

## Crawley Senior Specialist Psychiatrist: Job description and person specification

Post and specialty:	Senior Specialist Psychiatrist in General Adult Psychiatry  This is a newly developed post. The post holder will provide Specialty and Associate Specialist (SAS) doctor input to General Adult psychiatry Services in North West Sussex in a community setting.
Royal College of Psychiatrists approval details:	<b>RCPsych Ref No: SED-KSS-S-S-21-085 (Approved)</b>  
Base:	Crawley Assessment and Treatment Service 218 Ifield Drive Ifield Crawley West Sussex RH11 0EP
Contract:	Number of programmed activities: 10
Accountable professionally to:	Chief Medical Officer, Dr Rick Fraser
Accountable operationally to:	Clinical Director Adult West Sussex: Dr Claire Tanner
Key working relationships and lines of responsibility:	Line Manager : Dr Claire Tanner  Clinical Supervisor: Dr Said Rikaby  General Manager : Vicky Clarke  Clinical Lead: Ram Kamat  Clinical Director: Dr Claire Tanner  Service Director : John Child  Trust SAS Lead: Dr Arun Kishore  Chief Operating Officer : Simone Button  Chief Medical Officer : Dr Rick Fraser  Responsible Officer : Dr Rick Fraser  Chief Executive : Sam Allen  Director of medical Education: Dr Michael Hobkirk

## 1.0 Introduction

Sussex Partnership NHS Foundation Trust is a large NHS organisation that offers clinical and social care services to children, young people, adults and older adults, with emotional and mental health problems or learning disabilities. Services are provided to the people of Brighton and Hove, East Sussex and West Sussex with Children & Young People's Services provided across Sussex and Hampshire. The Trust operates as part of a wider network of health and social care and works in partnership with both statutory and non-statutory agencies. The Trust benefits from a thriving Sussex-wide psychiatry training scheme where Health Education Kent, Surrey and Sussex provide foundation, GP, core and higher trainees. We work closely with Brighton and Sussex Medical School; a partnership between the Universities of Brighton and Sussex. In 2015 we became a member of the Association of UK University Hospitals, the representative body for university hospitals with major teaching and research interests across the UK and internationally. Our vision is *to improve the quality of life for the communities we serve*. The clinical strategy and organisational strategy we have developed underpin this by providing frameworks to enable sustained improvements in the quality of care we provide. With our partners in the Sustainability and Transformation Partnership, we have developed a compelling case for change in mental health services across the STP which is comprised of 24 organisations and strives to improve the links between health and social care to better serve our communities. In January 2018 the Trust was awarded an overall rating of *Good* by the Care Quality Commission (CQC) and was assessed as *Outstanding* for caring. This was maintained in February 2019.



## 2.0 Trust details

Sussex Partnership was formed in April 2006 as an NHS Trust and established as an NHS Foundation Trust with Teaching Trust status in August 2008. We employ approximately 5000 staff, serve a total catchment population of more than 2 million and generate an income of £250 million.

In 2015 the Trust reorganised the way it delivered services, establishing Care Delivery Services (CDS), tasked with providing overarching leadership for care groups and / or geographical areas. In 2018 we have 7 fully established CDS's. Overall leadership of each CDS is provided by a service director and/or a clinical director, with a multi-disciplinary leadership team (including a range of clinical professions as well as business, finance, HR, IT and estates and facilities support staff) providing additional leadership and governance oversight. The CDS model has helped us continue to improve services for patients and carers and is supported by Clinical Academic Groups and in keeping with our Vision, Clinical Strategy and Organisational Strategy. Work continues to provide consistently high quality services, working together in partnership with each other, the people who use our services and other organisations.

<p><b>3.0</b></p> <p><b>3.1</b></p>	<p><b>Service details</b></p> <p>West Sussex is situated in the south east of England between the sea and the South Downs with a population of around 848,000. The county offers good access to London and is in close proximity to Gatwick Airport. West Sussex is one of the 20% least deprived counties/unitary authorities in England, however about 11% (15,500) of children live in low income families. Life expectancy for both men and women is higher than the England average. The health of people in West Sussex is generally better than the England average.</p>																													
<p><b>3.2</b></p>	<p>The Trust is seeking a Senior specialist psychiatrist to join the Crawley Assessment and Treatment team. This vacancy has arisen due to the development of a new SAS Doctor post and the Trust regards this as an opportune moment to develop the functioning of the team.</p> <p>This post is one example of the commitment of the Trust to not only ensure career development for our SAS workforce but to also develop better provision and capacity for Crawley ATS and the families and carers using the service in challenging times. This post completes the medical establishment of the team providing a minimum of 1.0 whole time equivalent SAS doctor for the team.</p>																													
<p><b>3.3</b></p>	<p>The weighted population served by Crawley ATS is approximately 105,000 with Crawley being the main town apart from the suburbs in the Crawley Borough council.</p>																													
<p><b>3.4</b></p>	<table border="1"> <thead> <tr> <th data-bbox="279 974 438 1041">WTE</th> <th data-bbox="438 974 1332 1041">Job Title</th> </tr> </thead> <tbody> <tr> <td data-bbox="279 1041 438 1108">1.0</td> <td data-bbox="438 1041 1332 1108">Service Manager</td> </tr> <tr> <td data-bbox="279 1108 438 1176">1.0</td> <td data-bbox="438 1108 1332 1176">Team Leader</td> </tr> <tr> <td data-bbox="279 1176 438 1243">2.0</td> <td data-bbox="438 1176 1332 1243">Consultant</td> </tr> <tr> <td data-bbox="279 1243 438 1310">1.5</td> <td data-bbox="438 1243 1332 1310">Speciality Doctor/ Senior specialist psychiatrist</td> </tr> <tr> <td data-bbox="279 1310 438 1377">2.0</td> <td data-bbox="438 1310 1332 1377">Clinical Psychologist</td> </tr> <tr> <td data-bbox="279 1377 438 1444">1.0</td> <td data-bbox="438 1377 1332 1444">CBT Therapist</td> </tr> <tr> <td data-bbox="279 1444 438 1512">5.0</td> <td data-bbox="438 1444 1332 1512">Nurses</td> </tr> <tr> <td data-bbox="279 1512 438 1579">2.0</td> <td data-bbox="438 1512 1332 1579">Occupational Therapist</td> </tr> <tr> <td data-bbox="279 1579 438 1646"></td> <td data-bbox="438 1579 1332 1646"></td> </tr> <tr> <td data-bbox="279 1646 438 1713">2.0</td> <td data-bbox="438 1646 1332 1713">Graduate Mental Health Practitioners</td> </tr> <tr> <td data-bbox="279 1713 438 1780">1.0</td> <td data-bbox="438 1713 1332 1780">Support Worker</td> </tr> <tr> <td data-bbox="279 1780 438 1848">1.5</td> <td data-bbox="438 1780 1332 1848">Administrator</td> </tr> <tr> <td data-bbox="279 1848 438 1904">2.0</td> <td data-bbox="438 1848 1332 1904">GP Trainee post</td> </tr> </tbody> </table>		WTE	Job Title	1.0	Service Manager	1.0	Team Leader	2.0	Consultant	1.5	Speciality Doctor/ Senior specialist psychiatrist	2.0	Clinical Psychologist	1.0	CBT Therapist	5.0	Nurses	2.0	Occupational Therapist			2.0	Graduate Mental Health Practitioners	1.0	Support Worker	1.5	Administrator	2.0	GP Trainee post
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<p><b>3.5</b></p>	<ul style="list-style-type: none"> <li>Dr Said Rikaby is the substantive consultant working with the team. Clinical supervision will be provided by him. The supervision time is ring fenced in the job plan weekly for an hour.</li> </ul>																													

<p><b>3.6</b></p>	<p>There are Consultant Psychiatrists in Crawley who have medical support from a specialty doctor. Our Crisis Team (CRHTT), Mental Health Liaison Team, Acute Services (Langley Green Hospital), Assertive Outreach (AOT) and Early Intervention in Psychosis (EIS) teams have dedicated Consultants and other medical cover and our Specialist Older Adult Mental Health Services (SOAMHS) has its own dedicated medical resource.</p> <p>Additional Consultant resource is linked to Specialist Services (Eating Disorder (WSED); Perinatal), Learning Disability and Forensic Services.</p> <p>The Assessment and Treatment Centre is comprised of:</p> <ul style="list-style-type: none"> <li>• Mental Health Liaison Practitioners who provide short term intervention work and are aligned to practices;</li> <li>• A Recovery &amp; Wellbeing Team who provide assessment, treatment and care to patients with a range of mental health problems requiring short term and long term support;</li> </ul> <p>These teams are currently ageless integrated multidisciplinary teams who provide assessment, treatment and care in geographically defined areas to meet the health and social care needs of their population.</p>
<p><b>3.7</b></p>	<p>The Crawley Crisis Resolution Home Treatment Team (CRHTT) gate-keeps all admissions to the inpatient beds from the community. The Crisis Resolution Service at present does not receive direct referrals from primary care.</p> <p>Local in-patient beds are at Langley Green Hospital in Crawley. There are 2 acute wards for working age adults, Jade and Coral wards. There is one integrated older persons ward, Opal Ward. There is a mixed PICU, Amber ward. The crisis team work from the hospital.</p> <p>Each ward has a separate dedicated in-patient consultant. The successful post holder is expected to liaise closely with them.</p>
<p><b>3.8</b></p>	<p>The post holder would have interactions with other local mental health teams. They would be expected to form a working relationship with the acute ward consultants and crisis teams as well as relevant third sector organisations, including local drug and alcohol and homeless support services.</p>
<p><b>3.9</b></p>	<p>The post holder would be expected to engage in the Trust Wide SAS network, including participation in SAS training and engagement events.</p>
<p><b>3.10</b></p>	<p>The post holder will be community-based working 10 PAs in the Crawley ATS and provide reciprocal leave cover for medics within service.</p> <p>The post holder has no clinical role in the inpatient setting.</p> <p>The post holder will support the Mental Health Liaison Practitioners, Assessment and Treatment function and the Recovery and Wellbeing Team.</p> <p>The ATS provides a service during core working hours only (9am to 5pm). There is one MDT member on duty each day, to manage urgent or emergency situations. Adult Mental Health Services provide an ageless model for functional mental illness though there is separate Consultant Psychiatrist input for older people with physical complexity or dementia. All job plans will be subject to review as part of service development and career progression. Team members are able to carry out comprehensive initial assessments, and are able to formulate initial treatment plans with medical input when necessary. There will be an expectation that the post holder will work closely with senior medics and managers.</p>

A member of  
The Association of UK University Hospitals

<b>3.11</b>	This post is within the Coastal and North West Sussex Care Delivery Service (CDS). The CDS is responsible for the delivery of high-quality services across West Sussex. The service director

	for adult mental health is Ruth Hillman. The interim Clinical Director is Dr Claire Tanner.
3.12	The post holder will be expected to provide senior medical input to the team, as described elsewhere in the job description. They will also be expected to participate in local leadership meetings and work with local operational leads on service development and the improvement of quality of services locally.
3.13	The Crawley ATS has a caseload of approximately 1100 patients. This post is based at 218 Ifield Drive, Crawley and the post-holder will be expected to work with the substantive consultant to care for patients in the community covering the Crawley GP surgeries. This will include clinical work with admin support provided at 218 Ifield Drive. The post-holder may be expected to carry out home visits as and when necessary.
3.14	<p>Referrals are made to the team from GPs, community psychological treatment services (IAPT), inpatient services, other community teams, Crisis team and mental health liaison teams. The ATS works closely with the Crisis team and inpatient wards to provide advice in planning early discharge from acute units and support rehabilitation in the community. ATS also works closely with GPs and other community services such as the Recovery College.</p> <p>Carrying out Mental Health Act assessments is an important role of the post-holder. The post holder is likely to have an average caseload of 75 to 100 patients and will provide support to other ATS staff (lead practitioners for respective patients).</p>
3.15	The post holder would be expected to hold outpatient clinics of increased complexity, as appropriate to the seniority of the grade. The post holder would be expected to demonstrate enhanced clinical skills. They would also be expected to provide senior cover for the urgent work generated by the ATS with the consultant. Additionally, they would be expected to have a greater involvement in the education and supervision of trainee doctors and increased involvement in management and medical leadership within the local area as per BMA guidance for this grade.
3.16	<p>The ATS team works within the Trusts 2020 vision and in line with the current clinical strategy. The clinical strategy is focused on developing teams, implementing new roles, working towards providing a single point of access for people in crisis, working more effectively with communities, and more integration between community, crisis and acute services with the aim of providing high quality mental health care. The post holder will be expected to work towards these Trust goals.</p> <p>Mental Health services in Crawley have close links with primary care and third sector partners.</p>
3.17	<p>The Trust has been rated 'outstanding' in caring by the CQC and 'good' in all other domains. The Trust has strong links with Brighton and Sussex Medical School and regularly hosts students of various disciplines.</p> <p>The Trust website can be found here: <a href="https://www.sussexpartnership.nhs.uk/">https://www.sussexpartnership.nhs.uk/</a></p>
3.18	The Crawley ATS also works with crisis and in-patient services to support patients during their journey through services.

3.19	<p>The post holder would be expected to be involved in and support service development projects occurring locally and to work within the Trusts clinical strategy and towards CDS aims and objectives.</p>
3.20	<p>Sussex Partnership is committed to participation, meaning that we involve service users, and their carers and supporters, in service decision-making and planning. All employees are expected to contribute to this shared value and to support services in the delivery of its participation strategy.</p> <p>Clinicians are encouraged to work in a participatory way so that shared decision making and conversations around formulation/diagnosis and ongoing care are a collaborative endeavour with the people who access our service.</p> <p>It is highly likely that at least one service user or carer will be on the interview panel for this role.</p>
4.0	<p><b>Continuing professional development (CPD)</b></p> <p>The post holder is expected to remain in good standing for CPD with the Royal College of Psychiatrists, <u>or</u> if not a member of the Royal College of Psychiatrists' CPD scheme, to have carried out an equivalent amount of CPD (i.e. at least 50 hours of CPD per year, at least 30 hours of which should be under the clinical domain if the doctor has clinical contact with patients) and to evidence this at their annual appraisal.</p> <p>The post holder will be expected to have a plan for such education as is deemed appropriate, considering his or her own needs and those of the service. Specialists are actively encouraged to take their study leave entitlement in line with Royal College Guidelines and to support the development needs identified in their PDP, Peer Group reviews and appraisal. The annual study leave entitlement for SAS doctors is £500 per year and up to 10 days per year (30 days every 3 years) subject to approval by the Clinical Lead/Director and the Director of Medical Education, Dr Michael Hobkirk.</p> <p>The Specialist will be provided with clinical supervision by a Consultant (Dr Rikaby) in the service. The supervision will be provided on a weekly basis with a minimum of one hour for clinical supervision time-tabled in their job plan.</p> <p>All SAS doctors have a responsibility for ensuring their own continuing professional development and are expected to register for CPD with the Royal College of Psychiatrists. SAS Doctor peer groups are established which the post holder will be expected to join. The post holder can contact the SAS Tutor Dr Arun Kishore for more information when they have started in post. The Trust is committed to supporting CPD activities both internally and externally.</p>

**5.0 Clinical Leadership and medical management**

Medical management across the Trust is led by our Chief Medical Officer who is supported by Medical Directors, Associate Medical Directors, Clinical Directors, Clinical Leads and a Chief Pharmacist. The Trust will also be recruiting to the newly created SAS Advocate post, who will promote and improve support for SAS doctors' health and wellbeing.

Dr Ram Kamat is the Clinical Lead for Community North West Sussex area.

Quality Improvement is the chosen improvement methodology for this organisation and the post holder will be expected to:

Detail how the post holder will lead on the improvement of quality of care within the team

	<p>and wider system. Example:</p> <ul style="list-style-type: none"> <li>• Develop a clinical leadership role within the multidisciplinary team and across the service as a whole and work with colleagues and management to ensure optimal service delivery.</li> <li>• Participate in business planning for the locality and, as appropriate, contribution to the broader strategic and planning work of the Trust.</li> <li>• Lead the improvement of the quality of care within the team and contribute to improving quality across the system.</li> </ul> <p>The post holder will be encouraged to contribute to other relevant management activities within the Directorate and the Trust. This might include participation in clinical governance activities, relevant working groups, or a future medical management post.</p>
<p><b>6.0</b></p>	<p><b>Appraisal &amp; Job Planning</b></p> <p>The Trust is committed to ensuring all Trust medical staff is licensed, up to date clinically and fit to practice, in line with national medical revalidation guidance.</p> <p>The revalidation process includes an annual appraisal and the Trust’s Revalidation Policy clearly sets out roles and responsibilities to support this.</p> <p>The Trust’s Revalidation Support office is well established and provides an excellent service in supporting doctors in all aspects of revalidation.</p> <p>Dr Rick Fraser, Chief Medical Officer is the Responsible Officer.</p> <p>Trust doctors are encouraged, if interested, to become appraisers themselves and training for this role is offered.</p> <p>Group and individual job planning is supported by a clearly defined Trust policy and in place not only to meet the contractual requirements of the role but also to provide opportunities for personal and professional development and to help drive quality improvement.</p> <p>The Trust offers a structured mandatory corporate induction programme to ensure staff feel supported and welcomed into their new role. Local induction will assist to further orientate the post holder to the workplace environment and to their team/service. Mandatory and statutory training is also undertaken as part of the induction process where the post holder will have access to e-learning modules.</p>
<p><b>7.0</b></p>	<p><b>Teaching and training</b></p> <p>Sussex Partnership has a strong and progressive Medical Education Team that supports high-quality patient-centered training across the Trust. We recognise that SAS doctors make significant contributions to the advancement of psychiatry in areas of education, leadership, research and governance.</p> <p>SAS doctor continuing professional education is underpinned by robust Governance arrangements. Our dedicated SAS Tutor Dr Arun Kishore is a member of the Medical Education Team and the first point of contact for all SAS Doctors. The SAS Tutor is there to support and offer advice and guidance on career related issues, education and development and the use of SAS</p>

funding at a local level.

Everyone benefits from SAS doctors receiving appropriate supporting professional activity time and study leave for revalidation preparation and continuing professional development (CPD). The SAS Tutor works closely with the Medical Education Team to address SAS training needs locally and to offer formal training pathways where appropriate. All SAS doctors have access to internal and external CPD activities / training programmes (including our well established and highly regarded Trust Academic Programme) as well as study leave time and funding; this is equivalent to their consultant colleagues and encompasses 10 days of study leave per year and a study budget of £1,500 over a 3 year cycle. As an organisation we regularly organise cross cover or rotate attendance at training days to ensure that all SAS doctors have the opportunity to attend.

The Medical Education Team is proactive in enabling SAS doctors to assume extended Education Roles, such as Educational Supervisor and Simulation Facilitator, in support of our progressive Medical Education Strategy. SAS doctors are invited to collaborate with the Medical Education Department across all of its key work streams including understanding and reducing Differential Attainment in International Medical Graduates, developing and delivering multi-professional Simulation, teaching students from Brighton and Sussex Medical School, Leadership Development and developing innovative teaching strategies including a virtual patient experience.

The Medical Education Team is establishing a SAS Local Faculty Group chaired by the SAS Tutor and attended by the Director of Medical Education Dr Michael Hobkirk and this will focus on:

- Ensuring SAS doctors have access to support and guidance relating to application for Certificate of Eligibility for Specialist Registration (CESR)
- Supporting CESR Applicants to apply for additional funding for personal and professional development activities where available
- Supporting and allocating time to SAS doctors to enable their full participation in the SPFT annual appraisal process including access to appraisee training (and appraiser training where applicable) and the necessary CPD and study leave requirements, which naturally arise from appraisal
- Specialist Grade doctor involvement in extended roles (Education Roles, Management Roles; Appraisal Roles; Education Roles)
- The development of the roles of SAS Tutor, SAS Clinical Lead and SAS Mentors (who support professional and personal development needs as well as appropriate support and time to learn new skills)
- The systems and processes for SAS doctors to undertake secondments in line with SPFT policy
- The breadth and depth of clinical work and relevant professional activities to enable the SAS doctors to achieve and maintain relevant competencies and develop as clinicians
- The trust runs MRCPsych course locally and the post holder has the option of joining the course if they wish to progress with their MRCPsych exams. This will be organised following discussion with their supervisor.

Our Medical Education website is updated regularly and provides a valuable resource which covers all aspects of Medical Education. SAS doctors also have access to our full range of virtual and in person Library and Knowledge Services.

**8.0 Research**

	<p>Sussex Partnership is committed to the design, delivery and translation of high quality research in order to improve our services and the experience of our patients. We are consistently one of the most active mental health research organisations in England and were ranked second out of 57 specialist mental health trusts for the number of people involved in research by the National Institute for Health Research (NIHR) in 2018-19. The Trust achieved a 62% increase in the number of people involved in research studies within the last year, having recruited 3,932 research participants in 2018/19 compared to 2,427 in 2017/18. We have strong academic partnerships with Brighton and Sussex Medical School, University of Sussex and University of Brighton particularly, and our reputation for clinical excellence is attracting leading clinical practitioners and researchers to Sussex. We attribute this success to our patients who take part and to staff and clinicians in the Trust, by paying attention to all aspects of the research process, from design of new studies, to delivery of existing research and to the translation of findings into practice.</p> <p>The Trust academic centre offers first class facilities and is based at the Sussex Education Centre in Hove. The universities provide access to statistical support and advice. At any given time, there are several major studies being undertaken within the Trust. Smaller individual projects are subject to standard screening as well as local ethics committee approval before sign off. The Trust's Chief Medical Officer is the Deputy Chair for the regional Clinical Research Partnership Board.</p> <p>The post has no specific teaching or research responsibilities other than those which are inherent in clinical duties. However, there are opportunities to use SPA time for teaching or clinical and other basic research through Sussex University and Brighton and Sussex Medical School, where Professor Hugo Critchley is Chair of Psychiatry.</p>
<p><b>9.0</b></p>	<p><b>Mental Health Act and Responsible Clinician Approval</b> The post holder will not be expected to be approved as a Responsible Clinician.</p> <p>The post holder must be willing to undertake training to obtain Section 12(2) MHA and will be expected to renew this approval according to agreed procedures.</p>
<p><b>10.0</b></p>	<p><b>Secretarial Support and office facilities</b></p> <p>The Trust strives to maximise clinical time for doctors by reducing the amount of time they spend on administrative duties as far possible and a clear structure for admin support has been developed.</p> <p>The service benefits from an established administrative support team and the post holder will have access to administrative support.</p> <p>The Specialist will have access to their own laptop and mobile phone; the functioning of both devices is supported by a centralised IT service.</p> <p>The Specialist will have a designated workspace with lockable storage. For all clinical work, teaching, case discussion, meeting with colleagues, other professionals or families, bookable rooms with access to IT and communication technology are available with advance booking. Regular clinics, reviews and meetings are block booked in advance by the admin team. The Specialist grade doctor will have administrative support to ensure that letters and reports are typed up and sent out within the time limits agreed between the provider organisation and commissioners. The Specialist grade doctor will have a named PA shared with another medic who will organise his/her diary and support non-clinical activities.</p>

<p><b>11.0</b></p>	<p><b>Clinical duties of post holder</b></p> <p>The post holder is required to:</p> <ul style="list-style-type: none"> <li>• Attend team meetings, support the triage function of the team, support the duty workers with urgent clinical situations, undertake new patient reviews, including completing formulations and risk assessments for these patients, be available for clinical discussions with team members about patients on the team caseload, hold follow up reviews of patients on the postholders case load.</li> <li>• Take a lead in the management of complex cases.</li> <li>• Provide clinical leadership of team.</li> <li>• Provide assessments of new patients and formulate treatment plans.</li> <li>• Support the triage functions of the team if requested, with medical expertise.</li> <li>• To use evidence-based treatment and follow local and national guidelines.</li> <li>• To work collaboratively and liaison with other teams within the Trust, other NHS organisations and third sector providers.</li> <li>• To use the Mental Health Act, as appropriate, within the course of their duties.</li> <li>• To work in a collaborative, multi-disciplinary, multi-agency and partnership way.</li> <li>• To provide medical treatment within a model of multi-disciplinary care</li> <li>• Attending weekly clinical team meetings and performing medical duties that are decisions of that meeting</li> <li>• Compiling a patient’s history from a number of sources, and preparing case summaries and discharge summaries</li> <li>• Preparing reports for Mental Health Review Tribunals and Managers’ Hearings and giving evidence</li> <li>• Liaising with other clinical teams within and outside the trust</li> <li>• Liaising with general practitioners and medical specialists with regards the physical health of the patients</li> <li>• Assessment of patients out of area on rare occasions.</li> </ul>
<p><b>12.0</b></p>	<p><b>Clinical governance and quality improvement</b></p> <p>The post holder will contribute to the Trust’s delivery of its integrated clinical governance and quality improvement agenda along with the National Service Framework modernisation agendas. Specific responsibilities will be agreed in collaboration with colleagues of the multi-disciplinary community and inpatient teams, the general manager, lead consultant and clinical director.</p> <p>The post holder will be expected to select relevant subjects for audit and achieve data collection targets in line with Care Group objectives and record timely clinical activity data whilst supporting junior medical staff and members of the multi-disciplinary team in undertaking and presenting relevant audit projects.</p> <p>Participation in service/team evaluation and the planning of future service developments is a key responsibility. The Trust has a Quality Improvement strategy, A Quality Improvement Support Team, an active QI training programme and partnerships with other organisations including QI Life. The post holder will be expected to be involved in using QI locally and organisationally to improve quality and safety.</p>

	<p>The post holder will be expected to maintain responsibility for the setting and monitoring of quality standards including but not limited to; overseeing patient pathways including case allocation and day to day standard of care; monitoring clinical risk and supporting staff to detect and manage risk.</p>
<b>13.0</b>	<p><b>General Duties</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• To undertake the administrative duties associated with the care of patients.</li> <li>• To record clinical activity accurately and comprehensively, and submit this promptly to the Information Department.</li> <li>• To participate in service and business planning activity for the locality and, as appropriate, for the whole mental health service.</li> <li>• To engage in medical appraisal and revalidation as set out in the Trust policy on this area.</li> <li>• To attend and participate in the academic programme of the Trust, including lectures and seminars as part of the internal CPD programme.</li> <li>• To maintain professional registration with the General Medical Council, Mental Health Act Section 12(2) approval (if appropriate), and to abide by professional codes of conduct.</li> <li>• To participate annually in a job plan review with the clinical manager, which will include consultation with a relevant manager in order to ensure that the post is developed to take into account changes in service configuration and delivery associated with modernisation.</li> <li>• To work with local managers and professional colleagues in ensuring the efficient running of services, and share with medical colleagues in the medical contribution to management.</li> <li>• 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 Chief Medical Officer and other managers in preparing plans for services.</li> <li>• Recognises and takes responsibility for safeguarding children, young people and adults, using appropriate systems for identifying, sharing information, recording and raising concerns, obtaining advice and taking action.</li> <li>• Applies appropriate equality and diversity legislation, including disability discrimination requirements, in the context of patient care and maintains up to date knowledge regarding Equality and Diversity</li> <li>• Understanding and utilisation of the relevant legal framework provided e.g. MHA 1983 and the MCA 2005 is essential. A Specialist Grade postholder in psychiatry would need as a minimum to be section 12(2) MHA 1983 approved, if not have Approved Clinician (AC) status/approval and be on the AC register.</li> </ul>
<b>14.0</b>	<p><b>External duties, roles and responsibilities</b></p> <p>The Trust actively supports the involvement of the SAS Doctor body in regional and national groups subject to discussion and approval with the Chief Medical Officer and, as necessary, the Chief Executive Officer.</p>

<b>15.0</b>	<b>Other duties</b>				
	<p>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.</p>				
<b>16.0</b>	<b>Work Programme</b>				
	<p>It is envisaged that the post holder will work 10 programmed activities over 5 days. Following appointment a meeting will take place no later than three months from appointment 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 8 to be devoted to direct clinical care and 2 to supporting professional activities The 2.0 programmed activity for SPA can be used for CPD, audit, teaching, research, courses, management and service development which will be identified through job planning. Specific programmed activity may be agreed in line with both individual and service need.</p> <p>The post holder will be expected to hold a caseload of about 75 to 100 patients. The post holder will assess, treat and follow up patients with complex mental health difficulties including psychosis, bipolar disorder, depression, anxiety, ADHD and personality disorders. They are expected to see 2 to 4 new cases in a week and about 20 to 25 follow up cases and consultations with other MDT members in a week. They will be able to have supervision from the consultant psychiatrist and have support from Multi-disciplinary staff for jointly managing the cases.</p> <p>The post is based at Crawley. However, travel expenses can be claimed for attending courses and academic programme off-site and for home visits to see patients in the community when necessary. If the post-holder does not have a vehicle for use, alternative modes of transport can be arranged with the trust as per trust policies.</p>				
		<b>AM/ PM</b>	<b>LOCATION</b>	<b>TYPE OF WORK</b>	<b>DCC/SPA</b>
	Mon	AM	218 Ifield Drive (Crawley ATS)	ATS clinical work	1PA DCC
		PM	218 Ifield Drive (Crawley ATS)	ATS clinical work/ Admin	1PA DCC
	Tues	AM	218 Ifield Drive (Crawley ATS)	ATS clinical work	1PA DCC
		PM	218 Ifield Drive (Crawley ATS)	ATS clinical work/ Admin	1PA DCC

	Wed	AM	218 Ifield Drive (Crawley ATS)	ATS clinical work	1PA DCC
		PM	Langley Green	Teaching/ education/ audit/research (ringfenced time)	1PA SPA
	Thurs	AM	218 Ifield Drive (Crawley ATS)	ATS clinical work/ clinical supervision (ringfenced one hour per week)	1PA DCC

		PM	218 Ifield Drive (Crawley ATS)	CPD/ education/ audit/appraisal (ring fenced session for CPD)	1PA SPA
	Fri	AM	218 Ifield Drive (Crawley ATS)	ATS clinical work	1.0 PA DCC
		PM	218 Ifield Drive (Crawley ATS)	ATS clinical work/ Admin	1PA DCC
<p><b>Note:</b> It must be accepted that the resources available to the Trust are finite and that changes on workload and developments requiring additional resources must have prior agreement through Trust management arrangements.</p>					
<b>17.0</b>	<p><b>On call and leave cover arrangements</b> There is no on-call requirement in this post.</p> <p>A Trust operational manager is on call each day.</p> <p>The Sussex Mental Health Line telephone service accessed by patients is available on weekdays between 5pm-9pm and 24-hours at weekends. It provides support and information and is staffed by nurses and support workers.</p>				
<b>18.0</b>	<p><b>Leave and cover arrangements</b></p> <p>The post holder is entitled to 32 days of annual leave plus bank holidays for the first 7 years of their service and the Trust has agreed locally that SAS Doctors will be eligible for 34 days plus bank holidays thereafter and 30 days of study leave over three years. This will be calculated pro-rata for less than full time posts.</p> <p>Annual leave, study and special leave will be covered within the pool of local Doctors and is agreed and authorised using electronic unavailability management software.</p> <p>Sick leave, compassionate leave and professional leave can be availed as per trust policies.</p>				
<b>19.0</b>	<p><b>Contract Agreement</b></p> <p>The Specialist Grade (2021) national terms and conditions of service available from the NHS Employers website will apply. Any future nationally agreed amendments would also apply. Any local amendments to the nationally agreed terms will be negotiated through the Trust's Medical Negotiating Committee.</p>				
<b>20.0</b>	<p><b>Wellbeing</b></p> <p>You work hard to support the health and well-being of patients and service users. We believe you should have access to excellent Occupational Health to improve and maintain your health and well-being.</p>				

	<p>The aim of Occupational Health is to work with managers and staff to promote and improve health and well-being of staff.</p> <p>Contact Information and services provided by Occupational Health can be found on the Trust intranet.</p> <p>The Trust will also be recruiting to the newly created SAS Advocate post, who will promote and improve support for SAS doctors' health and wellbeing.</p> <p>Wellbeing courses to promote wellbeing of the individual are available and can be booked through trust intranet. This includes mindfulness course for staff. Moreover, there are local initiative within teams such as walking groups and exercise groups that the post holder is able to join.</p>
<b>20.1</b>	<p>The Trust recognises that being involved in a serious incident can have a significant impact on a clinician's wellbeing. The following wellbeing systems are available to doctors in such an event:</p> <ul style="list-style-type: none"> <li>• Discussion with Team Leader/Service Manager</li> <li>• Discussion with the Clinical Lead or Clinical Director</li> <li>• Team Debrief</li> <li>• All Trust Consultants are encouraged to join a local peer group that meets regularly; serious incident cases can be discussed and peer support sought during such meetings</li> <li>• Reflective discussion during the annual appraisal meeting</li> <li>• The trust runs Balint groups for consultants and SAS doctors.</li> </ul>
<b>20.2</b>	<p>The Trust's Job Planning Policy is based on guidance set out by the BMA and NHS Employers, as well as the relevant sections of the national Terms and Conditions for the Consultant Contract. It emphasises a partnership approach being taken by the doctor and their manager in this process. Job Planning is part of an annual review cycle but it is recognised that an interim job plan review may be requested (by the doctor or their manager) if duties, responsibilities and accountability arrangements have changed or need to change significantly within the year.</p>
<b>20.3</b>	<p>A list of our ongoing wellbeing activities across the Trust can be found on the Trust intranet.</p>
<b>21.0</b>	<p><b>Equality and Diversity</b></p> <p>All members of staff are required to support the Trust's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply by adhering to the Trust's Equality and Diversity Policy.</p>
<b>21.1</b>	<p><b>Visiting arrangements</b></p> <p>Candidates are welcome to visit our services and meet the team using the below contact details.</p> <p>Dr Ram Kamat, Clinical Lead Community North West Sussex <a href="mailto:Ram.Kamat@sussexpartnership.nhs.uk">Ram.Kamat@sussexpartnership.nhs.uk</a></p> <p>Dr Said Rikaby, Consultant, 218 Ifield Drive, <a href="mailto:said.rikaby@sussexpartnership.nhs.uk">said.rikaby@sussexpartnership.nhs.uk</a> Further details about our Trust can be obtained via our website <a href="http://www.sussexpartnership.nhs.uk">www.sussexpartnership.nhs.uk</a></p>

## Person specification/selection criteria for Specialist Grade

<b>ASSESSMENT STAGE</b>	<b>SCR</b> Screening prior to short-listing	<b>IP</b> Interview Panel
<b>ABBREVIATIONS</b>	<b>SL</b> Short-listing from application form	<b>REF</b> References

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

	ESSENTIAL	WHEN ASSESSED	DESIRABLE	WHEN ASSESSED
QUALIFICATIONS	MB BS or equivalent medical qualification.	SCR	Qualification or higher degree in medical education, clinical research or management.	SL
			MRCPsych	SCR
			Additional clinical qualifications.	SL
ELIGIBILITY	Fully registered with the GMC with a licence to practise at the time of appointment.	SCR	In good standing with GMC with respect to warning and conditions on practice	SCR
	Completed a minimum of 12 years' medical work (either continuous period or in aggregate) since obtaining a primary medical qualification	SL		
	A minimum of six years should have been in a relevant specialty in the Specialty Doctor and/or closed SAS grades. Equivalent years' experience in a relevant specialty from other medical grades including from overseas will also be accepted.	SL		
	To be section 12(2) MHA 1983 approved (or achieve within 6 months of appointment)	SL	Approved Clinician (AC) status/approval and be on the AC register.	

TRANSPORT	Holds and will use valid UK driving licence OR provides evidence of proposed alternative.	SCR		
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	ESSENTIAL	WHEN ASSESSED	DESIRABLE	WHEN ASSESSED
Professional Values and Behaviours, Skills and Knowledge	Practises with the professional values and behaviours expected of all doctors as set out in GMC Good Medical Practice and the Generic Professional Capabilities Framework (or equivalent for dentists).	SL, IP	Wide range of specialist and sub-specialist experience relevant to post within NHS or comparable service	SL, IP
	Demonstrates the underpinning subject-specific competences i.e. knowledge, skills and behaviours relevant to the role setting and scope.	SL, IP		
	Clinically evaluates and manages a patient, formulating a prioritised differential diagnosis, initiating an appropriate management plan, and reviewing and adjusting this depending on the outcomes of treatment.	SL, IP		
	Manages the difficulties of dealing with complexity and uncertainty in the care of patients; employing expertise and clinical decision-making skills of a senior and independent/ autonomous practitioner. <i>(All senior doctors/dentists (including consultants and GPs) work independently/autonomously to a level of defined competencies, as agreed within local clinical governance frameworks.)</i>	SL, IP		
	Critically reflects on own competence, understands own limits, and seeks help when required.	SL, IP		
	Communicates effectively and is able to share decision-making with patients, relatives and carers; treats patients as individuals, promoting a person-centred approach to their care, including self-management.	SL, IP		
	Respects patients' dignity, ensures confidentiality and appropriate communication where potentially difficult or where barriers exist, e.g. using interpreters and	SL, IP, REF		

	making adjustments for patients with communication difficulties.			
	Demonstrates key generic clinical skills around the areas of consent; ensuring humane interventions, prescribing medicines safely and using medical devices safely.	SL		
	Adheres to professional requirements, participating in annual appraisal, job planning and reviews of performance and progression.	SL		
	Awareness of legal responsibilities relevant to the role, such as around mental capacity and deprivation of liberty; data protection; equality and diversity.  Understanding and utilisation of the legal framework provided by both the MHA 1983 and the MCA 2005	SL, IP, REF		
	Applies basic principles of public health; including population health, promoting health and wellbeing, work, nutrition, exercise, vaccination and illness prevention, as relevant to their specialty.	SL		
Leadership and Teamworking	Awareness of their leadership responsibilities as a clinician and demonstrates appropriate leadership behaviour; managing situations that are unfamiliar, complex or unpredictable and seeking to build collaboration with, and confidence in, others.	SL, IP		
	Demonstrates understanding of a range of leadership principles, approaches and techniques so can adapt leadership behaviours to improve engagement and outcomes – appreciates own leadership style and its impact on others.	SL, IP		
	Develops effective relationships across teams and contributes to work and success of these teams – promotes and participates in both multidisciplinary	SL, IP		

	and interprofessional team working.			
	Critically reflects on decision-making processes and explains those decisions to others in an honest and transparent way.	SL, IP		
	Critically appraises performance of self, colleagues or peers and systems to enhance performance and support development.	SL, IP		
	Demonstrates ability to challenge others, escalating concerns when necessary.	SL, IP		
	Develops practice in response to changing population health need, engaging in horizon scanning for future developments.	SL, IP		
Patient Safety and Quality Improvement	Takes prompt action where there is an issue with the safety or quality of patient care, raises and escalates concerns, through clinical governance systems, where necessary.	SL, IP	Leads new practice and service redesign in response to feedback, evaluation and need, promoting best practice.	SL, IP
	Applies basic human factors principles and practice at individual, team, organisation and system levels.	SL, IP	Critically appraises and synthesises the outcomes of audit, inquiries, critical incidents or complaints and implements appropriate changes.	SL, IP
	Collaborates with multidisciplinary and interprofessional teams to manage risk and issues across organisations and settings, with respect for and recognition of the roles of other health professionals.	SL, IP		
	Advocates for, and contributes to, organisational learning.	SL, IP		
	Seeks feedback and involvement from individuals, families, carers, communities and colleagues in safety and quality service improvements reviews.	SL, IP		
	Evaluates and audits own and others' clinical practice and acts on the findings.	SL, IP		

	Reflects on personal behaviour and practice, responding to learning opportunities.	SL, IP		
	Implements quality improvement methods and repeats quality improvement cycles to refine practice; designing projects and evaluating their impact.	SL, IP		
	Engages with relevant stakeholders to develop and implement robust governance systems and systematic documentation processes.	SL, IP		
Safeguarding Vulnerable Groups	Recognises and takes responsibility for safeguarding children, young people and adults, using appropriate systems for identifying, sharing information, recording and raising concerns, obtaining advice and taking action.	SL, IP		
	Applies appropriate equality and diversity legislation, including disability discrimination requirements, in the context of patient care.	SL, IP		
Education and Training	Critically assesses own learning needs and ensures a personal development plan reflects both clinical practice and the relevant generic capabilities to lead and develop services.	SL, IP	Creates effective learning opportunities and provides developmental feedback, both verbally and in writing, to learners and doctors/dentists in training, as required by the role.	SL, IP
	Promotes and participates in individual and team learning; supporting the educational needs of individuals and teams for uni-professional, multidisciplinary and interprofessional learning.	SL, IP	Plans and provides effective teaching and training activities as required by the role.	SL, IP
	Identifies and creates safe and supportive working and learning environments.	SL, IP		
	Can act as a role model, educator, supervisor, coach or mentor for medical and non-medical practitioners.	SL, IP		
	Understands how to raise concerns about the behaviour or performance of any learner who is under their clinical supervision (leadership).	SL, IP		

	Takes part in patient education.	SL, IP		
Research and Scholarship	Keeps up-to-date with current research and best practice in the individual's specific area of practice, through appropriate continuing professional development activities and their own independent study and reflection.	SL, IP	Works towards identifying the need for further research to strengthen the evidence base or where there are gaps in knowledge, networking with teams within and outside the organisation.	SL, IP
	Critically appraises and understands the relevance of the literature, conducting literature searches and reviews; disseminates best practice including from quality improvement projects.	SL, IP		
	Locates and uses clinical guidelines appropriately.	SL, IP		
	Communicates and interprets research evidence in a meaningful way for patients to support shared decision-making.	SL, IP		