

Job Description


Consultant Psychiatrist Single Point of Access

10 PAs

North West Community



Job description and Person Specification

Post and specialty:	Consultant Psychiatrist in Single Point of Access
Base:	Waverley Road, St Albans
Royal College of Psychiatrists approval details:	EASTERN-CO-STH-2022-00272 (Approved) 
Contract:	10 PAs Permanent
Accountable professionally to:	Professor Asif Zia, Executive Director of Quality and Medical Leadership
Responsible to:	Dr Champa Balalle, Clinical Director, West SBU
Key working relationships and lines of responsibility:	Line Manager: Dr Sridhar Shanmugham, Medical Lead Service Manager: Manesh Ahluwalia Managing Director: Sarah Damms Director of Service Delivery and Customer Experience: Sandra Brookes Chief Executive: Karen Taylor

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.

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 area, 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 Social Services have divided the county into four areas. The county has two Clinical Commissioning Groups (CCGs). West Hertfordshire is served by Herts Valleys CCG.

A Single Point of Access was introduced in 2012 to streamline access to mental health and learning disability services in Hertfordshire.

People of working age from North West Hertfordshire who require an acute psychiatric inpatient admission are currently treated at Kingfisher Court, the newly opened 70 bedded Inpatient Unit located near Radlett or Albany Lodge in St Albans, if a bed is available. Otherwise they may be admitted to an inpatient bed elsewhere in the Trust. There is a Crisis Assessment and Treatment Team (CATT) in North West Hertfordshire based at St Paul's in Hemel Hempstead which acts as the gatekeeper to the Acute Care Pathway and provides home treatment for people experiencing acute episodes of mental ill health. The CAT Team is supported by an Acute Day Treatment Unit (ADTU) based at the Orchards in Hemel Hempstead, which provides a range of medical, nursing and psychological interventions on a day patient basis to an average of 20 patients every day, including weekends, between 9-5.30 pm. The ADTU has separate consultant cover within the Acute Care Pathway.

There is an 18 bedded Acute Assessment Unit based at Swift Ward in Kingfisher Court where informal patients can be admitted for a period of up to 10 days inpatient assessment prior to admission to a treatment bed or discharge/transfer to another element of the Acute Care Pathway, as appropriate. This Unit has separate consultant cover and is supported by the NW CAT Team. There is a 10 bedded PICU in Kingsley Green providing intensive low secure inpatient care which has separate consultant cover.

There is an established liaison team based on the RAID model based at Watford General Hospital which is staffed by two consultant psychiatrists, one clinical psychologist and a team of experienced nurses who support and provide advice to clinicians and patients in Watford General Hospital.

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 M1 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.

THE TRUST BOARD

Welcome to Hertfordshire Partnership University NHS Foundation Trust

The Board



Non-Executive Directors



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.

3. Service details

The post is based with the Single Point of Access (SPA) team and has become available following the retirement of the post-holder.

The rationale for the post is to provide senior medical input to the Single Point of Access team. The post holder's role within SPA involves, working closely with the clinical and referral advisors and is mostly in an advisory role with limited face to face patient contact. SPA provides a first point of contact for people wishing to access mental health services. Service users can refer themselves; GPs also refer their patients for appropriate services. The SPA team offers mental health triage to enable service users to be directed to the most appropriate service to meet their needs. The team provides advice and guidance through the triage process, where the urgency of care required is assessed. The main duties include:

- Answering telephone enquiries screened by SPA Clinicians and Referral Advisors (RAs) from GPs, other professionals, patients and carers
- Assisting, supporting and supervising the team leaders and manager on clinical matters and team development
- Supporting, supervising and teaching SPA Clinicians and Referral Advisors
- Giving medical advice on and liaison with patients placed in the doctor's diary in order to support GPs and others potentially avoiding an unnecessary new Initial Assessment
- Liaising with CATT, RAID and Police Liaison teams on urgent assessments and triage
- Providing medical input into screening new referrals of 18-64 year olds in a timely fashion and categorising referrals into 999/emergencies, MHA assessments, urgent triage, 72hr triage, routine triage if required.
- Identifying which team is appropriate to pass the referral on to e.g. Initial Assessment in adult team, transferring to Wellbeing Services, Learning Disability or passing to other services such as Drug and alcohol services (CGL-Spectrum)
- Triage challenging or complex patients occasionally face to face
- Liaising with and supporting other colleagues in HPFT with the referral and triage processes

- Working with the team to develop innovative approaches and service improvement. The post holder does not hold a caseload within SPA.

The post holder will be based at Waverley Road, St Albans. Single point of Access is currently operating to a Hybrid Working where staff are required to work part of their session from the office and part working remotely. Although there can be flexibility across remote and on-site working but it is encouraged to undertake sessions on site. The Consultant working within Single Point Of Access will have their own dedicated Office in Waverley Road as well as having access to the open plan office- They will also be allocated Admin support as required.

4. Local working arrangements

HPFT is seeking a Consultant Psychiatrist to join Single Point of Access team. The post holder will carry no responsibility for inpatients.

The Single Point of Access team is led by a team manager and deputy manager who are both nonclinical by background. There are 3 team leaders (CPNs) who run the referrals, screening and triage services day to day. The team consists of 2 shifts per day clinicians (Nurses) and referral advisors. Referrals advisors are nonclinical administrators who take the referrals by email, post, phone etc. and put them on PARIS. These can then be triaged by the clinical staff and dealt with appropriately.

Single point of access service consists of the following roles:

- Band 6 and Band 5 Clinical Advisors x23
- Band 3 and 4 Referral advisors. x18
- Band 4 Admin Support x2 (Team Secretary, General Admin)
- Band 5 Referral Advisor Trainer x1
- Band 5 Data Officer x1
- Band 6 Senior Clinical Advisor Trainer x1
- Band 7 Clinical Team Leaders x3
- Band 7 Operational Team Leader' x1
- Adult Consultant 1.0 wte
- CAMHS Consultant 0.2 wte

Consultant colleagues in SPA and which specialty they cover

- This post 1.0 WTE equivalent
- Dr Olivier Van den Broucke- CAHMS Consultant

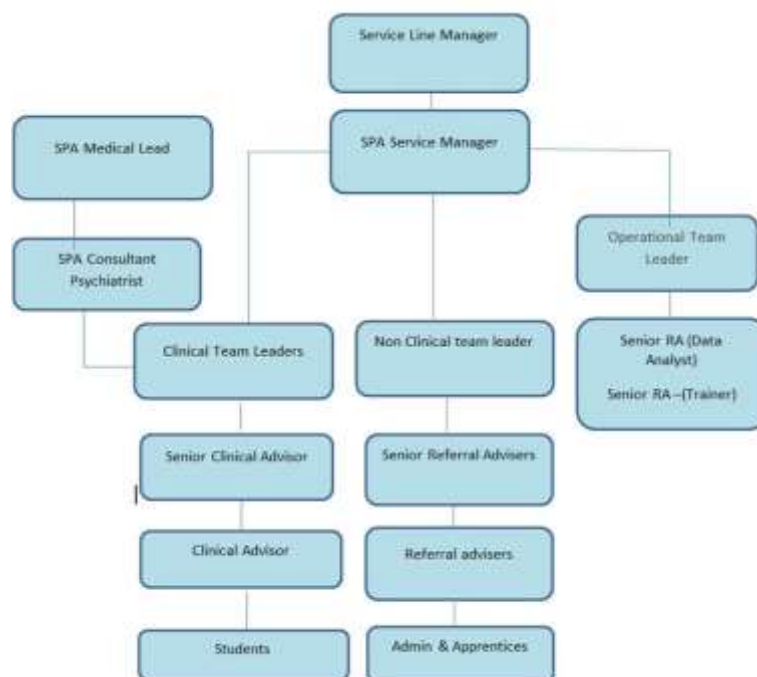
Admin support in SPA

- Referral Advisor: - First point of contact for service users, carers and relatives- will need to establish the nature of communication to obtain and accurately record necessary referral information, and direct them to an appropriate clinician/practitioner within the organisation.
- Team Secretary- Minute taking, diary appointments
- General Admin- General Office
- The referral rate varies in seasonal demand; overall referral demand can average up to 4800 referrals a month when all areas are combined, including to the Wellbeing Team, Adult Mental Health Services, CAMHS and Older Adult Mental Health Services. Adult Mental Health Service referrals can average up to 900+ a month. The post holder is likely to provide input into the referral of around 6 patients per session.

Consultant Colleagues:

Dr Amin El-Hihi	Consultant Community Psychiatrist (0.4 WTE)
Dr Jo Farrow	Deputy Medical Director and Acute Assessment Unit Consultant (1.0 WTE)
Dr Ayotunde Shodunke	Acute Assessment Unit Consultant Psychiatrist (1.0 WTE)
Dr Haninder Magon	Acute Assessment Unit Consultant Psychiatrist (1.0 WTE)
Dr Maria Zauter	Acute Inpatient Consultant Psychiatrist (1.0 WTE)
Dr Vimal Sivasanker	Acute Inpatient Consultant Psychiatrist (1.0 WTE)
Dr Hannah Sheftel	Acute Inpatient Consultant Psychiatrist (1.0 WTE)
Dr Vladyslaw Pasternak	South West CATT Consultant Psychiatrist (1.0 WTE)
Dr Sridhar Shanmugham	Consultant Community Psychiatrist and Medical lead, SPA-Borehamwood ACMHS-1.0 WTE

Organizational Chart Single Point of Access



5. 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 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.

6. 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.

This post has no trainees and the post holder is not expected to supervise any trainees or SAS doctors. Any changes to these requirements 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 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.

7. 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) and subscribes to Allocate 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 SPA 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.

8. Teaching and training

The Trust obtained University status in 2012 and has links to the University of Hertfordshire, although is not currently attached to a medical school. Professor Kunle Ashaye, Director of Medical Education, is responsible for coordinating the HPFT psychiatric training. The Tutors are Dr V Asamoah (East Herts), Dr H Pathmanandam (S.E. Herts), Dr S Bhandari (E. Herts) and Dr S Cohen (W. Herts).

There is a locally coordinated MRCPsych Course and the post holder will have the opportunity of teaching on that. There are many opportunities for the post holder to contribute to multidisciplinary teaching, including the established monthly Medicines Management Training Course, which is available to all clinical HPFT staff. The post holder is expected to teach trainees in psychiatry. There is a Post Graduate Centre with a Library at the Colonnades in Hatfield which has administrative support for literature search if required.

The post therefore does not carry any clinical supervision responsibilities for junior medical staff.

9. Secretarial support and office facilities

The post holder has shared office space with the team; there are separate quiet rooms available to carry out administrative work. The post holder has allocated storage space at Waverley Road 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, docking station and RAS token 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 24 hours a day by the ICT Service Desk which supports other NHS organisations in Hertfordshire.

10. Clinical governance and Research

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 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, Equality and Diversity and Customer care.

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 SPA.

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.

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 Medical Lead and Clinical Director 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.

11. General duties

- To provide clinical leadership for Single Point of Access team in the process of external referrals from primary care and the community.
- To provide consultation support in the management of service users referred to the trust and consider new ways of working to reduce inappropriate referrals are diverted effectively.
- 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 Director, 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.

12. 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.

13. 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.

14. Work programme

It is envisaged that the post holder will work 10 programmed activities. 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	Home/Base	Daily MDT/ Doctor`s diary	DCC	1.0
	PM	Home/Base	Liaison with GP`s/SPA clinicians/other professionals	DCC	1.0
Tuesday	AM	Home/Base	Daily MDT/Doctor`s diary	DCC	1.0
	PM	The Colonnades (Remote meetings)	MSC/CPD/Quality Improvement	SPA	1.0
Wednesday	AM	Home/Base	Audit/CPD/ QI work	SPA	1.0
		Home/Base	Daily MDT	DCC	0.5
	PM	Home/Base	Doctor`s diary	DCC	0.5
		Home/Base	Doctor`s diary	DCC	0.5
Thursday	AM	Home/Base	Daily MDT/ Doctor`s diary	DCC	1.0
	PM	Home/Base	Peer group meeting/Audit/ Service development	SPA	0.5
	PM	Home/Base	Doctor`s diary	DCC	0.5
Friday	AM	Home/Base	Daily MDT/ Doctor`s diary	DCC	1.0
	PM	Home/Base	Liaison with GP`s/SPA clinicians/other professionals	DCC	1.0
Unpredictable / emergency on-call work pro-rata					
Total PAs	Direct Clinical Care				7.5
	Supporting Activities				2.5

15. 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 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 in Waverley Road or The Marlowes. It is the consultant's responsibility to ensure that there is adequate medical cover for their service users during planned periods of leave.

16. 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.

17. 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.

18. 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.

19. 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.

20. Terms and Conditions of Service

- The post is covered by the Terms and Conditions of Service of Hertfordshire Partnership University NHS Foundation Trust (a copy of the Trust's contract of employment for Consultants is available from Medical Staffing Department).
- 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

Basic pay is £84,559 per annum and, subject to satisfactory job planning and review, will rise through annual threshold increases to £114,003. The starting salary for new consultant appointments will be at the minimum of the pay scale in accordance with the Terms and Conditions Consultants (England) 2003, Schedule 14.

Annual Leave

Entitlement will be 32 days 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.

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 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.

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 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 Baring 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.

**For further information, please contact our medical staffing team at
hpft.medicalstaffing@nhs.net.**

Appendix 1: Person Specification/Selection Criteria for Consultant

Abbreviations for when assessed:

A: Short-listing from application form

P: Presentation to formal panel

F: Formal Appointments Committee Interview

R: References

S: Screening prior to short-listing

	ESSENTIAL	WHEN ASSESSED	DESIRABLE	WHEN ASSESSED
QUALIFICATIONS	MB BS or equivalent medical qualification	S	Qualification or higher degree in medical education, clinical research or management Additional clinical qualifications	A
	MRCPsych OR MRCPsych equivalent approved by the Royal College of Psychiatrists	S		
ELIGIBILITY	Fully registered with the GMC with a licence to practise at the time of appointment	S	In good standing with GMC with respect to warning and conditions on practice	S
	Included on the GMC Specialist Register or within 3 months in General Adult Psychiatry. Other sub-specialties with adequate experience and skills also considered.	S		
	Approved clinician status OR able to achieve within 3 months of appointment	S		
	Approved under S12 OR able to achieve with 3 months of appointment	S		
CLINICAL SKILLS, KNOWLEDGE & EXPERIENCE	Excellent knowledge in specialty	A F R	Wide range of specialist and sub-specialist experience relevant to post within NHS or comparable service	A F
	Excellent clinical skills using bio-psycho-social perspective and wide medical knowledge	A F R		
	Excellent oral and written communication skills in English	A F R		

	Able to manage clinical complexity and uncertainty	F		
	Makes decisions based on evidence and experience including the contribution of others	F		
	Able to meet duties under MHA and MCA	F		
ACADEMIC SKILLS & LIFELONG LEARNING	Able to deliver undergraduate or postgraduate teaching and training	A P F	Able to plan and deliver undergraduate and postgraduate teaching and training relevant to this post	A F
	Participated in continuous professional development	A F	Reflected on purpose of CPD undertaken	A F
	Participated in research or service evaluation	A F	Experienced in clinical research and / or service evaluation	A F
	Able to use and appraise clinical evidence	A P F	Evidence of achievement in education, research, audit and service improvement: awards, prizes, presentations and publications	A
	Has actively participated in clinical audit	A F	Has led clinical audits leading to service change	A F
TRANSPORT	Holds and will use valid UK driving licence OR provides evidence of proposed alternative	S		

