is a centralised audit schedule and also a locally designed and agreed audit schedule for the Care Group. The post holder will be

supported to undertake audit in relation to these agreed priorities. They will also be supported to undertake clinically relevant audit outside of these schedules, as agreed as part of the job planning process or through discussion with the Clinical Director or Associate Clinical Director. There is support available from the central audit department. The post holder as a minimum will be expected to undertake audit as required to support their revalidation and to help inform clinical practice.

- The West Suffolk Care Group are committed to embedding research into the clinical working day and will support you to develop your research portfolio.
- The post holder will be expected to contribute to the West Suffolk Care Group's annual audit programme as well as any other Trust or National audit requirements.
- There is a Library and Librarian to support with access to information.
- The Trust works closely with the University of East Anglia, the Collaborations for Leadership in Applied Health Research and Care (CLAHRC), and a number of other networks in the development and delivery of research.

9 Clinical Governance and quality assurance

- The post holder will be expected to play an active role in the setting and monitoring of relevant Clinical Governance activity.
- The post holder will engage with all relevant stakeholders to ensure regular evaluation of service and the planning and implementation of future service developments.

10 Mental Health Act and Approved Clinician approval

- The post-holder is expected to maintain Section 12 approval and also to be an Approved Clinician (AC) which will enable the post-holder to discharge duties in relation to the Mental Health Act.
- A Trustwide procedure is in place which will enable the post holder to attend designated courses and renew their AC-status.
- Refresher courses are run regularly in Cambridge.

11 Secretarial support and office facilities

- The post holder will have access to named secretarial support.
- The post holder will have access to all ICT equipment necessary for the role (including a dedicated laptop, mobile phone, headphones).
- Dedicated office space with appropriate facilities is available.
- There is a dedicated ICT team within the Trust to provide any required support with IT issues
- The Trust also has a dedicated informatics team that can provide data and information on request

12 Clinical Duties of Post Holder

12.1 Summary of duties

The post holder is appointed as a senior professional to provide advanced professional expertise and clinical leadership. As such, the post holder is always expected to conduct him/herself in such a manner as to be demonstrably helping the Trust to deliver its strategic and business objectives, and to act as an ambassador at the interface with external partners and stakeholders. At no time must the post holder bring the Trust into disrepute.

Additionally, the post-holder, as is expected from the holder of a senior public position, must always comply fully with the Nolan Principles and the Standards of Business Conduct.

The post holder is being appointed to a post of clinical leadership and will, therefore, be expected to have, and to demonstrate, leadership qualities as set out in the Medical Leadership Competency Framework (NHS Institute for Innovation and Improvement and the Academy of Medical Royal Colleges)

12.2 Clinical Duties (not exhaustive)

- The post holder will undertake clinical management of patients seen within the team at a level as is appropriate for a Consultant Psychiatrist in either Primary or Secondary Care. This would include diagnostic assessment where required, development of management plans and treatments regimes.
 - To provide medical expertise within the multidisciplinary team, in the assessment, diagnosis and management of referred patients; take part in team meetings, supervision and the development of the team.
 - The post holder will provide support and advice to their non-medical colleagues working in the teams when appropriate.
 - The duties also include liaison with professional colleagues across the crisis pathway, primary care, secondary care and other psychiatric teams. The Consultant is expected to be trained in mental health and capacity legislation to meet the requirements of emergency work, community treatment orders and assessment of capacity.
 - To work with partner organisations to develop multiagency working for outpatient care.
 - To hold Responsible Clinician status, as defined within the Mental Health Act.
 - The post holder will undertake, exceptionally, to perform additional duties in emergencies and unforeseen circumstances and to be available for such irregular commitments outside normal duties as are essential for continuity of patient care.
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- The post holder would also be expected to participate in regular Clinical Supervision with peers to maintain standards of care and ensure Clinical Governance needs are met.

12.3 General duties

- To undertake the administrative duties associated with the care of patients.
- To record clinical activity accurately and comprehensively and submit this promptly.
- To participate in service and business planning activity for the service.
- To participate in annual appraisal.
- To attend and participate in the academic programme of the Trust, including lectures and seminars as part of the internal CPD programme.
- The post holder will comply with the Trust's agreed policies and procedures.
- The post holder will maintain professional registration with the General Medical Council and abide by professional codes of conduct. They will always practice in line with the Royal College of Psychiatrists publication "Good Psychiatric Practice" 2001 and the General Medical Council's "Good Medical Practice" 2000 and any subsequent revision of these publications.
- 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.
- 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.

- To comply with the mandatory training required by the Trust.
- The post holder will undertake, exceptionally, to perform additional duties in emergencies and unforeseen circumstances and to be available for such irregular commitments outside normal duties as are essential for continuity of patient care.
- The post-holder is expected, as the holder of a senior public position, to comply fully with the Nolan Principles and the Standards of Conduct.
- To work flexibly with other Psychiatrists to provide cover for annual leave, professional and study leave and sort periods of sickness absence.
- The Trust has a robust process for reviewing Serious Incidents (SIs) and Consultants may be required to participate in Root Cause Analyses (RCAs) which is the process by which these are investigated.

12.4 Other duties

From time to time it may be necessary for the post holder to carry out such other duties as may be assigned, with agreement, by the Trust. It is expected that the post holder will not unreasonably withhold agreement to any reasonable proposed changes that the Trust might make.

13 Work Programme

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 Director (or their deputy) to devise the job plan and to set some objectives for the post holder. The job plan will be developed in partnership with the post holder and will need to be agreed by both parties. There is a signing off process which provides clarity that both the post holder and the Clinical Director are in agreement with the job plan.

The Trust has a resolution process for those rare occasions where agreement cannot be reached. The overall split of the programmed activities is 7.5 to be devoted to direct clinical care and 2.5 to supporting professional activities. The timetable below is indicative only.

There is no requirement for the post holder to undertake external duties. However the post holder can be supported to undertake external duties should they wish through the job planning process where agreed by both the post holder and the Clinical Director or the Associate Clinical Director.

A review of the job plan will be conducted at least annually by the post holder together with the Clinical Director or the Associate Clinical Director. The job plan may be amended from time to time in the light of future service developments and the changing requirements of the post holder. All amendments will be agreed between the postholder and Clinical Director.

Suggested draft timetable below. This remains flexible and will be agreed with the successful applicant after appointment. The example given below is illustrative.

For a 1 WTE post holder working in the Adult Community Pathway

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	GP Clinic including advice and guidance and Includes clinical documentation Clinical Activity	Direct Clinical Care (DCC) 1.0 Clinical Activity Includes clinical documentation	Direct Clinical Care (DCC) 1.0 MDT Meeting Clinical Activity	Direct Clinical Care (DCC) 1.0 Assessments	GP Clinic including advice and guidance and Includes clinical documentation
PM	Supporting Programmed Activities 1.0 In-House Teaching programme and personal SPA time e.g. CPD, research, audit, special interest, service development, receiving supervision (1PA)	Direct Clinical Care (DCC) 1.0 Clinical Activity Includes clinical documentation	Direct Clinical Care (DCC) 1.0 GP Clinic including advice and guidance and Includes clinical documentation	Supporting Programmed Activities 1.0 e.g. Quality Improvement Project/ Research	Direct Clinical Care (DCC) 0.5 Supporting Programmed Activities 0.5

Normal working hours will be Monday to Friday 9-5pm, 10 programmed activities, 40 hours per week.

14 Contract agreement

The post will be covered by the terms and conditions of service for Hospital Medical and Dental staff (England and Wales) as amended from time to time. Contracts have been agreed with the BMA local negotiators, but individuals may wish to discuss this further before acceptance

15 Visiting arrangements

Candidates are very welcome to visit our services and meet the team by contacting Sohail Abrar, Acting Clinical Director for West Suffolk Care Group Sohail.abrar@nsft.nhs.uk

16 Special Interest

The post holder will be supported in the development of areas of special interest that are of relevance to the service or agreed to be of wider benefit. These will be agreed with the Clinical Director.

17 Emergency Cover

The post holder will undertake, exceptionally, to perform additional duties in emergencies and unforeseen circumstances and to be available for such irregular commitments outside normal duties as are essential for continuity of patient care.

18 Annual Leave, Study Leave and Sick Leave

The post holder will have leave authorised by their manager following discussion with their medical lead. Cover arrangements must be made before going on leave and notice given of that cover. The post holder would be expected to liaise with colleagues within their service or other Medical staff to secure this cover and would be expected to provide similar cover during periods of leave taken by colleagues.

The post holder is entitled to annual leave, as per national Terms and Conditions – Consultants (England) 2003, the exact annual leave entitlement is according to the seniority of the Consultant.

19 Study Leave

The Trust encourages full use of study leave, which amounts to thirty days in any three-year period. There is an expectation that the successful candidate will remain in good standing for Continuing Professional Development (CPD) with the Royal College of Psychiatrists (as is a requirement for annual appraisal).

20 Sick Leave / Compassionate Leave

The post holder will be entitled to national terms and conditions. In the inpatient wards it is usually the responsibility of the doctor to secure cover for absences and they would be expected to provide similar cover during periods of leave taken by colleagues where possible. In an unexpected, or emergency situation requiring the post holder to take sick or compassionate leave, they would not be expected to arrange their own cover.

21 On-call and Cover Arrangements

The post holder will be expected to participate in the Consultant On-Call rota. This is the rota for adult and later life psychiatry.

The consultant on-call rota for West Suffolk is category B, 3% loading. Currently it is a 1:11 rota, covering West Suffolk. There is the potential for doctors to be called out on this rota. However, most clinical queries are handled by the Tier 2 (ST 4-6) doctor.

On-call duties will include the supervision and support of non-consultant grade medical staff in their out-of-hours duties. There are currently two junior rotas (tier one and tier two) operating in Suffolk out of hours.

There is a separate, voluntary, rota for Section 12 work which attracts additional remuneration Contract agreement.

22 Wellbeing

At NSFT, we promote positive mental health and wellbeing in the workplace. A wide range of resources are available on the Trust intranet which is updated regularly. We provide all team members, an easy access to our Occupational Health service, with confidential referrals open to all. The team is contactable at Workplace Health & Wellbeing Level 1, 20 Rouen Road, Norwich, NR1 1QQ Main reception: 01603 287035 (www.workplacehealthandwellbeing.co.uk).

Our network of Wellbeing Champions is key in supporting staff health and wellbeing around the Trust. Wellbeing Champions let their colleagues know about new health and wellbeing initiatives and can organise wellbeing activities that suit their team.

The trust also organises Wellbeing walks and virtual physical activities for the staff. The trust also has a physiotherapy service for our staff's wellbeing. The team is contactable at the Physiotherapy Team telephone 01603 421321 (extension 6321).

All new doctors are encouraged to work with a mentor for first 6 months. All medical staff will have a clear job plan and it will be reviewed regularly to review the workload and ensure staff wellbeing too. NSFT is committed to health & wellbeing of its staff and recognises the importance of supporting individuals involved in a traumatic or stressful incident or needing support in general. Staff who have been involved in such an event may be affected both personally and/or professionally are made aware of what support is available to them in the short and longer term, both internally and externally. One such support is TRiM support. TRiM is a peer-led process that seeks to identify, assist, support and, if necessary, signpost people for further help when they may be at risk of psychological injury after experiencing a traumatic incident at work.

Sometimes we can feel overwhelmed, anxious or stressed whether that's caused by work or home issues or a combination of both. At NSFT, there is help and support available if this happens to you. One source of help is our new STRAW (Sustaining Resilience at Work) programme. NSFT also run a Staff Support line from Monday to Friday and that can be accessed by calling confidentially at 0300 123 13335. There is also support available for bereavement and pastoral care for our staff.

We're aware that financial issues can often be a cause of significant anxiety and stress for staff. As part of the wellbeing and benefits support available to staff, we have therefore partnered up with Eastern Savings and Loans. Eastern Savings and Loans is a credit union set up to support individuals requiring financial support without getting into financial difficulty through the high interest rates that many providers offer. In addition to loans, a savings scheme is available if you'd like to, for example, save for Christmas. Additionally, for staff who may not have a bank account, pay as you go debit cards can be offered. Eastern Savings and Loans are part of the Financial Services Compensation Scheme.

23 Equality and Diversity

"We want everyone to live their hopes, dreams, and aspirations. Whether you're a new or existing member of staff, a volunteer, or a bank or agency worker, our Trust wants you to feel involved in all aspects of our work and to have amazing opportunities.

We welcome people regardless of age, sex, disability, gender identity and expression, marital status, race, faith or belief, sexual orientation, socioeconomic background, and whether you are a carer, are pregnant or on family leave. Our staff networks are very important to us, and everyone is encouraged to join. They provide peer support and safe spaces, making sure all voices can be heard and that every voice is valued. Our networks include: Ability (for staff with disabilities), Autism Group (a part of the Ability

Network), Black and Minority Ethnic (BME), Carers, Faith Spirituality and Belief, Out and Proud (LGBT+), Lived Experience (Mental Health), Women's"

SPECIFIC CLAUSES

TRUST VALUES AND BEHAVIOURS

To promote and adhere to the workplace values of NSFT.

Our values and behaviours were created by 1,300 staff members, service users and carers all working together in the Putting People First project.

They reflect what we all believe makes the most positive difference to the care we offer and to the way we work with one another. By 'living our values' we will develop our Trust, our people, and continue to improve the quality of everything we do.

Our values... Our behaviours... Our future

Working together for better mental health...

Positively...



- Be proactive...**
Look for solutions, think creatively and focus on what we can do
- Take pride...**
Always do our best
- Take responsibility...**
Plan ahead, be realistic and do what we say we will
- Support people to set and achieve goals...**
And be the best they can
- Recognise people...**
Their efforts and achievements, and say thank you

Respectfully...



- Value everyone...**
Acknowledge people's unique experiences, skills and contribution
- Step into other people's shoes...**
Notice what's actually happening
- Take time to care...**
Be welcoming, friendly and support others
- Be professional...**
Respect people's time and be aware of our impact
- Be effective...**
Focus on the purpose and keep it as simple as possible

Together...



- Involve people...**
Make connections and learn from each other
- Share...**
Knowledge, information and learning
- Keep people updated...**
With timely, open and honest communication
- Have two-way conversations...**
Listen and respond
- Speak up...**
Seek, welcome and give feedback



REGISTERED HEALTH PROFESSIONAL

All staff that are members of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure that they are familiar with and adhere to these requirements.

RISK MANAGEMENT/ HEALTH & SAFETY

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures as laid down by the Trust. All staff have a

responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

RECORDS MANAGEMENT

The post holder has responsibility for timely and accurate record keeping where appropriate and in line with professional guidelines.

The post holder has responsibility for the creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and other relevant statutory requirements. Training will be provided in appropriate information management for the post.

SUSTAINABILITY

Carbon reduction and sustainable development are issues that impact on the lives of everyone and it is expected that all staff will commit to the principles of carbon reducing behaviours and sustainable development to ensure that resources are used efficiently, our carbon footprint is reduced and health services continue to improve.

SAFEGUARDING

The NSFT expect that all staff will maintain statutory and local compliance to competency based training in relation to Safeguarding Children and Adults as outlined in Children Act 1989/2004, Working Together to Safeguard and Promote the Welfare of Vulnerable Children 2010 and No Secrets 2002.

CONFIDENTIALITY

The post holder is required to maintain confidentiality of information in accordance with professional and Trust policy. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of their duties.

TRAVEL

The postholder is expected to be able to travel independently to their usual work base and may also be required to travel between sites. Standard users will claim mileage using the Trust electronic expense system. Those using public transport will be expected to travel at standard rates. Staff who have any special travel requirements owing to disability, should discuss these needs with their line manager so that reasonable adjustments can be made.

This job description and supportive information is not intended to be definitive or restrictive but to give a broad view of the role generally and is subject to change in order to meet needs of the service.

PERSON SPECIFICATION:		
Consultant Psychiatrist		
REQUIREMENT	ESSENTIAL	DESIRABLE
QUALIFICATION/EDUCATION	<p>Full registration with the GMC with licence to practice</p> <p>MRCPsych or equivalent</p> <p>Eligible for inclusion on the Specialist Register or within 3 months of gaining CCT</p> <p>Section 12(2) approval at or following appointment</p> <p>Approved Clinician</p>	<p>Postgraduate thesis</p> <p>A postgraduate qualification in Medical Education</p>
EXPERIENCE	<p>Relevant experience in the speciality of adult psychiatry</p> <p>Full training that is, or could be, recognised as suitable for approval under Section 12 of the Mental Health Act</p> <p>The diagnosis and treatment of complex mental illness</p> <p>The management of complex mental health needs</p> <p>Knowledge and experience of using the Mental Capacity Act</p>	<p>Three years' supervised training in an appropriate SpR training programme or equivalent.</p> <p>Experience of working in old age psychiatry</p> <p>Experience in general medicine or general practice</p> <p>Skills in psychological or social therapies.</p> <p>Experience of implementing service change to enhance the quality of patient care.</p> <p>Experience of leadership and management.</p>
ATTRIBUTES	<p>Ability to work in a team</p> <p>Good interpersonal skills</p> <p>Enquiring, critical approach to work</p>	<p>Demonstration of initiative and perseverance</p>

	<p>Caring attitude to patients</p> <p>Ability to communicate effectively with patients, relatives, GPs, nurses and other agencies</p> <p>Ability to demonstrate an understanding of the context of the service within the wider context of developments in the NHS</p> <p>Knowledge of modern treatment options.</p> <p>The ability to make decisions, take responsibility and work independently.</p> <p>A willingness to develop services</p> <p>Flexibility</p> <p>Optimistic outlook</p>	
CLINICAL GOVERNANCE	<p>A clear understanding of clinical governance</p> <p>A commitment to open review of clinical practice.</p>	Experience of clinical audit.
TEACHING	<p>Experience of supervising junior medical staff.</p> <p>Teaching and presentation skills.</p>	Experience in teaching doctors and other clinical disciplines.
RESEARCH	Evidence of an interest in research.	Published research. Ongoing projects.