

EASTERN-C-S-21-423

Job Description


Consultant Psychiatrist Intellectual Disabilities Psychiatry

10PAs

Norwich and Great Yarmouth Community



Job Description and Person Specification

Post and specialty:	Consultant Psychiatrist in Intellectual Disabilities
Royal College of Psychiatrists approval details:	<p>RCPsych Ref No: EASTERN-C-S-21-423 (Approved)</p> 
Base:	<p>Willowbank, Little Plumstead Hospital, Norwich NR13 5EW</p>
Contract:	<p>Substantive Number of programmed activities: 10</p>
Accountable professionally to:	Professor Asif Zia, Executive Director of Quality and Medical Leadership
Responsible to:	<p>Medical Lead for Intellectual Disability services in Norfolk –Dr Kasu Kiran)</p> <p>Clinical Director for Intellectual Disability and forensic services Dr Kamalika Mukherji</p> <p>The Managing Director for Intellectual Disability and forensic services Andrew Godfrey</p>
Key working relationships and lines of responsibility:	<p>Managing Director Andrew Godfrey</p> <p>Medical Lead: Dr Kiran Kasu</p> <p>Head of Nursing : Sonia Ritson</p> <p>Senior Service Line Lead: Homayoun Sepehrara</p> <p>Modern Matron: Amy Foster</p> <p>Director of Service Delivery and Customer Experience: Sandra Brookes</p> <p>Chief Executive : Karen Taylor</p>

1. Introduction

Hertfordshire Partnership University NHS Foundation Trust (HPFT) is at the forefront of providing integrated health and social care. The Trust specialises in providing services for people with mental health problems and people with a learning disability including those who require specialist or forensic health care.

This is an exciting opportunity for a suitably qualified Medical Professional to join the HPFT Norfolk Intellectual Disabilities and Forensic services rated as outstanding by the CQC in 2018. The above post has arisen out of a vacancy and following reorganisation of services as per the Royal College Guidance on Workforce and establishment in Psychiatry (Safe patients, High Quality Services) .

The service has an established team of nurses, therapists and social workers supporting people with an Intellectual Disability and Mental Health conditions and /Behavioural challenges in the beautiful City and Yarmouth areas of Norfolk. The Consultant will provide medical input and clinical leadership to the Community teams in Norfolk .

2. Trust details

HPFT is one of a handful of mental health trusts in the country to receive a CQC rating of '**Outstanding**'. The Trust aims "to become the leading provider of Mental Health and Specialist Learning Disability services in the country".

Hertfordshire Partnership University NHS Foundation Trust (HPFT) was established on 1st April 2001 and achieved Foundation Trust status on 1st of August 2007. In January 2013, the University of Hertfordshire awarded the HPFT University Trust status, making it only the third mental health organisation in the country to be awarded this status. The Trust provides mental health and social care services for Adults of Working Age, Older Adults, Children and Adolescents and Specialist Learning Disabilities services across Hertfordshire. HPFT employs approximately 2800 people working from more than 80 sites.

In recent years the trust has also been successful in acquiring the tender for the provision of specialist Learning disability services in Norfolk, North Essex and Buckinghamshire. The Trust covers a mix of rural and urban areas, including the City of St Albans, the large towns of Watford, Welwyn Garden City and Stevenage, and the smaller towns of Hemel Hempstead, Radlett, Berkhamsted, Harpenden, Hertford, Ware, Bishops Stortford, Hitchin and Letchworth.

Hertfordshire represents one of the finest areas in the UK in which to live. It is situated north of London within approximately 30 minutes travelling time to London. The population of Hertfordshire is approximately one million. The area is well known to have some of the best secondary and independent schools in the country.

Hertfordshire has two main motorways running through it: the M1 motorway runs north/south through West Hertfordshire and the A1 (M) runs north/south through East Hertfordshire. The towns of Welwyn Garden City and Hemel Hempstead and the City of St Albans are linked by the A414. Watford can be reached by the M 1 and

the A41. There are good roads and rail links to London about 25 miles to the South. The area has good housing, leisure and educational facilities.

HPFT Values and Behaviours

Our values and behaviours have been developed by over 800 service users, carers and members of staff. They describe how we aim to be with service users, carers and each other.

By living our values we will deliver our ambition to be a leading provider for everyone we work with.

- We are **welcoming** so you feel valued as an individual
- We are **kind** so you can feel cared for
- We are **positive** so you can feel supported and included
- We are **respectful** so you can feel listened to and heard
- We are **professional** so you can feel safe and confident

Our values set the tone for:

- The way we plan and make decisions.
- The way we behave with service users and each other.
- The kind of colleagues we recruit.
- The way we induct, appraise and develop our staff.

Trust Board

Welcome to Hertfordshire Partnership University NHS Foundation Trust

The Board



Non-Executive Directors



3. Service Details

Norfolk services are split into five localities (North, South, West, East and Norwich city). Each locality has a distinct population, and corresponding set of care needs. For example, Norwich is a cosmopolitan, university city, Great Yarmouth a seaside town with higher indices of social deprivation and North Norfolk, an area of outstanding natural beauty along the coastline and predominantly rural.

Each locality delivers a wide range of Health and Social Services through the Community Learning Disability Team (CLDT). Staffing consists of Consultant Psychiatrists managed by HPFT, nurses, psychologists and therapists from Norfolk Community Health and Social Care NHS Trust (NCH&C) and social workers from Norfolk County Council. There are excellent collaborative relationships between professionals and the respective NHS Trusts and county council.

The Consultant Psychiatrist covering the community teams provides expertise in managing mental and behavioural disorders in close collaboration with other multidisciplinary team members. Where the needs of people with Intellectual Disabilities cannot be managed in the community the teams are supported by the assessment and treatment service at Astley Court, which is an inpatient service dedicated with its own team of Consultant and Speciality Doctor.

The Norwich City and Great Yarmouth post is supported by a dedicated Enhanced Assessment and Treatment Services (EATS) based at Little Plumstead Hospital, Norwich. This team is involved in the assessment and management of mental health and challenging behaviour in the community, gatekeeps admissions into and facilitates discharges from Astley Court. Working alongside the EATS team, is a newly expanded Norfolk Community Forensic Learning Disability (NORFOC-LD) Team which aims to optimise risk management and treatment of patients with forensic needs in the community. The Little Plumstead Hospital site is also home to a 25 bedded medium secure forensic in-patient unit for people with learning disability and autism. There is currently a psychiatry workforce of 10, including 5 experienced consultant psychiatrists.

The population in Great Yarmouth and Norwich is collectively 240,000.

Consultants in Community Teams:

- (1) North Team: Dr Vallepur Krishnan,
- (2) South Team: Dr Ekkehart Staufenberg,
- (3) West Team: Dr Ignatius Gunaratna,
- (4) Norfolk East (Great Yarmouth) and Norwich City Team: This Vacancy

Consultants Broadland Clinic, Medium Secure Forensic Unit:

Professor Regi Alexander & Dr Ignatius Gunaratna

Consultant in Astley Court, EATS team and Norfolk Forensic Community Learning Disability (NORFOC-LD) Team :

Professor Regi Alexander

4. Details of Post

The Norfolk East (Great Yarmouth) and Norwich city areas together received approximately 20 referrals to the Consultant for complex care in 12 months and the caseload is maintained within the recommended numbers in the RCPsych Document Safe patients High Quality services and is usually around 54. There's currently 4 and 3 services users on the Dynamic Support register for East & City respectively.

In an average month, there's around 1-2 new referrals received and the existing caseload as seen on follow up appointments. 2-3 patients are discharged a month by the current Consultant and the team.

There is a dedicated inpatient Consultant who covers the inpatient beds at Astley Court. The post-holder would be responsible for ensuring liaison before admission and staying involved with the patients progress and discharge planning with their team.

It is well supported by a community learning disability team in each of the areas with support from Community LD nurses , Psychology , Occupational Therapy , SLT and Physio who are provided in partnership with Norfolk Health and Community Services.

Community and Inpatient Services in Intellectual disabilities

Patients requiring psychiatric hospital admission access a purpose-built Assessment and Treatment unit- Astley Court on the Little Plumstead Hospital site which is AIMS credited by the QNLD network of the Royal College of Psychiatrists. That unit has a dedicated inpatient Consultant Psychiatrist and MDT who work alongside the community team and Community consultants to promote recovery. The inpatient service is complimented by an Intensive support team with an assertive outreach model to facilitate early discharge and proactively prevent admissions. The Consultant works closely with the EATS team to gatekeep and prevent admissions and discharges.

The postholder provides Consultant Psychiatry input to the Norwich City and East Team who have the following establishment:

City:

	Band	FTE
Admin Support	2	1.00
Administrator	4	1.00
Assistant Practitioner	4	1.00
Assistant Practitioner	4	1.00
Care Manager	6	1.00
Lead Nurse	7	1.00
Staff Nurse	6	0.40
Staff Nurse	6	0.60
Staff Nurse	6	0.60
Occupational Therapist	6	1.00
Occupational Therapist	6	0.60

Physiotherapist	6	0.60
Assistant Psychologist	4	1.00
Clinical Psychologist	8A	0.60
Speech and Language Therapist	6	0.50

East:

	Band	FTE
Apprentice Administration Assistant	Apprentice	1.00
Senior Administrator	4	1.00
Assistant Practitioner	4	1.00
Community and Development Worker	5	1.00
Community LD Nurse	6	0.60
Community LD Nurse	6	1.00
Community LD Nurse	6	1.00
Occupational Therapist	6	0.80
Physiotherapist	4	0.83
Assistant Psychologist	7	0.80
Speech and Language Therapist	6	0.50

5. 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 National and Local guidance and Trust Policies.
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.
Liaison	Maintain good working relationships with primary and secondary care colleagues. Communicate clearly and responsively about patient care. Liaise with Paeds and CAMHS LD services about transition of cases
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. Provide psychiatric input to gatekeeping assessments, use safe and least restrictive options to manage mental disorders and provide expertise to CTR and LAEP process.

Physical Health	Ensure monitoring for metabolic complications related to Psychotropic medication, Lithium monitoring, and adherence to the Clozapine protocols. Provide their input for people with LD and Epilepsy who are unable to access general Neurology services. Offer STOMP reviews
Caseload Management	Actively manage the outpatient clinical caseload in accordance with local and national Guidance
Supervision	Participate actively in supervision.
Professional Standards	Maintain CPD and be in good standing with the RCPsych. 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.

6. General Duties

- a) To undertake the administrative duties associated with the care of patients.
- b) To record clinical activity accurately and comprehensively
- c) To participate in service and business planning activity for the locality and, as appropriate, for the whole mental health service.
- d) To participate in annual appraisal.
- e) To attend and participate in the academic programme of the Trust, including lectures and seminars as part of the CPD programme.
- f) To maintain professional registration with the General Medical Council, Mental Health Act Section 12(2) approval, and to abide by professional codes of conduct.
- g) To participate annually in a job plan review with the clinical manager, which will include consultation with a relevant manager in order to ensure that the post is developed to consider changes in service configuration and delivery associated with modernisation.
- h) To work with local managers and professional colleagues in ensuring the efficient running of services and share with colleagues in the medical contribution to management.
- i) 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.

7. Roles and responsibilities Specific to this Post

- a) Undertaking clinical assessments of referrals within the Norfolk CLDT where there appears to be a complex mental disorder or complex challenging behaviour
- b) Providing advice, within the CLDT about the management of highly complex mental disorder and complex challenging behaviour in people with intellectual disability.
- c) Supporting CPA and S117 review processes through outpatient clinics and domiciliary visits.
- d) Supporting the rehabilitation of patients from the locality who are within inpatient services by maintaining regular liaison with the treating service, and

undertaking care reviews, with the aim to ensure that people do not stay in hospitals or out of area for longer than necessary.

- e) Acting as Responsible Clinician for patients with intellectual disability living within the locality, and subject to conditional discharge or Supervised Community Treatment/ CTO.
- f) Participation in multi-disciplinary, multi-agency and partnership working for the most highly complex cases, such as those who might be under the care of community forensic, or continuing healthcare, services.
- g) Ensuring patients are subject to best practice in the management of risk, and outcome measurement.
- h) Participation in Senior on-call rota (Currently 1 in 5)

8. Junior Doctor Support

There are speciality Doctors on Broadland clinic/Astley Court site and one ST trainee on rotation from East of England Intellectual Disabilities Higher Training Programme; alongside a core trainee and the post holder will be supported to become a clinical supervisor if they wish. MDT support is available described in Section 3. There is a 0.5 speciality doctor shared with a colleague to support the post.

The current specialty doctors for this service are as follows:

- Dr Philip Temple
- Dr Ashok Singh
- Dr Manji Daffi
- Dr Ayomipo Amiola

9. Secretarial Support and Office/IT facilities

The Consultant will have access to his own office space based at Little Plumstead Hospital and access to a full-time secretary.

IT Support /Equipment

An encrypted laptop computer, and RAS token will be provided to facilitate mobile computing, including Wi-Fi around the trust and 3G for use off trust sites. Electronic Dictation devices and mobile phones are provided. 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. The post holder will be provided access to the Pathology results system in the local general hospitals and the primary care led Summary care record.

10. Clinical governance

Professor Asif Zia is the Executive Director for Quality and Medical Leadership. The Trust has established systems to ensure that quality and risk are managed in the organisation.

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. All audits must be registered with the Practice Audit and Clinical Effectiveness (PACE Department) which actively supports clinicians to complete relevant service led audits. HPFT participates in all 1 relevant national clinical audits, including the POMH-UK audits of prescribing and the National Audit of Schizophrenia. 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, Risk Assessment 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 for work in the Learning Disabilities Mental Health Service.

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

11. Research

HPFT hosts the RADIANT (Research in Developmental Neuropsychiatry) network (<http://radiant.nhs.uk>) which is a clinical and research network focussed on mental health and behavioural issues associated with Intellectual Disability (ID), Autistic Spectrum Disorders (ASD), Attention Deficit Hyperactivity Disorder (ADHD), Epilepsy and Acquired Brain Injury. Clinicians in the HPFT Learning disability and Forensic services are actively engaged in this network.

HPFT is a research active Trust and actively encourages its consultants to develop active research, audit and service evaluation projects. Trust staff members are involved as applicants and/or principal investigators in several large and prestigious externally funded research studies. This post-holder will have the opportunity to become part of the Trust's neurodevelopmental research stream, currently chaired by Professor Regi Alexander. The Trust Research and Development Department offers a range of supports for consultants who are interested in research.

Any research or academic work sessions will be subject to agreement and review and should not interfere with clinical work. Programmed activities may be available for such work, which will be subject to annual job planning and appraisal. For the appropriate candidate, there may be an opportunity for honorary academic positions with the University of Hertfordshire.

12. 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 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.

13. Clinical leadership and medical management

The line manager for the post-holder will be the medical lead in the LD F SBU and then the Clinical director with professional accountability to the Medical Director. The post holder must participate actively in 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 be a member of the 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 choice of an experienced colleague as mentor is offered to all new consultants to the Trust.

14. Appraisal and job planning

An annual appraisal will be arranged with one of the trained medical appraisers. The Trust uses an electronic appraisal system to support revalidation Allocate Healthcare which also provides 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 relevant Medical Lead and Clinical Director 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 considered 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.

15. Teaching and Training

The appointed consultant will be expected to develop and deliver various aspects of Psychiatry and LD teaching to medical students, nurses and other members of the team. The consultant will raise awareness of Intellectual Disabilities and Autism, Mental Disorder Epilepsy and Physical Health in people with ID through teaching and training delivered to other HPFT teams and to colleagues in primary care and partnership networks.

The Trust obtained University status in 2013 and has links to the University of Hertfordshire, and University of East Anglia in Norfolk. Professor Kunle Ashaye, Director of Medical Education, is responsible for co-ordinating the HPFT psychiatric training. The post holder will be offered support to attain training to becoming a clinical and educational supervisor for core and higher trainees.

There is a locally co-ordinated MRCPsych Course and the post holder will have the opportunity for teaching. There are many opportunities for the post holder to contribute to multidisciplinary teaching, which is available to all clinical HPFT staff. There is a Post Graduate Centre with a Library at the Colonnades in Hatfield which has administrative support for literature searches if required.

16. On-call, leave and cover arrangements

All Intellectual Disability Consultants participate in on-call. The duty for the Norfolk Community & inpatient units is 1 in 5 Cover is supplied for the whole of Norfolk. During office hours it is expected that sector teams would be the first responders to any crisis. On-call duties include offering telephone advice to General Practitioners and nursing staff on the Intellectual Disability inpatient unit (Astley Court) and the forensic unit (Broadland Clinic). The on-call rota is currently remunerated as Category B (5%). There is robust 1st on-call support available with the initial response provided by SAS Psychiatrists and GP cover. It is unusual for the on-call consultant to have return to site. Since setting up the intensive support team, the number of Mental Health Act assessments occurred out of hours have reduced significantly, thus reducing the requirement for Consultants to respond to these outside of their working day.

Covering colleagues during leave is organised according to a 'buddy' system. Annual leave and study leave are usually granted after cover is agreed with the 'buddy' Consultant. During periods of leave it is usually expected that the 'buddy' would offer first psychiatric response to a patient in crisis. The arrangement is reciprocal. On occasion it may be necessary to agree with the on-call Consultant or other Consultant to provide cover.

17. Typical draft timetable

Day	Time	Activity & Location	Category	No of programmed activities
Monday	Am	CPD	SPA	1
	Pm	Outpatient Community Reviews and Administration	DCC	1
Tuesday	Am	Norwich CLDT Referral Meeting and Patient Discussions	DCC	1
	Pm	Outpatient Community Reviews/Outpatient Clinic	DCC	1
Wednesday	Am	Great Yarmouth Outpatient Clinic Reviews	DCC	1
	Pm	Great Yarmouth CLDT Referral Meeting and Patient Discussions	DCC	1
Thursday	Am	Norwich Outpatient Clinic Reviews	DCC	1
	Pm	Junior doctor supervision , teaching and training	DCC SPA	0.25 0.75
Friday	Am	Audit / clinical Governance Trust CPD and MSC to be worked flexibly	SPA	0.75
	Pm	Admin Emergencies	DCC DCC	1 0.25
Unpredictable emergency on-call work				
TOTAL programmed activities = 10		Direct Clinical Care		7.5
		Supporting Activities		2.5

18. 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.

19. 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.

20. Academic Background

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

21. 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 the Psychiatry of intellectual disability. 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 physical treatment skills and have gained extensive experience in the differing needs of individual ethnic minorities.

22. Wellbeing

The post holder will have access to Occupational health support and details shared as part of the Trust induction. 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 as needed. 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 post-holder will be encouraged to attend local debriefing meetings and use the trust support line. Spiritual support and bereavement counselling is 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.

23. Terms and Conditions of Service

The post is covered by the Terms and Conditions of Service (consultants 2003 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.

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.

Remuneration and benefits

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.

Salary

The appointment is at consultant grade with salary thresholds from £88,364 - £119,133 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.

Annual Leave

Entitlement will be 32 days per annum for full time working per annum, increasing to 34 days on completion of 7 years’ service as a Consultant. In addition there is entitlement to Public/Bank Holidays. Annual leaves are cross covered by consultant colleagues.

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 on a sliding scale. Membership of the scheme is optional and further details are available on appointment.

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 endeavors of others, in implementing good standards of hand hygiene.
- Value and recognise the ideas and contributions of colleagues in their endeavors 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.

Equality and Diversity

Hertfordshire Partnership Trust is committed to providing an environment where all staff, service users and carers enjoy equality of opportunities. 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 has staff network groups for ethnic minorities and LGBT employees. The post holder will be encouraged to join these groups if appropriate.

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.

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.

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.

Training and Development

The Trust is committed to training and development as it is recognised that trained and motivated staffs are crucial to our success. Whether we are inducting new employees to the Trust or meeting new challenges we recognise the importance of

training and continuous professional development. There is a study leave allowance for Consultants of 30 days (pro rata) over 3 years.

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.

References

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

Occupational Health & Disclosure Barring Service Checks

The appointment will be subject to clearance from the Occupational Health Department and the DBS.

Period of Notice

To terminate employment a notice period of 3 months will be required.

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, please email our medical staffing team at hpft.medicalstaffing@nhs.net or call 07971639386.

Appendix 1: person specification/selection criteria for Consultant Psychiatrist

	ESSENTIAL	DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> • Recognised basic medical degree. • MRCPsych or equivalent. • Full GMC registration. • CCT or equivalent in Psychiatry of Intellectual Disability or Forensic Psychiatry or within 3 months of achieving CCT in relevant area. • S.12 approval and Approved Clinician under MHA 1983. 	<ul style="list-style-type: none"> • Postgraduate qualifications relevant higher degree, MSc, MD, PhD./Diploma or degree in Management , Law or teaching certification • Experience of work in inpatient psychiatric services for PWLD and Forensic and/ Intellectual Disabilities • Other additional clinical qualifications • Research experience and publications
Experience	<ul style="list-style-type: none"> • Experience of the assessment and treatment of mental illness and behaviour disorders in adults with Intellectual Disabilities. • In good standing with the RCPsych for CPD • Experience of clinical governance processes including the ability to use clinical audit as a tool to improve quality. • Experienced in risk assessment and risk management. 	<ul style="list-style-type: none"> • Experience of providing medical leadership in the context of Intellectual Disability multi-disciplinary teams. • Specialist clinical experience in neurodevelopmental disorders, pervasive developmental disorders and forensic aspects of Intellectual Disability practice.
Skills & Behaviors	<ul style="list-style-type: none"> • Ability to take a leadership role in a multidisciplinary team, ensuring high quality care and staff morale. • Excellent written and oral communication. • Effective use of IT including emails and 	<ul style="list-style-type: none"> • Evidence of specific achievements that demonstrate leadership skills within clinical, research and service development contexts.

	internet.	<ul style="list-style-type: none"> Skills in research including evidence of leading research projects resulting in publication in peer reviewed journals.
Teaching	<ul style="list-style-type: none"> Willingness to act as clinical supervisor to specialty doctor. 	<ul style="list-style-type: none"> Experience of acting as a clinical or educational supervisor.
Personal skills	<ul style="list-style-type: none"> Ability to deal effectively with pressure. Thoroughness and attention to detail. Excellent interpersonal skills and effective communication. Reliability and honesty. Flexible approach to working practice. Positive approach to the job planning and appraisal process. 	<ul style="list-style-type: none"> Commitment to service development and helping the Trust fulfil its goals. Evidence of leadership attributes.
Other	<ul style="list-style-type: none"> Able to fulfil the travel requirements of the post – this includes the ability to drive a car for work purposes Satisfactory clearances from enhances DBS disclosure and health checks. 	

