



Hertfordshire Partnership   
University NHS Foundation Trust

# Job Description

**Consultant Psychiatrist**  
**Bed Flow Services**  
**Hertfordshire Partnership University**  
**NHS Foundation Trust**

**10 PAs**

**EASTERN-CO-STH-2023-01526 (Approved)**



# Job Description and Person Specification

**Job Title:** Consultant Psychiatrist Bed Flow Services

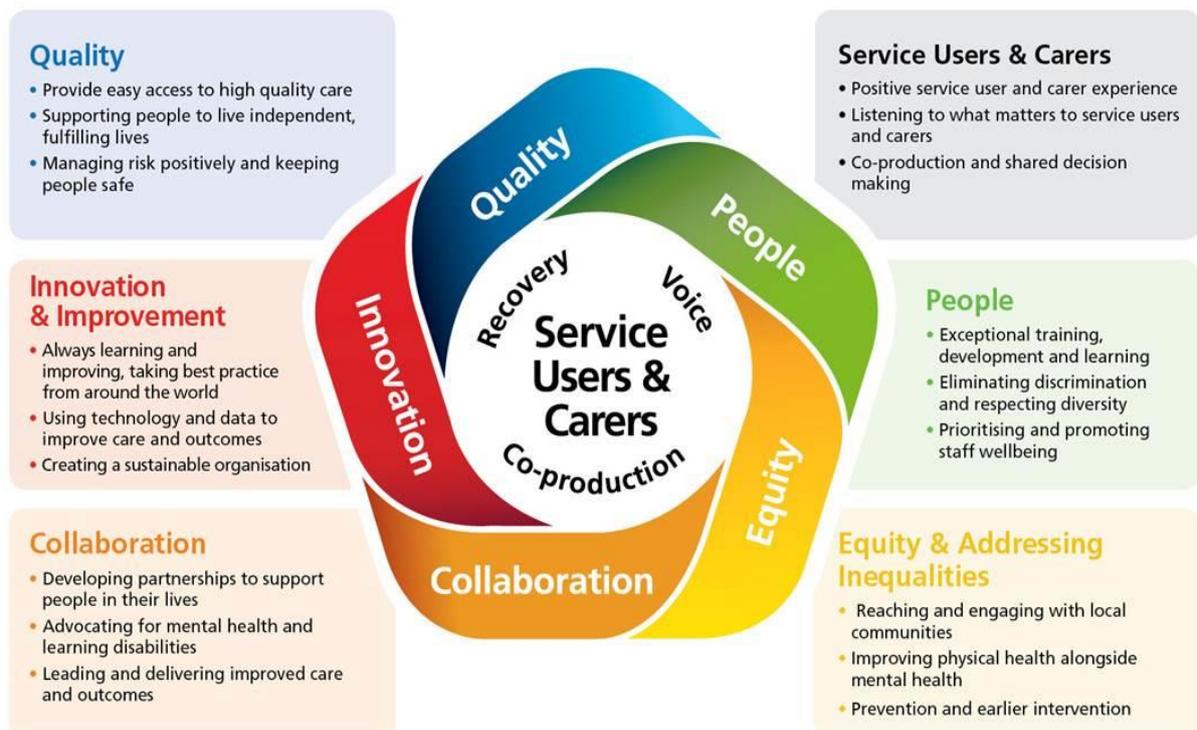
**Grade/Band:** Consultant

**Department:** Bed Flow Services, Unplanned Care, West SBU

**Responsible to:** Medical Director

**Accountable to:** Clinical Director

**Base:** Kingfisher Court, Kingsley Green, Harper Lane, Radlett, Hertfordshire WD7 9HQ



## **1. Introduction**

Hertfordshire Partnership University NHS Foundation Trust (HPFT) is an exceptional organisation with big ambitions, our aim it to be the leading provider of mental health and specialist learning disabilities within the UK.

With a workforce of around 3,500 people and an annual income of some £330 million this year, the Trust provides integrated health and social care services through a network of community and inpatient settings, serving diverse communities across Buckinghamshire, Essex, Hertfordshire and Norfolk. As a University NHS Foundation Trust, HPFT continues to develop strong links with the University of Hertfordshire, providing excellent learning and development opportunities, as well as strengthening our clinical research capability.

Whilst it is a challenging period of the NHS, there has never been a more exciting time to join HPFT following our CQC rating of Outstanding award in 2019. We are on our “Good to Great” journey as we continue to innovate, improve, transform and ultimately deliver the very highest standards of care to the service users and communities we service.

Hertfordshire represents one of the finest areas in the UK in which to live. It is situated north of London within approximately 30 minutes travelling time to London. The population of Hertfordshire is approximately 1.2 million. The area is well known to have some of the best secondary and independent schools in the country. Hertfordshire has two main motorways running through it: the M1 motorway runs north/south through West Hertfordshire and the A1 (M) runs north/south through East Hertfordshire. The towns of Welwyn Garden City and Hemel Hempstead and the City of St Albans are linked by the A414. Watford can be reached by the M1 and the A41. There are good roads and rail links to London about 25 miles to the South. The area has good housing, leisure and educational facilities.

## **2. Trust details**

In recent years the Trust has been successful in acquiring the tender for the provision of specialist Learning disability services in Norfolk, North Essex and Buckinghamshire. The Trust covers a mix of rural and urban areas, including the City of St Albans, the large towns of Watford, Welwyn Garden City and Stevenage, and the smaller towns of Hemel Hempstead, Radlett, Berkhamsted, Harpenden, Hertford, Ware, Bishops Stortford, Hitchin and Letchworth.

Hertfordshire Social Services have divided the county into four areas. The county has three Clinical Commissioning Groups (CCGs). West Hertfordshire is served by Herts Valleys CCG and Dacorum and East and North Hertfordshire is served by East and North Herts CCG.

A Single Point of Access was introduced in 2012 to streamline access to mental health and learning disability services in Hertfordshire; the Trust offers self-referral for clients and carers.

People of working age from Southwest Hertfordshire who require an acute psychiatric inpatient admission are currently treated at Kingfisher Court, the 70 bedded Inpatient Unit located near Radlett, if a bed is available. Otherwise, they may be admitted to an inpatient bed elsewhere in the Trust. There are two Crisis Rehabilitation Home Treatment Teams (CRHTT) covering the county which act as the gatekeeper to the Acute Care Pathway and provides home treatment for people experiencing acute episodes of mental ill health. The CRHTTs are supported by two Acute Day Treatment Unit (ADTU) based at the Orchards in Hemel Hempstead, which provides a range of nursing and psychological interventions on a day patient basis to an average of 20 patients every day, including weekends, between 9-5.30 pm. There is an 18 bedded Acute Assessment Unit based at Swift Ward in Kingfisher Court where informal patients can be admitted for a period of up to 10 days inpatient assessment prior to admission to a treatment bed or discharge/transfer to another element of the Acute Care Pathway, as appropriate. This Unit has separate consultant cover and is supported by the NW CRHTT Team. There is 10 bedded PICU, Oak Ward, in Kingsley Green providing intensive low secure inpatient care which has separate consultant cover.

Thumbswood Mother and Baby Unit is situated in the Kingfisher Court site.

There is an established Mental Health liaison team based at Watford General Hospital and another at Lister Hospital in Stevenage which are staffed by consultant psychiatrists, clinical psychologists and team of experienced nurses who provide support and advice to clinicians and patients in the general hospitals. Both hospitals are developing MARSIPAN pathways to support people who are severely ill with anorexia nervosa and other disordered eating mental health presentations.

# Welcome to Hertfordshire Partnership University NHS Foundation Trust

## The Board



## Non-Executive Directors



## Our Visio

Our conversations with service users, carers, staff, commissioners and the wider communities have informed a simple but ambitious vision:

*“Delivering great care, achieving great outcomes – together”*

## Values and Behaviours

Our values and behaviours have been developed by over 800 service users, carers and members of staff. They describe how we aim to be with service users, carers and each other. By living our values, we will deliver our ambition to be a leading provider for everyone we work with.

	we are...	you feel...
Our Values	Welcoming	✔ Valued as an individual
	Kind	✔ Cared for
	Positive	✔ Supported and included
	Respectful	✔ Listened to and heard
	Professional	✔ Safe and confident

## Our values set the tone for:

- The way we plan and make decisions.
- The way we behave with service users and each other.

- The kind of colleagues we recruit.
- The way we induct, appraise and develop

### **3. Service details**

Hertfordshire is situated north of London with a population around 12 000 000 with a working age population is around 755 700 and older adult population of around 205 500. Hertfordshire Partnership Foundation University Trust (HPFT) Adult community services comprises of Adult Community Mental Health Services (ACMHS), PATH Early Intervention of Psychosis services, Community Perinatal, Community Eating disorders, OCD service and Psychotherapy services. HPFT Adult Acute service includes Crisis Resolution and Home Treatment Team (CRHTT), Mental Health Liaison Services (MHLS) and Adult Acute inpatient services including male Psychiatric Intensive Care Unit (PICU). There are separate Older adult services including Specialist Mental Health Teams for Older People (SMHTOP), Early Memory Diagnosis and Support Service (EMDASS), Crisis Function Team for Older adults (CFT) and inpatient services for Frail Functional Older adults (Wren ward) and Organic disorder inpatient service (Seward Lodge and Logandene). Non-frail functional older adults are admitted to adult inpatient pathway as we run ageless service.

Acute pathway work closely with HPFT rehabilitation pathway which include inpatient rehabilitation units as well as Enhanced Rehabilitation Outreach Service (EROS) team.

Adult inpatient services currently located in Kingsley Green Radlett, St Albans and Lister hospital in Stevenage. HPFT currently has 98 adult acute beds and 12 PICU beds.

In addition to above, HPFT currently have further 32 block contracted beds within local private providers to meet the recent demand on acute services.

Adult acute pathway is further supported by CRHTT and Mental Health liaison service (based in Watford General and Lister Hospitals). We also have access to Host families (unique to Hertfordshire which is similar to Foster placement for service users in acute crisis), Crisis House with Night Light in Hemel Hempstead (4 bedded unit) as alternative to admission and further support in community with CRHTT teams.

All inpatient admissions go through gatekeeping process to ensure appropriate use of community, crisis and inpatient resources. Bed flow team support the inpatient pathway by managing admission requests from different sources and allocating beds appropriately. They are also involved in facilitating discharge from AAU and all the treatment wards.

The Trust is seeking a Consultant Psychiatrist to join the Bed Flow Team. This is a new post which the Trust regards as an opportunity to further develop and improve use of our acute/urgent care services.

This post is one example of the commitment of the Trust to develop better provision and capacity of our acute/urgent care services and the families and carers using these services in challenging times. This post adds to the medical establishment of the team providing a minimum of 1.0 whole time equivalent Consultant Psychiatrist for the Bed Flow Team.

**Geographical areas the post covers:**

The post covers acute/urgent care services for adult patients in all of Hertfordshire. This will include oversight of block contracted private beds as well as spot purchased out of area beds.

The Current multidisciplinary team establishment is as follows:

**4. Clinical team**

The Current multidisciplinary team establishment is as follows:

Service Manager (Band 8a) 1 WTE

Bed managers (Band 7) 3 WTE

Social worker (Band 7) 1 WTE

Ward coordinators (Band 6) 1 WTE

Discharge Coordinators (Band 5 and Band 4) – 4 WTE

Administrators (Band 4 ) 2 WTE

Out of Area oversight Consultant (fixed term – 6 sessions currently)

Out of Area oversight clinicians (fixed term – 5 sessions currently)

This post

Each inpatient ward and Crisis Team have dedicated consultant Psychiatrist post allocated to them. Post holder will not be expected to provide input to any of these teams.

**Details of Inpatient service facilities**

Our CRHTTs and MHLTs gate keep all admissions to inpatient beds from the community and general hospital setting. There is further tier of on-call consultant gate keeping rota. Post holder will be expected to join the Gatekeeping consultant on-call rota.

Our local in-patient beds are located as below:

There is 18 bedded Acute Assessment Unit (AAU) in Swift ward, Kingfisher Court, Kingsley Green Radlett where majority of service users are initially admitted for a period of assessment and brief interventions as needed. When the service user needs longer treatment period, they are transferred to one of the treatment wards. There are 4 treatment wards. Owl ward, Kingfisher court is a 18 bedded male only treatment unit. Robin ward, Kingfisher Court is an 18 bedded female only treatment unit. Albany Lodge, St Albans is a 24 bedded mixed gender ward. Aston ward, Lister hospital, Stevenage is a 20 bedded mixed gender ward. HPFT male PICU unit which is 12 bedded is situated in Oak unit, Kingsley Green, Radlett. Female PICU beds are commissioned from private providers as and when needed.

Each ward has a separate dedicated inpatient consultant resource and full MDT.

### **Teams that support the post-holder's team**

The post-holder would work with the inpatient, crisis, liaison, rehab and community teams across the Trust – in particular the unplanned care pathway. They would also work with the Acute Partner Trust in Hertfordshire (Watford and Lister Hospitals).

The postholder would work with the wider operational and transformation teams on building sustainable changes to the urgent care pathway and acute pathway from their experience prior and within this role.

### **The Trust-wide consultant network**

HPFT has monthly Medical staff committee meeting where postholder is expected to attend. They are also expected to be part of the peer group.

Operation of the local service to which this consultant post relates

The postholder would be part of the existing Trust patient flow team and the Unplanned care operational Leadership team consisting of Managing Director, Clinical Director, Medical lead, Senior Service Line Lead, Service line lead and Service manager. All Trust patients requiring inpatient admissions are referred to the Patient Flow Team. The team triages and review these referrals to ensure due Gatekeeping process has completed; it also has oversight of the Trust bed state and planned discharges to enable identification of suitable inpatient beds for those waiting admission.

The patient flow team sits within unplanned care pathway, reporting to the Unplanned care Core management Meeting and Quality & Risk meeting.

### **Clinical input and service development time**

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 Unplanned Care operational and quality leads on service development and the improvement of quality of services for the Trust acute/urgent care pathway.

### **Summary patterns of referral and the systems in place for caseload flow**

The patient flow team receive referrals for inpatient beds from across the Trust. These requests come from a variety of sources (CRHTT, Liaison Teams, Approved Mental Health Professionals) and also from out of area general hospitals. The team also has oversight over discharges from each of our inpatient units, so decisions about admission/bed allocation can be made accordingly using clinical prioritisation and exploring all alternatives to admission available.

### **New referral numbers per week; how the team assesses and allocates referrals; expectation of team members and the Consultant including types of cases**

The patient flow team receives on average 25 referrals for admission per week.

The Consultant Psychiatrist would contribute to the triaging of referrals sent to the team (along with other team members). They would also work with local inpatient units as described above. They would also provide consultations and advice to other team members. They would not carry a caseload or act as care-coordinator/lead practitioner; however, they may be asked to provide second opinions on specific patients where needed.

## **5. Roles & responsibilities**

- To work closely with the patient flow team to review requests for admission across the Trust
- To work with adult inpatient teams to identify those who can be discharged (this would include offering constructive challenge to inpatient teams where needed)
- Although the postholder would not be expected to hold a caseload of their own or to provide Responsible Clinician cover to specific patients (except as part of expected cover duties while on-call), they may be asked to review specific patients on a one-off basis where there would be benefit from a second opinion on management (e.g. inpatients with a long length of stay)
- Work with the patient flow team and other clinical leads to review pathways for admission/discharge to ensure they are as clear and efficient as possible.
- To attend daily patient flow meetings and provide clinical oversight in decision making including prioritisation for admission based on risks.

- To have oversight of demand and capacity on regular basis and support the system by identifying removable barriers and prompt escalations via timely communications to community services and upward escalation to senior managers.
- To provide medical leadership in the development of the team and Trust-wide acute/urgent care pathway services, in line with the CDS and Trust goals, in order to provide high quality mental health care for patients.
- To undertake the administrative duties associated with the any care of patients.
- To record clinical activity accurately and comprehensively in a timely manner.
- To participate in service and business planning activity for the patient flow system and, as appropriate, for the whole mental health service.
- To participate in annual appraisal for consultants.
- To attend and participate in the academic programme of the Trust and the team including lectures and seminars as part of the internal CPD programme.
- To maintain professional registration with the General Medical Council, Mental Health Act Section 12(2) approval, and to abide by professional codes of conduct.
- To participate annually in a job plan review with the clinical manager, which will include consultation with a relevant manager in order to ensure that the post is developed to take into account changes in service configuration and delivery associated with modernisation. To work with local managers and professional colleagues in ensuring the efficient running of services and share with consultant colleagues in the medical contribution to management.
- To comply with the Trust's agreed policies, procedures, standing orders and financial instructions, and to take an active role in the financial management of the service and support the medical director and other managers in preparing plans for services.

## **6. Suggested draft timetable:**

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 associate medical director or clinical manager three months after commencing the post and at least annually thereafter.

Below is the suggested draft job plan for this posting.

Day	Time	Location	Work	Category	No. of PAs
<b>Monday</b>	AM	Kingfisher Court	Trust-wide Bed flow meeting Bed Flow management meeting Demand and capacity meeting	Clinical	0.25 0.5 0.25
	PM	Kingfisher Court	Clinical review meeting with wards  Clinical oversight of referral for admission / supporting Multi-professional meetings	Clinical	0.5 0.5
<b>Tuesday</b>	AM	Kingfisher Court	Trust-wide Bed flow meeting Core Management meeting (once a month) Out of Area patient oversight Demand and capacity meeting	Clinical	0.25 0.25 0.25 0.25
	PM	Kingfisher Court/ Albany Lodge	Clinical oversight of referral for admission supporting Multi-professional meetings Quality improvement activity	Clinical  SPA	0.5 0.25 0.25
<b>Wednesday</b>	AM	Kingfisher Court	Trust-wide Bed flow meeting  Delayed Transfer of care oversight  Demand and capacity meeting	Clinical	0.25 0.5 0.25
	PM	Colonnades	CPD/Medical staff committee meeting (2 <sup>nd</sup> Wednesday)  Mandatory training/Audit/research & Special interest	SPA	0.25 0.75

<b>Thursday</b>	AM	Kingfisher Court	Trust-wide Bed flow meeting Quality & Risk meeting (once a month)	Clinical	0.25 0.25
			Clinical oversight of referral for admission / supporting multi-professional meetings		0.25 0.25
			Demand and capacity meeting		
	PM	Kingfisher Court	Clinical review meeting	Clinical	0.5
			Multi Agency meetings		0.25
			Quality improvement activity	SPA	0.25
<b>Friday</b>	AM	Kingfisher Court	Trust-wide Bed flow meeting Mandatory training/Audit/research & Special interest	Clinical SPA	0.25 0.5
			Demand and capacity meeting	Clinical	0.25
	PM	Kingfisher Court/Aston ward	CPD Review of Referrals/Trust-wide bed flow meeting	SPA Clinical	0.5 0.5
<b>Unpredictable / emergency on-call work</b>		Remote working	Gate-keeping on-call 1 in 18	Clinical	
<b>Total PAs</b>	Direct clinical care				7.5
	Supporting activities				2.5

## 7. On-call Rota and cover arrangements

The post holder will be expected to participate in the Gatekeeping on-call rota which is currently running on the frequency of 1 in 18. The on-call is non-residential, and the post holder is mainly expected to offer telephone support. At times, due to unforeseen circumstances, the

post holder may be expected to step down to cover the on call higher trainee (second on-call) doctor's role.

The post holder will be responsible for arranging cross cover of their clinical duties during their study and annual leave. This is normally a reciprocal arrangement with their consultant colleague within the trust. It is the consultant's responsibility to ensure that there is adequate medical cover for their service users during planned periods of leave.

The current on-call supplement is 3%. Regular workload monitoring is being conducted to check the compliancy of the banding.

## **8. Appraisal and job planning**

An annual appraisal will be arranged with one of the trained medical appraisers, usually the relevant Medical Lead. The Trust uses an electronic appraisal system to support revalidation. The Medical Director is the Responsible Officer for the post holder.

The post holder will agree their job plan with the West SBU SW Community Medical Lead before completing their annual appraisal. The Job Plan will be reviewed on an annual basis, or more frequently if changes are required because of service reconfiguration. The views of the post holder are very important to the Trust and will be taken into account where possible if they do not compromise service provision.

There are no external, additional duties or special responsibilities attached to this post. Any proposed special interest sessions or external duties which may be added to this job plan in the future will be subject to mutual agreement in the job planning process.

## **9. Continuing professional development (CPD)**

The post holder must be registered with the GMC with a Licence to Practice. The Trust expects all HPFT doctors to be in good standing for CPD with the RCPsych and supports them to develop their Personal Development Plans through their Peer Group and the appraisal process.

The Trust provides up to 30 days of study leave over a 3 year period to facilitate the achievement of agreed external educational objectives and expenses of up to £800 annually.

In addition the Trust provides several opportunities for CPD internally including a monthly CPD course which is held before the Medical Staff Committee and a monthly Medicines Management Training Course. If the post holder agrees to on take extra responsibilities (not currently expected in this job), the Trust will support relevant training if required. The post holder will have the opportunity to join a Peer Group of colleagues of the same grade in the Trust.

## **10. Clinical leadership and medical management**

The post holder must participate actively in professional, clinical and managerial supervision, and undertake relevant training aligned with the post holder's personal development plan and other relevant professional bodies' guidelines regarding continuing professional development.

The post holder will also be expected to provide elements of management supervision to medical staff, including a role in managing absence, sick leave, and conduct. This management supervision role will be conducted with support from the Medical Lead. The post holder is responsible for supervising a SAS doctor and psychiatric trainees. Any changes to requirements will be negotiated with the post holder when the job plan is reviewed. The post holder will also be expected to liaise and provide guidance to other members of the multidisciplinary teams.

The post holder will be a member of HPFT Medical Staff Committee which is held monthly in The Colonnades, Hatfield. The Committee plays a key role in exchanging information about Trust strategy and operations and represents the views of consultants to the Chief Executive and members of the Trust Board. It is also a forum to discuss major developments and challenges in the Trust and to network with colleagues.

The choice of an experienced colleague as mentor is offered to all new consultants to the Trust.

## **11. Teaching and Training**

The Trust obtained University status in 2012 and has links to the University of Hertfordshire, although is not currently attached to a medical school. Professor Kunle Ashaye, Director of Medical Education, is responsible for co-ordinating the HPFT psychiatric training. The Tutors

are Dr V Asamoah (East Herts), Dr H Pathmanandam (S.E. Herts), Dr S Bhandari (E. Herts) and Dr S Cohen (W. Herts).

There is a locally co-ordinated MRCPsych Course and the post holder will have the opportunity to teach on that. There are many opportunities for the post holder to contribute to multidisciplinary teaching, including the established monthly Medicines Management Training Course, which is available to all clinical HPFT staff. The post holder is expected to teach trainees in psychiatry. There is a Post Graduate Centre with a Library at the Colonnades in Hatfield which has administrative support for literature search if required. There is also a strong recommendation that GPs are trained to identify the signs and symptoms of an eating disorder and to refer appropriately so it is likely that the postholder will need to offer training to General Practitioners.

## **12. Secretarial support and office facilities**

Post holder will be part of the Patient Flow team and will have shared office space/Desk and ability book rooms in relevant venues for meetings. Post holder will be supported by the Patient Flow team administrative staff.

The Trust uses the electronic record system (EPR) PARIS and the post holder will be expected to use the EPR as the primary clinical record and become proficient in using it. Training is provided. IT support is provided 24 hours a day by the ICT Service Desk which supports other NHS organisations in Hertfordshire.

## **13. Clinical governance and Research**

Dr Asif Zia is the Executive Director for Quality and Medical Leadership. There are two Deputy Medical Directors, one for Clinical Governance, Dr Joanne Farrow. The other one is for the development of primary care mental health services, Dr Rakesh Magon. The Trust has established systems to ensure that quality and risk are managed in the organisation.

The post holder must ensure the relevant professional registration is maintained, including Section 12, Approved Clinician, and Responsible Clinician status.

As a minimum the post holder would be expected to complete two audit cycles on clinically important topics over a five year period. This is in keeping with the Royal College of

Psychiatrists' standards for revalidation. All audits must be registered with the Practice Audit and Clinical Effectiveness (PACE) Department, which actively supports clinicians to complete relevant service led audits. HPFT participates in all relevant national clinical audits, including the POMH-UK audits of prescribing and the National Audit of Schizophrenia. The post holder must remain in good standing with the college for CPD and would be encouraged to pursue CPD topics of relevance to both the consultant and the service. In addition mandatory training must be attended in relation to such topics as Safeguarding, Risk Assessment, Equality and Diversity and Customer care.

The post holder will contribute with other Professional, Medical and Service Leads in the development and implementation of best practice in mental health, and comply with all the relevant professional codes of conduct.

There is a Research and Development Department which supports consultants who are interested in research. Any research or academic work sessions will be subject to agreement and review by the Clinical Lead and Clinical Director and should not interfere with the clinical work. Programmed activities may be available for such work, which will be subject to annual job planning and appraisal.

#### **14. External duties, roles and responsibilities**

The Trust actively supports the involvement of the consultant body in regional and national groups subject to discussion and approval with the medical director and, as necessary, the chief executive officer.

#### **15. Academic Background**

Candidates for this role must be a current Member of the Royal College of Psychiatrists (or equivalent) and hold CCT in general adult psychiatry, or be within three months of obtaining it. Candidates will be expected to have Approved Clinician status.

#### **16. Relevant Experience**

It is essential that candidates have a good working understanding of the full range of treatment approaches applied to the breadth of presentations in Adult Mental Health Disorders. They should have in depth understanding of adult acute pathway including role of community team, crisis and liaison teams and inpatient treatment services. They should have good

understanding of differing needs of individual ethnic minorities to support discharge planning and alternative to admission when appropriate.

An enthusiasm coupled with some experience of working within a multi-racial and multi-agency environment would be valuable. Previous experience of developing services in a constantly changing environment and to tight budgetary constraints would be highly regarded. Previous experience of workforce development would also be useful.

## **17. Personal Qualities**

This role calls for a team-player who has the ability to communicate and relate well at all levels, to service users, carers and relatives, team members, operational managers and system stakeholders including acute hospital colleagues. An ability to work closely with and build relationships with other agencies and departments is regarded as essential. With all the new service developments the candidate will need to be flexible and willing to contribute their skills to service development. The successful candidate will be expected to have a high degree of both written and verbal communication skills.

## **18. Wellbeing**

The post holder will have access to Occupational health support and details shared as part of the Trust induction. The post-holder can self-refer to the Occupational Health Software Cohort v10 or can be referred by the line manager with consent. Details of the support available from occupational health specialist are available on the trust website and will be discussed with the line manager as needed. Occupational health specialists can review the post-holder face to face or remotely as appropriate. Explanatory videos are available on the trust website. In case of involvement in serious incidents, the post-holder will be encouraged to attend local debriefing meetings and use the trust support line. Spiritual support and bereavement counselling is available from the trust on self-referral using the telephone number provided by the line manager. The Employee Assistance Programme is available 24 hours to all staff by calling 01438 286514.

The trust provides Schwartz Rounds to support the post-holder with stress from the clinical work. Regular sessions of wellbeing are available and attendance is encouraged for the postholder. The sessions typically include mindfulness sessions and a Schwartz round. This is happening every month and the post-holder can use supportive programmed activity

sessions to attend. Wellbeing sessions include group exercise available on remote video conference of Yoga, Pilates and other forms of physical exercise.

## **19. Terms and Conditions of Service**

The post is covered by the Terms and Conditions of Service of Hertfordshire Partnership University NHS Foundation Trust (a copy of the Trust's contract of employment for Consultants is available from Medical Staffing Department).

The post holder will be indemnified by the Trust for all NHS work undertaken as part of the Contract of Employment but is encouraged to take out adequate indemnity cover as appropriate to cover any work which does not fall within the scope of the indemnity scheme (contract of employment). Personal medical indemnity should be retained for all activity undertaken outside NHS premises; this is not covered by insurance for Category 2 work, i.e. medical reports and "Good Samaritan" acts.

Please note: Terms and Conditions may alter depending on the outcome of negotiations on the Consultant Contract.

## **Knowledge and Skills Framework**

The post holder will be expected to meet the requirements of the NHS Knowledge and Skills Framework (KSF) appropriate outline for the post.

## **Special Requirements**

The successful candidate will be expected to have a current clean driving licence and live within 45 minutes travelling distance from their base unit.

## **Remuneration and benefits**

Any formal offer of employment will be accompanied by a full statement of terms and conditions. Our Human Resources team will be happy to discuss any of the points raised here.

## **Salary**

The point in which you are placed is dependent on experience within that grade.

## **Annual Leave**

Entitlement will be 32 days per annum for full time working, increasing to 34 days on completion of 7 years' service as a Consultant. In addition there is entitlement to 8 Public/Bank Holidays. Please note this will be pro rata for part time staff.

## **Pension**

The NHS offers a superannuation scheme which provides a variety of benefits based on service and final salary. The employers' contribution covers about two thirds of the cost of benefits paid to NHS Pension Scheme members' scheme and employee contributions are on a sliding scale. You will be automatically enrolled into the pension scheme on appointment.

## **20. Other**

### **Health and Safety**

The post holder has a duty of care to themselves and to others with whom they come into contact in the course of their work as laid down in the Health and Safety at Work Act 1974 and any subsequent amendment or legislation.

### **Infection Control**

All Trust staff will:

Act as a role model and champion for the highest standard of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.

Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene.

Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection.

### **Equality and Diversity**

Hertfordshire Partnership University NHS Foundation Trust is committed to providing an environment where all staff, service users and carers enjoy equality of access, provision, opportunity and outcomes.

The Trust works to eliminate all forms of discrimination and recognise that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

Providing equality of opportunity means understanding and appreciating the diversity of our staff, service users & carers and ensuring a supportive environment free from harassment. As a result Hertfordshire Partnership University NHS Foundation Trust actively encourages its staff to challenge discrimination and promote equality of opportunity for all.

### **Confidentiality**

Employees must maintain confidentiality of staff, patients and Trust business and have a responsibility to comply with the General Data Protection Regulations (GDPR) 2018 and be aware of the Caldicott principles. If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose. You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance with the General Data Protection Regulations (GDPR) 2018. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training.

### **Standards of Business Conduct and Conflicts of Interest**

The Trust has adopted a Standards of Conduct Policy, which reflects NHS Management Executive Guidelines. It is the responsibility of all staff to ensure that they act as a role model, by upholding the principle of a leading mental Trust. Staff should be informing their line manager if they are working for any other organisation to ensure that this Trust complies with the Working Time Regulations.

### **Information and Records Management**

The post holder must be competent in using IT and have the relevant skills to carry out the activities required for the post.

To comply with the Data Protection Act 1998, Freedom of Information Act 2000 and Department of Health Code of Confidentiality in line with Trust procedures.

To adhere to the Trust's policies on records management including creation, use, storing and retention and disposal of records.

Adhere to the Trust's Corporate Identity (using the standard templates – available on the Trust intranet 'HIVE').

### **Safeguarding Adults and Children**

The Trust is committed to ensuring adults and children are protected and come to no harm from abuse. All employees have a responsibility to be aware of national and local policies, their individual responsibilities with regards to the protection and safeguarding of both adults and children, and must adhere to them at all times.

### **Organisational Change**

As services develop and change, the post holder may be required to undertake other responsibilities within the Trust.

### **Flexible Working**

The Trust believes that its staff members are its most valuable asset and is committed to attracting and retaining the very best, and utilising all the talent and experience available. The Trust recognises the importance of helping its employees balance their work and home life by offering flexible working arrangements that enable them to balance their working life with other priorities, including parental and other caring responsibilities, life-long learning, charity work, leisure activities and other interests.

### **Health and Safety**

Health and Safety at Work In accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, staff have a duty to take responsible care to avoid injury to themselves and others by their work activities, to maintain a safe working environment for patients, visitors and employees and to co-operate in meeting statutory requirements.

### **Review**

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and

responsibilities change and develop the job description will be amended from time to time in consultation with the post holder.

## Appendix 1: Person specification/selection criteria for consultant

### Abbreviations for when assessed:

A: Short-listing from application form

F: Formal Appointments Committee Interview

R: References

	ESSENTIAL	WHEN ASSESSED	DESIRABLE	WHEN ASSESSED
QUALIFICATIONS	<ul style="list-style-type: none"> <li>• MB BS or equivalent medical qualification.</li> <li>• MRCPsych OR MRCPsych equivalent approved by the Royal College of Psychiatrists.</li> </ul>	A	<ul style="list-style-type: none"> <li>• Qualification or higher degree in medical education, clinical research or management.</li> <li>• Relevant higher degree, e.g. MD, PhD, MSc or other additional clinical qualifications .</li> </ul>	A  A
ELIGIBILITY	<ul style="list-style-type: none"> <li>• Fully registered with the GMC with a licence to practise at the time of appointment.</li> <li>• CCT in Psychiatry; OR Inclusion on the GMC Specialist Register in psychiatry; OR within six months of achieving CCT/CESR at the time of interview.</li> </ul>	A  A/F	<ul style="list-style-type: none"> <li>• In good standing with GMC with respect to warning and conditions on practice.</li> <li>• Section 12/Approved clinician approval.</li> </ul>	A  A
CLINICAL SKILLS, KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none"> <li>• Experience of the full range of clinical responsibilities expected of a consultant in General Adult Psychiatry.</li> </ul>	A F R	<ul style="list-style-type: none"> <li>• Wide range of specialist and sub-specialist experience relevant to post within NHS or comparable service.</li> </ul>	A F

	<ul style="list-style-type: none"> <li>• Experience of close collaborative working with social care and other agencies.</li> <li>• Experience of working with service users who have complex needs within General Adult psychiatry.</li> <li>• Excellent clinical skills using bio-psycho-social perspective and wide medical knowledge.</li> <li>• Excellent oral and written communication skills.</li> <li>• Able to manage clinical complexity and uncertainty.</li> <li>• Makes decisions based on evidence and experience including the contribution of others.</li> </ul>	<p>A F R</p> <p>A F R</p> <p>A F R</p> <p>F</p> <p>F</p> <p>F</p>	<ul style="list-style-type: none"> <li>• Excellent degree of medical knowledge in relation to diagnosis, management and treatment of common and complex acute mental health disorders in adult</li> <li>• Experience in working in community, liaison, crisis and inpatient services including consultant on-calls</li> <li>• Experience in working with complex and high risk presentations including complex EUPD, dual diagnosis</li> <li>• Experience in working with multi-agency framework to support service users</li> <li>• Management experience</li> <li>• Service development experience</li> </ul>	<p>A F</p> <p>A F</p> <p>A F</p> <p>A F</p> <p>A F</p> <p>A F</p>
<p>ACADEMIC SKILLS LIFELONG LEARNING</p>	<ul style="list-style-type: none"> <li>• Able to deliver undergraduate or postgraduate teaching and training.</li> <li>• Participated in continuous professional development.</li> <li>• Participated in research or service evaluation.</li> <li>• Able to use and appraise clinical evidence.</li> </ul>	<p>A P F</p> <p>A F</p> <p>A F</p> <p>A P F</p>	<ul style="list-style-type: none"> <li>• Able to plan and deliver undergraduate and postgraduate teaching and training relevant to this post.</li> <li>• Reflected on purpose of CPD undertaken.</li> <li>• Experienced in clinical research and / or service evaluation.</li> </ul>	<p>A F</p> <p>A F</p> <p>A F</p>

	<ul style="list-style-type: none"> <li>• Has actively participated in clinical audit.</li> <li>• Holds a full valid driving license and access to a car (Unless you have a disability as defined by the Disability Discrimination Act 1995).</li> </ul>	<p>A F</p> <p>A</p>	<ul style="list-style-type: none"> <li>• Evidence of achievement in education, research, audit and service improvement: awards, prizes, presentations and publications.</li> <li>• Has led clinical audits leading to service change.</li> <li>• Experience of organising and overseeing psychotherapy training program for psychiatry trainees.</li> </ul>	<p>A</p> <p>A F</p> <p>A F</p>
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