

Consultant Psychiatrist Job Description and Person Specification

Post and specialty:	Consultant Psychiatrist in Home Treatment Team, General Adult Psychiatry. This is a full time post in the North East Kent Crisis Resolution and Home Treatment Team. It is a permanent role and is an existing post.		
Royal College of Psychiatrists approval details:	<i>Approval details to be completed by RCPsych</i> RCPsych Ref No: XXXXXXXXXX <i>RCPsych to insert Approval Stamp</i>		
Base:	St Martins Hospital, Littlebourne Road, Canterbury CT1 1AZ		
Contract:	Permanent Part-time or job share may be considered		
	Total PAs: 10	SPA: 2.5	DCC: 7.5
Accountable professionally to:	Dr Afifa Qazi, Chief Medical Officer		
Accountable operationally to:	Dr Aaliya Majeed, Head of Psychiatry		
Key working relationships and lines of responsibility:	Service Line Manager: Dr Aaliya Majeed Team Leader: Kirsty Wade Service Manager: Tracy Tilley Trust Head of Psychiatry: Dr Aaliya Majeed Clinical Director: Dr Efiong Ephraim Deputy Chief Medical Officer (Clinical Quality & Safety): Dr Koravangattu Valsraj Deputy Chief Medical Officer (Workforce): Dr Mohan Bhat Chief Operating Officer: Donna Hayward-Sussex Chief Medical Officer & Responsible Officer: Dr Afifa Qazi Chief Executive: Sheila Stenson		

1. Introduction

We are Kent and Medway NHS and Social Care Partnership Trust (KMPT).

Kent and Medway NHS and Social Care Partnership Trust (KMPT) provides a range of mental health, learning disability, and substance misuse services for approximately 1.8 million people living in Kent and Medway.



2. Trust details

At KMPT, we pride ourselves on providing high quality clinical services, innovation, and partnership working. We are one of the larger NHS Trusts, covering an area of 1,450 square miles, employing over 3,600 staff, and operating from over 170 buildings across Kent and Medway. The Trust's income is £210 million/yr.

The range of services offered by KMPT offers unique opportunities for professional development. We are committed to delivering integrated, community-based health and social care services; and our strategy is underpinned by a 'recovery and wellbeing model' delivered in partnership with service users, their families, and a wide range of organisational stakeholders.

Trust Vision: To provide brilliant care through brilliant people.

Trust Values: We take pride in our services – which are underpinned by our values:

- o Respect - We value people as individuals, we treat others as we would like to be treated
- o Open - Work in a collaborative, transparent way
- o Accountable - We are professional and responsible for our actions
- o Excellence - We listen and learn to continually improve our knowledge and ways of working
- o Innovative - We find creative ways to run efficient, high quality services
- o Working together - We work together to make a difference to our service users

Kent – The Garden of England

Kent is steeped in history and heritage and is also rightly renowned throughout the world as The Garden of England. Its extensive coastline boasts an enviable array of blue flag, award-winning beaches and thrilling water sports activities.

Kent is a family friendly place, with excellent state and independent schools and more affordable housing than most other areas in the south east.

Kent has excellent links to London, just thirty-five minutes from central London on Southeastern's high-speed rail link, and access to the continent via the Eurostar. The Channel Tunnel and the ferry ports link us to France and beyond. Even the weather is nice, as Kent is likely to be warmer and sunnier than elsewhere in the UK. For more information about Kent, go to www.visitkent.co.uk

Types of Services Provided

There is one ICB across Kent and Medway which commissions the majority of the services that the Trust provides.

Mental Health Services for Younger Adults

These services are available for those aged under 65. Assessment and treatment are provided as close as possible to the client's home, through local, multi-disciplinary community teams; these are supported by Crisis Resolution Home Treatment teams and inpatient facilities and day services where required.

Mental Health Services for Older People

These services are available for those aged over 65. Assessment and treatment are provided as close as possible to the client's home, through multi-disciplinary community teams as well as day services and inpatient facilities where required.

Early Intervention in Psychosis Service

This service treats patients in the age range 14 – 65, who are experiencing early onset or the first episode of psychosis, using a bio-psycho-social approach.

Forensic Psychiatry Service

The Trust provides the Kent Forensic Psychiatric Service, offering specialised mental health services for the courts, maximum secure specialist hospitals, the Probation Service, and the police. The work of the service involves all aspects of assessment and treatment of adult, mentally disordered offenders, including those who require treatment under conditions of medium and low security. The forensic service also manages two units for people with mental health and learning disabilities.

Perinatal Mental Health Services

A small, specialised service across Kent is delivered by consultant psychiatrists and specialised community mental health nurses. The service has extensive links with a wide range of community agencies, support groups, and self-help forums and counselling services; and works closely with all statutory agencies. An eight-bedded Mother and Baby Unit based on the Littlebrook Hospital site provides a regional inpatient service.

Specialist Personality Disorders Service

The Trust offers a multi-disciplinary service that provides an intensive Day Therapeutic Community Treatment programme based in Maidstone and East Kent. These services are suitable for people with a severe personality disorder who are unlikely to benefit from weekly psychotherapy, perhaps because a greater level of containment is needed.

Rehabilitation and Continuing Care Services

This is a Trust-wide service which is delivered through consultant-led, multi-disciplinary teams, specialising in the care of those clients with Enhanced Care Programme Approach (CPA) needs and who clearly also have rehabilitation needs. The service provides three inpatient Rehabilitation Units and developing outreach rehabilitation services.

Continuing Care and Residential Care requirements are managed in partnership with rehabilitation services; and provision includes some accommodation for people with complex mental health needs, provided from staffed houses across the Kent and Medway area.

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For information about our services, visit our website: www.kmpt.nhs.uk

3. Service details

This is a 10 PA per working week post within the East Kent locality providing senior medical input and leadership to the North East Kent (NEK) CRHTT. The post holder will be responsible for medical leadership and work collaboratively with other members of the MDT to deliver quality care to patients on NEK CRHTT caseload. The office base will be at St Martins Hospital, Littlebourne Road, Canterbury. The clinical work will be undertaken within North East Kent Localities (Canterbury and Coastal area and Thanet) and this would include home visits in these Localities.

There are 5 CRHTTs in KMPT (two of these are co-located in East Kent) each with its own dedicated Consultant. The NEK caseload averages 25 at any one time, with a referral rate of approximately 40 new patients per month and length of treatment episode averaging 12 days with 7 contacts per patient. The NEK CRHTT has close links with the acute wards in St Martins hospital, liaison Service and Community Mental Health Teams as well as the patient flow team.

The staffing for the NEK CRHT as of February 2024 will be:

- 1 x WTE Consultant Psychiatrist
- 0.5 x WTE SAS doctor (vacant)
- 1.0 x WTE trainee ACP
- 2 x medical trainees (1 x HST and 1 x CT)
- 2 x Team Leaders (Band 7) one operational and one clinical
- 0.5 x WTE pharmacy technician and 0.5 WTE prescribing pharmacist (currently vacant)

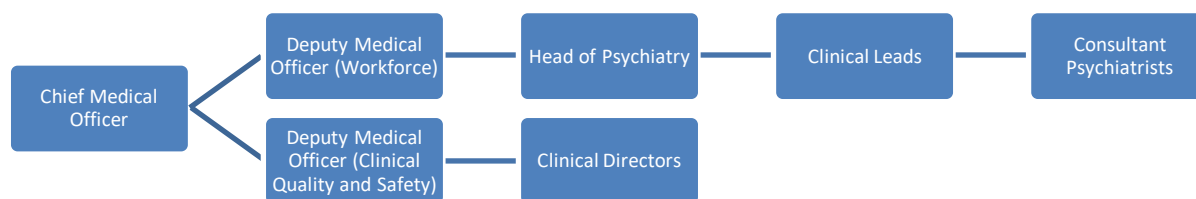
- 0.5 x WTE CBT therapist
- 1.5 x WTE administrator
- 16 x WTE Band 6 Mental Health nurses
- 8 x WTE Band 3 Mental Health support workers

4. Continuing professional development (CPD)

- The postholder will be expected to remain in good standing for CPD with the Royal College of Psychiatrists.
- There is a system of peer review groups in operation within the Trust. Within these the postholder will be expected to devise a PDP in liaison with colleagues
- There is a regular programme of weekly CPD activities organized at 3 sites across Kent and Medway. The postholder can access any or all of these.
- The post-holder will be entitled to up to 10 days per year of study leave with a study leave budget of £800 per year.

5. Clinical leadership and medical management

In 2021 we have implemented a new Clinical Leadership and Medical Management structure as outlined below.



- The postholder will be expected to attend their own managerial supervision at least every six weeks with their line manager (normally the clinical lead).
- To provide professional leadership including clinical supervision to the medical team and to provide clinical leadership to the wider MDT. The SAS tutor is Dr Ishaq Pala.
- Attendance at local governance meetings will form an opportunity to contribute towards business planning for the locality and, as appropriate, contributing to the broader strategic and planning work of the trust.
- The postholder will be expected to lead on the improvement of the quality of care within the team and contribute to improving quality across the system.

6. Appraisal and job planning

- KMPT is fully committed to the implementation of annual consultant appraisals and the postholder will be appraised by an assigned appraiser (independent to their line manager) on an annual basis.
- The appraisal will be part of the Revalidation and Relicensing process as guided by the GMC. The trust is currently using the online SARD platform for appraisals, job planning and annual leave
- Annual job planning will be undertaken by the Clinical Lead. There will be a review of job plans during every service restructuring; if there is a change in the needs of the post or at the postholders request
- There will be bilateral consultation and negotiation in the event of job content

changing

- Dr Afifa Qazi is the Responsible Officer and there is an Appraisal and Revalidation team for support
- KMPT has a robust internal induction programme for all new starters and a mentoring programme is available for all new Consultants and Consultants new to the Trust

7. Teaching and training

- The post-holder will be expected to take part in the regular teaching of junior doctors. Medical students also are placed in the area and there are opportunities to be involved in their teaching. This is support by the medical education team comprising of a Clinical tutor, Foundation Trainee Lead and a Director of Medical Education who are regularly engaged with Consultants
- The teaching is coordinated and managed by the Medical Education Manager and their team.
- There are opportunities for teaching FY trainees, GP trainees and Core Trainees on the Kent, Surrey and Sussex rotation who work within the trust. There is a well organised whole day fortnightly teaching program for GP trainees and Core trainees as well as SAS doctors.

8. Research

- The Trust encourages research, particularly where this is relevant to the morbidity of the local population
- The post holder will be encouraged to collaborate with academic departments in areas of research related to the post holder's duties. Research projects, which entail financial implications for the Trust, should be discussed initially with the Chief Executive and Medical Director.
- The Trust has academic links with universities in Canterbury – Kent University and Canterbury Christchurch University, as well as University of Brighton.
- The Research & Development team regularly coordinate the Trust participation in local, national and international research projects

9. Mental Health Act and Responsible Clinician approval

- The post holder would be expected to be approved as a Responsible Clinician or be willing to undertake training to obtain Section 12(2) MHA and will be expected to renew this approval according to agreed procedures.

10. Secretarial support and office facilities

- Each Consultant will have named administrative support and Voice Recognition software for dictation of clinical notes and letters.
- The Consultant will have a computer with access to the internet/Rio patient data base and a dedicated work space within the team with the availability of bookable private rooms for the purpose of supervision and confidential work. The consultant will work in an office shared with the team managers.

11. Clinical duties of post holder

- Assessment and diagnosis of people under the care of the service.
- Management of moderate to severe complex mental illnesses including personality disorder and dual diagnosis.
- Support and promote the physical health and wellbeing of the service user group
- Use of Mental Health Act and other relevant legislation where clinically appropriate.
- Psychiatric review of patients who are on the caseload of the supervising Consultant.
- Use rating tools and/or outcome measures that it has been agreed the team will use.
- Writing reports (e.g. For Hospital managers or Tribunals) on patients the post holder has seen and attendance at Professional and other multi-agency meetings as appropriate.
- Clinical audit and Quality Improvement activity.
- Support teaching of medical students attached to the service.
- Cross cover for colleagues for annual and study leave, by prior agreement and for sickness in a flexible manner.
- To provide consultancy, advice, support and intervention to the team and wider professionals.
- To provide specialist assessment in complex cases and provide management strategies.
- Working within the team to manage risk for those patients with complex disorders and risky behaviours.
- Multi-disciplinary team working and liaising with other secondary care services and external stakeholders as 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.

12. Clinical governance and quality assurance

- The post holder would be expected to actively participate in service/team evaluation and the planning of future service developments
- The post holder, with all staff members, will be expected to comply with the Trust's Clinical Governance policy. The Trust Clinical Audit Committee is operational and the post holder will be expected to participate in the Trust's audit activities.

13. Quality improvement

- The postholder will lead and manage the team in a way that supports the development of a culture of continuous improvement and learning.
- Utilising a quality improvement approach to think systemically about complex problems, develop potential change ideas and test these in practice using a systematic QI methodology.
- Empowers the team to resolve local issues on a daily basis using the tools and method of quality improvement without staff having to seek permission.

- Promotes awareness and understanding of quality improvement, and shares learning and successes from quality improvement work.
- Work with the Quality Improvement team to support all of these activities.

14. General duties

- To manage, appraise and give professional supervision to junior medical staff as agreed between 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, 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.

15. 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.

16. 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.

17. Work programme

It is envisaged that the post holder will work 10 programmed activities over 5 days. Where there are two consultants working at one site there is scope for working 10 programmed activities over 4 days in line with service protocol. Following appointment there will be a meeting at no later than 6 weeks 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 head of psychiatry within six weeks after commencing the post and at least annually thereafter.

18. On-call and cover arrangements

- The postholder will join the Consultant on-call rota. This is currently 1:18 (non residential) and is remunerated with category A supplement and 0.5 PA in addition to 10 PA sessions.
- The on-call responsibilities includes supporting junior doctors and providing RC responsibilities.
- Section 136 and mental health act assessments in the community or local police stations/A&E departments are completed by the middle grade doctor rota available during the on-call duties. On call responsibility will cover both adult and older adult psychiatry wards.
- All leave must be agreed with the Clinical Lead and cross cover arrangements will need to be agreed between the local Consultants.

19. Wellbeing

Within KMPT we are committed to the wellbeing of our staff and offer a range of support services:

Effective occupational health support.

The post-holder will have access to Optima Health occupational health services. The post-holder's manager can make a referral using the online portal. They will complete a short referral form and submit to Optima. All referrals received will be triaged by a clinician and the appropriate consultation booked, this will either be a face to face or telephone consultation with an Occupational Health Advisor or for complex cases an Occupational Health Physician. After the consultation is completed if the post-holder has consented then a report will be sent to the line manager and HR (if requested on the referral) and a copy sent to the post-holder for review.

Optimise Health.

The post –holder will have access to Optimise Health. This is a tool that helps people take control of their health, designed to highlight any risk factors and encourage small but sustainable changes to help maintain fitness, health and personal resilience. Increasing sedentary workforces, obesity, psychological ill-health and less sleep are all having a negative impact on our health. Optimise is a set of comprehensive wellbeing assessments, with personalised wellbeing content tailored to your responses and an extensive library of wellbeing information for the post-holder to access, at any time

Staff Care Services (SCS).

The post-holder will have access to SCS which is an independent professional counselling service provided for staff as part of the Trust's commitment to staff care. The support line provides free, confidential information, support and counselling away from the workplace.

Proactive local organisational systems to support doctors' wellbeing following serious incidents.

Supporting the wellbeing of the post holder after serious incidents that involve patients in their care (e.g. homicide or suicide) is paramount, and a dedicated senior clinician will provide support and advice as needed after the incident. Details of the senior clinician able to offer this support will be provided via the line manager.

Timely job planning reviews when there are changes in regard to the pre-agreed workload.

If there are changes to the pre-agreed workload (e.g. unexpected cover of a different unit/service outside the casual cross-cover arrangement) a timely meeting with the line manager before cover starts will enable discussion of the feasibility of the change within the constraints of needing to manage a safe workload. Additional support will be sourced if required. A timely job plan adjustment will be arranged of a new working arrangement is to proceed.

Availability of local initiatives/resources that promote workforce wellbeing.

KMPT offer a range of ongoing initiatives to support wellbeing that the post holder is encouraged to participate in. These currently include:

- Flexible working including remote working
- Flexible retirement
- Trust-wide awards event recognising staff and volunteers
- Annual flu and Covid vaccine
- Varied learning and development courses (e-learning and face-to-face)
- Staff MOTs supporting your physical and mental health with health advice and monitoring
- Easy access to information with 'MyKMPT,' our on-the-go phone app for staff
- Regular listening events with open access to senior management
- Car lease scheme
- National and local NHS discounts for staff and families
- Relocation packages (dependent on post)
- The post holder will form part of a peer group who meet regularly.

KMPT has in house Mental Health First Aiders on hand to support and sign post for anyone struggling with their mental wellbeing.

KMPT runs many more wellbeing initiatives through the year, supported by a team of Health and Wellbeing Advocates, including support for giving up smoking, opportunities to take part in physical or mental wellbeing challenges and access to free tools and resources, all information can be found on our intranet iConnect under health and wellbeing.

20. 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

21. Leave

The post-holder is entitled to a minimum of 32 days annual leave per year dependent on length of service as detailed in the consultant contract. The post-holder will also be entitled to up to 10 days per year of study leave.

22. Suggested Draft Timetable

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Home visits /Assessments (DCC)	Home visits /Assessments (DCC)	Home visits /Assessments (DCC)	CPD and monthly Peer Group Meetings (SPA)	Home visits /Assessments (DCC)
Handover	Handover	Handover	Handover	Handover
Admin (DCC)	Admin (0.5 DCC) Special Interest (0.5) (SPA)	Home visits /Assessments (DCC)	Home visits /Assessments (DCC)	Supervision of Doctor, Admin, Audit/ Research (SPA)

The post holder will join the on call rota with other East Kent consultants Psychiatrists. The current rota is a maximum 1 in 9 and banding is Category A (3%). During on call they support the junior doctors on call, the CRHTT, as well as Mental Health Act Assessments and also advise the wards as needed. The on call rota will cover the East Kent area. There is also a full middle tier of Section 12 doctors. For weekend on calls, there is a daily tactical call. In addition, there is a rota for covering Section 12 daytime assessments in the East Kent place of safety and hospital sites. This is approximately 1 in 10 and a fee is payable for completed MHA assessments.

There is an expectation the postholder will be responsible for line management of specialty doctors and will take on a supervisor role for trainees, where appropriate

23. CPD and SPA

The expectation is that 1.5 Supporting Activities PA will be used in activities related to CPD, audit/quality improvement activity, appraisal, revalidation and PDP groups and 1 Supporting Activities PA will be used in management or leadership roles with linked SMART objectives (RCPsych CR207 Safe Patients and High Quality Services).

24. Equality and Diversity

KMPT has made a commitment to becoming an anti-racist organisation and champions equality of opportunity and freedom from discrimination on grounds of race, age, gender identity, sexual orientation, sex, disability, philosophical and religious beliefs, cultural background, health status and language.

KMPT wants to create an open, non-judgmental, and inclusive NHS organisation that treats all staff with dignity and respect. We welcome applications from underrepresented groups and actively encourage them to bring their whole selves to work as we aim to become a truly diverse organisation.

25. For further information about the post or to arrange an informal visit, please contact any of the following:

Aaliya Majeed (Head of Psychiatry)

E-mail: Aaliya.majeed@nhs.net

Tracy Tilly (Service Manager)

E-mail: Tracy.tilley@nhs.net

For more information about Kent, go to www.visitkent.co.uk

For information about our services, visit our website: www.kmpt.nhs.uk

26. Approval of this job description by the Royal College of Psychiatrists

This job description and person specification was approved by the Royal College of Psychiatrists' regional advisor on DD/MM/YYYY.

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

	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 & 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>