

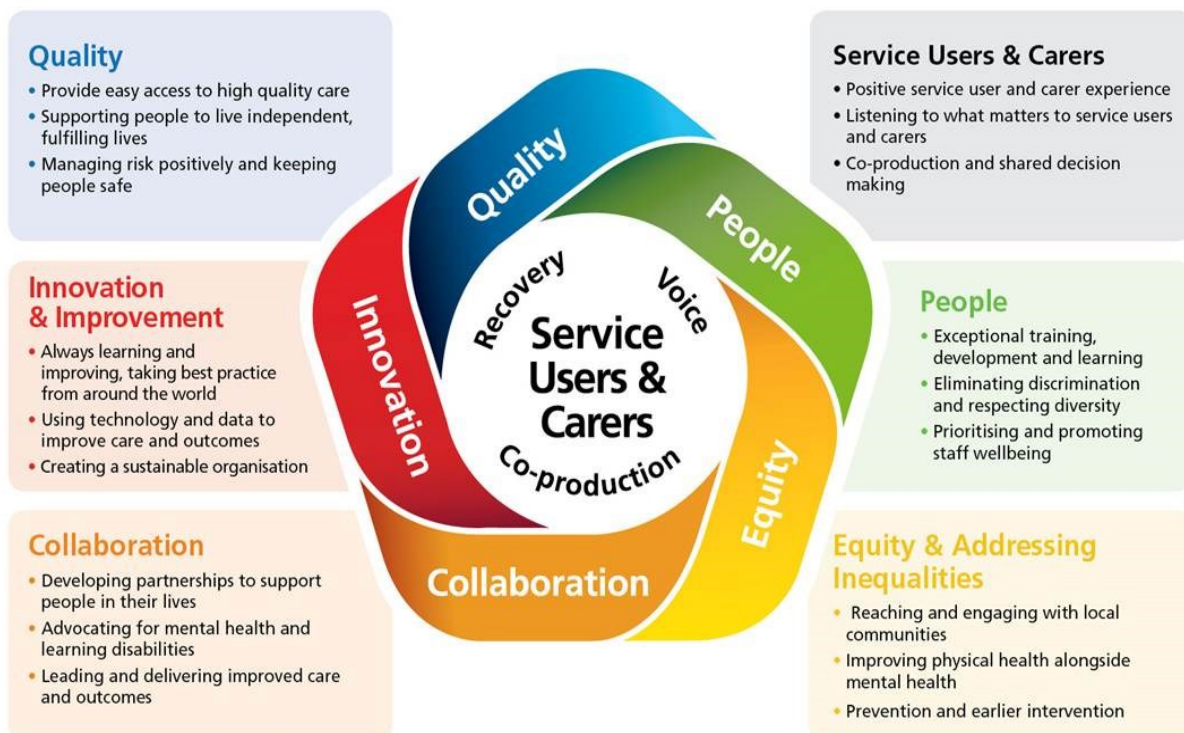


# Job Description

**Specialty Doctor**  
**Norfolk Intensive Support Service (ISS)**  
**Hertfordshire Partnership University**  
**NHS Foundation Trust**  
**Substantive (0.6 WTE)**  
**6 PAs**

# Job Description and Person Specification

<b>Job Title:</b>	Specialty Doctor in Learning Disability Psychiatry
<b>Grade/Band:</b>	Substantive (MC75)
<b>Department:</b>	Norfolk Intensive Support Service, Learning Disabilities and Forensic (LD&F)
<b>Responsible to:</b>	Dr Sophie Shardlow – Interim Clinical Director (LD&F)
<b>Accountable to:</b>	Professor Asif Zia – Director Quality and Medical Leadership
<b>Base:</b>	Intensive Support Service, Willowbank, Little Plumstead, Norfolk NR13 5EW



## 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.

Apart from Hertfordshire, HPFT runs specialist Learning Disability services in the counties of Norfolk, North Essex, and Buckinghamshire. Norfolk, where the advertised post is based in, represents one of the finest areas in the UK in which to live. With a population of just under 1 million, it has miles of beautiful coastline, nature reserves and great seaside resorts. Famous for the Norfolk Broads, there are 125 miles of lock-free waterways located within marshy fields, woodland and striking towns and villages. A county of urban and rural contrast, the medieval City of Norwich is steeped in history, and has been rated as one of the best shopping destinations in the UK. It has a fantastic arts and music scene and boasts the largest undercover market in Europe. There are over 30 medieval churches and plenty of gardens for everyone to enjoy. The area has some of the best schools in the country. It has good road and rail links to the rest of the country and Norwich airport now offers flights to a range of UK and European destinations.

## **2. Trust details**

The Trust vision for the future is to be the leading provider of mental health and specialist learning disability services in the country. We have identified eight strategic goals which we require to meet to achieve our vision. These can be divided into three categories:

### **Customers and the Community**

- To deliver high quality integrated health and social care services in accordance with recovery principles.
- To be the provider of choice for service users, carers, the community and commissioners.
- To work in partnership with the community to promote the wellbeing of others, whilst making a positive contribution to the environment.

### **Staff/Employees**

- To be an employer of choice where individuals are highly valued, well supported and rewarded.
- To create a dynamic and flexible working environment where one is motivated and committed to providing high quality care.
- To embed a culture of learning where staff develops their full potential and deliver excellent care.

### **Sustainability**

- To ensure a sustainable future through income growth and the efficient use of resources.
- To be an innovative and learning organisation, that embraces new and modern approaches to health and social care.

Our vision and goals can only be achieved through a process of continuous service improvement and transformation which places the needs of service users and carers at the centre of everything we do.

The Trust believes that a strong medical workforce that is aligned with its values and strategic direction is essential in enabling the achievement of its vision and goals.

The patient experience is central to the Trust's values and we expect all staff to treat patients with respect including listening carefully and communicating well. For doctors, we expect them to inform patients who wish to know their diagnosis and treatment and involve them in decisions about treatment.

## 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.

	we are...	you feel...
Our Values	<b>Welcoming</b>	✔ Valued as an individual
	<b>Kind</b>	✔ Cared for
	<b>Positive</b>	✔ Supported and included
	<b>Respectful</b>	✔ Listened to and heard
	<b>Professional</b>	✔ 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 post is a permanent contract (0.6 WTE) and will provide support to a Community Intensive Support Service working in Norfolk.

Hertfordshire Partnership NHS Foundation Trust along with Norfolk Community Health and Care have been commissioned to provide an intensive support service for adults with learning disabilities which will work along specialist learning disability community services in Norfolk.

These include:

- Psychiatry
- Psychology
- Occupational therapy
- Intensive support nursing
- Speech and language therapy

These disciplines are managed through the **Norfolk Intensive Support Service**.

### **4. Roles & responsibilities – Under supervision of a consultant psychiatrist**

- Undertake the clinical duties associated with the care of patients, including outpatient clinics, home visits and multidisciplinary case discussions.
- Provide psychiatric expertise to the ISS
- To liaise effectively with primary care and mainstream mental health services.
- To record clinical activity accurately and comprehensively and submit this promptly to the Information Department.
- To have regular clinical supervision with the consultant psychiatrist. It is the post holder's responsibility to ensure that this is booked.
- To work with local managers and professional colleagues in ensuring the efficient running of services.
- To participate annually in a job plan review with the line manager, which will include consultation with a relevant manager to ensure that the post is developed to consider changes in service configuration and delivery associated with modernisation.
- 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 have regular clinical supervision with the consultant psychiatrist. It is the post holder's responsibility to ensure that this is booked.

### 5. Suggested draft timetable:

The post holder will work 6 programmed activities over 3 days. The overall split of the programmed activities is 5 to be devoted to direct clinical care and 1 to supporting professional activities. The timetable is indicative only. 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. 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
<b>Monday</b>	AM	Norfolk	Admin/ Teaching/ CPD	SPA	0.5
	PM	Norfolk	Clinical Assessments	DCC	1
<b>Tuesday</b>	AM	Norfolk	Team Referrals Meeting and CPA/Professional Meetings	DCC	1
	PM	Norfolk	Clinical Assessments	DCC	1
<b>Wednesday</b>	AM	Norfolk	Clinical Assessments	DCC	1
	PM	Norfolk	Admin/ Teaching/ CPD	SPA	0.5
<b>Thursday</b>	AM				
	PM				
<b>Friday</b>	AM				
	PM				
<b>Unpredictable / emergency on-call work</b>					
<b>Total PAs</b>	Direct clinical care				5
	Supporting activities				1

## **6. On-call Rota and cover arrangements**

The post holder will not be expected to participate in the on-call rota.

## **7. Job planning**

The post holder will agree their job plan with the 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 considered 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.

## **8. Supervision, Appraisal and Revalidation**

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 job plan will make allowances for the clinical, educational and professional supervision of Foundation Year trainees, GP trainees, Core/Senior psychiatry trainees and Specialty Doctors as required. They will also be expected to liaise and provide guidance to other members of the multi-disciplinary teams.

The post holder will be a member of HPFT Medical Staff Committee which is held monthly in The Colonnades, Hatfield. The Committee plays an important 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 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. If the post holder agrees to on take extra responsibilities (not currently expected in this job), the Trust will support relevant training if required.

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 (Allocate) to support revalidation and to collate Patient and Colleague 360 Feedback. The Medical Director is the Responsible Officer for the post holder.

## **9. 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.

The successful post holder will be part of a well-established medical department in HPFT Norfolk that includes Professor Regi Alexander (Consultant Psychiatrist), Dr Ignatius Gunaratna (Consultant Psychiatrist), Dr Ekkehart Staufenberg (Consultant Psychiatrist), Dr Fawad Kaiser (Locum Consultant Psychiatrist), Dr Phil Temple (Locum Consultant Psychiatrist and Specialty Doctor), Dr Manji Daffi (Specialty Doctor), Dr Manilka Brahmana (Specialty Doctor), Dr Ahamed ElAnsari (Specialty Doctor) and Dr Sreeja Sahadevan (Specialty Registrar in Psychiatry of Intellectual Disability). The service hosts medical students from the University of East Anglia and St Georges Medical School, Grenada and consistently attracts positive feedback. It also hosts doctors working as core trainees in psychiatry and specialty registrars doing special interests in neurodevelopmental disorders. The service is the home of RADIANT ( <https://radiant.nhs.uk> ), a network of over a dozen NHS Trusts, clinical academics and experts by experience hosted by Hertfordshire Partnership University NHS Foundation Trust. The network works closely with the Trust's neurodevelopmental research stream and offers a wide range of research, service evaluation, teaching and training opportunities.

## **10. 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.

The Trust research strategy has set out four streams and the neurodevelopmental stream is led by Professor Regi Alexander, with the base in Norfolk. Working with RADiANT, this research stream is currently involved in at least 3 major NIHR funded studies and has a range of other service evaluations and audits. The latter includes ways of promoting service user involvement, accessible treatment information, measuring treatment outcomes, monitoring medication side-effects, evaluating care pathways and examining the interface between physical and mental health. Several medical and multidisciplinary team colleagues have published in peer reviewed journals and contributed chapters to academic books.

## **11. 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.

## **12. Terms and Conditions of Service**

It 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 Specialty Doctor 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 Specialty Doctor 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 dependent on experience within that grade.

## **Annual Leave**

Entitlement is based upon experience at that grade and will be pro ratas 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.

## **13. 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 of 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 Specialty

### Doctor

#### Abbreviations for when assessed:

A: Short-listing from application form

F: Formal Appointments Committee Interview

R: References

	ESSENTIAL	WHEN ASSESSED	DESIRABLE	WHEN ASSESSED
QUALIFICATIONS	MB BS or equivalent medical qualification.	A	MRCPsych, Royal College of Psychiatrists.  An MRCPsych equivalent approved by the Royal College of Psychiatrists  A postgraduate diploma or degree in psychiatry	A  A  A
ELIGIBILITY	Fully registered with the GMC with a licence to practise at the time of appointment or eligible for full registration as a medical practitioner with the GMC.	A	In good standing with GMC with respect to warning and conditions on practice.  Section 12/Approved clinician approval.	A  A
CLINICAL SKILLS, KNOWLEDGE & EXPERIENCE	A minimum of 4 years' full time post graduate training (or it's equivalent gained on a part time of flexible basis) at least two years of which to be within a psychiatry training programme or as fixed term Specialty Trainee within psychiatry ; or have equivalent experience and competencies. Ability to work well in multidisciplinary teams.	A	Clinical experience in a range of services within Psychiatry.  Experience of working in community settings in learning disabilities/ neurodevelopmental disorders.	A  A F R

	Excellent oral and written communication skills	A F R		
	Excellent clinical skills using bio-psychosocial perspective and wide medical knowledge.	A F R		
ACADEMIC SKILLS LIFELONG LEARNING	Ability to demonstrate clinical problem solving in interdisciplinary areas	A P F		
	Possession of good organisational skills	A F		
	Be able to actively listen and have excellent written and verbal communication skills.	A F		
	Holds a full valid driving license and access to a car (Unless you have a disability as defined by the Disability Discrimination Act 1995).	A		
	Has participated in clinical audit.	A F		