



# Milton Keynes Mental Health Services

## Consultant in Old Age Psychiatry

### Job Description

October 2023

LON NW-CO-STH-2022-00296 (Approved)



Central and North West London NHS Foundation Trust

## Welcome to Our Trust

CNWL is a nationally leading NHS Foundation Trust providing Mental Health, Community Health and Child Health Services across London and the South East of England.

Our core Trust values are **Compassion, Respect, Empowerment** and **Partnership**. We ask all our staff to embody and live by these.



At our last CQC inspection we were rated Good for all our services, receiving a rating of Outstanding for Caring. We are proud of the progress we have made in all areas and have set ourselves an ambition to be Outstanding for Safe at our next inspection.

<div>Overall Good</div> <div>Read overall summary</div>	Safe	Good ●
	Effective	Good ●
	Caring	Outstanding ☆
	Responsive	Good ●
	Well-led	Good ●

*Thank you for your interest in this post. We pride ourselves on the quality of our clinical leadership here at CNWL. If you are a dynamic, thoughtful and caring leader, we would love you to apply”*

Claire Murdoch CBE  
Chief Executive



## Management of the Trust

CNWL provides the following clinical services:

- ▶ A wide range of community health services, including adult and child physical and dental care services in Camden, Hillingdon and Milton Keynes.
- ▶ Intermediate physical healthcare, admission and supported discharge
- ▶ Palliative care
- ▶ A comprehensive range of mental health services for adults, from early intervention and psychological therapies to inpatient treatment and long-term rehabilitation care.
- ▶ Specialist mental health services for children and adolescents, including family therapy and IAPT Services
- ▶ Dedicated mental health services for older people, from early diagnosis, memory services and ongoing treatment options.
- ▶ Substance misuse services for drugs, alcohol and the new group of 'club drugs', provided in the community and a medically managed inpatient detoxification service.
- ▶ Specialist addiction services available nationally for problems with gambling and compulsive behaviours.
- ▶ Inpatient, outpatient and day patient eating disorders services, available to clients nationally.
- ▶ Inpatient and outpatient learning disability services, available to clients nationally.
- ▶ Mental health, addictions and primary health care services in many HM Prisons and YOI in London, Kent, Surrey, Hampshire and Buckinghamshire.
- ▶ Sexual and reproductive health services, including walk-in services, in central London and Hillingdon.

The Trust operates within a Divisional Structure, with a Borough management structure for most services in each geographic area.

Alongside these, we have Service Lines of:

- ▶ Child and Adolescent Mental Health Services and Eating Disorders
- ▶ Addictions
- ▶ Health and Justice Services

- ▶ Learning Disabilities
- ▶ Mental Health Rehabilitation
- ▶ Sexual Health.

The Trust is led by the Board of Directors, of the following people:

Tom Kibasi	Trust Chair
Paul Streets, OBE	Non-Executive Director
Meenakashi Anand	Non-Executive Director
Rashda Rani	Non-Executive Director
Richard Cartwright	Non-Executive Director
Ian Mansfield	Non-Executive Director
Dr Mo Ali	Non-Executive Director
Vacancy	Non-Executive Director
Claire Murdoch, CBE	Chief Executive
Graeme Caul	Chief Operating Officer
Tom Shearer	Chief Finance Officer
Dr Cornelius Kelly	Chief Medical Officer
Maria O'Brien	Chief Nurse
Nick Green	Chief People Officer
Ross Graves	Chief Strategy and Digital Officer

The Chairman also chairs our Council of Governors (see our website for details <http://www.cnwl.nhs.uk/>)

## Medical Staffing

CNWL employ over 600 medical staff across the Trust. We are committed to maintaining their health and wellbeing, ensuring their jobs are balanced, stimulating and rewarding and building an environment of continuous learning.

Appraisal is led by our Director of Appraisal, Dr Farrukh Alam, and ultimately accountable to our Responsible Officer, Dr Cornelius Kelly. We aim to get appraisals completed for all our medical staff in an annual window between April and June.

The Medical Education Department is led by Dr Sukhdip Bahia, Director of Medical Education and we have active Academic Programmes at local level. The Divisional Deputy Director of Medical Education is Dr Gopalkrishna Hegde and the local Clinical Tutor is Dr Haider Malik.

We also have exciting academic partnerships, overseen by our Director of Research, Prof Richard Watt. This includes the recently established CIPPres Clinic at St Charles Mental Health Centre, a collaboration between CNWL and Imperial College, led by Dr David Erritzoe, looking at novel therapeutic uses of psychedelic substances in mental health care.

*As a Consultant you will be expected to balance the operational needs of the service whilst leading delivery of high-quality care. We will be committed to developing you as a clinician, manager and leader.*



**Dr Cornelius Kelly**  
**Chief Medical Officer**

## Diggory Division

The Trust is organised in to three Divisions: Jameson, Goodall and Diggory.

Diggory Division is responsible for the delivery of Mental Health, Addictions and Community services in Milton Keynes, as well as Addictions services, Sexual Health/HIV and Health and Justice services in London and Surrey.

Diggory has an ethos of fair, collaborative, inclusive leadership. We expect everyone in our senior leadership team to be flexible in approach and supportive, whilst holding each other to account and providing challenge when needed.

As a Division we meet on a weekly basis with our services to support staff to deliver safe services and empower teams to promote staff wellbeing and have a learning and improvement culture.

## Leadership Team

Dr Simon Edwards	Diggory Medical Director
Jane Hannon	Diggory Managing Director
James Smith	Diggory Nursing Director

## Innovation

We love innovative practice in CNWL and have developed key partnerships for the introduction of new technologies. We are particularly proud of the achievements of our Pharmacy Team; in the last year they have successfully rolled out the Omnicell dispensing solution to our wards as well as ePMA, our electronic prescribing system.



On many of our wards we have pioneered the introduction of the Oxehealth remote patient observation technology, with a plan for further roll out in 2022

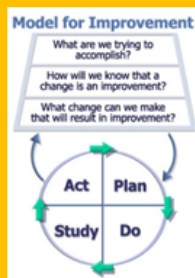
Within our community services we are trialling the use of a risk prediction algorithm technology, MaST as well as a more patient centred approach to care planning, DIALOG+



# DIALOG+

## Innovation

## Improvement



Each year we host an annual Safety Conversation, a Trust-wide conference of Quality Improvement work. We regularly get over 100 posters submitted and over 450 attendees.

Some of the best examples of our work have progressed on to being published in the BMJ.

## Improvement

CNWL worked in partnership with the IHI over three years to develop knowledge and capability in Quality Improvement methodology. We have now matured as an organisation in to hosting our own Improvement Faculty, running an annual 'Practicum' training series for teams ready to learn more about this approach.

We have dedicated QI coaches and advisors for each Division and encourage all our Consultants to get involved with QI work.





## Leadership

We believe in investing in our leaders at CNWL. All Consultants have the opportunity to take part in a **Management Fundamentals** course, led by our Trust Chair, Professor Dorothy Griffiths OBE (formerly Dean of Imperial Business School) and our Chief Medical Officer, Dr Cornelius Kelly.



We support our clinical leaders to undertake the leadership development which is right for them, including courses run by the NHS Leadership Academy, The King's Fund and an MBA course with Arden University.

We also support and encourage the use of mentors and coaching.

## Leadership

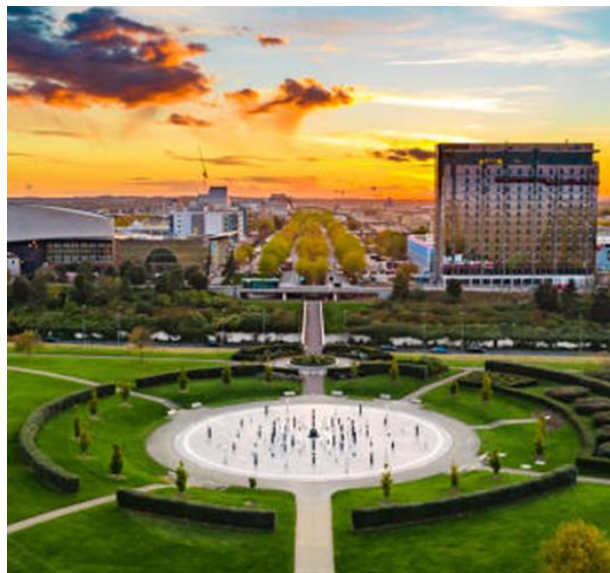
# About Milton Keynes



Milton Keynes was founded on 23 January 1967, but the settlement has deep roots, and a long history stretching back well past the Middle Ages. The town itself, designated as an area of 89 square kilometres, took its name from a Medieval village, mentioned as far back as the 11th century. In 2022 Milton Keynes was awarded formal city status as part of the Queen's Platinum Jubilee Celebrations.

It lies midway between Northampton and Aylesbury and is on the doorstep of the M1. The train line links London (30mins away) to the North and the Grand Union Canal runs through the centre of the city. London Luton Airport is just 30 minutes away

The standard of education is high, with many 'outstanding' rated schools offering excellent amenities. Life expectancy for both men and women is similar to the England average. Over the last 10 years, all-cause mortality rates have fallen. Early death rates from cancer and from heart disease and stroke have also fallen and are similar to the England average.



Population estimated to be **264,479**  
Expected population increase **1.04%** per year.

27.4% of the Milton Keynes population were aged under 19 compared with 23.7% in England.



13.1% of the Milton Keynes population are aged 65+ compared with 17.9% in England as a whole.

26.1% of the Milton Keynes population are from Black and Minority Ethnic groups.



Planned with accessibility in mind, Milton Keynes leads the way in sustainable transport infrastructure and is constantly developing smart solutions to make it a greener place to travel.

4,500 acres of parks and woodland to explore and a theme park right on the doorstep.



Milton Keynes has award-winning galleries and theatres, medieval abbey ruins and renowned attractions like Bletchley Park, the home of the WWII codebreakers. Milton Keynes is home to MK Dons at Stadium MK and Red Bull, with Silverstone just a few miles away. There's real snow skiing and boarding at Xscape, indoor skydiving, water sports, and the national centre for badminton. Over 400 shops spread over multiple malls and accessible streets, from boutique retailers to international chains and renowned

designers. A young city with a rich historical heritage, packed with creativity and imagination, fantastic food and drink, a vibrant evening economy, and welcoming pubs too.

## Service Details

CNWL acquired services previously operated by Milton Keynes Community Health Services (MKCHS) on 1 April 2013 and are responsible for providing NHS community and mental health services across Milton Keynes and specialist dental services across Buckinghamshire.

We have a long history of close working with Milton Keynes Council and Milton Keynes University Hospital to create joint services. Intermediate care, community equipment and learning disability services are integrated across health and social care and are provided through pooled budgets and integrated teams. We have built a strong working partnership with our commissioners and are part of Bedfordshire, Luton and Milton Keynes (BLMK) Sustainability and Transformation Plan (STP).

- ▶ Our services are delivered from 25 sites across Milton Keynes and Buckinghamshire, but mostly we provide services within people's own homes.
- ▶ We provide over 50 different community healthcare services.
- ▶ We employ over 1000 staff across both community and mental health services.
- ▶ Our current annual turnover of just under £60m.

The Mental Health Services in Milton Keynes offer a range of support from primary care-based services to acute inpatient settings. We offer community support and a number of specialist services such as Perinatal Mental Health Service and the Street Triage and Early Intervention in Psychosis team.

We have over 500 staff working in settings across the Mental Health Service of Milton Keynes. We have services for children and young people, working age adults and those who are ageing. Our inpatients wards, Perinatal Service and Specialist Memory Service have Accreditation from the Royal College of Psychiatry.

We have a belief that patients should get the right service, from the right person at the right time. We offer holistic, person-centered, evidenced based treatment and care planning in all our services. Our Family and Friends results are very high with over 95% patients recommending our services to others.

### Quality and Service Improvement

Some of our recent successful improvement initiatives include:

- ▶ Reduced waiting list for specialist psychological therapies
- ▶ Daily safety huddles including SMT presence across the week in inpatient wards
- ▶ Weekly Patients with Complex Emotional Needs (CEN) flow meeting across the system
- ▶ Improving training programme with regular discussions in Junior-Senior meetings with mandated presence of clinical, operational and PGME directors
- ▶ Robust Consultant Body Meeting and regular Clinical Director and Consultant catch up meeting

### Education Programme

We are continually developing and improving our Medical Education Programme here at MK Mental Health. After very positive feedback from our August 2022 cohort of FY, GP and Core Trainees, the Deanery has increased our uptake with two more spaces from 2023. From March 2023, we have also welcomed our first cohort of 3rd year Medical Students from Buckingham University, led by our newly appointed Director of Undergraduate Education and Clinical Fellow.



## Overview of Milton Keynes Mental Health Service

### Acute Services

Willow Ward, Hazel Ward, TOPAS Ward and Cherrywood Rehabilitation Unit

### Primary Services

Primary Care Plus, Improving Access to Psychological Therapies, Perinatal Mental Health Team and Early Intervention in Psychosis Team

### Crisis Services

Crisis Resolution & Home Treatment Team, Street Triage, Ambulance Triage and Hospital Liaison Team

### Community & Mental Health Hub Services

Management Pathway, Therapies Pathway, Psychosocial Pathway, and Healthy Ageing & Specialist Memory Service

### CAMHS and Lifespan Eating Disorders Services

Core CAMHS, CAMHS Local Intensive Support Team, Mental Health Schools Support Team and Lifespan Eating Disorder Service

### Learning Disability Services

## Acute Services

### The Campbell Centre

The Campbell Centre in Milton Keynes is a 39-bed acute inpatient mental health unit. It has two wards, Hazel Ward and Willow Ward, predominantly for working-age adults who require a hospital admission when suffering from a mental health problem. The wards are staffed 24 hours a day and the team consist of nurses, occupational therapists, doctors, psychologists, pharmacy staff, peer support workers and domestic staff.

### The Older Person's Assessment Service (TOPAS)

TOPAS is a modern 15-bedded unit providing assessment and treatment predominately for older people with complex or acute mental health needs or organic presentations, enabling a return to independent living wherever possible. The ward is staffed 24 hours a day and the team consist of doctors, nurses and occupational therapists, with regular access and contact with psychology, physiotherapy, dietician and pharmacy staff. The team at TOPAS work closely with the Specialist Memory Service (SMS) and the Healthy Ageing team in the community. The Healthy Ageing team nurses assume the role of care co-ordinator for functional patients and the SMS treatment team nurses assume the similar role for organic patients. TOPAS has access to support from the Crisis Resolution and Home Treatment Team (CRHTT) to support early discharges from the ward for functional patients.

### Cherrywood

Cherrywood is a seven-bedded rehabilitation unit. This service provides assessment and on-going rehabilitation for working age adults with severe and enduring mental health problems.

## Crisis Services

### Crisis and Home Treatment Team

The Crisis and Home Treatment Team (CRHTT) is a multi-disciplinary team of mental health professionals who provide a service to people experiencing an acute psychiatric crisis. The team offer a less restrictive alternative to hospital admission by delivering intensive community-based interventions. Where hospital admission does occur, the CRHTT assist in shortening the inpatient stay by facilitating early discharge and support back to the community. The team has five main functions; crisis rapid response, gatekeeping, supporting admission, home treatment planning and acute care and early discharge

### Hospital Liaison Team

The Hospital Liaison Team (HLT) provides rapid psychiatric assessment of adults (over 18 years old) presenting with mental health problems across Milton Keynes University Hospital Accident and Emergency Department and inpatient wards. HLT has a dedicated multi-disciplinary team which includes doctors, psychologists, senior practitioners and a number of specialist mental health nurses. Referrals are made internally within the hospital A&E Department or from other wards within the hospital. The team is supported by TOPAS consultant for two sessions a week in provision of Liaison service to elderly patients

### Street Triage Team

This service operates from 3pm – 2am, 7 days a week and works alongside the Police to support mental health issues in the community and prevents the use of Section 136 of the Mental Health Act 1983 (amended in 2007) and inappropriate admissions to inpatient services.



# Primary Services

## Primary Care Plus

Primary Care Plus (PCP) triage and treat service users who present to their GP with mental health problems. They are based within the GP networks in Milton Keynes and have close working relationships with practice staff. The team can diagnose mental health conditions and prescribe medication as well as offer support for service users for a set number of intervention sessions.

## Improving Access to Psychological Therapies

Improving Access to Psychological Therapies (IAPT) provide psychological treatment for depression and anxiety disorders. The service offers treatments such as:

- Individual cognitive behavioural therapy (CBT) for depression, anxiety, post-traumatic stress disorder and phobias
- Workshops for sleep, mood, anxiety, stress, wellbeing at work and employment related issues
- Self-help resources and interventions
- Digital therapy packages

## Perinatal Mental Health Team

The Perinatal Mental Health team offers women who require mental health support both pre and post-natally. The service works closely with Health Visitors, Midwives and Social Care to ensure that this client group receives appropriate and timely intervention.

## Early Intervention in Psychosis Team (EIPT)

The aim of the Early Intervention Service is to provide an intensive care package that includes assessment, treatment and support of people experiencing their first episode of psychosis in collaboration with their carers, relatives and friends. The service caters for those over 14 years plus.

# Community Services

## The Mental Health Hub

The Community Mental Health Hub is a new development in the continuing modernisation of the Mental Health Service in Milton Keynes. The Hub's remit is to provide care for those patients who need longer term care. It caters for all diagnostic categories and is a needs-led service.

The Hub operates within a recovery framework and provides longer-term interventions and support for people with enduring mental health problems, their families and carers. The team actively engage with carers, incorporate annual physical health checks into care planning and provide focused and person-centred care, enabling individuals to remain supported within the community setting.

The pathways within the Hub are:

- **The Assertive Outreach Team:** Look after patients with severe and enduring mental illness. They often have a chaotic lifestyle with complex and multiple needs and may be difficult to engage. The aim of the team is to prevent admission, minimise length of stay and prevent re-admission to hospital.
- **The Psychosocial Pathway:** Specialise in working with patients whose central difficulty is with interpersonal relationships.
- **The Therapy Pathway:** Psychologists and Therapists provide psychological therapies to patients engaging with the Hub.

- **The Diagnosis and Condition Management Pathway:** Provides support for patients accessing clozapine, lithium and medication management clinics in line with current need. This pathway is supported by highly experienced NMPs and CPNs who also provide physical health checks and run a wellbeing clinic.

### **Healthy Ageing Service:**

The Healthy Ageing Service (HAS) specialises in assessment and management of non-organic (functional) psychiatric disorders in older adults over age of 70 years. It is a multidisciplinary team with Medical Staff, Community Psychiatric Nurses, Mental Health professionals, Care Home Liaison Practitioner, Psychologists, Occupational Therapist and administrative staff.

The service currently consists of two parts:

- **Specialist Memory Service (SMS)** – Psychology led service which provides early identification, assessment, diagnosis and support to clients who have dementia and their carers/families, including those with behaviours that challenge.
- **Older Adult Community Mental Health Team (OACMHT)** – care and support to older people with functional mental health needs.

## **CAMHS and Lifespan Eating Disorder Services**

### **Child and Adolescent Mental Health Services (CAMHS)**

The service meets the needs of young people under the age of 18 exhibiting a range of complex and challenging conditions requiring mental health support. There is also a Local Intensive Support Team (LIST) who work closely with the A&E department and the Paediatric wards of the local acute hospital. The LIST team's objective is to prevent hospital admission and to facilitate early discharge.

### **MK Mental Health Schools Support Team**

MK Mental Health Schools Support Team are based in schools in Milton Keynes and provide:

- Evidence-based interventions for mild to moderate mental health issues
- Support the senior mental health lead in each education setting to introduce or develop their whole school or college approach
- Timely advice to school and college staff, and liaising with external specialist services, to help children and young people to get the right support and stay in education

### **Lifespan Eating Disorders**

Assessment and treatment for people with a suspected or confirmed eating disorder.

## **Community Learning Disabilities**

### **Learning Disability Service**

This community-based service provides assessment, treatment and support for adults over the age of 18 who have a learning disability (not a learning difficulty). They may have complex neurological, genetic, developmental, and challenging conditions requiring mental health support. The service consists of multidisciplinary health professionals and is integrated with social care. The service uses a person-centred Positive Behaviour Support approach and aims to reduce over-reliance on psychotropic medication. The service works in collaboration with carers, families and other agencies to promote skilled community living, prevent hospital admission and facilitate early discharge.



## Local Working Arrangements

**The Post** Consultant in Old Age Psychiatry

This is an established post on TOPAS.

**Base** The Older People's Assessment Service (TOPAS)  
Waterhall Care Centre  
Fern Grove  
Water Eaton  
Milton Keynes  
MK2 3QH

The post holder will be provided with their own office.

**Contract** Full time - 10 PAs

**Professionally accountable to** Dr Simon Edwards  
Divisional Medical Director, Diggory Division

**Operationally accountable to** Dr Lok Raj  
Clinical Director, Milton Keynes Mental Health Service  
&  
Steffney Kamara  
Service Director, Milton Keynes Mental Health Service

<b>Key working relationships</b>	Dr Lok Raj	Line Manager
	Steffney Kamara	Service Director
	Jo Rance	Deputy Director for Acute Services
	Ben Ayisi	Modern Matron
	Satish Ramharack	Ward Manager



## About the Post

This is a split post focusing on older people's mental health care. The post holder will be the Responsible Clinician based at The Older Peoples Assessment Service (TOPAS) which is a 15 bedded mixed sex hospital ward on the ground floor of a care home, located approximately 5 miles from the Milton Keynes University Hospital Campus.

In addition, the post holder will offer sessional consultation and support to the Older Adult pathway of the Mental Health Hospital Liaison Team, based at Milton Keynes University Hospital campus.

It is anticipated that this will be an 8:2 split.

Both teams are fully multi-disciplinary which psychiatric, nursing, psychological and occupational therapy support. The medical workforce on the ward comprises of one Specialty Doctor and two Trainee Doctors. In the Liaison Team there is another full time Consultant and one Trainee Doctor. The TOPAS team has weekly contact with a Consultant Physician who assists with physical health presentations in the context of a mental health diagnosis.

### **TOPAS**

There are approximately four new admissions and four discharges per month. Admissions under the Mental Health Act are typically under Section 2 and most do not progress to Section 3 as these patients can be managed under The Deprivation of Liberty Safeguards. Typically, there would be 6 detained patients under the Mental Health Act, 4 under Section 2 and 2 under Section 3. The majority of patients are admitted from their usual place of residence with a small percentage coming from the general hospital. The average length of stay for those patients discharged during the year 2021-22 was 93 days.

The majority of patients are discharged back to their usual place of residence with a small number requiring placements. Although the exact ratio varies from month to month, on average, approximately two-thirds of the patients in the unit have a primary organic diagnosis.

Post discharge patients who require ongoing support with their recovery can be referred to the community based Healthy Ageing team who ensure the patient can access psychological and therapeutic interventions from our community mental health services. This team currently seek medical support for these patients from the medical workforce in the Community Mental Health Hub. The TOPAS team work closely with Social Care for support with locating placements. There is also often involvement with third sector agencies.

Office accommodation for the post holder is on site, with designated administrative support.

TOPAS consists of the following staff:

- 1 wte Consultant Psychiatrist
- 1 wte Ward Manager
- 1 wte Specialty Doctor
- 1 wte Core Trainee
- 1 wte Foundation Year 2 doctor

- 4 wte RMN's band 6
- 9 wte RMNs band 5
- 13wte HCA band 3
- 1 wte RNA B4
- 1 wte Occupational Therapist B6
- 1 wte Occupational Therapist B5
- 1 wte Occupational Therapist Assistant B3
- 1.6wte Ward Clerk
- 1.6wte House keeper

### **Hospital Liaison Team (HLT)**

The post holder will provide specialist older adult mental health consultation input to the Hospital Liaison Team (HLT). The role includes assessment and management of patients 65 and over who are presenting with a known or undiagnosed functional mental condition in the acute hospital or those presenting with cognitive impairment and related challenges. HLT has two experienced older adult nurses who are primarily involved in the assessment and management of referred older adult patients. The post holder will support these nurses in the management of complex case with face to face review of patients on a needs basis.

Formal outpatient clinics are not expected in this role as the focus will be on consultation and advising. However, following a face to face review if required, follow up may be necessary and this will be arranged on an ad hoc basis.

Management plans include advising about hospital-based treatment, facilitating admissions to psychiatric units, liaising with geriatric teams and Consultant Geriatrician colleagues, providing support to practitioners within the team, guidance about post-discharge care, and conducting informal / formal teaching sessions. Teaching can be to a varied audience including the acute hospital staff, liaison nurses and nursing students on placement.

The role entails interaction and liaison with other community mental teams, the AMHP service and TOPAS ward.

HLT consists of the following staff:

- 1 wte Team Manager
- 1 wte Consultant Psychiatrist
- 5 wte Senior Practitioners
- 6 wte Mental Health Hospital Liaison Practitioners
- 1 wte Team Admin
- 1 wte Lead Psychologist
- Vacant post for 1 wte Team Psychologist
- 2 wte Trainee Doctors (supervised by the full time HLT Consultant for working age adults)

# Key Responsibilities

## Clinical Duties

- ▶ Assess and manage patients (including investigations and treatment) with acute and chronic psychiatric conditions including dementia and psychiatric functional illnesses, ensuring interventions are provided in a sensitive, accessible and culturally appropriate way.
- ▶ Be well versed in current NICE and other widely accepted guidelines in order to provide the most appropriate interventions.
- ▶ Provide all service users with psychiatric care, focusing on recovery where possible and in a way that optimizes their bio-psychosocial functioning and dignity.
- ▶ Provide clinical leadership within the multi-disciplinary team.
- ▶ Provide clinical advice and supervision to junior staff.
- ▶ Undertake assessments under the Mental Capacity Act (MCA) including Deprivation of Liberty Safeguarding (DoLS) as appropriate.
- ▶ Undertake Mental Health Act work including the functions of a Responsible Clinician (RC) where required.
- ▶ Provide consultation to liaison colleagues and if necessary undertake reviews for older adult patients requiring mental health review in hospital.
- ▶ Attend and take an active role in regular clinical and team meetings of both teams.

## General Duties

- ▶ Line manage, appraise and provide professional/clinical supervision to all ward medical staff as agreed with the Clinical Director and in accordance with the Trust's personnel policies and procedures.
- ▶ Ensure junior medical staff working with the post holder operate within the parameters of the New Deal and are Working Time Directive compliant.
- ▶ Ensure that accurate and up to date electronic records are kept of all clinical activity, and that letters and summaries are sent promptly to referring GPs, other colleagues and agencies.
- ▶ Participate in service and business planning activity for the service as appropriate.
- ▶ Participate in annual appraisal for Consultants.
- ▶ Attend and participate in the academic programme of the Trust, including lectures and seminars as part of the internal CPD programme.
- ▶ Maintain professional registration with the General Medical Council, Mental Health Act Section 12(2) approval, and abide by professional codes of conduct.
- ▶ Participate in annual job plan review with the Clinical and Service Directors and in consultation with relevant managers ensuring the post develops in line with service configuration
- ▶ Lead on quality improvement initiatives and service evaluation projects in partnership with the team leads.



### **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.

### **On-Call Duties**

The responsibilities for on call cover adult and older adult services. There is a separate rota for CAMHS. The day time duty rota operates Monday to Friday, 09:00 to 17:00. Duties include: urgent advice to junior doctors and other clinical colleagues (if the Consultant attached to the service is on leave) and attendance at Mental Health Act assessments, principally in the community, acute inpatient units or Milton Keynes University Hospital Emergency Department. This post does not contribute to the day on call cover arrangements.

The overnight and weekend on call rota is a 1:12 frequency. This rota is second on-call, the first on-call duties being provided by junior doctors. Duties include urgent support of junior doctors and other clinical colleagues on matters related to patients aged 18 and over and Section 12 work if desired. Rarely is the doctor required to physically attend the service.

The on-call supplement is currently 3%.

### **External Duties, Roles and Responsibilities**

The Trust actively supports the involvement of the Consultant body in regional and national groups subject to discussion and approval with the Medical Director and, as necessary, Chief Executive Officer.

### **Leave**

The post holder is entitled to 32 days of annual leave per year increasing to 34 days after 7 years Consultant service for those on the new contract. There is an agreed protocol for cover arrangements with the other inpatient psychiatrist and stipulations about requesting leave with good notice to ensure safe practice.

### **Administrative Support and Office Facilities**

The post holder will have an office based off the ward in TOPAS. A laptop will be provided to enable mobile working. IT support comes from a central IT Helpdesk. This is a dedicated room for ward rounds.

Administrative support is provided and Consultants are actively encouraged to make use of the available admin support to reduce their own admin tasks.

### **Work Programme and Job Planning**

It is envisaged that the post holder will work 10 programmed activities over 5 days. The overall split of the programmed activities is 7.5 to be devoted to direct clinical care and 2.5 to supporting professional activities (as per the Royal College of Psychiatrists recommendation).

Job Plans are reviewed and discussed at the beginning of the contract and then annually with the Clinical and Service Director, with input from the local Service Manager.

### **Appraisal and Revalidation**

The post-holder will participate in annual appraisal, including 360-degree (multi-source) feedback, in preparation for Revalidation. The trust uses a system called PReP. Appraisals are undertaken in the

Trust in accordance with relevant national guidance. The Trust will expect to receive information on participation in appraisal in the post-holder's previous employing organisation, including completed appraisals and 360-degree feedback once he/she is appointed.

The Medical Director is the Responsible Officer for the purposes of Revalidation. The process of revalidation is carried out along nationally approved lines in keeping with guidance from the GMC and NHS England. Dr Farrukh Alam is the Director of Revalidation and Professional Governance.

### **Continuing Professional Development (CPD)**

The Trust and directorate have a commitment to and supports CPD activities. The Trust requires Consultants to participate in CPD, remain in good standing for CPD with the Royal College of Psychiatrists, develop a Personal Development Plan and meet GMC requirements for revalidation.

Consultants are eligible for up to 30 days paid study leave on a pro-rata basis within any three-year period, and requests for study leave will be considered in line with both the post-holder's and the Trust's needs. Funding to support Consultants study leave is held by the Divisional Medical Director. Consultants are encouraged to develop special interests and to contribute to the strategic management of services both locally and nationally. Study leave applications should be forwarded in advance to the Clinical Director before funding is agreed by the Divisional Medical Director.

There is a monthly PDP Group which all Consultants attend. This group comprises of Consultants from different Psychiatric sub-specialities. The post-holder can choose to join another group of their choice identified by them to meet the requirements of college and appraisal processes.

### **Clinical Leadership and Medical Management**

Trust wide leadership is provided by the Executive Medical Director supported by the three Divisional Medical Directors. The local clinical leadership arrangements are led by the Clinical Director and Service Director. All Consultants are expected to participate in business planning for their teams, and as appropriate, contribution to the broader strategic and planning work of the directorate, division and Trust.

The post holder will be line managed by the Clinical Director and has professional accountability to the Divisional Medical Director. Regular supervision sessions are provided by the Clinical Director.

### **Teaching and Training**

The Trust promote the involvement of Consultants in the teaching and training of junior medical staff as well as non-medical staff. Milton Keynes Mental Health also host Medical Students from the University of Buckingham and our Consultants take a lead role in teaching these students. There is a Clinical Tutor based in Milton Keynes who links with the Oxford School of Psychiatry. The Deputy Director of Medical Education is also based in Milton Keynes and promotes educational opportunities for all doctors as well as involvement with the junior doctor programme.

There is a local weekly teaching programme each Wednesday for 1.5 hours. Consultants based in Milton Keynes are invited to be part of the wider London educational programme, including Grand Rounds and monthly senior clinician webinars.

### **Research/Academic**

Our local weekly academic programme includes journal club, case presentations, lectures from local Consultants and occasional lectures from outside speakers. Involvement in research projects will be subject to the appraisal and job planning process. The post holder will be encouraged to engage in

research activities. The Post-Graduate Library in Milton Keynes provides a full range of library services, including access to Medline and the Cochrane Library.

### **Quality Improvement**

Improvement and innovation are very important in CNWL leadership and participation in Quality Improvement (QI) work is strongly encouraged and the post holder will also have a role in supporting junior doctors to deliver their audit and QI work. There are coaches available across all services for anyone undertaking quality improvement projects and support also comes from the Quality Governance team. Time is allocated for this work in your job plan.

### **Quality Governance**

The post holder will contribute to quality governance of their team and take responsibility for setting and monitoring standards. Standards are monitored through the Mental Health Care Quality & Innovation Forum (CQIF) which the post holder will attend on a monthly basis. They will also be expected to take a lead in chairing their own service CQIF and will work closely with the ward manager in ward related matters.

### **Wellbeing**

Effective local and confidential occupational health support is available to all employees. The Occupational Health team provides advice and support in regard to the impact of ill health on work. They offer assessment of fitness to work pre-placement and during employment, new entrant screening, in employment immunity screening and immunisation programmes. They promote ability and support disabilities in the workplace on commencement and in-employment and support the Health and Wellbeing agenda. Further Information about our Occupational Health support will be disseminated at induction and regularly when in post.

There are a range of services to support employees such as CNWL Wellbeing microsite, Keeping Well (MK), POWR wellbeing podcasts, NHS-approved apps, Good Thinking, “One you” series for physical health issues, mood zone mental health at work, guides, bitesize learning and support material.

Proactive local organisational systems are in place to support doctors’ wellbeing following serious incidents. It is recognised by the Trust that supporting the wellbeing of the post holder after a serious incident that involves patients in their care eg homicide or suicide is paramount and senior clinician support and advice is routinely offered.

Availability of local initiatives/resources that promote workforce wellbeing eg self-care, work-life balance, stress management, coaching/mentoring etc. The Trust has several initiatives to support wellbeing including cycle scheme, retail and restaurant discounts, eye test scheme, gym discounts, wellbeing events and workshops. The post-holder will form part of a Consultant peer group who meet regularly.

### **Equality and Diversity**

CNWL values diversity. There are a range of networks within the organisation including Black and Asian Minority Ethnic (BAME) Staff Network, Disabled Employees Network (DEN+), Lived Experience of Mental Health Staff Network, PRIDE @ CNWL LGBT+ (Lesbian, Gay, Bisexual and Transgender+) Staff Network, Carers at Work Network, 50+ Group and Women’s Network.

### **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”





## Proposed Timetable

In line with the new Consultant contract the job plan is for 10 Programmed Activities. The timetable is indicative only and subject to change according to service demands and the clinical preferences of the post holder, following discussion at the job planning meeting and appraisal.

Timely job planning reviews are arranged following changes in the pre-agreed workload.

AM	<ul style="list-style-type: none"> <li>▶ TOPAS Ward Reviews (3 hours) and Admin (1 hour) (DCC 1)</li> </ul>	<ul style="list-style-type: none"> <li>▶ HLT Consultation (3 hours) and Admin (1 hour) (DCC 1)</li> </ul>	<ul style="list-style-type: none"> <li>▶ TOPAS Ward Reviews (3 hours) and Admin (1 hour) (DCC 1)</li> </ul>	<ul style="list-style-type: none"> <li>▶ HLT Consultation (3 hours) and Admin (1 hour) (DCC 1)</li> </ul>	<ul style="list-style-type: none"> <li>▶ TOPAS Ward Reviews (3 hours) and Admin (1 hour) (DCC 1)</li> </ul>
PM	<ul style="list-style-type: none"> <li>▶ Monthly meetings (90 minutes long on a rotational basis) Consultant meetings/ Care Quality Meeting/CD meeting/ PDP meeting (SPA 0.5)</li> <li>▶ TOPAS Ward Reviews (DCC 0.5)</li> </ul>	<ul style="list-style-type: none"> <li>▶ Travel (15 minutes)</li> <li>▶ TOPAS Family Meetings (arranged as needed)</li> <li>▶ Physical Health Clinic with visiting Consultant Physician (weekly 1 hour)</li> <li>▶ Supervision of Specialty Doctor (DCC)</li> </ul>	<ul style="list-style-type: none"> <li>▶ Academic meeting (SPA 0.5)</li> <li>▶ Clinical Supervision for 2 junior doctors weekly DCC</li> </ul>	<ul style="list-style-type: none"> <li>▶ Travel (15 minutes)</li> <li>▶ TOPAS Service Development / QI work / Audit (SPA 1)</li> </ul>	<ul style="list-style-type: none"> <li>▶ TOPAS Ward Reviews (DCC 0.5)</li> <li>▶ Professional Development (SPA 0.5)</li> </ul>

### Further Information & Arrangements to visit

*Dr Lok Raj, Clinical Director, Milton Keynes Mental Health Services*



01895 801 300

*Steffney Kamara, Service Director, Milton Keynes Mental Health Services*



0207 540 6789

*Dr Simon Edwards, Divisional Medical Director*



01908 724326

# Person Specification

Abbreviations for when assessed:

A: Application form  
 F: Formal Appointments Committee Interview

P: Presentation to formal panel  
 R: References

QUALIFICATIONS	<ul style="list-style-type: none"> <li>▶ MB BS or equivalent medical qualification</li> </ul>	A	<ul style="list-style-type: none"> <li>▶ Qualification or higher degree in medical education, clinical research or management</li> <li>▶ MRCPsych OR MRCPsych equivalent approved by the Royal College of Psychiatrists</li> <li>▶ Additional clinical qualifications</li> </ul>	<div>A</div> <div>A</div> <div>A</div>

ELIGIBILITY	▶ Fully registered with the GMC with a licence to practise at the time of appointment	A	▶ In good standing with the GMC with respect to warning and conditions on practice	A
	▶ Included on the GMC Specialist Register OR within six months	A		
	▶ Approved clinician status OR intention to complete within three months of employment	A		
	▶ Approved under S12	A		

CLINICAL SKILLS, KNOWLEDGE & EXPERIENCE	▶ Excellent knowledge in acute care of older people presenting with complex functional and mental health disorders	A F R P	▶ Wide range of specialist and sub-specialist experience relevant to post within NHS or comparable service	A F
	▶ Excellent clinical skills using bio-psycho-social perspective and wide medical knowledge	A F R P		
	▶ Excellent oral and written communication skills in English	A F R		
	▶ Able to manage clinical complexity and uncertainty	F		
	▶ Able to make decisions based on evidence and experience, including the	F		

	<p>contribution of others</p> <ul style="list-style-type: none"> <li>▶ Expert knowledge and skills in assessing Capacity and making decisions related to care</li> <li>▶ Experience of working with families and carers</li> <li>▶ Able to meet duties under MHA and MCA</li> <li>▶ Excellent leadership and multi-disciplinary working skills</li> </ul>	<p>F</p> <p>A F</p> <p>A F</p>		
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ACADEMIC SKILLS & LIFELONG LEARNING	<ul style="list-style-type: none"> <li>▶ Able to deliver undergraduate or postgraduate teaching and training</li> <li>▶ Participated in continuous professional development</li> <li>▶ Participated in research or service evaluation</li> <li>▶ Able to use and appraise clinical evidence</li> <li>▶ Has actively participated in clinical audit</li> </ul>	<p>A P F</p> <p>A F</p> <p>A F</p> <p>A F</p> <p>A F</p>	<ul style="list-style-type: none"> <li>▶ Reflected on purpose of CPD undertaken</li> <li>▶ Led clinical audits leading to service change.</li> </ul>	<p>A F</p> <p>A F</p>

	<ul style="list-style-type: none"><li>▶ Supervisory and management experience</li><li>▶ Experience of using quality improvement methodology and service development</li></ul>	A F  A F		
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