

Candidate Pack For Consultant Psychiatrist in General Adult Community

RCPsych Ref No: EASTERN-C-S-21-346 (Approved)



Be part of something outstanding

Hertfordshire Partnership University NHS Foundation Trust (HPFT) provides services to over 400,000 people across Hertfordshire, Buckinghamshire, Norfolk and North Essex. We employ over 3,000 staff who deliver mental health and learning disability services. These include child and adolescent, older people and adult services within community and inpatient settings.

We also provide support services for carers within our community mental health services. We are working to improve the way that we engage families in caring for their loved ones.

In May 2019 Hertfordshire Partnership University NHS Foundation Trust became one of just five mental health and learning disabilities NHS trusts in England to be rated outstanding by the CQC.



Overall rating for this Trust

Outstanding



Are services safe?

Good



Are services effective?

Good



Are services caring?

Outstanding



Are services responsive?

Good



Are services well-led?

Outstanding



Our  values

Welcoming Kind Positive Respectful Professional



Our vision

Delivering great care,
achieving great outcomes
– together.

Our mission

We help people of all ages
live their lives to their full
potential by supporting
them to keep mentally
and physically
well.





- ✔ **Welcoming** – so you feel valued as an individual
- ✔ **Kind** – so you can feel cared for
- ✔ **Positive** – so you can feel supported and included
- ✔ **Respectful** – so you can feel listened to and heard
- ✔ **Professional** – so you can feel safe and confident

- ## Our values

Our values drive all that we do, enabling us to work towards our ambition of delivering great care and great outcomes to our service users and carers. They are also there to ensure that everyone is treated with dignity and respect.

 Visit the **trust website** to learn more about us.



Staff Benefits

We want to attract the best and brightest people to work at HPFT and that means looking after you from the moment you apply for a role at the Trust and throughout your career with us. Our staff are our most valuable asset and we believe that investing in colleagues is crucial if we want to enable everyone to reach their full potential.

Learning and development

As a University Trust, we recognise the importance of investing in our workforce to continue to deliver the right care in the most effective way, based on a sound evidence base and continuing professional development. We offer:

- A structured leadership and management development programme
- Core skills statutory and mandatory training programmes
- A 'one-stop' induction programme for all new staff – introducing you to the Trust, our values and our services
- A structured programme of learning for trainee doctors, student nurses and students across psychological services, social work and allied health professions
- A coaching network where trained coaches throughout the Trust are matched with staff of all disciplines to provide a powerful development opportunity
- A wide range of Continued Professional Development (CPD) opportunities, working with partners – such as University of Hertfordshire, University of Bedfordshire, Anglia Ruskin University and University of Essex – to deliver training and development programmes and support





Health and wellbeing

We offer a Health Hub which helps improve staff health and wellbeing across the Trust – encouraging staff to step away from their work and think about their own health. This includes

- Workshops, challenges and social events throughout the year
- Confidential and safe forums where staff can talk about the emotional impact of their work
- A equality and diversity staff network providing support to all staff
- Mindfulness bite size taster sessions
- Mini health checks
- Free, confidential counselling services 24/7
- Reduced gym rates at a number of local health clubs/gyms
- PAM life: our online personal health management resource which allows staff to set goals, track progress and develop specific, tailored programmes
- A quarterly staff magazine where staff can share stories and inspire others

Details of the local Occupational Health service will be shared and discussed regularly with the line manager.

The post-holder can self-refer to the Occupational Health Software Cohort v10 or can be referred by the line manager with consent. Details of the support available from occupational health specialist are available on the trust website and will be discussed with the line manager in induction. Occupational health specialists can review the post-holder face to face or remotely as appropriate. Explanatory videos are available on the trust website. In case of involvement in serious incidents, the postholder will be encouraged to attend local debriefing meetings and use the trust support line. Spiritual support and bereavement counselling are available from the trust on self-referral using the telephone number provided by the line manager.

The Employee Assistance Programme is available 24 hours to all staff by calling 01438 286514.

The trust provides Schwartz Rounds to support the post-holder with stress from the clinical work. Regular sessions of wellbeing are available, and attendance is encouraged for the post-holder. The sessions typically include mindfulness sessions and a Schwartz round. This is happening every month and the post-holder can use supportive programmed activity sessions

to attend. Wellbeing sessions include group exercise available on remote video conference of Yoga, Pilates and other forms of physical exercise.



Pay, conditions and travel

Pay and annual leave

- Generous annual leave: The basic entitlement will be 32 days per annum (less than 7 years' service) or 34 days (more than 7 years' service) based on a whole-time working week.
- Annual Leave, including Public/Bank Holidays will pro-rata to the contract hours.
- Maternity/paternity and shared parental leave schemes
- Sick pay for all substantive and permanent staff
- Range of flexible working options across the Trust including compressed hours, term time contracts, part-time working etc.
- One of the best pension schemes in the UK


Travel

- We have salary sacrifice schemes enabling staff to drive a brand new car or purchase a new bike

Family benefits

- A range of flexible working options across the Trust
- An HMRC scheme enabling savings on registered childcare costs

Pension

- The NHS offers a superannuation scheme which provides a variety of benefits based on service and final salary. Membership of the scheme is optional and further details are available on appointment. The Scheme is undergoing national review.
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Recognising and celebrating success

We have one of the most motivated workforces in the NHS. We regularly celebrate the many staff who go above and beyond, including:

- Monthly Inspire awards – recognition awards nominated by people's peers. Over 150 people were nominated last year.
- Annual Staff Development Awards – these recognise the 200 staff who every year gain qualifications while working and looking after their families.
- Annual Staff Achievement Awards – recognising staff for outstanding service and performance. This prestigious event is held at Tewin Bury Farm, Tewin

Listening to our people

Along with the national NHS Staff Survey we have put in place a range of channels for ensuring that senior leaders listen to staff at every level in the Trust and respond to what they are telling us. These include:

- A quarterly Pulse Survey, based on the National Staff Survey questions. The Pulse Survey shows a 30% improvement in the scores over the last three years.
- The Big Listen event at our Head Office and Local Listen events which have taken place in Buckinghamshire, Essex and Norfolk. The Big Listen and Local Listen events are open to all staff in the organisation. They provide the opportunity for the Executive Team to hear the staff views on key topics and priorities, so that we can act on staff suggestions to improve the way we do things.
- The Senior Leaders' Forum brings together the top 70 leaders from across the organisation on a regular basis throughout the year.
- The Chief Executive holds breakfast meetings, approximately bi-monthly, inviting different groups of staff (including Consultants, Student Nurses, Social Workers and HCAs).



Living in Hertfordshire

Hertfordshire is a beautiful county with picturesque, rural villages and a number of lovely vibrant towns and garden cities.

Ranked (uSwitch Better Family Life Index, 2016) as the best place to raise a family, Hertfordshire scored highly on top exam results, good pay prospects, high employment rates, fast broadband and better weather than other towns in the Index! It is also well known for its excellent schools, stunning countryside and fantastic local facilities which provide plenty of opportunities to relax and enjoy yourself away from work.

Situated just north of London, Hertfordshire is easy to access by road and rail. There are good transport links across the county and it's simple to get into London if you want to enjoy the benefits of the capital, without the costly living and travelling expenses.

Service Details

This is a substantive post to replace the current post holder who is retiring. This position involves clinical leadership in the Dacorum Community Mental Health Service based in Hemel Hempstead.

HPFT community services were remodelled into HONOS cluster based virtual teams following a Community Services Review. Adult Community Mental Health Teams in North West Hertfordshire operate from two clinical team bases, The Marlowes in Hemel Hempstead (Dacorum district) and Waverley Road in St Albans (St Albans district). Both teams provide a range of community based services, including outpatient clinics based on recovery care pathways. The teams provide assessment and treatment to people with complex or severe mental health conditions in HONOS clusters of care 5-17. This includes service users formerly supported by the Assertive Outreach Team and the Community Personality Disorder Services, as well as those with a diagnosis of ADHD. The Wellbeing Team provides assessment and treatment to people with common mental health conditions in HONOS clusters of care 1-4. The Wellbeing Team is based in Primary Care and has separate medical cover.

The North West adult community quadrant teams currently support approximately 1500 patients, approximately 400 of whom are subject to CPA. This post involves managing care for Dacorum based service users. HPFT community service users from Dacorum are allocated to a consultant depending on their registered GP Practice. This post has about 160 cases on the caseload with 15-20 new referrals per month, with 5 service users on CTO.

The post involves providing clinical leadership in the Dacorum Community Mental Health Service providing diagnostic assessments and treatment to service users with severe, complex, and high risk psychiatric conditions. The post holder will be based at the Marlowes Health and Wellbeing Centre, Hemel Hempstead which is one of the bases of the Community Teams covering the North West quadrant of Hertfordshire. Clinical work such as outpatient clinics will take place at the Marlowes Health and Wellbeing Centre but may also take place in another Trust location or other community destinations such as at service user's home, in prison or in police stations.

This post involves managing care for Dacorum based service users for Adult Community Mental Health Service with another WTE consultant colleague. HPFT community service users from Dacorum are allocated to a consultant depending on their registered GP Practice. The post holder will be responsible for the assessment and treatment of people of working age from his/her catchment area who are referred or otherwise present to secondary care mental health services. Initial triage by the Single Point of Access (SPA) determines whether the service user meets the criteria for a secondary care assessment. Service users with psychotic or non-psychotic mental health disorders (severe, complex, high risk or with issues of diagnostic uncertainty) and vulnerable adults are referred for a face to face assessments at the Initial Assessment clinics at Waverley Road and The Marlowes. Service users are usually offered a joint MDT assessment using a semi-structured needs-based tool plus a clinical assessment. The joint assessment allows a holistic assessment of the patient from more than one perspective. In certain circumstances a single assessment will be offered with a doctor. Following assessment, service users will be allocated to a recovery care pathway, if they satisfy the criteria for a secondary care intervention in terms of severity, risk, complexity, treatment resistance or vulnerability. Otherwise they will be signposted appropriately or referred elsewhere.

Service users treated in the team may include conditions that are difficult to treat, have high levels of disability, or exhibit deliberate self-harm. Conditions include very severe cases of anxiety and mood disorders, and personality disorders. There may be high levels of suicide risk and they may display

challenging relationships. Individuals with bipolar disorder may also be treated in the service if their needs are best services met by this pathway, e.g. if the individual suffers resistant depression as their main problem. Service users with a diagnosis of Adult ADHD who require input from secondary care are treated in the service. The doctors working with people with ADHD are expected to develop expertise in the assessment and management of these conditions. Service users with psychosis treated in the service will typically have ICD-10 diagnoses in the F20 and F31 categories and will normally have had at least one psychotic episode. They may be subject to a Community Treatment Order, be on depot medication or clozapine. Ultimately the allocation of service users to recovery care pathways will be based on patient need and the decision will be governed by a clinical decision about which team provides the most appropriate interventions to meet the needs of the patient.

Treatment is offered from a stepped care model of interventions chosen to meet the recovery goals of the patient. Service users will often require CPA type of care coordination which involves the allocation of a care coordinator from the team. Doctors, including consultants, do not normally act as care coordinator for service users subject to the Care Programme Approach, unless it is agreed that this is clinically appropriate.

The role of the psychiatrist is to provide comprehensive assessments, formulate bio-psycho- social care plans, and offer evidence based treatment and advice. The service is recovery focused and the case load in clinics will be subject to active caseload management. It is expected that people who are recovered, have a clear care plan and a low index of risk, will be discharged back to Primary Care on the understanding that they will have rapid re-access to the service via the SPA if required. The views of the GP, patient and carer are important and must be taken into account in making decisions to discharge.

The Adult Community Mental Health Service resourced with staff specialising in Psychological Therapies. This includes Psychotherapy, DBT, CBT, Art and Drama Therapy, and group therapy. Treatments offered are evidence based and time limited as defined by the Care Pathways.

The Post

Title: Consultant Psychiatrist in General Adult Community

Location: The Marlowes Health and Wellbeing Centre, Hemel Hempstead, Hertfordshire, HP1 1LD

Responsible to: Dr Champa Ballale, Clinical Director, West SBU

Responsibilities:

Line Manager: Dr Mosun Fapohunda

Professional Lead Team Manager: Rob Hill

Service Line Lead (Locality Manager) : Helen Dudeney

Managing Director: Sarah Damms

Director of Service Delivery and Customer Experience: Sandra Brookes

Chief Executive: Karen Taylor

Details: Permanent – 10PAs

On-Call responsibilities: Full time consultants are on-call 1 in 53 and the Category B rota attracts a 1% supplement in pay

Facilities Dedicated Admin & Clerical staff
Dedicated Office space Personal computer

A system of cross cover will be required when individual doctors are away.

Job Plan

It is envisaged that the post holder will work 10 programmed activities to include attendance at the weekly MDT meeting and conduct an outpatient clinic. The post holder will conduct 2 outpatient clinics, seeing 1-2 new patients a week with each follow up clinic having 3-4 service users.

Following appointment there will be a meeting at no later than three months with the Medical Lead 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 (as per the Royal College of Psychiatrists recommendation). The timetable is indicative only. A formal job plan will be agreed between the post holder and the Medical Lead three months after commencing the post and at least annually thereafter.

Sample timetable

Day	Time	Location	Work	Category	No. of PAs
Monday	AM	The Marlowes	Outpatient Clinic	DCC	1.0
	PM	The Marlowes	Clinical Admin	DCC	1.0
			Emergency Assessments		
Tuesday	AM	The Marlowes	Initial Assessment Clinic	DCC	1.0
	PM		Post initial assessment meeting / clinical admin	DCC	1.0

Wednesday	AM	The Colonnades	Peer group meeting / audit service development	SPA	1.0
	PM		MSC/CPD Quality improvement	SPA	1.0
Thursday	AM	The Marlowes	MDT Meeting	DCC	0.5
			CPA/Clinical admin	DCC	0.5
	PM	The Marlowes	Outpatient Clinic	DCC	1.0
Friday	AM	The Marlowes	Trainee supervision	DCC	0.5
			Business meeting	SPA	0.5
	PM		Emergency Assessments / Home visits / Clinical Admin	DCC	1.0
Unpredictable / emergency on-call work					
Total PAs	Direct clinical care				7.5
	Supporting activities				2.5

Local working arrangements

HPFT is seeking a consultant psychiatrist to join the Dacorum Community Mental Health Service to replace the current post holder who is retiring. The post holder will carry no responsibility for inpatients.

The team consists of:

- 2 X whole time equivalent (WTE) consultant psychiatrists
- 2 X WTE specialty doctors
- 2 X WTE medical secretaries
- 6 X WTE community psychiatric nurses
- 6 X WTE social workers
- 1 X WTE senior occupational therapist
- 4 X WTE psychologists
- 4 X WTE support workers
- 1 X WTE GPVTS

It is expected that all team members (apart from support workers) carry roughly equivalent numbers of cases as care coordinators. The consultant psychiatrist is expected to carry a compact caseload of the most complex and unstable cases, but will also be available at short notice to provide consultation and advice to other team members, although they are not generally required to act as care coordinator for patients subject to CPA.

While primarily responsible for delivering a quality clinical service, the consultant psychiatrist is also expected to be actively involved in the strategic development of the team and broader services, being involved with the team manager and locality manager in helping to steer the development of the service in line with the strategic direction of the organisation.

Duties of Postholder

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

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.

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.

On-call and cover arrangements

The post holder will participate in the Consultant On-Call rota which covers Adults of Working Age and Older Adults. This is currently a countywide rota. There are separate rotas for CAMHS and Learning Disability service users. On-call arrangements will be reviewed as necessary to ensure that the needs of service users are met on a 24/7 basis.

Full time consultants are on-call 1 in 53 and the Category B rota attracts a 1% supplement in pay. When on call, consultants act as Responsible Clinicians for inpatient service users so the post holder must be an Approved Clinician. Consultants currently provide the third tier of on call cover. The first tier is provided by CT1-3 trainees and the second tier by ST4-6 trainees. The latter are typically section 12 approved and undertake Mental Health Assessments, including 136 assessments out of hours.

The post holder will be responsible for arranging cross cover of their clinical duties during their study and annual leave. This is normally a reciprocal arrangement with their consultant colleagues at the Marlowes or Waverley Road. It is the consultant's responsibility to ensure that there is adequate medical cover for their service users during planned periods of leave.

Clinical duties of post holder

Initial Assessments	Assessment, diagnosis, and formulation of management plans for service users.
Work Collaboratively	Make decisions in consultation with team members, service users and carers.
Review Service users	Flexibly review and re-assess service users in response to need and in accordance with the pathway.
Follow Trust Policy	Know Policy relevant to the role, follow it and support other members of the multidisciplinary team to do so also.
Provide Clinical Leadership to the Team	Regular or ad hoc supervision on clinical matters with members of the team. Maintain high clinical standards and

	develop the skills of the team. Lead a culture of high quality clinical care. Explore new innovations in delivering care
Liaison	Maintain good working relationships with primary and secondary care colleagues. Communicate clearly and responsively about patient care.
Mental Health Act Work	Meeting the requirements of emergency work, Community Treatment Orders, MHA assessments, and assessments of capacity. Maintain AC Status and attend relevant training.
Physical Health	Ensure monitoring for metabolic complications related to medication, Lithium monitoring, and adherence to the Clozapine protocols.
Caseload Management	Actively manage the outpatient clinical caseload in accordance with pathway guidance. Operate efficient and safe patient review services such as drop in clinics.
Supervision	Provide timely clinical and management supervision to medical staff under their direction.
Professional Standards	Maintain CPD and be in good standing with the Royal College of Psychiatrists. Fulfil local mandatory training requirements. Complete annual appraisal and job planning process requirements for GMC revalidation.
Maintain the Trust Vision	Support organisational policies and objectives.

Relevant Experience

It is essential that candidates have a good working understanding of the full range of treatment approaches applied to the breadth of presentations in adult psychiatry. They should be able to assess and manage the risks advising on further management of service users' problems. Candidates will need to display an ability to apply a full range of pharmacological, psychological and social treatment skills.

An enthusiasm coupled with some experience of working within a multi-agency environment would be valuable. Previous experience of developing services in a constantly changing environment and to tight budgetary constraints would be highly regarded. Previous experience of workforce development would also be useful.

Personal Qualities

This role calls for a team-player who has the ability to communicate and relate well at all levels to service users, carers and relatives. An ability to work closely with and build relationships with other agencies and departments is regarded as essential. With all the new service developments the candidate will need to be flexible and willing to contribute their skills to service development. The successful candidate will be expected to have a high degree of both written and verbal communication skills.

Special Requirements

The successful candidate will be expected to have a current clean driving licence and live within 45 minutes travelling distance from their base unit.

Academic Background

Candidates for this role must be a current Member of the Royal College of Psychiatrists (or equivalent) and hold CCT in General Adult Psychiatry or be within three months of obtaining it. Candidates will be expected to have Approved Clinician status.

Staff and Facilities to Support this Post

The post-holder will be provided with an encrypted laptop computer to facilitate mobile computing, including Wi-Fi around the trust and 3G for use off trust sites.

The Trust uses the electronic record system (EPR) PARIS and the post holder will be expected to use the EPR as the primary clinical record and become proficient in using it. Training is provided.

IT support is provided by the ICT Service Desk which supports other NHS organisations in Hertfordshire.

Administration support is available to the post holder from the Clinic Team to coordinate clinics and process letters including dictation (if required).

The choice of an experienced colleague as mentor is offered to all new consultants to the Trust.

Secretarial support and office facilities

Junior doctor support to this post consists of a 1.0 WTE specialty doctor and a 1.0 GP trainee.

The post holder has a medical secretary based at the Marlowes, Hemel Hempstead. The post holder has shared office space with the other clinicians at the Marlowes the room has 6 stations but only 3 are usually occupied at any one time. The post holder will have access to private rooms for supervision, confidential phone calls and dictations. The post holder will always have access to a private office at their base of work if required. The post holder has allocated storage space at the Marlowes and has access to bookable office space and shared areas with docking stations for their laptop computer. The post holder will be provided with an encrypted laptop computer and RAS token to facilitate mobile computing, including Wi-Fi around the trust and 4G for use off trust sites.

The Trust uses the electronic record system (EPR) PARIS and the post holder will be expected to use the EPR as the primary clinical record and become proficient in using it. Training is provided. IT support is provided 24 hours a day by the ICT Service Desk which supports other NHS organisations in Hertfordshire. The post holder will have access to a digital dictation system called BigHand.

Supervision, Appraisal and Revalidation

The post holder must participate actively in professional, clinical and managerial supervision, and undertake relevant training aligned with the post holder's personal development plan and other relevant professional bodies' guidelines regarding continuing professional development.

The post holder will also be expected to provide elements of management supervision to medical staff, including a role in managing absence, sick leave, and conduct. This management supervision role will be conducted with support from the Medical Lead.

The job plan will make allowances for the clinical, educational and professional supervision of Foundation Year trainees, GP trainees, Core/Senior psychiatry trainees and Specialty Doctors as required. They will also be expected to liaise and provide guidance to other members of the multi-disciplinary teams.

The post holder will be a member of HPFT Medical Staff Committee which is held monthly in The Colonnades, Hatfield. The Committee plays an important role in exchanging information about Trust strategy and operations and represents the views of consultants to the Chief Executive and members of the Trust Board. It is also a forum to discuss major developments and challenges in the Trust and to network with colleagues.

The Trust provides up to 30 days of study leave over a 3 year period to facilitate the achievement of agreed external educational objectives and expenses of up to £800 annually. In addition the Trust provides several opportunities for CPD internally including a monthly CPD course which is held before the Medical Staff Committee. If the post holder agrees to on take extra responsibilities (not currently expected in this job), the Trust will support relevant training if required.

An annual appraisal will be arranged with one of the trained medical appraisers, usually the relevant Medical Lead. The Trust uses an electronic appraisal system (Allocate) to support revalidation and to collate Patient and Colleague 360 Feedback. The Medical Director is the Responsible Officer for the post holder.

Continuing professional development (CPD)

The post holder must be registered with the GMC with a Licence to Practice. The Trust expects all HPFT doctors to be in good standing for CPD with the Royal College of Psychiatrists and supports them to develop their Personal Development Plans through their Peer Group and the appraisal process.

The Trust provides up to 30 days of study leave over a 3 year period to facilitate the achievement of agreed external educational objectives and expenses of up to £800 annually. In addition, the Trust provides several opportunities for CPD internally including a monthly CPD course which is held before the Medical Staff Committee and a monthly Medicines Management Training Course. If the post holder agrees to take on extra responsibilities (not currently expected in this job), the Trust will support relevant training if required. The post holder will have the opportunity to join a Peer Group of colleagues of the same grade in the Trust.

Clinical leadership and medical management

The post holder must participate actively in professional, clinical and managerial supervision, and undertake relevant training aligned with the post holder's personal development plan and other relevant professional bodies' guidelines regarding continuing professional development.

The post holder will also be expected to provide elements of management supervision to medical staff, including a role in managing absence, sick leave, and conduct. This management supervision role will be conducted with support from the Medical Lead. The post holder is responsible for supervising a GP trainee and a specialty doctor. Any changes to requirement will be negotiated with the post holder when the job plan is reviewed. They will also be expected to liaise and provide guidance to other members of the multi-disciplinary teams.

The post holder will be a member of HPFT Medical Staff Committee which is held monthly at the Colonnades, Hatfield. The Committee plays an important role in exchanging information about Trust strategy and operations and represents the views of consultants to the Chief

Executive and members of the Trust Board. It is also a forum to discuss major developments and challenges in the Trust and to network with colleagues.

The choice of an experienced colleague as mentor is offered to all consultants new to the Trust.

Appraisal and job planning

An annual appraisal will be arranged with one of the trained medical appraisers, usually the relevant Medical Lead. The Trust uses an electronic appraisal system to support revalidation (Allocate) and subscribes to Edgecumbe to collate Patient and Colleague 360 Feedback. The Medical Director is the Responsible Officer for the post holder.

The post holder will agree their job plan with the West SBU NW Adult Community Medical Lead before completing their annual appraisal. The Job Plan will be reviewed on an annual basis or more frequently if changes are required because of service reconfiguration. The views of the post holder are very important

to the Trust and will be taken into account where possible if they do not compromise service provision.

There are no external, additional duties or special responsibilities attached to this post. Any proposed special interest sessions or external duties which may be added to this job plan in the future will be subject to mutual agreement in the job planning process.

Clinical Governance

Prof Azif Zia is the Executive Medical Director. The Trust has established systems to ensure that quality and risk are managed in the organization.

The post holder must ensure the relevant professional registration is maintained, including Section 12, Approved Clinician, and Responsible Clinician status.

As a minimum the post holder would be expected to complete two audit cycles on clinically important topics over a five year period. This is in keeping with the Royal College of Psychiatrists' standards for revalidation. The Trust has an audit department (The PACE department) to facilitate running audits. The post holder must remain in good standing with the college for CPD and would be encouraged to pursue CPD topics of relevance to both the consultant and the service. In addition mandatory training must be attended in relation to such topics as Safeguarding, Information Governance and Equality and Diversity.

The post requires the highest standards of clinical record keeping including electronic data entry and recording, report writing and the responsible exercise of professional self-governance in accordance with relevant professional codes of practice and Trust policies and procedures. The use of Electronic Patient Record (PARIS) is mandatory.

The post holder would contribute with other Professional, Medical and Service Leads in the development and implementation of best practice in mental health, and comply with all the relevant professional codes of conduct.

There is a Research and Development Department which supports consultants who are interested in research. Any research or academic work sessions will be subject to agreement and review by the Clinical Lead and Clinical Director and should not interfere with the clinical work. Programmed activities may be available for such work, which will be subject to annual job planning and appraisal.

The Trust Board

Welcome to Hertfordshire Partnership University NHS Foundation Trust

The Board



Non-Executive Directors



Consultant Staff within Hertfordshire

Vacant Post	Consultant Community Psychiatrist, The Marlowes Hemel Hempstead (1.0 WTE)
Dr Sohan Derasari	Consultant Community Psychiatrist, The Marlowes, Hemel Hempstead 1.0 WTE
Dr Nada Al-Asadi	Consultant Community Psychiatrist, Waverley Road, St Albans, (1.0 WTE)
Dr Amin El-HiHi	Locum Consultant Community Psychiatrist, Waverley Road, St Albans (0.8 WTE)
Dr Joanne Farrow	Deputy Medical Director and Consultant Psychiatrist, Albany Lodge, Kingfisher Court (1.0 WTE)
Dr Giovanni Borghini	Consultant Psychiatrist PATH West (Early Intervention in Psychosis) and Medical Lead for Community Performance (1.0 WTE)
Dr Maria Zauter	Acute Inpatient Consultant, Robin Ward, Kingfisher Court, Medical Lead for Acute Services Quality (1.0 WTE)
Dr Haninder Magon	Acute Inpatient Consultant, Swift Ward Kingfisher Court (1.0 WTE)
Dr Ayotunde Shodunke	Acute Inpatient Consultant, Swift Ward (1.0 WTE)
Dr Sukhwinder Kaur	NW CATT Consultant (1.0 WTE)

Key Terms and Benefits of Joining our Trust

Remuneration and benefits

Following is a summary of the main terms and conditions together with the benefits of joining Hertfordshire Partnership NHS Foundation Trust. Any formal offer of employment will be accompanied by a full statement of Terms and Conditions. Our Human Resources team will be happy to discuss any of the points raised here.

Terms and Conditions of Service

The post is covered by the Terms and Conditions of Consultant Contract.

The post holder will be indemnified by the Trust for all NHS work undertaken as part of the Contract of Employment but is encouraged to take out adequate indemnity cover as appropriate to cover any work which does not fall within the scope of the indemnity scheme (contract of employment).

Personal medical indemnity should be retained for all activity undertaken outside NHS premises; this is not covered by insurance for Category 2 work, i.e. medical reports and "Good Samaritan" acts.

Please note: Terms and Conditions may alter depending on the outcome of negotiations on the Consultant Contract.

Salary

The appointment is at Consultant grade (New Consultant Contract 2003) with salary thresholds from £84,559 - £114,003 per annum. If candidates are in receipt of Discretionary Points or Clinical Excellence Awards, these will be honoured. The starting point on the salary scale will depend on the date on which the doctor was first appointed as an NHS Consultant and may take account of other consultant level experience or factors which have lengthened consultant training, in accordance with the Terms and Conditions – Consultants (England) 2003. This post is also subject to nationally determined terms and conditions of service.

Infection Control

All Trust staff will:

Act as a role model and champion for the highest standard of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.

Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene.

Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection.

Health and Safety

The post holder has a duty of care to themselves and to others with whom they come into contact in the course of their work as laid down in the Health and Safety at Work Act 1974 and any subsequent amendment or legislation.

Safeguarding Children

The post holder will be expected to carry out responsibilities in such a way as to minimise risk of harm to children and young people and promote their welfare in accordance with the Children Act (1989) and (2004) and Working Together to Safeguard Children (HM Government 2006).

Confidentiality

All staff must be aware of the Data Protection Act 1984, which is now in force. This means that protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the Trust and the individual may be prosecuted.

Asylum and Immigration Act 1996

In order to comply with the Asylum and Immigration Act 1996, it is Trust policy to check documentation of all applicants in respect of proper immigration status to work in the UK. Employment will not be offered to any applicant or employee who does not have valid leave to remain in the UK or is subject to conditions, which prevent the individual from taking up employment.

Pension

The NHS offers a superannuation scheme which provides a variety of benefits based on service

and final salary. The employers' contribution covers about two thirds of the cost of benefits paid to NHS Pension Scheme members' scheme and employee contributions are 6% of gross salary. Membership of the scheme is optional and further details are available on appointment.

Equal Opportunity & Diversity

Hertfordshire Partnership University NHS Foundation Trust is committed to providing an environment where all staff, service users and carers enjoy equality of opportunity.

This includes recognising diversity of staff, service users & carers and not treating anyone less favourably on grounds of age, ethnic origin, religion or belief, gender, gender reassignment, culture, health status, relationship status, disability, sexuality, social background, trade union affiliation or any other unreasonably grounds.

The Trust will strive to eliminate all forms of discrimination. We recognise that this requires not only a commitment to remove discrimination, but also action through positive policies to redress the inequalities produced by past discrimination.

Flexible Working

The Trust is committed to assisting employees to achieve a healthy work/life balance and will consider sympathetically requests for flexible working arrangements, taking into account the impact on colleagues and the service.

Maternity and Special Leave

The Trust offers statutory maternity leave, after qualifying service, with extended maternity pay together with up to a year's leave with the right to return to your role within the Trust. We also offer paid Partner Leave of two weeks following the birth of a child. In addition, Special Leave is available as determined by Trust policy when staffs are experiencing difficulties for domestic, personal or family reasons.

References

Any offer of appointment will be subject to the receipt of (three) satisfactory references.

Occupational Health & Disclosure and Barring Service Checks

The appointment will be subject to clearance from the Occupational Health Department and the Disclosure and Barring Service.

Period of Notice

To terminate employment a period of 3 months' notice on either side will be required.

Annual Leave

Entitlement will be 32 days annual leave per annum for full time working, increasing to 34 days on completion of 7 years' service as a Consultant. In addition there is entitlement to 8 Public/Bank Holidays. There is scope for £800 study budget and 10 days study leave per annum.

Training and Development/ Study and Education

The post holder must be registered with the GMC with a Licence to Practice. The Trust expects all HPFT doctors to be in good standing for CPD with the RCPsych and supports them to develop their Personal Development Plans through their Peer Group and the appraisal process.

The Trust provides up to 30 days of study leave over a 3 year period to facilitate the achievement of agreed external educational objectives and expenses of up to £800 annually. In addition the Trust provides several opportunities for CPD internally including a monthly CPD course which is held before the Medical Staff Committee and a monthly Medicines Management Training Course. If the post holder agrees to on take extra responsibilities (not currently expected in this job), the Trust will support relevant training if required. The post holder will have the opportunity to join a Peer Group of colleagues of the same grade in the Trust.

Interview Expenses

Second-class travelling expenses will be reimbursed to short listed candidates for costs associated with making a pre-interview visit. Subject to the prior agreement of the Trust, short listed candidates who make a second visit may be granted expenses on this occasion also. For candidates travelling from abroad, expenses are payable only from the point of entry into the UK.

Teaching and Training

The post holder will be encouraged to take on the role of clinical and educational supervisor for CAMHS specialty and core trainees, experience permitting. The post holder will be encouraged to take part in the multi-disciplinary training programme run within the service. HPFT has close links with the University of Hertfordshire and there are teaching and research possibilities.

There is a Director for Medical Education (Prof Ashaye) who facilitates teaching within HPFT and welcomes the involvement of consultant colleagues within the training programme offered to junior medical staff.

Continuing Professional Development

Study leave is available for thirty days in three years. The post holder will be expected to participate in local training opportunities and to pursue particular educational objectives as agreed with the Consultant and Clinical Tutor.

Medical and clinical audit

All medical staff are encouraged to attend practice governance meetings and to participate in audit projects.

Rota and on-call requirements

There are out of hours on-call duties with this post.

Career Development

The post holder is expected to develop skills and knowledge according to CPD requirements and participating in audit is encouraged. The post holder will be encouraged to develop interests and to participate in service development.

Relocation Expenses

The post holder will be expected to live within 10 miles or 45 minutes travelling distance of the base. The successful candidate may be eligible to apply for assistance with removal and associated expenses in accordance with the Trust's Relocation Policy.

Simulation Training Facility

In our continuous drive to improve quality of care we want to be at the forefront of offering innovative learning and development opportunities for our medical workforce and all our staff. HPFT has developed a pioneering Simulation Training Facility within the Trust to provide innovative mental health simulation training.

Simulation is a fantastic experiential learning modality offering participants the chance both to engage in high fidelity scenarios and reflect as a group on the challenges and issues raised. People learn most effectively when training is interactive, immersive and replicates real life. It makes sense to practice what to do when things go wrong, but how do we do this in a safe environment without increasing risk for patients? This is where simulation comes in. Simulation replicates a real-life scenario, but in a safe and controlled environment.

The simulation environment offered via this training will help teach practical skills, for example risk assessment and management, core psychiatry and physical health skills and will teach teams of staff how to work well and communicate effectively together.

The delivery of the innovative Simulation training will lead to positive outcomes for our staff and service users:

- Staff will practice skills in a real life scenario and benefit from learning whilst doing in a safe learning environment
- Increasing staff ability to appropriately and confidently respond to service user need
- The debriefing of scenarios allows for reflective learning working as a team about how human factors, alongside technical skills, can influence clinical care.
- Staff will feel more engaged and motivated to deliver great care and great outcomes to service users and carers
- Staff will be supported to generate ideas and test new improvement ideas and approaches to solving problems
- Improved quality of care for our service users
- Improved service user and carer satisfaction

Additional Information

Candidates unable for personal reasons to work whole time are invited to apply and will be eligible to be considered for the post. If such a person is appointed, modification of the job content will be discussed on a personal basis in consultation with consultant colleagues.

The Job Description is neither exclusive nor exhaustive and the duties and responsibilities may vary from time to time in the light of the changing circumstances in consultation with the post holder.

For expressions of interest and for further information, please contact medical staffing at hpft.medicalstaffing@nhs.net

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications		
MB BS or equivalent medical qualification	✓	
MRCPsych OR MRCPsych equivalent approved by the Royal College of Psychiatrists	✓	
Additional clinical qualifications		✓
Qualification or higher degree in medical education, clinical research or management		✓
Eligibility		
Fully registered with the GMC with a licence to practise at the time of appointment	✓	
Included on the GMC Specialist Register OR within 3 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	✓	
Fully registered with the GMC with a licence to practise at the time of appointment	✓	
In good standing with GMC with respect to warning and conditions on practice		✓
Clinical Skills, Knowledge & Experience		
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	✓	

Wide range of specialist and sub-specialist experience relevant to post within NHS or comparable service		✓
Academic Skills, Lifelong Learning		
Able to deliver undergraduate or postgraduate teaching and training	✓	
Participated in continuous professional development	✓	
Participated in research or service evaluation	✓	
Able to use and appraise clinical evidence	✓	
Has actively participated in clinical audit	✓	
Able to plan and deliver undergraduate and postgraduate teaching and training relevant to this post		✓
Reflected on purpose of CPD undertaken		✓
Experienced in clinical research and / or service evaluation		✓
Evidence of achievement in education, research, audit and service improvement: awards, prizes, presentations and publications		✓
Has led clinical audits leading to service change		✓
Transport		
Holds and will use valid UK driving licence OR provides evidence of proposed alternative.	✓	