

JOB DESCRIPTION

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

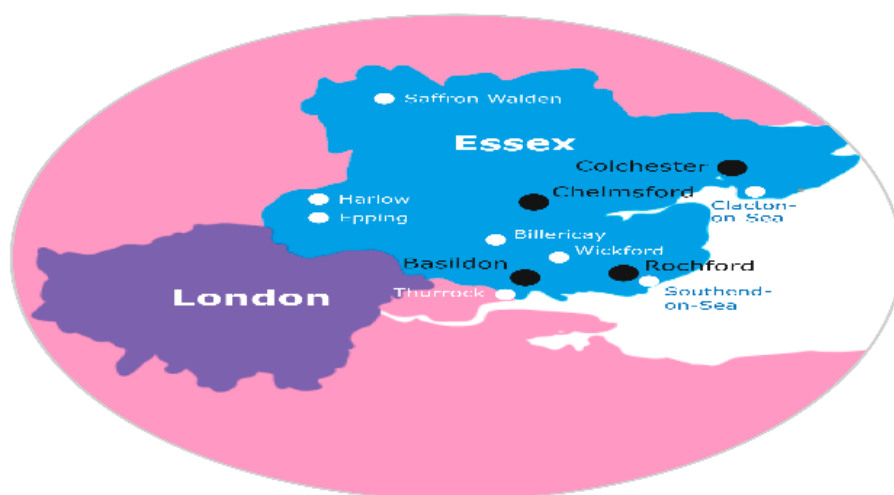
****THE JOB DESCRIPTION FOR THIS POST IS PENDING ROYAL COLLEGE APPROVAL****

JOB TITLE	Consultant Psychiatrist in General Adult Liaison Psychiatry Basildon General Hospital
BASE	Nominal base is Basildon Hospital, Nether Mayne, Basildon, Essex SS 16 5NL 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:	Clinical Director
KEY WORKING RELATIONS AND LINES OF RESPONSIBILITY	Line Manager: Dr Adnan Khan Team Leader: Linda Mbombo Locality Manager: Louise Mweta Clinical Director: Dr Adnan Khan Deputy Executive Medical Director: Dr Gbola Otun Director of Operations: Alexandra Green Executive Medical Director: Dr Milind Karale Chief Executive: Mr Paul Scott
CONTRACT	Substantive Post Specify Programmed Activities (10 PA) Approved to be advertised as 10 PA Total PAs: 10 , SPA: 2.5 DCC: 7.5
HOURS OF WORK	40 hours with on-call commitments (currently 1:38)

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.



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; including 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 a 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.

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**.

3. SERVICE DETAILS

This is a full time Consultant post for General Adult Liaison mental health services. This is a new post and has been vacant for a period of time. We have a very experienced, full time old age consultant in the post who has been providing services and covering both general adult and old age patients for the last 10 years. This post is currently covered by a Locum middle grade doctor. We are hoping to recruit an enthusiastic doctor into a substantive post. The doctor is required to be on the specialist register for General Adult or any subspecialty of the mental health.

This Liaison Team based at Basildon Hospital, provide services mainly to the patients referred from Basildon Hospital for mental health disorders.

This post is based at Basildon Hospital, Nether Mayne, Basildon, Essex SS 16 5NL. The successful candidate will be responsible for providing clinical leadership for the assessment and management of adult patients 18 years to 70 years old admitted to Basildon Hospital. The post holder will be the Responsible Clinician for patients detained under the Mental Health Act to Basildon Hospital.

4. LOCAL WORKING ARRANGEMENTS

The General Adult Mental Health services in South of EPUT covers people aged 18- 70. The liaison team at Basildon hospital has been consistently performing well since the inception of the liaison services in 2013 and reaching KPI targets all through the years set by management and commissioners. The service has won two trust awards. There are 28 adult and older adult wards including the Essex cardiothoracic center on site at the Basildon Hospital. There is a newly formed Mental Health Urgent care Department (MHUCD), which provide initial mental health services to the patients presenting to A&E in Basildon. The bulk of A&E referrals are being managed by this team. This is a completely independent team to Basildon Liaison team and they also are the gate keepers for any admissions to the mental health unit. The Liaison team receives approximately 50 new referrals from A&E. The referrals from A&E have gone down due to the MHUCD being on site. We get on an average 160 new ward referrals a month from 26 wards and along with the further contacts and ongoing reviews for the referred patients, it amounts to approximately 200 ward contacts.

The 2 Adult wards on the Basildon Mental health site are Assessment Unit and Thorpe Ward / Grangewaters Ward. The Basildon mental health unit also has a section 136 suite and Hadleigh Unit which is the Psychiatric Intensive Unit.

There are three mental health wards on the premises of the Rochford Hospital - Beech ward (Functional Old adults ward), Cedar Ward (General Adult ward) and Poplar ward(Adolescent ward). The organic ward for this area, Meadowview (Organic) Ward is in Thurrock General hospital. Patients with dementia and challenging behavior will generally be admitted to the specialist organic ward- Meadowview ward. This ward is a 24 bedded unit for patients at the severe end of the dementia spectrum and is located in Thurrock Hospital.

Rochford Hospital has a 136 suite on site as well.

The patients who require admission are gate kept by the community teams, Liaison team and by the FIRST team based in Basildon, Rochford and Southend. The First teams provide Home treatment services to functional patients in Rochford, Basildon and Southend area.

The post-holder is required to work independently and accountably as part of a team of clinicians offering Mental Health services. Working collaboratively with key partner organisations, service users, carers, clinicians and other practitioners within the multi-disciplinary team in delivering services; providing a 7 day a week, 24 hours a day service for 365 days a year.

In delivering your duties you are expected to display behaviours that are aligned with the Trust values and as required in accordance with the GMCs Good Medical Practice at all times and Nolan Principles (1995). While primarily responsible for delivering a quality clinical service, the consultant psychiatrist is also expected to be actively involved in the strategic development of the team and broader services, being involved with the team manager and locality manager in helping to steer the development of the service in line with the strategic direction of the organisation.

The post holder must have undergone full, higher professional training at Specialist Registrar level or an equivalent training. It is desirable to hold a CCT or CESR in General Adult Psychiatry. However applications with any specialist registration and appropriate clinical experience and competence are welcomed as well. They must have AC approval under the MHA to act as RC for patients detained under the MHA.

Other Aspects of the Post

ECT is currently provided twice weekly at the ECT suite based at Basildon General Hospital. The ECT suite is being run by 2 independent consultant psychiatrists and the referrals to the ECT suite are dealt with by the ECT team. The post holder is not expected to be part of Neuromodulation service. If they are interested in Neuromodulation services, this can be discussed with them. The trust also provides TMS services in Brentwood and this service is managed by the Neuromodulation team. Pharmacy is based at Chelmsford however the ward receive daily input from input from pharmacists and or pharmacy technicians.

Liaison service are based at South End General Hospital and currently consists of a General Adult consultant and an Old Age Consultant, along with a team of liaison nurses. There is an experienced Mental Health Act Administrator to support the Responsible clinicians.

The post will have 2.5 sessions of supporting professional activities to support in addition to your revalidation, service and pathway development, education and clinical leadership. The post holder will be strongly supported to lead the developments of the clinical service.

Team

- The team at present consist of Consultant Psychiatrist, One SAS doctor a specialist trainee (ST) and a part time Medical Secretary 0.5 WTE.
- The nurses team consist of the Team Manager, 7x Band 6 nurses, 2 x Band 5 Nurses working in various shifts, 2x HCA and a full time admin.
- The Liaison team is supported operationally by a Matron who covers all the three sites for the liaison services in Mid and South Essex and the Operational Director.
- Allied professional input: The Liaison team is also supported by input 2 Psychologists and 1 student psychologist who do work days in the week

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

- **Liaison Services**
 - Dr Rajesh Balasubramian, Basildon Hospital
 - Dr Fiona McDowall OA South End Hospital
 - Dr Nadine Bogdan GA South End Hospital
- **Older Adult Inpatient Services**
 - Dr Jennifer Ford Meadowview Dementia Unit
 - Dr Chris Fasey Gloucester ward
 - Dr Ivan Shanley Beech ward (Rochford Hospital)
- **Older Adult Community Services**
 - Dr Feena Sebastian First team and DISS Rochford and Southend
 - Dr Bomo Francis Locum Consultant Psychiatrist South End
 - Dr Kumari Galboda Consultant Psychiatrist South End
 - Dr Shalini Agarwal- Basildon
 - Dr Shalindra Thapa- Brentwood/ Billericay/Wickford
 - Dr Odumuseye Adu First Team Basildon and Thurrock
 - DISS in Thurrock in provided by NELFT
 - Dr Jayraj Barrun Associate Specialist Older Adult CMHT in Thurrock

- **Community G&A Services**
 - Dr Vishal Agrawal Brentwood CMHT
 - Dr Georgios Mattas Basildon 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 Otonye Hart
 - Dr Laxmikanth Bangaru
- **Adult Inpatient Services**
 - Dr Blaga Carr
 - Dr Chike Onyechere
 - Dr Khalid Saleem
 - Dr Gladvine Mundempilly
 - Dr Gaurish Gaunekar
 - Dr Nnamdi Nwuba
 - Dr Vimal Sivasanker
 - Dr Najeeb Ullah
- **Medical Psychotherapy Services**
 - Dr William Burbridge-James
 - Dr Orestis Kanter-Bax
- **Neuromodulation Service**
 - Dr Parvathy Pillay
 - Dr Vimal Sivasankar

5. CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

- 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.
- 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.
- 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.

- 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.
- 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.
- This post comes with funding for study leave of up to £3,000 in 3 years. Courses have to be approved by the peer group and approval is subject to completion of trust mandatory trainings. Cover for study leave is provided by the consultants in community.

6. 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 post holder 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 Executive Medical 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

7. 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 medical doctor. The job planning process is in accordance with the Trust's Job Planning Policy.

8. 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, Balint groups, 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.

9. 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.

10. 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.

11. SECRETARIAL SUPPORT AND OFFICE FACILITIES

- The post is also supported by 0.5 WTE support from a medical secretary.
- Consultants will have access to a private room and a dedicated office with access to IT and communications technology in order to provide supervision and speak with colleagues about patients in a confidential environment, near the ward.
- They will also have access to a private space in order to dictate letters and prepare reports.
- The IT support for all EPUT sites is available via email and or telephone.
- A laptop and/or mobile device will be provided to ensure seamless flexible access to all IT resources.
- The Trust's Electronic Patient Record system Mobius and clinical based desktops, and printers are also supported through the same IT support.

12. CLINICAL DUTIES FOR THE POST HOLDER

- Provide clinical leadership and be the Responsible Clinician for the General Adult patients referred to the Liaison team.
- Review new patients in a timely manner and oversee the clinical management of patients on the wards.
- Will be available for timely CPA meetings and facilitate discharge planning.

- Carry out duties as Responsible Clinician, including Mental Health Act assessments, preparation of tribunal reports and giving oral evidence at manager's hearings and mental health review tribunals(if required).
- Be actively involved in supporting staff development and in effecting continual service improvement.
- Provide clinical supervision to the trainees.
- Clinical Audit: The post holder will participate in audit to ensure the continuous improvement of the service.
- The old age Liaison services has an experienced full time consultant psychiatrist .The post holder will only be expected to provide cover for holidays and absences.

13. TRAINING DUTIES

- Participation in undergraduate and postgraduate clinical teaching.
- Participation in the training of other disciplines.
- Providing educational supervision of trainees and other disciplines.
- Taking part in continuing medical education within statutory limits.

14. 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.

15. 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.

16. GENERAL DUTIES

- To manage, appraise 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.

17. 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.

18. OTHER DUTIES

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

19. WORK PROGRAMME

It is envisaged that the post holder will work 10 programmed activities over 5 days. Following appointment there will be a meeting at no later than three months with the 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.

20. ON-CALL AND COVER ARRANGEMENTS

The Consultant Psychiatrist out-of-hour on-call rota within the Trust is *generally* less frequent than 1 in 38 and involves providing 3rd tier cover for the Acute, Care of the Elderly and the general hospital. The on call is non-resident and the post holder is expected to respond within 30 minutes unless special arrangements are in place. On call supplement is currently being paid at category A (3% supplement). The on call doctor provides support to all the 3 areas of the trust i.e. Basildon, South End and Thurrock via phone. There is an expectation that seclusion reviews are undertaken by the post holder while being on call. There will be a middle grade on call on the rota as well. These reviews are arranged in collaboration with the junior doctor and site managers.

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. If you cover any additional Consultant on calls due to gaps it is remunerated as 1 PA or a day in Lieu. The medical staffing usually send an email out requesting cover.

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.

21. 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
- Childcare/eldercare
- Debt
- Legal issues
- Relationships
- Retirement
- Sick leave
- 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 following mutual agreement and consultation 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 access via the Trust intranet page, Input and we have a dedicated staff engagement team that can be contacted for further information.

22.CONTRACT AGREEMENT

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

23. LEAVE

The post-holder is entitled to 32 days of annual leave per year 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 clinical activities) 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 clinical activities should be submitted as early as possible. There is an established cross cover from the colleague consultant psychiatrist covering Old age Liaison.

24. VISITING ARRANGEMENTS

Applicants for the post are welcome to visit (at their own expense) and arrangements can be made with either Dr Adnan Khan, Clinical Director 01245 515386 or Dr Milind Karale, Executive Medical Director on 01268 739675.

Director of Medical Education

Dr Abdul Raoof, Consultant Psychiatrist

Deputy Director of Medical Education

Dr Abu Abraham, Consultant Psychiatrist

Clinical Tutor

Dr Ashish Pathak, Consultant Psychiatrist

25. 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 either:

Dr Milind Karale, Executive Medical Director

Trust HQ

The Lodge

Runwell Chase

Wickford

Essex

SS11 7XX

Secretary Tel: 01268 739675

Secretary Email: jillian.anderson1@nhs.net

Dr Adnan Khan, Clinical Director

Crystal Centre

Pudding Wood Drive

Broomfield

Chelmsford

Essex CM1 7LF

01245 515386

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

This post is full time and attracts 11 PAs, based on 8.5 PAs direct clinical care (DCC) and 2.5PAs supporting professional activities (SPA). The timing can be negotiated and adjusted.

Timetable

Day	Time	Location	Work	Category	No. of PAs
Monday	09.30-12.30	Basildon MHU	MDT followed by Liaison assessments	DCC	1
	13:00-14:00		Supervision for ST	SPA	0.25
	14:00 – 17:00	Basildon MHU	Liaison assessments	DCC	0.75
Tuesday	09:00- 12:30	Basildon MHU	MDT followed by Liaison assessments	DCC	1
	13:00 – 14:00	Basildon MHU	Audit	SPA	0.25
	1400-17:00		Liaison assessments	DCC	0.75
Wednesday	09:00 – 13:00	Basildon MHU	MDT followed by Liaison assessments	DCC	1
	13:00-17:00	Basildon MHU	Liaison assessments	DCC	1
Thursday	09:00 – 13:00	Hawthorne Centre/digital Rochford	Teaching programme	SPA	1
	13:00 – 17:00		Admin	DCC	1
Friday	09:00 – 13:00	Basildon MHU	MDT followed by Liaison assessments	DCC	1
	13:00 – 17:00		SPA	SPA	1
Unpredictable / emergency on- call work			If required-will be paid 1 PA or a day in lieu		
Total PAs	Direct clinical care				7.5
	Supporting professional activities				2.5

26. APPROVAL OF THIS JOB DESCRIPTION BY THE ROYAL COLLEGE OF PSYCHIATRISTS

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

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.)

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.

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”).

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

