

# Consultant in the Psychiatry of Learning Disability: West and South Community Learning Disability Team

## Job Description and Person Specification



## Consultant in the Psychiatry of Learning Disability Job Description and Person Specification

<b>Post and specialty:</b>	Consultant in the Psychiatry of Learning Disability West and South Community Learning Disability Team
<b>Contract:</b>	Substantive  or  Fixed Term - up to 23 months by agreement
<b>Royal College Approval:</b>	Date:27/06/2022   The logo for the Royal College of Psychiatrists (RC PSYCH) is displayed, featuring a crest with a bird and a shield. To the right of the crest is a blue rectangular box containing the text 'APPROVED POST' in white capital letters.
<b>Programmed Activities:</b>	9 Programmed Activities or less by negotiation
<b>Base:</b>	1 <sup>st</sup> Floor, Willow House St Mary's Hospital Greenhill Road Leeds LS12 3QE Tel: 0113 8555345
<b>Accountable professionally to:</b>	Medical Director: Dr Christian Hosker
<b>Accountable managerially to:</b>	Professional Lead for Psychiatry: Dr Julie Robinson
<b>Accountable operationally to:</b>	Chief Operating Officer: Joanna Forster Adams

<b>Key working relationships and lines of responsibility:</b>	Professional Lead for Psychiatry: Dr Julie Robinson Head of Operations LD Service: Peter Johnstone Clinical Lead LD Service: Jennifer Bailey Clinical Director for LD: Lyndsey-Jayne Charles Medical Director: Dr Christian Hosker Responsible Officer: Dr Wendy Neil Chief Operating Officer: Joanna Forster-Adams Chief Executive: Sara Munro
---	--

1 INTRODUCTION	5
2 TRUST DETAILS	5
3 SERVICE DETAILS	12
4 LOCAL WORKING ARRANGEMENTS	13
5 CONTINUING PROFESSIONAL DEVELOPMENT (CPD)	14
6 CLINICAL LEADERSHIP AND MEDICAL MANAGEMENT	15
7 APPRAISAL AND JOB PLANNING	16
8 TEACHING AND TRAINING	17
9 RESEARCH AND DEVELOPMENT	18
10 MENTAL HEALTH ACT AND RESPONSIBLE CLINICIAN APPROVAL	18
11 SECRETARIAL SUPPORT AND OFFICE FACILITIES	19
12 CLINICAL DUTIES OF POST HOLDER	19
13 TRAINING DUTIES	21
14 CLINICAL GOVERNANCE AND QUALITY ASSURANCE	22

15 QUALITY IMPROVEMENT	22
16 GENERAL DUTIES	23
17 EXTERNAL DUTIES, ROLES AND RESPONSIBILITIES	24
18 OTHER DUTIES	24
19 WORK PROGRAMME	24
DRAFT TIMETABLE	<b>ERROR! BOOKMARK NOT DEFINED.</b>
20 ON CALL AND COVER ARRANGEMENTS	26
21 WELLBEING	26
22 COVID-19	28
23 CONTRACT AGREEMENT	288
24 LEAVE	<b>ERROR! BOOKMARK NOT DEFINED.</b>
25 VISITING ARRANGEMENTS	29
26 COLLEGE APPROVAL	29
APPENDIX 1 : PERSON SPECIFICATION	30-31

## **1 INTRODUCTION**

Leeds and York Partnership NHS Foundation Trust is a specialist organisation providing mental health and learning disability services across the population of Leeds [780,000], and 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 3<sup>rd</sup> Sector providers. 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 additional services and support to 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 also 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.

<b>Our new Trust values</b>	<b>Behaviours you can expect from staff</b>
<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.</li> <li>• We consider the feelings, needs and rights of others</li> <li>• We give positive feedback as the norm and constructively challenge unacceptable behaviour</li> <li>• We are open and transparent about the actions we take and decisions we make, working 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</li> <li>• 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 about our goals and aspire to 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 and



**Dr Christian Hosker**  
Medical Director



**Cathy Woffendin**  
Director of Nursing and  
Professions



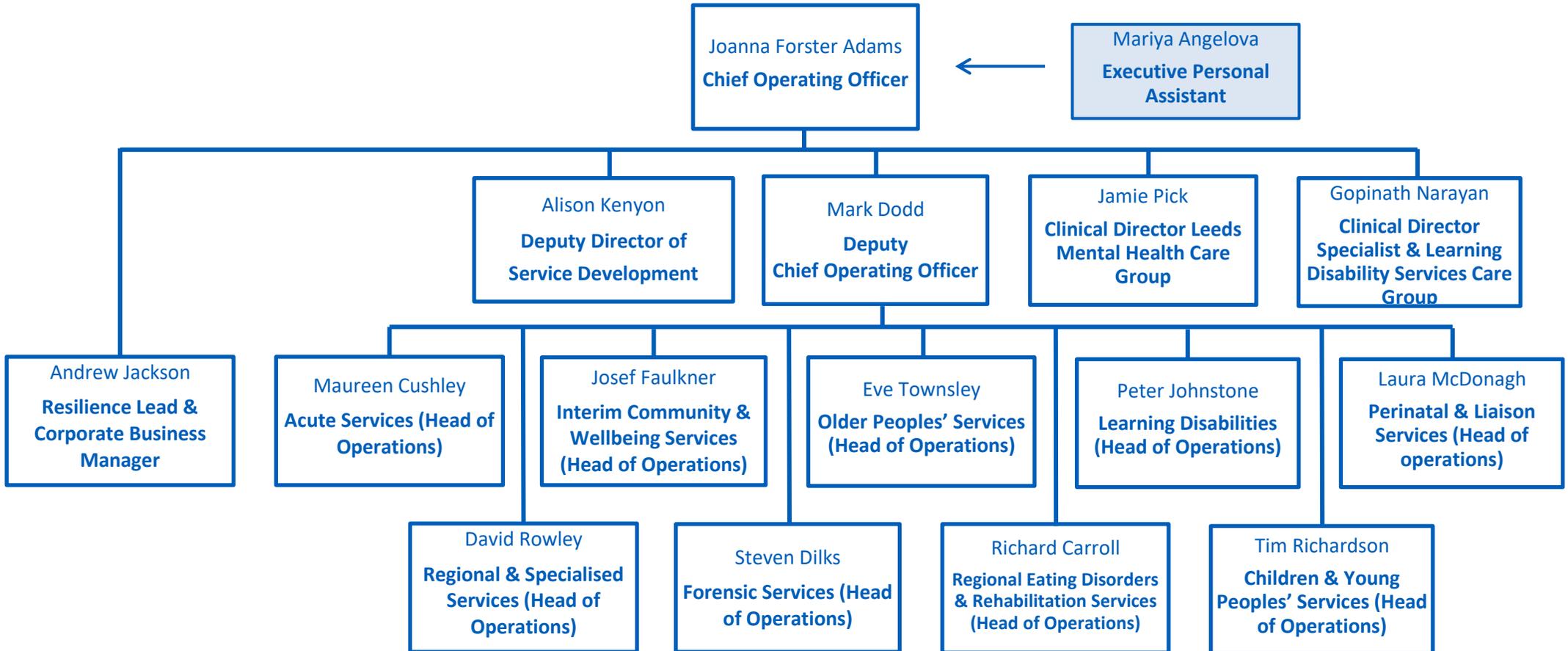
**Joanna Forster Adams**  
Chief Operating Officer



**Darren Skinner**  
Director of Organisational  
Development and

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 on page 9.

# Care Services Directorate



The LYPFT Care Services Directorate provides the following services:

**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. The s136 suite is also based at the 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 Ward 5 The Newsam Centre

**Older People's Community:**

- 3 large Community Mental Health Teams 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 care wards based at The Mount

**CAMHS:**

- Specialist Mental Health Community services for deaf children in the North of England
- New regional in-patient service, Red Kite View opened March 2022

**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 disorders service
- Inpatient eating disorder provision is based at The Newsam Centre

### **Perinatal Service:**

- The Perinatal Community Team based at Parkside Lodge, Armley
- Mother and Baby Unit based at Parkside Lodge, Armley

### **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 personality disorder in Leeds

### **Liaison:**

- Liaison psychiatry services in LYPFT are the National Inpatient Centre for Psychological Medicine based at LGI, hospital in-reach into both LGI and SJUH, self-harm assessment service, psycho-oncology and the 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**

The psychiatry of learning disability team is an integral part of the Leeds Learning Disability Service, providing mental health input and consultation for adults with a learning disability across Leeds. Children with a learning disability are the responsibility of community paediatric and CAMHS services.

This 0.9 FTE replacement post forms part of an established group of 4 (3.4 FTE) consultant psychiatrists within Leeds who work with adults with a learning disability. The post is advertised as substantive or with the option for a fixed term role up to 23 months by agreement in the interests of expediency. The supporting medical staff across the Leeds Learning Disability Service currently consists of 2 FTE core trainees and 3 (two x 0.5 FTE and one x 0.6 FTE) Specialty Doctors. The 0.6 FTE Speciality Doctor post supports the post holder, and also provides some input to the Specialist Health Respite Service. The current Specialty Doctors are all experienced SAS doctors, one being a CCT holder. Leeds also has three funded higher specialist trainee posts for the psychiatry of learning disability. Applications to be a core trainer and /or a higher trainer will be supported as appropriate.

The LYPFT Learning Disability Service underwent a comprehensive community review in 2017, in response to the Transforming Care Agenda, to ensure a specialist, responsive and consistent service across Leeds. This led to the creation of two community learning disability teams, East Northeast Leeds and West and South Leeds, from the previous three.

All referrals are processed initially by an Assessment & Referral Team (ART) who identify whether referrals meet the criteria for a specialist service and either signpost or direct them through to the relevant CLDT if they are eligible.

There is also a citywide Health Facilitation Team who work primarily with Primary Care, CMHTs and the acute Trust, LTHT to support them to make reasonable adjustments for people with a learning disability.

The Trust provides a Specialist Health Respite Service to support the needs of individuals with complex physical needs and challenging behaviour in two separate specialist units, based at St Mary's Hospital. The current community consultants provide RC, prescribing and psychiatry support as required to the respite service units and this will occasionally require colleague cross cover if unavailable.

The Trust is part of an exciting regional Integrated Care System to develop shared in-patient services with our partner trusts, Bradford District Care Trust and South

West Yorkshire Trust, to deliver learning disability in-patient services to the region. Designated beds for our service users will be available in the Assessment and Treatment Units in Bradford and Wakefield. It is an exciting time for the post holder to contribute to the development of this new innovative and high-quality care system.

We have a city-wide Intensive Support Team based at No 5 Woodlands Square, St Mary's Hospital, comprised of senior community learning disability nursing personnel, a psychologist and senior behavioural support workers who work with complex high risk service users to prevent their hospitalisation and placement breakdown. The community psychiatrists provide consultation and support to this team when requested to maintain continuity, according to GP practice responsibilities. Psychiatric input is considered a vital part of this enhanced service. There is also an out of hours service to support the Single Point of Access and General Adult Crisis service.

The Learning Disability Service also provides residential social care for adults with a learning disability in the form of several group homes across Leeds, the Specialised Supported Living Service. There is no specific psychiatric input into these homes, other than some tenants being seen on an outpatient basis as with any other community residential provider.

LYPFT is also very fortunate to have a tertiary specialist service, the Leeds Autism Diagnostic Service, which forms part of the neurodevelopmental service set up in 2010, to provide regional autism diagnostic services and consultancy work. Within this there are two consultant neurodevelopmental psychiatrists, with whom we often work closely.

We also work closely with our care management partners in Adult Social Care. Although in Leeds we are currently managed separately, we maintain very close constructive working relationships.

## **4 LOCAL WORKING ARRANGEMENTS**

The successful applicant will join the West and South Community Learning Disability Team, a large multidisciplinary team based at Willow House, St Mary's Hospital site in Armley and Aire Court site in Middleton. The team provides health input to individuals with a learning disability who cannot access mainstream services or require a specialist service because of their learning disability.

The West and South Community Learning Disability team consists of:

- 2 x CTMs
- 1x Advanced Nurse practitioner
- 5.8 WTE Band 6 nurses
- 5.4 WTE Band 5 Nurses
- 5.5 WTE Band 4 SSW
- 3 Band 3 HSW
- 2.6 Band 6 Physios
- 1 x C/L Band 7 OT
- 3.2 WTE Band 6 OT
- 1 x Band 5 OT 0.5 C/L Band 7 Dietitian
- 1 x Band 6 Dietitian
- 1 x Band 5 Dietitian
- 1 x Band 4 Dietetic associate practitioner
- 1 x Band 8b Psychologist
- 2 x Band 8a Psychologist
- 1.6 x Band 7 Psychologist
- 2 x SALT
- 1.8 FTE x Consultant Psychiatrists [& 0.9FTE unfilled postholder]
- 0.5 FTE Specialty Dr
- 1.0 FTE Specialty Dr

We also have excellent pharmacy services based at the Becklin Centre and the Mount.

The post-holder will provide LD Psychiatry input to GP practices primarily in the north and west of the team sector. The other consultant working with the team supports practices primarily in the south of the sector. The post holder will work with the two CTMs and wider team to provide outstanding mental health care to those service users whose needs cannot be met in primary care or mainstream services. **The overall team caseload is 1000. The postholder caseload which is shared with the 1.0 FTE Specialty Doctor lies between 80 and 100 cases at any one time.**

## **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.

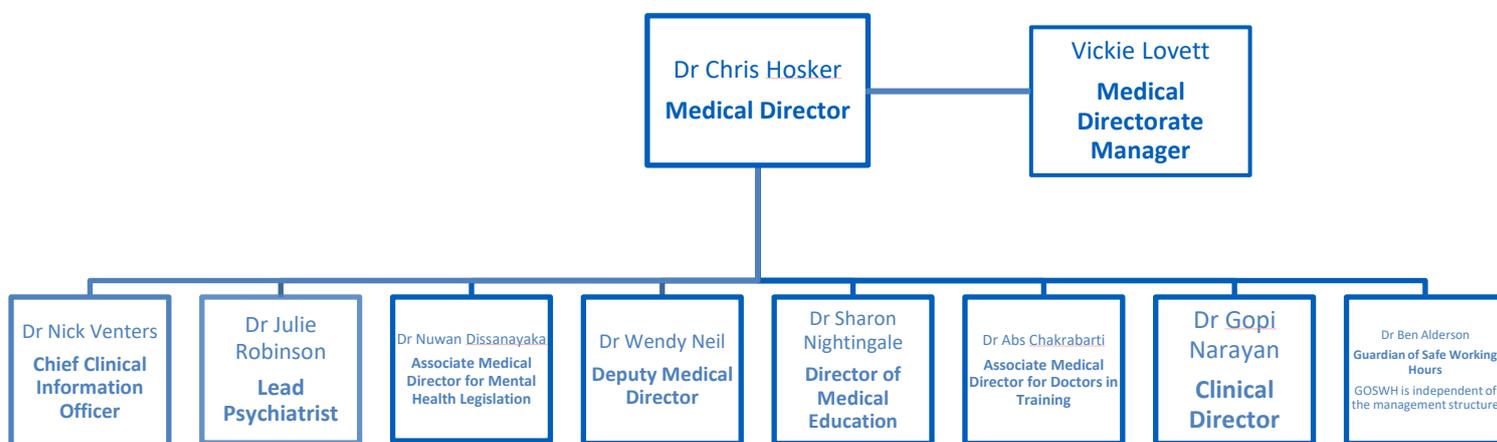
In recognition of the demands that Consultant roles can make on individuals, the post holder will be encouraged to have a mentor. The post-holder will be supported in accessing a mentor, usually within the Trust, but can be outside the Trust if preferred.

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

Leeds and York Partnership NHS Foundation Trust has well 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. A newly revised 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 those who need them.

Consultants are encouraged and supported to take up medical leadership roles within LYPFT. Monthly protected supervision/development and peer support time for all clinical leads is facilitated by our Medical Director, Dr Christian Hosker and Professional Lead for Psychiatry, Dr Julie Robinson. There is the opportunity via the NHS Leadership Academy to complete medical leadership programmes, 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 forum for all Consultants, the Senior Medical Council, currently chaired by Dr Kouser Shaik.

# Medical Structure



## 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 Psychiatry Lead. This will be agreed and 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 Psychiatry 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.

## **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 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.

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 on Wednesday afternoons, which includes guest speakers, service improvement topics, case conferences, and journal clubs. This currently takes place remotely.

## **9 RESEARCH AND DEVELOPMENT**

There are strong links between the Academic Department of Leeds University and Leeds and York Partnership NHS Foundation Trust.

The main research interests of the Academic Unit are in the areas of liaison psychiatry and health psychology, mental health services research and psychological therapies. The Research and Development Department is an experienced team of skilled staff led by the Head of R&D Alison Thompson.

The Trust Research Strategy can be found at:

<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 Yorkshire and Humber Comprehensive Research Network (CRN) and the National Institute for Health Research (NIHR) Collaboration for Leadership in Applied Health Research and Care (CLAHRC) Yorkshire and Humber. The Trust works collaboratively with the Universities of York, Leeds and Sheffield. There are opportunities for all consultants to engage with research, supported by the R&D team, and to receive study specific training. It is expected that when requested by R&D Department staff, the consultant assists with recruitment to NIHR CRN Portfolio research studies by identifying potentially suitable participants and providing information about studies to potential participants, supported by the R&D team. Consultants who wish to become a Local Principal Investigator for such studies, or to conduct their own research, will be encouraged and supported by the R&D team.

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

There is a requirement for RC responsibility due to the expectation in this patient cohort that some patients may be discharged into the community under CTOs or be subject to Home Office Restriction Orders. **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. In the event of the post holder being pending approval to function as an RC, existing consultants and S12 approved specialty**

doctors within the service would provide cover for MHA related work for that interim period.

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

The post holder will have access to a dedicated medical staff office space at St Mary's Hospital. Over the last 26 months there has been a significant change in physical environmental working locations and conditions. Clinical work is still being conducted remotely where possible but face to face work is increasing back on site subject to risk assessment and trust IPC procedures. There is designated clinical consulting space booked for the post holder at Holly House, the clinic hub at St Mary's Hospital for 2 full days per week.

Administration and secretarial support (in addition to team administration support) is provided from a named Service Support Secretary. The post holder will be provided with a Trust laptop, enabling remote access to the Trust electronic record system "Care Director" as well as a Trust mobile with BigHand (digital dictation) license included. 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 POST HOLDER**

Leeds Partnerships NHS Foundation Trust is seeking to appoint a **9 PA Consultant Psychiatrist for People with Learning Disability**. This is negotiable if you wish to work less PA's. Conversely additional PA's for service delivery or other responsibilities may be available e.g. Clinical Tutor roles or sessions of clinical work in other areas across the Trust e.g. the neurodevelopmental service.

**This post is community based at St Mary's Hospital Armley Leeds LS12 3QE.**

Clinical roles and responsibilities will include:

- Assessment and ongoing management of mental illness, behavioural disorders, pervasive developmental disorders and dementia in adults with learning disability.
- Providing expertise in the assessment and management of offenders with learning disability including joint working with the police, probation and prison services where necessary, the preparation of court reports and the supervision of service users with forensic histories in the community. The regional Community Forensic Outreach Liaison Service will provide additional support and intervention as appropriate.
- Provision of regular clinical reviews with flexibility to accommodate urgent clinical reviews via set outpatient clinics, 2 per week, accommodating 4 x

30 minute follow up reviews per session and/or 1 new patient 90minute review assessment and 1 x 30minute follow up appointment per session as clinical need requires. Face to face reviews are conducted at the clinic hub at Holly House, St Mary's Hospital but reviews can also be organised remotely if clinically appropriate and practical. There is usually no more than one new patient per week.

- Provision of home visits, community follow up or new community assessments may be required to meet the needs of service users and carers within the responsible catchment area as necessary and clinically appropriate. This varies from zero to up to two per week.
- To contribute to and work as part of the multidisciplinary community team being available, accessible and to provide support and supervision when appropriate.
- Working jointly with colleagues from Adult Social Care to ensure implementation of Safeguarding Adults from Abuse policy
- Providing consultation and support to service users with learning disabilities accessing mainstream services
- Developing sound working relationships with services for children and adolescents to ensure a smooth transition from children's services to adults services
- Provision of medical leadership within the various multidisciplinary teams and working jointly with colleagues from other disciplines in the provision of high quality clinical care and the delivery of relevant Trust targets.
- Excellent liaison with Adult Social Care services, Primary Care and other secondary or tertiary services.
- Working to avoid inappropriate hospital admissions through the function of the Intensive Support Team.
- Taking a lead in the implementation of the Care Programme Approach across community services.
- Providing expertise on the Mental Health Act, Mental Capacity Act, Deprivation of Liberty Safeguards and other relevant legislation.
- Supervising and advising other members of the multidisciplinary team on psychiatric, medication and other relevant clinical issues.
- Psychoeducation with families and carers.
- To lead on complex prescribing, its review and the STOMP pledge.
- To work collaboratively with other services within individual Trusts and other Trusts within the ICS, CCG footprint and within the Voluntary Sector regionally.
- To liaise with general practitioners, with colleagues from other disciplines and agencies to ensure a comprehensive approach to patient care and treatment.

- Involvement in the research & evaluation of the service and to lead on aspects of this work.
- To provide clinical supervision to the medical team working within the service and any independent non-medical prescribers.
- To provide one hour a week protected clinical supervision to the Specialty Doctor.
- To work jointly with the Clinical Leadership Structure, Operations Manager and Head of Operations. and those in other agencies to ensure the service is delivered successfully.

All of the above are expected to occur using the most efficient and appropriate form of communication e.g. face to face meetings/virtual meetings as required/appropriate in home based or trust settings or telephone calls. A flexible approach to working to ensure timely efficient contacts with professionals and service users is expected. The Trust supports the use of MS Teams, Zoom and WhatsApp currently. Familiarity with these platforms is particularly important given the regional reach of the service and the aftermath of the acute phase of the Covid-19 Pandemic.

## **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 post holder will be expected to contribute alongside the Lead Psychiatrist, Clinical Lead and Head of Operations in the collection and submission of data for the evaluation of the service in line with NHSE requests. Additionally, the local team will have autonomy to choose clinical audit and quality assurance projects pertinent to the recognised service needs.

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 Christian Hosker, Medical 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 (including learning disability) 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 & RESPONSIBILITIES**

- You are required to always act in accordance with the Trust values of Improving Lives, Respect and Dignity, Compassion, Commitment to Quality of Care, Everyone Counts and Working Together.
- You have a duty not to discriminate against service users/patients, staff or visitors and to adhere to equal opportunities and equality and human rights legislation.
- To manage, appraise and give professional supervision to junior medical staff as agreed between consultant colleagues and the medical director and in accordance with the Trust's personnel policies and procedures.
- 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 locality 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 and Revalidation.
- To attend and participate in the weekly Wednesday afternoon academic programme of the Trust, 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 Psychiatry Lead, 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.

- 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 and priority areas identified within this service line. In addition to support the evaluation of the service and reporting cycles to the ICS & NHS England
- To contribute to undergraduate and postgraduate teaching.
- To comply with LYPFT policies and procedures.
- The post holder is required to undertake at 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.

## **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 9 Programmed Activities over 4 or 5 days and there may be scope for a degree of flexible working by negotiation. Following appointment there will be a meeting at no later than three months with the Lead Psychiatrist Dr Julie Robinson to review and revise the job plan and objectives of the post holder. The overall split of the programmed activities is 6.75 pro rata to be devoted to Direct Clinical Care and 2.25 pro rata to Supporting Professional Activities (as per the Royal College of Psychiatrists' recommendations). The

timetable is a suggested proposal only. A formal job plan will be agreed between the post holder and the psychiatry medical lead and clinical manager three months after commencing the post, and at least annually thereafter and at least annually thereafter. This will reflect the approved status of this Job Description.

The timetable below provides an indicative schedule of the clinical activity and clinically related components of the job plan that occur at regular times in the week. Agreement should be reached between the post-holder and the lead psychiatrist with regard to the of all other activities, including the Supporting Professional Activities.

- Direct Clinical Care: 6.75 PAs per week (include all clinically related activity)
- Supporting Professional Activities: 2.25 PAs per week (includes CPD, governance, teaching & research)

<b>Draft Timetable</b>					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
AM	DCC Admin	DCC OPC Clinical reviews	DCC OPC Clinical reviews	Supervision SD 09-10am	DCC Consultation Visits Liaison
	DCC Consultation Liaison	DCC Admin (Notes)	DCC Admin	MDT 10-12pm	Clinical cover and emergency consultation
Lunch					
PM	DCC Admin Visits	DCC Admin Liaison	SPA time	QI work Governance	SPA CPD
	LD Consultant Meeting 1/12 3:30-5pm	SMC monthly	Academic Programme Teaching		

## 20 ON CALL AND COVER ARRANGEMENTS

The post holder will participate in one of the Consultant on call rotas. There is a Consultant on call for the west and for the east side of the city, both of which at present are approximately a 1 in 14 frequency. This is a third tier on call rota with a Core Trainee (CT 1-3) providing first on call and a Specialist Trainee (ST 4-6) providing the majority of second on call. On-call work is paid at Category B level i.e. 1%. For urgent presentations which occur out of hours, the Leeds CRISS (Crisis Resolution Intensive Support Service) supports clinical work, including MHA assessments and the s136 suite is within the CRISS team base, staffed by that service and the on call doctors overnight and at weekends. **The on call specialities covered are Working Age Adults, Forensics, Eating Disorders, Rehabilitation, Perinatal Services and Learning Disability Services. There is a separate on call rota for both Older Peoples Services and CAMHS. There is a requirement for the post holder to provide reciprocal daytime cover arrangements with their 3 consultant colleagues as required for emergency, sickness, study and annual leave cover.**

## 21 WELLBEING

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.

However, the Trust recognises that modern health services require modern employment processes and understands that staff work best for service users when they can maintain a healthy work life balance.

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, running group and various other employee support forums.
- 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). The post holder will have access to the Occupational Health (OH) Department based at Fieldhead Hospital. The OH team has access to a physiotherapist and psychologist, and the post holder may self-refer or be referred through their line 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 time of 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 Drs) 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.

## **22 COVID-19**

Specific wellbeing initiatives have been implemented to ensure the safety of staff and patients in light of the 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 risks. 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 weekly Trustwide communication specifically about Covid to keep staff updated regularly.

A designated infection prevention control team is available every day and out of hours 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 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.

## **23 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.

## **24 LEAVE**

The post holder is entitled to 32 days of annual leave per year (pro rata if LTFT) or 34 pro rata, if employed as a consultant for 7 years previously, plus 8 bank holidays and 30 days study leave over three years.

## **25 VISITING ARRANGEMENTS**

Visits to the site/phone calls/video call discussions are encouraged to talk to key personnel within the service.

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

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

For informal discussions regarding the post please contact:

Dr Julie Robinson; Professional Lead for Psychiatry: [julie.robinson19@nhs.net](mailto:julie.robinson19@nhs.net)

Dr Victoria Savage; Consultant Psychiatrist for People with a Learning Disability:

[v.savage@nhs.net](mailto:v.savage@nhs.net)

Mr Peter Johnstone; Head of Operations Learning Disability Service:

[peterjohnstone@nhs.net](mailto:peterjohnstone@nhs.net)

## **26 COLLEGE APPROVAL**

This job description has been submitted for approval by the Royal College of Psychiatrists Reference NY YORK-CO-NTH22 0020 (3)

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 and will be guided by the College Report CR 207 2018.

## APPENDIX 1 : PERSON SPECIFICATION

**Abbreviations for when assessed:** **Scr:** Screening prior to short-listing **SL:** Short-listing from application form **AAC:** Advisory Appointments Committee **Ref:** References **Pres:** Presentation to AAC panel

	<b>ESSENTIAL</b>	<b>WHEN ASSESSED</b>	<b>DESIRABLE</b>	<b>WHEN ASSESSED</b>
<b>QUALIFICATIONS</b>	MB BS or equivalent medical qualification.	Scr	Qualification or higher degree in medical education, clinical research or management.  MRCPsych	SL  Scr
<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 Approved under S12	Scr  Scr  Scr Scr	Additional clinical qualifications.  In good standing with GMC with respect to warning and conditions on practice	SL  Scr
<b>TRANSPORT</b>	Holds and will use valid UK driving licence OR provides evidence of proposed alternative.	Scr		
<b>CLINICAL SKILLS, KNOWLEDGE &amp; EXPERIENCE</b>	Excellent knowledge in specialty  Excellent clinical skills using bio-psycho-social perspective and wide medical knowledge Excellent oral and written communication skills in English Able to manage clinical complexity and uncertainty Makes decisions based on evidence and experience including the contribution of others Able to meet duties under MHA and MCA	SL, AAC, Ref  SL, AAC, Ref  SL, AAC, Ref  AAC  AAC  AAC	Wide range of specialist and sub-specialist experience relevant to post within NHS or comparable service Previous experience of rehabilitation psychiatry	SL, AAC  SL, AAC
<b>ACADEMIC SKILLS &amp; LIFELONG LEARNING</b>	Able to deliver undergraduate or postgraduate teaching and training	SL, AAC, Pres,	Able to plan and deliver undergraduate and postgraduate teaching and	SL, AAC

	<b>ESSENTIAL</b>	<b>WHEN ASSESSED</b>	<b>DESIRABLE</b>	<b>WHEN ASSESSED</b>
	<p>Ability to work in and lead teams</p> <p>Demonstrate commitment to shared leadership &amp; collaborative working to deliver improvement.</p> <p>Participated in continuous professional development</p> <p>Participated in research or service evaluation.</p>	<p>SL, AAC</p> <p>SL, AAC</p> <p>SL, AAC</p> <p>SL, AAC</p>	<p>training relevant to this post</p> <p>Reflected on purpose of CPD undertaken</p> <p>Experienced in clinical research and / or service evaluation.</p>	<p>SL, AAC</p> <p>SL, AAC</p>
	<p>Able to use and appraise clinical evidence</p>	<p>SL, AAC, Pres</p>	<p>Evidence of achievement in education, research, audit and service improvement: awards, prizes, presentations and publications.</p>	<p>SL</p>
	<p>Has actively participated in clinical audit and quality improvement programmes</p>	<p>SL, AAC, Pres</p>	<p>Has led clinical audits leading to service change or improved outcomes to patients</p>	<p>SL, AAC</p>