

Job Description

Consultant Psychiatrist
Mental Health Urgent Care Centre
(MHUCC)
Hertfordshire Partnership University
NHS Foundation Trust

10 PAs

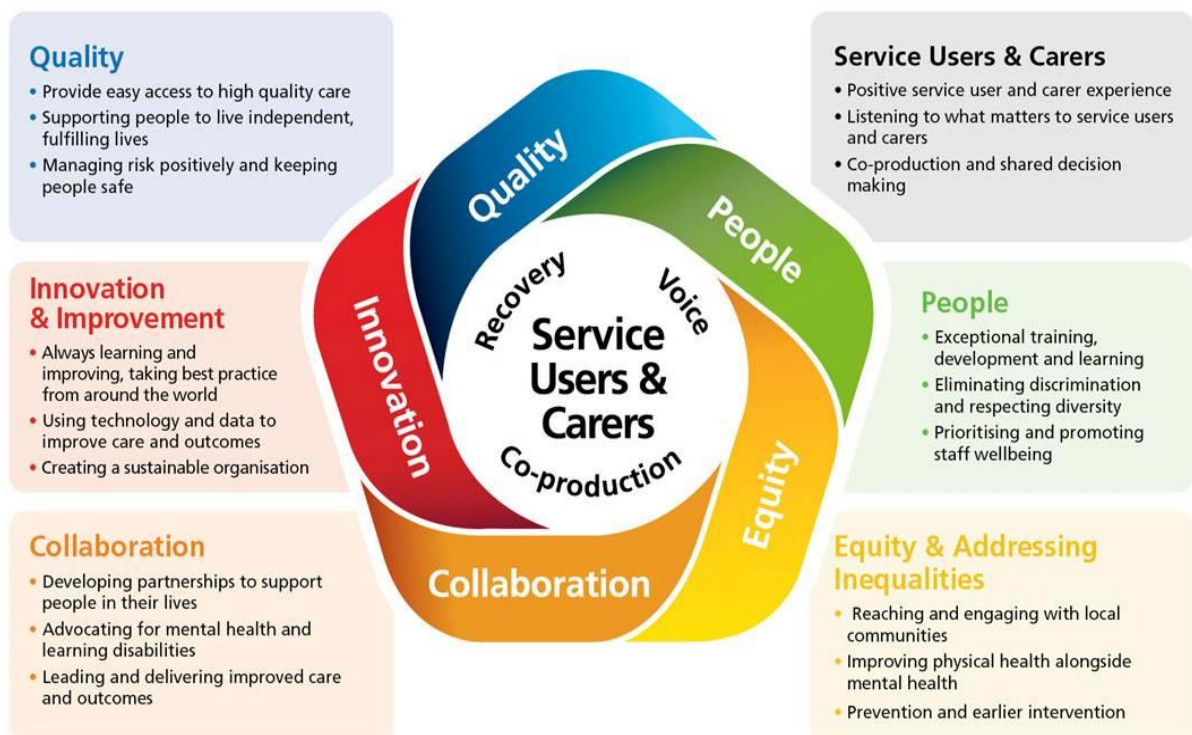
EASTERN-CO-STH-2023-01518 (Approved)





Job Description and Person Specification

Job Title:	Consultant Psychiatrist Mental Health Urgent Care Centre (MHUCC)
Grade/Band:	Consultant
Department:	Mental Health Liaison Service, Unplanned Care, West SBU
Responsible to:	Director for Quality and Medical Leadership
Accountable to:	Clinical Director
Base:	MHUCC, Glaxo Unit, Lister Hospital, Coreys Mill Lane, Stevenage, Hertfordshire SG1 4AB



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 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.

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 Southwest 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 12 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.

Welcome to Hertfordshire Partnership University NHS Foundation Trust

The Board



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

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...	you feel...
Our Values	Welcoming	✔ Valued as an individual
	Kind	✔ Cared for
	Positive	✔ Supported and included
	Respectful	✔ Listened to and heard
	Professional	✔ 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

3. Service details

This exciting new service of Mental Health Urgent Care Centre (MHUCC) falls within the Acute & Unplanned care pathway and integral part of the Mental Health Liaison Service which include Watford Hospital Mental Health Liaison Team and Lister Hospital Mental Health Liaison Team which have been in place since 2013 as Core 24 Mental health Liaison service, which will work closely with the new MHUCC team.

MHUCC model was set up initially as a response to the Covid-19 Coronavirus crisis in early 2020, known as “Diversion Hubs”. It helped divert patients in mental health crisis from A&E and the acute hospitals during a period of intense service pressures and infection risk. Its development was also in part driven by longer term considerations of how to support people more compassionately, when in emergency crisis, who’s needs we know are not best met via A&E departments. Patients presenting in local A&Es will be triaged and transferred to MHUCC from the A&E departments if willing and able. The service will ultimately also accept direct conveyance by LAS, police and walk-in referrals and is open on a 24/7 basis, accepting new referrals at all hours. MHUCC is effectively a ‘mental health A&E’ providing the 1-hour emergency response for mental health liaison services across the Trust, operating from its base at the Glaxo Building, Lister Hospital, Coreys Mill Lane, Stevenage, Hertfordshire SG1 4AB.

Close working between General Hospital based liaison teams in our acute Trusts and MHUCC is essential to the smooth running of the system for our service user experience.

The service caters for adult patients of all ages, including over-65s who are non-frail with functional mental illness. (Specialist liaison advice for elderly patients will also be provided by the Old Age Liaison Psychiatrists based in the hospital based Mental Health Liaison Services as required) Following assessment, potential outcomes will range from hospital or crisis house admission to home treatment with the local crisis resolution team or sign-posting to local support resources and/or discharge back to GP.

MHUCC aspires to offer a 'Core 24 service model'. This model extends the 'Core Mental Health Liaison Service' by providing 24 hour, seven day a week service, with a 1 hour response to emergency crisis in ED and at our MHUCC site. Post holder will provide senior clinical input and leadership to the MHUCC team based at Glaxo building during working hours. Out of hours medical cover is provided by the consultant on-call and Junior doctor on-call (Junior doctor will be based at the MHUCC). MHUCC accept referrals from the two Hertfordshire emergency departments (Lister Hospital & Watford General Hospital) and from Princess Alexandra Hospital in Essex (as part of Hertfordshire & West Essex ICS), as well as direct referrals from police, ambulance service, self-referrals ('walk-ins') and referrals from our crisis and community teams.

MHUCC delivers the emergency (1 hour response) arm of the liaison psychiatry offer in our locality – supporting people at every step of their pathway in crisis to support them with whatever needs they may present to us. The role of the Consultant in the team is one of clinical assessment and oversight of complex presentations, at times under the Mental Health Act, but also a clinical leadership role to support our busy and diverse team working across 3 sites. In addition, the post holder will be expected to lead the service development, development of partnership with other stakeholders in the acute care pathway and overarching responsibility of ensuring quality and safety of the service.

Aims of the new service includes,

- To provide 24-hour access to specialist mental health assessment aimed at supporting service users to access the least restrictive care and treatment options.
- To improve service user and carer experience by providing more suitable environment with specialist clinical team to support those in primary mental health crisis.
- To provide effective mental health interventions within the hospital and outside of ED.
- To improve and enhance staff experience within the Hertfordshire & West Essex acute hospitals.

- To create a systemwide response to acute mental health crisis that enables people's needs to be met with the right care at the right time.
- Assessment, formulation of crisis plan / short term management plan and signposting to relevant services
- When admission to acute mental health bed is indicated, start the treatment plan immediately without delay while waiting for bed allocation as appropriate (MHUCC will be considered as an "emergency department" with priority for allocation of mental health beds). Bed request escalation will be done by the team at 4 hours, 8 hours and 12 hours to ensure patient flow through the MHUCC.
- MHUCC is not considered as inpatient ward therefore will not be 'admitting patients' informally or under the MHA. Post holder is not expected to hold RC responsibilities for patients waiting for MH beds.
- MHUCC is not considered as a place of safety for patients detained under Section 136 of the MHA. These patients will remain within existing place of safety.
- Sustained reduction in mental health ED presentations
- Diversion of those who attend at ED for primary mental health complaint to be transferred and assessed by MHUCC
- Reduction in 12-hour trolley breaches in emergency departments as this has significantly increased post-pandemic.
- Maintaining Emergency (1 hour) response target and 4 hour turnaround of clinical assessment and management plan being completed to support patient flow but allowing service user space and time to deescalate crisis when needed
- Reduction in rate of inappropriate mental health inpatient admissions (to any Trust) from emergency liaison presentation
- Increase in referrals being discharge back to GP with appropriate support from other relevant organisation (housing, drug and alcohol service, crisis house in community, other voluntary sector organisations
- Ambulance and police diversion of appropriate service users to MHUCC following preliminary triage with MHUCC nurse in charge with aim of reducing pressure on those services and emergency departments across the system, improving system resilience.

- To improve partnership working with wider system including acute Trusts, social care, housing, VCSFE, ambulance, police and partners.
- Direct attendance of service users to MHUCC when with primary mental health related crisis

Predicted demand on the service

MHUCC will be operational in January 2024 with phase one with 3 assessment room capacity and only open to ED diversion. We anticipate up to 12 patients a day (24 hours) to be diverted to the MHUCC during this period. Phase 2 will open 6 assessment room capacity and referral pathway will open to police conveyance, ambulance conveyance, self walk-in, GP and secondary MH teams referral subject to initial telephone triage with Nurse in charge of the MHUCC. When fully operational anticipated demand could be up to 20 attendances in 24 hours.

Hertfordshire is situated north of London with a population around 12 000 000 with a working age population is around 755 700 and older adult population of around 205 500. Hertfordshire Partnership Foundation University Trust (HPFT) Adult community services comprises of Adult Community Mental Health Services (ACMHS), PATH Early Intervention of Psychosis services, Community Perinatal, Community Eating disorders, OCD service and Psychotherapy services. HPFT Adult Acute service includes Crisis Resolution and Home Treatment Team (CRHTT), Mental Health Liaison Services (MHLS) and Adult Acute inpatient services including male Psychiatric Intensive Care Unit (PICU). There are separate Older adult services including Specialist Mental Health Teams for Older People (SMHTOP), Early Memory Diagnosis and Support Service (EMDASS), Crisis Function Team for Older adults (CFT) and inpatient services for Frail Functional Older adults (Wren ward) and Organic disorder inpatient service (Seward Lodge and Logandene). Non-frail functional older adults are admitted to adult inpatient pathway as we run ageless service.

Acute pathway works closely with HPFT rehabilitation pathway which include inpatient rehabilitation units as well as Enhanced Rehabilitation Outreach Service (EROS) team.

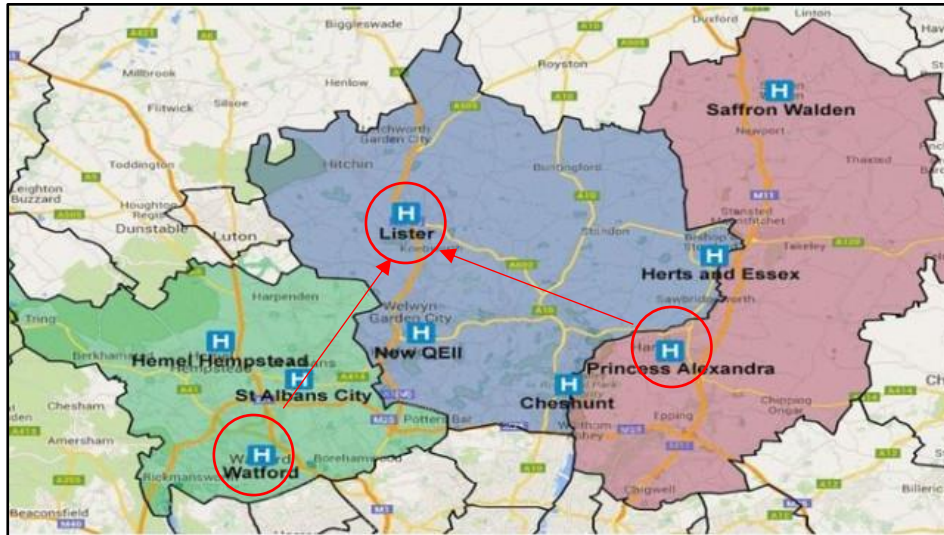
Adult inpatient services currently located in Kingsley Green Radlett, St Albans and Lister hospital in Stevenage. HPFT currently has 98 adult acute beds and 12 PICU beds.

In addition to above, HPFT currently have further 32 block contracted beds within local private providers to meet the recent demand on acute services.

Adult acute pathway is further supported by CRHTT and Mental Health liaison service (based in Watford General and Lister Hospitals) and this new service will be an addition withing the Hertfordshire Mental Health Liaison Service. We also have access to Host families (unique to Hertfordshire which is similar to foster placement for service users in acute crisis), Crisis House with Night Light in Hemel Hempstead (4 bedded unit) as alternative to admission and further support in community with CRHTT teams.

Geographical areas the post covers:

The post covers Mental health Urgent care centre and will be based on one site (Lister Hospital, Stevenage). Majority of service users who attends are Hertfordshire residents but there are some service users attending to ED department from neighbouring counties and sometimes from other areas of the country.



4. Clinical team

The proposed multidisciplinary team establishment is as follows:

Service Manager (Band 8a) - overseeing HPFT Mental Health Liaison Service

MHUCC Team leaders (Band 7) - 7 day presence

Mental Health assessors (Band 6) - 2 staff per shift and 3rd staff on night shift

Mental Health assessors (Band 5) - 1 staff per day

Registered Nurse Associates (Band 4) - 1 staff per shift

Health Care Support Workers (HCSW – band 3) – 2 staff per shift

Consultant Psychiatrist (This post) and on-call provision during out of hours

Junior Doctor (CT3) and on-call provision during out of hours

Social Discharge coordinator – 7 day presence

Lived Experience workers – 7 day presence

Receptionist / Team administrator – 1 per shift

Additional support from wider system,

Approved Mental Health Professional – 1 WTE (+ oncall cover)

Social Prescribers – 7 day service

CGL (local Drug & Alcohol service) worker – 7 day service (+oncall cover)

Mind Support Workers – 7 day service

Each Mental Health Liaison team in Watford General hospital and Lister hospital have dedicated consultant Psychiatrists posts allocated to them; these posts are currently fully recruited. Post holder will not be expected to provide routine input these teams unless agreed cover for leave.

Consultant colleagues in existing Mental Health Liaison Service

Watford MHLT

1. Dr Tanya Deb, Consultant Psychiatrist General Adult Liaison
2. Dr Niranga Karunaratne, Consultant Psychiatrist General Adult Liaison
3. Dr Adeagbo Osundina, Consultant Psychiatrist Older Adult Liaison

Lister MHLT

1. Dr Arvinder Hunjan, Consultant Psychiatrist General Adult Liaison
2. Dr Sharadha Wisidagama, Consultant Psychiatrist Older Adult Liaison

Other senior colleagues in Unplanned care that post-holder will have close working with,

1. Managing Director – Katy Healey
2. Clinical Director – Dr Champa Balalle
3. Head of Nursing – Shaun Miles
4. Medical Lead for Crisis/Liaison/UCC – Dr Kiran Viswanath
5. Senior Service Line lead for MHUCC – Jo Edwards
6. Service Line Lead for Crisis/Liaison service/ UCC – Matthew Stuart

Details of Inpatient service facilities

Our CRHTTs and MHLTs gate keep all admissions to inpatient beds from the community and general hospital setting. There is further tier of on-call consultant gate keeping rota. Post holder will be expected to join the Gatekeeping consultant on-call rota.

Our local in-patient beds are located as below:

There is 18 bedded Acute Assessment Unit (AAU) in Swift ward, Kingfisher Court, Kingsley Green Radlett where majority of service users are initially admitted for a period of assessment

and brief interventions as needed. When the service user needs longer treatment period, they are transferred to one of the treatment wards. There are 4 treatment wards. Owl ward, Kingfisher court is a 18 bedded male only treatment unit. Robin ward, Kingfisher Court is an 18 bedded female only treatment unit. Albany Lodge, St Albans is a 24 bedded mixed gender ward. Aston ward, Lister hospital, Stevenage is a 20 bedded mixed gender ward. HPFT male PICU unit which is 12 bedded is situated in Oak unit, Kingsley Green, Radlett. Female PICU beds are commissioned from private providers as and when needed.

Each ward has a separate dedicated inpatient consultant resource and full MDT.

The Trust-wide consultant network

HPFT has monthly medical staff committee (MSC) meeting where postholder is expected to attend. They are also expected to be part of the peer group.

Operation of the local service to which this consultant post relates

The postholder would be part of the new Mental Health Urgent Care Centre (MHUCC) which is the 3rd arm of Hertfordshire Mental Health Liaison service. Post holder will work closely with other Liaison consultants and Liaison MDTs, Unplanned care operational Leadership team consisting of Managing Director, Clinical Director, Medical lead, Senior Service Line Lead, Service line lead and Service manager and Enhanced Patient flow Management Team.

The MHUCC sits within unplanned care pathway, reporting to the Unplanned care Core management Meeting and Quality & Risk meeting.

Clinical input and service development time

The post holder will be expected to provide senior medical input to the team, as described elsewhere in the job description.

They will also be expected to participate in local leadership meetings and work with Unplanned Care operational and quality leads on service development and the improvement of quality of services for the Trust acute/urgent care pathway.

5. Roles & responsibilities

- Providing Clinical Leadership to the MHUCC multi-disciplinary team
- Providing expert clinical input (including clinical assessment) for patients with complex presentations
- Oversight of initiating clinical treatment plan for service users waiting mental health admission

- Regular review of service users waiting for MH admission to ensure review of changing needs and implement appropriate changes to management plan to offer least restrictive treatment options
- Multi-agency support and management of frequent attenders to acute pathway
- To jointly work with 2 main general hospitals in Hertfordshire and Princes Alexandra hospital in West Essex and their MH liaison teams to support ED diversion of suitable service users.
- To jointly work with partner organisation in the wider system to support joined up working, policy and safe practice development and working with all stake holders to further enhance the service.
- Oversight of performance, quality and safety of the service
- To attend regular patient flow meetings within HPFT and relevant Acute Trusts as needed
- Oversight of clinical development & training of team with team leaders
- Clinical supervision of the junior medical staff in the team
- Close working with Enhanced patient flow team, inpatient teams and crisis/community teams for smooth handover of treatment plans when transferring service users
- Contribute to wider workforce development (teaching/training on MH issues) to general hospital workforce.
- Leadership at local team meetings and practice governance meetings
- Involvement with Trust wide teaching programs to support further training of psychiatric trainees
- Involvement with Trust wide Research team to contribute to further relevant research projects
- To undertake the administrative duties associated with the any care of patients.
- To record clinical activity accurately and comprehensively in a timely manner.
- To participate in service and business planning activity for MHUCC and wider Mental Health Liaison Service 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.

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.

Day	Time	Location	Work	Category	No. of PAs
Monday	AM	MHUCC Lister Hospital	MHUCC MDT meeting/urgent liaison/system updates	Clinical	0.25
			Assessment & review of service users		0.75
	PM	MHUCC Lister Hospital	Assessment & review of service users	Clinical	0.5
					0.125

			Trust-wide clinical review meeting		0.375
			Clinical admin work		
Tuesday	AM	MHUCC Lister Hospital	MHUCC MDT meeting/urgent liaison/system updates	Clinical	0.25
			Clinical supervision of junior doctor		0.25
			Team meeting (monthly)		0.25
			Assessment & review of service users		0.25
	PM	MHUCC Lister Hospital	Assessment & review of service users	Clinical	0.5
			Clinical admin work	Clinical	0.25
			Quality improvement activity	SPA	0.25
Wednesday	AM	MHUCC Lister Hospital	MHUCC MDT meeting/urgent liaison/system updates	Clinical	0.25
			Assessment & review of service users		0.5
			Clinical admin work		0.25
	PM	MHUCC Lister Hospital /Colonnades	CPD/Medical staff committee meeting (2 nd Wednesday) Mandatory training/Audit/research & Special interest	SPA	0.25 0.75
Thursday	AM	MHUCC Lister Hospital	MHUCC MDT meeting/urgent liaison/system updates	Clinical	0.25
			Assessment & review of service users		0.75
	PM	MHUCC Lister Hospital	Workforce development to MDT/Acute Trust	Clinical	0.5
			Multi Agency meetings Quality improvement activity	Clinical SPA	0.25 0.25

Friday	AM	MHUCC Lister Hospital	MHUCC MDT meeting/urgent liaison/system updates	Clinical	0.25
			Urgent reviews	Clinical	0.25
			Mandatory training/Audit/research & Special interest	SPA	0.5
	PM	MHUCC Lister Hospital/ Colonnades	CPD/CQI/audits	SPA	0.5
			Urgent reviews/MDT discussion/planning & handover for the weekend team	Clinical	0.5
Unpredictable / emergency on-call work		Remote working	Gatekeeping on-call 1 in 18	Clinical	
Total PAs	Direct clinical care				7.5
	Supporting activities				2.5

7. On-call Rota and cover arrangements

The post holder will be expected to participate in the Gatekeeping on-call rota which is currently running on the frequency of 1 in 18 with 3% remuneration (Category B, low frequency). 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 with additional remuneration.

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 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

Post holder will be part of the MHUCC. They will have dedicated office space in the Glaxo MHUCC unit which will be shared with the junior medical colleague with ability book rooms in relevant venues for meetings. Post holder will be supported by the MHUCC administrative staff. Team administrators will work 24/7 in shift pattern.

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.

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 Adult Mental Health Disorders. They should have in depth understanding of adult acute pathway including role of community team, crisis and liaison teams and inpatient treatment services. They should have good understanding of differing needs of individual ethnic minorities to support discharge planning and alternative to admission when appropriate.

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, team members, operational managers and system stakeholders including acute hospital colleagues. 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 dependent 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 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.

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.

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	<ul style="list-style-type: none"> • MB BS or equivalent medical qualification. • MRCPsych OR MRCPsych equivalent approved by the Royal College of Psychiatrists. 	<p>A</p> <p>A</p>	<ul style="list-style-type: none"> • Qualification or higher degree in medical education, clinical research or management. • Relevant higher degree, e.g. MD, PhD, MSc or other additional clinical qualifications. 	<p>A</p> <p>A</p>
ELIGIBILITY	<ul style="list-style-type: none"> • 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 approval 	<p>A</p> <p>A/F</p>	<ul style="list-style-type: none"> • In good standing with GMC with respect to warning and conditions on practice. • Approved clinician approval 	<p>A</p> <p>A</p>
CLINICAL SKILLS, KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none"> • Experience of the full range of clinical responsibilities expected of a consultant in General Adult Psychiatry. 	<p>A F R</p>	<ul style="list-style-type: none"> • Endorsement in Liaison Psychiatry • Previous experience in working in Mental health liaison service 	<p>A F</p> <p>A F</p>

	<ul style="list-style-type: none"> • Experience of close collaborative working with social care and other agencies. • Experience of working with service users who have complex and crisis needs within General Adult psychiatry. • 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. 	<p>A F R</p> <p>A F R</p> <p>A F R</p> <p>F</p> <p>F</p> <p>F</p>	<ul style="list-style-type: none"> • Wide range of specialist and sub-specialist experience relevant to post within NHS or comparable service. • Excellent degree of medical knowledge in relation to diagnosis, management and treatment of common and complex acute mental health crisis in adult & older adults (functional) • Experience in working in community, crisis and inpatient services including consultant on-calls • Experience in working with complex and high-risk presentations including complex EUPD, dual diagnosis • Experience in working with multi-agency framework to support service users • Management experience • Service development experience 	<p>A F</p> <p>A F</p> <p>A F</p> <p>A F</p> <p>A F</p> <p>A F</p> <p>A F</p>
ACADEMIC SKILLS LIFELONG LEARNING	<ul style="list-style-type: none"> • Able to deliver undergraduate or postgraduate teaching and training. • Participated in continuous professional development. • Participated in research or service evaluation. 	<p>A P F</p> <p>A F</p> <p>A F</p>	<ul style="list-style-type: none"> • Able to plan and deliver undergraduate and postgraduate teaching and training relevant to this post. • Reflected on purpose of CPD undertaken. 	<p>A F</p> <p>A F</p>

	<ul style="list-style-type: none"> • Able to use and appraise clinical evidence. • Has actively participated in clinical audit. 	<p>A P F</p> <p>A F</p> <p>A</p>	<ul style="list-style-type: none"> • 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. • Holds a full valid driving license and access to a car (Unless you have a disability as defined by the Disability Discrimination Act 1995). 	<p>A F</p> <p>A</p> <p>A F</p> <p>A F</p>
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