

JOB DESCRIPTION

OUR VISION: 'TO BE THE LEADING HEALTH AND WELLBEING SERVICE IN THE PROVISION OF MENTAL HEALTH AND COMMUNITY CARE'

****THE JOB DESCRIPTION FOR THIS POST IS PENDING ROYAL COLLEGE APPROVAL****

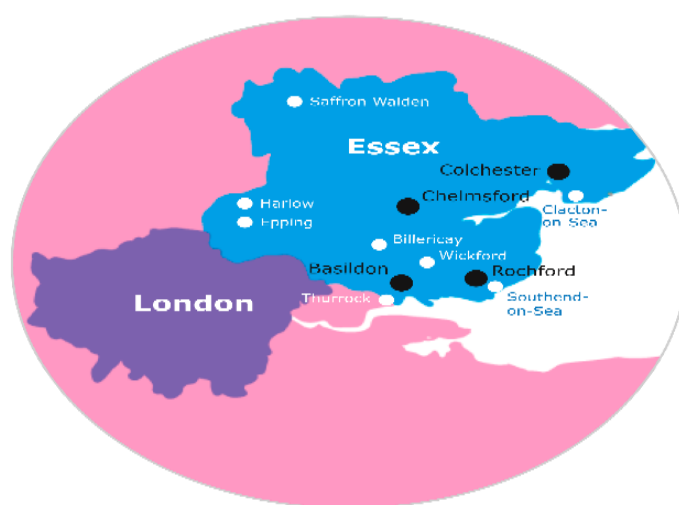
JOB TITLE	Consultant Psychiatrist in Eating Disorders This is a new substantive Consultant post created by commissioner investment into the Community Adult Eating Disorders Service covering Mid and South Essex. This is a fulltime post to support the current and planned development of the Service.
BASE	Nominal base is Sankey House, Pitsea, Basildon, Essex SS13 3NZ but required to work at other Trust locations as requested in response to the demands of the service.
ACCOUNTABLE PROFESSIONALLY TO	Executive Medical Director
ACCOUNTABLE OPERATIONALLY TO:	Deputy Medical Director for Specialist Services Head of Eating Disorders Service
KEY WORKING RELATIONS AND LINES OF RESPONSIBILITY	Head of Eating Disorders Service Clinical Team Leaders Clinical Lead for Therapies Service Leads in other NHS Trusts Service Leads in VCSEs GPwER Regional Colleagues Commissioners Deputy Medical Director for Specialist Services Executive Medical Director Clinical Director for Psychological Services
CONTRACT	Permanent 10 PAs per week Total PAs: 10 , SPA: 2.5 DCC: 7.5 Part Time or Job Share considered
HOURS OF WORK	In line with service operating hours – 9am-5pm Monday-Friday

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1. Introduction

Essex Partnership University NHS Foundation Trust (EPUT) was formed on 1 April 2017 and provides community health, mental health and learning disability services to support more than 3.2 million people living across Essex, Luton and Bedfordshire and Suffolk. We employ more than 6,440 staff working across more than 200 sites.

The trust works with a wide range of partner organisations to deliver care and support to people in their own homes and from a number of hospital and community based premises. EPUT has many modern community based resource centres and clinics to provide local services to local people where possible.



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2. Trust details

Our services include:

Mental Health Services – We provide a wide range of treatment and support to young people, adults and older people experiencing mental illness both as inpatients and within the community. This includes treatment in secure and specialised settings. A number of our specialist services have achieved accreditation from the Royal College of Psychiatrists.

Community Health Services – our diverse range of community health services provide support and treatment to both adults and children. We deliver this care in community hospitals, health centres, GP surgeries and in our patients' homes.

Learning Disabilities Services – we provide crisis support and inpatient services and our community learning disability teams work in partnership with local councils to provide assessment and support for adults with learning disabilities.

As part of our commitment to driving up quality in services for people with learning disabilities we are proud to say that we have signed up to the Driving Up Quality Code. Our self-assessment contains the full details of our commitment.

Social Care – We provide personalised social care support to people with a range of needs, including people with learning disabilities or mental illness, supporting people to live independently.

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OUR TRUST STRATEGIC OBJECTIVES SUPPORTED BY OUR VISION AND VALUES

PEOPLE FIRST

OUR PURPOSE

We **care** for people, every day.
What we do **together**, matters.

OUR VALUES

We **CARE**
We **LEARN**
We **EMPOWER**

OUR VISION

To be the **leading** health and wellbeing service in the provision of **mental health** and **community care**.

OUR STRATEGIC OBJECTIVES

We will deliver **safe**, high quality **integrated** care services.

We will **enable** each other to be the **best** that we can.

We will work together with our **partners** to make our services **better**.

We will help our communities **thrive**.

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3. Service details

The Essex Community Adult Eating Disorder Service (CAEDS) is accessible to individuals over the age of 17 1/2, registered with a GP within Southend, Essex or Thurrock. This post specifically covers the Mid and South Essex areas.

The Essex CAEDS is a dynamic and developing service incorporating an experienced multidisciplinary community team. The service offers outpatient treatment for Service Users who meet criteria for the moderate to severe spectrum of eating disorders, including Anorexia Nervosa, Bulimia Nervosa and Eating Disorders not otherwise specified (EDNOS), as well as a recently developed FREED (First Episode Rapid Early Intervention for Eating Disorder) pathway and an Intensive Day Treatment Service.

We have recently secured funding and developed an enhanced medical monitoring pathway to expand the existing team structure and to manage the increased need for the collaborative assessment and monitoring of physical health within the service and to support primary care in this shared task. This pathway also aims to manage the complexities and risk involved in managing high risk cases under MEED (Managing Emergencies in Eating Disorders) guidelines. The service actively promotes recovery from an eating disorder in the community through the offer of NICE concordant therapies including MANTRA, CBT-e, SSCM and guided self-help, as well as a range of group based therapies.

We have a strong team of highly qualified staff which includes a range of psychological therapists, nurse specialists, community nurse practitioners, a specialist dietitian, GPs with Extended Roles (GPwER), Physical Health Support Workers and Senior Support Workers. The role of the CAEDS consultant psychiatrist is to complement the existing professional skill mix, with the intention of providing supportive and comprehensive management of an individual's eating disorder. The post holder's focus will be on clinical leadership, holding clinical responsibility for outpatients, and leading the medical management pathway, whilst holding a strong respect and understanding of the psychological drivers and maintainers of the eating disorder.

The team has central bases at Sankey House, Pitsea and the C&E Centre in Chelmsford, as well as using other trust bases in the geographical area. The post holder will be one of the medical staff, supported by 2 GPwERs that work across Mid and South Essex, thereby providing input to both parts of the team. The CAEDS service also includes another consultant post for the North East and West localities; there will be a requirement to work collaboratively with that post holder and provide short term cover in the event of illness/annual leave etc.

The service works on an outreach model. It will be necessary for the post holder to be flexible in the location of appointments. Essex CAEDS works closely with other services in the Trust especially with the Adult Community Mental Health Services, in-patient units, the Mental Health Liaison services and the SET-CAMHS Eating Disorders Service for Children and Young People (provided by NELFT). There is no Eating disorder in-patient unit within EPUT.

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The post holder will be the Responsible Clinician for patients detained under the Mental Health Act.

Candidates either must hold a CCT or achieved Article 14 (4) of the GMC's specialist register with evidence of relevant training and experience. Section 12 approval is required.

4. Local working arrangements

We wish to recruit a Consultant Psychiatrist with experience in leading expert medical input to the Eating Disorder MDT and the wider system. Given the psychological approach to formulation and treatment within this Service, we are looking for someone who thrives on team working and thinking in a psychologically informed way about this patient group whilst providing medical expertise. The post holder will be expected to provide leadership and medical advice to the team.

The post holder will be a GMC registered clinician responsible for patients allocated to them and will assess, manage, plan and deliver care, including being professionally and legally accountable.

The consultant will work flexibly in consultation with the team and service manager, local operational leads and other consultants. In addition to the clinical duties associated with a post of this type, it is expected that the post holder will take on additional responsibilities including close working with partners and stakeholders, service development work, service evaluation and a clear responsibility for service leadership in conjunction with the head of service and operational managers.

The team consists of:

- Head of Service (Consultant Clinical Psychologist)
- Service Lead (Nurse)
- Head of Psychological Therapies
- Psychologists
- Assistant Psychologists
- GPs with an Extended Role in Eating Disorders
- Dietitian
- LAS/CT doctor
- FREED Coordinator
- Nurse Practitioners
- Occupational Therapist
- Senior Physical Health Support Workers
- Senior Support Workers
- Administrative support, including a 0.5wte Medical Secretary

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The following are other consultant colleagues within the Mid and South Essex area with whom the successful candidate will be required to develop key relationships are:

MID Essex:

Dr Akeem Sule	-Locum Consultant Psychiatrist-Galleywood ward (female acute ward)
Dr Tamal De	-Locum Consultant Psychiatrist-Topaz ward (mixed ward)
Dr Amir Ahmed	-Locum Consultant Psychiatrist- Finchingfield ward (male ward)
Dr Harsha Gopisetty	-Consultant Psychiatrist – Crisis team and Home First team
Dr Alex Lita	-Consultant Psychiatrist – Access and Home First team
Dr Rina Gupta	- Consultant Perinatal Psychiatrist
Dr Abdul Raoof	-Consultant Psychiatrist Low secure unit
Dr Miomir Milovanovic	-Consultant Psychiatrist in Psychotherapy
Dr Suman Mukhophadyay	- Consultant Psychiatrist, Early Intervention for Psychosis
Dr Racha Bansal	- Consultant Psychiatrist Specialist Mental Health Team
Dr Maran Muthuveeran	- Consultant Psychiatrist Specialist Mental Health Team
Dr Tanu Sarma	- Consultant Psychiatrist Specialist Mental Health Team
Dr Adrian Branisteanu	-Consultant Psychiatrist Specialist Mental Health Team
Dr Adel Elagawany	-Consultant Psychiatrist Specialist Mental Health Team

SOUTH Essex

- **Community G&A Services**
Dr Vishal Agrawal Brentwood CMHT
Dr Sri Vaidyanadeswaran Basildon CMHT
Dr Ashish Pathak Basildon CMHT
Dr Pranveer Singh CRHTT
Dr Khalid Jaffar ESTEP
- **Thurrock/Grays Community G&A Services**
Dr Laxmikanth Bangaru

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- **Inpatient Services**
 Dr Blaga Carr
 Dr Chike Onyechere
 Dr Khalid Saleem
 Dr Gladvine Mundempilly
 Dr Gaurish Gaunekar
 Dr Nnamdi Nwuba
 Dr Vimal Sivasanker
- **Medical Psychotherapy Services**
 Dr William Burbridge-James
- **Basildon Liaison Service**
 Dr Rajesh Balasubramian

The service has approximately 30 referrals a month to the team. Referrals are currently made from the other community mental health teams (i.e. not direct from primary care). Caseload of the whole team is approximately 100. Referrals are triaged by other members of the team. The vast majority of referrals will be for working age adults. However, there may be the occasional time when an older adult referral comes through (over 65).

There are approximately six OP clinics a week, 5 new patients a week with 10-12 follow-up appointments. This role will cover the commission of up to approximately 10 day care patients.

5. Continuing professional development (CPD)

6. The Trust is committed to support CPD in accordance with Royal College of Psychiatrists guidelines and a peer group arrangement for the purpose of supporting CPD exists and participation is expected.
7. Mentoring arrangements can be arranged within the Trust with a number of doctors being training and experienced mentors. Mentors outside the Trust can also be supported.
8. Appropriate internal and external study leave is supported and applications should be submitted on the appropriate Trust forms and authorised in accordance with the Trust's 'Medical Staff Study/Professional Leave Procedures'. Reasonable expenses are paid where incurred as detailed the procedures.
9. Attend and be up to date with mandatory training requirements of EPUT expectation to remain in good standing for CPD with the Royal College of Psychiatrists.
10. There is a thriving peer review group consisting of local consultants but the successful candidate can choose to remain in an existing peer group, if appropriate.
11. This post comes with funding for study leave of up to £3000 in 3 years. Courses have to be approved by the peer group and approval is subject to completion of trust mandatory trainings.

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12. Clinical leadership and medical management

- The post holder will be directly responsible to the clinical director and accountable to the Trust's Executive Medical Director. The clinical director will provide direct line management supervision and organise appraisal. Opportunities for mentoring will be explored with the postholder internally.

Clinical Leadership

- The post holder will be responsible for ensuring that junior medical staff, under their direct supervision, receives appropriate supervision and support.
- The post holder will be line managed by a Clinical Director who will be responsible for ensuring that the post holder continues to meet professional registration requirements, participates in PDP and for annual appraisal. The Trust Executive Medical Director has overall managerial responsibility for all doctors.
- The post holder will be encouraged to participate in service development and supported in acquiring any additional skills required to contribute effectively to service provision initiative.

Medical Management

- The Chief Executive is ultimately responsible for all governance arrangement within the Trust. The Executive Medical Director is the Responsible Officer who is required to ensure that the Medical Staff are appropriately registered to practice, are annually appraised and, where necessary, revalidated.
- The post holder will be expected to complete annual appraisal and, following this, will arrange for Job Planning with the Clinical Director and /or Area Director. During the Job Planning discussion, changes to the time-table may be negotiated as part of the post holder's Personal Development Plan, so long as this is in keeping with Trust and Locality objectives.
- Newly appointed consultants are encouraged to access the regional mentorship scheme. All consultants are required to participate in a Peer Group. There are a number of Peer Groups across the Trust and details of these, with introductions, will be offered to the post holder.
- As senior clinicians, the Consultants are expected to have input into and deliver good clinical practice and governance arrangements in the locality. There is an expectation that they will contribute to governance and operational committees as and when required.
- Opportunities for clinical and professional supervision are available through colleagues in the locality, mentorship and membership of a peer group. The post holder can develop areas of special interest in line with the Trusts' vision, subject to agreement with the Clinical Director.

13. Appraisal and job planning

- The Trust is committed to medical revalidation and appraisals and the post holder is required to undergo annual appraisals to support the revalidation process and continuous improvement of services. The appraisal process is in accordance with the Trust's Medical Appraisal Policy.
- The Responsible Officer for the Trust is the Executive Medical Director.
- Job planning will be undertaken annually and led by the Clinical director who is a medically trained doctor. The job planning process is in accordance with the Trust's Job Planning Policy.

14. Teaching and training

- The Trust has a policy of encouraging continuing professional development and will meet the Royal College's requirements for continuing professional development by allowing the post holder appropriate paid study leave and reimbursing reasonable expenses.
- There is a rotational psychiatric training scheme for trainees. There is a comprehensive teaching programme consisting of case presentations, journal clubs, seminars, training in interviewing skills and lectures. Trainees attached to each Consultant are expected to receive one hours' supervision by their Consultant each week. Trainees are required to attend a half-day release teaching programme at a teaching hospital appropriate for the MRCPsych examinations.
- It is expected that the post holder will take an active part in this programme, as well as acting as the educational supervisor of his/her junior doctor as applicable.
- The Trust has an active Clinical Audit programme with presentations of audits arranged on a three monthly basis. The post holder will be invited to participate, along with his/her junior doctor.
- The Trust is committed to a policy of further education and training for all disciplines. This includes links with Essex University - MA Courses in Psychotherapy, Research & Management, Health & Sociology and Community Mental Health are run jointly with the Trust. There are also a number of shared appointments that have been made in Teaching and Research.
- There are strong links with the Colchester Institute, the University of Essex and Anglia Ruskin University, which run a number of degree programmes to which Trust staff contribute. Teaching commitments of post, and support in place to achieve these.

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15. Research

- The Trust is committed to supporting research and development activities and has a link with Comprehensive Local Research Networks and other appropriate research organisations.
- The research and development department within the Trust can provide advice and support on issues such as research methodology, project planning and proposal writing subject to resource and time constraints.
- The Essex Partnership University NHS Foundation Trust Research and Innovation Department is based at St Margaret's Hospital in Epping with 13.0wte research delivery staff funded by the National Institute of Health Research (NIHR) to deliver research studies being undertaken in the Trust, which includes observational and interventional NIHR portfolio research studies in both the commercial and non-commercial sectors.
- EPUT is a member of the NIHR CRN North Thames who are committed to the support of research in the NHS through provision of funding to employ research staff to support recruitment to high quality research studies adopted onto the NIHR portfolio. Training and career development is available to all Trust staff through the CRN via the Research and Innovations Department.
- EPUT supports recruitment to high quality commercial and non-commercial clinical trials and other high quality research studies on behalf of the investigators from the Trust and has established an excellent reputation based on high standards of clinical research practice. The studies types and volume vary across a range of therapeutic areas including a number of dementia and neurodegenerative diseases within our older population.
- All NHS staff can demonstrate a broad range of experience and skills that can be transferred to a variety of clinical research settings. If you have an interest in research and an understanding of the part research plays in evidence based practice then the research team can support you in developing your awareness of general clinical research and the regulatory issues in its conduct, we can provide access to a full and thorough training and induction package including GCP and informed consent training.

16. 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.

17. Secretarial support and office facilities

An office will be made available for the post holder at Sankey House, and medical secretary support will also be provided. The team has its own offices and consulting rooms. Access to PC and laptop will be available.

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18. Clinical duties of post holder

- Attend the weekly clinical MDT meeting as well as taking part in MDT discussions around high-risk clients.
- Liaise with acute hospitals and specialist eating disorders units, psychiatry colleagues in local Mental Health teams, and with general practice.
- Provide formulation of complex cases with medical and psychiatric needs, and for SET-CAMHS CYP transitions as indicated.
- Provide comprehensive assessment and management of complex and co-morbid presentations, including eating disorder and non-eating disorder psychopathology, e.g. those with significant additional Mental Health or Physical Health needs, including the prescription and titration of medications, or to closely advise the patient's GP where necessary.
- Lead in the monitoring and treatment of the physical complications of eating disorders in collaboration with other health professionals, including general practitioners, acute sector colleagues and dietitians. To liaise with appropriate professionals regarding patient's blood investigations and refer to appropriate services for further management of complications, if any.
- Supervise the team in charge of the medical monitoring and management of high risk patients (ordering investigations, interpreting results and liaising with GPs and acute specialisms where required).
- Provide Psychiatric input to the development of appropriate pathways in and out of acute care settings for ED patients.
- Maintain an active involvement in the treatment of patients who are admitted in medical/psychiatric wards whose primary diagnosis is an Eating Disorder and the patient is open to Essex CAEDS, working closely with the other mental health teams from the Trust for those service users who require joint care.
- Assess and manage risk including vulnerability, suicide risk, risks to health and safety and risk of harm to others.
- Contribute to the co-production and update of care plans with service users and their loved ones as appropriate, using an approved Patient Reported Outcome Measure.
- Liaise with and provide feedback to families and carers.
- Work closely with consultant colleagues to provide office hours cover and annual, study or special leave cover across all the eating disorder services delivered by EPUT.
- Write reports for patients in education, training, work and/or accessing benefits.
- Participate in multidisciplinary discussions regarding the most appropriate treatment settings for patients, including community or intensive day care treatment, or referral to a regional specialist inpatient unit.

- Ensure that they are in good medical standing for CPD, that their practice is up-to-date and in line with the GMC's Good Medical Practice Guidelines and best practice guidelines and able to evidence this for the purposes of annual appraisal.
- To actively promote the eating disorder services core values of evidence-based treatment, close multidisciplinary team working, shared care with other services and effective risk management.
- Work with operational and clinical colleagues in managing the overall clinical performance of the team.
- Lead and participate in audit and research.
- To be involved in strategic planning and development.
- Contribute to the direction of the clinical management of eating disorders within the team, following the principles of evidence-based medicine.
- Promote the involvement of all stakeholders - including patients, carers, primary care, acute hospitals, universities, etc. - in service feedback and improvement. This will include participation in Regional ED network meetings in relation to a new care model for eating disorder inpatient units and other regional meetings.
- Work in accordance with Trust and service policies and guidelines.
- Liaise with clinical and managerial leaders in commissioning and providing services with the aim of improving and developing services, in liaison with MDT colleagues.
- Provide specialist input to contract negotiations.

19. Clinical governance and quality assurance

- Expected contribution to clinical governance and responsibility for setting and monitoring standards.
- Participation in clinical audit and other local assurance processes.
- Participation in service/team evaluation and the planning of future service developments.

20. Quality improvement

- Leads and manages a team in a way that supports the development of a culture of continuous improvement and learning.
- Utilises 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.

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21. General duties

- To manage and give professional supervision to junior medical staff as agreed between consultant colleagues and the Executive 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 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 Executive Medical Director and other managers in preparing plans for services.

22. External duties, roles and responsibilities

The Trust actively supports the involvement of the consultant body in regional and national groups and recognises that Consultants play crucial roles in the support of the NHS on regional and national basis. It also acknowledges that these duties are usually specific to individuals and are external to the Trust. Consultant Psychiatrists are required to seek the agreement of the Trust, through the Clinical Director for new roles and responsibilities which may fall under this category. Existing duties will be acknowledged in the job planning process.

23. 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.

24. 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 Executive Medical Director or clinical manager three months after commencing the post and at least annually thereafter.

25. On-call and cover arrangements

The Consultant Psychiatrist out-of-hour on-call rota within the Trust is *generally* less frequent than 1:31 and involves providing 3rd tier cover for the Acute, Care of the Elderly and the general hospital. This is non-resident and the post holder is expected to respond within 30 minutes unless special arrangements are in place. The remuneration for the on call supplement is 3% of basic salary and is subject to the usual monitoring requirements.

Although the on-call cover operates for 24-hour periods, this represents default response for patients whose care cannot be assigned to any particular team (e.g. out-of-county or NFA patients) during working hours. Consultants are expected to be available to deal with problems arising with patients under their clinical responsibility from Monday to Friday during working hours. Consultants are expected to ensure that there are adequate arrangements for them to be contacted, without difficulty, during regular working hours.

26. Wellbeing

The post holder will have access to the Occupational Health (OH) Department, Optima Health who can be contacted via e-mail nhseast@optimahealth.co.uk or on 0333 121 3000. 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 our employee assistance programme (EAP) which is designed to provide you with independent, free and confidential information, advice and support to help you improve your wellness and wellbeing.

They can offer free telephone counselling or face to face sessions on a variety of topics. The service is FREE to all EPUT staff members and available to contact 24 hours a day, 7 days a week.

Help EAP is provided by an external company and so all contact remains confidential.

Their resources can help you to improve on a range of topics including:

- Alcohol and drug misuse
- Bereavement
- Bullying & harassment

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- Childcare/eldercare
- Debt
- Legal issues
- Relationships
- Retirement
- Sickness absence
- Career/job stress
- Trauma
- Work life balance

The contact details are as follows:

Telephone: 0800 731 8627 (24 hours a day, 7 days a week)

Website: [Help EAP](#)

Information 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.

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 Executive Medical Directorate at the time of initial induction.

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.

The trust has several initiatives to support wellbeing that the post holder is encouraged to participate in. These currently include flexible working, flexible retirement, lease vehicle scheme, cycle scheme, retail and restaurant discounts, eye test scheme, free health checks, menopause support, gym discounts, and wellbeing events. Information on all of these initiatives can be accessed via the Trust intranet page, Input and we have a dedicated staff engagement team that can be contacted for further information.

27. 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.

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28. Leave

The post-holder is entitled to 32 days of annual leave per year and 34 days after completing 7 years service plus 30 days study leave over 3 years. Application for leave of more than 1 day (including short periods where the days coincide with clinics) and annual leave cover arrangements should be received by Medical Workforce a minimum of 6 weeks in advance of the planned leave. Application for single days or individual days which do not coincide with clinics should be submitted as early as possible.

29. Visiting arrangements

Applicants for the post are welcome to visit (at their own expense) and arrangements can be made with either Dr Milind Karale Executive Medical Director on 01268 739675 or Dr Raman Deo, Deputy Medical Director on 01268 739673.

Trust Programme Director

Dr Abdul Raoof, Consultant Psychiatrist

Trust Clinical Tutors

Dr Harsha Gopisety-Mid Essex

Dr Ashish Pathak-South Essex

Travel and Subsistence Arrangements

Interview expenses are reimbursable. In the case of candidates travelling from overseas, travelling expenses are payable only from the point of entry into the United Kingdom.

Further Information

For further information regarding this post please contact:

Deputy Medical Director for Specialist Services

Dr Raman Deo

Tel: 01268 739673

PA's email: jackie.martin5@nhs.net

For more information on the Trust, please visit our website www.eput.nhs.uk

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Timetable

Suggested draft timetable – this can be discussed with the post holder and adjustments made as appropriate to the post holder and the needs of the service:

Day	Time	Location	Work	Category	PAs
Monday	AM	Sankey House	Outpatient Clinic	DCC	1
	PM	Sankey House	Clinical Admin	DCC	1
Tuesday	AM	Sankey House	Clinical Audit/CPD	SPA	1
	PM	Sankey House	MDT South Essex Team	DCC	1
Wednesday	AM	C&E Centre	Outpatient Clinic	DCC	1
	PM	C&E Centre	MDT Mid Essex Team	DCC	1
Thursday	AM	TBC	Outpatient Clinic/CPAs*	DCC	1
	PM	TBC	Clinical Admin Trust SPA	DCC/SPA	0.5/0.5
Friday	AM	Sankey House	Emergency Clinical Work	DCC	1
	PM	Sankey House	Clinical Audit/QI/Supervision	SPA	1
+ Unpredictable/emergency on-call work					
Total PAs	Direct Clinical Care				7.5
	Supporting Professional Activities				2.5

*The service has very few patients on CPA and the Trust is currently transferring all patients on CPA to outcome based care plans.

30. 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.

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ADDITIONAL DUTIES

In addition to the above duties you will also be expected to perform the below key activities in line with your job role;

- Complete mandatory training in line with Trust policy and procedures.
- To participate in the staff appraisal process and to undertake for any staff you manage.
- To keep yourself updated on all matters relating to Trust policy.
- To provide management supervision where appropriate.

ASSURANCE STATEMENT

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

NHS CONSTITUTION

You are responsible for ensuring that the values outlined in the NHS Constitution are adhered to daily and any matters of concern are raised with the relevant Line Manager or through the necessary processes within the Trust.

You are responsible for delivering a compassionate, dignified and respectful service to patients at all times.

DUTY OF CANDOUR

You must adhere to the principles of openness, transparency and the statutory duty of candour in your day to day work and conduct and encourage the same behaviours within the wider organisation.

EQUAL OPPORTUNITIES STATEMENT

The Trust operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity in relation to employment, development, training and service delivery.

NO SMOKING POLICY

The Trust is committed to a policy which discourages smoking and prohibits smoking on Trust property and on Trust business outside it.

INFECTION CONTROL

The post holder is accountable and responsible for the prevention of healthcare associated infections by complying with all Infection Prevention & Control policies and procedures in line with legislation (Health Act 2006; Code of Practice for the Prevention and Control of Healthcare Associated Infections.)

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HEALTH AND SAFETY

All employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

GENERAL DATA PROTECTION REGULATION 2018

The General Data Protection Regulation (2018) is to ensure compliance with all Trust policies, and those procedures relevant to the area of work.

The Trust will always seek to process your personal data in accordance with its obligations and your rights.

The GDPR requires that personal data shall be;

- Processed Lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purpose;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate, technical or organisational measures.

All employees must adhere to the Trust's Policy on the Protection and Use of Personal Information which provides guidance on the use and disclosure of information. The Trust also has a range of policies for the use of computer equipment and computer generated information. These policies detail the employee's legal obligations and include references to current legislation. Copies of the Policy on the Protection and Use of Personal Information and other Information Technology policies are included in the Trust's Policies and Procedures Manual/Intranet.

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INFORMATION ASSET OWNERS AND ADMINISTRATORS

An information asset is a service user, staff or corporate information/data, processed by us and held in an electronic or hard copy/manual format. An information asset owner (IAO) is a senior member of staff who is the nominated owner for one or more identified information assets within the service/Trust. If you are a nominated IAO you will understand and monitor the following;

- What information assets are held and for what purpose within your team
- How information is created, amended or added to over time
- Who has access to information and why
- Understand and address the risk to the asset, providing assurance to the senior information risk owner in the overall information risk management function
- As an Information Asset Administrator you will ensure you fulfil the following responsibilities
- Ensure that policies and procedures are followed
- Recognise actual or potential security incidents, consulting with IAO's on incidents and management
- Ensuring that information asset registers are accurate and up to date.

CONFIDENTIALITY

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the General Data Protection Regulation.

You are required to observe the strictest confidence regarding any Confidential Information relating to work of the Trust, its patients/clients and its employees.

“Confidential Information” includes but is not limited to information relating to the Trust received by you in the course of your employment with the Trust or its predecessors, information relating to patients, personnel information, budgeting and financial information and information in respect of which the Trust owes a duty of confidentiality to a third party.

You are required not to disclose any Confidential Information either during or after your employment with the Trust, unless expressly authorised to do so by the Trust or required in the proper performance of your duties or as required by law.

This obligation will cease only when such information comes into the public domain other than through unauthorised disclosure by you.

Failure to comply with these requirements could result in action being taken under the Trust's Conduct/Disciplinary Policy and Procedure.

This obligation is without prejudice to the law concerning protected disclosures in the Public Interest Disclosure Act 1998 (the so-called “Whistleblowers Act”).

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RISK MANAGEMENT

All staff working in, or for the Trust have a responsibility for participating in the risk management programme. All post-holders have a responsibility to assess all risks to systems, processes and environment and contribute to the clinical and corporate governance agendas as appropriate.

SAFEGUARDING DUTY

“It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Children and Adults as stated in the Trust Safeguarding Policy and the Southend, Essex and Thurrock (SET) Child Protection Guidance. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for ensuring they receive the appropriate level of Safeguarding Children training according to their role”.

INFORMATION TECHNOLOGY

It is the responsibility of the post holder to have a level of IT competence relevant to their job role and will be expected to continue to keep their skills up to date as part of their Continuing Professional Development.

CHANGES TO THIS JOB DESCRIPTION

Post holders have a responsibility to discuss any significant job changes with their line manager at the time the change occurs and agree any permanent substantial change.

On appointment within the Trust staff may be allocated to a specific area of care. It is however Trust policy to allocate staff to other areas of work within the Trust from time to time where this is in the interest of the individual and / or the service.

The Job Description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

Date post holder in receipt of job description

Signature of post holder

Signature of line manager

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