

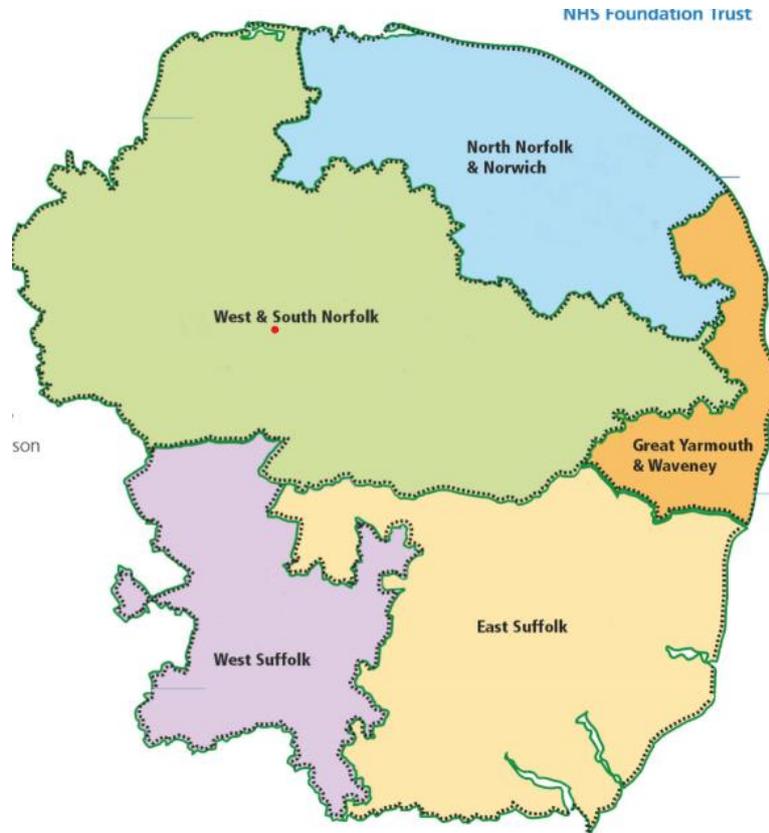
## Consultant Psychiatrist

### Job Description and Person Specification

Post and specialty:	<p><b>Consultant Psychiatrist in Adult Inpatient Psychiatry</b>                  These are established posts providing psychiatric leadership to the Acute In-Patient Psychiatric Care Units as part of the adult acute provision</p>		
Royal College of Psychiatrists approval details:	<p><i>Approval details to be completed by RCPsych</i></p> <p><b>RCPsych Ref No: XXXXXXXXXX</b></p> <p style="text-align: center;"><i>RCPsych to insert Approval Stamp</i></p>		
Base:	Hellesdon Hospital Drayton High Road Norwich Norfolk NR6 5BE		
Contract:	Permanent Position Part-time or job share may be considered National Terms and Conditions apply		
	Total PAs: 10	SPA: 7.5	DCC: 2.5
Accountable professionally to:	Chief Medical Officer		
Accountable operationally to:	Clinical Director		
Key working relationships and lines of responsibility:	Line Manager : Dr Zeyn Green -Thompson Lead Nurse: Nicky Shaw Clinical Director : Dr Zeyn Green-Thompson Director of Operations : Thandie Matambanadzo Chief Medical Officer : Dr Sohail Abrar & Sarah Maxwell Chief Executive : Caroline Donovan		

## 1. Introduction

Norfolk and Suffolk NHS Foundation Trust was founded in January 2012 coming together from Norfolk & Waveney Mental Health NHS Foundation Trust and Suffolk Mental Health Partnership. The Chief Executive is Caroline Donovan and Chair is Zoe Billingham.



## 2. Trust details

Norfolk and Suffolk NHS Foundation Trust is the main provider of specialist mental health services for the counties of Norfolk and Suffolk, serving a population of 1.6 million people.

NSFT is a large organization covering a wide geographical area. These are divided into 'Care Groups', each covering areas previously known as localities. There are also Care Groups supporting children, family and young people's services, and specialist services, including Forensic mental health services. Each Care Group has its own Leadership team, with the aim of supporting clinically led decision making locally, to support the needs of people accessing services

The Trust provides mental health, drug & alcohol and learning disability services across Norfolk & Suffolk. The Trust believes in Whole life care and understands the importance of good physical health, maintaining relationships and achieving a balance between treatments and continuing an active life.

The Trust has inpatient facilities across both counties with smaller bases in rural locations. Many of the Trust's services are offered in the community, enabling service users to receive the support they need in an environment familiar to them.

Norfolk and Suffolk Foundation Trust provides a range of mental health and learning disability services across Norfolk and Suffolk. It has inpatient facilities across both counties and smaller bases in rural locations. Many of the Trust's services are offered in the community, enabling service users to receive the support they need in an environment familiar to them. The Trust is actively engaged with the local system focussed on implementing the vision of the NHS long term plan and the development of the

Primary Care Networks, enhancing the current crisis pathways and looking at opportunities to work collaboratively

Our clinical pathways include:

- Child and Adolescent Mental Health Services
- Perinatal Mental Health Community Service
- Youth Services
- Looked After and Adopted Children services (LAAC) and Compass services
- Perinatal infant mental health teams (PIMHS)
- Perinatal community mental health services
- Early Intervention in Psychosis
- Community Eating Disorder Service
- Neurodevelopmental Disorders
- Community Mental Health Services
- Adult Services including acute and recovery services
- Forensic and secure care
- Dementia and Complexity in Later Life
- Drug and Alcohol Services
- Learning Disability Services
- Wellbeing Service and Psychological Therapies

### 3. Service details

#### 3.1 Overview

We seek Consultant Psychiatrist leaders to join our acute in-patient psychiatric care units in Norwich covering central and south Norfolk. In advance of a new £50 million hospital being built on the Hellesdon site (opening in 2024)

The inpatient unit is based in Hellesdon Hospital and serves the population of Central Norfolk (approximately 529,555). There are five wards at Hellesdon Hospital. Four wards predominantly serve the demand from Central Norfolk and one ward, the PICU, is trust wide. However, to make best use of bed capacity there is no exclusion on admissions from other Trust areas.

The service comprises Waveney Ward (17 female beds), Glaven Ward (17 male beds), Thurne Ward (15 male and female beds), Yare Ward (16 beds male and female beds) and Rollesby Psychiatric Intensive Care (PICU) (10 female beds). A successful candidate will be offered one of Yare, Thurne or Glaven acute adult wards.

The Acute Inpatient Service is supported overall by five Consultant Psychiatrist posts and five Specialty Doctor posts. These posts are all dedicated inpatient posts. The service also has regular Foundation Year Doctors, Core Trainees and Senior Trainees on placement where there is a Consultant with trainer status. Medical students from the University of East Anglia as well as St George's University rotate through regularly. The whole inpatient service is supported by a Lead Nurse.

The Inpatient Service has close links with the Crisis and Home Treatment Team which in turn has dedicated psychiatry provision of a Consultant Psychiatrist and a Specialty Doctor. The Crisis and Home Treatment Team introduced a crisis house which has reduced pressure on inpatient beds.

In addition to the above, the Trust also has a dedicated Norfolk inpatient service for older people based at the Julian Hospital in Norwich.

### **3.2 The Posts**

The posts are for Consultant Psychiatrist's for the Adult Acute Assessment Inpatient wards. Options include the fifteen-bed Thurne Ward (mixed gender), Yare Ward (mixed gender) Glaven Ward (male) or Waveney (Female). All provide admission, assessment and treatment to adults aged between 18-70 years suffering from severe mental disorders. The admitted patients are voluntary as well as those detained under the Mental Health Act.

The posts are currently filled by both senior substantive Trust Consultant Psychiatrists temporarily seconded thereto as well as, in one instance, a locum Consultant. The Specialty Doctor posts on the wards are substantive posts.

All wards provide evidence-based care for patients in periods of acute psychiatric illness, with intensive medical and nursing input, and input from other specialties (Occupational Therapy, Psychology, Pharmacy, Physical Health Nursing) as well as peer-support worker(s). Each unit works closely with colleagues from Social Services, Housing, and Police. The service offers comprehensive assessment (including risk assessment) and triaging of admitted patients, a thorough review of treatments, starting new treatments or modifying existing treatments, and brief interventions (such as short-term support, structured activities, brief psychological therapies). Working closely with patients, families, significant others, and services involved in the provision of care. The approach is collaborative and structured towards assisting patients in recovering from the illnesses. The inpatient units work very closely with the Home Treatment Team, Community Mental Health Teams, Housing, Social Services, and Police to ensure adequate throughput of patients.

The team also has access to the expertise of Inpatient Psychology Service, Pharmacists, and hospital-based Social Workers.

The Crisis and Home Treatment teams are also based in Hellesdon Hospital.

### **3.2 Predicted Activity**

The focus is on short-term brief admissions for assessment and treatment. The wards run at near full capacity and offer exposure to a wide variety of mental ill health and experienced and motivated teams. There are approximately 4-7 admissions per week per ward. CRHT provides a gatekeeping function for new admissions. The outcomes of admission is either that patients are discharged from inpatient care from directly to either the care of the Home Treatment Team or the care of the Community Mental Health Teams (as appropriate) or are transferred to one of the other inpatient wards as required.

### **4 Local working arrangements**

Whilst the primary responsibility of the role is direct quality clinical care, the Consultant Psychiatrist is also expected to be involved in helping to steer development of the team and broader service development for the continual improvement of the care we offer.

Peer support for medical staff is available, for example, the inpatient service meets regularly as a peer group with the Clinical Director and there is also opportunity to participate in the local Medical Staffing Committee (MSC) meeting. The post-holder will be a member of the trust-wide network of Consultants and support to receive mentorship will be provided as appropriate.

Each team consists of:

Consultant Psychiatrist (1 wte)

Specialty Doctor (1 wte)

Administrator (1 wte)

Modern Matron (0.5 wte) Band 8a

Ward Manager (1 wte) Band 7

Charge Nurses (4 wte) Band 6

Staff Nurses (6 wte) Band 5

Physical Health Nurse (1 wte) Band 6

Assistant Practitioners (2 wte) Band 4

Senior Occupational Therapist (1 wte) Band 6

Clinical Psychologist (0.2 wte) Band 8b

Psychological Therapist (0.3 wte) Band 7

Support Workers (9 wte) Band 3

Staff need to work closely with the other inpatient wards and the CRHT and community teams in terms of patient flow via interface meetings.

## 5 Continuing professional development (CPD)

- The post holder will be expected to comply with the requirements for appraisal and re-validation from the Royal College of Psychiatrists and the General Medical Council.
- The post holder will be expected to remain in good standing for CPD with the Royal College of Psychiatrists.
- Norfolk has a program of educational and peer review meetings, including the provision of participation certificates for appraisal and revalidation.
- There is Trust support for CPD activities, including study leave arrangements and dedicated funding for doctors. The Trust offers 2.5 sessions for supporting professional activities (SPA).
- The post holder will be supported to join a peer-review group. The post-holder will devise a Personal Developmental Plan (PDP), approved by the members of the peer group. The peer group is required to meet regularly and oversee the progress of the PDP in a given year, which will contribute towards remaining in good standing of the Royal College of Psychiatrists for CPD purpose.
- The Trust supports CPD activities, and procedures are in place to apply and seek funding for educational activities.
- The post-holder is expected to remain up to date with the statutory and mandatory training requirements of the trust. An electronic system (ESR) is in place to support the post-holder

## **6 Clinical leadership and medical management**

- The post holder will work with their Consultant and management colleagues, service users and stakeholders in the planning, development and management of services.
- The post holder is expected to contribute to improving quality in the service and to work with the clinical team to achieve agreed performance targets.
- As is expected from the holder of a senior public position the post-holder must comply fully with the Nolan Principles and the Standards of Business Conduct.
- The Medical Director is the professional manager of all the doctors in the trust. Where appropriate this is delegated to the Clinical Director of the service.
- The postholder will support the management and training of junior medical staff.

## **7 Appraisal and job planning**

- The Trust is committed to support annual appraisals of Consultants. There is a well embedded Trust process to support the annual appraisal cycle, including the seeking of 360-degree feedback. There is an expectation that the post-holder engages with this.
- The annual appraisal of the Consultant will contribute to the five-yearly revalidation.
- The Trust offers annual job planning to all Doctors within the Trust. Job plans are reviewed annually with the Clinical Director or their nominated deputy.
- The Trust has a named Responsible Officer to support the Revalidation process.
- The Medical Director is the named responsible officer of all the Doctors in the Trust.
- As well as the overarching Trust induction the Acute Service offers a local induction to the post-holder at the time of joining.

## **8 Teaching and training**

- Discharge teaching, examination and accreditation duties as required. This might include contributing to postgraduate and continuing education for medical and multi-disciplinary professions.
- Contribute to formal and informal teaching of medical students.
- Support the training of junior medical staff.
- A post-graduate teaching programme (for Central Norfolk) is in place and takes place once a week, in Hellesdon Hospital. The post holder is strongly encouraged to participate in the teaching programme, which consists of clinical case presentations, journal club discussions, and lectures.
- The post-holder is expected to participate in undergraduate clinical teaching for medical students. The medical students of the University of East Anglia (UEA) medical school are posted on Thurne ward. Teaching opportunities are available to teach at the UEA medical school.
- Opportunities are available to participate in training and supervision of other disciplines.
- The job planning process will be used to determine the nature and extent of any teaching and accreditation duties dependent on the interests of the post holder in conjunction with the needs of the service.

## **9 Research**

- The Trust considers research as a core function. The Trust has a well-established and active central research department, including a Consultant Psychiatrist with a specific role to support research in the Trust. The team is focused on supporting clinicians in the design and delivery of research. The team helps in developing research proposals for funding and facilitating dissemination of research. The Trust's Research Development Officers will offer help in areas such as finding academic and clinical collaborators, locating appropriate funding opportunities and support for the application process, and conducting costing and feasibility assessment of the project.
- The post holder will be encouraged to participate in appropriate research initiatives.
- The post holder will be supported to undertake training in Quality Improvement methodology.
- The post holder will engage in audit and service evaluation.
- There is a Library and Librarian to support with access to information.
- The Trust works closely with the University of East Anglia, the Collaborations for Leadership in Applied Health Research and Care (CLAHRC) and a number of other networks in the development and delivery of research.

## **10 Mental Health Act and Responsible Clinician approval**

- The post-holder is expected to maintain Section 12 approval and also to be an Approved Clinician (AC) which will enable the post-holder to discharge duties in relation to the Mental Health Act.
- A Trustwide procedure is in place which will enable the post holder to attend designated courses and renew their AC-status.
- Refresher courses are run regularly in Cambridge.

## **11 Secretarial support and office facilities**

- The post holder will have access to named secretarial support.
- The post holder will have access to all ICT equipment necessary for the role (including a PC, phone, headphones).
- Dedicated office space with appropriate facilities is available.

## 12 Clinical duties of post holder

### 12.1 Summary of duties

- Each post has 7.5 Direct Clinical Care Programme Activities and 2.5 Supporting Professional Activities (SPA).
- The post holder is expected to work a minimum of 7.5 programmed activities for Direct Clinical Care (DCC). Through job planning and agreement the remaining sessions allow for the possibility of a special interest, teaching and research, management duties, administration and continuing professional development.
- To work with the multidisciplinary team, including Mental Health Nurses, Psychologist and Social Workers in the assessment diagnosis and treatment of referred patients; take part in team meetings, supervision and the development of the team.

### 12.2 Clinical Duties

- Take the lead in clinical reviews of the patients admitted to the wards.
- Take lead in diagnostic formulation and devising and coordinating interventions.
- Devise and supervise complex treatment regimes.
- Working with the team to manage risk for those patients with complex disorders and risky behaviours.
- Provide senior level medical input in treatment and care-planning.
- Chair 117 meetings, professionals' meetings, family meetings, discharge meetings.
- Participate as appropriate in MAPPA meetings.
- Liaise with external agencies (Police, Primary Care, other specialities, other services within the Trust, third sector agencies, Social Services) when required.
- To work closely with the Care Coordinator or key worker within the team and other relevant teams.
- To involve service users and their carer's in decision about their treatment.
- Carry out Mental Health Act assessments of admitted informal patients who are being considered for detention.
- Liaise with SOAD when appropriate and make application to SOAD for detained patients, for second opinions.
- Prepare detailed medical reports for Managers' hearings and Mental Health Tribunal hearings for detained patients who have appealed against their detention.
- Give medical evidence to a Manager's hearing and Mental Health Tribunal hearings when a detained patient has appealed against detention.
- Prepare medical reports for CTO hearing (Managers and Mental Health Tribunals) and give medical evidence to the Managers' and Tribunal Hearing when required.
- Carry out seclusion reviews as well as reviews when the patients are segregated long term, as per the Trust policy.
- Attend MDT discussions and meetings and providing medical input to the discussions and meetings.
- Provide advice and guidance to the non-medical professional colleagues in the multi-disciplinary team.
- Support and promote the physical health and wellbeing of the service user group

- Use rating tools and/or outcome measures that it has been agreed the team will use.
- Cross cover for colleagues within the service on the days the post holder is at work may be required.

### 12.3 General duties

- To undertake the administrative duties associated with the care of patients.
- To record clinical activity accurately and comprehensively and submit this promptly.
- To participate in service and business planning activity for the service.
- To participate in annual appraisal.
- To attend and participate in the academic programme of the Trust, including lectures and seminars as part of the internal CPD programme.
- The post holder will comply with the Trust's agreed policies and procedures.
- The post holder will maintain professional registration with the General Medical Council and abide by professional codes of conduct. They will always practice in line with the Royal College of Psychiatrists publication "Good Psychiatric Practice" 2001 and the General Medical Council's "Good Medical Practice" 2000 and any subsequent revision of these publications.
- 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.
- 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.
- To comply with the mandatory training required by the Trust.
- The post holder will undertake, exceptionally, to perform additional duties in emergencies and unforeseen circumstances and to be available for such irregular commitments outside normal duties as are essential for continuity of patient care.
- The post-holder is expected, as the holder of a senior public position, to comply fully with the Nolan Principles and the Standards of Conduct.
- To work flexibly with other Psychiatrists to provide cover for annual leave professional and study leave and sort periods of sickness absence.
- The Trust has a robust process for reviewing Serious Incidents (SIs) and Consultants may be required to participate in Root Cause Analyses (RCAs) which is the process by which these are investigated.

### 12.4 Other duties

From time to time it may be necessary for the post holder to carry out such other duties as may be assigned, with agreement, by the Trust. It is expected that the post holder will not unreasonably withhold agreement to any reasonable proposed changes that the Trust might make.

### 13 Quality improvement

- The Trust actively promotes research and the post holder will be supported in developing their research interests aided by the Trust-wide Research Director. The Research department is growing its portfolio and is keen to support staff in developing their research skills. Guidance is available to develop your research ideas, write research proposals, apply for funding and link up with academic and clinical 13 collaborators. Support in writing up through to publication is also available.
- The Care Group are committed to embedding research into the clinical working day and will support you to develop your research portfolio. NSFT has a dedicated Quality Improvement Team. Through the support of the team the post holder will be expected to embed quality improvement methodology into the daily workings of the team to provide the best care possible.
- The QI team will provide you with training and ongoing support from a QI coach. The post holder will be expected to contribute to the Care Group’s annual audit programme as well as any other Trust or National audit requirements.

### 14 Work programme

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 clinical director or clinical director three months after commencing the post and at least annually thereafter.

Suggested draft timetable below. This remains flexible and will be agreed with the successful applicant after appointment. The example given below is illustrative.

Day	Time	Location	Work	Category	No. of PAs
Monday	AM	Ward	Ward Work: Assessments	DCC	1
	PM	Ward	Clinical Reviews/MHA activity	DCC	1
Tuesday	AM	Ward	Ward work/ward meeting	DCC	1
	PM	Flexible	Quality Improvement/Audit	SPA	1
Wednesday	AM	Ward	Ward work/clinical supervision	DCC	1
	PM	Hospital	DCC clinical administration	DCC	1
Thursday	AM	Ward	MHA activity	DCC	1
	PM	Flexible Ward	Trust academic programme 0.5 SPA Ward work 0.5 DCC	DCC SPA	0.5 0.5
Friday	AM	Flexible	Revalidation activity/CPD	SPA	1
	PM	Ward	Ward work	DCC	1
Total PAs	Direct clinical care				7.5
	Supporting professional activities				2.5

## 15 On-call and cover arrangements

- The post holder will be expected to participate in a Consultant on-call duty rota (currently 1 in 22). This rota has full middle-tier cover from ST trainees and specialty doctors attached to the locality.
- On-call duties will include the supervision and support of non-Consultant grade medical staff in their out-of-hours duties
- Remuneration for on-call duties is as per National Terms and Conditions of Service (currently 3% supplement, subject to review based on out-of-hours workload monitoring)
- The post holder will undertake, exceptionally, to perform additional duties in emergencies and unforeseen circumstances and to be available for such irregular commitments outside normal duties as are essential for continuity of patient care

## 16 Contract agreement

The post will be covered by the terms and conditions of service for Hospital Medical and Dental staff (England and Wales) as amended from time to time. Contracts have been agreed with the BMA local negotiators, but individuals may wish to discuss this further before acceptance

## 17 Leave

- The post-holder is entitled to 32 days of annual leave per year rising to 34 after 7 years and 30 days study leave over three years.
- The post holder will have leave authorised by their Manager following discussion with their Medical Lead. Cover arrangements must be made before going on leave and notice given of that cover. The post holder would be expected to liaise with colleagues within their service or other Medical staff to secure this cover and would be expected to provide similar cover during periods of leave taken by colleagues.
- The Trust encourages full use of study leave, which amounts to thirty days in any three-year period. There is an expectation that the successful candidate will remain in good standing for Continuing Professional Development (CPD) with the Royal College of Psychiatrists (as is a requirement for annual appraisal)
- The post holder will be entitled to national terms and conditions for Sick Leave/Compassionate Leave. In the inpatient wards it is usually the responsibility of the Doctor to secure cover for absences and they would be expected to provide similar cover during periods of leave taken by colleagues where possible. In an unexpected, or emergency situation requiring the post holder to take sick or compassionate leave, they would not be expected to arrange their own cover.

## 18 Visiting arrangements

Please contact Clinical Director Dr Zeyn Green-Thompson for further details and visits

## 19 Equality and Diversity

- “We want everyone to live their hopes, dreams, and aspirations. Whether you’re a new or existing member of staff, a volunteer, or a bank or agency worker, our Trust wants you to feel involved in all aspects of our work and to have amazing opportunities.
- We welcome people regardless of age, sex, disability, gender identity and expression, marital status, race, faith or belief, sexual orientation, socioeconomic background, and whether you are a carer, are pregnant or on family leave. Our staff networks are very important to us, and everyone is encouraged to join. They provide peer support and safe spaces, making sure all voices can be heard and that every voice is valued. Our networks include: Ability (for staff with disabilities), Autism Group (a part of the Ability Network), Black and Minority Ethnic (BME), Carers, Faith Spirituality and Belief, Out and Proud (LGBT+), Lived Experience (Mental Health), Women's”

## 20 Wellbeing

At NSFT, we promote positive mental health and wellbeing in the workplace. A wide range of resources are available on the Trust intranet which is updated regularly. We provide all team members, an easy access to our Occupational Health service, with confidential referrals open to all. The team is contactable at Workplace Health & Wellbeing Level 1, 20 Rouen Road, Norwich, NR1 1QQ Main reception: 01603 287035 ([www.workplacehealthandwellbeing.co.uk](http://www.workplacehealthandwellbeing.co.uk)).

Our network of Wellbeing Champions is key in supporting staff health and wellbeing around the Trust. Wellbeing Champions let their colleagues know about new health and wellbeing initiatives and can organise wellbeing activities that suit their team.

The trust also organises Wellbeing walks and virtual physical activities for the staff. The trust also has a physiotherapy service for our staff's wellbeing. The team is contactable at the Physiotherapy Team telephone 01603 421321 (extension 6321).

All new doctors are encouraged to work with a mentor for first 6 months. All medical staff will have a clear job plan and it will be reviewed regularly to review the workload and ensure staff wellbeing too. NSFT is committed to health & wellbeing of its staff and recognises the importance of supporting individuals involved in a traumatic or stressful incident or needing support in general. Staff who have been involved in such an event may be affected both personally and/or professionally are made aware of what support is available to them in the short and longer term, both internally and externally. One such support is TRiM support. TRiM is a peer-led process that seeks to identify, assist, support and, if necessary, signpost people for further help when they may be at risk of psychological injury after experiencing a traumatic incident at work.

Sometimes we can feel overwhelmed, anxious, or stressed whether that's caused by work or home issues or a combination of both. At NSFT, there is help and support available if this happens to you. One source of help is our new STRAW (Sustaining Resilience at Work) programme. NSFT also run a Staff Support line from Monday to Friday and that can be accessed by calling confidentially at 0300 123 1335. There is also support available for bereavement and pastoral care for our staff.

We're aware that financial issues can often be a cause of significant anxiety and stress for staff. As part of the wellbeing and benefits support available to staff, we have therefore partnered up with Eastern Savings and Loans. Eastern Savings and Loans is a credit union set up to support individuals requiring financial support without getting into financial difficulty through the high interest rates that many providers offer. In addition to loans, a savings scheme is available if you'd like to, for example, save for Christmas. Additionally, for staff who may not have a bank account, pay as you go debit cards can be offered. Eastern Savings and Loans are part of the Financial Services Compensation Scheme

**SPECIFIC CLAUSES**

**TRUST VALUES AND BEHAVIOURS**

**To promote and adhere to the workplace values of NSFT.**

Our values and behaviors were created by 1,300 staff members, service users and carers all working together in the Putting People First project.

They reflect what we all believe makes the most positive difference to the care we offer and to the way we work with one another. By ‘living our values’ we will develop our Trust, our people, and continue to improve the quality of everything we do.

**Our values... Our behaviours... Our future**

Working together for better mental health...

**Positively...**



- Be proactive...**  
Look for solutions, think creatively and focus on what we can do
- Take pride...**  
Always do our best
- Take responsibility...**  
Plan ahead, be realistic and do what we say we will
- Support people to set and achieve goals...**  
And be the best they can
- Recognise people...**  
Their efforts and achievements, and say thank you

**Respectfully...**



- Value everyone...**  
Acknowledge people’s unique experiences, skills and contribution
- Step into other people’s shoes...**  
Notice what’s actually happening
- Take time to care...**  
Be welcoming, friendly and support others
- Be professional...**  
Respect people’s time and be aware of our impact
- Be effective...**  
Focus on the purpose and keep it as simple as possible

**Together...**



- Involve people...**  
Make connections and learn from each other
- Share...**  
Knowledge, information and learning
- Keep people updated...**  
With timely, open and honest communication
- Have two-way conversations...**  
Listen and respond
- Speak up...**  
Seek, welcome and give feedback



nsft.nhs.uk

**REGISTERED HEALTH PROFESSIONAL**

All staff that are members of a professional body must comply with standards of professional practice/conduct. It is the post holder’s responsibility to ensure that they are familiar with and adhere to these requirements.

**RISK MANAGEMENT/ HEALTH & SAFETY**

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures as laid down by the Trust. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

**RECORDS MANAGEMENT**

The post holder has responsibility for timely and accurate record keeping where appropriate and in line with professional guidelines.

The post holder has responsibility for the creation, maintenance and storage of records in accordance

with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and other relevant statutory requirements. Training will be provided in appropriate information management for the post.

#### **SUSTAINABILITY**

Carbon reduction and sustainable development are issues that impact on the lives of everyone and it is expected that all staff will commit to the principles of carbon reducing behaviors and sustainable development to ensure that resources are used efficiently, our carbon footprint is reduced and health services continue to improve.

#### **SAFEGUARDING**

The NSFT expect that all staff will maintain statutory and local compliance to competency based training in relation to Safeguarding Children and Adults as outlined in Children Act 1989/2004, Working Together to Safeguard and Promote the Welfare of Vulnerable Children 2010 and No Secrets 2002.

#### **CONFIDENTIALITY**

The post holder is required to maintain confidentiality of information in accordance with professional and Trust policy. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of their duties.

#### **TRAVEL**

The postholder is expected to be able to travel independently to their usual work base and may also be required to travel between sites. Standard users will claim mileage using the Trust electronic expense system. Those using public transport will be expected to travel at standard rates. Staff who have any special travel requirements owing to disability, should discuss these needs with their line manager so that reasonable adjustments can be made.

This job description and supportive information is not intended to be definitive or restrictive but to give a broad view of the role generally and is subject to change in order to meet needs of the service.

## Appendix 1: Sample person specification/selection criteria for consultant

**Abbreviations for when assessed:** Scr: Screening prior to short-listing

SL: Short-listing from application form

AAC: Advisory Appointments Committee

Ref: References

Pres: Presentation to AAC panel

As an Equal Opportunities employer, the Trust welcomes applications from candidates with lived experience of mental health issues.

	ESSENTIAL	WHEN ASSESSED	DESIRABLE	WHEN ASSESSED
QUALIFICATIONS	<p>MB BS or equivalent medical qualification.</p> <p>Qualification or higher degree in medical education, clinical research or management.</p> <p>MRCPsych</p>	<p>Scr</p> <p>SL</p> <p>Scr</p>	<p>Additional clinical qualifications.</p>	<p>SL</p>
ELIGIBILITY	<p>Fully registered with the GMC with a licence to practise at the time of appointment.</p> <p>Included on the GMC Specialist Register OR within six months.</p> <p>Approved clinician status OR able to achieve within 3 months of appointment</p> <p>Approved under S12 OR able to achieve with 3 months of appointment</p>	<p>Scr</p> <p>Scr</p> <p>Scr</p> <p>Scr</p>	<p>In good standing with GMC with respect to warning and conditions on practice</p>	<p>Scr</p>
TRANSPORT	<p>Holds and will use valid UK driving licence OR provides evidence of proposed alternative.</p>	<p>Scr</p>		

	ESSENTIAL	WHEN ASSESSED	DESIRABLE	WHEN ASSESSED
CLINICAL SKILLS, KNOWLEDGE & EXPERIENCE	<p>Excellent knowledge in specialty</p> <p>Excellent clinical skills using bio-psycho-social perspective and wide medical knowledge</p> <p>Excellent oral and written communication skills in English</p> <p>Able to manage clinical complexity and uncertainty</p> <p>Makes decisions based on evidence and experience including the contribution of others</p> <p>Able to meet duties under MHA and MCA</p>	<p>SL, AAC, Ref</p> <p>SL, AAC, Ref</p> <p>SL, AAC, Ref</p> <p>AAC</p> <p>AAC</p> <p>AAC</p>	<p>Wide range of specialist and sub-specialist experience relevant to post within NHS or comparable service</p>	<p>SL, AAC</p>
ACADEMIC SKILLS & LIFELONG LEARNING	<p>Able to deliver undergraduate or postgraduate teaching and training</p> <p>Ability to work in and lead team</p> <p>Demonstrate commitment to shared leadership &amp; collaborative working to deliver improvement.</p> <p>Participated in continuous professional development</p> <p>Participated in research or service evaluation.</p> <p>Able to use and appraise clinical evidence.</p> <p>Has actively participated in clinical audit and quality improvement programmes</p>	<p>SL, Pres, AAC</p> <p>SL, AAC</p> <p>SL, AAC</p> <p>SL, AAC</p> <p>SL, AAC, Pres</p> <p>SL, AAC, Pres</p>	<p>Able to plan and deliver undergraduate and postgraduate teaching and training relevant to this post</p> <p>Reflected on purpose of CPD undertaken</p> <p>Experienced in clinical research and / or service evaluation.</p> <p>Evidence of achievement in education, research, audit and service improvement: awards, prizes, presentations and publications.</p> <p>Has led clinical audits leading to service change or improved outcomes to patients</p>	<p>SL, AAC</p> <p>SL, AAC</p> <p>SL, AAC</p> <p>SL</p> <p>SL, AAC</p>