


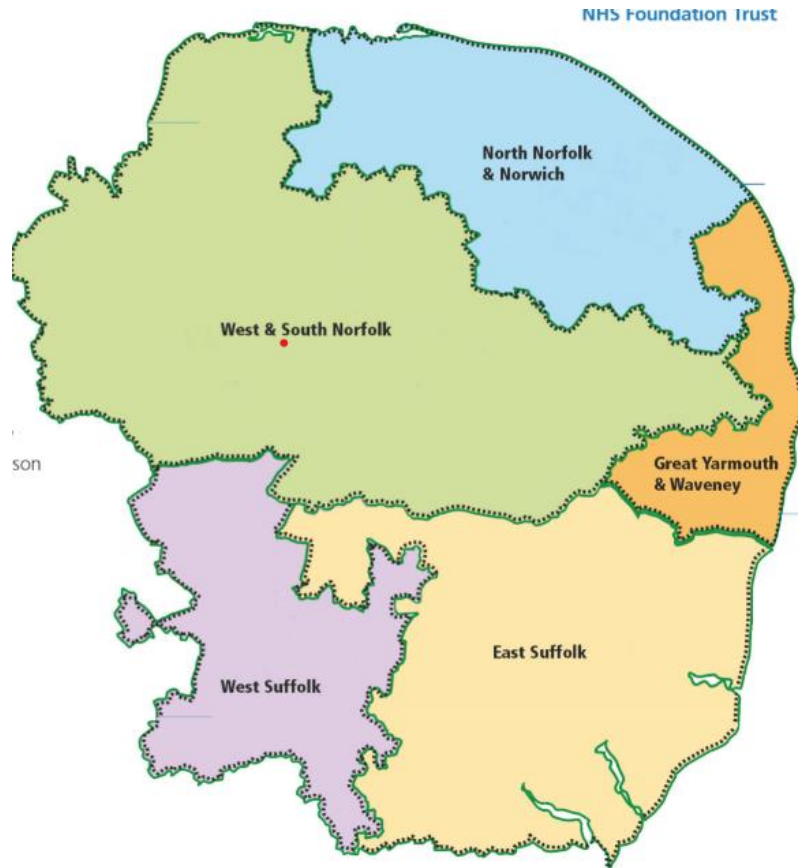
Consultant Psychiatrist

Job Description and Person Specification

Post and specialty:	Consultant Psychiatrist Adult Community Norwich This is an established post providing psychiatric input to a specific community team as part of the service to working age adults		
Royal College of Psychiatrists approval details:	<i>Approval details to be completed by RCPsych</i> RCPsych Ref No: E-CO-STH-2023-01087-V1 		
Base:	The City Anchorage Julian Hospital Bowthorpe Road Norwich NR2 3TD		
Contract:	2 Permanent positions available National Terms and Conditions apply		
	Total PAs: 10	SPA: 2.5	DCC: 7.5
Accountable professionally to:	Chief Medical Officer		
Accountable operationally to:	Clinical Director		
Key working relationships and lines of responsibility:	Line Manager: Dr Zeyn Green-Thompson Team Manager: Kevin Germany Service Director : Saru Mutema Deputy Service Director: Jessica Hood Clinical Director : Dr Zeyn Green-Thompson Director of Operations : Thandie Matambanadzo Chief Medical Officers : Dr Sohail Abrar & Dr Sarah Maxwell Chief Executive : Caroline Donovan		

1. Introduction

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



2. Trust details

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

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

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

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

Norfolk and Suffolk Foundation Trust provides a range of mental health and learning disability services across Norfolk and Suffolk. It has inpatient facilities across both counties and smaller bases in rural locations. Many of the Trust's services are offered in the community, enabling service users to receive the support they need in an environment familiar to them. The Trust is actively engaged with the local system focused on implementing the vision of the NHS long term plan and the development of the

Primary Care Networks, enhancing the current crisis pathways and looking at opportunities to work collaboratively

Our clinical pathways include:

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

3. Service details

The Trust is seeking two Consultant Psychiatrists in General Psychiatry to join the Norwich City Community Service for working age adults City 1 and City 3 Teams. The post has become vacant due to the current post holders moving jobs.

Norfolk and Suffolk Foundation Trust delivers its core services to adults and older people within Care Groups that are co-terminus with the newly formed primary care networks. The posts sit within the Norwich and North Norfolk Care Group which covers the Primary Care Networks within Norwich and North Norfolk.

Within the Norwich and North Norfolk Care Group you will be part of a group of consultant colleagues in disciplines ranging from old age, general adult to rehab. psychiatrists.

The City community teams see people between the ages of 23 – 70. Whether someone aged 70 – 75yrs is seen by the working age adult or older persons service is determined by the needs of the person.

Currently new referrals for those between age 70 -75 years are seen within the Older People's service initially unless the referral indicates otherwise. This is due to change within the Care Group with all those 70 plus seen by the old age service initially (unless agreed otherwise with adult services). This is likely to reduce the referral numbers into the City adult teams.

Culture of the Norwich City teams

The Norwich City teams are committed to developing effective and safe services and are proud of initiatives developed to improve services.

The Norwich City teams have no wait list for patients for medical reviews. They are also part of the pilot project as part of the Personality Disorder pathways which has successfully trained colleagues within the teams on Dialectical Behaviour approaches and are currently in the process of identifying the service users best suited for inclusion in this project.

The City Teams were also the local pioneers for the FACT (Flexible Assertive Community Treatment) model which is working effectively. The teams meet each morning to discuss any service users who are currently requiring daily input and those who need careful monitoring. It also discusses all inpatients to support discharge planning and facilitate timely and appropriate follow-up.

There is a vibrant and exciting research atmosphere with opportunities for consultant colleges to build research into their job plan

We also have a thriving educational culture within the City teams. City 1 (this post) regularly hosts medical students from the local university as part of their community psychiatry placements.

Peer Support

Within the City Community Team there are Consultant Psychiatrists and a Nurse Consultant.

The Consultants meet as a peer group once a month which enables helpful case discussions of complex clinical scenarios and also other service -related issues which are affecting the clinical work.

The Norwich City service posts have recently been recognised by the Deanery for training and will be soon offering placements for GP and psychiatry trainees. The post holder will be supported to offer placements should they wish.

4. Local working arrangements

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

The direct clinical care includes outpatient clinics held at the City Anchorage and also home visits or visits to care homes if the service user is unable to come to our clinics for any reason. There is joint working with other services such as the local addiction service (provided by the organisation Change Grow Live).

Supporting Professional Activities do vary with different consultant colleagues based on their interests. There is weekly post graduate teaching sessions which includes both internal and external speakers which is popular amongst both trainees and consultants. There is an opportunity to teach and participate in journal clubs. There is a dynamic research department too and we would encourage participation in Research projects, especially Portfolio studies.

Clinical staffing for the Norwich City Community Service:

Consultant Psychiatrist x 3.6

Specialty Doctor x1

Band 7 Clinical Team Managers x 4

Band 8a Clinical Pharmacist x1

Nurse Consultant x1

Band 7 Clinical Nurse Specialists x5

Band 6 Senior CMHNs x 32

Band 5 CMHNs x 13

Band 4 Assistant Practitioners x7

Band 3 Support Workers x 16

Band 3 Peer Support Workers x 6

Band 6 Occupational Therapist x1

Band 5 Occupational Therapist x2

Band 8b Clinical Psychologists x2

Band 8a Clinical Psychologists x3

Band 7 Psychological Therapist x1

There is flexibility between the different sectors with some roles spanning across the teams. It is also possible for the new post holder to access additional support or specific skills from staff in the other sectors as need dictates.

For ease of comparison and analysis the breakdown below describes what the above staffing levels equate to for nursing and support worker input to the post being advertised.

Band 6 CMHN x 7

Band 5 CMHN x 2.5

Support Workers x 3

Peer Support Workers x 1.5

5. Continuing professional development (CPD)

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

requirement for annual appraisal).

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

6. Clinical leadership and medical management

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

7. Appraisal and job planning

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

8. Teaching and training

- Discharge teaching, examination and accreditation duties as required. This might include contributing to postgraduate and continuing education for medical and multi-disciplinary professions.
- Contribute to formal and informal teaching of medical students
- Support the training of junior medical staff
- A post-graduate teaching programme (for Central Norfolk) is in place and takes place once a week, in Hellesdon Hospital. The post holder is strongly encouraged to participate in the teaching programme, which consists of clinical case presentations, journal club discussions, and lectures.
- The post-holder is expected to participate in undergraduate clinical teaching for medical students. Teaching opportunities are available to teach at the UEA medical school.
- Opportunities are available to participate in training and supervision of other disciplines.
- The job planning process will be used to determine the nature and extent of any teaching and accreditation duties dependent on the interests of the post holder in conjunction with the needs of the service.

- The Director of Medical Education is Dr Somayya Kajee. She is supported by the Training Programme Director, Dr Agarwal. There are also three clinical tutors who are Dr Muthalif, Dr Ralevic and Dr Ighomereho.

9. Research, Audit and Quality Improvement

- The trust considers research as a core function. The Trust has a well-established and active central research department, including a Consultant Psychiatrist with a specific role to support research in the Trust. The team is focused on supporting clinicians in the design and delivery of research. The team helps in developing research proposals for funding, and facilitating dissemination of research. The trust's research development officers will offer help in areas such as finding academic and clinical collaborators, locating appropriate funding opportunities and support for the application process, and conducting costing and feasibility assessment of the project.
- The post holder will be encouraged to participate in appropriate research initiatives
- The post holder will be supported to undertake training in Quality Improvement methodology. There is a small dedicated Quality Improvement Team who are available to support all staff who wish to undertake a QI project.
- The post holder will engage in audit and service evaluation. There is a centralised audit schedule and also a locally designed and agreed audit schedule for the Care Group. The post holder will be supported to undertake audit in relation to these agreed priorities. They will also be supported to undertake clinically relevant audit outside of these schedules, as agreed as part of the job planning process or through discussion with the Clinical Director or Associate Clinical Director. There is support available from the central audit department. The post holder as a minimum will be expected to undertake audit as required to support their revalidation and to help inform clinical practice.
- There is a library and librarian to support with access to information
- The Trust works closely with the University of East Anglia, the Collaborations for Leadership in Applied Health Research and Care (CLAHRC), and a number of other networks in the development and delivery of research.

10. Mental Health Act and Responsible Clinician approval

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

11. Secretarial support and office facilities

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

12. Leave

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

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

The post holder will be entitled to national terms and conditions. Although it is usually the responsibility of the doctor to secure cover for absences in an unexpected, or emergency situation requiring the post holder to take sick or compassionate leave, they would not be expected to arrange their own cover.

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

13. Clinical duties of post holder

Summary of duties

The Norwich City Community Service covers the area of the new Norwich Primary Care Network. The service is sub-divided into 3 sectors (City 1, City 2 and City 3), all with dedicated Consultant Psychiatrists. The sectors are not even in size. The staffing of the sectors has been adjusted to reflect this. The posts being advertised cover the City 1 and City 3 sectors respectively.

The community team's core operating hours are 9-5pm. Although the Trust does support flexible working arrangements in agreement with the line manager.

The post has 7.5 Direct Clinical Care Programme Activities and 2.5 Supporting Professional Activities (SPA). The post-holder is expected to work a minimum of 7.5 programmed activities for Direct Clinical Care (DCC). Through job planning and agreement the remaining sessions allow for the possibility of a special interest, teaching and research, management duties, administration and continuing professional development.

To work with the multidisciplinary team in the assessment diagnosis and treatment of referred patients; take part in team meetings, supervision and the development of the team

Clinical Duties

(not exhaustive)

- Take the lead in clinical reviews of the patients
- Devise and supervise complex treatment regimes.
- Working with the team to manage risk for those patients with complex disorders and risky behaviours.
- Provide senior level medical input in treatment and care-planning.
- Participate in 117 meetings, professionals' meetings and family meetings
- Participate as appropriate in MAPPA meetings.

- Liaise with external agencies (police, primary care, other specialities, other services within the trust, police, third sector agencies, social services) when required.
- To work closely with the care coordinator or key worker within the team and other relevant teams.
- To involve service users and their carer's in decision about their treatment.
- Give medical evidence to a manager's hearing and Mental Health Tribunal hearings when a detained patient has appealed against detention.
- Prepare medical reports for CTO hearing (managers and mental health tribunals) and give medical evidence to the managers' and tribunal hearing when required.
- Attend MDT discussions and meetings and providing medical input to the discussions and meetings
- Provide advice and guidance to the non-medical professional colleagues in the multi-disciplinary team.
- Support and promote the physical health and wellbeing of the service user group
- Use rating tools and/or outcome measures that it has been agreed the team will use.
- Cross cover for colleagues within the service on the days the post holder is at work may be required.

14 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.

15 Predicted Activity:

Norwich City has an all-age population of approximately 221,499 and a population of 124,303 for the 25-64 year bracket and a population of 20,797 for the 65-75 year bracket.

The advertised post covers the Norwich GP practices of Hellesdon Medical Practice, Beech Croft Surgery, Wensum Valley Surgery, Woodcock Road Surgery, Taverham, Surgery, Prospect Surgery, Magdalene Surgery, Lawson Road Surgery. The total all age population for these surgeries is 60, 428 and the 25- 75 population (the population covered by the post holder) is in the region of 45,000.

The City 1 team would expect to receive on average 50 referrals per month. The Norwich City Community service overall (all 3 teams) receive on average around 167 referrals per month.

The Consultant Psychiatrist covering City 1 sees individual referrals (both new to the team or at the request of a team member or a planned review) plus provide a range of other activities including, but not limited to, consultation and advice to other team members, family meetings and mental health act work. A sample job plan is included in section 14.0. Caseloads are team held and Consultant Psychiatrists are not expected to hold individual caseloads without input/support from other team members. Whilst the primary responsibility of the role is direct clinical care the Consultant Psychiatrist will also be involved in helping to steer the development of the team and broader service developments.

16 Additional services supporting the CMHT and post holder:

The CMHT is supported by a dedicated Crisis and Home Treatment Team (CRHT) which provides an extended hours service 365 days a year and covers Norwich City, North Norfolk and South Norfolk. The post holder is not required to provide any input into the CRHT team. This team responds to crisis referrals (seen within 4 hours) and most of the urgent referrals (seen within 72 hours) and provides intensive support to those in crisis and at risk of admission. The CRHT provides the gatekeeping role for admissions. There is dedicated psychiatry provision into the CRHT consisting of 1 wte Consultant Psychiatrist and 1 wte Specialty Doctor.

The inpatient beds for working age adults services are located at Hellesdon Hospital. There are 4 general admission wards providing 65 beds dedicated to the working age adult populations of Norwich, North Norfolk and South Norfolk. There are also 10 Psychiatric Intensive Care beds available for Norfolk. There is dedicated psychiatry input to the inpatient beds from 5.0 wte Consultant Psychiatrist and 5 wte Specialty and Associate Specialist doctors. They are supported by both Foundation Year doctors, Core Trainees and Senior Trainees. There is no requirement for this post holder to provide any input to the inpatient unit other than a liaison function in relation to patients from their sector being admitted or discharged.

The Norwich City Community Team is also supported by a Psychiatric Liaison team at the local acute hospital (the Norfolk and Norwich University Hospital, NNUH). There is dedicated psychiatry provision to this team of 1.7 wte Consultant Psychiatrists and 1.75 Speciality Doctors.

NSFT operate a Youth Service which runs up until the age of 25 years of age. Any individuals reaching the age of 25 years and requiring ongoing mental health support would then be transferred to one of the adult community teams following a joint handover meeting between both teams, including the consultant, to effectively manage the transfer of care.

There is also a dedicated Early Intervention in Psychosis Service which sees people presenting with a first episode of psychosis.

Additional support is available from a Long-Term Treatment Team. This team supports people who are in residential care longer term. Service users who are stable on Clozapine or depot medications and are not requiring intensive input are seen by the Long-Term Treatment team. Medical input is provided by the psychiatrist aligned to the relevant GP surgery.

The older person's community teams provide an all-age dementia service.

17 Training duties

- Participation in undergraduate and postgraduate clinical teaching.
- Participation in the training of other disciplines.
- Providing educational supervision of trainees and other disciplines.
- Taking part in continuing medical education within statutory limits.

18 Clinical governance and quality assurance

- Expected contribution to clinical governance and responsibility for setting and monitoring standards.
- Participation in clinical audit and other local assurance processes.
- Participation in service/team evaluation and the planning of future service developments.

19 Quality improvement

- Leads and manages a team in a way that supports the development of a culture of continuous improvement and learning.
- Utilises a quality improvement approach to think systemically about complex problems, develop potential change ideas and test these in practice using a systematic QI methodology.
- Empowers the team to resolve local issues on a daily basis using the tools and method of quality improvement without staff having to seek permission.
- Promotes awareness and understanding of quality improvement, and shares learning and successes from quality improvement work.

20 General duties

- To manage, appraise and give professional supervision to junior medical staff as agreed between consultant colleagues and the medical director and in accordance with the Trust's personnel policies and procedures. This may include assessing competences under the Modernising Medical Careers framework.
- To ensure that junior medical staff working with the post holder operate within the parameters of the New Deal and are Working Time Directive compliant.
- To undertake the administrative duties associated with the care of patients.
- To record clinical activity accurately and comprehensively, and submit this promptly to the Information Department.
- To participate in service and business planning activity for the locality and, as appropriate, for the whole mental health service.
- To participate in annual appraisal for consultants.
- To attend and participate in the academic programme of the Trust, including lectures and seminars as part of the internal CPD programme.
- To maintain professional registration with the General Medical Council, Mental Health Act Section 12(2) approval, and to abide by professional codes of conduct.
- To participate annually in a job plan review with the clinical manager, which will include consultation with a relevant manager in order to ensure that the post is developed to take into account changes in service configuration and delivery associated with modernisation.
- To work with local managers and professional colleagues in ensuring the efficient running of services, and share with consultant colleagues in the medical contribution to management.
- To comply with the Trust's agreed policies, procedures, standing orders and financial instructions, and to take an active role in the financial management of the service and support the medical director and other managers in preparing plans for services.

21 External duties, roles and responsibilities

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

22 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.

23 Work programme

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

24 On-call and cover arrangements

- The post holder will be expected to participate in a Consultant on-call duty rota (currently 1 in 22). This rota has full junior and middle-tier cover from ST trainees and specialty doctors attached to the locality.
- On-call duties will include the supervision and support of non-Consultant grade medical staff in their out-of-hours duties. General Adult and Older People's Services are covered when on-call. There is a separate Norfolk-wide Consultant Psychiatrist on-call from Child Psychiatry.
- Remuneration for on-call duties is as per National Terms and Conditions of Service (currently 3% supplement, Category A). This is subject to review based on out-of-hours workload monitoring.
- There is a separate, voluntary, rota for Section 12 work which attracts additional remuneration

25 Wellbeing

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

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

The trust also organises Wellbeing walks and virtual physical activities for the staff.

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

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

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

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

26 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

27 Visiting arrangements: Zeyn Green-Thompson zeyn.green-thompson@nsft.nhs.uk

Suggested draft timetable:

Day		Work	Category	No. of PAs
Monday	AM	FACT (Flexible Assertive Community Treatment) Team meeting Out patient clinic: assessments and reviews	DCC	1
	PM	Special Interest / Medical Education etc – by negotiation in job plan review Meeting with Clinical Director	SPA	1
Tuesday	AM	FACT team meeting Out patient clinic: assessments and reviews	DCC	1
	PM	Out-patient clinic Quality Governance Meeting/SPA activity as agreed	DCC SPA	0.75 0.25
Wednesday	AM	FACT team meeting Clinical admin	DCC	1
	PM	Community visits	DCC	1
Thursday	AM	Out-patient clinic/home visits	DCC	1
	PM	Trust academic programme Out patient clinic: assessments and reviews	SPA DCC	0.25 0.75
Friday	AM	Revalidation activity/CPD	SPA	1
	PM	Urgent visits/clinical admin	DCC	1
Total PAs	7.5			
	2.5			

28 Equality and Diversity

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

We welcome people regardless of age, sex, disability, gender identity and expression, marital status, race, faith or belief, sexual orientation, socioeconomic background, and whether you are a carer, are pregnant or on family leave. Our staff networks are very important to us, and everyone is encouraged to join. They provide peer support and safe spaces, making sure all voices can be heard and that every voice is valued. Our networks include: Ability (for staff with disabilities), Autism Group (a part of the Ability Network), Black and Minority Ethnic (BME), Carers, Faith Spirituality and Belief, Out and Proud (LGBT+), Lived Experience (Mental Health), Women's”

SPECIFIC CLAUSES

TRUST VALUES AND BEHAVIOURS

To promote and adhere to the workplace values of NSFT.

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

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

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

Working together for better mental health...

Positively...



Be proactive...

Look for solutions, think creatively and focus on what we can do

Take pride...

Always do our best

Take responsibility...

Plan ahead, be realistic and do what we say we will

Support people to set and achieve goals...

And be the best they can

Recognise people...

Their efforts and achievements, and say thank you

Respectfully...



Value everyone...

Acknowledge people's unique experiences, skills and contribution

Step into other people's shoes...

Notice what's actually happening

Take time to care...

Be welcoming, friendly and support others

Be professional...

Respect people's time and be aware of our impact

Be effective...

Focus on the purpose and keep it as simple as possible

Together...



Involve people...

Make connections and learn from each other

Share...

Knowledge, information and learning

Keep people updated...

With timely, open and honest communication

Have two-way conversations...

Listen and respond

Speak up...

Seek, welcome and give feedback

REGISTERED HEALTH PROFESSIONAL

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

RISK MANAGEMENT/ HEALTH & SAFETY

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures as laid down by the Trust. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

RECORDS MANAGEMENT

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

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

SUSTAINABILITY

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

SAFEGUARDING

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

CONFIDENTIALITY

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

TRAVEL

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

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

Appendix 1: Person specification/selection criteria for Consultant

Abbreviations for when assessed: Scr: Screening prior to short-listing

SL: Short-listing from application form

AAC: Advisory Appointments Committee

Ref: References

Pres: Presentation to AAC panel

As an Equal Opportunities employer, the Trust welcomes applications from candidates with lived experience of mental health issues.

	ESSENTIAL	WHEN ASSESSED	DESIRABLE	WHEN ASSESSED
QUALIFICATIONS	MB BS or equivalent medical qualification.	Scr	Qualification or higher degree in medical education, clinical research or management. MRCPsych Additional clinical qualifications.	SL Scr SL
ELIGIBILITY	Fully registered with the GMC with a licence to practise at the time of appointment. Included on the GMC Specialist Register OR within six months. Approved clinician status OR able to achieve within 3 months of appointment Approved under S12 OR able to achieve with 3 months of appointment	Scr Scr Scr Scr	In good standing with GMC with respect to warning and conditions on practice	Scr
TRANSPORT	Holds and will use valid UK driving licence OR provides evidence of proposed alternative.	Scr		

	ESSENTIAL	WHEN ASSESSED	DESIRABLE	WHEN ASSESSED
CLINICAL SKILLS, KNOWLEDGE & EXPERIENCE	Excellent knowledge in specialty	SL, AAC, Ref	Wide range of specialist and sub-specialist experience relevant to post within NHS or comparable service	SL, AAC
	Excellent clinical skills using bio-psycho-social perspective and wide medical knowledge	SL, AAC, Ref	Experience working with Eating Disorders Three years' supervised training in an appropriate training programme or equivalent Skills in psychological or social therapies Experience of implementing service change to enhance the quality of patient care Experience of leadership and management	
	Excellent oral and written communication skills in English	SL, AAC, Ref		
	Able to manage clinical complexity and uncertainty	AAC		
	Makes decisions based on evidence and experience including the contribution of others	AAC		
	Able to meet duties under MHA and MCA	AAC		
ACADEMIC SKILLS & LIFELONG LEARNING	Able to deliver undergraduate or postgraduate teaching and training	SL, Pres, AAC	Able to plan and deliver undergraduate and postgraduate teaching and training relevant to this post	SL, AAC
	Ability to work in and lead team	SL, AAC		
	Demonstrate commitment to shared leadership & collaborative working to deliver improvement.	SL, AAC	Reflected on purpose of CPD undertaken	SL, AAC
	Participated in continuous professional development	SL, AAC		
	Participated in research or service evaluation.	SL, AAC	Experienced in clinical research and / or service evaluation.	SL, AAC
	Able to use and appraise clinical evidence.	SL, AAC, Pres	Evidence of achievement in education, research, audit and service improvement: awards, prizes, presentations and publications.	SL
	Has actively participated in clinical audit and quality improvement programmes	SL, AAC, Pres	Has led clinical audits leading to service change or improved outcomes to patients	SL, AAC

