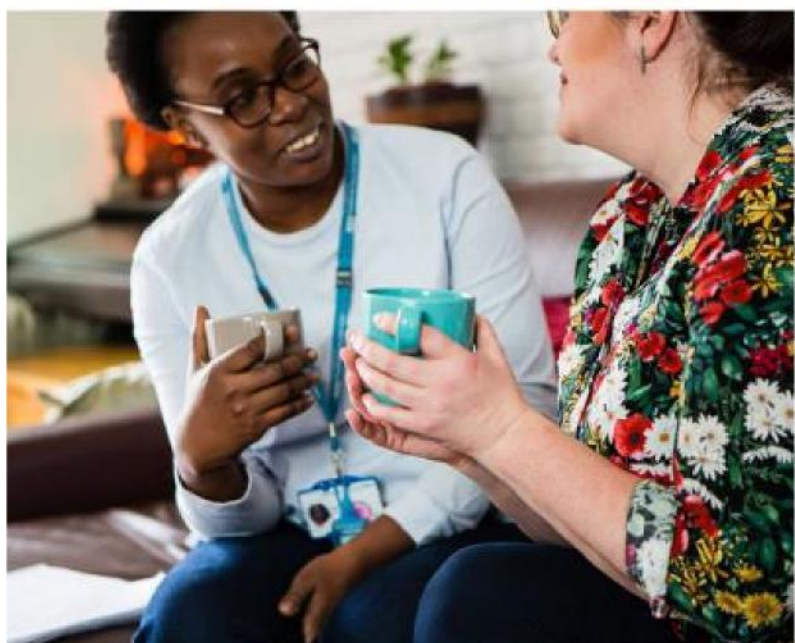



# Consultant in Liaison Psychiatry / Psychological Medicine + Clinical Lead National Inpatient Centre for Psychological Medicine

## Job Description and Person Specification



## Consultant post at the NICPM

### Job Description and Person Specification

Post and specialty	Consultant in Psychological Medicine & Clinical Lead (National Inpatient Centre for Psychological Medicine)
Contract	Substantive
Royal College Approval:	<p style="text-align: right;">Date:18/07/2022</p> 
Programmed Activities	10 PAs
Base	National Inpatient Centre for Psychological Medicine, Leeds General Infirmary, Leeds LS1 3EX
Accountable professionally to:	Medical Director Dr Chris Hosker
Accountable managerially to:	Professional Lead – Dr Julie Robinson
Accountable operationally to:	Chief Operating Officer – Joanna Forster Adams
Key working relationships and lines of responsibility:	<p>Line Manager &amp; Lead Clinician: Dr Ankush Vidyarthi</p> <p>Head of Operations: Laura McDonald</p> <p>Operations Manager: Jo Kelly</p> <p>Clinical Director: Dr Gopi Narayan</p> <p>Medical Director: Dr Chris Hosker</p> <p>Responsible Officer: Dr Wendy Neil</p> <p>Chief Operating Officer – Joanna Forster-Adams</p> <p>Chief Executive – Dr Sara Munro</p>

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# 1 INTRODUCTION

Leeds and York Partnership NHS Foundation Trust is a specialist organisation providing mental health and learning disability services to the entire population of Leeds, with additional specialist services (Forensic and Child and Adolescent Psychiatry) to areas of York, Selby and Tadcaster. The Trust has close links with the University of Leeds, providing psychiatric placements for fourth year undergraduate medical students and a successful Core Psychiatry Core Training Programme that acts as a vehicle for preparing trainees for Membership of the Royal College of Psychiatrists examinations.

Leeds is a city rich in 3rd sector providers and good working relationships are enjoyed with Leeds Social Services and the 3<sup>rd</sup> sector where there is an alliance of organisations that provide services or have contact with people experiencing mental health problems.

West Yorkshire is an area of great ethnic and social diversity with Leeds bidding to be European Capital of Culture 2023: Leeds and York Partnership NHS Foundation Trust is seeking applicants with an enthusiasm to serve the needs of a region enriched by such cultural diversity.

## 2 TRUST DETAILS

Leeds and York Partnership NHS Foundation Trust (LYPFT) is the main provider of specialist mental health and learning disability services in Leeds. We also provide specialist services across York the Yorkshire and Humber region, and some highly specialised national services.

The vision of LYPFT is to provide outstanding mental health and learning disability services as an employer of choice. This means supporting service users and carers, our staff, and the communities we serve, to live healthy and fulfilling lives to achieve personal and professional goals, and live free from stigma and discrimination.

LYPFT employ approximately 2,500 substantive staff, including 70 Consultant Psychiatrists. Currently 114 trainee and SAS doctors work within LYPFT services.

In 2016, at their last visit 77% of our services were rated as “good” or outstanding”, by the CQC. More information is available on the Trust’s website:

<https://www.leedsandYorkpft.nhs.uk>

where the report “Living our Values to Improve Health and Lives: Our Strategy 2018 – 2023” can be found, with further details of the organisation.

The Trust’s overarching purpose of “Improving Health, Improving Lives” is underpinned by its strategy, values, goals and objectives.

## Equality and Diversity

Equality, diversity and fairness are at the heart of LYPFT's five year strategy (2018- 2023) "Improving Health, Improving Lives". As a provider of mental health and learning disability services, we are aware of the difficulties and distress caused by stigma and discrimination. We aim to provide services which promote recovery, challenge stigma and enable social inclusion for the people who use our services and also provide an inclusive and fair working environment for our staff.

We do this through the Equality Delivery System (EDS2), a framework developed through the NHS which supports us to assess equality performance and to identify improvement areas. Under the Equality Act 2010, we have a duty to provide accessible services and to ensure that our services meet the needs of diverse communities and staff. Some examples of how we do this include:

- Provision of Chaplaincy, Spiritual and Pastoral Care and meeting the needs of spiritual, cultural or faith beliefs
- Developing our workforce through training and development and providing knowledge and expertise to develop and embed equality, diversity and inclusion within the Trust
- Supporting vocational, financial and social inclusion of the people accessing services
- Monitoring our workforce, service user and carer profiles regularly to identify and action any disparities and inequalities



Our new Trust values	Behaviours you can expect from staff
<p><b>We have integrity</b></p> <p>We treat everyone with respect and dignity, honour our commitments and do our best for our service users and colleagues.</p>	<ul style="list-style-type: none"> <li>We are committed to continuously improving what we do because we want the best for our service users. We consider the feelings, needs and rights of others</li> <li>We give positive feedback as a norm and constructively challenge unacceptable Behaviour</li> <li>We're open about the actions we take and the decisions we make, working transparently and as one team with service users, colleagues and relevant partner organisations.</li> </ul>
<p><b>We are caring</b></p> <p>We always show empathy and support those in need.</p>	<ul style="list-style-type: none"> <li>We make sure people feel we have time for them when they need it</li> <li>We listen and act upon what people have to say</li> <li>We communicate with compassion and kindness.</li> </ul>
<p><b>We keep it simple</b></p> <p>"We make it easy for the communities we serve and the people who work here to achieve their goals."</p>	<ul style="list-style-type: none"> <li>We make processes as simple as possible</li> <li>We avoid jargon and make sure we are Understood</li> <li>We are clear what our goals are and help others to achieve their goals.</li> </ul>

## Our five year strategy for 2018 to 2023

Our purpose	Our vision	Our ambition
Improving health, improving lives	To provide outstanding mental health and learning disability services as an employer of choice.	We support our service users and carers, our staff and the communities we serve to live healthy and fulfilling lives. We want to achieve our personal and professional goals; to live our lives free from stigma and discrimination; and to improve the lives of people with a learning disability and mental ill health.
Our values		
<p><b>We have integrity</b></p> <p>We treat everyone with respect and dignity, honour our commitments and do our best for our service users and colleagues.</p>	<p><b>We keep it simple</b></p> <p>We make it easy for the communities we serve and the people who work here to achieve their goals.</p>	<p><b>We are caring</b></p> <p>We always show empathy and support those in need.</p>
Our strategic objectives and priorities		
1. We deliver great care that is high quality and improves lives.	2. We provide a rewarding and supportive place to work.	3. We use our resources to deliver effective and sustainable services.

## Meet the Board of Executive Directors



**Dr Sara Munro**  
Chief Executive  
Deputy Chief Executive



**Dawn Hanwell**  
Chief Financial Officer



**Dr Christian Hosker**  
Medical Director



**Cathy Woffendin**  
Director of Nursing and  
Professions



**Joanna Forster Adams**  
Chief Operating Officer

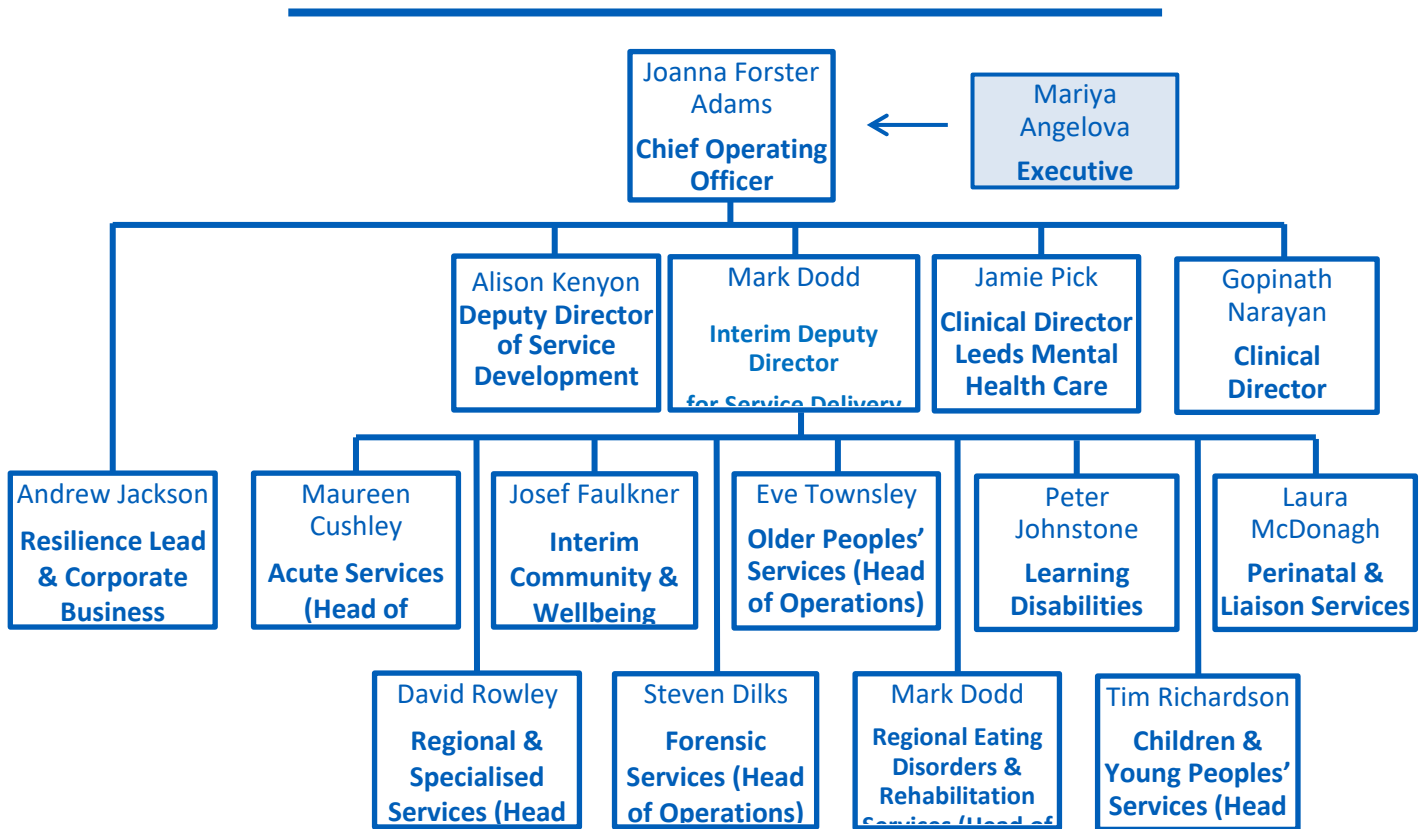


**Darren Skinner**  
Director of Organisational  
Development and  
Workforce

Services were re-structured in 2020 and now the Care Services Directorate operates under 9 distinct service lines, each with a Head of Operations, as described in the diagram below.



# Care Services Directorate



## **The LYPFT Care Services Directorate provides the following services:**

### Liaison Psychiatry

- Leeds Liaison Psychiatry service is one of the most comprehensive Liaison Psychiatry services in the country. Liaison psychiatry services in LYPFT are the National Inpatient Centre for Psychological Medicine based at the Leeds General Infirmary (LGI), hospital in-reach (Hospital Mental Health Team) into both LGI and St James University Hospital (-SJUH), Acute Liaison Psychiatry Service (covering A&E and self-harm assessments), Liaison Psychiatry outpatient service (including Psychosexual Medicine, Weight Management and Palliative care) and regional CFS/ME (chronic fatigue) service

### General Adult Community:

- Assertive Outreach Team
- 6 CMHTs across the city
- Crisis Resolution Intensive Support Service – CRISS (providing an alternative to inpatient care through home based treatment and the Crisis Assessment Unit, based at the Becklin Centre. s136 suite is based at Becklin Centre.
- Rehabilitation and Recovery service based at Asket Croft and Asket House
- Early Intervention in Psychosis - Aspire is the Early Intervention in Psychosis team in Leeds, provided by Community Links, but with a close working relationship with the LYPFT general adult and other services and with LYPFT Consultant Psychiatrists providing medical input.

### General Adult Inpatients:

- 5 acute general adult inpatient wards based at the Becklin Centre and the Newsam Centre
- Psychiatric Intensive Care Unit based at the Newsam Centre
- Locked Rehabilitation And Recovery based at w5 the Newsam Centre

### Older People's Community:

- 3 large CMHTS across the city
- Care homes team
- Memory assessment service
- IHTT
- Younger people with dementia team

### Older People's Inpatients:

- 2 functional mental illness wards based at The Mount
- 2 dementia wards based at The Mount

### CAMHS:

- Child And Adolescent Mental Health inpatient services are in York
- Specialist Mental Health Community services for deaf children in the North of England

### Forensic:

- 3 inpatient low secure forensic psychiatry services are based at the Newsam Centre
- 3 inpatient low secure forensic wards are based at Clifton House in York

### Eating Disorders:

- Connect is the regional community eating disorder service
- Inpatient eating disorder provision is based at the Newsam Centre

#### Perinatal Service:

- Perinatal Community Team based at The Mount (temporarily moved to Parkside Lodge)
- Mother and Baby Unit (temporarily moved to Parkside Lodge)

#### Autism Diagnosis Service:

- Leeds Autism Diagnostic Service (LADS) based at Aire Court

#### ADHD:

- Community Diagnostic and Treatment Service based at The Mount

#### Learning Disability Services:

- Learning Disability Community and Residential Services are based across the city

#### Personality Disorder:

- Personality Disorder Clinical Network – a city wide community service for severe PD in Leeds

#### Liaison Psychiatry:

- Liaison psychiatry services in LYPFT are the National Inpatient Centre for Psychological Medicine based at LGI, hospital in-reach (Hospital Mental Health Team) into both LGI and SJUH, Acute Liaison Psychiatry Service ALPS (covering A&E and self-harm assessments), Liaison Psychiatry outpatient service (including Psychosexual Medicine, Weight Management and Palliative care) and the regional CFS/ME (chronic fatigue) service.

#### Gender Identity Disorders:

- Community service based at the Newsam Centre

#### Addictions:

- The Northern Gambling Service (regional)
- Alcohol and substance misuse service exists under Forward Leeds

#### Veterans:

- The Northern Veterans Mental Health Service (regional)

## **3 SERVICE DETAILS**

### **NICPM**

This vacancy is a 10 PA substantive post in Liaison Psychiatry / Psychological Medicine at the National Inpatient Centre for Psychological Medicine - NICPM - currently based at Leeds General Infirmary.

The NICPM delivers multidisciplinary biopsychosocial care for people with severe and complex medically unexplained physical symptoms (MUS). It is currently an eight bed specialist inpatient unit for adults, but with plans for expansion of the service in due course.

Patients are referred to this tertiary service from all across the UK, and the NICPM assesses and treats some of the most complex cases seen within the general hospital system. Patients admitted have often been seen in multiple services, for a broad range of investigations and treatments, but these attempts to make progress with them have not delivered improvement or recovery.

The service is provided by a team which is expert and experienced at assessing, formulating, and addressing complex multifactorial presentations, including somatoform conditions and multi-morbidities. Due to the nature of the referrals received the treatment approach is not in the form of a standardised programme. The level of clinical complexity, and mixed aetiology including psychological factors, requires an individualised and genuinely biopsychosocial approach. This is delivered by the whole team, in a very multidisciplinary and joined up way, which is lead and steered by the Consultant Clinical Lead, ie the post to which this job description relates.

The components of treatment generally include physical and occupational rehabilitation, in parallel with psychotherapeutic interventions as indicated, and alongside biological treatments for any associated mental illness and/or physical conditions or pathologies. It is often also necessary to address and work to reverse aspects of iatrogenic harm, with the overall and broad aim being to help patients successfully return from illness into wellness.

In those cases in which it is necessary to address physical health disorders, sometimes with acute elements, the NICPM situation within the acute general hospital enables easy and effective interaction with, and advice or in-put from, clinicians across all medical and surgical specialities, determined by the needs of individual patients.

The NICPM is part of the wider Liaison Psychiatry Service in Leeds (the titles Liaison Psychiatry and Psychological Medicine are used interchangeably and seen, in this Trust and increasingly across the NHS, as having the same meaning).

The Leeds Liaison Psychiatry service is well-recognised nationally for delivering a comprehensive model across a range of liaison psychiatry relevant settings. It consists of the following multidisciplinary sub-teams:

#### **Other Liaison Psychiatry teams include:**

**The Hospital Mental Health Team (HMHT)** – providing mental health care to patients admitted to general hospital beds

**The Leeds and West Yorkshire Chronic Fatigue/ME Service (CFS/ME service)**

**The Acute Liaison Psychiatry Service (ALPS)** – for patients attending the emergency department and for patients who have self-harmed

**The liaison psychiatry outpatients service** – providing mental health outpatients services for patients with mental and physical health co-morbidity and medically unexplained symptoms (MUS)

**National Inpatient Centre for Psychological Medicine (NICPM)** - a currently 8 bedded inpatient ward for severe and complex medically unexplained physical symptoms.

**The Psychosexual medicine service (PSM)** – an outpatient service for patients with psychosexual problems

The post offers an exciting opportunity for a successful applicant to join other well established liaison psychiatry Consultants.

The existing Consultants are as follows:

- **Dr Ankush Vidyarthi** is the Clinical Lead for Liaison Psychiatry. He is a Consultant with the Leeds and West Yorkshire CFS/ME service and provides works as a Liaison Psychiatrist at St James University Hospital.
- **Dr Christian Hosker** is Medical Director and Consultant Liaison Psychiatrist
- **Dr David Protheroe** has an interest in functional syndromes, body image disorders and EMDR and works at Leeds General Infirmary (LGI).
- **Dr Max Henderson** is consultant psychiatrist and Hon Associate Professor with special responsibility for the HMHT. He is a clinical academic within our Trust with close links with the University of Leeds. He is based at the Becklin Centre. Dr Henderson will take up the post of Professor of Psychological Medicine & Occupational Psychiatry at the University of Leeds in August 2022.
- **Dr Peter Trigwell** has a special responsibility for The National Inpatient Centre for Psychological Medicine at LGI. He has a particular interest in severe somatization disorder and outcome measurement in liaison psychiatry. He is based at the LGI.
- **Dr Miz Abbas** has special responsibility for the Acute Liaison Psychiatry Service and has a particular interest in crisis intervention. She is based at the Becklin Centre.
- **Professor Else Guthrie** (0.2WTE) is an academic psychiatrist who combines her sessions at the University of Leeds with providing 2 sessions for outpatients with complex medically unexplained symptom presentations.
- **Dr Susanna Waddingham** is an older adult liaison psychiatrist and is a well-established Consultant in the Hospital Mental Health Team for Older People.
- **Dr George Crowther** is an older adult liaison psychiatrist in the Hospital Mental Health Team for Older People and is a clinical academic.
- **Dr Anu Menon** is a Consultant in Liaison psychiatry and Medical psychotherapy. She provides Liaison Psychiatry input to the Tier 3 Specialist weight management service.
- **Dr Mat Harrison** is a Medical Psychotherapist and Consultant Liaison Psychiatrist with the St James Hospital Mental Health Team and also works as a clinical lead for the Liaison Psychiatry Outpatient service
- **Dr Felicity Wood** is a consultant liaison psychiatrist with special responsibility for palliative care team and also support the unit for patients with complex dementia.

## **4 LOCAL WORKING ARRANGEMENTS**

The Trust is seeking an experienced Consultant in Liaison Psychiatry / Psychological Medicine to become Consultant and Clinical Lead at the National Inpatient Centre for Psychological Medicine (NICPM). This vacancy is being created by the retirement of the current post-holder, Dr Peter Trigwell, and is 10 PA substantive post. This is a replacement post.

As outlined above (under Service Details), the NICPM is a specialist inpatient psychological medicine unit, with a diverse and expert team delivering biopsychosocial care for people with severe and complex medically unexplained symptoms. You will be responsible for 8 inpatient beds. The NICPM aims to help people with complex difficulties make significant improvements with regard to their health and quality of life. Clinical outcomes, even in a range of very chronic and complex cases, are often very good (see Annual Reports on the NICPM webpage), and patient feedback is positive. This is possible due to the nature of the NICPM unit and its function within the general hospital setting, but also due to the depth of experience and breadth of expertise within the team.

The multidisciplinary team at the NICPM consists of:

- Consultant and Clinical Lead 1WTE
- Speciality Doctor 1WTE
- Core Trainee 0.5WTE
- Clinical Team Manager (band 7) 1WTE
- Nurses (band 6) 2WTE
- Nurses (band 5) 11.87WTE
- Occupational therapists (one band 5 rotational OT and one band 6) 2WTE
- Physiotherapists (band 6 CBT therapist) 0.6WTE
- Associate Practitioner (band 4) 1WTE
- Dieticians (band 6) 0.2WTE
- Administrators (band 4) 0.5WTE
- Administrator (band 2) 0.4WTE
- Health Support worker (band 3) 3WTE

The NICPM service can also draw on expertise from other teams, including medical and surgical teams within the general hospital system across the full range of specialities.

### **Cross cover arrangements**

The post-holder will be joining a team of established Consultants in Liaison Psychiatry. Cover for all annual and study leave will be arranged from within this pool. Consultants are asked to make leave arrangements well in advance to ensure that appropriate cover is in place and for adjustments to normal duties to be made.

## **5 CONTINUING PROFESSIONAL DEVELOPMENT (CPD)**

The post holder will be expected to be in good standing with the Royal College of Psychiatrists for Continuing Professional Development (CPD) which will be supported in



line with college guidelines. The post holder will be encouraged to identify their own CPD peer group, which may or may not be specialty specific. Support in doing so can be provided by the Associate Medical Director for CPD, Dr Sumir Punnoose.

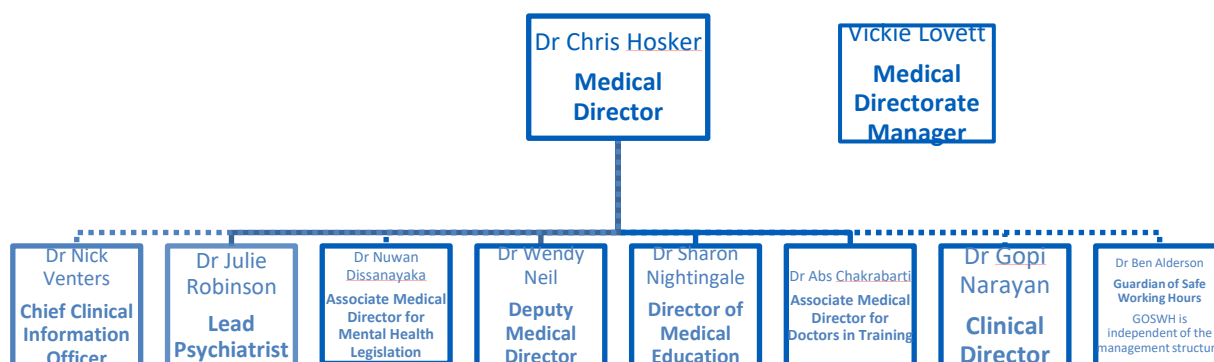
Applications for study and training which have been approved by the doctor's line manager and CPD peer group will usually be supported by the Trust. The CPD budget allocation per doctor is approximately £600 per annum.

All consultants are expected to receive clinical supervision from peers on at least a monthly basis. The post holder would be invited to join the locality Consultant peer supervision group. Should the doctor wish to make alternative arrangements then this would also be supported – subject to approval by the line manager. This is separate from the CPD Peer Group. In recognition of the demands that Consultant roles make on individuals, the post holder will be encouraged to have a mentor. The post-holder will be supported in accessing a mentor – usually within the Trust but can be outside the Trust if preferred.

## **6 CLINICAL LEADERSHIP AND MEDICAL MANAGEMENT**

Leeds and York Partnership NHS Foundation Trust has developed leadership arrangements across the Care Services and Medical Directorate. This has involved the recruitment of experienced and skilled staff to senior positions and the realignment of services with regards to reporting, governance and management arrangements. The newly formed Leadership Structure will be responsible for overseeing and supporting the development of our clinical services and teams to ensure we consistently and collaboratively deliver safe and effective services for all who need them.

Consultants are encouraged and supported to take on medical leadership roles within LYPFT. Monthly protected supervision/development and peer support time for all clinical leads is encouraged. There is the opportunity via the NHS Leadership Academy to complete medical leadership courses such as Mary Seacole and Edward Jenner. There is an annual medical leadership development day each November focusing each year on different themes within medical leadership to which all Consultants, SAS Doctors and Higher Trainees are invited. There is a monthly meeting for all Consultants – Senior Medical Council chaired by Dr Kouser Shaik.



## 7 APPRAISAL AND JOB PLANNING

Arrangements for appraisal are well established within the Trust and it is expected that all Consultants will actively participate in the annual medical appraisal process.

The MyL2P system is used for appraisal and the process is supported by our dedicated Appraisal and Revalidation Team. This is an electronic database where supporting information can be stored and uploaded for appraisal, reminders about key tasks are generated and information can be shared with an appraiser.

The Trust has approximately 25 trained appraisers who are allocated to doctors for their appraisal. There are a number of quality assurance activities undertaken to ensure continued high quality of appraisal. There is training offered to all new Consultants and SAS doctors in relation to using the MyL2P appraisal system. There is also training for new Consultants and SAS doctors on preparing for appraisal and negotiating Revalidation. Revalidation is managed by the Responsible Officer and Revalidation Officer who ensure appraisals meet GMC guidance prior to making revalidation recommendations. All Consultants are provided with access to colleague and patient 360 multisource feedback on the MyL2P system to allow them to collect feedback from colleagues and patients.

The formal job plan will be agreed between the appointee and medical lead for the service. This will be signed by the Medical Director.

It is proposed that the job plan for the first three months will be based on the provisional timetable below. This can be varied in agreement with the Professional Lead but any alterations made will be designed to ensure that they reflect the status of this College Approved

Job Description. The job plan will then be reviewed annually, following the annual appraisal with an identified appraiser within the Trust. Any changes to the job plan will be agreed by bilateral consultation and negotiation.

## **8 TEACHING AND TRAINING**

The Trust places education at the heart of patient safety and staff development. Dr Sharon Nightingale is the Trust Director of Medical Education and is supported by Dr Abs Chakrabarti as AMD, Dr George Crowther as Deputy AMD and Dr Ben Alderson as Guardian of Safe Working. We have 5 College Tutors overseeing training of Core Trainees and up to 10 educational supervisors overseeing higher trainees.

Dr Anne Cooper is our medical student trust lead and has 5 consultant firm leads overseeing the medical student placements in Leeds and York. York based consultants also have medical student placements both as part of the core curriculum as well as part of special study modules. Consultants with an interest are encouraged and supported to become involved in wider engagement work with medical students at both University of Leeds Medical School and Hull York Medical School.

There is a very active and well respected medical education committee that quality assures continuing professional development and leads innovations for medical undergraduates, junior doctors, non-career grade doctors and consultants in the Trust. The Trust collaborates with the University of Leeds, providing psychiatric placements for fourth year medical undergraduates and teaching on the successful Core Training Psychiatry Course (CPTC) that acts as a vehicle for preparing trainees for the Membership of the Royal College of Psychiatrists examinations. The Trust has a high number of Foundation year 1 and 2 posts as part of its strategy that mental health is everyone's business and promoting psychiatry recruitment and Dr Jamie Richardson is our foundation lead.

An appropriately qualified and experienced consultant would be encouraged and supported in applying for recognition as a Foundation, Core and /or Specialty Trainee Trainer for the successful Yorkshire-wide training scheme. It is anticipated that the post holder will be a clinical supervisor for trainees in psychiatry and will supervise the clinical work of the trainee and will have job planned time (1 hour per week) for educational supervision.

The Trust has a strong and embedded culture of developing medical educators and senior medical leaders with frequent regional appointments of Training Programme Directors, Specialist Trainee Tutors, Head of School of Psychiatry and within the Royal College of Psychiatrists - Faculty executive team members, CPD and Mental Health Act leads, Dean and Presidential roles.

There is an active weekly internal teaching programme, which includes guest speakers, service improvement topics, case conference, and journal clubs. All educational supervisors are invited to attend monthly peer supervision with the DME and Medical Education staff.

## **9 RESEARCH AND DEVELOPMENT**

There are strong links between the Academic Department of Leeds University and Leeds and York Partnership NHS Foundation Trust. The post include 5 PA's for research which are split as 3 for the University of Leeds and 2 for Leadership for research within the trust.

The Research and Development Department is an experienced team of skilled staff led by the Head of R&D Sarah Cooper and 3 Research Clinical Leads.

We have a new research strategy that has been endorsed by the Quality committee and this will be available on our website <https://www.leedsandYorkpft.nhs.uk/research/>

Our Research Strategic Plan 2018-2021 is available by clicking on following link:

<https://www.leedsandYorkpft.nhs.uk/research/wp-content/uploads/sites/6/2018/10/Research-Strategic-Plan-2018-2021.pdf>

The Trust is an active partner in the NIHR Clinical Research Network (CRN) for Yorkshire and Humber. The Trust works collaboratively with the local Universities including York, Leeds and Sheffield. There are opportunities for medics, nurses and AHPs to engage with research, supported by the R&D team, and to receive study specific training. We are particularly keen to engage trainee medics and have a Trainee Research Ambassador role within the Trust. We also support 5 Academic Clinical Fellows.

As part of the Research team there are 2 Research Fellows who support grant writing across our 3 priority areas (liaison psychiatry, child and adolescent and dementia). £7M of grant funding was administered by the Trust in 20/21.

## **10 MENTAL HEALTH ACT AND RESPONSIBLE CLINICIAN APPROVAL**

There is a requirement for RC responsibility in this post. The post holder would be expected to be approved as a Responsible Clinician and will be expected to renew this approval according to agreed procedures.

## **11 SECRETARIAL SUPPORT AND OFFICE FACILITIES**

The appointee will have access to dedicated private office space at Leeds General Infirmary in the department of Liaison Psychiatry. The NICPM has a Service Co-ordinator who is also responsible for providing and co-ordinating medical administration for the Consultant / Clinical Lead. The appointee will have their own PC linked to the local network.

The administrative support for the post-holder meets the guidelines set out in the College's position statement PS06/2016

The admin support and office accommodation satisfies the standards outlined in [https://www.rcpsych.ac.uk/pdf/PS06\\_16.pdf](https://www.rcpsych.ac.uk/pdf/PS06_16.pdf) - RCPsych Guidance for office accommodation and administrative support for Consultant posts.

## **12 CLINICAL DUTIES OF THE POST-HOLDER**

Leeds and York Partnership NHS Foundation Trust is seeking to appoint a 10 PA substantive Consultant in Liaison Psychiatry / Psychological Medicine at the NICPM.

- To work within, and provide overall clinical direction to, the multidisciplinary team (MDT) at the NICPM, in providing a national centre service for severe and complex cases of medically unexplained physical symptoms (MUS).
- To attend and lead the regular MDT / patient review meetings relating to all patients within this specialist tertiary inpatient service.
- To provide senior medical / psychiatric expertise, clinical supervision, and direction within the multidisciplinary team, in relation to the assessment, diagnosis, formulation and management of all patients admitted to the unit, ie suffering with severe and complex MUS presentations.
- To be available and accessible, and to provide support and supervision as and when appropriate.
- To be available to the medical team to provide supervision and advice, both ad hoc and in their regular (weekly) clinical supervision sessions.
- To be approved under s12 of the MHA 1983 and hold Approved Clinician status as defined within the Mental Health Act.
- To liaise with doctors and other clinicians working in the general hospital system, general practitioners, and colleagues from other disciplines and agencies, as and when required and in order to ensure a comprehensive approach to patient care and treatment.
- To receive and review referrals of severe and complex cases of MUS from teams and centres across the UK, determining their appropriateness for potential admission to the NICPM in relation to its purpose as a tertiary centre for complex cases.
- To communicate and liaise with referring clinicians as required, across clinical specialities, with general practitioners, and with commissioners, to be able to make that determination in each case.
- To work with the NICPM service co-ordinator and clinical team manager to oversee appropriate actions to facilitate the process of consideration of funding by external commissioners.
- To communicate and liaise with commissioners when required in order to justify requests for any additional funding which you and the NICPM team deem to be clinically appropriate.
- To support the NICPM Service Co-ordinator and Clinical Team Manager to effectively manage the NICPM service waiting lists; the “Awaiting Funding” list and the “Awaiting Admission” list.
- To provide a dedicated outpatient clinic each week, specifically related to the function of the NICPM in providing a service for complex MUS cases.

- In the MUS clinic, you will be expected to see one new and 3 follow up patients every week
- To provide professional leadership to the team, alongside and in collaboration with the senior clinicians from non-medical professional groups, including Nursing, Occupational Therapy, Physiotherapy, Psychological Therapy, and Dietetics.
- To work jointly with the Lead Clinician, Operational Managers in Liaison Psychiatry, the Clinical Director for Specialist Services and the Associate Director for Specialist and Learning Disabilities Services, and those in other agencies, to ensure the service is delivered successfully. The post-holder will report to the Lead Clinician in Liaison Psychiatry.
- To work collaboratively with other parts of the Specialist Services and Learning Disabilities Care Group, with other services within the Trust, the Leeds Teaching Hospitals NHS Trust, Social Services, and the Voluntary Sector, as required to provide a high quality and effective service and collaborative approach.
- To ensure there are adequate arrangements for staff involved in the care of patients to be able to contact the post-holder when necessary.
- To live not more than 20 miles by road from the main base unless the Chief Executive gives specific approval.
- To provide cover for Consultant Liaison Psychiatry colleagues on annual leave and in emergencies for sick leave.
- To participate in continuing professional development. The Trust will support appropriate study leave expenses.
- To support and participate in clinical governance and audit, carrying out relevant NICPM service evaluations.
- To oversee and continue to develop the Outcomes Measurement approach at the NICPM, including collation of results in collaboration with the NICPM Service Co-ordinator (Ms Sarah Eastland).
- To review and analyse the outcome results on an annual basis, and produce the Annual Report each year, in partnership with the Clinical Team Manager (Mrs Kairon Tyson).
- To contribute to undergraduate and postgraduate teaching.
- To contribute to ensuring the Trust achieves its performance targets agreed for the care group.
- To comply with all Trust policies and procedures, drawn up in consultation with the profession on clinical matters, and to follow the Standing Orders and Financial Instructions of the Trust Board.
- These duties are subject to review from time to time in light of the changing requirements of the service. If alterations to the described duties are required, these will be mutually agreed between the appointee and the Trust.

## **13 TRAINING DUTIES**



There are frequent opportunities for both formal and informal roles in medical education at both undergraduate and postgraduate level for successful applicants. The post holder will be able contribute to both undergraduate and postgraduate clinical teaching. Currently LYPFT receive medical students on rotation from the University of Leeds Medical School in year 4 and a student could be allocated to this post. There is an opportunity too to teach on the Core Psychiatry Training Course (CPTC) at the University of Leeds, and to Chair and participate in the weekly Wednesday afternoon psychiatric trainees teaching programme.

The post holder, as a clinical leader in the team, will have a duty to participate (within their scope of expertise) in MDT training pertinent and relevant to the clinical work of the team. Psychiatric trainees in the team will have an hour of weekly educational supervision with the post holder. Involvement in teaching within the department, elsewhere in the Trust and to groups within neighbouring organisations such as LTHT and the universities is also strongly encouraged.

## **14 CLINICAL GOVERNANCE AND QUALITY ASSURANCE**

The Care Directorate Governance Councils bring together our leadership team and other senior clinicians from across all disciplines, to collate and consider innovation and concern from across the various Governance Groups and to review our work on agreed Quality Improvement initiatives. We will take account of learning both locally and nationally and consider emerging issues from Trust wide groups, in particular the Trust Wide Clinical Governance Group, into which we will provide a highlight report on a monthly basis. A tiered approach to Clinical Governance exists from team level governance up to the monthly Trust Wide Clinical Governance meeting chaired by the Medical Director.

Medical Management in the Trust is overseen by Dr Gopinath Narayan – Clinical Director with special responsibility for medical management across the service lines. The Clinical Director is supported by Lead Professionals from the main clinical disciplines including a Lead Psychiatrist (Dr Julie Robinson). Medical Clinical leads are in post in the majority of the service lines, and they work alongside the Head of Operations in that area. The post holder is expected to work collaboratively with the managers and their colleagues.

## **15 QUALITY IMPROVEMENT**

Through a developing culture of learning and change to reflect this learning, it is expected that the post holder will embed continuous improvement and learning within the service, a process which is supported by the wider organisation.

Working alongside the clinical effectiveness team at LYPFT, who are skilled in a variety of systematic QI methodology, quality improvement approaches to solve complex clinical/service delivery problems are encouraged. This team is supported by our newly appointed Director of Quality (and previous Medical Director) - Dr Claire Kenwood.

The culture at LYPFT is one in which there is an emphasis on local teams feeling empowered and able to identify problems and resolve issues locally and for teams to have the knowledge and skills to do this independently – the post holder will be an integral part of embedding this culture, promoting success from quality improvement work and encouraging the sharing of learning through their own understanding and experience of quality improvement work.

## **16 GENERAL DUTIES**

- To manage, appraise and give professional supervision to junior medical staff as agreed between Consultant colleagues and the Medical Director, and in accordance with the Trust's HR policies and procedures. This may include assessing competences under the Modernising Medical Careers framework.
- To ensure that junior medical staff working with the post-holder operate within the parameters of the New Deal and are Working Time Directive compliant.
- To undertake the administrative duties associated with the care of patients.
- To record clinical activity accurately and comprehensively and submit this promptly to the Information Department – this is via the LYPFT electronic record system "Care Director".
- To participate in service and business planning activity for the NICPM and Liaison Psychiatry and, as appropriate, for the wider organisation and ICS footprint.
- To participate in Continuing Professional Development and completion of compulsory training needs. The Trust will support appropriate study leave expenses. It is expected that the post-holder will be in good standing with the Royal College of Psychiatrists for CPD.
- To participate in Annual Appraisal for Consultants. This is supported by the Medical Directorate and AMD for Appraisal & Revalidation.
- To attend and participate in the weekly Wednesday afternoon Academic / Teaching Programme, including lectures, seminars, case presentations and journal clubs, as part of the internal CPD programme.
- To maintain professional registration with the General Medical Council, Mental Health Act Section 12(2) approval, and to abide by professional codes of conduct.
- To participate annually in a Job Plan Review with the Lead Clinician, Dr Ankush Vidyarthi, which will include consultation with a relevant Operational Manager in order to ensure that the post is developed to take into account changes in service configuration and delivery associated with modernisation.
- To work with local managers and professional colleagues in ensuring the efficient running of services, and share with Consultant colleagues the medical contribution to management and leadership.
- To comply with the Trust's agreed policies, procedures, standing orders and financial instructions, and to take an active role in the financial management of the service and support the Medical Director and other managers in preparing plans for services.
- To provide cover for Consultant colleagues on annual leave and in emergencies for sick leave.
- To support and participate in clinical governance and audit. This will include involvement in Trust-wide clinical audit, priority areas identified within the Liaison Psychiatry service line, as well as in relation to the NICPM service. In addition to support the evaluation of services and reporting cycles to the ICS & NHS England
- To contribute to undergraduate and postgraduate teaching.
- To comply with LYPFT policies and procedures.

- To undertake at least 1 hour of peer supervision each month.
- To contribute to ensuring the Trust achieves its performance targets agreed for the service line.

## **17 EXTERNAL DUTIES, ROLES AND RESPONSIBILITIES**

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

As the post-holder will be in the Consultant role at what is a tertiary, national centre for complex cases, it would be beneficial, in relation to the NICPM service profile nationally, for the post-holder to have some activity and roles within relevant national bodies, as deemed appropriate by the Trust.

## **18 OTHER DUTIES**

From time to time it may be necessary for the post holder to carry out such other duties as may be assigned, with agreement, by the Trust. It is expected that the post holder will not unreasonably withhold agreement to any reasonable proposed changes that the Trust might make. There are no special responsibilities attached to this role not already described.

## **19 WORK PROGRAMME**

It is envisaged that the post-holder will work 10 programmed activities over 5 days. Following appointment there will be a meeting at no later than three months with the clinical manager (Dr Ankush Vidyarthi) to review and revise the job plan and objectives of the post-holder. The overall split of the programmed activities is 7.5 to be devoted to Direct Clinical Care and 2.5 to Supporting Professional Activities. The timetable shown below is indicative only. A formal job plan will be agreed between the post-holder and clinical manager three months after commencing the post, and at least annually thereafter.

	<b>Location</b>	<b>Type of work</b>	<b>Times + PA type</b>
<b>Monday</b>	LGI	NICPM MUS/Liaison Psychiatry Clinic	09.00-13.00 DCC
	LGI or remote	SPA / supervision / service evaluation	13.00-17.00 SPA
<b>Tuesday</b>	NICPM	MDT patient reviews	09.00-13.00 DCC
	NICPM	Inpatient unit (clinical + admin) work	13.00-17.00 DCC
<b>Wednesday</b>	NICPM	MDT patient reviews	09.00-13.00 DCC
	NICPM	Clinical supervision	13.00-14.00
		SPA / CPD / teaching+ academic programme	14.00-17.00
<b>Thursday</b>	NICPM	MDT patient reviews	09.00-13.00 DCC
	NICPM	Referrals review and management	13.00-17.00 DCC
<b>Friday</b>	LGI	NICPM Clinical Lead work/ ward reviews	09.00-13.00 DCC
	LGI or remote	SPA + clinical admin	13.00-17.00 DCC + SPA

## **20 ON CALL AND COVER ARRANGEMENTS**

There is an on-call commitment linked to this post. You will be part of the Consultant on-call rota (1 in 17 frequency), equating to On Call supplement of 1%. There is a middle grade cover available. You will be providing Consultant on-call cover for patients between the age of 18 and 65 years.

## 21 WELLBEING

The Trust recognises that modern health services require modern employment services and understands that staff work best for service users when they can strike a healthy balance between work and other aspects of their life outside of work. The Trust has a responsibility to deliver healthcare 24 hours a day, 365 days a year. Wards and departments need to be staffed to acceptable levels at all times and employees need to be flexible to respond to service needs.

The Trust is committed to:

- Enabling staff to balance work with other commitments and responsibilities outside of work. To support this commitment the Trust has a range of options for staff including flexible working, job-sharing and employment breaks.
- Supporting the personal wellbeing of all staff. There is a range of support available to including occupational health, physiotherapy, counselling, pastoral and spiritual care. In addition, there are other recreational activities such as a Choir
- As a mental health provider the importance of supporting individuals involved in a traumatic or stressful incident is understood. Staff who have been involved in such an event are made aware of what support is available to them from both a personal and professional perspective in the short and long term. External specialist resources are used as necessary and appropriate. There are specific workforce pages on the Trust's intranet site to aid staff and managers of the support available, how to access and promote health and wellbeing initiatives.
- Effective local occupational health support (confidential, includes modalities of self-referral, promoted regularly at induction and when in post)  
e.g. The post holder will have access to the Occupational Health (OH) Department, (full address, telephone and email). The OH team has access to a physiotherapist and psychologist, and the post holder may self-refer or be referred through their manager. The post holder will have access to the 24 hour employee assistance service, which provides free counselling, including face-to-face, and well as legal and financial support, online CBT and wellbeing resources. Information about Occupational Health and employee assistance will be disseminated at the induction and regularly when in post to ensure the post holder has timely access to the details if help seeking is necessary.
- Proactive local organisational systems to support doctors' wellbeing following serious incidents  
e.g. Supporting the wellbeing of the post holder after serious incidents that involve patients in their care (e.g. homicide or suicide) is paramount, and a dedicated senior clinician will provide support and advice as needed after the incident. Details of the senior clinician able to offer this support will be provided via the Medical Directorate at the time of initial induction.
- Timely job planning reviews when there are changes in regard to the pre-agreed workload  
e.g. If there are changes to the pre-agreed workload (e.g. unexpected cover of a different unit/service outside the casual cross-cover arrangement) a timely meeting with the line

manager before cover starts will enable discussion of the feasibility of the change within the constraints of needing to manage a safe workload. Additional support will be sourced if required. A timely job plan adjustment will be arranged if a new working arrangement is to proceed.

- Availability of local initiatives/resources that promote workforce wellbeing (example: self-care, work-life balance, stress management, coaching/mentoring, peer group support, Balint groups for consultants/SAS)  
e.g. The trust has several initiatives to support wellbeing that the post holder is encouraged to participate in. These currently include flexible working, flexible retirement, season ticket scheme, lease vehicle scheme, cycle scheme, retail and restaurant discounts, eye test scheme, free health checks, menopause support, gym discounts, wellbeing events, mindfulness courses, wellbeing walks and jogs, and parenting workshops. The post holder will form part of a consultant peer group who meet regularly.

## **COVID-19**

Specific wellbeing initiatives have been implemented to ensure the safety of staff and patients in light of the ongoing covid-19 pandemic. All staff are encouraged to complete the Staff Wellbeing Assessment with their line manager– a framework to identify extra supports for individuals in considering covid risk. There is a designated Health and Wellbeing page on the Trust intranet to ensure up to date information on for instance - testing, infection control, support to work in a covid safe way at home and at work, HR updates and covid related changes to local working instructions are available 24 hours a day. There is a regular (according to national context of the pandemic) Trustwide communication too specifically about covid.

A designated infection control team is available every day and out of hours too for advice; estates have risk assessed all Trust accommodation to advise and ensure all working environments are covid safe; a large virtual Trustwide meeting occurs 3 times weekly involving all the Professional, Clinical and Operational Leads which ensures multi-disciplinary and robust discussion before feeding into the higher level Silver Command meetings. A regular meeting is in place for all the doctors in training with the DME and TPDs to discuss and problem solve covid impact on training. All staff are supported in working from home while this is still the advice, and all have been supplied with the necessary equipment to be able to use virtual meeting sites (Zoom/MS Teams are used in LYPFT), teleconferencing, digital dictation and remote access to electronic records and all Trust links; staff can be supplied with other equipment too e.g. desks, office chairs, wider screens to improve and ensure working from home does not impact on physical health.

## **22 CONTRACT AGREEMENT**

The post will be covered by the terms and conditions of service for Hospital Medical and Dental staff (England and Wales) as amended from time to time. Contracts have been agreed with the BMA local negotiators, but individuals may wish to discuss this further before acceptance.



## **23 LEAVE**

The post-holder is entitled to 32 days of annual leave per year, or 34 if employed for 7 years previously, plus the 8 bank holidays and 30 days study leave over three years. The leave entitlement for this post will be calculated pro rata.

## **24 VISITING ARRANGEMENTS**

Phone/video call discussions are encouraged as are actual visits to site to talk to key individuals in the service.

The Trust website is another source of more information and contact details

<https://www.leedsandYorkpft.nhs.uk/>

For informal discussions re the post please contact:

Dr Ankush Vidyarthi, Lead Clinician, Liaison Psychiatry [a.vidyarthi@nhs.net](mailto:a.vidyarthi@nhs.net)

Dr Julie Robinson, Lead Psychiatrist [julie.robinson19@nhs.net](mailto:julie.robinson19@nhs.net)

Laura McDonagh, Head of Operations, Liaison Psychiatry [lauramcdonagh@nhs.net](mailto:lauramcdonagh@nhs.net)

The job description does not form part of the contract of employment but, indicates how that contract should be performed. The job description will be subject to amendment in the light of experience and in consultation with the post-holder but any amendments will reflect recommendation made during the approval phase of this job description.

## Appendix 1: person specification/selection criteria for Consultant

**Abbreviations for when assessed:** S: Screening prior to short-listing    A: Short-listing from application form  
P: Presentation to formal panel    F: Formal Appointments Committee Interview  
R: References

	<b>ESSENTIAL</b>	<b>WHEN ASSESSED</b>	<b>DESIRABLE</b>	<b>WHEN ASSESSED</b>
<b>QUALIFICATIONS</b>	MB BS  MRCPsych  Post-graduate psychiatry training and experience in Liaison Psychiatry	S  S A  S	Qualification or higher degree in medical education, clinical research or management.  Additional clinical qualifications.	A  A
<b>ELIGIBILITY</b>	Fully registered with the GMC with a licence to practise at the time of appointment.  Included on the GMC Specialist Register OR within six months.  Approved clinician status OR able to achieve within 3 months of appointment.  Approved under S12 OR able to achieve with 3 months of appointment.	S  S  S  S	In good standing with GMC with respect to warning and conditions on practice.  Approval as DoLS assessor.	S  S
<b>TRANSPORT</b>	Holds and will use valid UK driving licence OR provides evidence of proposed alternative.	S		

	ESSENTIAL	WHEN ASSESSED	DESIRABLE	WHEN ASSESSED
<b>CLINICAL SKILLS, KNOWLEDGE &amp; EXPERIENCE</b>	Excellent knowledge of Liaison Psychiatry / Psychological Medicine.	A F R	Wide range of specialist and sub-specialist experience relevant to the post within NHS or comparable services.	A F
	Demonstrable experience of working as a Consultant in Liaison Psychiatry / Psychological Medicine, including providing treatment for people with Medically Unexplained Physical Symptoms (MUS).	A F	Experience of working as a Consultant in a specialist MUS service.	A F
			Experience of developing specialist MUS services.	A F R
	Demonstrable experience of developing services within Liaison Psychiatry / Psychological Medicine.	A F R	Has held formalised medical leadership or management roles at a senior level.	A F
			Experience of roles and responsibilities at a regional and/or national level, in the field of Liaison Psychiatry / Psychological Medicine.	A F
	Excellent clinical skills, using biopsychosocial approaches, and wide medical knowledge.	A F R		
	Excellent oral and written communication skills in English.	A F R		
	Able to manage clinical complexity and uncertainty.	F		
	Makes decisions based on evidence and experience, including the contribution of others.	F		
	Able to meet duties under the MHA and MCA.	F		
<b>ACADEMIC SKILLS &amp;</b>	Able to deliver undergraduate or postgraduate teaching and training.	A P F	Able to plan and deliver undergraduate and postgraduate teaching and training relevant to this post.	A F

<b>LIFELONG LEARNING</b>	Participated in continuous professional development.	A F	Reflected on purpose of CPD undertaken.	A F
	Participated in research or service evaluation.	A F	Experienced in clinical research and / or service evaluation.	A F
	Able to use and appraise clinical evidence.	A P F	Evidence of achievement in education, research, audit and service improvement: awards, prizes, presentations and publications.	A
	Has actively participated in clinical audit.	A F	Has led clinical audits or baseline assessments leading to service change.	A F