

# Job Description



**Consultant Psychiatrist**

**Child and Adolescent Mental Health Services (CAMHS)**

**Hertfordshire Partnership University**

**NHS Foundation Trust**

**Substantive**

**10 PAs**

**Job Description and Person Specification**

**Job Title**: Consultant in Child and Adolescent Mental Health Services (CAMHS)

RCPsych Ref No: EASTERN-CO-STH-2022-00553 (Approved)

**Grade/Band**: Consultant (YC72)

**Department**: Child and Adolescent Mental Health Services (CAMHS)

**Responsible to**: Medical Lead

**Accountable to**: Professor Asif Zia, Executive Director Quality & Medical Leadership

**Base**: Forest House Adolescent Unit, Kingfisher Court, Harper Lane,

Kingsley Green, Radlett, Hertfordshire, WD7 9HQ

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## 1. Introduction

Hertfordshire Partnership University NHS Foundation Trust (HPFT) is an exceptional organisation with big ambitions, our aim it to be the leading provider of mental health and specialist learning disabilities within the UK.

With a workforce of around 3,500 people and an annual income of some £330 million this year, the Trust provides integrated health and social care services through a network of community and inpatient settings, serving diverse communities across Buckinghamshire, Essex, Hertfordshire and Norfolk. As a University NHS Foundation Trust, HPFT continues to develop strong links with the University of Hertfordshire, providing excellent learning and development opportunities, as well as strengthening our clinical research capability.

Whilst it is a challenging period of the NHS, there has never been a more exciting time to join HPFT following our CQC rating of Outstanding award in 2019. We are on our “Good to Great” journey as we continue to innovate, improve, transform and ultimately deliver the very highest standards of care to the service users and communities we service.

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 1.2 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 MI 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.

## 2. Trust details

In recent years the Trust has 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 Social Services have divided the county into four areas. The county has three Clinical Commissioning Groups (CCGs). West Hertfordshire is served by Herts Valleys CCG and Dacorum and East and North Hertfordshire is served by East and North Herts CCG.

A Single Point of Access was introduced in 2012 to streamline access to mental health and learning disability services in Hertfordshire; the Trust offers self-referral for clients and carers.

People of working age from South West Hertfordshire who require an acute psychiatric inpatient admission are currently treated at Kingfisher Court, the 70 bedded Inpatient Unit located near Radlett, if a bed is available .Otherwise they may be admitted to an inpatient bed elsewhere in the Trust. There are two Crisis Rehabilitation Home Treatment Teams (CRHTT) covering the county which act as the gatekeeper to the Acute Care Pathway and provides home treatment for people experiencing acute episodes of mental ill health. The CRHTTs are supported by two Acute Day Treatment Unit (ADTU) based at the Orchards in Hemel Hempstead, which provides a range of nursing and psychological interventions on a day patient basis to an average of 20 patients every day, including weekends, between 9-5.30 pm. 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 CRHTT Team. There is 10 bedded PICU, Oak Ward, in Kingsley Green providing intensive low secure inpatient care which has separate consultant cover.

Thumbswood Mother and Baby Unit is situated in the Kingfisher Court site.

There is an established Mental Health liaison team based at Watford General Hospital and another at Lister Hospital in Stevenage which are staffed by consultant psychiatrists, clinical psychologists and team of experienced nurses who provide support and advice to clinicians and patients in the general hospitals. Both hospitals are developing MARSIPAN pathways to support people who are severely ill with anorexia nervosa and other disordered eating mental health presentations.



## Our Vision

Our conversations with service users, carers, staff, commissioners and the wider communities have informed a simple but ambitious vision:

*“Delivering great care, achieving great outcomes – together”*

## Values and Behaviours

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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.



**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

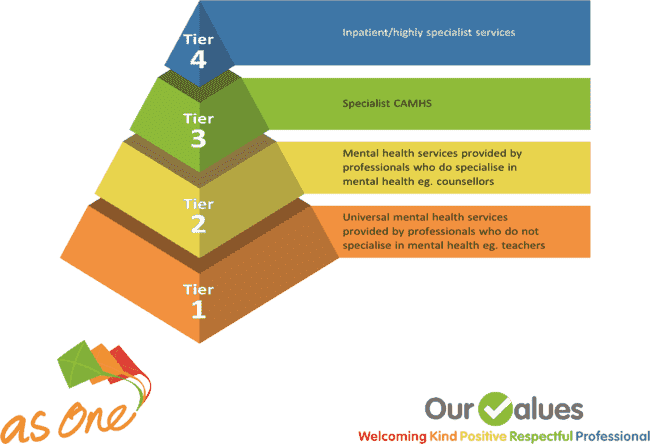
## 3. Service details

The Trusts Child and Adolescent Mental Health Service (CAMHS) is an award-winning service and has received specific CQC recognition as being outstanding in 3 categories (Caring, responsive and well-led) we credit this to the outstanding people we have delivering care to our service users.

Rating for Child and Adolescent Mental health wards



CAMHS services are organised through a tiered system. The diagram below shows an overview of each of these tiers. HPFT offer CAMHS services at Tier 3 and Tier 4.

**G**

# Overview of CAMHS

CAMHS is part of the East and North Strategic Business Unit in HPFT, managed by the Clinical Director (Dr Shaheen Shora – Fiona McMillian-Shields -non-medical). CAMHS is managed by a Senior Service Line Leader, Melanie Woodcock, supported by Professional Leads and CAMHS Community Managers.

CAMHS is divided into 5 service divisions. These are:

|  |  |
| --- | --- |
| **1.** | North centred on Stevenage |
| **2.** | South centred on Watford and Borehamwood |
| **3.** | East including Welwyn Garden City, Bishops Stortford and Hoddesdon |
| **4.** | West including St. Albans and Hemel Hempstead |
| **5.** | Specialist Adolescent Services (Forest House Adolescent Unit, Home Treatment Team, C-CATT, DBT team, CAMHS community Eating Disorder Service, Targeted team, Forensic Adolescent Practitioners). |

The four geographical divisions provide Tier 2 and 3 services plus the CAMHS Targeted team, as well as parenting support services into the Family Centres.

CAMHS are provided by Hertfordshire Partnership University NHS Foundation Trust across the entire county.

Currently the service is provided through:

|  |
| --- |
| **Geographical Divisions:** |
| **Tier 3** Community Eating Disorder Service |
| **Tier 3** Forensic Adolescent Practitioner Service |
| **Tier 3** Dedicated Children Looked After service - Targeted Team |
| **Tier 3** 8 Dedicated Child and Family Clinics |
| **Tier 3** DBT team |
| **Tier 3/4** C-CATT |
| **Tier 4** Inpatient provision at Forest House Adolescent Unit and home treatment team |

## Child and Family Clinics

The clinics accept referrals from a number of sources including General Practitioners, Social

Workers, Health Visitors and Consultant Paediatricians. Referrals are processed through SPA (the Single Point of Access). The teams are multi-disciplinary including Child and Adolescent Psychiatrists, Psychologists, Mental Health Nurses, Child Psychotherapists, Systemic Therapists and Social Workers. These teams work on an outpatient model and currently receive approximately 250 referrals per month across Hertfordshire.

## CAMHS Community Eating Disorder Service

This is a newly expanded, multi-disciplinary team which provides specialist CAMHS input to children and young people with eating disorders. It provides home-based treatment, out-patient treatment and gate-keeps referrals to in-patient services. The range of care includes: intensive home based support for high risk cases; community based support to provide early intervention to all ED cases; specific ED based therapy working on recovery (including CBT-E, MET, CRT, and family therapy using Maudsley model; psychiatric monitoring and intervention when required).

The team has a very positive reputation and the ED practitioners have won numerous Trust wide and national awards. The team has been successful in attracting Government funding to allow service expansion.

## Forensic Adolescent Practitioner Service

The aim of these posts is to support the youth offending teams who often come into contact with children with a mental health difficultly. These children may not traditionally access child and family services or whose difficulties may be of low complexity and therefore can be worked within their community setting through a short intervention.

## Targeted Team

The aim of this service is to provide fast track, multi-disciplinary mental health consultations, assessments and brief interventions to children who are looked after and their caring networks.

## DBT Team

This is a newly formed team which has been set up following HPFT’s successful bid to NHSEngland. The DBT team is a stand-alone service offering DBT to patients with emerging personality disorder. The multi-disciplinary team are all DBT trained, as are CCAT and Forest House staff. This modality of treatment will be supported by all the tier 4 teams.

## C-CATT

The C-CATT (CAMHS Crisis Assessment & Treatment Team) focuses on early intervention for young people in crisis. The team has a response time of four hours to young people between the ages of 0-18 who present to a Hertfordshire acute hospital with an emotional or mental health crisis such as acute overdose or self-harm. The team also provide a community crisis response to young people who are receiving a Tier 3 CAMHS service but who are prese nting in crisis and uncontained risk.

The roles of CCATT include:

* To assess young people who present with emotional and mental health crises
* To provide acute interventions to manage the risk and facilitate a safe discharge into the community thereby avoiding (when appropriate) escalation to Tier 4
* To provide complex and more intensive Tier 3+ packages of care in the community to young people in crisis or to those who are presenting with a high level of risk.
* To provide an immediate medical response to young people who present in crisis to the 136 Suite based at Kingsley Green.
* To work jointly with Tier 3 and Tier 4 services to provide enhanced packages of mental health care to young people transitioning between Tier 3 and Tier 4.

The CCATT service functions on the interface of large number of services. The majority of CCATT referrals come from the acute hospitals which is where most of the assessments take place. CCATT provide a 7 –day follow up intervention to all young people who present in crisis who are not already receiving a service from the Community CAMHS teams. Assessment consists of individual and family assessment. The outcome from the assessment might be admission to an in-patient unit, an individual piece of work around an episode of mental illhealth, or working with other agencies to facilitate career, education or social interventions.

CCATT also work in close collaboration with the inpatient unit Forest House Adolescent Unit, Adolescent Home Treatment Team, CAMHS Eating Disorders Team, Adolescent DBT team and the PATH – Psychosis: Prevention, Assessment and Treatment in Hertfordshire

## Forest House Adolescent Unit and Home Treatment Team

Forest House is a specialist psychiatric inpatient unit providing care to children and young people 13 to 18. The unit admits children through a planned process of assessment, family consultation and liaison with the local CAMHS Tier 3 team. The Unit has recently been refurbished and extended to 16 beds to include acute admissions and it is an in-patient adolescent unit for East of England NHS. There is also a provision for eating disorder admissions under the supervision of a dedicated Eating Disorder Service. We are looking to enhance our provision and better support Children and Young People with Neurodevelopmental difficulties so would welcome applicants trained in the Psychiatry of Intellectual Disabilities to apply for this role and work alongside our Child and Adolescent Psychiatrist to develop the service

You can find out more by visiting our dedicated CAMHS Website - **www.hpftcamhs.nhs.net**

# CAMHS Strategy

It is our aim to create a modern comprehensive CAMHS service and the CAMHS Governance Group meets regularly to develop and align the service with the current changes and needs, locally and nationally.

The current strategy includes 4 key service development areas: Prevention and early intervention; targeted service provision to those users from vulnerable groups; specialist intervention services; service infrastructure and systems review

**The Post**

An exciting opportunity has become available for an established Consultant Psychiatrist to join our current consultant workforce in our Adolescent In-Patient Unit, Forest House Adolescent Unit within Radlett in Hertfordshire.

The successful applicant will work alongside 1 substantive consultant and a medical team composed by Specialty Doctors, GP trainees, Psychiatry Specialty and Core Trainees. The post holder will complement and support the Senior Leadership Team composed by the other consultant, Therapy Lead, Modern Matron, Team Leaders, Consultant Social worker, Home Treatment Team Lead to achieve the delivery of highest standards of care and contribute to operational management and clinical governance.

Both HTT and FHAU are tier 4 services; teams carry a high acuity and high-risk case load and work closely together to support safe discharge plans. Decisions to transfer between the two services are made by the senior clinicians within the tier 4 service.

FHAU has 16 inpatients at any one time, of which 3 are admitted on Eating Disorder Beds. On average, over 60% of the patients in FHAU are detained. Risk level, diagnosis and ability to engage with treatment are key factors considered. In order to facilitate the de-escalation of behavioural disturbance and manage young people with complex needs in a low- stimuli, highly supported environment, the unit is in the final stages of building completion of the 2 HDU beds as part of the 16 beds complement.

There is another consultant psychiatry post within FHAU so this post holder would be expected to manage 8 -10 of the 16 patients which can include ED patients. The ED activity in FHAU is closely linked with the community CAMHS ED team offering possibility for in-reach support to the young people admitted on the ED pathway.

The tier 4 service comprises Forest House and the Home Treatment Team are part of the East of England Collaborative New Care Models who is gatekeeping for all the tier 4 referrals in the region. The unit consultants and the senior nurses are screening for appropriateness between 5-10 referrals weekly.

This post is 10 sessions to FHAU which is based within the Kingsley Green site. The post holder will have access to a shared consultant office and access to team administrative support.

## 4. Clinical team

The team comprises of:

|  |  |  |
| --- | --- | --- |
| Dr Amanda Shine  *Consultant Psychiatrist* | 0.8 | Watford Child & Family Clinic |
| Dr Heba Hosameldeen  *Locum Consultant Psychiatrist* | 1.0 | C-CATT |
| Dr Rania Moussa  *Consultant Psychiatrist* | 1.0 | Borehamwood Child & Family Clinic |
| Dr John Fawole  *Locum Consultant* Psychiatrist | 1.0 | Stevenage Child & Family Clinic & Forensic  Adolescent Practitioner Team |
| Dr Hadi Shaker-Naeeni  *Consultant Psychiatrist*  *Medical Lead* | 1.0 | Stevenage Child & Family Clinic |
| Dr Arshad Faridi  *Consultant Psychiatrist* | 1.0 | West Herts ADHD |
| Dr Kashmeera Naidoo  *Consultant Psychiatrist* | 1.0 | Welwyn Garden City Child & Family Clinic |
| Dr Ilan Joffe  *Consultant Psychiatrist* | 1.0 | Hemel Hempstead Child & Family Clinic |
| Dr Yetunde Iriah  *Locum Consultant Psychiatrist* | 1.0 | St Albans Child and Family Clinic |
| Dr Kah Mirza  *Consultant Psychiatrist* | 1.0 | East Herts ADHD |
| **THIS POST**  *Consultant Psychiatrist* | 1.0 | FHAU |
| Dr Haseena Hussain  *Consultant Psychiatrist* | 1.0 | FHAU and HTT |
| **Vacant**  *Consultant Psychiatrist* | 0.5 | HTT |
| Dr Olivier van Den Broucke  *Consultant Psychiatrist* | 1.0 | PALMS |
| Dr Alexandra Lloyd  *Locum Consultant* *Psychiatrist* | 1.0 | C-CATT, Named Doctor for Safeguarding, ARC  (Adolescent Resource Centre) |
| Dr Esther Sabel  *Consultant Psychiatrist* | 0.6 | C-CATT |
| **Vacant**  *Consultant Psychiatrist* | 1.0 | Hoddesdon Child and Family Clinic |
| Dr Simona Dumitriu  *Consultant Psychiatrist*  *Medical Lead* | 1.0 | DBT |
| Dr Elke Heidermann-Eggert  *Locum Consultant Psychiatrist* | 1.0 | Eating Disorder Team |

**The Forest House Adolescent Unit multidisciplinary team consists of:**

|  |  |
| --- | --- |
| Consultant Psychiatrist (including this post) | 1.7 |
| Specialty Doctor | 1.0 |
| Trainee - Medical (Grade of Trainee dependant at time of rotation) | 2.0 |
| CAMHS Modern Matron Tier 4 services | 1.0 |
| Team Leader | 2.0 |
| Nurse (Band 6) | 4.0 |
| Nurse (Band 5) | 8.0 |
| Social Worker | 2.0 |
| Psychologist (band 7/8a 1.0 in FH, band 8c 1.0 across specialist teams) | 2.0 |
| Assistant Psychologist | 1.0 |
| Trainee Psychologist | 0.8 |
| Family Therapist (0.8 is also Therapy Team Leader) | 1.8 |
| Creative Therapist | 0.8 |
| Occupational Therapist | 1.0 |
| Therapy Assistant | 1.0 |
| Admin Support (Band 4 ward clerk/CPA co, Band 4 admin, Band 5 admin team Lead) | 3.0 |

## 5. Roles & responsibilities

* To manage, appraise and give professional supervision to junior medical staff as agreed by consultant colleagues and the medical director and in accordance with the Trust’s personnel policies and procedures. This may include assessing competences under the Modernising Medical Careers framework.
* To ensure that junior medical staff working with the post holder operate within the parameters of the New Deal and are Working Time Directive compliant.
* To undertake the administrative duties associated with the care of patients.
* To record clinical activity accurately and comprehensively and submit this promptly to the Information Department.
* 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 and the team 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 clinical manager, 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.
* Offer clinical leadership and work closely with the Senior Leadership Team and MDT in establishing in enhancing the collaboration with other agencies in health and social care relevant for the clinical and quality outcomes.
* As responsible clinician for 8-10 young people working with the other members of the medical team to provide psychiatric assessment, formulate a diagnosis and monitoring the risks a young person poses, alongside the MDT
* Supporting the MDT to provide assessments and appropriate treatment for all patients
* Working with the MDT in developing effective and novel treatment approaches

* Working in partnership with young people, parents and carers to develop evidence-based, effective and agreed care plans
* Coordinating multiagency packages of care, treatment and support for young people and their families with complex mental health problems
* Providing consultation, advice and appropriate support to professionals in the wider network of the young person and/or family
* Contribute to the supervision of the trainees allocated to the service
* To support the development of internal clinical pathways and ensure smooth pathways for patients moving between the Tier 4 services
* To contribute to the referrals screening, offer consultations and undertake referral meetings, case reviews as required.
* To provide opportunities for case based discussion and teaching to the MDT.
* To supervise communication with the relevant professionals and General Medical practitioners as required.
* Participate to various medical staff meetings within the Hertfordshire Partnership NHS Foundation Trust as necessary.
* To perform duties in occasional emergencies and unforeseen circumstances in consultation with senior and junior colleagues.
* To provide cross-cover for the other consultants as may be needed
* To support the service’s engagement in regular Audit and Quality Assurance programmes to improve and maintain the high standard of service. Participation in POMH audits is encouraged.
* To provide advice, support and consultancy in a variety of settings to minimise risk.
* To provide liaison and consultation as required with a local acute paediatric service.
* To provide on-call out of hours cover. This is on a 1:15 basis and is third on-call for CAMHS, county–wide. (Remuneration 3%)

**6. Suggested draft timetable:**

It is envisaged that the post holder will work 10 programmed activities over 5 days. Following appointment there will be a meeting at no later than three months with the clinical manager 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 associate medical director or clinical manager three months after commencing the post and at least annually thereafter.

Below is the suggested draft job plan for this posting.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **AM** | FHAU –  clinical work - CPAs, ward reviews (1,5 PA) | FHAU –  clinical work  – ward round  (1PA) | CPD/ SPA  (1PA) | FHAU –  clinical work  – ward round  (1PA) | FHAU –  clinical work (1PA) |
| **PM** | FHAU – Management and Leadership and  SPA /CPD  (0.5 PA) | FHAU –  clinical work – CPAs, professionals meetings (1PA) | CPD/ SPA (1PA) | FHAU –  clinical work – CPAs, professionals meetings (1PA) | FHAU –  clinical work - (1PA) |

The post holder will have the opportunity to join a Peer Group of colleagues of the same grade in the Trust and attend monthly team governance meetings which are held on site.

The post holder will be expected to take part in yearly appraisal of all medical duties. This will be led by the CAMHS medical lead but over a 3 yearly cycle will be undertaken with another appraisal consultant within HPFT. Appraisals will be logged and contribute to the revalidation process which will involve a revalidation appraisal with the CAMHS medical lead, who will then recommend the post holder to the responsible officer for revalidation within HPFT. The responsible officer will then recommend a revalidation of the post holder with the General Medical Council.

## 7. On-call Rota and cover arrangements

The post holder will be expected to participate in the CAMHS on-call rota which is currently running on the frequency of 1:15 is third on-call for CAMHS. The on-call is non-residential, and the post holder is mainly expected to offer telephone support. At times, due to unforeseen circumstances, the post holder may be expected to step down to cover the on call higher trainee (second on-call) doctor’s role.

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 colleague within the trust. It is the consultant’s responsibility to ensure that there is adequate medical cover for their service users during planned periods of leave.

The current on-call supplement is 3%. Regular workload monitoring is being conducted to check the compliancy of the banding.

## 8. 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. The Medical Director is the Responsible Officer for the post holder.

The post holder will agree their job plan with the West SBU SW 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**.**

## 9. 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 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.

## 10. 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 SAS doctor and psychiatric trainees. Any changes to requirements will be negotiated with the post holder when the job plan is reviewed. The post holder will also be expected to liaise and provide guidance to other members of the multidisciplinary teams.

The post holder will be a member of HPFT Medical Staff Committee which is held monthly in The Colonnades, Hatfield. The Committee plays a key 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.

## 11. 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 co-ordinating 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 co-ordinated MRCPsych Course and the post holder will have the opportunity to teach 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. There is also a strong recommendation that GPs are trained to identify the signs and symptoms of an eating disorder and to refer appropriately so it is likely that the postholder will need to offer training to General Practitioners.

## 12. Secretarial support and office facilities

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 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.

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.

## 13. Clinical governance and Research

Dr Asif Zia is the Executive Director for Quality and Medical Leadership. There are two Deputy Medical Directors, one for Clinical Governance, Dr Joanne Farrow. The other one is for the development of primary care mental health services, Dr Rakesh Magon. 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 holder will 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.

## 14. 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.

## 15. 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.

**16. 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 Eating Disorders. They should be able to assess and manage the risks advising on further management of service users’ mental ill health and physical illness. 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.

An enthusiasm coupled with some experience of working within a multi-racial and 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.

## 17. 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.

## 18. 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 postholder. 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.

## 19. 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.

**Knowledge and Skills Framework**

The post holder will be expected to meet the requirements of the NHS Knowledge and Skills Framework (KSF) appropriate outline for the post.

**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 point in which you are placed is dependant on experience within that grade.

**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. Please note this will be pro rata for part time staff.

**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. You will be automatically enrolled into the pension scheme on appointment.

**20. Other**

**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.

**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 polices 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.

**Equality and Diversity**

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

The Trust works to eliminate all forms of discrimination and recognise that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

Providing equality of opportunity means understanding and appreciating the diversity of our staff, service users & carers and ensuring a supportive environment free from harassment.  As a result Hertfordshire Partnership University NHS Foundation Trust actively encourages its staff to challenge discrimination and promote equality of opportunity for all.

**Confidentiality**

Employees must maintain confidentiality of staff, patients and Trust business and have a responsibility to comply with the General Data Protection Regulations (GDPR) 2018 and be aware of the Caldicott principles. If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose. You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance with the General Data Protection Regulations (GDPR) 2018. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training.

**Standards of Business Conduct and Conflicts of Interest**

The Trust has adopted a Standards of Conduct Policy, which reflects NHS Management Executive Guidelines. It is the responsibility of all staff to ensure that they act as a role model, by upholding the principle of a leading mental Trust. Staff should be informing their line manager if they are working for any other organisation to ensure that this Trust complies with the Working Time Regulations.

**Information and Records Management**

The post holder must be competent in using IT and have the relevant skills to carry out the activities required for the post.

To comply with the Data Protection Act 1998, Freedom of Information Act 2000 and Department of Health Code of Confidentiality in line with Trust procedures.

To adhere to the Trust’s policies on records management including creation, use, storing and retention and disposal of records.

Adhere to the Trust’s Corporate Identity (using the standard templates – available on the Trust intranet ‘HIVE’).

**Safeguarding Adults and Children**

The Trust is committed to ensuring adults and children are protected and come to no harm from abuse. All employees have a responsibility to be aware of national and local policies, their individual responsibilities with regards to the protection and safeguarding of both adults and children, and must adhere to them at all times.

**Organisational Change**

As services develop and change, the post holder may be required to undertake other responsibilities within the Trust.

**Flexible Working**

The Trust believes that its staff members are its most valuable asset and is committed to attracting and retaining the very best, and utilising all the talent and experience available. The Trust recognises the importance of helping its employees balance their work and home life by offering flexible working arrangements that enable them to balance their working life with other priorities, including parental and other caring responsibilities, life-long learning, charity work, leisure activities and other interests.

**Health and Safety**

Health and Safety at Work In accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, staff have a duty to take responsible care to avoid injury to themselves and others by their work activities, to maintain a safe working environment for patients, visitors and employees and to co-operate in meeting statutory requirements

**Review**

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post holder.

[](http://hertspartsftnews.tfhost.co.uk/july-2013/services/our-values)

## Appendix 1: Person specification/selection criteria for consultant

**Abbreviations for when assessed:**

A: Short-listing from application form

F: Formal Appointments Committee Interview

R: References

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **ESSENTIAL** | **WHEN**  **ASSESSED** | **DESIRABLE** | **WHEN**  **ASSESSED** |
| QUALIFICATIONS | * MB BS or equivalent medical qualification.      * MRCPsych OR MRCPsych equivalent approved by the Royal College of Psychiatrists. | A  A | * Qualification or higher degree in medical education, clinical research or management.      * Relevant higher degree, e.g. MD, PhD, MSc or other additional clinical qualifications. | A      A |
| ELIGIBILITY | * Fully registered with the GMC with a licence to practise at the time of appointment.      * CCT in Psychiatry; OR Inclusion on the GMC Specialist Register in psychiatry; OR within six months of achieving CCT/CESR at the time of interview. * Section 12/Approved clinician approval. | A      A/F  A | * In good standing with GMC with respect to warning and conditions on practice. | A |
| CLINICAL SKILLS,  KNOWLEDGE &  EXPERIENCE | * Experience of the full range of clinical responsibilities expected of a consultant in child and adolescent service. * Experience of close collaborative working with social care and other agencies. * Experience of working with service users who have complex needs within child and adolescent service. * Excellent clinical skills using bio-psycho-social perspective and wide medical knowledge.      * Excellent oral and written communication skills.      * Able to manage clinical complexity and uncertainty.      * Makes decisions based on evidence and experience including the contribution of others. * Broad range of experience in psychiatric practice and in the use of psychological therapies. * Willingness and ability to work with others to achieve shared goals * Experience of working in a multi- disciplinary team. * Ability to demonstrate experience and knowledge of Safeguarding in child and adolescent mental health | A F R      A F R      A F R      A F R    F    F  F  A F R  A F R  A F R  A F R  A F R | * Wide range of specialist and sub-specialist experience relevant to post within NHS or comparable service.      * Excellent degree of medical knowledge in relation to child and adolescent service. | A F      F |
| 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. * Holds a full valid driving license and access to a car (Unless you have a disability as defined by the Disability Discrimination Act 1995). | A P F  A F  A F  A P F  A F  A | * 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.      * Experience of organising and overseeing psychotherapy training program for psychiatry trainees. | A F  A F  A F  A  A F    A F |