



North London  
Mental Health  
Partnership



Barnet, Enfield and Haringey  
Mental Health NHS Trust  
Camden and Islington  
NHS Foundation Trust

# Job Description

## Consultant Psychiatrist

Mental Health Service for Older People

## Part Time 6 PAs

**Enfield Memory Service (EMS)  
The Warwick Centre  
Chase Farm Hospital  
The Ridgeway  
Enfield, EN2 8JL**

*Updated March 2024*



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## 1. Introduction to the post

<b>Title:</b> Psychiatry	Consultant Psychiatrist in Old Age
<b>Contract:</b>	Part Time (6 PAs / 3 days per week)
<b>Duration:</b> 2024 – Jan 2025)	6 months Fixed Term Contract (Aug
<b>Salary:</b>	£93,666 - £126,281 per annum
<b>Base:</b>	Chase Farm Hospital (6 PAs / 3 days per week)
<b>Service Line:</b>	Enfield Services for Older People
<b>Responsible to:</b> Enfield Services	Dr Antonio Albenese, Clinical Director,
<b>Accountable to:</b> Enfield Services	Dr Antonio Albenese, Clinical Director,
<b>Professionally Accountable to:</b>	Dr Vincent Kirchner, Chief Medical Officer

## 2. Details of the post

### General

The post is for a part-time consultant working 6 PAs (3 days per week) in the Enfield Memory Service. The post/vacancy has arisen due to the current substantive consultant taking shared parental leave from August 2024 to January 2025. Applications are welcome from part-time candidates to cover this 6-month vacancy in the service.

### Enfield Memory Service

The Enfield Memory Service (EMS) provides specialist assessment, treatment and support to people, over the age of 65 years, referred by their GPs and acute hospital liaison services, who are experiencing memory problems. At this time, the service receives approximately 75 referrals per month. All referrals are received via the Community Mental Health Team (CMHT) for Older People following their weekly referrals meeting.

The service consists of a Multidisciplinary Team (MDT) and provides comprehensive assessment, and a range of interventions post diagnostically depending on the outcome of assessment and diagnosis. These include: pharmacological interventions as per NICE guidelines, psycho-educational group work including cognitive stimulation therapy (CST), Admiral Nurse input and support and Health and Wellbeing Navigation support from Age UK. EMS works closely with families and carers to offer information and support, including post diagnostic carers groups.

The catchment area is ethnically diverse. The post holder therefore will be required to work with interpreters and have skills in working across cultures.

In-patient provision for older adults residing in Enfield (as well as Haringey and Barnet) is based on the Oaks, Cornwall Villa and Silver Birches Wards in Chase Farm Hospital. Day service provision for patients with a functional illness is in the Hawthorn Recovery Unit on the Chase Farm Hospital site.

The Enfield Memory Service (EMS) is accredited with the Royal College of Psychiatrist's Memory Services National Accreditation Programme (MSNAP) and in February 2020 Enfield borough was listed as having the second highest diagnosis rate in London, at just under 90% (this figure represents the proportion of people living in the borough who have dementia, who have been formally diagnosed).

Other teams and services in the Enfield Directorate include:

- Enfield CRHTT (crisis resolution and home treatment team)
- Younger adults assessments service, community rehabilitation service
- Early Intervention Service (EIS)
- Enfield Therapy Service
- North and South Locality Mental Health Teams for working age adults
- Wellbeing team

- Older People's Enfield CMHT
- Psychological Therapy for Older People team
- General CAMHS Enfield Team
- Specialist CAMHS teams including SCAN and SAFE
- Adult inpatient services/wards
- Psychiatric Intensive Care Unit/Devon Ward
- Older Adults Inpatient Wards (Cornwall Villa, The Oaks and Silver Birches) at Chase Farm Hospital.

### **Enfield Demographics**

Of the 32 boroughs of London, Enfield currently boasts the fourth highest population figure. The latest population approximation, taken from mid-2013, estimates that there were a total of 320,524 individuals living in the borough (Office for National Statistics (ONS), 2014). Furthermore, over the next decade, this figure is expected to steadily increase, reaching around 330,000 people by 2018, and 340,000 by 2023. There is a relatively high proportion of older people living in the borough. Within Enfield, 12.8% of residents are aged 65 or over, with this figure being the 11th highest in London. Between 2013 and 2023, the proportion of people in Enfield aged 55-64 years is especially likely to increase. However, between 2013 and 2033, the 60+ years age groups are most likely to increase their proportions, in Enfield.

The borough has a mix of ethnic minorities including Greek, Turkish, Greek and Turkish Cypriot, Black African, Indian and Pakistani. There is a significant refugee population largely from Somalia, Ethiopia and Kurdish communities.

### **North London Mental Health Partnership:**

Enfield is one of 5 North London Boroughs which forms part of the North London Mental Health Partnership (formally two separate trusts, Barnet, Enfield and Haringey Mental Health NHS Trust and Camden and Islington NHS Foundation).

### **Enfield Structures:**

Within Enfield, the services are managed by;

- Dr Antonio Albenese – Borough Clinical Director
- Jo Carroll – Managing Director
- Stephen Godfrey – Service Lead Enfield Mental Health Services for Older People
- Sarah French – Interim Enfield OP Community Service Manager
- Kate Green - Enfield Memory Service Team Lead

The post-holder will provide clinical leadership for Enfield Memory Service, working with the lead consultant, and will have responsibility for the medical input to the service. Enfield Memory Service operates a "floating Consultant model" with assessments being carried out in the main by non-medical and junior medical members of the team, with Consultant input to provide diagnosis and the management plan towards the end of the appointment. The post holder will be involved in this model. The post holder may also be involved in new referral screening, checking head MRI/CT scan reports and ensuring those patients have had their follow up organised. Occasionally, major abnormalities are uncovered on a head scan, under those circumstances, the post

holder may be asked to support the MDT in ensuring onward referral to neurosurgeons on an urgent basis, on the day they are working at EMS.

The post holder will hold 3-4 Memory Service clinics weekly to offer feedback appointments to diagnose those being brought back to clinic after a head scan or other investigations. The remaining PAs will be spent supporting the floating Consultant model.

EMS also has an active programme of post diagnostic interventions including carers groups, Cognitive Stimulation Therapy and “Living Well with Dementia” groups. EMS works closely with Age UK Enfield in the voluntary sector, to provide further post diagnostic information, support, access to equipment, groups and activities including day centres.

## Objectives

- To assess and manage people with cognitive disorders in Enfield Memory Service.
- To provide clinical and professional leadership in the service.
- To promote the management of psychiatric patients by non-medical staff.
- To support non-medical colleagues in working independently.
- To take part in management activities related to the post or the wider service within which it is embedded.
- To comply with all legal obligations covering clinical practice e.g. MHA (1983) and MCA (2005).
- To commit to ensuring fair access to services for all.
- To comply with procedures on reporting concerns about professional conduct or competence of medical or other colleagues.

## Department/ Team Information

The Personnel of the Enfield Memory Service include:

Staffing		Enfield Memory Service
Consultant Psychiatrist (s)		1.8 wte
Specialist registrar		0.1 wte
GPVTS		0.6 wte
Core Trainee		0.8 wte
Team Leader	Band 7	0.89 wte
Nurse Prescriber	Band 7	1.0 wte
Admiral Nurse	Band 6	1.0 wte
Mental Health Nurse	Band 6	2.0 wte
OT	Band 6	2.1 wte
Associate Mental Health Worker Band 4		1.0 wte
Administrators	Band 4	1.4 wte
Receptionist	Band 3	0.4 wte

**Location of the Post:**

- The Warwick Centre, Chase Farm Hospital, Enfield, EN2 8JL.
- The post holder will be booked into their own room for the entirety of the 6 PAs.

**Key Task Areas****Clinical work and leadership**

- The consultant is responsible within the multi-disciplinary team for the assessment and management of people with cognitive problems in Enfield Memory Service.
- A willingness to be flexible in altering the timetable according to service developments.
- Communication with the Enfield Social Services Department and adherence to local Safeguarding protocols.
- Involvement in providing leadership and management to the service.

**Liaison with Trust services and relevant non-statutory organisations**

- Maintaining good relations with general practitioners and other stakeholders, e.g. Social Services Departments and Clinical Commissioning Groups.
- The role within the memory service sits adjacent to the Community Mental Health Service for Older people, which the post holder will be expected to liaise with where patients require more intensive support due to risk concerns. There is a pathway mapped for moving patients between CMHT for older people and memory service.
- There may be instances where liaison with the Psychiatric liaison teams in the local acute hospitals is required, to ensure the patients receive consistent care and also with the mental health for older people's wards if a memory service patient is subsequently admitted to hospital.

**Education and Training**

- Supervision of junior medical staff
- A full role in the wider academic activities of the Trust for example, attendance and participation in academic meetings, journal clubs, etc.
- The post holder will be involved in the provision of relevant training to the clinical teams where appropriate and within their area of expertise.
- Opportunities exist to deliver training to undergraduate students, core trainees and higher trainees in the Trust.

**Quality Improvement, Clinical Governance, Research**

- A lead role for the service in quality improvement procedures to ensure good clinical governance. Research is actively encouraged and is generally well-supported within the Trust. Enfield Memory Service actively recruits into dementia research projects, some of which are delivered within BEHMHT, and onto the "Join Dementia Research" (JDR) register.
- The Trust Clinical Governance Department supports all services to undertake audit and other QIPP activities and welcomes participation in quality assurance projects.
- Lynis Lewis is Director of Research & Development for The Partnership. Dr

Artemis Igoumenou is the academic/research lead for Barnet, Enfield and Haringey.

- Dr Reshad Malik is the ENRICH NIHR dementia research lead.

### **Service Development**

A lead role in the assessment and development of services in partnership with other stakeholders.

### **Education and Training**

Dr. Lubna Anwar, Director of Medical Education has responsibility for medical training and education across the Trust. The Trust has links with the Department of Psychiatry and Behavioural Sciences at the Royal Free campus of the Royal Free and University College Medical School in the provision of undergraduate and postgraduate training. Core and higher trainees are from the NCL training schemes.

The higher trainee Training Program Director is Dr Uttara Mandal for BEH. Local site Royal College Tutors for Enfield is Dr Antonio Albanese for Enfield. Dr Uttara Mandal is the local Training Program Director (TPD).

### **Clinical leadership and medical management**

The medical management of the Trust is organized according to localized Borough structures. Chief Medical Officer, Dr Vincent Kirchner is supported by a Medical Director, Dr Khalid Aziz and a Clinical Director in each Borough as well as a Clinical Director for Specialist Services. Dr Antonio Albanese is Clinical Director of Enfield.

Appraisal Lead for BEH is Dr Shamir Patel. Dr Ros Humphries is the Foundation Doctor Tutor, Dr Amina Tareen is the Undergraduate Tutor. Dr Lauren Huzzey is the SAS (staff grade/speciality doctor) tutor in the Trust.

### **Trust-wide Senior Medical Staff Committee**

The post-holder will be a member of this committee which has a negotiating role on behalf of the consultant body. The Chief Executive and Medical Director regularly attend this meeting.

### **Continuous Professional Development, Appraisal and Revalidation**

- The Trust strongly supports continuing professional development of all staff. The post holder will be expected to be part of a continuing professional development peer group (see below) and to have an annual appraisal and job planning review.
- Job planning will be done by the Clinical Director of the Service Line jointly with the local manager. A minimum of 2 hours per week is timetabled for CPD. Detailed discussion of a Personal Development Plan will take place within appraisal and job planning. There is an extensive academic programme at Chase Farm Hospital which all consultants are encouraged to attend.
- The post holder will be appraised by the service line medical lead.
- The Trust will provide the necessary electronic portfolio to support the process of Revalidation.
- The post holder will be a member of the joint Haringey and Enfield Old Age



- Consultants peer group that meets every three months.
- Study leave of a maximum of thirty days over three years is available and is concordant with Consultant appraisal and Job Planning processes.

### Mentorship

The Trust encourages new consultants to work with a mentor and will support consultants with this. The mentor can be from within or out-with the Trust. Within the Trust there are several consultants who have made themselves available for this role.

### On-Call Responsibilities

Currently a 1:40 on-call rota covering general adult psychiatry and old age psychiatry which covers the 3 boroughs of Barnet, Enfield and Haringey. The on-call is from home and attracts a 3% supplement (on call category A low).

Consultants support the on-call higher trainee and 3-4 core trainees based at each of the in-patient hospital sites.

### Programmed Activities and Provisional Work Timetable

The post is for 5 programmed activities (PA). The timetable for the Job Plan is as shown which includes the nature and proposed timings of fixed commitments. The job plan will be subject to review through the job planning process. Revisions may be proposed by the consultant and Clinical Director.

The timetable below is **indicative only**, and the post-holder will agree a job plan once in post.

	Activity	PA	Frequency	Total PA
<b>Monday AM</b>	Clinic/Floating consultant	DCC 1PA	Weekly	1.0
<b>Monday PM</b>	Clinic/Floating consultant/Admin	DCC 1PA	Weekly	1.0
<b>Tuesday AM</b>	Clinic/Floating consultant	DCC 1PA	Weekly	1.0
<b>Tuesday PM</b>	Clinic/Admin	DCC 1PA	Weekly	1.0
<b>Wednesday 09:00-11:00</b>	Clinic/floating consultant	DCC 1PA	Weekly	1.0
<b>Wednesday 11:00-17:00</b>	SPA	SPA 1.5	Weekly	1.0
<b>TOTAL</b>	<b>DCC SPA</b>	<b>4.5 1.5</b>		<b>6.0</b>

**Medical Staff supervised by the post holder**

The post holder will provide day-to-day clinical support on a case-by-case basis for the core trainee at EMS.

The post holder will undertake workplace-based assessments with doctors in training.

**Job planning and appraisal arrangements**

The Trust strongly supports continuing professional development (CPD) of all staff. The post holder is expected to be part of a CPD peer group and to be registered for CPD with the Royal College of Psychiatrists. The consultant will take part in annual appraisal and job planning reviews.

**Communications and working relationships**

The post holder in the course of their day-to-day work is likely to have working relationships with the staff from local Acute Trusts, colleagues in BEHMHT and other Trusts, and Social Workers from the local authorities. It is expected that the post holder will maintain a high standard of conduct and professionalism in all of their professional contacts.

**Key Relationships**

The consultant has important relationships with colleagues:

Consultant colleagues	Clinical Director
Professional Lead	Assistant Director
Service Director	Local Commissioners
Senior nurses	

**Accountability**

The post holder will be professionally accountable to the Trust Medical Director. Accountability for professional governance will be through the medical lead for the Enfield Borough Service. Direct line management will be through the Community Service Manager, Enfield MHSOP, with ultimate accountability to the Clinical Director. As part of the Trust's agreed strategy of promoting clinician involvement in management, the post holder will be encouraged to take some operational responsibility for the team in agreement with the Local Service Manager, and play a role in the business and governance of the Enfield Borough Service. The consultant will be expected to comply with the agreed operational managerial arrangements.

The relevant codes of practice of the General Medical Council, the Royal College of Psychiatrists and those that relate to the objectives under the Mental Health Act and Mental Capacity Act should be observed at all times.

**Administrative Support**

There will be administrative support from within the memory service.

**Office Accommodation**

The post holder will have an office in the Warwick Centre or Emerald House, equipped with full IT support.

**Consultant Staff Barnet, Enfield & Haringey Mental Health NHS Trust:  
Mental Health Service of Older People (MHSOP) / LTC Service Line**

	<b>Name</b>	<b>Main Role</b>	<b>Additional Role</b>
<b>LB Barnet</b>	Dr A. Cadinouche	Consultant Psychiatrist	CMHT/Memory Service
	Dr. A. Ali	Consultant Psychiatrist	CMHT/Memory Service
	Dr K. Khan	Consultant Psychiatrist	CMHT/Memory Service
	Dr A. Pasupathy	Consultant Psychiatrist	CMHT/Memory Service
<b>Liaison Service Barnet Hospital</b>	Dr. A. Enfield-Bance (1.0)	Consultant Psychiatrist	Barnet Liaison Service
<b>LB Enfield</b>	Dr A. Sobel (0.8)	Consultant Psychiatrist	West Enfield CMHT and CHAT SAS tutor
	Dr R. Malik (1.0)	Consultant Psychiatrist	Enfield Memory Service Lead
	Dr. I. Popescu (1.0)	Consultant Psychiatrist	East Enfield CMHT Educational Supervisor
	Dr L. Huzzey (1.0)	Consultant Psychiatrist	Silver Birches Ward and OPCMHT Educational supervisor
	Dr A. Clare (0.6)	Consultant Psychiatrist	Enfield Memory Service Educational Supervisor
	Dr S. Solomou (0.5)	Locum Consultant Psychiatrist	Enfield Memory Service
<b>LB Haringey</b>	Dr U. Mandal (1.0)	Consultant Psychiatrist	Haringey Memory service (0.4) and CMHT (0.6) Training Programme Director (OAP; GAP)
	Dr R. Humphreys (0.7)	Consultant Psychiatrist	Haringey OPCMHT
	Dr A. Jebreel (0.5)	Consultant Psychiatrist	Haringey OPCMHT
	Dr. M. Payne (0.6)	Locum Consultant Psychiatrist	Haringey OPCMHT/Memory Service
<b>Trustwide</b>	Dr E Doukova (1.0)	Consultant Psychiatrist	In-Patient Services: The Oaks Ward

### 3. Person Specification

	Essential	Desirable
<b>Qualifications &amp; Experience</b>	<p>On the GMC Specialist Register for old age psychiatry or within six months of obtaining a CCT</p> <p>Training and clinical expertise in assessment, diagnosis and management of older adults with cognitive impairment and mental illness. Also knowledge of the Mental Capacity Act and safeguarding procedures.</p> <p>Full GMC Registration</p> <p>Excellent clinical skills with experience of outpatient psychiatrist assessments</p> <p>Section 12 Approved and an Approved Clinician</p> <p>Registered for the Continuing Professional Development Programme in the Royal College of Psychiatrists</p> <p>Membership of a Medical Defence Union</p> <p>Clinical supervision skills training</p>	<p>Membership of the Royal College of Psychiatrists or equivalent</p> <p>Additional degree or equivalent</p> <p>Experience in teaching with ability to use a wide range of teaching techniques and audio-visual aids</p> <p>Research Experience</p>
<b>Management &amp; Audit</b>	<p>Experience of medical audit/Quality improvement projects</p> <p>Management skills</p>	<p>Management qualification</p> <p>Understanding of contracting, finance and activity monitoring</p>
<b>Service Development</b>	<p>Understanding of leadership</p> <p>Negotiation skills</p> <p>Understanding of equal opportunities and appropriate training</p>	<p>Experience in developing a service component</p> <p>Demonstrable record of clinical leadership</p>
<b>IT Experience &amp; Skills</b>	<p>Experience in data gathering and management</p> <p>Basic computer skills, including ability to use e-mail and internet</p>	<p>Familiarity with Rio electronic notes</p>

<b>Personal Skills</b>	Excellent communication skills	UK driving licence
	Excellent spoken and written English	
	Ability to work within a multi-disciplinary team	
	Enthusiasm and commitment to the NHS	
	Highest level of integrity	
	Capacity to respond positively to the constantly changing NHS environment	

#### 4.Contact Details

**For further information, please contact:**

**Dr Reshad Malik or Dr Adam Clare**

**Email:** [reshad.malik@nhs.net](mailto:reshad.malik@nhs.net) / [a.clare@nhs.net](mailto:a.clare@nhs.net)

**Tel:** 0208 702 4470

**BEH Website:** <http://www.beh-mht.nhs.uk/>

#### 5.About BEH-MHT (Barnet, Enfield and Haringey Mental Health Trust)

Formed in 2001 through the merger of its predecessor organizations, Barnet, Enfield and Haringey Mental Health NHS Trust (BEHMHT) continues to innovate and develop at a fast pace. We are a large mental health trust in London with an annual budget of £337 million and employing more than 3,300 staff. We serve a population of 1.2 million and operate from over 20 main sites in the community. In 2020-21 the trust cared for more than 126,176 people: approximately 2,800 patients on our wards and over 128,388 service users in the community.

We provide a wide range of local and more specialist mental health services, including helping people with serious mental illness (SMI), personality disorders, drug and alcohol recovery, children's mental health issues, dementia, eating disorders, learning disabilities, ADHD and suicide prevention.

A CQC inspection in 2019 rated the Trust as "good" for the first time and again "good" in February 2022, reflecting the dynamism and drive of the developments of the past few years, but also the dedication and resilience of staff during the last years of COVID19. Colleagues joining the Trust will have ongoing opportunity to contribute and shape the service during an exciting period of change and

consolidation and the clinical director will be happy to involve them proactively in improving and developing the service in line with partnership strategy.

We also run the North London Forensic Service (NLFS), which the Care Quality Commission (CQC) has rated as Outstanding. This service treats and cares for people in the criminal justice system who have mental health conditions. NLFS is also embedded in Pentonville, Wormwood Scrubs and Brixton prisons in London, and Springhill and Grendon prisons in Buckinghamshire

We have a vibrant magazine which represents the diverse, innovative and friendly nature of our trust. <http://staff.beh-mht.nhs.uk/communications/trust-matters-magazine.htm>

The Trust has entered a partnership with Camden and Islington Foundation NHS trust. April 2022 marked the first anniversary of work starting between our Trust and neighbouring Camden and Islington NHS Foundation Trust to build a strong, working partnership. The ambition for the partnership is to make a real difference to our service users, local residents and staff. The postholder will have opportunities to take part in new partnership strategic meetings to develop the North Central London service. Our CEO, Jinjer Kandola MBE has been appointed to be joint CEO for both BEH and Camden and Islington Trust, bringing the two organisations ever closer together, allowing for the joint expertise on Joint Mental Health Provider Review, increased innovation and reduction in barriers with joint initiatives.

We are really proud of our staff and host yearly awards for staff to celebrate their achievements and we frequently have winners at HSJ awards. We are constantly striving to improve the network and systems for maintaining and enhancing the wellbeing of our staff as well as supporting those should they be in need.

We are delighted with the expansion of our peer support programme within the trust having successfully recruited peers support workers to many of our community and inpatient services. We are also investing heavily in voluntary and community sector organizations to deliver mental health support services such as Community such as the 'Wellbeing Together Consortium, Inclusion Barnet, Meridian Wellbeing and Mind in Barnet in Barnet, Mind in Enfield (supported by Alpha specialists), Enfield Voluntary Action and Saheli in Enfield and Hestia and Tottenham Talking in Haringey. The Trust is also proud of its apprenticeship programmes and offers excellent opportunities for career progressions within management roles and specialization.

## Our main locations

We operate from five main sites:

- St Ann's Hospital, St Ann's Rd, London N15 3TH
- Chase Farm Hospital, The Ridgeway, Enfield, Middlesex EN2 8JL
- Springwell Centre, Barnet Hospital, Wellhouse Lane, Barnet, Hertfordshire EN5 3DJ
- St. Michael's Primary Care Centre, Brigadier Hill, Enfield, Middlesex EN2 0NB
- Edgware Community Hospital, Burnt Oak Broadway, Edgware, Middlesex HA8 0AD

## Our Partnership Vision:

**Better Mental Health. Better Lives. Better Communities**

## Our Partnership Values:



## 6. North London Mental Health Partnership (NLMHP) Strategy

Barnet, Enfield and Haringey Mental Health NHS Trust and neighbouring Camden and Islington NHS Foundation Trust are working together in a formal Partnership, with a single Chair, Chief Executive and Partnership Executive Team. Our new Partnership Strategy was launched in May 2023. To give our Partnership a clear identity, we are now called the North London Mental Health Partnership and there are plans to seek incorporation as a single entity in the future.

Our new Partnership Strategy sets out how, by working closely together, we can:

- Improve outcomes for our service users, sharing best practice to improve the quality of care and ensure our services are delivered consistently in each borough
- Remove competition between our two Trusts and address mutual challenges collaboratively
- Be a united and powerful voice, nationally and locally, to champion mental health and mental health services in North London, and be at the forefront of national policy developments to highlight the rights and needs of our service users
- Provide more career development opportunities for our staff through our bigger scale and greater range of services

- Provide a single leadership team that works with all of our stakeholders at System, Borough and Neighbourhood level
- Create a new, shared culture and set of values, aimed at providing care that is preventative, compassionate, personalised and trauma-informed
- Make efficiencies through economies of scale and reinvesting resources where they are most needed.

By working together closely as the North London Mental Health Partnership, our two Trusts can achieve more for our service users, their carers, our staff and our local communities than we can by working separately. We will continue to engage our service users, carers, staff, partners and local people in co-producing the culture of the Partnership as it develops further, taking the best of both organisations.



# Our Five-Year Strategy



# Our Strategic Objectives for 2023/24



## 7.The Partnership Board

The Trust Board consists of eight Non-Executive Directors and eight Executive Directors. The Non-Executive directors are not employees and are not involved in the day-to-day running of the Trust. Non-Executive directors hold other senior positions outside of the Trust and bring knowledge, experience and expertise from other fields, such as accounting, management and organizations outside of the NHS. Their role is to contribute (collectively with the executive directors) to the strategic direction, leadership and management of the Trust, to provide challenge to the executive directors and to bring an independent perspective to the Trust Board.

The executive directors are full-time employees of the Trust and are the most senior managers responsible for its day-to-day running. They decide the future strategy and direction of the Trust, are accountable to independent regulators, and are responsible for ensuring clinical and corporate effectiveness. Each executive director has their own area of responsibility. Chief Executive Jinjer Kandola started in her role in 2018 and has since established a track record of successful transformation. Up to date information on Trust Board members can be found at

<http://www.beh-mht.nhs.uk/trust-board-profiles.htm>.

## 8.Other key information about working at BEHMHT/NLMHP

### Conflict of Interest

All applicants to any post within the Trust are required to declare involvement directly with any firm, company or organisation which has a contract with the Trust. Failure to do so may result in an application being rejected or, if discovered after appointment that such information was withheld, this may lead to dismissal.

### Mobility

As an employee of this organization you may be asked to carry out duties at any of its establishments, at any time throughout the duration of your contract.

### Customer Awareness

Barnet, Enfield & Haringey Mental Health NHS Trust expects its employees to communicate to colleagues, patients and visitors in a polite and courteous manner at all times.

### Criminal Record

In view of the nature of the work, this post is exempt from the provision of Section 4 (2) of the Rehabilitation Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemption order 1975). Applicants are therefore not entitled to withhold any information about convictions including those which for other purposes are “spent” under the provisions of the Act. You are therefore required to declare any pending prosecutions, convictions or cautions you may have, even if they would otherwise be regarded as “spent” under this Action. In event of employment, failure to disclose such

convictions could result in dismissal or disciplinary action by the Authority. Relevant information should be sent to the Trust's Medical Director, in an envelope marked for his personal attention and will be completely confidential and be considered only in relation to an application for positions to which the order applies.

If the post you are applying for also involves substantial access to children, the Trust is entitled, under arrangements introduced for the protection of children, to check with the police for the existence and content of any criminal record of the successful applicant. Information received from the police will be kept in strict confidence and will be destroyed immediately the selection process is completed.

This disclosure of a criminal record, or other information, will not debar you from appointment unless the selection panel considers the conviction renders you unsuitable for appointment. In making the decision the Trust will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant, including appropriate considerations in relation to the Trust's published Equal Opportunities Policy.

Failure to declare a conviction, caution or bind-over may, however, disqualify you from appointment, or result in summary dismissal/disciplinary action if the discrepancy comes to light. If you would like to discuss in confidence the effect any conviction might have on your application, please contact a Senior Officer in the Personnel Department for advice.

### **Safeguarding Children and Vulnerable Adults**

Safeguarding is everyone's responsibility, and all employees are required to act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults. Familiarisation with, and adherence to, the appropriate organisational Safeguarding Policies and any associated guidance is an essential requirement of all employees as is participation in related mandatory/statutory training. All employees must ensure that they understand and act in accordance with this clause. If you do not understand exactly how this clause relates to you personally then you must ensure that you seek clarification from your immediate manager as a matter of urgency. Equally, all managers have a responsibility to ensure that their team members understand their individual responsibilities with regard to Safeguarding Children and Vulnerable Adults.

### **Health**

If successful in being appointed to a post, all employees MUST report to the Occupational Health Department within two weeks of starting in post. All Employees who perform "exposure prone procedures" should be immunised against Hepatitis B. Antibody response should be checked on a regular basis. Failure to attend for review with the Occupational Health Department or failure to comply with the regulations pertaining to Hepatitis B may result in an employee being suspended from duty. For further

information, either contact the HR Department or the Occupational Health Department. All matters discussed will remain confidential.

### **Infection Control**

All staff will be expected at all times to practice in accordance with the infection control standard specified in the policies of the organisation.

### **Risk Management**

All staff have a responsibility to manage risk within their sphere of responsibility.

### **No Smoking**

BEH-MHT operates a “No Smoking Policy” which does not allow smoking at work or on any Trust property.

### **Personal Property**

The Trust cannot accept liability for loss or damage to personal property on official premises by burglary, fire, theft or otherwise. Staff are therefore advised to take out an insurance policy to cover personal property.

### **Private Practice**

All Consultants undertaking private practice should adhere to the national Code of Conduct for Private Practice.

### **Standards of Business Conduct for NHS Staff and Codes of Conduct**

You are required to act at all times in accordance with the relevant professional Codes of Conduct and Accountability (including, where applicable, those for Board Members). In addition, all management staff must comply with the Code of Conduct for NHS Managers. All staff are required to act in accordance with the rules and regulations as described in the organisation’s Standing Orders and Standing Financial Instructions.

The organisation reserves the right to report any activity, incident or suspicion of behaviour likely to be deemed a breach of a professional code of conduct to the appropriate professional body. This decision as to whether such a report will be made will only be taken by the appropriate service Director after he/she has fully considered the available facts. At all times, the safety of the public, staff and the reputation of the employing organisation and the wider NHS will be key points for consideration before any report is made.

### **Mandatory Training**

All staff are required to attend any training designated by the organisation and/or service as mandatory (compulsory) for the position held or to provide evidence of previous, recent equivalent training at a level appropriate to the post held.

### **Satisfactory Clearances**

For all posts where the appointment is subject to satisfactory clearance via the Criminal Records Bureau or Independent Safeguarding Authority, or any other successor agency, it should be clearly understood that the postholder must maintain satisfactory clearance status throughout his/her employment in the post.

### **Professional Registration**

With respect to any post for which the appointment is subject to holding a specific professional registration, as set out in the person specification for the post, it should be clearly understood that the postholder must maintain

### **Improving Working Lives**

The Trust is committed to Improving Working Lives of all staff and wherever possible will endeavour to accommodate requests for specific working patterns taking into account service needs.

### **Staff Involvement**

Barnet, Enfield & Haringey Mental Health NHS Trust is in the process of applying to become a Foundation Trust. Staff are encouraged to participate in the application process.

The Trust, in turn, is committed to involving staff at all levels in the development of the organisation. It continually strives to improve internal communication systems and encourage staff involvement in organisation and service developments – including business planning – to enable its staff to influence discussions which affect them and their working conditions.

### **Policies and Procedures**

All employees, at all times are subject to the policies and procedures of this organisation.

### **Confidentiality and Data Protection**

In accordance with the Data Protection Act (1998), the Trust is authorised, if required to do so, to obtain, process and/or use information held on a computer in a fair and lawful way. The Trust is authorised to hold data only for the specific registered purpose.

Barnet, Enfield & Haringey Mental Health Trust attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, and other data held and processed by the Trust. All data should be treated as confidential and should only be disclosed on a need to know basis. Some data may be particularly sensitive and is the subject of a specific Trust policy, including information relating to the

diagnosis, treatment and/or care of patients, individual staff records and details of contract prices and terms.

Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data. Due to the importance that the Trust attaches to confidentiality, disciplinary action will be taken for any breach of confidentiality. All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection. All employees should be mindful of the six-information management Caldicott principles when dealing with Trust data and person identifiable information.