



NHS Foundation Trust

North East London NHS Foundation Trust

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People first

JOB DESCRIPTION & PERSON SPECIFICATION

Prioritising
quality

Progressive,
innovative, and
continually
improving

SPECIALITY DOCTOR IN GENERAL ADULT PSYCHIATRY: HOME TREATMENT TEAM

10 Programmed
Activities (PAs)

Waltham Forest

Vacant post

Professional
and honest

Promoting
what is possible
- independence,
opportunity and
choice

October 2021

Best care by the best people

Messages from our senior leaders:

Chief Executive Officer



Professor Oliver Shanley
OBE

Thank you for showing an interest in working at NELFT. I am very proud to be 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 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, Oliver.

Executive Medical Director



Dr Caroline Allum
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.

Best care by the best people

Deputy Medical Director



Dr Vincent Perry

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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 Acute and Rehabilitation Directorate



Dr Emmanuel Okoro

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Thank you for reviewing this advertised medical position in NELFT, more specifically in our Acute and Rehabilitation Directorate.

NELFT prides itself of having the smallest bed base across London, and the second smallest nationally. We are front runners in delivering safe services in the least restrictive way, by having well developed Home Treatment Teams. We currently have no out of area patient placements.

The directorate has a culture of continual learning, innovation, and development, and is currently implementing a mental health transformation plan across our services. This is after instituting and new way of looking after patients in crisis.

We are experiencing an exciting time within the directorate. We recently had a follow-up visit from HEE, who were very impressed with significant improvements we have made to support our trainee doctors, making their training experience positive.

We are keen on employing enthusiastic doctors to work within the directorate, which provides several opportunities for learning and development. We hope you will apply for this post and join us in our ongoing journey of innovation and development.

Regards, Emmanuel.

Best care by the best people

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1.1 Job Title:

Speciality Doctor in General Adult Psychiatry: Waltham Forest Home Treatment Team (WFHTT)

This is a full-time, 10 Programmed Activities (PAs) post, with 8 Direct Clinical Contact activities (DCC) and 2 Supporting Professional Activities (SPAs) (negotiable).

The post is based predominantly at Tantallon House, Goodmayes Hospital, Ilford, but covers the London Borough of Waltham Forest, and sits within the Acute & Rehabilitation Directorate of NELFT. Access to a satellite base at the Jane Atkinson Centre in Thorpe Coombe Hospital is also available with prior arrangement.

This vacancy has arisen due to the current post holder being seconded into an inpatient role.

The post holder will report to Dr Olusegun Claudius-Adeniyi, the team Consultant, who will be the nominated clinical supervisor.

The responsible Associate Medical Director (AMD) for the Acute & Rehabilitation Directorate is Dr Emmanuel Okoro, supported by Dr Devendra Hansjee (Deputy AMD).

The post holder will have an annual job planning review with Dr Olusegun. The post holder's Personal Development Plan (PDP) from their last annual appraisal will form part of this meeting. If there are proposed workload changes, to support safe working and identify the need for any additional support, a job planning review will be arranged in a timely manner.

The WFHTT is one of five Home Treatment Teams in NELFT. The aim of the service is to provide an alternative to hospital admission to people experiencing a mental health crisis, and to facilitate the early discharge of psychiatric inpatients. The WFHTT provides care to Working Age Adults over the age of 18 years.

The team is split into North and South sub teams with overall consultant responsibility held by Dr Olusegun. The post holder will be expected to work flexibly across both sub teams according to clinical need and as directed by the team consultant.

The post holder will be a GMC registered clinician who will assess, manage, plan and deliver care, including being professionally and legally accountable.

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

1.2 Main responsibilities:

1. To be responsible for organising and prioritising own and others workload in the day-to-day allocation of work.
2. To deputise when required in the team consultant'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 their 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.
9. Together with the multi-disciplinary team, the post holder will support the medical assessment and treatment of patients on the WFHTT caseload.
10. Ensuring that clinical care provided to the service users is of a high quality and is provided within the Trust's policy framework.
11. To provide medical leadership to team handover meetings in the absence of the team consultant.
12. The post holder will undertake the necessary clinical administrative duties associated with providing excellent patient care.
13. The post holder will be an active member of the multidisciplinary team, and therefore attend multidisciplinary team meetings and business meetings.
14. Treatment and management will focus on the Recovery Model.
15. The post holder will maintain working relationships with the Acute Crisis Assessment Team (ACAT), the other Home Treatment Teams, the psychiatric inpatient ward teams, the Psychiatric Liaison Service based at Whipps Cross University Hospital, Access,

Assessment and Brief Intervention Teams, Community Recovery Teams as well as other services such as Perinatal Psychiatry, Learning Disabilities, Psychological Services, etc.

16. The post holder will also work closely with the London Ambulance Service, Police & Drug and Alcohol services..
17. The post holder will participate in Mental Health Act assessments.
18. The post-holder should expect to work with a multi-ethnic population with high levels of morbidity.

Training & Supervision:

1. To act as mentor to junior colleagues, 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.
8. To provide in-service training to members of the multidisciplinary team.
9. To contribute to the teaching of attached Medical Students, Trainee Doctors, and Physician Associate students.
10. To engage in the weekly Trust 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 consultant in managing members of the multi-disciplinary team to ensure a high level of patient care and ensure patient safety.
2. Support the consultant in provision of informal clinical supervision to junior colleagues as appropriate.
3. Address all areas of clinical governance within the multidisciplinary team. The components of clinical governance include: Education and Training, QI and Clinical Audit, Clinical Effectiveness, Research and Development, Openness and Risk Management.

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.

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	Attend Home Treatment Team handover with consultant. Home visits and patient assessments	DCC	South Team caseload review with MDT and consultant	DCC
Tuesday	Home Treatment Team handover. Further assessment / review of patients in the community	DCC	North Team caseload review with MDT and consultant	DCC
Wednesday	Home Treatment Team handover. Clinical assessments / reviews	DCC	Local Academic Training Programme (CPD). Thorpe Coombe House, or St Bart's Hospital or other	SPA

			NELFT sites, 13.00 – 16.30.	
Thursday	Home Treatment Team patient assessments and reviews.	DCC	Home Treatment Team handover. Clinical audit, service development, leadership / management experience.	SPA
Friday	8.30 – 9.30 am one hour supervision with Dr Olusegun. Home Treatment Team handover. WF HTT physical health clinic / Patient assessments and reviews.	DCC	Home Treatment Team Handover. Administration, including the completion of discharge summaries and correspondence. Liaison with other departments and agencies involved in patient care.	DCC

There are twice daily handover meetings to review the caseload, to discuss newly taken on patients and to ensure that care planning, risk assessment and management are systematically carried through.

The assessment and review of patients are carried out on home visits, at the team base, at the A&E Department at Whipps Cross Hospital and at the psychiatric Inpatient Unit at Sunflowers Court, Goodmayes Hospital.

The team has an intended capacity of 70 to 80 patients at any one time, with the South and North Teams each holding approximately 40 patients and situated in adjacent offices. You will work in both the South and North parts of the Home Treatment Team and the day-to-day arrangements for this will be coordinated between yourself, the consultant, the Team manager and the Team leaders.

You will be involved in the assessment of new patients referred to the team. Such assessments may be carried out alongside another member of staff, e.g. a CPN or Social Worker, if necessary.

You will be required to carry out a full psychiatric and medical assessment of the patient, just as if the patient were being considered as a psychiatric emergency in the Community Mental Health Team or for admission to inpatient care. You will be expected to carry out physical examinations where appropriate, to order investigations and, on occasion, to carry out venepuncture, when the patient is unable to travel to a clinical location for this to be carried out. A general assessment, provisional diagnosis and formulation are expected, alongside an understanding of the nature of the crisis and the social system (or situation) within which the patient is presenting.

You will be responsible for carrying out risk assessments.

Treatment will include the prescription and administration (by team members) of medication, the use of good communication skills including basic psychotherapeutic skills, and determination of the associated treatment needs of the patient with other team members (e.g. practical assistance with accommodation, money, food, utilities and transport), and psychological and therapeutic support and social support. Consideration of the patient's social system (key social and family relationships) and its relevance to the clinical presentation will be emphasised. You will be expected to join staff from all of the different disciplines within the team to gain experience of the different modalities of therapy and approaches in use. The value of joining the team psychologist is emphasised and you will be expected to carry out some joint work with such staff. There is an opportunity for the post holder to participate and develop an interest in Open Dialogue – an approach based on family and systemic therapy, which considers and works with the whole network of the patient.

A significant proportion of the caseload of patients with the HTT will also be suffering from long-term physical health conditions such as hypertension, diabetes mellitus and ischaemic heart disease. You will be expected to monitor the progress of these conditions and to liaise with the patient's GP and other medical colleagues to ensure that the correct treatment is provided. You will take part in a weekly physical health clinic for Waltham Forest HTT patients at the Thorpe Coombe Hospital, Walthamstow site.

You will prescribe pharmacological and psychosocial treatments for the patients that you are working with.

You will maintain accurate, legible, contemporaneous and useful clinical records for all patients in whose care you are involved. All medical records are entered into the RiO electronic medical records system used by the Trust. You will send regular written reports on patients to general practitioners and other professionals involved in patient care. Together with other team doctors, will be responsible for writing discharge summaries of patients discharged from the care of the Home Treatment Team.

Your written reports will use the standard report form and will be sent as follows: discharge summaries to be sent within two weeks of discharge from the Home Treatment Team; referrals for other specialist care to be sent within one week of identifying the need in the case of non-urgent matters. Where an onward referral is required urgently, this should be carried out immediately within the same day. You may be asked for reports to support applications for patients' housing, benefits needs and in relation to children and adults considered to be at risk. All such reports should be written promptly and checked with your trainer before sending. All correspondence will be signed.

Medical students are not routinely attached to the team though they do attend from time to time. When a medical student does attend the team, you will participate in orientating and teaching them. Nursing and social worker students are attached to the team and this will provide you will the opportunity to teach aspects of medicine and psychiatry as appropriate, typically by seeing patients together.

The final timetable will be agreed together with a Job Plan (within the terms of the New SAS Doctor Contract) with the Consultant Psychiatrist after a period of induction, and 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.

There is no out of hours on-call component attached to this post, but there are opportunities for the postholder to take on bank/locum shifts when gaps arise in the on-call rota.

1.4 Office, Admin, and IT Facilities

The post holder will have access to a laptop computer set up for agile and remote working. A Trust smartphone will be provided.

Shared office facilities are available at Tantallon House and at the Jane Atkinson Centre.

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

The post holder will have access to the library facilities at Goodmayes Hospital, and will also have Internet access to e-mails, Trust policies and other information.

1.5 Other Aspects of the post

Appraisal and Revalidation and Job Planning:

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.

The post holder will have an annual Job Planning meeting. This will be with or without the Integrated Care Director or Deputy Director. The post holder's Personal Development Plan (PDP) from their last annual appraisal will form part of this meeting. The Trust's requirements will also be negotiated at this meeting.

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 Speciality Doctors, 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 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. 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, to discuss and review clinical cases and to provide support in achieving their Personal Development Plan.

Research and development (R&D):

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. There are opportunities for staff to develop research and educational links with local universities such as UCL and Bart's and the London Medical School including the possibility of honorary attachments.

Library Services:

Aubrey Keep Library is based at Goodmayes Hospital. It 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:

The NELFT medical education department delivers undergraduate and postgraduate 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 SAS doctors. The department is supported by 2 medical fellows, one nurse fellow in education and 3 postgraduate tutors. SAS doctors have plenty of opportunities to contribute, and to 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. Placements within the Trust are coordinated by the Undergraduate Tutor.

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

The Trust SAS Lead is Dr Mohan Bhat. There is also a dedicated CESR mentor, who supports SAS doctors to attain the competencies needed to make a successful CESR application.

QI and Audit:

The post holder will be expected to participate and complete QI and / or audit projects.

QI and clinical audit at NELFT are clinician led improvement activities where medical staff have the opportunity to show leadership, make decisions, organise and motivate other team members for the benefit of patients.

QI and clinical audit are vital areas 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 QI and / or clinical audit
- Evidence that you have reflected on the results of QI and /or clinical audit
- Evidence that you have acted on the results of QI and /or clinical audit.

QI and clinical audit are focused on specific Trust priority areas for improvement determined by consultation with clinical and operational management. Support for medical staff undertaking QI and clinical audit is offered at a number of levels including (where applicable) from: the educational supervisor, clinical supervisor, QI team, QI mentors, directorate clinical audit leads, Trust clinical audit Lead and audit facilitators. The Post holder will be expected to participate fully in QI and clinical audit activities and to encourage QI and audit amongst other team members to facilitate best practice.

Supervision:

The post holder will receive formal monthly supervision from Dr Olusegun. Informal supervision will also be provided by the Older Adult PLS Consultant on clinical matters relating to older adult patients.

Leave:

The annual leave entitlement is 32 days per annum.

For SAS doctors, this increases to 34 days per annum when completing seven years' NHS service.

Study Leave entitlement is 30 days to be taken over a 3-year period.

Leave including professional and compassionate leave should be applied for in line with the Trusts' Annual Leave Policy and Procedure for medical staffing.

Sick leave is managed in accordance with the Trust's Sickness Policy.

Cross-cover:

It is expected that the post holder will provide cross-cover for to other doctors attached to the service when they are on leave and in urgent situations if necessary.

The post holder needs to pre-arrange cross-cover to cover his/her clinical duties whilst on leave.

Such cover is usually provided within the team.

Cross-cover arrangements should be stated in the leave application.

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.

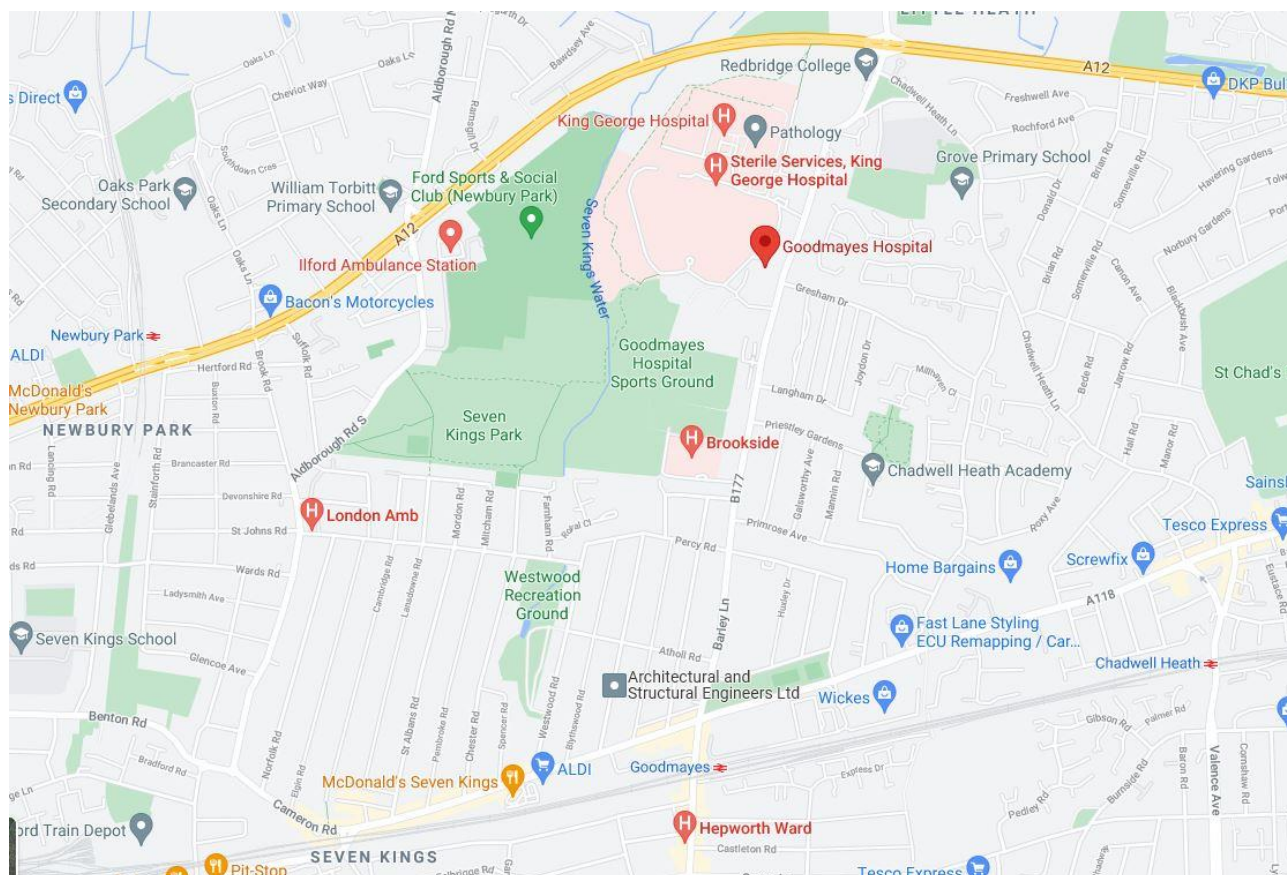
2. Person Specification:

	Essential	Desirable	Measurement
Demonstration of Trust Values			

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
Qualifications			
GMC Registration with licence to practice.	✓		Application form Interview
Section 12 Approval, or eligibility.		✓	Application form Interview
Postgraduate qualification in psychiatry.		✓	Application form Interview
Clinical Experience			
Mastery in the management of a broad range of mental disorders	✓		Application form Interview
At least 4 years of full time postgraduate training (or its equivalent gained on a part-time basis) of which at least 1 year will be in a specialty training programme in a relevant specialty or as a fixed term specialty trainee or shall have equivalent experience and competencies.	✓		Application form Interview
Experience in managing patients from different cultural backgrounds. Working with interpreters and translators.	✓		Application form Interview
Experience of working in multidisciplinary teams.	✓		Application form Interview
Experience in general medicine.		✓	Application form Interview
Knowledge			
Good 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
Evidence of change management skills		✓	Application Form Interview
Clinical Skills			
Excellent clinical skills.	✓		Application form

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.			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
Organisation and Planning			
Ability to effectively manage time and plan work independently	✓		Application form Interview
Teaching			
Willingness to assist with multidisciplinary professional development.	✓		Application form Interview
Experience in teaching undergraduate medical and health students.		✓	Application form Interview
Academic skills			
A willingness to participate in QI and audit.	✓		Application form Interview
Experience in QI and audit.		✓	Application form Interview
Personal skills			
Enthusiasm Probity Industriousness Flexibility Ability to cope under pressure	✓		Application form Interview
Other			
Competence in IT	✓		Application Form Interview
Valid driving licence		✓	

3 The Acute and Rehabilitation Directorate (ARD)



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

ARD is mainly a mental health directorate, however also contains a Intermediate Care units for the care of the elderly, led by our geriatric services.

Unlike the other directorates, ARD provides a service to all of our London based directorates, which includes Barking and Dagenham; Havering; Redbridge; and Waltham Forrest. The directorate manages patients of all ages.

The main purpose of ARD is to manage mental health patients who are in acute crises, and who cannot be safely managed in the community. Most of ARD's activity takes place on the Goodmayes Hospital site, which is in Barley Lane, Ilford, IG3 8XJ. Goodmayes is also adjacent to King George Hospital, which is one of the local acute hospitals.

NELFT's crisis pathway is aligned with the objectives of NHS Long Term MH plan and the least restrictive approach to MH care which aims to provide MH care locally and to avoid Out of Area Placements (OAPs) where at all possible by ensuring efficient patient flow and bed capacity management. There is a focus on high quality care underpinned by robust clinical governance processes.

ARD has a culture of continual learning and development and is currently implementing a mental health transformation plan across our services. Several service development and QI initiatives are being progressed via our AIMS accreditation programme across our teams. We have implemented a crisis hub to reduce pressures on the inpatient beds and this has ensured we have had no out of area placements for over 6 months. Specific projects to improve safe care and the therapeutic environment on our wards are also being piloted, such as the use of body worn camera and the Oxe-health non-contact monitoring device. There is a wide range of workforce development programmes on offer to our staff, such as the Relational Security Training and vibrant Staff & Wellbeing resources. Our Forensic Low Secure service was ranked top nationally in 2019 by the Royal College of Psychiatrists Quality Network Forensic Mental Health Services Peer Review (QNFMHS) in terms of compliance with the national standards. We are actively pursuing recruitment to new roles and will have Physicians Associates linked to the wards to augment the care to patients and support to doctors. We are implementing a program of compassionate and collaborative leadership across the organisation, with an emphasis on supporting patients and staff on the wards, as early adopters.

3.1 Composition:

ARD hosts a trail-blazing MH Crisis pathway which includes: 24/7 Mental Health Direct (MHD) line, NHS 111, Street Triage, Psychiatric Liaison teams, HTT, an Integrated Crisis Assessment Hub (ICAH) and a Clinical Decision Unit (Triage/Assessment ward) based at Sunflowers Court. We also have two Section 136 suites based at Sunflowers Court.

Patients come to HTT from the local GPs, local A&E departments, Access and Assessment team, Community Recovery Teams, Early Intervention in Psychosis team, and the police via the Section 136 suite.

Within ARD there are 5 Home Treatment Teams (HTTs). They are:

- Havering, Barking & Dagenham HTT
- Redbridge HTT
- Waltham Forest HTT
- Older Adults HTT (managing patients over the age of 65 years across the Trust)
- Children & Young people

Wards within ARD:

Adult		
Kahlo	Female: Redbridge & Waltham Forest	20 beds
Knight	Female: Havering, Barking & Dagenham	20 beds
Turner	Male: Havering, Barking & Dagenham	20 beds
Ogura	Male: Redbridge	20 beds

Monet	Male: Waltham Forest	20 beds
Picasso	Mixed: Clinical Decision Unit / Triage / Assessment	20 beds
Titian	Male: Psychiatric Intensive Care unit	15 beds
Morris	Male: Low Secure unit	15 beds
Moore:	Mixed: Learning Disabilities	12 beds
Older Adult		
Cook	Female: Goodmayes	20 beds
Stage	Male: Goodmayes	10 beds
Woodbury	Mixed: based at Whipps Cross	21 beds
Children and Young People		
Brookside	Mixed	18 beds

The Inpatient and Acute directorate also has an ECT department, which provides electroconvulsive therapy 2 days a week (Mondays and Thursdays). The department is run by a dedicated Lead Consultant (Dr S Khawaja), a Lead Nurse (Jackie Cuniffe) and also has supervision from a Modern Matron (Lorna Mess).

The forensic consultant psychiatrist working on the Low Secure Unit provides forensic assessments and opinions to the inpatient wards. We recently launched a Forensic Psychology Service to support the acute wards and community services with forensic assessments and treatment. NELFT also has an agreement with ELFT to provide community forensic services and medium secure beds at the John Howard centre and Forensic risk consultation and advise for our community teams

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

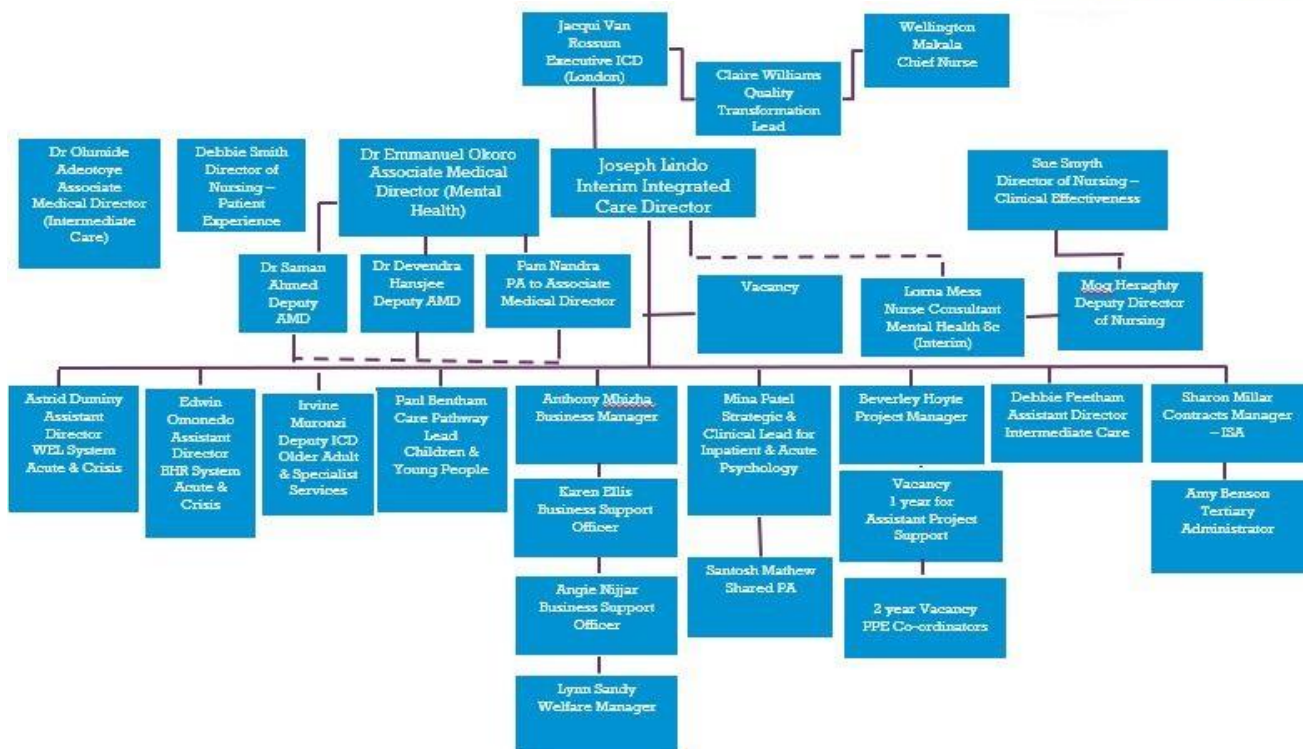
- Access and Assessment teams (providing single point of access from primary care)
- Community clinics (for patients not under CPA)
- Community recovery teams (for patients under CPA)
- Early Intervention in Psychosis teams (for younger patients with first episode psychosis)

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).

NELFT also has a Trust-wide Eating Disorder service, a Perinatal service, as well as a Personality Disorder service (IMPART).

4.2. Leadership:

Each Operational Directorate is lead by an Integrated 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.



4.3. The Waltham Forest Home Treatment Team:

The Waltham Forest Home Treatment Team (HTT) provides a rapid response, intensive home-based service for working age adults who are in crisis and suffering from a mental illness in the London Borough of Waltham Forest. The aim is to assess the nature of the crisis and to intervene to treat any mental illness as well as to attend to the psychological and social factors that are relevant to the situation to resolve the crisis. The service provides an alternative to inpatient care and is available 24 hours, 7 days per week. The Home Treatment Team is an integral part of the network of services within the Waltham Forest part of the Trust, its key relationships being with the Access Team (through which patients are referred by their General Practitioners); the Psychiatric Liaison Team based at Whipps Cross Hospital; Sunflowers Court, the Inpatient Unit; the Acute Crisis Assessment Team (ACAT) – which is the point of reception for all referrals to the Trust's Home Treatment Teams; the Home Treatment Teams for the other NELFT London Boroughs; the Community Recovery Team and the Early Intervention in Psychosis (EIP) team.

The Waltham Forest Home Treatment Team medical staffing currently comprises:

- 1 full-time Consultant Psychiatrist;
- 1 full-time Associate Specialist (this post, currently filled by a locum doctor);
- 1 part time Associate Specialist;
- 0.4 WTE of a Higher Trainee at ST4-6 level (current filled by a locum doctor)
- 1 core psychiatric trainee (currently occupied by a CT1 doctor)

The HTT has a Team Manager and two Clinical Leads, each of whom lead the day to day operation of the South and North Home Treatment Teams respectively.

Other non-medical staff:

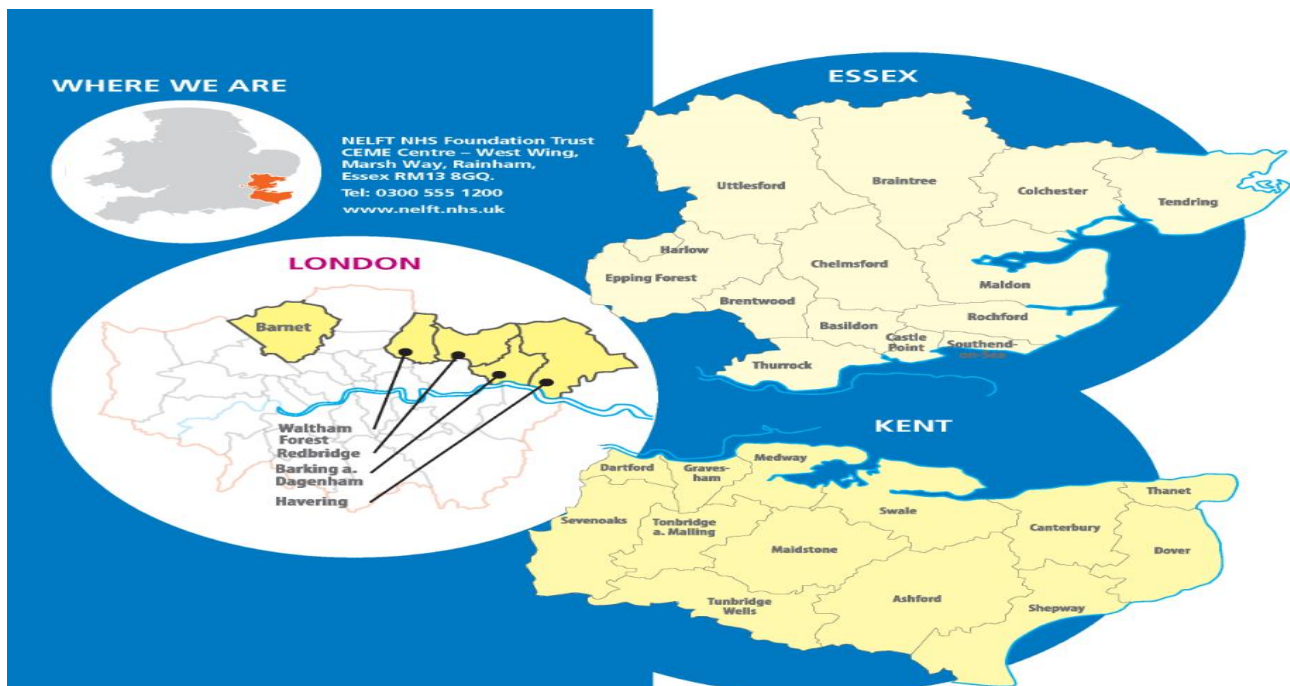
- CPNs
- Social Worker
- Occupational Therapist
- Clinical Psychologist
- Support Time Recovery (STR) Workers
- 2 Team Administrators

For a description of the wards and HTT services within the Acute and Inpatient directorate, please refer to 3.1.

Relevant meetings include:

- Business meetings: These monthly meetings focus on management issues on the ward including staff supervision and support. Senior staff members share feedback from the trust wide meetings, and other relevant issues are discussed.
- Multi-disciplinary meetings: They involve NELFT mental health services, the treating teams from Barking, Havering and Redbridge University Hospital Trusts and other professionals.

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:

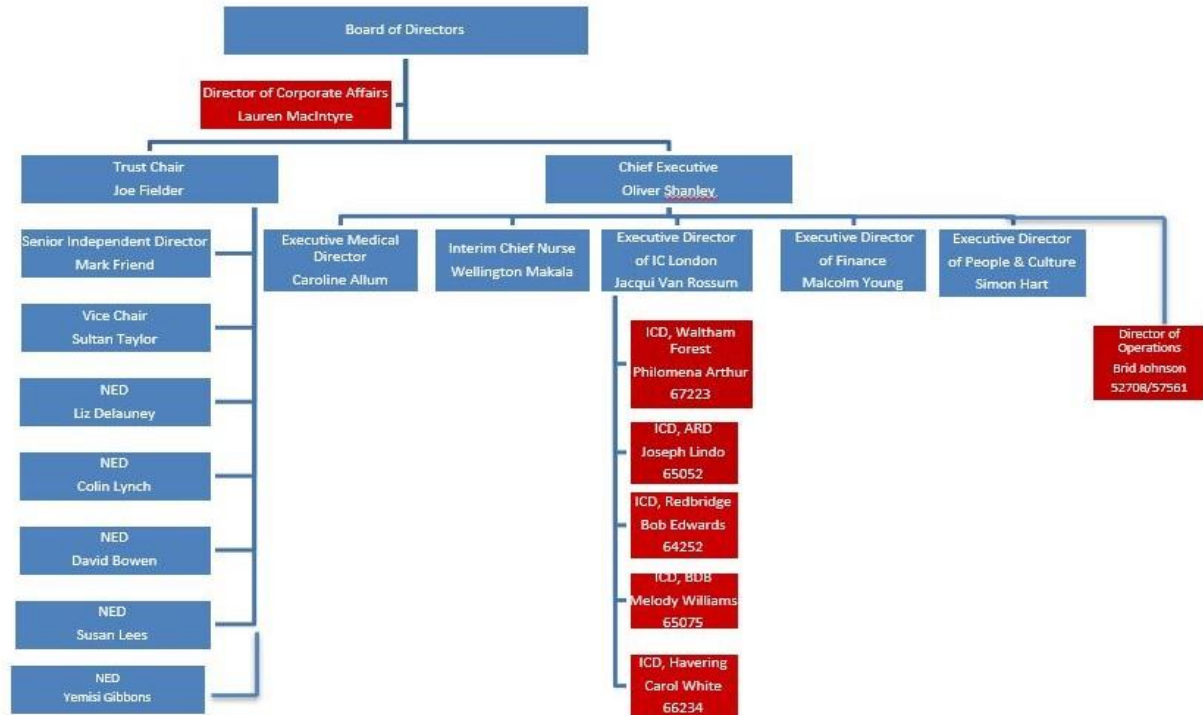
The Trust Board is made up of executive and non-executive directors. They work together to set the strategic direction and priorities for our organisation. They are held to account by our Council of Governors.

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.

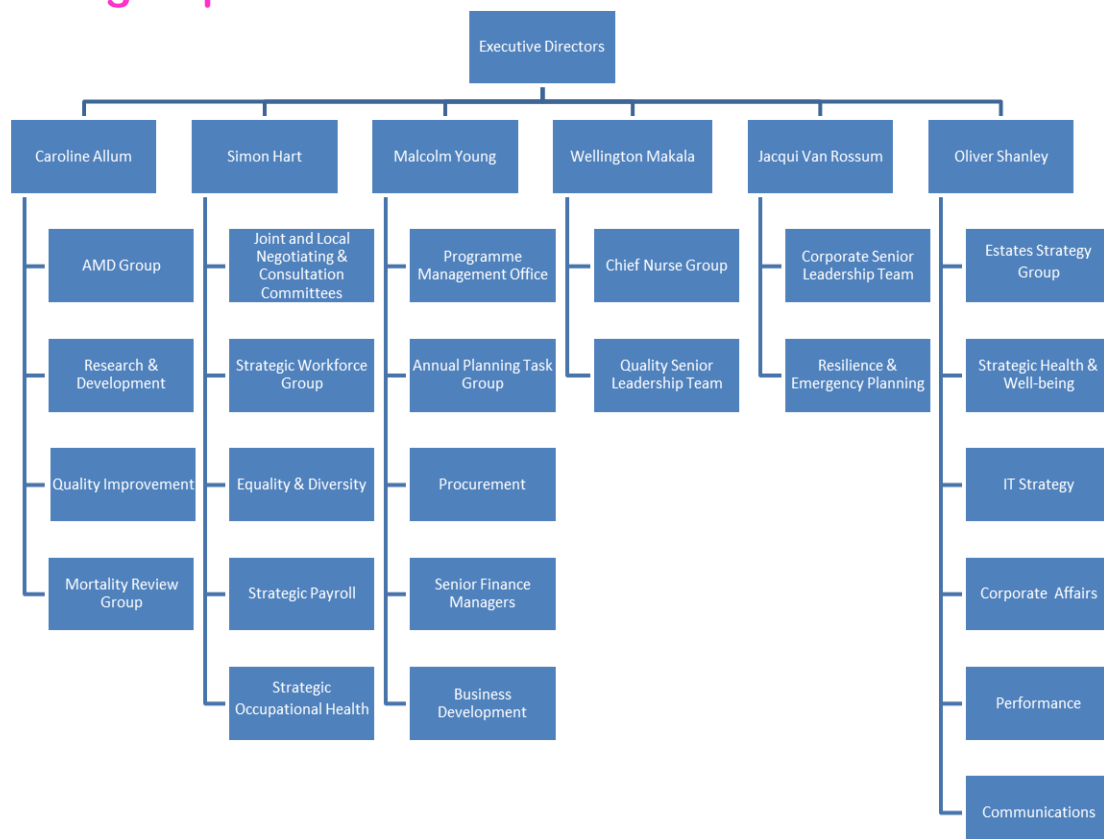
Our Trust Board:



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.

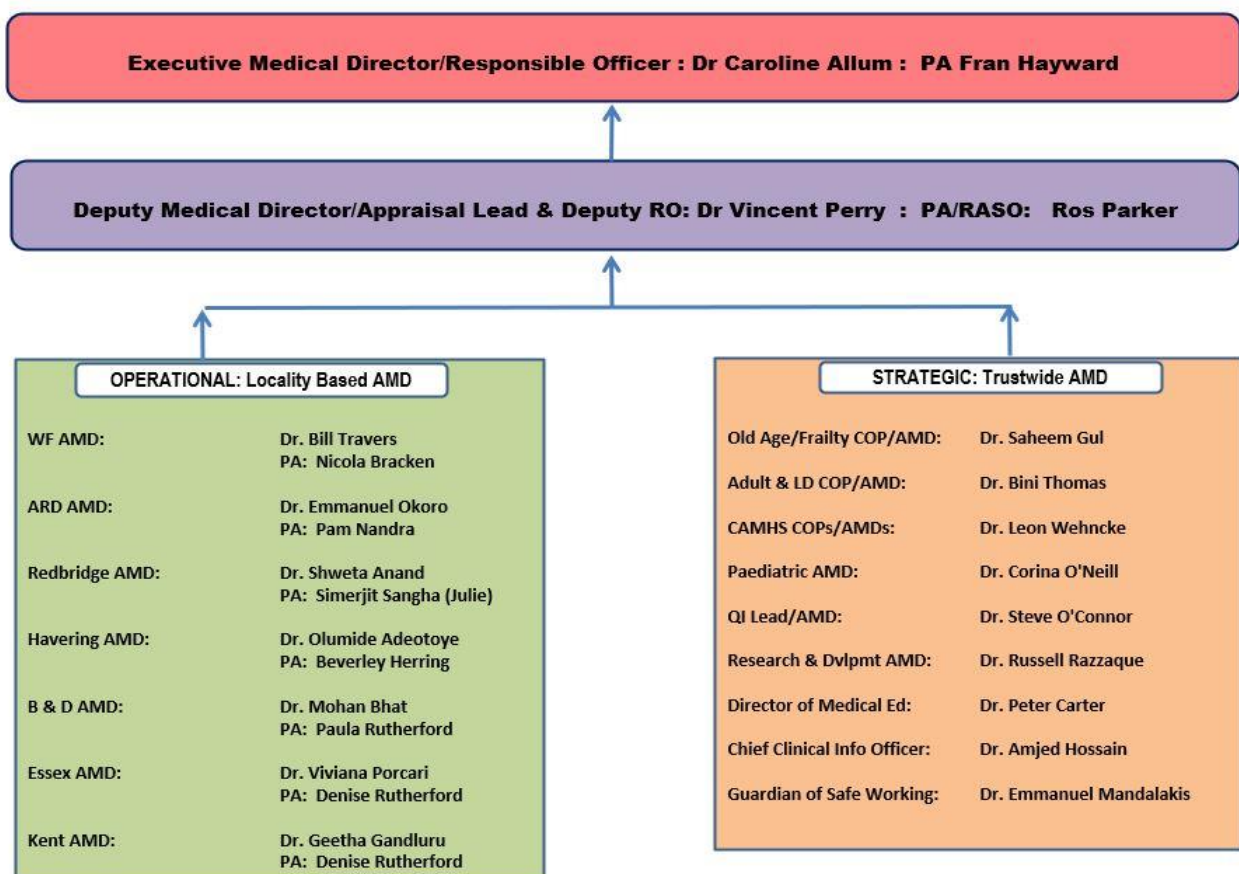
Our 7 operational directorates include:

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

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

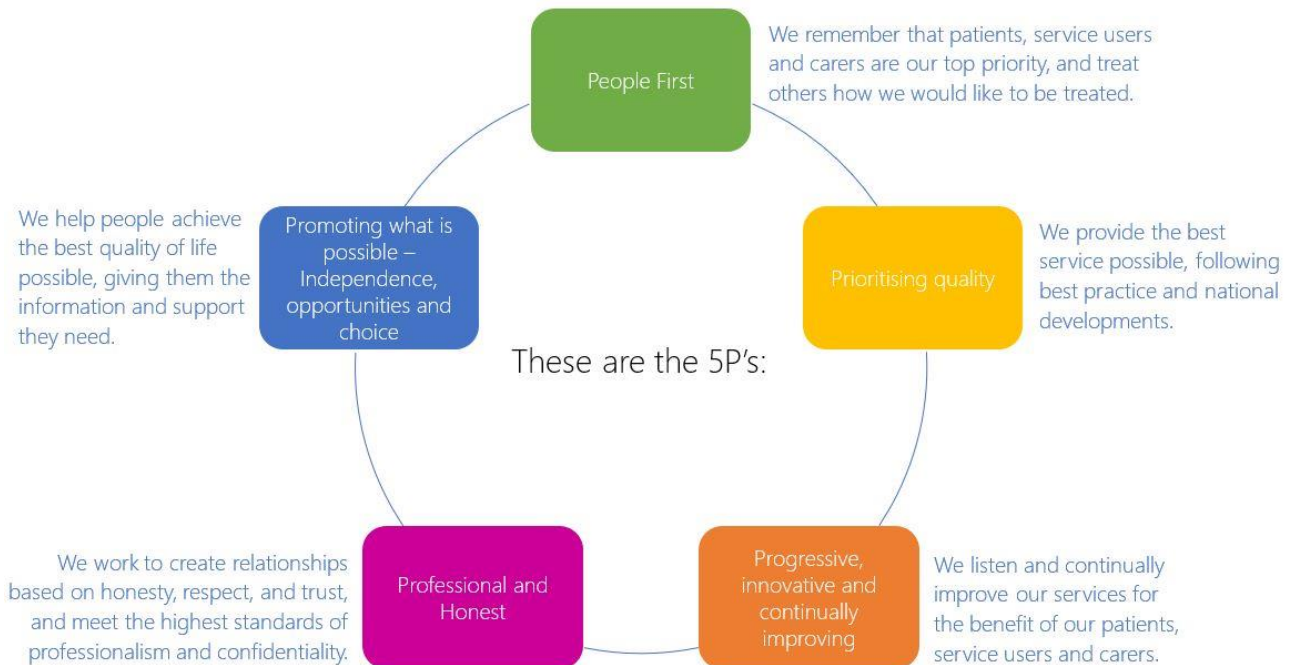
- Children and Young People;
- Adult Mental Health and Intellectual Disability; and
- Older People and Frailty.

#



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.

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:

- An occupational health service for pre-employment and in-employment support is available. NELFT's Occupational Health provider is Optima Health, Occupational Health & Wellbeing Service, Suites 207 – 2019 Viney Court, Viney Street, Taunton, TA1 3FB
www.optimahealth.co.uk
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 northeast 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 interests 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, SystmOne 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:

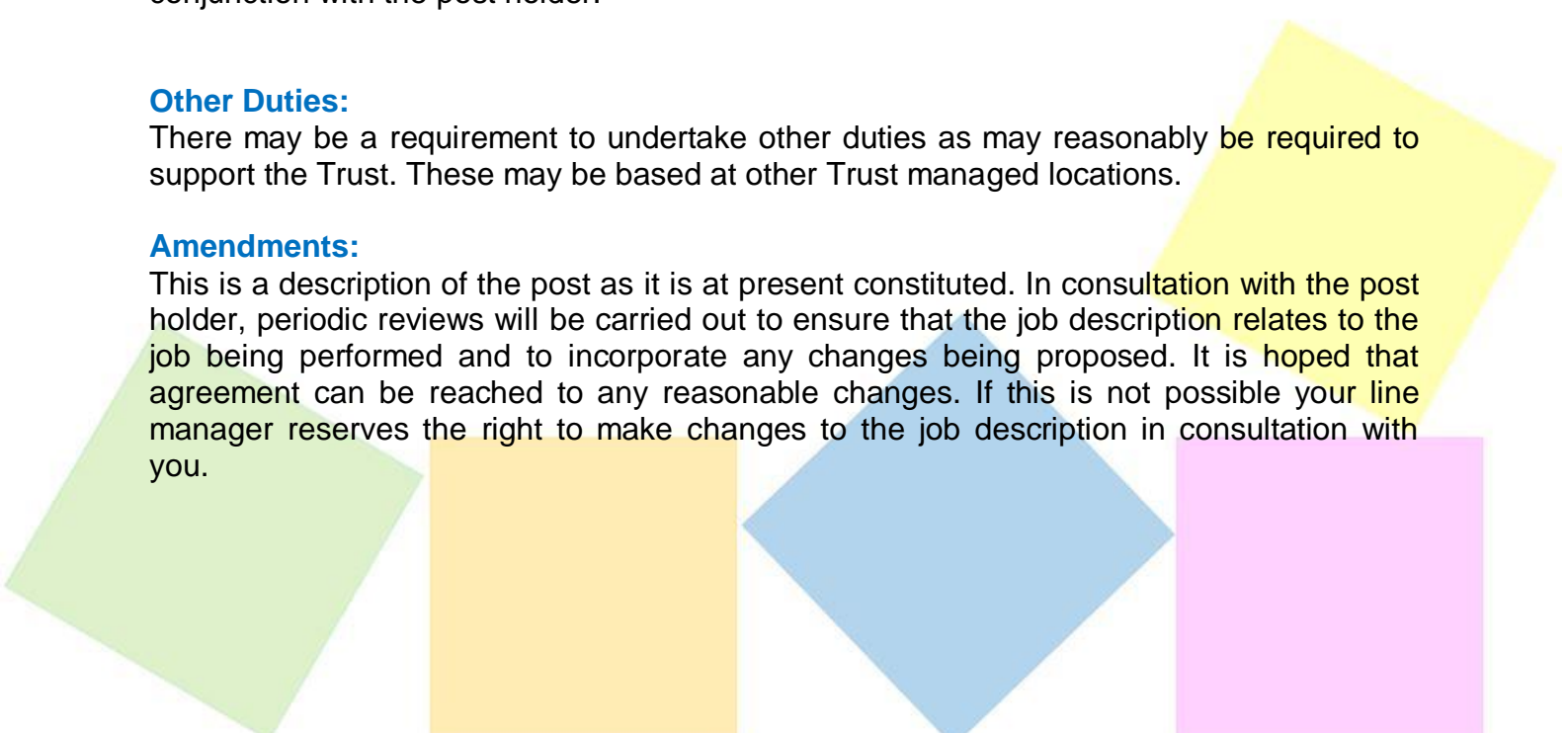
This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

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:

Dr Olusegum Claudius-Adeniyi (WFHTT General Adult Consultant)

Olusegun.Claudius-adeniyi@nelft.nhs.uk

Dr Devendra Hansjee (Deputy Associate Medical Director, ARD Directorate)

devendra.hansjee@nelft.nhs.uk

NELFT Medical Staffing:

medicalstaffinghr@nelft.nhs.uk