

# Specialty Doctor Psychiatrist

## Job Description and Person Specification

Post and specialty:	<b>Specialty Doctor Psychiatrist in Acute Psychiatry</b>  Post working for Acute inpatient ward in North Kent (Dartford) on Willow Suite Ward (Psychiatric Intensive Care Unit)		
Royal College of Psychiatrists approval details:			
Base:	Willow Suite, Littlebrook Hospital, Bow Arrow Lane, Dartford, Kent, DA2 6PB		
Contract:	Full time This is a 10 PA per working week post in the Acute Directorate providing senior medical input and leadership to the Willow Suite Ward.		
	Total PAs: 10	SPA: 1.5	DCC: 8.5
Accountable professionally to:	Dr Afifa Qazi, Chief Medical Officer		
Accountable operationally to:	Dr George Umoh Head of Psychiatry & Paula Campbell Service Director		
Key working relationships and lines of responsibility:	<p><b>Service</b></p> <p>Line Manager: Dr Shantala Satisha</p> <p>Team Leader: Dr Shantala Satisha</p> <p>Service Manager: Cheryl Lee</p> <p><b>Trust</b></p> <p>Head of Psychiatry: Dr Vinodini Vasudevan</p> <p>Clinical Director: Glenda Boutell</p> <p>Deputy Clinical Director:</p> <p>Deputy Chief Medical Officer (Workforce): Dr Mohan Bhat</p> <p>Deputy Chief Medical Officer (Clinical Quality &amp; Safety): Dr Koravangattu Valsraj</p> <p>Director of Operations: Donna Hayward-Sussex</p> <p>Chief Medical Officer &amp; Responsible Officer: Dr Afifa Qazi</p> <p>Chief Executive: Helen Greatorex</p>		

## 1. Introduction

Kent and Medway NHS and Social Care Partnership Trust (KMPT) provides a range of mental health, learning disability, and substance misuse services for approximately 1.8 million people living in Kent and Medway.



## 1. Trust Details

At KMPT, we pride ourselves on providing high quality clinical services, innovation, and partnership working.

We are one of the larger NHS Trusts, covering an area of 1,450 square miles, employing over 3,600 staff, and operating from over 170 buildings across Kent and Medway. The Trust's income is £210 million/yr.

The range of services offered by KMPT offers unique opportunities for professional development. We are committed to delivering integrated, community-based health and social care services; and our strategy is underpinned by a 'recovery and wellbeing model' delivered in partnership with service users, their families, and a wide range of organisational stakeholders.

### Trust Vision

To provide brilliant care through brilliant people.

### Trust Values

We take pride in our services – which are underpinned by our values:

- Respect
- Openness
- Accountability
- Working together
- Innovation
- Excellence

## **Kent – The Garden of England**

Kent is steeped in history and heritage and is also rightly renowned throughout the world as The Garden of England. Its extensive coastline boasts an enviable array of blue flag, award-winning beaches and thrilling water sports activities.

Kent is a family friendly place, with excellent state and independent schools and more affordable housing than most other areas in the south east.

Kent has excellent links to London, just thirty-five minutes from central London on Southeastern's high-speed rail link, and access to the continent via the Eurostar. The Channel Tunnel and the ferry ports link us to France and beyond. Even the weather is nice, as Kent is likely to be warmer and sunnier than elsewhere in the UK.

For more information about Kent, go to [www.visitkent.co.uk](http://www.visitkent.co.uk)

## **Types of Services Provided**

There is one CCG across Kent and Medway which commissions the majority of the services that the Trust provides.

### ***Mental Health Services for Younger Adults***

These services are available for those aged under 65. Assessment and treatment are provided as close as possible to the client's home, through local, multi-disciplinary community teams; these are supported by Crisis Resolution Home Treatment teams and inpatient facilities and day services where required.

### ***Mental Health Services for Older People***

These services are available for those aged over 65. Assessment and treatment are provided as close as possible to the client's home, through multi-disciplinary community teams as well as day services and inpatient facilities where required.

### ***Early Intervention in Psychosis Service***

This service treats patients in the age range 14 – 65, who are experiencing early onset or the first episode of psychosis, using a bio-psycho-social approach.

### ***Forensic Psychiatry Service***

The Trust provides the Kent Forensic Psychiatric Service, offering specialised mental health services for the courts, maximum secure specialist hospitals, the Probation Service, and the police. The work of the service involves all aspects of assessment and treatment of adult, mentally disordered offenders, including those who require treatment under conditions of medium and low security. The forensic service also manages two units for people with mental health and learning disabilities.

### ***Perinatal Mental Health Services***

A small, specialised service across Kent is delivered by consultant psychiatrists and specialised community mental health nurses. The service has extensive links with a wide range of community agencies, support groups, and self-help forums and counselling services; and works closely with all statutory agencies. An eight-bedded Mother and Baby Unit based on the Littlebrook Hospital site provides a regional inpatient service.

### ***Specialist Personality Disorders Service***

The Trust offers a multi-disciplinary service that provides an intensive Day Therapeutic Community Treatment programme based in Maidstone and East Kent. These services are suitable for people with a severe personality disorder who are unlikely to benefit from weekly psychotherapy, perhaps because a greater level of containment is needed.

### ***Rehabilitation and Continuing Care Services***

This is a Trust-wide service which is delivered through consultant-led, multi-disciplinary teams, specialising in the care of those clients with Enhanced Care Programme Approach (CPA) needs and who clearly also have rehabilitation needs. The service provides three inpatient Rehabilitation Units and developing outreach rehabilitation services.

Continuing Care and Residential Care requirements are managed in partnership with rehabilitation services; and provision includes some accommodation for people with complex mental health needs, provided from staffed houses across the Kent and Medway area.

The range of services offered by KMPT offers unique opportunities for professional development. We are committed to delivering integrated, community-based health and social care services and our strategy is underpinned by a 'recovery and wellbeing model' delivered in partnership with service users, their families and a wide range of organisational stakeholders.

For information about our services, visit our website: [www.kmpt.nhs.uk](http://www.kmpt.nhs.uk)

## **2. Service details**

With some specialist services, special interest sessions are also available to complement a doctor's job plan.

These are some of the services provided by the Trust:

### **Mental Health Services for Younger Adults**

These services are available for those aged under 65. Assessment and treatment are provided as close as possible to the client's home, through local multi-disciplinary community teams; these are backed up by inpatient facilities and day services where required.

### **Mental Health Services for Older People**

These services are available for those aged over 65. Assessment and treatment are provided as close as possible to the client's home, through local multi-disciplinary community teams; these are backed up by In-Patient facilities and day services where required.

### **Early Intervention in Psychosis Service**

This service treats patients in the age range of 14 - 35 years who are experiencing early onset or first episode of psychosis using a bio-psycho-social approach. The East Kent Service is consultant led and provides opportunities for education, secondments and special interest work for interested doctors.

### **Eating Disorders Service**

There is a West Kent-wide service which offers an Out-Patient service. It is Consultant lead. The multi-disciplinary team offers an intensive day therapy programme. There is also a consultant-lead multi-disciplinary team in Ashford.

#### Forensic Psychiatric Service

The Trust provides the Kent Forensic Psychiatric Service offering specialised mental health services for the Prisons, Courts, Maximum Secure Specialist Hospitals, the Probation Service and Police. The work of the service involves all aspects of assessment and treatment of adult mentally disordered offenders including those who require treatment under conditions of medium security.

#### Learning Disability Service

The Trust's Learning Disability Service provides a range of residential and community services across the Trust area. The Directorate offers specialist services such as the Assessment and Intervention Services (AIS), in the Hastings area.

#### Mother and Infant Mental Health Services (MIMHS)

A small specialised community MIMHS service serving primarily Maidstone, Medway and East Kent is delivered by 3 Consultant Psychiatrists and Specialised Community Mental Health Nurses. The service has extensive links with a wide range of community agencies, support groups, self help forums, counselling services and works closely with all statutory agencies. Rosewood Mother and Baby Unit in Dartford is a specialist inpatient unit providing support for new mothers with serious mental ill health from Kent, Surrey and Sussex.

#### Personality Disorder Service

The Trust offers a Consultant led, multi-disciplinary service that provides an intensive Day Therapeutic Community Treatment programme based in both Folkestone and Maidstone. These services are suitable for people with a severe personality disorder, who are unlikely to benefit from weekly psychotherapy, perhaps because a greater level of containment is needed.

#### Specialist Psychotherapy Service

The Trust offers a range of developing Psychotherapy services which include once weekly medium term psychodynamic psychotherapy (typically six to 18 months duration) and some brief focal therapy, supportive therapy and explanatory group therapy. Clients will generally have significant levels of disorder or longer-standing difficulties.

#### Rehabilitation and Continuing Care Services

This is a Trust-wide service which is delivered through Consultant led multi-disciplinary teams specialising in the care of those clients with Enhanced Care Programme Approach (CPA) needs who clearly also have Rehabilitation needs. The service provides 3 In-Patient Rehabilitation Units and developing Outreach Rehabilitation services.

Continuing Care and Residential Care requirements are managed in partnership with Rehabilitation services and provision includes some accommodation for people with complex mental health needs provided from staffed houses across the Kent and Medway area.

#### Primary Care – Psychology and Counselling Service

This service operates a psychology and counselling service to GP practices. Representatives attend the

clinical meetings at the Community Mental Health Units to discuss the interface with secondary services.

#### The Cognitive Behaviour Therapy Service

This service provides a structured, problem orientated therapeutic approach to a range of symptomatic disorders. Both individual and focused group treatment is available. Educational material and computer assisted self-help work is provided to some patients.

### 3. Local Working Arrangements

This post will be within the Acute Directorate (North Kent Locality).

#### The Post:

This post will be within the Acute **Directorate** (Dartford Locality). There is one Psychiatric Intensive Care Unit based at Dartford. PICU services also provide PICU Liaison service covering the whole Trust. The service also includes Crisis Teams across the Trust, usually co-located with the In-patient Units. The Acute Service also manages the Liaison Service. There are 3 acute wards within Little Brook Hospital – Pinewood; Amberwood and Cherrywood wards.

This post is based on Willow Suite PICU at Littlebrook Hospital in Dartford. This is a 10 PA per working week post in the Acute Directorate providing senior medical input to the 12 bedded PICU ward. The post-holder will work closely with the Consultant, core trainee and the multidisciplinary team to ensure patients have good quality care in line with the trust values.

- a. This is a full-time post of 40 hours (10 PAs) per week. The programmed activity allocation will be reviewed annually through the job plan process, with regard to work commitments and intensity. If there is change in the content of the job there will be negotiation in the job planning process and if required formal consultation will take place.
- b. This is a full time post of 40 hours (10 PAs) per week. The programmed activity allocation will be reviewed annually through the job plan process, with regard to work commitments and intensity. If there is change in the content of the job there will be negotiation in the job planning process and if required formal consultation will take place.
- c. Weekly time table to be reviewed and agreed with the Willow Suite consultant when the post holder is appointed.
- d. The post holder will be expected to cover for colleagues on annual leave, in order to provide a consistent and continuing service to patients by avoiding cancellation of appointments/reviews with resultant escalating inpatient problems. At all other times the

post holder will use flexible sessions for clinical work on the ward, audit, research, mental health act assessments, CPD activities and tribunals etc.

- e. The post holder will be managerially responsible to the Consultant Psychiatrist on Willow Suite.
- f. Access to named admin support is available ( Acute admin team).
- g. A shared office space with telephone and IT facilities is provided.
- h. The post holder will be expected to work collaboratively with local managers, professional colleagues and all other colleagues/team members in the efficient running of the service
- i. Subject to the provision of the Terms and Conditions of Service, the post holder will be expected to observe the Trust's agreed policies and procedures, drawn up in consultation with the profession on clinical matters and to follow the standing orders and financial instructions to the Trust, In particular, if the post holder manages employees of the Trust, he/she will be expected to follow the local and national employment and personnel policies and procedures.
- j. All medical staff are expected to comply with the Trust's Health and Safety policies.
- k. Applications for compassionate leave should be made to the supervision consultant. Approval will be at the discretion of the Assistant Medical Director. Compassionate leave is unpaid unless in exceptional circumstance and by individual negotiation.
- l. Doctors have an allocated study leave budget. Study leave for the purpose of professional development should be applied for to the supervising consultant and is approved by the director of medical education. There is also an internal programme of CPD including dedicated CPD days for middle career grade doctors.

#### Duties and Responsibilities

The post holder's primary role will be to support the provision of psychiatric services to the area/speciality they are appointed to.

The duties of the post holder will include:

- a. Active involvement in daily clinical reviews, pre-discharge meetings, Section 117 planning meetings etc as and when necessary; to work collaboratively with the consultant and MDT in the assessment, treatment and management of psychiatric inpatients.
- b. Attendance at CPA Reviews as the medical member of the team.
- c. To prepare reports (with supervision and support as needed) and attend Mental Health Act Tribunals as and when necessary, in agreement with the supervising consultant.
- d. With the patient's consent, to ensure the involvement of families and carers, wherever possible, in treatment planning

- e. To liaise with other agencies, consultant colleagues, CRHT and CMHT colleagues, as may be appropriate, especially with regard to continuity of patient care
- f. To comply with the Trust's agreed policies and procedure and always to practice in line with the Royal College of Psychiatrist's "Good Psychiatric Practice" and the General Medical Council's "Good Medical Practice"
- g. The post holder will either be Section 12(2) approved or expected to actively work toward approval and include it in their PDP. As a section 12(2) approved doctor, the post holder will carry out assessments and provide medical recommendations under the Mental Health Act as and when required, including Section 136 assessments.
- h. So far as is consistent with the proper discharge of the above duties, the post holder undertakes to deputise/cross cover from time to time for absent colleagues.
- i. The post holder undertakes, exceptionally, to perform additional duties in occasional emergencies and unforeseen circumstances.
- j. The post holder will participate in the on call rota up to a maximum frequency of 1 in 9. If and once section 12(2) approved this will be second on call to the consultant and duties will be assessments of section 136 at Littlebrook Hospital at the designated centre. If not section 12(2) approved the doctor will join the junior doctors out of hours rota. The second on call rota attracts a 2% salary supplement and an additional PA.
- k. The post holder will undertake commitments in the teaching of junior doctors as considered appropriate to their level of experience and teaching.
- l. Supervision: The post holder will receive regular supervision from his supervising consultant. The name of the Consultant on Willow Suite is Dr Shantala Satisha.
- m. The post holder will participate in the annual Appraisal process in order to meet the Trust's Appraisal and Revalidation guideline
- n. The post holder will work closely with the Acute Care Group. Consultants in the Trust and their teams. It is expected that he/she will contribute in the management, development and evaluation of the Acute Service in the Trust.
- o. The post holder will also be expected to work closely with the Crisis Resolution Home Treatment (CRHT) Team covering North Kent

#### Facilities Offered in Support of this Post

##### Supporting Staff

The Acute Services have multidisciplinary input from nursing staff, occupational therapists, support workers, pharmacists and administrative staff. Inpatient wards have good working relationships with the Crisis Resolution Home Treatment Team and the Community Mental Health Teams. We also work with third sector agencies such as Safe Havens in the local area.



Medical staff

1	Consultant Psychiatrist
1	Specialty Doctor (the advertised post)
1	Core Trainee

Administrative Staff

1	Full Time Admin support
---	-------------------------

Work base

Office space at Littlebrook Hospital, Dartford:

Office space shared with two other specialty doctors. There are two on call rooms for use at night time if required. When participating in the second on call rota the doctor can work from home provided they are within reasonable distance.

Commitment to continuing professional development (CPD)

Whether you are studying for MRCPsych exams or applying for Certificate of Eligibility for Specialist Registration (CESR), the Trust is here to support you.

- All doctors are required to participate in CPD for which resources and time will be available.
- You will be entitled to 30 days study leave over 3 years together with expenses which can be used to support your CPD activities.
- Study leave for the purpose of professional development should be applied for to the supervising consultant and is approved by the director of medical education.
- You will be expected to be registered with the CPD with the RCPsych and remain in good standing.
- There are regular Education Meetings and CPD events held locally
- There is a specially appointed SAS tutor (Dr Ishaq Pala) and an additional programme of quarterly CPD days for SAS doctors, with a wide range of psychiatric and management topics.
- Weekly teaching is organised for junior medical staff, and the appointee has the opportunity to participate in these regular sessions with internal cover on rotation.
- Training for MRCPsych examination may be made available by arrangement with the Medical and Clinical Director and Director of Education and the Dean of the Royal College of Psychiatrists.
- For those post holders with MRCPsych a further individual training programme will be established to meet their professional development needs.

#### 4. Appraisal and job planning

- KMPT is fully committed to the implementation of annual appraisals and the postholder will be appraised by an assigned appraiser (independent to their line manager) on an annual basis.
- The post holder will have the opportunity to become an appraiser with training available
- The appraisal will be part of the Revalidation and Relicensing process as guided by the GMC. The trust is currently using the online SARD platform for appraisals, job planning and annual leave. This includes access to 360 degree feedback processes
- Annual job planning will be undertaken by the Clinical Lead or nominated deputy. There will be a review of job plans during every service restructuring; if there is a change in the needs of the post or at the postholders request
- Dr Afifa Qazi is the Responsible Officer and there is an Appraisal and Revalidation team for support
- KMPT has a robust internal induction programme for all new starters and a mentoring programme is available for all

#### 5. Teaching and training opportunities

- The post-holder has the opportunity to take part in the regular teaching of junior doctors. Medical students also are placed in the area and there are opportunities to be involved in their teaching. This is support by the medical education team comprising of a Clinical tutor, Foundation Trainee Lead and a Director of Medical Education who are regularly engaged with Consultants
- The teaching is coordinated and managed by the Medical Education Manager and their team.
- There are opportunities for teaching FY trainees, GP trainees and Core Trainees on the Kent, Surrey and Sussex rotation who work within the trust. There is a well organised whole day fortnightly teaching program for GP trainees and Core trainees as well as SAS doctors.
- **With the new Canterbury based Kent and Medway Medical School taking it's first students since 2020 this is a unique opportunity to get involved with the organisation and development of local medical education**

#### 6. Research opportunities

- The Trust encourages research, particularly where this is relevant to the morbidity of the local population
- The post holder will be encouraged to collaborate with academic departments in areas of research related to the post holder's duties. Research projects, which entail financial implications for the Trust, should be discussed initially with the Chief Executive and Medical Director.
- The Trust has academic links with universities in Canterbury – Kent University and Canterbury Christchurch University, as well as University of Brighton.
- The Research & Development team regularly coordinate the Trust participation in local, national and international research projects

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

- Each doctor will have named administrative support and also access to a secretarial pool for preparation of letters and reports etc.
- The doctor will have a computer with access to the internet/Rio patient data base and a dedicated work space within the team with the availability of bookable private rooms for the purpose of supervision and confidential work. The Trust uses digital dictation BigHand to enable timely completion of typing activities.

## **8. Clinical Duties of the post holder**

Doctors must be fully registered with the General Medical Council.

Candidates for Specialty Doctor posts will have completed at least four years' full-time postgraduate training (or its equivalent gained on a part-time or flexible basis) at least two of which will be in a relevant specialty, or will have equivalent experience and competencies.

We are looking for candidates with excellent communication skills and the ability to work effectively within a multi-disciplinary team.

### Duties and Responsibilities

The post holder will be expected to work with local managers and professional colleagues in the efficient running of services. Subject to the provisions of the Terms and Conditions of Service, the post holder will be expected to observe the Trust's agreed policies and procedures, drawn up in consultation with the profession on clinical matters, and to follow the standing orders and financial instructions of the Trust.

The post holder's primary role will be to support the consultant in the provision of psychiatric services to the population of the relevant area. See relevant sections above for a comprehensive description of the roles and responsibilities.

### On Call Commitments

There is an out of hours second on call rota. Residential facilities are available for doctors who live too far away to be on call from home. The post holder will be expected to participate. Remuneration is an additional 1 PAs plus a 3% salary supplement. Doctors are entitled to compensatory rest.

## **9. Clinical Governance and quality assurance**

- The post holder will have the opportunity to actively participate in service/team evaluation and the planning of future service developments
- The post holder, with all staff members, will be expected to comply with the Trust's Clinical Governance policy. The Trust Clinical Audit Committee is operational and the post holder will be expected to participate in the Trust's audit activities.

## **10. Quality Improvement**

- The postholder will have the opportunity to support the development of a culture of continuous improvement and learning.
- Utilising a quality improvement approach to think systemically about complex problems, develop potential change ideas and test these in practice using a systematic QI methodology.
- Promotes awareness and understanding of quality improvement, and shares learning and successes from quality improvement work.
- Work with the Quality Improvement team to support all of these activities

## **11. 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 6 weeks 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 8.5 to be devoted to direct clinical care and 1.5 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 6 weeks after commencing the post and at least annually thereafter.

## **12. On call and cover arrangements**

- The postholder will join the out of hours second on call rota. This is currently 1:30 (non residential) and is remunerated with category A supplement and 1PA in addition to 10 PA sessions.
- Residential facilities are available for doctors who live too far away to be on call from home
- Duties include supporting the doctors on the first on call rota. Section 136 and mental health act assessments in the community or local police stations/A&E departments. On call responsibility will cover both adult and older adult psychiatry wards.
- Doctors are entitled to compensatory rest
- All leave must be agreed with your line manager and cross cover arrangements will need to be agreed as required locally

## **13. General terms and conditions of service**

- The appointment will be to the Terms and Conditions of Service relating to the specialty doctors under salary scale MC75.
- In keeping with the requirements of the Equality Act 2010, the trust would be pleased to make any 'reasonable adjustments' required by disabled applicants in relation to the application and interview process) (e.g. Rehabilitation of Offenders Act i.e. because of the nature of the work of this post, it is exempt from the provisions of Section 4(2) by virtue of the Rehabilitation of Offenders Act 1974 (Exemption) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions, including those which, for other purposes, are 'spent' under the provision of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or

disciplinary action by the Trust as such the appointment is subject to satisfactory medical examination and a satisfactory disclosure of clearance from the Disclosure & Barring of Service Checks (DBS) (previously Criminal Records Bureau)

- Any doctor who is unable for personal reasons, to work full time is eligible to be considered for the post and, if appointed, will have modified job content to be negotiated in consultation with colleagues.
- The Trust is committed to assisting employees to achieve a healthy work/life balance and will consider sympathetically requests for flexible working arrangements, taking into account the impact on colleagues and the service)
- The post holder will be expected to observe the Trust's agreed policies and procedures and follow the standing orders and financial instructions of the Trust.
- Medical Examination: The appointment is offered subject to satisfactory medical assessment. You may be required to undergo Health test, blood tests and full medical examination unless you can produce documentary evidence of having undergone these tests within the last twelve months. The successful applicant will not be allowed to take up duty until evidence has been received in the Trust's Occupational Health Department that you are free from Hepatitis B infection.
- Doctors are required to be appropriately registered with the GMC. Since 1 January 1990, Health Authorities/Trusts have been liable for the negligence (acts or omissions) of their medical and dental staff in the course of their NHS employment. The Health Departments advise practitioners to maintain their defence body membership in order to ensure they are covered for any work which does not fall within the scope of the indemnity scheme.
- Removal Expenses: Where a practitioner intends to claim reimbursement of removal or associated expenses, it is important he/she first obtains a copy of the Trust's Policy on Removal Expenses and where necessary should discuss the proposals with the Trust prior to taking up duty.
- Travel expenses are paid in line with Trust procedures, Home to base mileage will/will not be paid, Doctors will/will not be expected to provide their own travel arrangements)
- The Trust offers statutory maternity/paternity leave, after qualifying service as per National Terms and Conditions. Special Leave is available as determined by Trust policy when staffs are experiencing difficulties for domestic, personal or family reasons)
- Fee Paying Services and NHS Programmed Activities- Examples of Fee Paying Services are set out in Schedule 11 of the TCS. Post holder will/will not carry out Fee Paying Services during your Programmed Activities except where you and your clinical manager have agreed otherwise. Where your clinical manager has agreed that you may carry out Fee Paying Services during your Programmed Activities, you will/will not remit to the Trust the fees for such services except where you and your clinical manager have agreed that providing these services involves minimal disruption to your NHS duties. Schedule 12 of the TCS sets out the principles governing the receipt of additional fees
- Subject to the provisions in Schedule 10 of the Specialty Doctors Terms and Conditions (England 2021), you may not carry out Private Professional Services during your Programmed Activities. It is the post- holder's responsibility to ensure that they are fully aware of the contents of this schedule before undertaking any private practice)
- In accordance with Trust policies/procedures (based on national guidance) all doctors employed by the Trust are required to be appraised annually, and have an annual job plan review
- All staff are responsible for Data Quality in accordance with the Trust's information governance Policy. It is the responsibility of all staff to ensure that information captured on paper; on electronic

patient administration systems or any other media is correctly recorded in the first place; is regularly updated and is easily accessible when needed)

- This Trust acknowledges its responsibility to provide a safe, smoke free environment, and to ensure that it makes provision for its employees, service users and visitors. The Trust therefore operates a No Smoking/Smoke free policy on Trust property
- To terminate employment a period of 3 months' notice on either side will be required
- The Job Description is neither exclusive nor exhaustive and the duties and responsibilities may vary from time to time in the light of the changing circumstances in consultation with the post holder.

#### **14. Wellbeing**

Within KMPT we are committed to the wellbeing of our staff and offer a range of support services:

- **Effective occupational health support.**

The post-holder will have access to Optima Health occupational health services. The post-holder's manager can make a referral using the online portal. They will complete a short referral form and submit to Optima. All referrals received will be triaged by a clinician and the appropriate consultation booked, this will either be a face to face or telephone consultation with an Occupational Health Advisor or for complex cases an Occupational Health Physician. After the consultation is completed if the post-holder has consented then a report will be sent to the line manager and HR (if requested on the referral) and a copy sent to the post-holder for review.

- **Optimise Health.**

The post –holder will have access to Optimise Health. This is a tool that helps people take control of their health, designed to highlight any risk factors and encourage small but sustainable changes to help maintain fitness, health and personal resilience. Increasing sedentary workforces, obesity, psychological ill-health and less sleep are all having a negative impact on our health. Optimise is a set of comprehensive wellbeing assessments, with personalised wellbeing content tailored to your responses and an extensive library of wellbeing information for the post-holder to access, at any time

- **Staff Care Services (SCS).**

The post-holder will have access to SCS which is an independent professional counselling service provided for staff as part of the Trust's commitment to staff care. The support line provides free, confidential information, support and counselling away from the workplace.

- **Proactive local organisational systems to support doctors' wellbeing following serious incidents.**

Supporting the wellbeing of the post holder after serious incidents that involve patients in their care (eg. 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 line manager.

- **Timely job planning reviews when there are changes in regard to the pre-agreed workload.**

If there are changes to the pre-agreed workload (eg. 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 of a new working arrangement is to proceed.

- **Availability of local initiatives/resources that promote workforce wellbeing.**

KMPT offer a range of ongoing initiatives to support wellbeing that the post holder is encouraged to participate in. These currently include:

- Flexible working including remote working
- Flexible retirement
- Trust-wide awards event recognising staff and volunteers
- Annual flu vaccine
- Varied learning and development courses (e-learning and face-to-face)
- Staff MOTs supporting your physical and mental health with health advice and monitoring
- Easy access to information with 'MyKMPT,' our on-the-go phone app for staff
- Regular listening events with open access to senior management
- Car lease scheme
- National and local NHS discounts for staff and families
- Relocation packages (dependent on post)
- The post holder will form part of a peer group who meet regularly.

- **KMPT has in house Mental Health First Aiders on hand to support and sign post for anyone struggling with their mental wellbeing.**

KMPT runs many more wellbeing initiatives through the year, supported by a team of Health and Wellbeing Advocates, including support for giving up smoking, opportunities to take part in physical or mental wellbeing challenges and access to free tools and resources, all information can be found on our intranet iconnect under health and wellbeing.

## 15. Sample job plan

All weekly timetables have ring fenced time for clinical supervision, CPD, administration and audit. The minimum number of supporting programmed activities is 1, but more time can be made available for specific projects that support service delivery.

### Weekly Timetable

Sample timetable (but could be subject to change) :

MONDAY		TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
AM	MDT Reviews including CPA	Ward Reviews, CPA, Reports, Tribunals	Ward round including CPAs	Clinical Reviews	Ward Round, Including CPAs

PM	MDT Reviews including CPA	Ward Reviews, CPA, Reports, Tribunals	Ward Work/Reports  Supervision  15:00 – 16:00	CPD /clinical reviews	Ward Work/Reports  Forensic  Interface  Meetings
----	------------------------------	--	--	--------------------------	---

*NB- Acute Care Pathway Meeting every day from 9am -9:30*

#### **16. Equality and Diversity**

KMPT has made a commitment to becoming an anti-racist organisation and champions equality of opportunity and freedom from discrimination on grounds of race, age, gender identity, sexual orientation, sex, disability, philosophical and religious beliefs, cultural background, health status and language.

KMPT wants to create an open, non-judgmental, and inclusive NHS organisation that treats all staff with dignity and respect. We welcome applications from underrepresented groups and actively encourage them to bring their whole selves to work as we aim to become a truly diverse organisation.

#### **17. For further information about the post or to arrange an informal visit, please contact any of the following:**

Dr Shantala Satisha, Consultant Psychiatrist for Willow Suite PICU  
e-mail: [Shantala.satisha@nhs.net](mailto:Shantala.satisha@nhs.net)

For more information about Kent, go to [www.visitkent.co.uk](http://www.visitkent.co.uk)

For information about our services, visit our website: [www.kmpt.nhs.uk](http://www.kmpt.nhs.uk)

#### **18. 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.