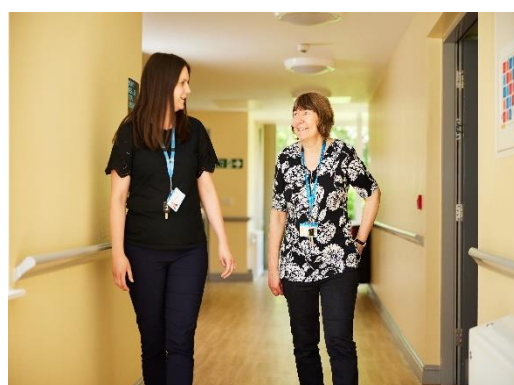


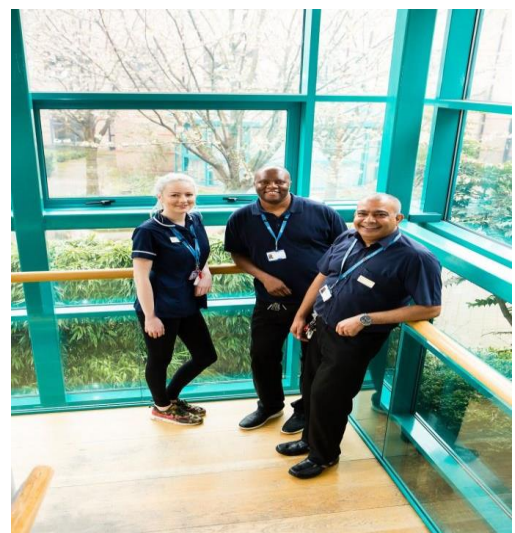
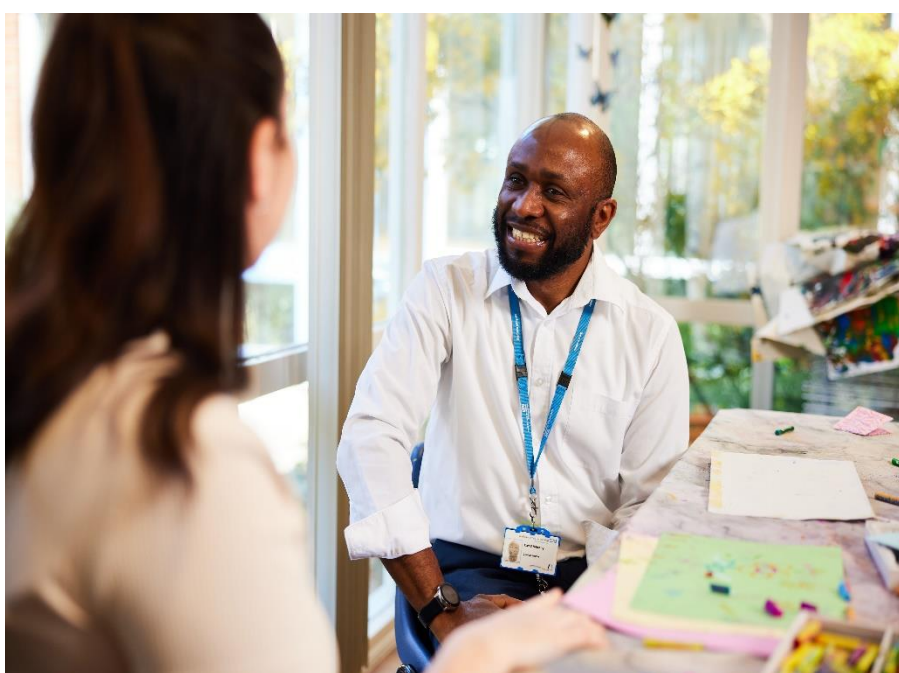
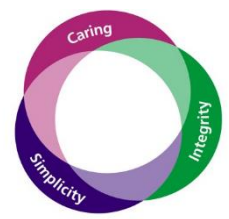


Consultant Psychiatrist Low Secure Forensic Service:



Newsam Centre, Leeds

Job Description and Person Specification





Consultant Psychiatrist

Job Description and Person Specification

Post and specialty	Consultant Psychiatrist Low Secure
Contract	Substantive.
Programmed Activities	10 PAs
Base	Designated base in Newsam Centre, Seacroft Hospital York Road, Leeds, LS14 6WB
Accountable professionally to:	Medical Director: Dr Chris Hosker
Accountable managerially to:	Medical Lead: Dr Clare Stephenson
Accountable operationally to:	Chief Operating Officer – Joanna Forster Adams
Key working relationships and lines of responsibility:	Lead Psychiatrist : Dr Julie Robinson Matron: Hannah Wilkinson Head of Operations: Josef Faulkner Clinical Director: Dr Eli Joubert Medical Director: Dr Chris Hosker Responsible Officer: Dr Wendy Neil Chief Operating Officer – Joanna Forster-Adams Chief Executive – Sara Munro



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1 Introduction

Leeds and York Partnership NHS Foundation Trust is a specialist organisation providing mental health and learning disability services to the entire population of Leeds, with additional specialist services (Forensic and Child and Adolescent Psychiatry) to areas of York, Selby and Tadcaster. The Trust has close links with the University of Leeds, providing psychiatric placements for fourth year undergraduate medical students and a successful Core Psychiatry Core Training Programme that acts as a vehicle for preparing trainees for Membership of the Royal College of Psychiatrists examinations.

Leeds is a city rich in 3rd sector providers and good working relationships are enjoyed with Leeds Social Services and the 3rd sector where there is an alliance of organisations that provide services or have contact with people experiencing mental health problems.

West Yorkshire is an area of great ethnic and social diversity with Leeds bidding to be European Capital of Culture 2023: Leeds and York Partnership NHS Foundation Trust is seeking applicants with an enthusiasm to serve the needs of a region enriched by such cultural diversity.

2 Trust details

Leeds and York Partnership NHS Foundation Trust (LYPFT) is the main provider of specialist mental health and learning disability services in Leeds. We also provide specialist services across York, the Yorkshire and Humber region, and some highly specialised national services.

The vision of LYPFT is to provide outstanding mental health and learning disability services as an employer of choice. This means supporting service users and carers, our staff and the communities we serve to live healthy and fulfilling lives to achieve personal and professional goals, and live free from stigma and discrimination.



LYPFT employ approximately 2,500 substantive staff, including 70 Consultant Psychiatrists. Currently 114 trainee and SAS doctors work within LYPFT services.

In 2016, at their last visit 77% of our services were rated as “good” or outstanding”, by the CQC. More information is available on the Trust’s website:

<https://www.leedsandyorkpft.nhs.uk>

where the report “Living our Values to Improve Health and Lives: Our Strategy 2018 – 2023” can be found, with further details of the organisation.

The Trust’s overarching purpose of “Improving Health, Improving Lives” is underpinned by its strategy, values, goals and objectives.



Our values and behaviours

Our values

We have integrity

We treat everyone with respect and dignity, honour our commitments and do our best for our service users and colleagues.

Behaviours that uphold our values

- We are committed to continuously improving what we do because we want the best for our service users. We consider the feelings, needs and rights of others.
- We give positive feedback as a norm and constructively challenge unacceptable behaviour.
- We're open about the actions we take and the decisions we make, working transparently and as one team with service users, colleagues and relevant partner organisations.

We keep it simple

We make it easy for the communities we serve and the people who work here to achieve their goals.

- We make processes as simple as possible.
- We avoid jargon and make sure we are understood.
- We are clear what our goals are and help others to achieve their goals.

We are caring

We always show empathy and support those in need.

- We make sure people feel we have time for them when they need it.
- We listen and act upon what people have to say.
- We communicate with compassion and kindness.

Our people ambitions Looking after our people



The wellbeing of our people is important to us, so they can deliver high quality care. We want our people to be safe, healthy, and well both physically and psychologically.

Our Commitments

We will:

- Ensure our people have equal access to and use a full range of well-being support – physical, psychological, financial, and social
- Promote a psychologically safe culture and environment which challenges stigma and values the lived experience
- Keep our people protected, safe and well at work
- Ensure our leaders have the knowledge, skills, and expertise to support wellbeing in the workplace



The Trust to be in the top 25% of Trusts for our Health and Wellbeing score



60% Return to Work completions



Increase in Wellbeing assessments being completed to 85%



How we'll measure our progress:

- Increased accessibility to Trust employee assistance program services and improved outcomes for users
- Having a diverse and representative workforce at all levels
- Improve staff sickness levels year on year
- Minimum 85% compliance with Compulsory Training
- Establish dedicated staff-only wellbeing spaces across all Trust sites by 2024



Meet the Board of Executive Directors



Dr Sara Munro

Chief Executive



Dawn Hanwell

Chief Financial
Officer and
Deputy Chief
Executive



**Dr Christian
Hosker**

Medical Director



**Nichola
Sanderson**

Director of Nursing
and Professions



**Joanna Forster
Adams**

Chief Operating
Officer



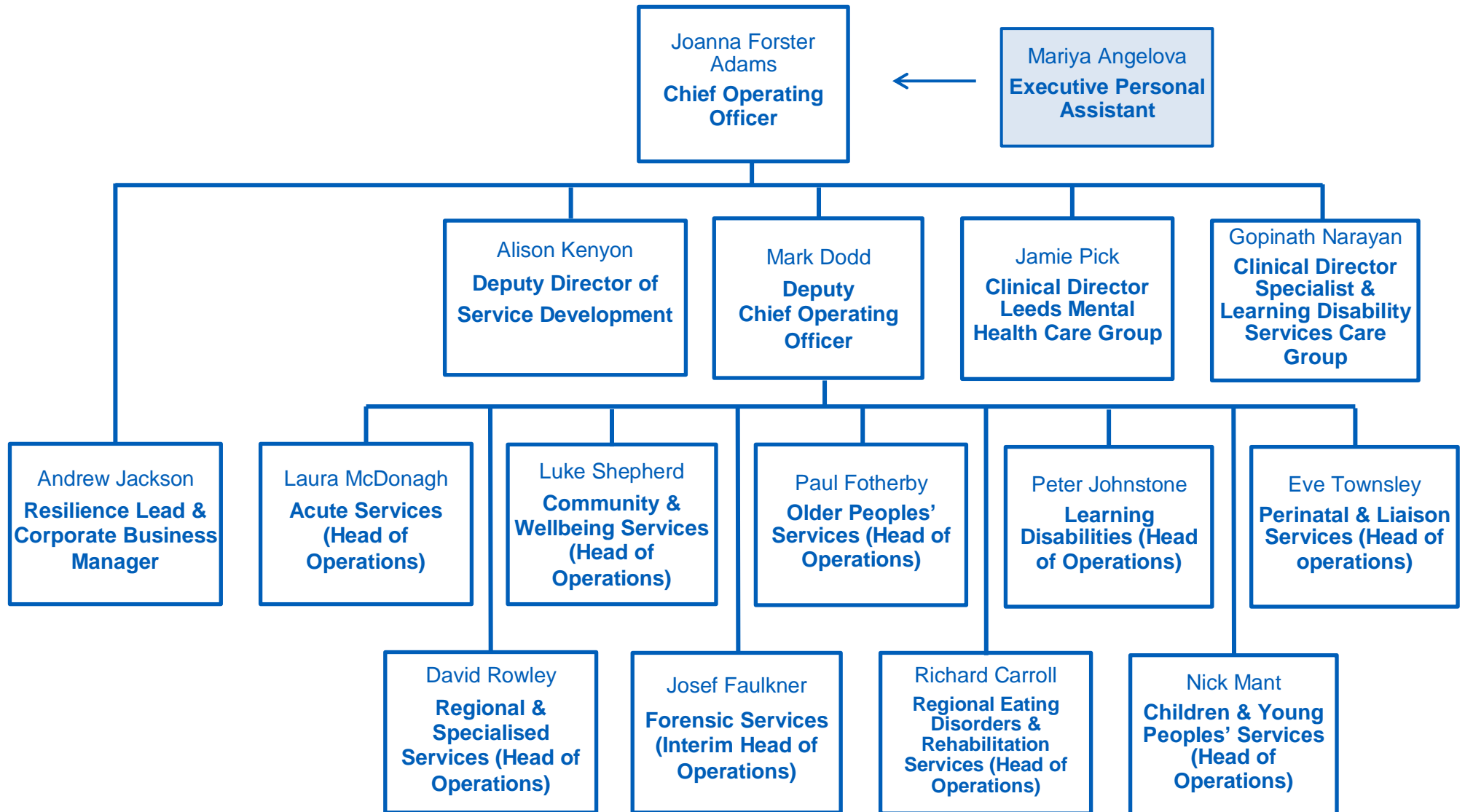
Darren Skinner

Director of
Organisational
Development and
Workforce

Services were re-structured in 2020 and now the Care Services Directorate operates under 9 distinct service lines, each with a Head of Operations, as described in the diagram below.



Care Services Directorate





The LYPFT Care Services Directorate provides the following services:

General Adult Community:

- Assertive Outreach Team
- 6 CMHTs across the city
- Crisis Resolution Intensive Support Service – CRISS (providing an alternative to inpatient care through home based treatment and the Crisis Assessment Unit, based at the Becklin Centre. s136 suite is based at Becklin Centre.
- Rehabilitation and Recovery service based at Asket Croft and Asket House
- Early Intervention in Psychosis - Aspire is the Early Intervention in Psychosis team in Leeds, provided by Community Links, but with a close working relationship with the LYPFT general adult and other services and with LYPFT Consultant Psychiatrists providing medical input.

General Adult Inpatients:

- 5 acute general adult inpatient wards based at the Becklin Centre and the Newsam Centre
- Psychiatric Intensive Care Unit based at the Newsam Centre
- Locked Rehabilitation And Recovery based at w5 the Newsam Centre

Older People's Community:

- 3 large CMHTS across the city
- Care homes team
- Memory assessment service
- IHTT
- Younger people with dementia team

Older People's Inpatients:

- 2 functional mental illness wards based at The Mount
- 2 dementia wards based at The Mount

CAMHS:

- Child And Adolescent Mental Health inpatient services are in York
- Specialist Mental Health Community services for deaf children in the North of England

Forensic:

- 3 inpatient low secure forensic psychiatry services are based at the Newsam Centre
- 3 inpatient low secure forensic wards are based at Clifton House in York
- Forensic outreach teams in Leeds and York



Eating Disorders:

- Connect is the regional community eating disorder service
- Inpatient eating disorder provision is based at the Newsam Centre

Perinatal Service:

- Perinatal Community Team based at The Mount (temporarily moved to Parkside Lodge)
- Mother and Baby Unit (temporarily moved to Parkside Lodge)

Autism Diagnosis Service:

- Leeds Autism Diagnostic Service (LADS) based at Aire Court

ADHD:

- Community Diagnostic and Treatment Service based at The Mount

Learning Disability Services:

- Learning Disability Community and Residential Services are based across the city

Personality Disorder:

- Personality Disorder Clinical Network – a city wide community service for severe PD in Leeds

Liaison:

- Liaison psychiatry services in LYPFT are the National Inpatient Centre for Psychological Medicine based at LGI, hospital in-reach into both LGI and SJUH, self-harm assessment service, psycho-oncology and the chronic fatigue service

Gender Identity Disorders:

- Community service based at the Newsam Centre

Addictions:

- The Northern Gambling Service (regional)
- Alcohol and substance misuse service exists under Forward Leeds

Veterans:

- The Northern Veterans Mental Health Service (regional)



3 Service details

Leeds and York Forensic Services provide Low Secure Inpatient Services based at two sites within Leeds & York Partnership NHS Foundation Trust (Clifton House, York and Newsam Centre, Leeds). The Forensic Service provides a high quality assessment, treatment and recovery service for people who represent a risk to others due to their mental disorder and are in need of either inpatient management, or support from a specialised community team. There are male acute and rehabilitation wards on each site and each site has a female ward. Each service focuses on patients who suffer with primary diagnosis of mental illness. Many have comorbid substance misuse and some may have comorbid personality disorder, autism spectrum disorder, or mild learning difficulties.

The York based service sits within the Humber Coast and Vale provider collaborative. The Leeds based service sits within the West Yorkshire Provider Collaborative.

We provide a patient centered recovery approach to support individuals to manage and/ or reduce the risks of harm that they present to themselves and others. The aim is to support individuals along a recovery pathway into the community and then on to generic mental health services. Leeds and York Forensic Services provide individualized care and treatment in a safe, therapeutic and least restrictive environment as possible.

All individuals are treated and managed in accordance with a whole care pathway approach with services working collaboratively with each other in order to ensure that the admission and transfer process across the secure care pathway is achieved seamlessly and efficiently.

We are a part of the Quality Network for Forensic Mental Health Services (QNFMHS). The QNFMHS was set up in 2006 by the College Centre for Quality Improvement (CCQI) and by a multidisciplinary approach facilitates quality improvement through a peer review process.

We adhere to Low Secure Services performance indicators and best practice guidelines. This includes standards set by the Secure & Specialist Commissioning Team and NICE guidelines. Our adherence to these standards is rigorously measured and monitored. The Service was rated as good at its last inspection.

Service users are supported to play an integral role in the governance of the Forensic Service and are facilitated to share their experiences in order to improve service delivery through well-established involvement structures.

The Newsam centre low secure forensic service provides a female service to the population of West Yorkshire and a male service primarily for the population of Leeds which has a population of about 850,000.

The service comprises 37 inpatient beds, and the forensic outreach team provides care coordination for about 65 outpatients.

The service across the three wards at Newsam Centre has a full range of staff including an operational manager, matron, clinical lead, clinical director, professional leads, security lead,

ward managers, clinical psychologists, mental health nurses, occupational therapists, occupational therapy assistants, health care support workers and a healthy living advisor. The inpatient service is also supported by the forensic social work team who provide care act assessments, social supervision and financial capacity assessments. The service is supported by an administrative team that comprises one team leader, three secretaries and two ward clerks.

4 Local working arrangements

This post has been created following a restructure within the service to provide more focused input to the inpatient environment. The postholder provides medical RC responsibility for ward 2 (Assessment and Treatment) which is a 12 bedded male acute assessment and treatment ward. Consultants at the Newsam Centre contribute to the gatekeeping arrangements on behalf of the West Yorkshire provider collaborative. Ward 2 primarily accepts referrals from prisons and acute services. It is expected that the majority of the time the post holder will be Newsam based, but assessments may require travel to other hospitals or prisons. In addition risk assessment and management advice is provided to colleagues in secondary care acute services. It is anticipated that there will be about two multidisciplinary access/risk assessments per month.

The postholder will take part in the Leeds and York Partnership Foundation Trust oncall rota.

The service currently has agreed funding for 3 consultants, 1 speciality doctor and 3 core trainees. Currently there is one WTE consultant allocated to the female pathway, one consultant allocated to the male acute assessment and treatment ward, one consultant to the male rehabilitation ward and a locum consultant works in the community with the forensic outreach team.

The substantive consultant will be eligible to apply to be a core/ higher trainee trainer.

The primary responsibility is to deliver a high quality clinical service. The post holder will be a key and valued member of the senior leadership team encompassing clinical governance and strategic development.

5 Continuing professional development (CPD)

The post holder will be expected to be in good standing with the Royal College of Psychiatrists for Continuing Professional Development (CPD) which will be supported in line with college guidelines. The post holder can identify their own CPD peer group or would be welcome to join the one that already exists. Support in CPD is provided by the Associate Medical Director for CPD, Dr Zumer Jawaid.



Applications for study and training which have been approved by the doctor's line manager and CPD peer group will usually be supported by the Trust. The CPD budget allocation per doctor is approximately £600 per annum.

All consultants are expected to receive clinical supervision from peers on at least a monthly basis. The forensic consultants meet on a weekly basis to discuss issues, present cases and seek help and support if needed. The meeting is chaired by Dr Stephenson.

The option of having a mentor is encouraged. The post-holder will be supported in accessing a mentor – usually within the Trust but can be outside the Trust if preferred.

6 Clinical leadership and medical management

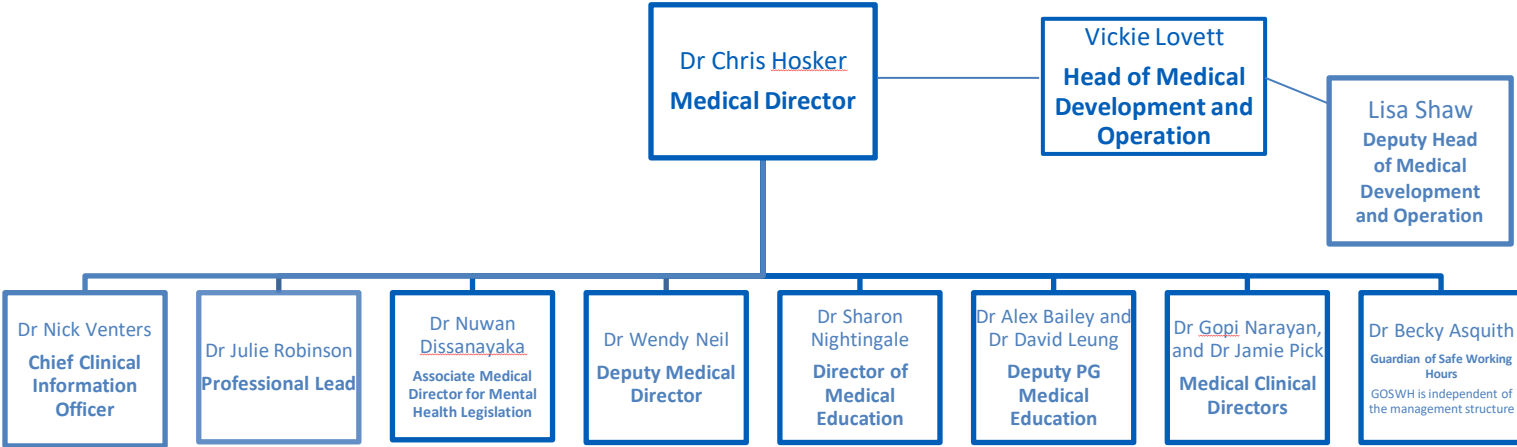
Leeds and York Partnership NHS Foundation Trust has developed leadership arrangements across the Care Services and Medical Directorate. This has involved the recruitment of experienced and skilled staff to senior positions and the realignment of services with regards to reporting, governance and management arrangements. The newly formed Leadership Structure will be responsible for overseeing and supporting the development of our clinical services and teams to ensure we consistently and collaboratively deliver safe and effective services for all who need them.

Consultants are encouraged and supported to take on medical leadership roles within LYPFT. There is the opportunity via the NHS Leadership Academy to complete medical leadership courses such as Mary Seacole and Edward Jenner. There is an annual medical leadership development day each November focusing year on different themes within medical leadership to which all Consultants, SAS Doctors and Higher Trainees are invited. There is a monthly meeting for all Consultants – Senior Medical Council.



Medical Directorate

Medical Structure





7 Appraisal and job planning

Arrangements for appraisal are well established within the Trust and it is expected that all Consultants will actively participate in the annual medical appraisal process.

The L2P system is used for appraisal and the process is supported by our dedicated Appraisal and Revalidation Team. This is an electronic database where supporting information can be stored and uploaded for appraisal, reminders about key tasks are generated and information can be shared with an appraiser.

The Trust has approximately 25 trained appraisers who are allocated to doctors for their appraisal. There are a number of quality assurance activities undertaken to ensure continued high quality of appraisal. There is training offered to all new Consultants and SAS doctors in relation to using the MyL2P appraisal system. There is also training for new Consultants and SAS doctors on preparing for appraisal and negotiating Revalidation. Revalidation is managed by the Responsible Officer and Revalidation Officer who ensure appraisals meet GMC guidance prior to making revalidation recommendations. All Consultants are provided with access to colleague and patient 360 multisource feedback on the MyL2P system to allow them to collect feedback from colleagues and patients.

The formal job plan will be agreed between the appointee and medical lead (for Forensics it is Dr Stephenson). This will be signed by the Medical Director.

It is proposed that the job plan for the first three months will be based on the provisional timetable below. This can be varied in agreement with the Medical Lead but any alterations made will be designed to ensure that they reflect the status of this College Approved Job Description. The job plan will then be reviewed annually, following the annual appraisal with an identified appraiser within the Trust.

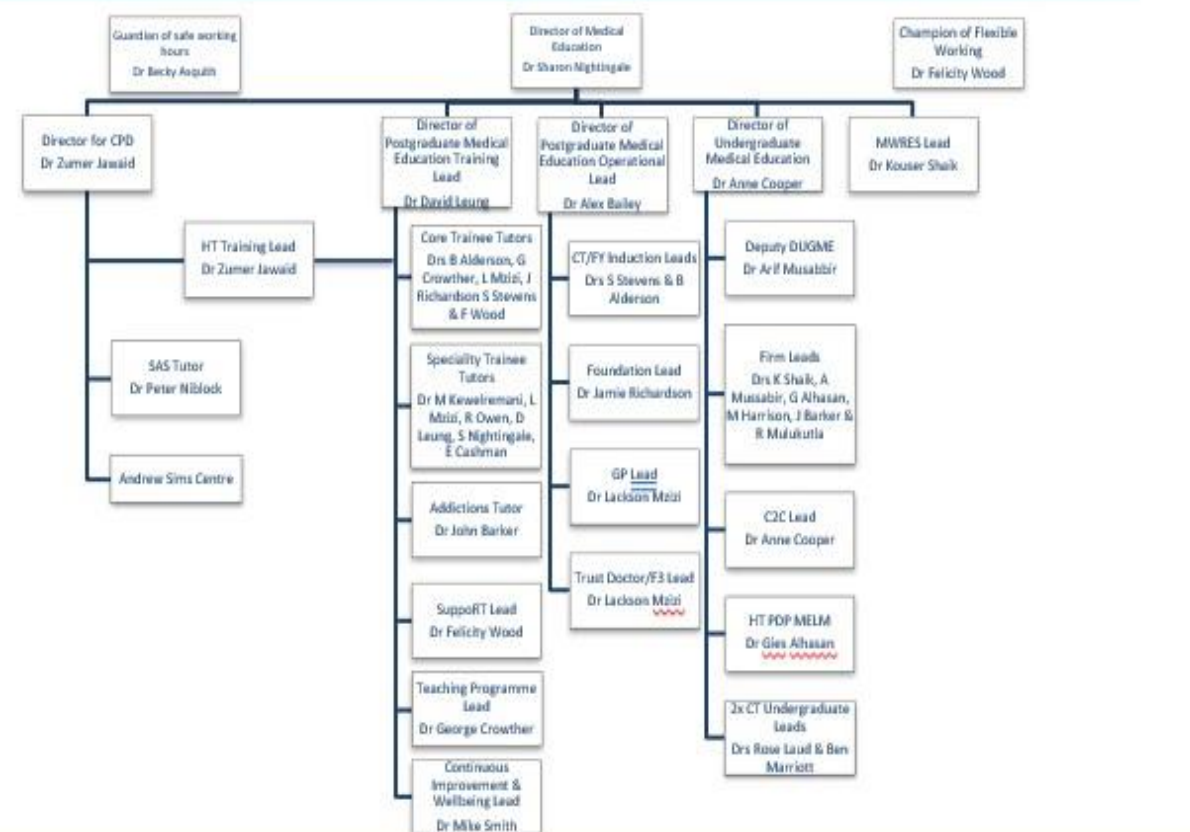


8 Teaching and training

The Trust places education at the heart of patient safety and staff development. Medical Education in the Trust has a long reputation of being deemed outstanding from HEE Quality Visits. Dr Sharon Nightingale is the Trust Director of Medical Education and Dr Rebecca Asquith is the Guardian of Safe Working Hours. Dr Sharon Nightingale is supported by Dr Alex Bailey and Dr David Leung as her deputies in postgraduate education (DPGMEs), Dr Anne Cooper as her deputy for undergraduate education (DUGME) and Dr Sumir Punnoose overseeing continuous professional development for our SAS and Consultant grade. Dr Sharon Nightingale leads a comprehensive Medical Education Leadership and Management (MELM) team which supports and governs medical education for medical undergraduates through to retirement. MELM enables doctors in the Trust from Core Training to Consultant level to develop and enjoy a career pathway in medical education. The Trust has a strong and embedded culture of developing medical educators and senior medical leaders with frequent regional appointments of Senior Lecturers at the University of Leeds (UoL), Training Programme Directors, Specialist Trainee Tutors, Head of School of Psychiatry and within the Royal College of Psychiatrists - Faculty executive team members, CPD and Mental Health Act leads, Dean and Presidential roles.

The Trust hosts medical students from the University of Leeds and Postgraduates from F1 to ST7 via the Yorkshire and Humber Deanery. We have over 80 doctors in training at any one time in the Trust. It is anticipated that the post holder will be a clinical supervisor for medical students and trainees in psychiatry and will have job planned time (1 hour per week) for supervision per medical student/trainee. All posts in MELM supporting the clinical supervisors are shown in the following diagram and are all remunerated and job planned to reinforce the value the Trust places on developing our future medical workforce.

Medical Directorate Medical Education Senior Management Structure



9 Research and development

The Research and Development department at Leeds and York Partnership NHS Foundation Trust are dedicated to generating high-quality, innovative research into mental health, learning disabilities and neurodiversity and what we do changes lives across the UK. Using our specialist expertise, unique population and a collaborative approach, we bridge boundaries, provide hope, and we're actively shaping the future of mental health care.

The department supports a range of studies involving service users, carers, friends and family alongside our staff. We collaborate with the mental health research

community to help develop new cutting-edge care which will improve and, ultimately, change lives. You can find out more about us on our webpage and within our strategy:

<https://www.leedsandyorkpft.nhs.uk/research/>

<https://www.leedsandyorkpft.nhs.uk/research/wp-content/uploads/sites/6/2022/12/Research-and-Development-strategy-Dec2022.pdf>

There are opportunities for all consultants and SAS Doctors to engage with research, supported by the R&D team, and to receive study specific training. It is expected that when requested by R&D Department staff, the consultant and SAS Doctors assist with recruitment to NIHR CRN Portfolio research studies by identifying potentially suitable participants and providing information about studies to potential participants, supported by the R&D team. Consultants and SAS Doctors who wish to become Local Principal Investigator for such studies, or to conduct their own research, will be encouraged and supported by the R&D team.

There are strong links between the regions Universities and Leeds and York Partnership NHS Foundation Trust. The trusts research department has a specific interest in developing research in children and young people and dementia, but we deliver research across the breadth of our services.

10 Mental Health Act and Responsible Clinician approval

There is requirement for AC/RC responsibility for the vast majority of inpatients and those on CTO's or Restriction orders in the community. The post holder is required to be approved as a Responsible Clinician and will be expected to renew this approval according to agreed procedures.

11 Secretarial support and office facilities

The post holder will have dedicated office space at the Newsam Centre in Leeds. It is expected that the majority of time will be spent at the Newsam centre, but assessments will require travel. Administration and secretarial support (in addition to team administration support) will be from a named person. The post holder will be provided with a Trust laptop, enabling remote access to the Trust electronic record system "Care Director" as well as a Trust mobile with BigHand (digital dictation) license included. The

admin support and office accommodation satisfies the standards outlined in https://www.rcpsych.ac.uk/pdf/PS06_16.pdf - RCPsych Guidance for office accommodation and administrative support for consultant posts.

12 Clinical duties of post holder

Leeds Partnerships NHS Foundation Trust is seeking to appoint a full time (10 PAs) Consultant Psychiatrist in the Leeds Low Secure Service based at the Newsam Centre. Less than full time arrangements can be negotiated.

The post holder will work with the MDT, colleagues and other agencies to deliver safe and effective care to patients within the male to promote public safety. The service commitments are divided between the four consultants on a group job planning basis.

Duties will be in line with those of an Approved / Responsible Clinician for low secure patients with complex needs. There will be a requirement for significant liaison with other services and agencies including MAPPA, police, courts, probation etc and support with advice and opinion to general adult colleagues who may consult about a risky patient.

The post holder, supported by the MDT, will provide:

- Regular clinical reviews
- Flexibility to accommodate urgent clinical reviews
- Clinical input within the CPA framework
- To hold Approved Clinician status as defined within the Mental Health Act (1983) and undertake the duties of Responsible Clinician for those subject to the MHA 1983 under their care
- Complex prescribing and review
- Effective liaison with local mental health providers, local authority professionals and statutory organisations in support safe care and risk management
- An expectation to work intensively and assertively with the client group
- To work collaboratively with other services within the Trust and other Trusts within the provider collaborative.
- To provide professional leadership.
- To provide one hour a week protected clinical supervision to trainees.

- To work jointly with the Clinical Leadership Structure, Operations Manager and Head of Operations. and those in other agencies to ensure the service is delivered successfully.

All of the above are expected to occur using the most efficient and appropriate form of communication eg virtual meetings/face to face meetings in different settings or telephone calls. A flexible approach to working to ensure timely efficient contacts with professionals and service users is the expectation. The Trust supports the use of MS Teams and WhatsApp currently. Familiarity with these platforms is particularly important given the regional reach of the service.

13 Training duties

There are frequent opportunities for both formal and informal roles in medical education at both undergraduate and postgraduate level for successful applicants. The post holder will be able contribute to both undergraduate and postgraduate clinical teaching. Currently LYPFT receive medical students on rotation from the University of Leeds Medical School in year 4 and a student could be allocated to this post. There is an opportunity too to teach on the Core Psychiatry Training Course (CPTC) at the University of Leeds, and to Chair and participate in the weekly Wednesday afternoon psychiatric trainees teaching programme.

The post holder, as a clinical leader in the team, will have a duty to participate (within their scope of expertise) in MDT training pertinent and relevant to the clinical work of the team. Psychiatric trainees in the team will have an hour of weekly educational supervision with the post holder.

Involvement in teaching within the department, elsewhere in the Trust and to groups within neighbouring organisations such as LTHT and the universities is also strongly encouraged.

14 Clinical governance and quality assurance

This post offers the opportunity to join an established successful low secure service.

The Care Directorate Governance Councils bring together our leadership team and other senior clinicians from across all disciplines, to collate and consider

innovation and concern from across the various Governance Groups and to review our work on agreed Quality Improvement initiatives. We will take account of learning both locally and nationally and consider emerging issues from Trust wide groups, in particular the Trust Wide Clinical Governance Group, into which we provide a highlight report on a monthly basis. A tiered approach to Clinical Governance exists from team level governance up to the monthly Trust Wide Clinical Governance meeting chaired by the Medical Director.

Medical Management in the Trust is overseen by Dr Gopi Narayan – Clinical Director with special responsibility for medical management across the service lines. The Clinical Director is supported by Lead Professionals from the main clinical disciplines including a Lead Psychiatrist (Dr Julie Robinson). The post holder is expected to work collaboratively with the managers and their colleagues.

15 Quality improvement

Through a developing culture of learning and change to reflect this learning, it is expected that the post holder will embed continuous improvement and learning within the service, a process which is supported by the wider organisation.

Working alongside the clinical effectiveness team at LYPFT, who are skilled in a variety of systematic QI methodology, quality improvement approaches to solve complex clinical/service delivery problems are encouraged. This team is supported by our newly appointed Director of Quality (and previous Medical Director) - Dr Claire Kenwood.

The culture at LYPFT is one in which there is an emphasis on local teams feeling empowered and able to identify problems and resolve issues locally and for teams to have the knowledge and skills to do this independently – the post holder will be an integral part of embedding this culture, promoting success from quality improvement work and encouraging the sharing of learning through their own understanding and experience of quality improvement work.

16 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.
- 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 – this is via the LYPFT electronic record system "Care Director".
- To participate in service and business planning activity for the locality and, as appropriate, for the wider organisation and provider collaborative footprint.
- To participate in Continuing Professional Development and completion of compulsory training needs. The Trust will support appropriate study leave expenses. It is expected that the post holder will be in good standing with the royal College of Psychiatrists for CPD
- To participate in annual appraisal for consultants. This is supported by the Medical Directorate and AMD for Appraisal and Revalidation.
- To attend and participate in the weekly Wednesday afternoon academic programme of the Trust, including lectures, seminars, case presentations and journal clubs as part of the internal CPD programme.
- To maintain professional registration with the General Medical Council, Mental Health Act Section 12(2) approval, and to abide by professional codes of conduct.
- To participate annually in a job plan review with the medical lead Dr Stephenson, which will include consultation with a relevant operational

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 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
- To provide cover for Consultant colleagues on annual leave and in emergencies for sick leave.
- To support and participate in clinical governance and audit. This will include involvement in Trust wide clinical audit and priority areas identified within this service line. In addition to support the evaluation of the service and reporting cycles to the Provider Collaborative & NHS England
- To contribute to undergraduate and postgraduate teaching.
- To comply with LYPFT policies and procedures.
- The post holder is required to undertake 1 hour of peer supervision each month.
- To contribute to ensuring the Trust achieves its performance targets agreed for the service line.

17 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.

18 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. All Consultants are asked to contribute to a MHA medical scrutiny rota for a week at a time which occurs approx once every 3 months, during which the Consultant is responsible for scrutinizing MHA recommendations under guidance from the AMD for Mental health Legislation.

19 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 forensic medical lead Dr Stephenson, to review and revise the job plan and objectives of the post holder. The overall split of the programmed activities is 7.5 to be devoted to direct clinical care and 2.5 to supporting professional activities (as per the Royal College of Psychiatrists recommendation). The timetable is indicative only. A formal job plan will be agreed between the post holder and the medical lead and clinical manager three months after commencing the post and at least annually thereafter and at least annually thereafter. This will reflect the approved status of this Job Description.

The timetable below provides an indicative schedule of the clinical activity and clinically related components of the job plan that occur at regular times in the week. Agreement should be reached between the post-holder and the Medical Lead Psychiatrist with regard to the scheduling of all other activities, including the supporting professional activities.

Clinical Care: 7.5 PAs per week

Job plans reflect college guidance, ie 1 PA for assessments (up to 20 per annum), between 2-4 inpatients per PA. The number of patients per PA is dependent on acuity and MDT support.

Supporting Professional Activities: 2.5 PAs per week

(include CPD, governance, teaching & research, including supervision of trainee)

Draft Timetable

NB This timetable should be used as a guide only

Monday	Tuesday	Wednesday	Thursday	Friday
Ward work/ admin/ trainee supervision	MDT	Appeal/ renewal hearings	Assessments	SPA
Referral meeting/ Consultant meeting/	HCR 20 CPA	Trust teaching/ SPA/ Monthly Cross site clinical governance	Ward work/ admin	SPA

20 On call and cover arrangements

The post holder will take part in one of the Consultant on call rotas. There is a Consultant on call for the West and for the East side of the city – both of which, at present are approx. 1 in 14 rota. This is a third tier on call rota with a Core Trainee (CT 1-3) providing first on call and a Specialist Trainee (ST 4-6) providing the majority of second on call. On-call work is paid at Category B level – 1%. For urgent presentations which occur out of hours, the Leeds CRISS (crisis resolution intensive support service) supports clinical work, including MHA assessments and the s136 suite is within the CRISS team base and staffed by that service and the on call doctors overnight and at weekends.

There is a reciprocal cover arrangement within the department and generally for study and annual leave.

21 Wellbeing

The Trust recognises that modern health services require modern employment services and understands that staff work best for service users when they can strike a healthy balance between work and other aspects of their life outside of work. The Trust has a responsibility to deliver healthcare 24 hours a day, 365 days a year. Wards and departments need to be staffed to acceptable levels at all times and employees need to be flexible to respond to service needs.

The Trust is committed to:

- Enabling staff to balance work with other commitments and responsibilities outside of work. To support this commitment the Trust has a range of options for staff including flexible working, job-sharing and employment breaks.
- Supporting the personal wellbeing of all staff. There is a range of support available to including occupational health, physiotherapy, counselling, pastoral and spiritual care. In addition, there are other recreational activities such as a Choir
- As a mental health provider the importance of supporting individuals involved in a traumatic or stressful incident is understood. Staff who have been involved in such an event are made aware of what support is available to them from both a personal and professional perspective in the short and long term. External specialist resources are used as necessary and appropriate. There are specific workforce pages on the Trust's intranet site to aid staff and managers of the support available, how to access and promote health and wellbeing initiatives.
- Effective local occupational health support (confidential, includes modalities of self-referral, promoted regularly at induction and when in post)
- e.g. The post holder will have access to the Occupational Health (OH) Department, (full address, telephone and email). The OH team has access to a physiotherapist and psychologist, and the post holder may self-refer or be referred through their manager. The post holder will have access to the 24 hour employee assistance service, which provides free counselling, including face-to-face, and well as legal and financial support, online CBT and wellbeing resources. Information about Occupational Health and employee assistance will be disseminated at the induction and regularly when in post to ensure the post holder has timely access to the details if help seeking is necessary.
- Proactive local organisational systems to support doctors' wellbeing following serious incidents.

- e.g. 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 Medical Directorate at the time of initial induction.
- Timely job planning reviews when there are changes in regard to the pre-agreed workload
- e.g. 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 if a new working arrangement is to proceed.
- Availability of local initiatives/resources that promote workforce wellbeing (example: self-care, work-life balance, stress management, coaching/mentoring, peer group support, Balint groups for consultants/SAS)
- e.g. The trust has several initiatives to support wellbeing that the post holder is encouraged to participate in. These currently include flexible working, flexible retirement, season ticket scheme, lease vehicle scheme, cycle scheme, retail and restaurant discounts, eye test scheme, free health checks, menopause support, gym discounts, wellbeing events, mindfulness courses, wellbeing walks and jogs, and parenting workshops. The post holder will form part of a consultant peer group who meet regularly.

COVID-19

Specific wellbeing initiatives have been implemented to ensure the safety of staff and patients in light of the ongoing covid-19 pandemic. All staff are encouraged to complete the Staff Wellbeing Assessment with their line manager– a framework to identify extra supports for individuals in considering covid risk. There is a designated Health and Wellbeing page on the Trust intranet to ensure up to date information on for instance - testing, infection control, support to work in a covid safe way at home and at work, HR updates and covid related changes to local working instructions are available 24 hours a day. There is a daily Trustwide communication too specifically about covid.

A designated infection control team is available every day and out of hours too for advice; estates have risk assessed all Trust accommodation to advise and ensure all working environments are covid safe; a large virtual Trustwide meeting occurs 3 times weekly involving all the Professional, Clinical and Operational Leads which ensures multi-disciplinary and robust discussion before feeding into the higher level Silver Command meetings. A regular meeting is in place for all the doctors in training with the DME and TPDs to discuss and problem solve covid impact on training. All staff are supported in working from home while this is still the advice, and all have been supplied with the necessary equipment to be able to use virtual meeting sites (Zoom/MS Teams are used in LYPFT), teleconferencing, digital dictation and remote access to electronic records and all Trust links; staff can be supplied with other equipment too e.g. desks, office chairs, wider screens to improve and ensure working from home does not impact on physical health.

22 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

23 Leave

The post-holder is entitled to 32 days of annual leave per year, or 34 if employed for 7 years previously, plus the 8 bank holidays and 30 days study leave over three years.

24 Visiting arrangements

Phone/video call discussions are encouraged as are actual visits to site to talk to key individuals in the service.

The Trust website is another source of more information and contact details

<https://www.leedsandyorkpft.nhs.uk/>

For informal discussions re the post please contact:

Dr Julie Robinson Lead Psychiatrist: julie.robinson19@nhs.net

Dr Clare Stephenson, Forensic Medical Lead; clare.stephenson@nhs.net

Mr Josef Faulkner Operations Manager josef.faulkner@nhs.net

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' Deputy Regional Advisor on: awaiting approval

The job description does not form part of the contract of employment but, indicates how that contract should be performed. The job description will be subject to amendment in the light of experience and in consultation with the post holder but any amendments will reflect recommendation made during the approval phase of this job description and will be guided by the College Report CR 207 2018.

25 Equality and Diversity

Equality, diversity and fairness are at the heart of LYPFT's five year strategy (2018- 2023) "Improving Health, Improving Lives". As a provider of mental health and learning disability services, we are aware of the difficulties and distress caused by stigma and discrimination. We aim to provide services which promote recovery, challenge stigma and

enable social inclusion for the people who use our services and also provide an inclusive and fair working environment for our staff.

We do this through the Equality Delivery System (EDS2), a framework developed through the NHS which supports us to assess equality performance and to identify improvement areas. Under the Equality Act 2010, we have a duty to provide accessible services and to ensure that our services meet the needs of diverse communities and staff. Some examples of how we do this include:

Provision of Chaplaincy, Spiritual and Pastoral Care and meeting the needs of spiritual, cultural or faith beliefs

- Developing our workforce through training and development and providing knowledge and expertise to develop and embed equality, diversity and inclusion within the Trust
- Supporting vocational, financial and social inclusion of the people accessing services
- Monitoring our workforce, service user and carer profiles regularly to identify and action any disparities and inequalities.

Appendix 1: Person Specification

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

[illegible]

	ESSENTIAL	WHEN ASSESSED	DESIRABLE	WHEN ASSESSED
	<p>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>AAC</p> <p>AAC</p> <p>AAC</p>		
ACADEMIC SKILLS & LIFELONG LEARNING	<p>Able to deliver undergraduate or postgraduate teaching and training</p> <p>Ability to work in and lead teams</p> <p>Demonstrate commitment to shared leadership & collaborative working to deliver improvement. Participated in continuous professional development</p> <p>Participated in research or service evaluation.</p> <p>Able to use and appraise clinical evidence</p>	<p>SL, Pres, AAC</p> <p>SL, AAC</p> <p>SL, AAC</p> <p>SL, AAC</p> <p>SL, AAC</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. Evidence of achievement in education, research, audit and service improvement: awards, prizes, presentations</p>	<p>SL, AAC</p> <p>SL, AAC</p> <p>SL, AAC</p> <p>SL</p>

	ESSENTIAL	WHEN ASSESS ED	DESIRABLE	WHEN ASSESS ED
	Has actively participated in clinical audit and quality improvement programmes	SL, AAC, Pres	and publications. Has led clinical audits leading to service change or improved outcomes to patients	SL, AAC

