



NHS Foundation Trust

North East London NHS Foundation Trust

[www.nelft.nhs.uk](http://www.nelft.nhs.uk)

People first

## JOB DESCRIPTION & PERSON SPECIFICATION

Prioritising  
quality

### CONSULTANT CHILD AND ADOLESCENT PSYCHIATRIST

Progressive,  
innovative, and  
continually  
improving

10 Programmed  
Activities (PAs)

Professional  
and honest

Waltham Forest  
CAMHS, Access  
Team

Promoting  
what is possible  
- independence,  
opportunity and  
choice

Replacement post

February  
2022

Best care by the best people

## Messages from our senior leaders:

### Acting Chief Executive Officer



**Jacqui Van Rossum**

Thank you for showing an interest in working at NELFT. I am very proud to be Acting Chief Executive here, working with so many amazing colleagues across the organisation. We provide mental health and community services to over 4.3 million people across northeast London, Essex, and Kent. Our aim is to deliver the best care by the best people. We are focused on working collaboratively to enable our colleagues to improve outcomes for our local communities through innovation and integration. Our strong track record of operational and financial management allows us to do this, investing in the development of our workforce as well as our services, particularly in the digital space.

At NELFT we strive towards a culture that is both just and compassionate for those we care for and for our colleagues. We firmly believe that respecting and valuing diversity, and engaging our workforce and our patients, improves patient experience and outcomes. We aim to care for our colleagues as much as we do our patients and the health and wellbeing support, we have in place is testament to this. Our staff survey demonstrates that these are not just words but are a widely shared set of beliefs.

As a mental health and community trust we believe very strongly in partnership working. We have a well-established track record of collaboration with neighbouring healthcare organisations and local authorities that has enabled us to develop improved pathways of care and better outcomes for patients.

I hope that as you read this job description and the supporting information that you will consider a career with NELFT. It will be one that I have every confidence will be rewarding and fulfilling and will make a huge difference to the quality of life for those that we serve. I do hope I get the privilege of working alongside you in the future. Regards, Jacqui.

### Executive Medical Director



**Dr Caroline Allum**  
[Caroline.Allum@nelft.nhs.uk](mailto:Caroline.Allum@nelft.nhs.uk)

I would like to thank you for your interest in NELFT and wish you every success in your application.

We have a strong Medical Leadership team and believe the Clinical voice is key in driving best care in NELFT.

We are an innovative organisation and are actively engaging in exciting projects across the region, Integrated Care Systems, and within our organisation to make services better for our citizens and patients. We hope you will play a key part in continuing our journey.

I look forward to meeting you. Regards, Caroline.

## Deputy Medical Director



**Dr Vincent Perry**  
[Vincent.Perry@nelft.nhs.uk](mailto:Vincent.Perry@nelft.nhs.uk)

Thank you for taking an interest and hopefully applying for a medical role in NELFT.

I have worked in NELFT for the past 20 years and cannot see myself working for another Trust. NELFT have provided me with several opportunities throughout the years to grow and develop, which will be the same for you.

We have a robust medical appraisal system, which is recognised as one of the best across London. We have a formidable medical educational department, research department, and Quality Improvement teams.

NELFT is entering a new phase in its service delivery, with several transformation project taking place. We have strong Medical Leadership in NELFT, and we are keen for the clinical voice and the patient voice to guide our service delivery decisions and developments. We also remain mindful of best practice.

I hope you will seriously consider becoming a key player in our journey to an Excellent CQC rating. I wish you all the best for your application and interview preparation and look forward to working closely with you. Regards, Vincent.

## Associate Medical Director Waltham Forest Directorate



**Dr Bill Travers**  
[Bill.Travers@nelft.nhs.uk](mailto:Bill.Travers@nelft.nhs.uk)

Thank you for considering applying for this NELFT consultant medical position in our Waltham Forest Directorate. Waltham Forest is a dynamic, diverse, and fast developing Borough with a wide range of NELFT services and staff to match!

The Directorate's community-based services include mental health (CAMHS, working age, older adult), specialist children's health, intermediate care, district nursing, health visiting, school nursing, diabetes and haemoglobinopathy services. We also manage the following London Trust-wide community services: Eating Disorders (children & adults); Perinatal Mental Health; and Psychotherapy.

We work closely with our partners in the North East London Integrated Care Partnership, including the NE London Clinical Commissioning Group, Barts Health (responsible for Whipps Cross Hospital) and the London Borough of Waltham Forest to manage and further develop services which aim to be of the highest quality for the local community and our staff.

In joining the Waltham Forest Directorate, you would become part of a thriving and ambitious group of consultant medical staff who take pride in the services we provide and where there is excellent collaboration between staff of all disciplines and managerial leaders to maintain and improve the quality of our services. Your training and professional development would be prioritised and we would support you to have an enjoyable and fulfilling career.

We look forward to receiving your application.

Best wishes

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**1.1 Job Title:**

**JOB TITLE: Consultant Child and Adolescent Psychiatrist, Waltham Forest Child and Adolescent Mental Health Service (CAMHS), 10 Programme Activities, including Transformation Lead role.**

**This role has been created from additional sessions which remain following changes in job planning and funding from the Violence Reduction Partnership (VRP).**

**RESPONSIBLE TO: Deputy Associate Medical Director (Children’s services) and Associate Medical Director, Waltham Forest**

**KEY RELATIONSHIPS:**

<b>Internal</b>	<b>External</b>
Own Team	GP
Other consultant child & adolescent psychiatrists	London Borough of Waltham Forest <ul style="list-style-type: none"> <li>• Social services</li> <li>• Education</li> </ul>
Associate Medical Directors for Waltham Forest and for the Trust Community of Practice, Children and Young People	Waltham Forest Clinical Commissioning Group
Integrated Care Director	Bart’s Health
Assistant Director, Children’s Integrated Services	Other acute Hospitals
Operational Lead, Specialist Children’s services	

Based at Waltham Forest Child and Family Consultation Service, Wood Street Health Centre, 6 Linford Road, Walthamstow, London E17 3LA. There is also a site at Hawkwell Court, 34 Colvin Gardens, Chingford, E4 6PF.

**Rationale for post:**

We are recruiting a Consultant CAMHS Psychiatrist who will be based at Waltham Forest CAMHS and be Consultant to the ACCESS team, which is the front door of the CAMHS service, and provides assessments to children being referred to the service.

The role will include providing medical leadership to a multi-disciplinary team of ACCESS clinicians and working alongside the ACCESS Pathway Lead and Manager to ensure high quality assessments are being provided.

This role is to join a dynamic and diverse community CAMHS service in Waltham Forest to work within a fully integrated specialist children’s community service. Within the job plan, there will be one PA for Transformation work within the CAMHS service and also 3 PA’s for work in the Violence Reduction Vanguard which is an exciting inter-agency project to help improve access and care to children impacted by Violence in the local community.

Waltham Forest CAMHS is a thriving and innovative service with a diverse multi-disciplinary team. There has been a programme of transformation involving substantial

expansion and development of the Waltham Forest CAMHS service to improve the capacity, responsiveness and quality of the service. This programme is fully supported by the Waltham Forest Clinical Commissioning Group and the London Borough of Waltham Forest.

Waltham Forest CAMHS is based at Wood Street Health Centre. Children's Community Specialist Health Services (Community paediatrics; Therapy, Nursing and Paediatric teams) are also based at Wood Street Health Centre, co-located with Special Educational Needs Service and Children's disability social care teams. There is also a site at Hawkwell Court.

The role will be part of ACCESS service which is where children and families are seen following referral to Waltham Forest CAMHS.

The post holder will provide medical advice, formulation and management as part of a multi-disciplinary team and will be expected to assess and manage children and young people and to hold a caseload. The post holder will work alongside the Speciality Doctor to provide medical input into assessments, when required and to be part of the ongoing formulation meeting, and discussions with colleagues within the services, and also with other agencies.

The post holder will also form part of a peer consultation (supervision) group created by the trust, which the post holder will be expected to attend on a monthly basis in keeping with the Trust's Supervision Policy.

The post holder's Prescribed Connection will be to NELFT for Medical Appraisal and Revalidation purposes. NELFT will finance one Multisource Feedback exercise for peers and patients per post holder if this is required in advance of their GMC Revalidation date. In keeping with NELFT's Appraisal and Revalidation Policy, post holders will have a choice of medical appraiser and will be expected to use the NELFT Revalidation Management System – PreP. The post will be subject to a job planning process where the Trust's requirements and the post holder's preferences will be negotiated. The post holder's Designated Body will be NELFT for the purposes of Revalidation.

The postholder will be professionally and clinically accountable to the Associate Medical Director for Waltham Forest (currently Dr Bill Travers), and operationally accountable to both the Associate Medical Director and the Integrated Care Director.

The post holder will be a suitably qualified Consultant Psychiatrist with Approved Clinician (AC) certification. The post holder will be a GMC registered clinician responsible for patients allocated to them and will assess, manage, plan, and deliver care.

The post holder will support their peers and team leader and be an effective team member whilst working on their own initiative. They will supervise junior colleagues. They will have a commitment to collaborative working and actively supporting and liaising with other health and social professionals and agencies.

### **Team Composition:**

CAMHS specialist services in NELFT consist of Specialist CAMHS in the boroughs of Redbridge, Waltham Forest, Barking, Dagenham and Havering, Kent and Essex. Services

are delivered on a locality basis, although some PAN - NELFT - CAMHS services exist such as Parent-Infant Mental Health service, Eating Disorder Service, Adolescent outreach service. NELFT also has a Tier 4 service for adolescents in Brookside, which is rated as outstanding (CQC). Brookside offers facilities for acute admissions and longer-term admissions. An adolescent Home Treatment Team service and an outreach service, Interact, which works as an intensive service are based at Brookside. Brookside has good links with all NELFT specialist CAMHS services.

The post holder will have the following consultant peer group in CAMHS in NELFT which includes:

Dr Colin Welch, Waltham Forest  
Dr Nu Nu Yi, Waltham Forest  
Dr Fareeha Amber Sadiq, Waltham Forest  
Dr Sara Kundu, Waltham Forest  
Dr Farhana Ahmed, Eating Disorder Service  
Dr Philip Nwachukwu, Barking and Dagenham  
Dr Hena Vijiyan, Havering  
Dr Manas Sarkar, Havering  
Dr Leon Wehncke, Brookside  
Dr Salma Suri, Eating Disorders Service  
Dr Sam Ponnotherai, INTERACT Crisis Service

### **Waltham Forest CAMHS**

CAMHS Specialist Services in Waltham Forest consist of the services in Wood Street. Over the past year, services have been provided in Wood Street and virtually as part of a blended offer.

The Child and Family Consultation Service offer an outpatient assessment and treatment service for a broad range of mental health problems. These services are available for children and young people 0 –18 yr old. Children are seen within the context of their families and there is a culture of collaborative working with Schools, Social Services and Voluntary Agencies in addition to close liaison with other health professionals. The service has a parent-infant mental health service.

The Waltham Forest CAMHS service is a national i-Thrive accelerator site and fully embraces CYP IAPT transformation principles.

Secretarial support as well as access to IT is available to the post holder. Access to library facilities is at the library at Goodmayes Hospital and a library facility in the Jane Atkinson Health & Well Being Centre, located nearby in Forest Road, Walthamstow.

Current staff for the specialist CAMHS service :

Sam Illaiee – Targeted Children’s Lead  
Dr Karen Walsh- Emotional Difficulties Care Pathway Lead  
Billy Croxton- behavioural Care Pathway Lead  
Evelyn Okai- Neuro Care Pathway Lead

Tracey Arthey- Access Service Lead  
Mikaela Sengendo-Complex Care Team Lead  
Dr Fareeha Amber Sadiq – Consultant child and adolescent psychiatrist  
Dr Colin Welch – Consultant child and adolescent psychiatrist  
Dr Nu Nu Yi – Consultant child and adolescent psychiatrist  
Dr Sara Kundu – Acting Consultant child and adolescent psychiatrist  
Dr Uzma Sajid – Specialty Doctor  
Dr Zak Chowdhury – Specialty Doctor  
Dr Fakiha Masood – Specialty Doctor  
Dr Ritchie Scott – Specialty Doctor

1.5 WTE CT1-3 rotation  
2 WTE Systemic Therapist  
2WTE child psychotherapist  
5 WTE Clinical Psychologist  
1.6 Clinical Nurse specialist  
4 Community Psychiatric nurse  
3WTE Assistant psychologists  
1 senior CAMHS practitioner  
8 CAMHS Practitioners  
6 WTE Admin support

Please Note that there is a recently commissioned Tier 2 Primary Care level resource in the borough and a mental health support team. There are also participation and peer engagement workers within the service.

## 1.2 Main responsibilities:

1. To be responsible for organising and prioritising own and others workload in the day-to-day allocation of work based on locally and nationally agreed standards.
2. To deputise when required in the consultant colleagues or team manager's absence and delegate appropriately to other medical staff.
3. To have organisational knowledge relating to Trust protocols and procedures and adhere to them.
4. To be responsible for providing accurate records of information required by the Trust for audit purposes.
5. To ensure effective risk management at team level by accident/incident reporting, assessing, and controlling risk and ensuring residual risks are added to the Trust's risk register.

### Clinical Skills:

1. To act as an autonomous, registered practitioner who is legally and professionally accountable for own unsupervised actions guided by the professional code of conduct and Trust guidelines and protocols.
2. The post holder will have full registration with a licence to practice on the General Medical Council (GMC).

3. Further professional knowledge will have been gained through accredited courses, workshops, study, and in-house training programmes.
4. To be responsible, and accountable, for service delivery to clients/patients.
5. To be able to assess and develop care plans to meet the complex needs of patients with a variety of conditions. This includes chronic, acute, and palliative care within own competencies, recognising own limitations and seeking advice when necessary. This will include continuously evaluating and acting on outcomes.
6. To be able to initiate referrals to other health professional specialist services and agencies.
7. To provide patients and relatives with information and education thus ensuring they have meaningful choices that promote dignity, independence, and quality of life.
8. To ensure practice is supported by research, evidence-based practice, literature, and peer review.

### **Training & Supervision:**

1. To act as clinical supervisor to junior colleagues (FY/CT/GPVTS/ST), providing effective education, facilitating their development, and promoting high standards of medical care.
2. Ensure junior colleagues are actively supported to enable them to achieve their learning needs.
3. To ensure own continued professional development and support a culture of lifelong learning in self and others.
4. To undertake, and assist, in the planning of own mandatory training and workshops.
5. To undertake a regular appraisal, developing a personal development plan that includes clinical competencies reflecting the health needs of the local population and relates to Trust strategy.
6. To support new staff and their integration within the team.
7. To support training as part of the role including changes to professional development and implementation of new policies and guidelines.

### **Education:**

1. To provide in-service training to junior doctor, and other members of the multidisciplinary team.
2. To contribute to the teaching of Medical Students and Trainee Doctors.
3. To engage in the weekly Academic Teaching Programme

### **Administration:**

1. To follow good medical practice standards in documenting all assessments of patients and to share necessary information with other health professionals.
2. To provide reports on time.
3. To ensure that all letters and summaries are checked and sent promptly to referring GPs, other colleagues, and agencies.
4. The post holder will ensure that accurate and up to date records are kept of all clinical activity.
5. The post holder will be expected to have good IT skills and to use the Trust's electronic case record system.

### **Management:**

This is not a formal management position, however as a Senior Clinician you are expected to:

1. Support the team manager and other consultants in managing members of the multi-disciplinary team to ensure a high level of patient care and ensure patient safety.
2. Act as line manager to all medical members within the team offering clinical supervision as appropriate.
3. Address all areas of clinical governance within the multidisciplinary team. The components of clinical governance include: Education and Training, Clinical Audit, Clinical effectiveness, Research and Development, Openness and Risk Management.
4. To continue to foster a working relationship with acute trust, community health, and mental health colleagues. This would include but not be limited to hospital older people's services, the Dementia and Delirium team, and close liaison with the Woodbury Inpatient Unit, plus community mental health teams, and Ainslie rehab unit.
5. Pursue national relevant accreditation
6. Work closely with other stakeholders to progress local and national initiatives such as the Whipps Cross Centre for Excellence, NELFT's Integrated Care Strategy, Care Closer to Home and the Community Mental Health transformation.

### Leadership:

1. To participate in the development of an effective team and the development of productive working relationships throughout the Trust.
2. To actively promote professional integrated health working, internally and externally.
3. To facilitate the development of a positive and supportive team culture by taking responsibility for dealing effectively with potential conflict.
4. To take an active interest in working parties and groups within the Trust to develop and improve on service delivery, protocols, and guidelines.
5. To participate in the audit process, linking in with the clinical governance agenda.
6. To advise, encourage and share knowledge utilising the latest research and practice development, through literature and peer reviews.
7. Support the AMD in strategic service development and business planning.
8. Lead compassionately on the evolution of services.
9. Engage patients and staff in the development of services.

### Communication

1. To have a wide range of knowledge in approaches to communicating and managing patient care.
2. To be able to effectively communicate with colleagues, peers, senior managers, and clinical leads within the Trust.
3. To be able to communicate complex patient related information facilitating positive outcomes and ensuring collaborative working.
4. Participate in the review and development of clinical policies and identifies improvements to service provision.

### 1.3 Provisional Job Plan:

Specimen Timetable:

	AM	Type of Activity	PM	Type of Activity
Monday	Clinic	DCC	CPD	SA
Tuesday	VRP	DCC	Business and clinical meeting	DCC
Wednesday	Clinic	DCC	Local Academic Training Programme	SA
Thursday	Clinic	DCC	Admin / Supervision CT/ GPVTS / FY / VRP	DCC
Friday	VRP	DCC	Transformation Lead	SA

The final Job Plan (within the terms of the New Consultant Contract) will be agreed together with a with the Associate Medical Director (AMD) and in consultation with the Integrated Care Director after a period of induction after commencing the post. The post holder should recognise that the job will evolve as teams develop, and the post holder should be willing to adapt to change when this becomes necessary. The typical split in DCC to SPA is 7.5 to 2.5.

The postholder will have at a minimum have annual Job Planning with the Associate Medical Director. This will be with or without the Integrated Care Director or Deputy Director. Timely job plan review will take place with the line manager when there are proposed workload changes to support safe working and identify the need for any additional support (e.g. unexpected request to cover a unit/ward/service in addition to current workload). The postholder's Personal Development Plan (PDP) from their last annual appraisal will form part of this process. The Trust's requirements will also form part of the job planning process.

### 1.4 Office, Admin, and IT Facilities

The postholder will have access to an office (shared with the other Consultant) in Pine Lodge

NELFT is promoting agile working for its workforce, and therefore the post holder will also have access to a laptop and a smartphone, to be discussed with the AMD.

The post holder will receive the necessary admin support from the medical secretary and team clerk.

During induction the post holder will be given all the necessary training to use our software systems. The post holder will have full support from our well-established Informatics Technology department, which is available 24/7 to deal and support any IT queries. The post holder will also have internet access to e-mails, Trust policies and other information.

## 1.5 Other Aspects of the post:

### Appraisal and Revalidation:

The post holder will be required to engage in the annual appraisal process in line with Trust policy and GMC guidelines. The Revalidation and Appraisal Lead will allocate an appraiser to the post holder. NELFT will be the post holder's Designated Body for the purposes of Revalidation.

### Necessary Registrations:

The post holder must be registered with the GMC and have a licence to practice. It is mandatory that the post holder have Approved Clinician (AC) status. The post holder must have MRCPsych or equivalent qualification. It is also the post holder's duty to ensure that their training and registration remains up to date.

### CPD:

NELFT appreciates the importance of, and supports all our Consultants, to undertake regular Continuous Professional Development, and makes sufficient provision for this within their job plan.

The post holder will be expected to develop and maintain a programme of personal continuing professional development, and to enrol for CPD with the respective Royal College and annually submit documents to support their CPD activities. The post holder must maintain good standing with the respective College for CPD.

The post holder will have up to 2.5 PAs per week for Supporting Professional Activities (SPAs). Professional/study leave of up to 10 days per year (or 30 days over 3 years) will be made available for this purpose in accordance with the Terms and Conditions of Service. The post holder will also have access to a study allowance of £1000.00 per year (or £3000.00 over 3 years). Professional/study leave may include conferences, courses, shadowing, delivering or receiving teaching/training, paper writing, fieldwork, and examining and private study leave.

As part of CPD the post holder will be encouraged to attend the weekly local Academic Teaching Programme. The post holder will be expected to become part of a Peer Reference/Support Group with a group of peers drawn from within NELFT, in order to discuss and review clinical cases and to provide support in achieving their Personal Development Plan.

### Research and development (R&D):

Research is not mandatory in this role, but would be encouraged if the postholder has a specific interest in research.

The R&D Department is responsible for a sizable portfolio of mental health and community health studies. The Department of Health has consistently rated NELFT research as strong with major research grants and high-quality peer reviewed publications. NELFT has a growing number of NIHR portfolio research studies. The R&D Strategy approved by the Trust Board focuses on attracting and retaining high quality staff, increasing the business base, developing and informing the service model, enhancing the academic culture, boosting grant funding, supporting research, and developing partnerships and reputation.

NELFT encourages high quality research by providing access to high quality academic supervision, training, and statistics and methodology assistance. In addition, there are workshops, open days, and funding to support higher degree courses with a major research component. The R&D Department also manages research governance procedures to ensure good practice in research. There are regular updates through a newsletter, email, and the R&D website. Researchers are welcome to approach R&D for advice and support. The postholder will be encouraged to pursue research, with the possibility of linking this to the programme of such activity conducted within the Trust Research and Development Department headed by Dr Russell Razzaque or with other academic centres.

### **Library Services:**

Aubrey Keep Library provides library and knowledge services to NELFT staff, and staff of other subscribing organisations. NELFT staff based in Essex can also access a full library service from Basildon healthcare library.

Aubrey Keep Library supports the provision of high quality, innovative, health and social care services in the local health economy by enabling access to the best available evidence and empowering health and social care staff to develop their evidence based practice skills. The Library also offers computer access, colour laser printer, photocopier and scanner, quiet study space, and support with literature searching and current awareness. A professionally qualified librarian and an experienced library assistant staff the library and are always happy to help.

It stocks around 2,500 print books and takes 40 print journals. Many resources are available electronically. Library staff will provide information and assistance by phone or email wherever possible. The Library has access to the print collections of all other NHS London Libraries and over 100 other psychiatric libraries through reciprocal lending and document supply schemes.

### **Medical Education Department:**

Dr Peter Carter who is the Director of Medical Education (DME) leads the Medical Education Department. Dr Luca Polledri is the postgraduate tutor for higher and foundation trainees; Dr Gemma Hopkins is the postgraduate tutor for Core and GP Trainees. Dr Bini Thomas is the Simulation Training Lead. Dr Mohan Bhat is tutor for SASG doctors. Our Less than Full Time champion is Dr Amber Selwood. There is a Supported Return to Training Champion (SuppoRTT) Dr Sonali Gupta.

The NELFT medical education department delivers undergraduate and postgraduate (core and higher) education and training. Our dedicated medical education team provides professional support to our trainees and members of staff. Due to our geographical context, our medical education department has key relationships with two health education bodies, Health Education North Central and East London (HENCEL) and Health Education East of England (HE EOE), which liaise with us to provide high quality education and training to doctors in the trust. We also work with University College London Partners (UCLP).

We attract doctors of the highest calibre to enjoy excellent training in a friendly, nurturing environment. They range from FY trainees to higher specialist trainees mainly in psychiatry but also in Paediatrics, Geriatrics and Audiovestibular medicine.

NELFT medical education department has a very active simulation training programme not only benefiting NELFT staff but also open to staff from neighbouring acute trusts and psychiatry trainees from the 5 mental health trusts in the region. The department runs a separate monthly CPD afternoon for Consultants and SASG doctors. The department is supported by 2 medical fellows, one nurse fellow in education and 3 postgraduate tutors. Consultants have plenty of opportunities to contribute and develop their educational interests.

NELFT is actively involved in teaching undergraduate medical students, providing 4th year Psychiatry placements and 2nd year Medicine in Society placements for students from Queen Mary, Barts & The London School of Medicine and Dentistry and a smaller number of 4th year Psychiatry placements for students from UCL. Doctors may also choose to offer optional “special interest” sessions to 4th year medical students and Selected Study Components to 5th year students who wish to study, in depth, areas of particular interest to them. There are opportunities for interested medical staff to teach on the formal medical school lecture courses.

The Undergraduate Tutor – coordinates placements within the Trust and recent faculty development has seen the appointment of Fellows in Medical Education and provision of “Teaching the Teachers” training courses.

Undergraduate and postgraduate teaching commitments are acknowledged and timetabled within the formal job planning process.

Several of our consultants are also Educational Supervisors, which is coordinated by the Director of Medical Education, and in liaison with the relevant Training Programme Directors and Postgraduate Tutors.

We have been successful in several bids for funding to improve our medical education facilities. We run a Leadership Course, which is approved by the Institute of Learning Management for senior trainees and have received funding to run a management course for junior trainees. In the past we have run Leadership Programmes for staff grade doctors as well.

### **Audit/Quality improvement (QI):**

The post holder will be expected to participate and complete audit/quality improvement projects.

Clinical audit at NELFT is a clinician led quality improvement activity where medical staff have the opportunity to show leadership, make decisions, organise, and motivate other team members for the benefit of service users.

Clinical audit is a vital area of activity for both trainees and more senior staff and will be a key area under revalidation, as you will be required to provide:

- Evidence of participation in clinical audit
- Evidence that you have reflected on the results of clinical audit
- Evidence that you have acted on the results of clinical audit. This includes action planning which is also a key requirement at NELFT.

Audits are focussed on specific Trust priority areas for clinical audit determined by consultation with clinical and operational management. Support for medical staff

undertaking clinical audit is offered at a number of levels including (where applicable) from: the educational supervisor, clinical supervisor, local directorate clinical audit leads, Trust clinical audit Lead, audit facilitator and stakeholders relevant to the clinical audit. The Post holder will be expected to participate fully in clinical audit activities and to encourage audit amongst other team members to facilitate best practice.

Dr Stephen O'Connor is the AMD for Quality Improvement.  
Halima Begum is the Trust's clinical lead for Audit.

**Mentoring:**

The post holder will have access to mentoring as well as monthly supervision sessions from the Associate Medical Director.

**Leave:**

The annual leave entitlement is 32 days per annum.

Consultants annual leave entitlement exclusive of public holidays and extra statutory days, is in accordance with the T&Cs 2003 - Schedule 18, as shown below.

Year	Up to 7 years' service completed as consultant	7 or more years completed as consultant
Until 31 March 2004	6 weeks (30 days)	6 weeks (30 days)
1 April 2004 – 31 March 2005	6 weeks (30 days)	6 weeks (30 days) + 1 day
From 1 April 2005	6 weeks (30 days)	6 weeks (30 days) + 2 days

Study Leave entitlement is 30 days to be taken over a 3-year period. Leave should be applied for in line with the Trusts' Annual Leave Policy and Procedure for medical staffing.

**Cross-cover:**

It is expected that the post holder will provide cross-cover for consultant colleagues when they are on leave and in urgent situations if necessary. The post holder needs to pre-arrange cross-cover with other consultants to cover his/her clinical duties whilst on leave. Arrangements should be stated in the leave application.

**External Duties:**

The Trust supports consultants to take up and carry out external duties i.e. Royal College roles, HEE roles, within the context of job planning.

**The post holder is required to:**

- Work in accordance with Trust policies and guidelines always,
- Always adhere to the Trust Information Security Policy, in particular ensuring that there are no breaches of confidentiality because of your actions,
- Carry out other duties commensurate with the grade as directed.

## 2. Person Specification:

	Essential	Desirable	Measurement
<b>Demonstration of Trust Values</b>			
Putting people first	✓		Application Form Interview
Prioritising quality	✓		Application Form Interview
Being progressive, innovative, and continually improve	✓		Application Form Interview
Being professional and honest	✓		Application Form Interview
Promoting what is possible, independence, opportunity, and choice	✓		Application Form Interview
<b>Qualifications</b>			
MRCPsych or equivalent. Section 12 Approval or eligibility for it. Approved Clinician status, or eligibility for it. Inclusion in, or eligibility for inclusion in the Specialist Register or within 6 months of obtaining CCST	✓		Application Form Interview
Masters or Doctorate degree. A management qualification. ECDL or equivalent qualification. Experience in strategic development		✓	Application Form Interview
<b>Clinical Experience</b>			
Mastery in the management of a broad range of mental disorders	✓		Application Form Interview
Experience in managing patients from different cultural backgrounds. Working with interpreters and translators.	✓		Application Form Interview
<b>Knowledge</b>			
An awareness of NHS Plan, NSF, and clinical governance priorities	✓		Application Form Interview
Extensive knowledge of the biological, psychological, and social determinants of mental health disorders and evidence-based management interventions.	✓		Application Form Interview
Up to date knowledge of recent DH documentation and NICE Guidelines.	✓		Application Form Interview
An understanding of Leadership and evidence of how this has been put into	✓		Application Form

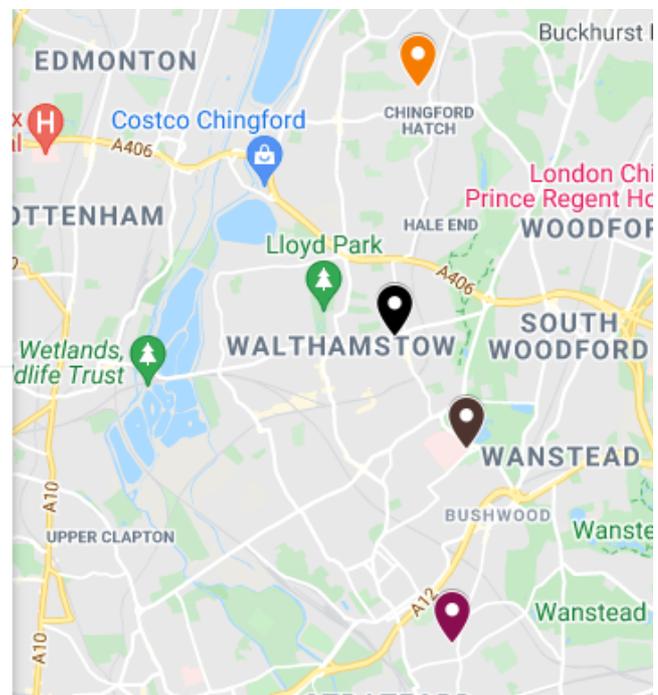
practice.			Interview
Evidence of change management skills		✓	Application Form Interview
<b>Clinical Skills</b>			
Excellent clinical skills. Excellent communication skills both verbally and written. Familiarity with a wide range of theoretical and clinical approaches. Ability to provide medical leadership to the multi-disciplinary team and to function as an active member of the multi-disciplinary team.	✓		Application Form Interview
Clear thoughts on how to involve service users in service development and to provide a service which is experienced as being “service-user friendly”.		✓	Application Form Interview
Practical experience in a short-term psychological therapy		✓	Application Form Interview
Basic awareness of IT and IT skills	✓		Application Form Interview
<b>Organisation and Planning</b>			
Interested in involvement in service development	✓		Application Form Interview
Experience in service development. An understanding of finance flow within the NHS		✓	Application Form Interview
<b>Teaching</b>			
Experience in training and development of junior doctors and other professional groups	✓		Application Form Interview
Experience and interest in multidisciplinary professional development and training		✓	Application Form Interview
<b>Academic skills</b>			
Experience in audit. A willingness to participate in research	✓		Application Form Interview
Experience in research, and a publication		✓	Application Form Interview
<b>Personal skills</b>			
Enthusiasm Probity Industriousness Flexibility Ability to cope under pressure	✓		Application Form Interview

Other			
Competence in IT	✓		Application Form Interview
Valid driving licence		✓	

### 3.1 Waltham Forest Directorate

#### NELFT sites

-  Red Oak Lodge
-  Jane Atkinson Health and Wellbeing Centre
-  Woodbury Unit
-  NELFT Simulation Centre



The Waltham Forest Directorate forms one of the 7 Operational Directorates in NELFT. The other Directorates are: Acute & Rehabilitation; Barking & Dagenham; Essex; Havering; Kent and Redbridge.

The Waltham Forest Directorate provides a broad range of community mental health and community (non mental health) health services.

The services for mental health inpatient and crisis (home treatment) care are managed within the Acute & Rehabilitation Directorate (ARD), with whom there are close working arrangements to ensure that the mental health care for patients requiring crisis and inpatient care are managed effectively.

Three of the directorate's mental health services are provided Trust wide: perinatal mental health; eating disorders (all ages); psychotherapy.

There are 28 medical consultant staff and 70 to 80 medical staff in total employed within the directorate.

The directorate's annual budget is approximately £64m.

The directorate has made substantial progress in transforming and expanding our CAMHS services. A current focus is the implementation of our new community mental health transformation plans which will entail the remodelling, expansion and further development of all mental health services within the directorate. The plan includes building strong links and partnerships with colleagues in the 7 Waltham Forest Primary Care Networks.

The Waltham Forest Directorate works in close collaboration with the 7 Primary Care Networks; the North East London Clinical Commissioning Group, part of the NE London Integrated Care System; Barts Health Whipps Cross Hospital; the London Borough of Waltham Forest; Change Grow Live (substance misuse service); and all of the other Trust directorates and services.

This collaboration includes work with Whipps Cross Hospital (the site for which will undergo complete redevelopment within the next few years) to develop a Centre of Excellence for Frailty – as well as plans to develop a new Academic Centre of Excellence

The main service bases are the Jane Atkinson Health & Well Being Centre; Wood Street Health Centre; Red Oak Lodge; South Forest Centre; Barley Court (perinatal, at Goodmayes Hospital); Orchards Health Centre (eating disorders, Barking); Whipps Cross University Hospital; Ainslie Rehabilitation Unit.

## 3.2 Composition:

The Waltham Forest Directorate is home to the following services:

### **Mental Health:**

- The new Waltham Forest Mental Health Wellness Team. This is part of the community mental health transformation plan.
- The Waltham Forest Talking Therapies (Improving Access to Psychological Therapies, IAPT) Service. This is a primary care mental health service
- The Waltham Forest Single Point of Access (Access & Assessment) Service
- The Waltham Forest Brief Intervention Team
- The Waltham Forest Community Recovery Team, North, Central & South
- The Waltham Forest Early Intervention in Psychosis (EIP) Team
- The Waltham Forest Community Learning Disability Team
- The Psychiatric Liaison Service, at Whipps Cross University Hospital
- The Waltham Forest Older Adult Community Mental Health Service
- The Waltham Forest Memory Service
- The Trust wide Community Eating Disorders Service – for children and adults
- The Trust wide Perinatal Mental Health Service
- The Trust wide Psychotherapy Service
- The Waltham Forest Child & Adolescent Mental Health Service (CAMHS)

- The IMPART service, specialist assessment and treatment for personality disorder, Trust wide service

### **Community Health Services**

- The Waltham Forest Specialist Children’s Health service, including community paediatrics
- The Waltham Forest Community Haemoglobinopathies Service
- The Community Diabetes Service
- The Urgent Treatment Centre at Whipps Cross University Hospital
- The Ainslie Rehabilitation (Intermediate Care) Unit in Chingford
- The District Nursing service
- The Rapid Response Team
- The School Nurse service
- The Health Visiting service
- Other community health services such as podiatry, falls service, respiratory service, end of life care.

The 4 Community Directorates (Havering, Barking & Dagenham, Redbridge, and Waltham Forest) all have the following services:

- Access and Assessment teams (providing single point of access from primary care)
- Community clinics (for patients not under CPA)
- Community recovery teams (for patients under CPA)
- Early Intervention in Psychosis teams
- NELFT also provides a psychiatric liaison service to Queens Hospital A&E (Romford), King George Hospital A&E (Ilford) and Whipps Cross Hospital A&E (Leytonstone).

### **3.3 Leadership:**

Each Operational Directorate is lead by an Intergated Care Director (ICD), Associate Medical Director (AMD), and a Director of Nursing (DoN). We have also appointed Deputy Associate Medical Directorates within the directorates to strengthen Medical Leadership, and provide support to the AMD.

## 4.1 NELFT Profile:



NELFT provides award winning community and mental healthcare for over 4.3 million people across 2,914 square miles of North East London, parts of Essex and parts of Kent.

We work to ensure our patients, their friends and family, feel confident that their health needs are well met. With an excellent reputation for research and development, and quality improvement, our skilled health professionals are at the cutting edge of evidence-based innovation, opening up the possibilities for better ways of working and delivery of care.

We employ over 6,500 staff and operate with an annual budget of more than £480 million in order to deliver the *best care by the best people* across the communities we serve.

We are an organization that pride ourselves in our WRES achievements and have an active EMN staff network. We also have several other networks, all of which make a vital contribution to our vibrant and inclusive organisation.

We are in the top 10 most improved trusts in the NHS National Staff Survey, with all ten elements measured are in the top quartile of results.

Since the introduction of a Freedom to Speak Up Guardians in 2016, nationally the FTSU Index has improved and risen from 75.5% in 2015 to 79.2% in 2020. This news story is even better for NELFT as our 2020 index score is 81.6% which is above region and sector.

Our staff are incredibly important to us, and we have focused on ensuring that our staff are well supported and have numerous initiatives across the Trust supporting staff wellbeing. For example: self-care, work-life balance, stress management, coaching/mentoring, and individuals are encouraged to complete a Personal Wellbeing Plan. Individuals have access to a wide range of benefits which include flexible working, flexible retirement, cycle scheme, gym discounts and other benefits. Teams can access reflective and wellbeing support sessions where they need.

Research and Development is strong at NELFT, and we are the top recruiter to NIHR trials for a MH Trust in the North London Region with over 44 portfolio studies and 14 non-portfolio studies running at the Trust. We are in receipt of circa £2,363,915 in 20/21, over 50% of this income is from research grants that NELFT are leading and sponsoring.

Our Quality Improvement team have trained more than 325 facilitators and 30 mentors in Institute of Healthcare Improvement (IHI) methodology, and we are using QI as the way to drive better services for patients and staff across the organisation. Our commitment to Quality is strong and our journey of improvement ongoing.

We know that Clinical Leadership is key in delivering safe and effective services and the Trust has invested in clinical leadership across all clinical specialities, with £2.4 million earmarked over a three-year period. We have already recruited to many different Clinical Leadership posts to ensure all our services are clinically led and operationally enabled.

We have embarked on a journey to implement a compassionate and collaborative culture across the organisation to ensure staff are supported and patients receive the best possible care.

We have numerous accreditations across our series and are currently rolling out the AIMS program across our acute inpatient unit, which is an exciting and patient focussed program.

Our mental health services include:

- Specialist inpatient and community-based treatment and care for people experiencing acute mental illness,
- Help for children and young people with emotional, behavioural or mental health difficulties,
- Care for people with dementia,
- Specialist community eating disorder teams,
- Specialist community perinatal teams,
- Specialist community personality disorder teams,
- Support for people with problems associated with drug and alcohol misuse.

Our community services are provided in clinics, hospitals and in people's own homes, and include:

- Care and support for people living with long term conditions such as diabetes,
- Speech and language therapy,
- Health visiting, district and school nursing,
- Specialist community paediatric, therapy and nursing services,

Many services that in other areas may be provided in hospital, such as blood testing, footcare and children’s audiology.

We actively sought to develop our stakeholder partnerships locally and are fully engaged in the development of Primary Care Networks, Sustainable Transformation Projects, and Integrated Care Systems. This is led locally by the Integrated Care Directorate leadership teams to ensure that the needs of our local populations are met. Partnership work with our governors, people using our services and our staff is also critical in maintaining momentum and energy for the changes that the future of public services will demand.

Benchmarking of our services and their performance has proved that we are often leading the field. Our focus on high quality and value for money means we are able to play a key role in supporting the local health economy to provide integrated healthcare services for local people.

### Area demographics:

Area	Total Population	CYP	Adult	Older Adult
Barking & Dagenham	214,107	58,551	135,749	19,807
Essex	1,800,000	359,000	1,100,000	367,000
Havering	260,651	53,208	160,925	46,518
Kent	1,900,000	367,000	1,100,000	364,000
Redbridge	305,658	76,447	189,938	39,273
Waltham Forest	277,000	66,750	180,250	29,980

For more information on local demographics please utilise the following links:

[Population and demographic data | LBBD](#)

[Essex population stats in maps and graphs. \(plumplot.co.uk\)](#)

<http://www.haveringdata.net>

[Kent population stats in maps and graphs. \(plumplot.co.uk\)](#)

[Redbridge \(Borough, Greater London, United Kingdom\) - Population Statistics, Charts, Map and Location \(citypopulation.de\)](#)

[Statistics about the borough | Waltham Forest Council](#)

## 4.2 Trust Management & Medical Management structure:

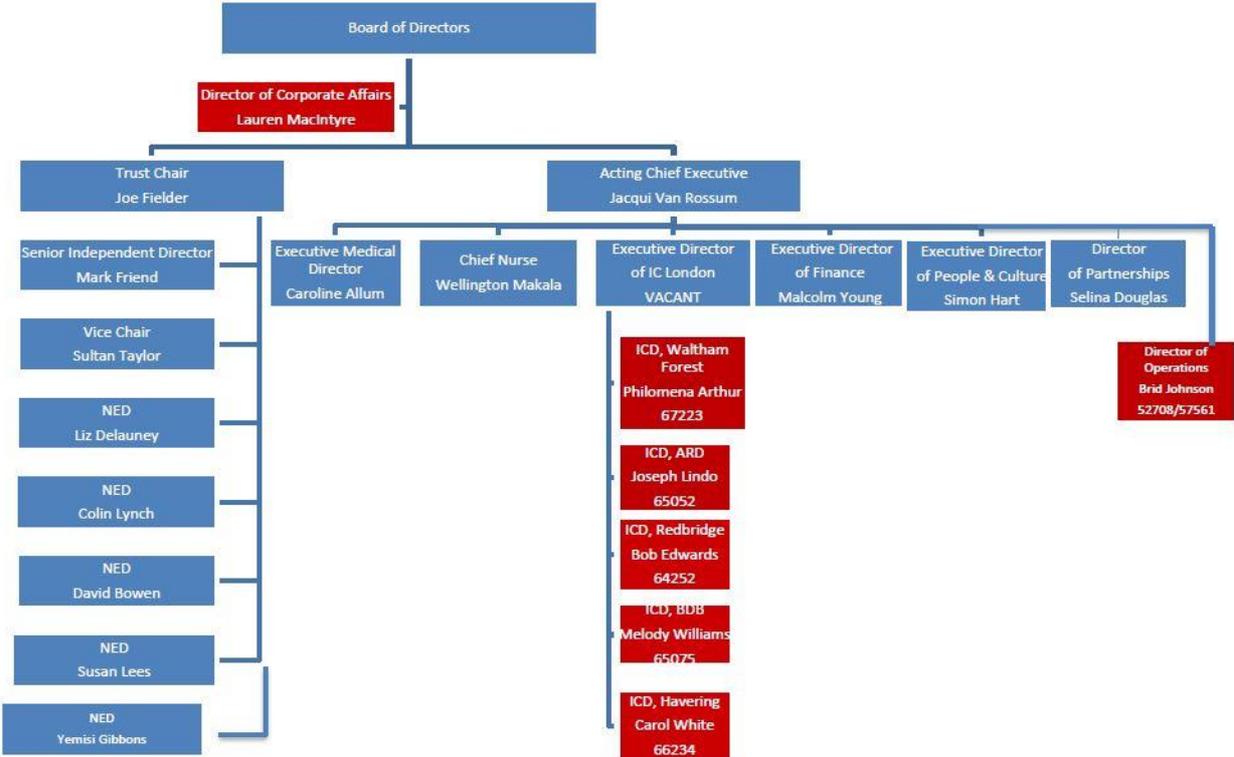
The Trust Board is made up of executive and non-executive directors. They work together to set the strategic direction and priorities for our organisation. They are held to account by our Council of Governors.

The executive directors are also part of our wider Executive Management Team, which is responsible for the day-to-day running of the Trust. Other members of our Executive Management Team attend board meetings.

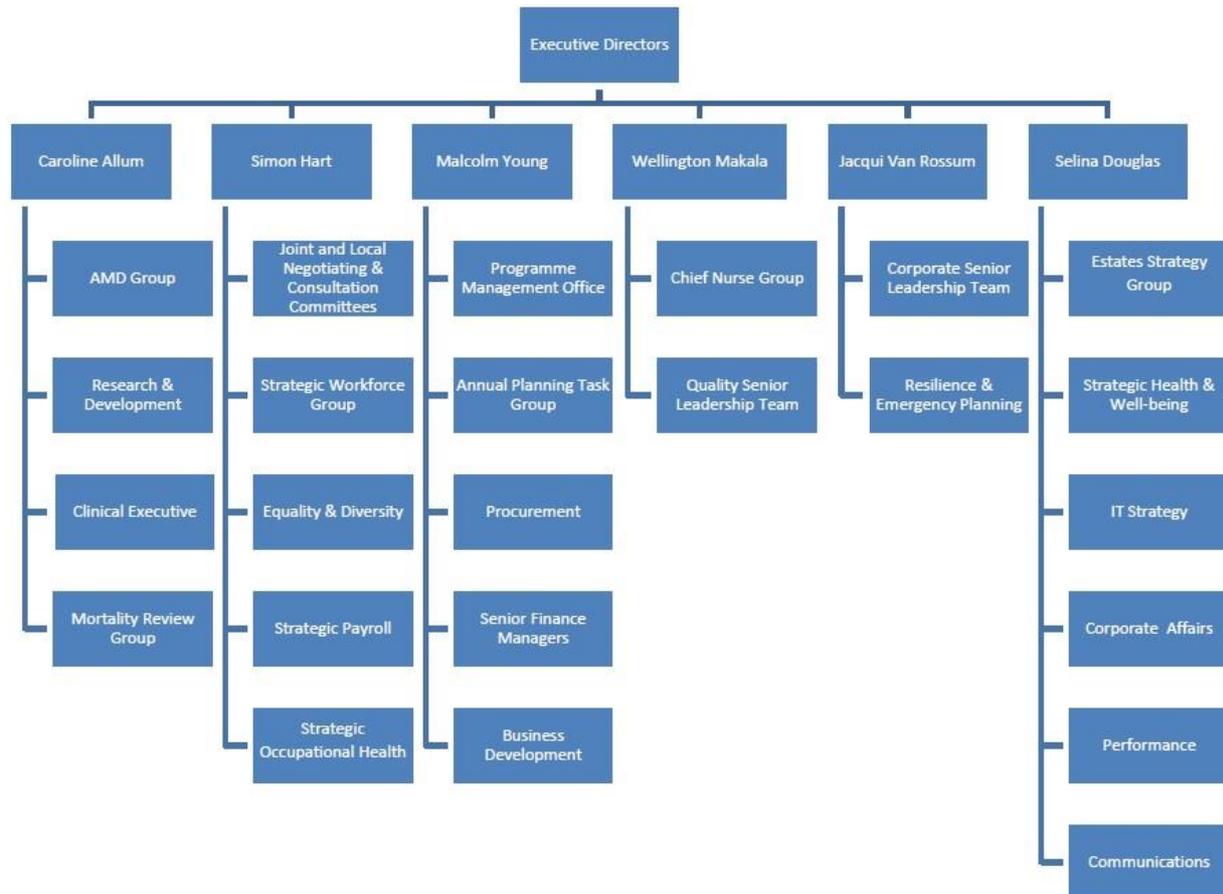
### Our Trust Board:



**Our Board of Directors:**



**Executive groups:**



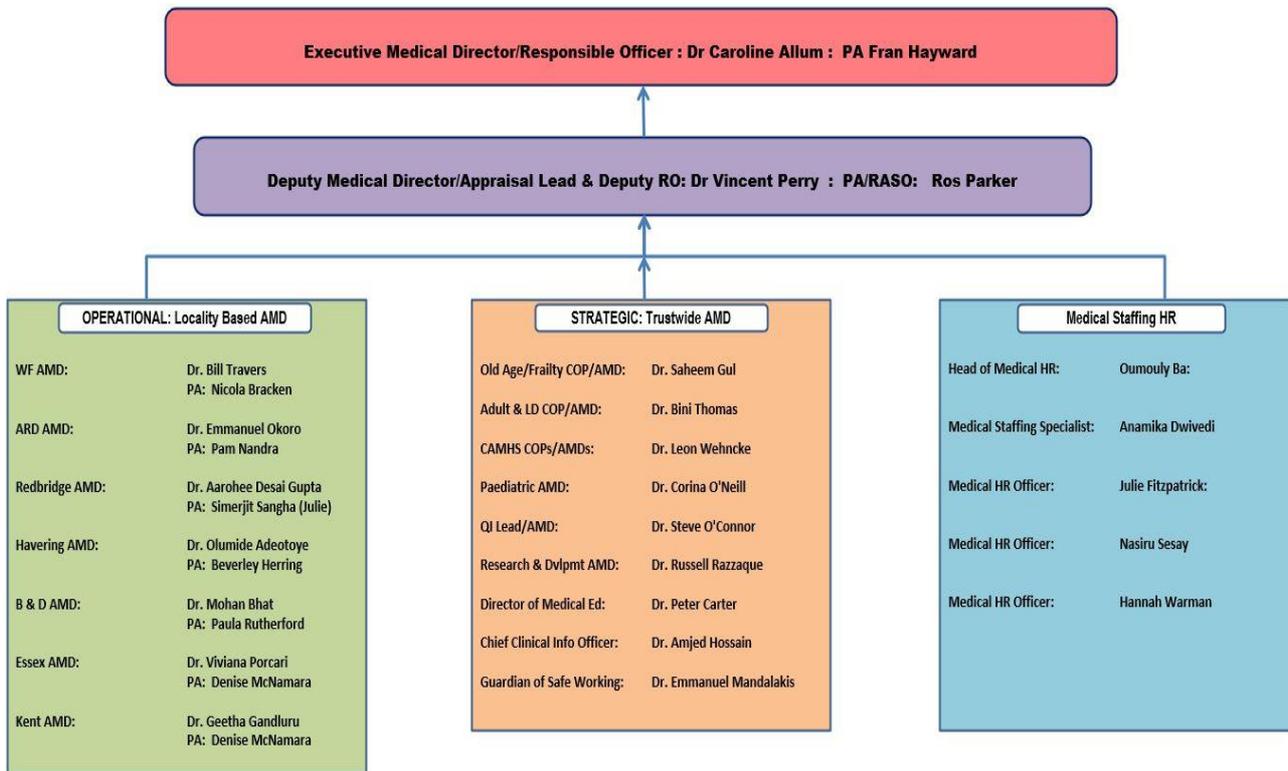
## Medical Management Structure:

Our Executive Medical Director is Dr Caroline Allum, who also acts as the Responsible Officer. Our Deputy Medical Director is Dr Vincent Perry, who also acts as Deputy Responsible Officer and Appraisal Lead. We have operational Associate Medical Directors who lead in one of the 7 directorates, and we have Strategic Associate Medical Directors who lead across the organisation to implement standardised best practice. We have also appointed to Deputy AMD posts in the Directorates, as part of the Clinical Leadership investment.

Our 7 operational directorates include:

- Acute and Rehabilitation Directorate (ARD);
- Barking and Dagenham;
- Essex;
- Havering;
- Kent;
- Redbridge; and
- Waltham Forrest.

Our 3 strategic “Communities of Practice” (COPs) include:



- Children and Young People.
- Adult Mental Health and Intellectual Disability; and
- Older People and Frailty.

### 4.3 Trust values:

NELFT's Trust values are:



#### Expectation from the post holder:

The post holder will be expected to support their team, department, and organisation to achieve the Trust's values in their day-to-day work.

### 4.4 Just and Compassionate Culture:

At NELFT we commit to a Just and Compassionate Culture for our colleagues and our patients. We will support and promote a culture based on fairness, respect, honesty and trust, ensuring that we have consistent leadership behaviours and styles across the trust. Our vision is to create an engaging place to work and an organisational environment in which you feel valued, supported and where everyone has the opportunity to learn and improve when things don't go to plan.

A Just and Compassionate Culture is a diverse one where you bring your authentic self to work without fear and where all colleagues feel understood and supported by others. Our professional relationships are built on a foundation of mutual respect, trust, and honesty. We are committed to welcoming and making everyone feel valued here at NELFT.

## 5. Additional Information

### Staff Health and Wellbeing:

Managing health and wellbeing is the responsibility of both the employer and the employee. The trust strives to ensure that staff are provided with an environment and opportunities that encourage and enable them to lead healthy lives and make choices that support their wellbeing. We will ensure the following is in place to support all staff:

- Local occupational health service for pre-employment and in-employment support is available. There is also access to an Employee Assistance Programme (EAP), which offers employees confidential, independent, unbiased information and guidance on a range of emotional, health and social issues. A range of other support services are available to provide emotional wellbeing support of a short- or long-term nature.
- Access to the WellNEL direct support service for north east London, providing emotional health and wellbeing support.
- Local organisational support for staff following serious incidents is available and teams can access reflective and wellbeing support sessions.
- A wide range of local initiatives/resources are provided to promote workforce wellbeing for example: self-care, work-life balance, stress management, coaching/mentoring, and individuals are encouraged to complete a Personal Wellbeing Plan.
- NELFT has also rolled out regular Schwartz rounds, which has proven popular under staff, and is a good food for thought and personal wellbeing.
- Individuals will have access to a wide range of benefits, which include flexible working, flexible retirement, cycle scheme, gym discounts and other benefits.

All staff will be provided with information on how to access these support resources during induction, and regular updates are also communicated in our Weekly Update Newsletter.

### Health & Safety:

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) and subsequently published regulations to ensure that the Trust's Health and Safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

### Infection Control:

Each staff member has a duty to take personal responsibility for the prevention and control of infection, in accordance with Trust Infection Prevention and Control Policies, which reflect the statutory requirements of the Health Act 2006 – Code of Practice for the Prevention and Control of Healthcare Associated Infection. They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAs.

### Risk Management:

You will be responsible for adopting the Risk Management Culture and ensuring that you identify and assess all risks to your systems, processes and environment and report such risks for inclusion within the Trust Risk Register. You will also attend mandatory and statutory training, report all incidents/accidents including near misses and report unsafe occurrences as laid down within the Trust Incidents.

### **Safeguarding children and vulnerable adults:**

NELFT is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults, and families in their care. Staff are required to comply with Trust policies on Safeguarding.

### **Standards of Business Conduct & Conflict of Interest:**

The NHS Code of Conduct and Standards of Business conduct for NHS Staff require all employees to declare all situations where you or a close relative or associate has a controlling interest in a business [such as a private company, public organisation or other NHS or voluntary organisation] or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. All such interests must be declared in the Trust's register of interests either on appointment or when such interests are gained.

As an employee you are required to make yourself aware of and adhere to the Trust's governance policies, such as Standing Orders and Standing Financial Instructions.

### **Sustainability:**

All staff has a responsibility for delivering high quality healthcare in a low carbon environment, where energy is used wisely and not wasted. It is the responsibility of all staff to minimise the Trust's environmental impact by recycling where possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

### **Smoking Policy:**

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within the Trust buildings and vehicles.

### **Codes of Conduct:**

NELFT requires the highest standards of personal and professional conduct from all its employees. All employees must comply with the Code of Professional Conduct appropriate to their professional governing body.

As an NHS employee, you are required to observe the following principles:

- Make the care and safety of patients your first concern and act to protect them from risk.
- Respect the public, patients, relatives, carers, NHS staff and partners in other agencies.
- Be honest and act with integrity.
- Accept responsibility for your own work and the proper performance of the people you manage.
- Show your commitment to working as a team member of working with all your colleagues in the NHS and the wider community.
- Take responsibility for your own and continuous learning and development.

### **Data Protection:**

Personal data is protected under the Data Protection Act (1999) and the post holder will ensure that it is securely held and that the requirements of the Act are followed. It is the responsibility of all staff whose jobs requires them to record information in Trust Computer systems (e. g RIO, SystemOne and ESR) to ensure that the data entered into these

systems is of high data quality and that information is recorded correctly and in a timely manner. Failure to adhere to this requirement could be considered a disciplinary matter.

#### **Information Security and Confidentiality:**

All employees are required to observe the strictest confidence regarding any patient/ client information that they may have access to, or accidentally gain knowledge of, in the course of their duties.

All employees are required to observe the strictest confidence regarding any information relating to the work of the Trust and its employees.

You are required not to disclose any confidential information either during or after your employment with the Trust, other than in accordance with the relevant professional codes.

All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with NHS Confidentiality Guidelines [Caldicott] and the Data Protection Act 1998 unless explicit written consent has been given by the person identified, or where information sharing protocols exist.

Failure to comply with these regulations whilst in the employment of the Trust could result in action being taken under the Trust Disciplinary Policy and Procedure.

#### **Equality and Diversity:**

NELFT is committed to the implementation of the Equality and Diversity at Workplace policy which ensures equal opportunities for all. NELFT is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality, and diversity, and encourages individuals to develop and maximise their potential. The Trust will ensure that it provides equal and fairness for all, and not to discriminate on the grounds of gender, marital status, race/ethnicity, disability, sexual orientation, religion, transgender or gender reassignment status, age, marriage or civil partnership/same sex marriage, and because of you being pregnant or being on maternity/paternity leave. All staff are required to observe this policy in their behaviour to employees and patients/service users.

#### **Key Performance Indicators (KPI):**

Each individual and service will be set KPIs and achievement against these will be regularly reviewed. Performance against individual and service KPI's will be routinely monitored by your manager.

#### **Review of this Job Description:**

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

#### **Other Duties:**

There may be a requirement to undertake other duties as may reasonably be required to support the Trust. These may be based at other Trust managed locations.

#### **Amendments:**

This is a description of the post as it is at present constituted. In consultation with the post holder, periodic reviews will be carried out to ensure that the job description relates to the job being performed and to incorporate any changes being proposed. It is hoped that agreement can be reached to any reasonable changes. If this is not possible your line manager reserves the right to make changes to the job description in consultation with you.

**Who to contact for informal inquiries:****Associate Medical Director: Dr Bill Travers**[Bill.Travers@nelft.nhs.uk](mailto:Bill.Travers@nelft.nhs.uk)**Deputy Medical Director: Dr Vincent Perry**[Vincent.Perry@nelft.nhs.uk](mailto:Vincent.Perry@nelft.nhs.uk)**Executive Medical Director: Dr Caroline Allum**[Caroline.Allum@nelft.nhs.uk](mailto:Caroline.Allum@nelft.nhs.uk)**Medical Staffing:**[medicalstaffinghr@nelft.nhs.uk](mailto:medicalstaffinghr@nelft.nhs.uk)