



# Milton Keynes Mental Health Services

## General Adult Consultant Psychiatrist Inpatient Service

### Job Description

Job Description Ref No: LON NW-CO-STH-2022-00297



General Adult Consultant Psychiatrist-Inpatient Service (Female Ward)-MK6 5NG

# Central and North West London NHS Foundation Trust

## Welcome to Our Trust

CNWL is a nationally leading NHS Foundation Trust providing Mental Health, Community Health and Child Health Services across London and the South East of England.

Our core Trust values are **Compassion**, **Respect**, **Empowerment** and **Partnership**. We ask all our staff to embody and live by these.



At our last CQC inspection we were rated Good for all our services, receiving a rating of Outstanding for Caring. We are proud of the progress we have made in all areas and have set ourselves an ambition to be Outstanding for Safe at our next inspection.

<div>Overall Good</div> <div>Read overall summary</div>	Safe	Good ●
	Effective	Good ●
	Caring	Outstanding ☆
	Responsive	Good ●
	Well-led	Good ●

*Thank you for your interest in this post. We pride ourselves on the quality of our clinical leadership here at CNWL. If you are a dynamic, thoughtful and caring leader, we would love you to apply"*

Claire Murdoch CBE  
Chief Executive



# Management of the Trust

CNWL provides the following clinical services:

- ▶ A wide range of community health services, including adult and child physical and dental care services in Camden, Hillingdon and Milton Keynes.
- ▶ Intermediate physical healthcare, admission and supported discharge
- ▶ Palliative care
- ▶ A comprehensive range of mental health services for adults, from early intervention and psychological therapies to inpatient treatment and long-term rehabilitation care.
- ▶ Specialist mental health services for children and adolescents, including family therapy and IAPT Services
- ▶ Dedicated mental health services for older people, from early diagnosis, memory services and ongoing treatment options.
- ▶ Substance misuse services for drugs, alcohol and the new group of 'club drugs', provided in the community and a medically managed inpatient detoxification service.
- ▶ Specialist addiction services available nationally for problems with gambling and compulsive behaviours.
- ▶ Inpatient, outpatient and day patient eating disorders services, available to clients nationally.
- ▶ Inpatient and outpatient learning disability services, available to clients nationally.
- ▶ Mental health, addictions and primary health care services in many HM Prisons and YOI in London, Kent, Surrey, Hampshire and Buckinghamshire.
- ▶ Sexual and reproductive health services, including walk-in services, in central London and Hillingdon.

The Trust operates within a Divisional Structure, with a Borough management structure for most services in each geographic area.

Alongside these, we have Service Lines of:

- ▶ Child and Adolescent Mental Health Services and Eating Disorders
- ▶ Addictions
- ▶ Health and Justice Services
- ▶ Learning Disabilities
- ▶ Mental Health Rehabilitation
- ▶ Sexual Health.

The Trust is led by the Board of Directors, of the following people:

Prof Dorothy Griffith, OBE	Trust Chair
Paul Streets	Non-Executive Director
Tom Kibasi	Non-Executive Director
Meenakashi Anand	Non-Executive Director
Rashda Rani	Non-Executive Director
Richard Cartwright	Non-Executive Director
Ian Mansfield	Non-Executive Director
Claire Murdoch, OBE	Chief Executive
Maria O'Brien	Director of Nursing and Quality
Tom Shearer	Director of Finance
Dr Cornelius Kelly	Medical Director
Charlotte Bailey	Director of Organisational Development & People
Ross Graves	Director of Partnerships and Commercial Development
Graeme Caul	Chief Operating Officer

Professor Griffiths also chairs our Council of Governors (see our website for details <http://www.cnwl.nhs.uk/>)

# Medical Staffing

CNWL employ over 600 medical staff across the Trust. We are committed to maintaining their health and wellbeing, ensuring their jobs are balanced, stimulating and rewarding and building an environment of continuous learning.

Appraisal is led by our Director of Appraisal, Dr Farrukh Alam, and ultimately accountable to our Responsible Officer, Dr Cornelius Kelly. We aim to get appraisals completed for all our medical staff in an annual window between April and June.

The Medical Education Department is led by Dr Sukhdip Bahia, Director of Medical Education and we have active Academic Programmes at local level.

We also have exciting academic partnerships, overseen by our Director of Research, Prof Richard Watt. This includes the recently established CIPPRes Clinic at St Charles Mental Health Centre, a collaboration between CNWL and Imperial College, led by Dr David Erritzoe, looking at novel therapeutic uses of psychedelic substances in mental health care.

*As a Consultant you will be expected to balance the operational needs of the service whilst leading delivery of high-quality care. We will be committed to developing you as a clinician, manager and leader.*

**Dr Cornelius Kelly**  
Chief Medical Officer



# Diggory Division

The Trust is organised in to three Divisions: Jameson, Goodall and Diggory.

Diggory Division is responsible for the delivery of Mental Health, Addictions and Community services in Milton Keynes, as well as Addictions services, Sexual Health/HIV and Health and Justice services in London and Surrey.

Diggory has an ethos of fair, collaborative, inclusive leadership. We expect everyone in our senior leadership team to be flexible in approach and supportive, whilst holding each other to account and providing challenge when needed.

As a Division we meet on a weekly basis with our services to support staff to deliver safe services and empower teams to promote staff wellbeing and have a learning and improvement culture.

# Leadership Team

Dr Simon Edwards	Diggory Medical Director
Jane Hannon	Diggory Managing Director
James Smith	Diggory Nursing Director



## Innovation

We love innovative practice in CNWL and have developed key partnerships for the introduction of new technologies. We are particularly proud of the achievements of our Pharmacy Team; in the last year they have successfully rolled out the Omnicell dispensing solution to our wards as well as ePMA, our electronic prescribing system.



On many of our wards we have pioneered the introduction of the Oxehealth remote patient observation technology, with a plan for further roll out in 2022.

Within our community services we are trialling the use of a risk prediction algorithm technology, MaST as well as a more patient centred approach to care planning, DIALOG+.



# DIALOG+

## Innovation

## Improvement



Each year we host an annual Safety Conversation, a Trust-wide conference of Quality Improvement work. We regularly get over 100 posters submitted and over 450 attendees.

Some of the best examples of our work have progressed on to being published in the BMJ.

## Improvement

CNWL worked in partnership with the IHI over three years to develop knowledge and capability in Quality Improvement methodology. We have now matured as an organisation in to hosting our own Improvement Faculty, running an annual 'Practicum' training series for teams ready to learn more about this approach.

We have dedicated QI coaches and advisors for each Division and encourage all our Consultants to get involved with QI work.



## Leadership

We believe in investing in our leaders at CNWL. All Consultants have the opportunity to take part in a **Management Fundamentals** course, led by our Trust Chair, Professor Dorothy Griffiths OBE (formerly Dean of Imperial Business School) and our Chief Medical Officer, Dr Cornelius Kelly.



We support our clinical leaders to undertake the leadership development which is right for them, including courses run by the NHS Leadership Academy, The King's Fund and an MBA course with Arden University.

We also support and encourage the use of mentors and coaching.

## Leadership



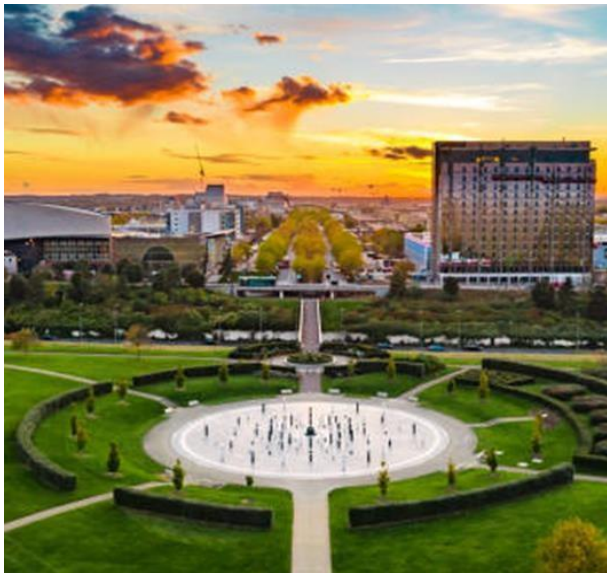


# About Milton Keynes

Milton Keynes was founded on 23 January 1967, but the settlement has deep roots, and a long history stretching back well past the Middle Ages. The town itself, designated as an area of 89 square kilometres, took its name from a Medieval village, mentioned as far back as the 11th century. In 2022 Milton Keynes was awarded formal city status as part of the Queen's Platinum Jubilee Celebrations.

It lies midway between Northampton and Aylesbury and is on the doorstep of the M1. The train line links London (20mins away) to the North and the Grand Union Canal runs through the centre of the city. London Luton Airport is just 30 minutes away

The standard of education is high, with many 'outstanding' rated schools offering excellent amenities. Life expectancy for both men and women is similar to the England average. Over the last 10 years, all-cause mortality rates have fallen. Early death rates from cancer and from heart disease and stroke have also fallen and are similar to the England average.



Population estimated to be **264,479**  
Expected population inc. **1.04%** per year.

27.4% of the Milton Keynes population were aged under 19 compared with 23.7% in England.



13.1% of the Milton Keynes population are aged 65+ compared with 17.9% in England as a whole.

26.1% of the Milton Keynes population are from Black and Minority Ethnic groups.



Planned with accessibility in mind, Milton Keynes leads the way in sustainable transport infrastructure and is constantly developing smart solutions to make it a greener place to travel.

4,500 acres of parks and woodland to explore and a theme park right on the doorstep.



Award-winning galleries and theatres, medieval abbey ruins and renowned attractions like Bletchley Park, the home of the WWII codebreakers. Milton Keynes is home to MK Dons at Stadium MK and Red Bull, with Silverstone just a few miles away. There's real snow skiing and boarding at Xscape, indoor skydiving, water sports, and the national centre for badminton. Over 400 shops spread over multiple malls and accessible streets, from boutique retailers to international chains and renowned designers. A young city with a rich historical heritage, packed with creativity and imagination. Fantastic food and drink, a vibrant evening economy, and welcoming pubs too.

## Service Details

CNWL acquired services previously operated by Milton Keynes Community Health Services (MKCHS) on 1 April 2013 and are responsible for providing NHS community and mental health services across Milton Keynes and specialist dental services across Buckinghamshire.

We have a long history of close working with Milton Keynes Council and Milton Keynes University Hospital to create joint services. Intermediate care, community equipment and learning disability services are integrated across health and social care and are provided through pooled budgets and integrated teams. We have built a strong working partnership with our commissioners and are part of Bedfordshire, Luton and Milton Keynes (BLMK) Sustainability and Transformation Plan (STP).

- ▶ Our services are delivered from 25 sites across Milton Keynes and Buckinghamshire, but mostly we provide services within people's own homes.
- ▶ We provide over 50 different community healthcare services.
- ▶ We employ over 1000 staff across both community and mental health services.
- ▶ Our current annual turnover of just under £60m.

The Mental Health Services in Milton Keynes offer a range of support from primary care-based services to acute inpatient settings. We offer community support and a number of specialist services such as Perinatal Mental Health Service and the Street Triage and Early Intervention in Psychosis team.

We have over 500 staff working in settings across the Mental Health Service of Milton Keynes. We have services for children and young people, working age adults and those who are ageing. Our inpatients wards, Perinatal Service and Specialist Memory Service have Accreditation from the Royal College of Psychiatry.

We have a belief that patients should get the right service, from the right person at the right time. We offer holistic, person-centered, evidenced based treatment and care planning in all our services. Our Family and Friends results are very high with over 95% patients recommending our services to others.

### Quality and Service Improvement

Some of our recent successful improvement initiatives include:

- ▶ waiting list for therapies
- ▶ safety huddles including SMT presence across the week in inpatient wards
- ▶ Weekly Patients with Complex Emotional Needs (CEN) flow meeting across the system
- ▶ Robust discussions in Junior-Senior meetings with mandated presence of clinical, ops and PGME directors
- ▶ Robust CBM and regular Clinical Director and Consultant catch up meeting

### Education Programme

We are continually developing and improving our Medical Education Programme here at MK Mental Health. After very positive feedback from our August 2022 cohort of FY, GP and Core Trainees, the Deanery has increased our uptake with two more spaces for 2023. From March 2023, we will also be welcoming our first cohort of 3rd year Medical Students from Buckingham University, led by our newly appointed Director of Undergraduate Education and Clinical Fellow.



## Overview of Milton Keynes Mental Health Service

### Acute Services

Willow Ward, Hazel Ward, TOPAS Ward and Cherrywood Rehabilitation Unit

### Primary Services

Primary Care Plus, Improving Access to Psychological Therapies, Perinatal Mental Health Team and Early Intervention in Psychosis Team

### Crisis Services

Crisis Resolution & Home Treatment Team, Street Triage, Ambulance Triage and Hospital Liaison Team

### Community & Mental Health Hub Services

Diagnosis and Condition Management, Psychosocial Pathway, Therapies and Specialist Memory Service

### CAMHS and Lifespan Eating Disorders Services

Core CAMHS, CAMHS Local Intensive Support Team, Mental Health Schools Support Team and Lifespan Eating Disorder Service

### Learning Disability Services

# ACUTE SERVICES

## **The Campbell Centre**

The Campbell Centre in Milton Keynes is a 39-bed acute inpatient mental health unit. It has two wards, Hazel Ward and Willow Ward, predominantly for working-age adults who require a hospital admission when suffering from a mental health problem. The wards are staffed 24 hours a day and the team consist of nurses, occupational therapists, doctors, psychologists, pharmacy staff, peer support workers and domestic staff.

## **The Older Person's Assessment Service (TOPAS)**

TOPAS is a modern 15-bedded unit providing assessment and treatment predominately for older people with complex or acute mental health needs or organic presentations, enabling a return to independent living wherever possible. The ward is staffed 24 hours a day and the team consist of nurses and occupational therapists, with regular access and contact with psychology, physio, dietician and pharmacy staff. The post-holder will be part of a medical team consisting of a Consultant Psychiatrist and up to two Trainee Doctors.

## **Cherrywood**

Cherrywood is a seven-bedded rehabilitation unit. This service provides assessment and on-going rehabilitation for working age adults with severe and enduring mental health problems.

# CRISIS SERVICES

## **Crisis Resolution and Home Treatment Team**

The Crisis Resolution and Home Treatment Team (CRHTT) is a multi-disciplinary team of mental health professionals who provide a service to people experiencing an acute psychiatric crisis. The team offer a less restrictive alternative to hospital admission by delivering intensive community-based interventions. Where hospital admission does occur, the CRHTT assist in shortening the inpatient stay by facilitating early discharge and support back to the community. The team has five main functions; crisis rapid response, gatekeeping, supporting admission, home treatment planning and acute care and early discharge

## **Hospital Liaison Team**

The Hospital Liaison Team (HLT) provides rapid psychiatric assessment of adults (over 18 years old) presenting with mental health problems across Milton Keynes University Hospital Accident and Emergency Department and inpatient wards. HLT has a dedicated multi-disciplinary team which includes doctors, psychologists, senior practitioners and a number of specialist mental health nurses. Referrals are made internally within the hospital A&E Department or from other wards within the hospital.

## **Street Triage Team**

This service operates from 3pm – 2am, 7 days a week and works alongside the Police to support mental health issues in the community and prevents the use of Section 136 of the Mental Health Act 1983 (amended in 2007) and inappropriate admissions to inpatient services.

# PRIMARY SERVICES

## Primary Care Plus

Primary Care Plus (PCP) triage and treat service users who present to their GP with mental health problems. They are based within the GP networks in Milton Keynes and have close working relationships with practice staff. The team can diagnose mental health conditions and prescribe medication as well as offer support for service users for a set number of intervention sessions.

## Improving Access to Psychological Therapies

Improving Access to Psychological Therapies (IAPT) provide psychological treatment for depression and anxiety disorders. The service offers treatments such as:

- ▶ Individual cognitive behavioural therapy (CBT) for depression, anxiety, post-traumatic stress disorder and phobias
- ▶ Workshops for sleep, mood, anxiety, stress, wellbeing at work and employment related issues
- ▶ Self-help resources and interventions
- ▶ Digital therapy packages

## Perinatal Mental Health Team

The Perinatal Mental Health team offers women who require mental health support both pre and post-natally. The service works closely with Health Visitors, Midwives and Social Care to ensure that this client group receives appropriate and timely intervention.

## Early Intervention in Psychosis Team (EIPT)

The aim of the Early Intervention Service is to provide an intensive care package that includes assessment, treatment and support of people experiencing their first episode of psychosis in collaboration with their carers, relatives and friends. The service caters for those over 14 years and upwards.

# COMMUNITY SERVICES

## The Mental Health Hub

The Community Mental Health Hub is a new development in the continuing modernisation of the Mental Health Service in Milton Keynes. The Hub's remit is to provide care for those patients who need longer term care. It caters for all diagnostic categories and is a needs-led service.

The Hub operates within a recovery framework and provides longer-term interventions and support for people with enduring mental health problems, their families and carers. The team actively engage with carers, incorporate annual physical health checks into care planning and provide focused and person-centred care, enabling individuals to remain supported within the community setting.

The pathways within the Hub are:

### ▶ The Assertive Outreach Team:

Look after patients with severe and enduring mental illness. They often have a chaotic lifestyle with complex and multiple needs and may be difficult to engage. The aim of the team is to prevent admission, minimise length of stay and prevent re-admission to hospital.



- ▶ **The Healthy Ageing Team:**  
Specialise in older adults suffering from non-organic psychiatric disorders.
- ▶ **The Psychosocial Pathway:**  
Specialise in working with patients whose central difficulty is with interpersonal relationships.
- ▶ **The Therapy Pathway:**  
Psychologists and Therapists provide psychological therapies to patients engaging with the Hub.
- ▶ **The Diagnosis and Condition Management Pathway:**  
Provides support for patients accessing clozapine, lithium and medication management clinics in line with current need. This pathway is supported by highly experienced NMPs and CPNs who also provide physical health checks and run a wellbeing clinic.

### **Specialist Memory Service**

This service provides comprehensive psychiatric and neuro-psychological assessment to ascertain the cause of memory problems and arrive at a diagnosis. Following diagnosis, the service offers support, education and information, group and individual sessions including cognitive stimulation therapy, memory strategies and cognitive behaviour therapy for carers.

## **CAMHS & LIFESPAN EATING DISORDER SERVICES**

### **Child and Adolescent Mental Health Services (CAMHS)**

The service meets the needs of young people under the age of 18 exhibiting a range of complex and challenging conditions requiring mental health support. There is also a Local Intensive Support Team (LIST) who work closely with the A&E department and the Paediatric wards of the local acute hospital. The LIST team's objective is to prevent hospital admission and to facilitate early discharge.

### **MK Mental Health Schools Support Team**

MK Mental Health Schools Support Team are based in schools in Milton Keynes and provide:

- ▶ Evidence-based interventions for mild to moderate mental health issues
- ▶ Support the senior mental health lead in each education setting to introduce or develop their whole school or college approach
- ▶ Timely advice to school and college staff, and liaising with external specialist services, to help children and young people to get the right support and stay in education

### **Lifespan Eating Disorders**

The service provides assessment and treatment for people with a suspected or confirmed eating disorder.



# COMMUNITY LEARNING DISABILITIES

## Learning Disability Service

This community-based service provides assessment, treatment and support for adults over the age of 18 who have a learning disability (not a learning difficulty). They may have complex neurological, genetic, developmental, and challenging conditions requiring mental health support. The service consists of multidisciplinary health professionals and is integrated with social care. The service uses a person-centred Positive Behaviour Support approach and aims to reduce over-reliance on psychotropic medication. The service works in collaboration with carers, families and other agencies to promote skilled community living, prevent hospital admission and facilitate early discharge.

# Local Working Arrangements

## The Post

Consultant in General Adult Psychiatry - Inpatients

This is an established post on Willow Ward at the Campbell Centre.

## Base

Willow Ward  
Campbell Centre  
Milton Keynes Hospital Campus  
Eaglestone  
Milton Keynes  
MK6 5NG

The post holder will be provided with their own office.

## RCPsych approval details

LON NW-CO-STH-2022-00297 (Approved)



## Contract

Full time - 10 PAs

## Professionally accountable to

Dr Simon Edwards  
Divisional Medical Director, Diggory Division

## Operationally accountable to

Dr Stephanie Oldroyd  
Clinical Director, Milton Keynes Mental Health Service  
&  
Lesley Halford  
Service Director, Milton Keynes Mental Health Service

## Keyworking relationships

Stephanie Oldroyd	Clinical Director & Line Manager
Lesley Halford	Service Director
Jo Rance	Deputy Director for Acute & Crisis Services
Stella Godwin-Malife	Modern Matron
Petronella Chesango	Ward Manager

The Campbell Centre is currently a 39 bedded inpatient unit catering for people who need an acute admission to hospital following a mental health crisis. The unit, made up of two wards is based on the MK University Hospital site in Milton Keynes. There are 19 beds on each ward, which are gender specific but due to ongoing building work to provide single rooms, both wards will reduce to 18 beds during the course of 2022.

There is a medical team for each ward, consisting of a Consultant, Specialty Doctor and a Junior doctor as well as a rotational Trainee Doctor. They work in collaboration with Nurses, Psychologists, Occupational Therapists, Peer Support Workers and other members of the social and recovery team. The psychiatric care is complimented by weekly visits to the ward from a Consultant Physician who provides expert advice on managing physical health care in the context of mental health conditions.

This role is based within Willow ward; the female ward. A significant proportion of admissions are for patients who have a personality disorder. The team, led by the Consultant, offers a comprehensive assessment and treatment package of person-centered care to all patients. Ward rounds take place three times per week to allow for care plans to be monitored and close collaboration with patients, families and carers focusing on recovery. The team work towards facilitating timely discharge from hospital by working closely with colleagues in the crisis and community services.

The post holder will work in collaboration with the matron, ward manager, nurses and other members of the MDT to constantly ensure high quality care is delivered. Daily Safety Huddles and Weekly Bed Management meetings are core elements of this role to ensure the flow of patients is good and the provision of care is safe and effective. The Consultant will lead on quality improvement initiatives and work with the team to implement new ways of working to benefit the patient.

Willow ward has approximately 200 admissions per year and the average length of stay is around 55 days.

The main admission sources are from the patient's place of residence, failed placements and NHS wards for general patients or A&E. The main discharge destination is the usual place of residence.

The ward team work in close collaboration with the Crisis Resolution and Home Treatment team who gate keep for the ward and also support discharge by liaising with the community teams to ensure ongoing interventions can be maintained post discharge.

### **The Team consists of:**

- ▶ 1.0 wte Consultant Psychiatrist
- ▶ 1.0 wte Specialty Doctor
- ▶ 1.0 wte Junior Doctor
- ▶ 1.0 wte Medical Secretary, shared between both ward Consultants
- ▶ 1.0 wte Core Trainee
- ▶ 5.0 wte RMN's - Band 6
- ▶ 10.0 wte RMN's - Band 5
- ▶ 17.70 wte HCA
- ▶ 1.0 wte Ward Clerk
- ▶ 1.0 wte Administrator

There are two additional teams of staff that support both wards:

- ▶ Psychology team consisting of 1.8 wte qualified Psychologists and 2.0 wte Assistant Psychologists
- ▶ Occupational Therapy Team consisting of occupational therapists, activities coordinators and a fitness instructor



## Key Responsibilities

### Clinical Duties

- ▶ Management of patients in the 18 beds, ward rounds and reviews/tribunals and work related to the Mental Health Act
- ▶ Management of complex cases
- ▶ Clinical leadership of the team
- ▶ Providing a role in assessment of referrals/admissions
- ▶ Care planning and treatment formulation
- ▶ Providing guidance on evidence-based treatment and effectiveness
- ▶ Liaising and collaborating with other services/agencies
- ▶ Implementing the Mental Health Act
- ▶ Multi-disciplinary, multi-agency and partnership working

### General Duties

- ▶ Managing, appraising and providing professional/clinical supervision to junior medical staff as agreed between Consultant colleagues and the Clinical Director and in accordance with the Trust's personnel policies and procedures
- ▶ Ensuring junior medical staff working with the post holder operate within the parameters of the New Deal and are Working Time Directive compliant.
- ▶ Undertaking the administrative duties associated with the care of patients.
- ▶ Participating in service and business planning activity for the service and, as appropriate, for the whole mental health service
- ▶ Participating in annual appraisal for Consultants
- ▶ Attending and participating in the academic programme of the Trust, including lectures and seminars as part of the internal CPD programme
- ▶ Maintaining professional registration with the General Medical Council, Mental Health Act Section 12(2) approval, and abiding by professional codes of conduct
- ▶ Participating in annual job plan review with the Clinical and Service Directors and in consultation with relevant managers ensuring the post develops in line with service configuration
- ▶ Working with local managers and professional colleagues to ensuring the efficient running of services, and sharing with Consultant colleagues in the medical contribution to management

### On-Call Duties

The day time duty rota operates Monday to Friday, 09:00 to 17:00. Duties include: urgent advice to junior doctors and other clinical colleagues (if the Consultant attached to the service is on leave) and attendance at Mental Health Act assessments, principally in the community, acute inpatient units or Milton Keynes University Hospital Emergency Department. This post does not contribute to the day on call cover arrangements.

The overnight and weekend on call rota is a 1:12 frequency when all Consultant posts have substantive appointments. This rota is second on-call, the first on-call duties being provided by junior doctors. Duties include urgent support of junior doctors and other clinical colleagues on matters related to patients aged 18 and over and Section 12 work if desired. Rarely is the doctor required to physically attend the service.

The on-call supplement is currently 3%.

### **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.

### **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.

### **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 Director to review and devise 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). Job planning will take place annually thereafter.

### **Leave**

The post holder is entitled to 32 days of annual leave per year increasing to 34 days after 7 years Consultant service for those on the new contract. The post holder is also entitled to 30 days study leave over three years.

There is an agreed protocol for cover arrangements with the other inpatient psychiatrist and stipulations about requesting leave with good notice to ensure safe practice.

### **Continuing Professional Development (CPD)**

The Trust and directorate have a commitment to and supports CPD activities. The Trust requires Consultants to participate in CPD, remain in good standing for CPD with the Royal College of Psychiatrists, develop a Personal Development Plan and meet GMC requirements for revalidation. There is a monthly PDP Group which all Consultants attend.

Consultants are eligible for up to 30 days paid study leave on a pro-rata basis within any three-year period, and requests for study leave will be considered in line with both the post-holder's and the Trust's needs.

Funding to support Consultants study leave is held by the Divisional Medical Director. Consultants are encouraged to develop special interests and to contribute to the strategic management of services both locally and nationally.

Study leave applications should be forwarded in advance to the Clinical Director before funding is agreed by the Divisional Medical Director.

### **Clinical Leadership and Medical Management**

Trust wide leadership is provided by the Executive Medical Director, Dr Cornelius Kelly and supported by three Divisional Medical Directors. The Medical Director for Diggory is Dr Simon Edwards. The local clinical leadership arrangements are led by Lesley Halford, Service Director and Stephanie Oldroyd, Clinical Director. All Consultants are expected to participate in business planning for their teams, and as appropriate, contribute to the broader strategic and planning work of the Directorate, Division and Trust.

The post holder will be line managed by the Clinical Director and has professional accountability to the Divisional Medical Director. Regular supervision sessions are provided by the Clinical Director.

### **Secretarial Support and Office Facilities**

The post holder will have an office based off the ward in the Campbell Centre. They will be provided with a laptop and a mobile phone.

VPN access to systems is provided to support mobile and digital working.

The post holder will be provided with dedicated secretarial support to enable them to effectively and fully participate in their role and responsibilities.

### **ICT Support**

The Trust have a 24-hour support desk for ICT queries/issues which can be accessed via an internal portal or via telephone.

### **Appraisal and Job Planning**

Every CNWL Consultant is expected to participate in the annual appraisal process. The Trust is now using a system called Premier IT for this. The Consultant will be appraised by another Consultant who is a trained appraiser. The post holder will undergo 360° appraisal at least once every 5 years.

The Medical Director is the Responsible Officer for the purposes of Revalidation. The process of revalidation is carried out along nationally approved lines in keeping with guidance from the GMC and NHS England. Dr Farrukh Alam is the Director of Revalidation and Professional Governance.

Job Plans are reviewed and discussed at the beginning of the contract and then annually with the Clinical and Service Director, with input from the local Service Manager.



### **Teaching and Training**

The Trust promote the involvement of Consultants in the teaching and training of junior medical staff as well as non-medical staff. There are also active plans to host Medical Students from Buckingham University from 2023 and our Consultants will be taking a lead role in teaching these students.

There is a local weekly teaching programme each Wednesday for 1.5 hours. Consultants based in Milton Keynes are invited to be part of the wider London educational programme, including Grand Rounds and monthly senior clinician webinars.

There is a Clinical Tutor based in Milton Keynes who links with the Oxford School of Psychiatry. The Deputy Director of Medical Education is also based in Milton Keynes and promotes educational opportunities for all doctors as well as involvement with the junior doctor programme.

### **Quality Governance**

The post holder will contribute to quality governance of their team and take responsibility for setting and monitoring standards. Standards are monitored through the Mental Health Care Quality & Innovation Forum (CQIF) which the post holder will attend on a monthly basis. They will also be expected to take a lead in chairing their own service CQIF and will work closely with the ward manager in ward related matters.

### **Quality Improvement**

Improvement and innovation are very important in CNWL leadership and participation in Quality Improvement (QI) work is strongly encouraged and the post holder will also have a role in supporting junior doctors to deliver their audit and QI work.

There are coaches available across all services for anyone undertaking quality improvement projects and support also comes from the Quality Governance team. Time is allocated for this work in your job plan.

### **Research/Academic**

Our local weekly academic programme includes journal club, case presentations, lectures from local Consultants and occasional lectures from outside speakers.

Involvement in research projects will be subject to the appraisal and job planning process. The post holder will be encouraged to engage in research activities.

The Post-Graduate Library in Milton Keynes provides a full range of library services, including access to Medline and the Cochrane Library.

### **Wellbeing**

Effective local and confidential occupational health support is available to all employees. The Occupational Health team provides advice and support in regard to the impact of ill health on work. They offer assessment of fitness to work pre-placement and during employment, new entrant screening, in employment immunity screening and immunisation programmes. They promote ability and support disabilities in the workplace on commencement and in-employment and support the Health and Wellbeing agenda. There are a range of services to support employees such as CNWL Wellbeing microsite, Keeping Well (MK), POWR wellbeing podcasts, NHS-approved apps, Good Thinking, "One you" series for physical health issues, mood zone mental health at work, guides, bitesize learning and support material.

Proactive local organisational systems are in place to support doctors' wellbeing following serious incidents. It is recognised by the Trust that supporting the wellbeing of the post holder after a serious incident that involves patients in their care eg homicide or suicide is paramount and senior clinician support and advice is routinely offered.

Availability of local initiatives/resources that promote workforce wellbeing eg self-care, work-life balance, stress management, coaching/mentoring etc. The Trust has several initiatives to support wellbeing including cycle scheme, retail and restaurant discounts, eye test scheme, gym discounts, wellbeing events and workshops. The post-holder will form part of a Consultant peer group who meet regularly.

### **Equality and Diversity**

CNWL values diversity. There are a range of networks within the organisation including Black and Asian Minority Ethnic (BAME) Staff Network, Disabled Employees Network (DEN+), Lived Experience of Mental Health Staff Network, PRIDE @ CNWL LGBT+ (Lesbian, Gay, Bisexual and Transgender+) Staff Network, Carers at Work Network, 50+ Group and Women's Network.

### **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"

### **Further Information & Arrangements to visit**

*Dr Stephanie Oldroyd, Clinical Director, Milton Keynes Mental Health Services*



01908 725289

*Lesley Halford, Service Director, Milton Keynes Mental Health Services*



01908 724846

*Dr Simon Edwards, Divisional Medical Director*



01908 724326

## Proposed Timetable

In line with the new Consultant contract the job plan is for 10 Programmed Activities. The timetable is indicative only and subject to change according to service demands and the clinical preferences of the post holder, following discussion at the job planning meeting and appraisal.

Timely job planning reviews are arranged following changes in the pre-agreed workload.

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	<ul style="list-style-type: none"> <li>▶ Huddle</li> <li>▶ MDT patient reviews</li> </ul>	<ul style="list-style-type: none"> <li>▶ Huddle</li> <li>▶ MDT patient reviews</li> <li>▶ Bed management meeting</li> </ul>	<ul style="list-style-type: none"> <li>▶ Huddle</li> <li>▶ MDT patient reviews</li> </ul>	<ul style="list-style-type: none"> <li>▶ Huddle</li> <li>▶ MDT handover</li> <li>▶ Team Meeting</li> </ul>	<ul style="list-style-type: none"> <li>▶ Huddle</li> <li>▶ MDT handover</li> </ul>
PM	<ul style="list-style-type: none"> <li>▶ Monthly meetings (90 minutes long on a rotational basis)</li> <li>▶ Consultant meetings/ Care Quality Meeting/CD meeting</li> <li>▶ Supervision of trainees</li> <li>▶ Admin</li> </ul>	<ul style="list-style-type: none"> <li>▶ Complex Emotional Needs flow meeting</li> <li>▶ Admin</li> </ul>	<ul style="list-style-type: none"> <li>▶ Academic meeting (SPA)</li> <li>▶ Admin</li> <li>▶ Supervision of Specialty Doctor</li> </ul>	<ul style="list-style-type: none"> <li>▶ Audit/QI work</li> <li>▶ CPD (SPA)</li> </ul>	<ul style="list-style-type: none"> <li>▶ CPD (SPA)</li> </ul>

# Person Specification

Abbreviations for when assessed:

A: Application form  
F: Formal Appointments Committee Interview

P: Presentation to formal panel  
R: References

	Essential	When Assessed	Desirable	When Assessed
QUALIFICATIONS	<ul style="list-style-type: none"> <li>▶ MB BS or equivalent medical qualification</li> </ul>	A	<ul style="list-style-type: none"> <li>▶ Qualification or higher degree in medical education, clinical research or management.</li> <li>▶ MRCPsych OR MRCPsych equivalent approved by the Royal College of Psychiatrists.</li> <li>▶ Additional clinical qualifications.</li> </ul>	<p>A</p> <p>A</p> <p>A</p>
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>▶ Included on the GMC Specialist Register OR within six months</li> <li>▶ Approved clinician status OR intention to complete within three months of employment</li> <li>▶ Approved under S12</li> </ul>	<p>A</p> <p>A</p> <p>A</p> <p>A</p>	<ul style="list-style-type: none"> <li>▶ In good standing with GMC with respect to warning and conditions on practice</li> </ul>	<p>A</p>

Essential		When Assessed	Desirable	When Assessed
CLINICAL SKILLS, KNOWLEDGE & EXPERIENCE	▶ Excellent knowledge in acute care with an interest in working with females presenting with complex mental health disorders	A F R	▶ Wide range of specialist and sub-specialist experience relevant to post within NHS or comparable service	A F
	▶ Excellent clinical skills using bio-psycho-social perspective and wide medical knowledge	A F R		
	▶ Excellent oral and written communication skills in English	A F R		
	▶ Able to manage clinical complexity and uncertainty	F		
	▶ Makes decisions based on evidence and experience including the contribution of others	F		
	▶ Able to meet duties under MHA and MCA	F		
	▶ Excellent leadership and multi-disciplinary working skills	A F		
	▶ Experience of using quality improvement methodology and service development	A F		

ACADEMIC SKILLS & LIFELONG LEARNING	▶ Able to deliver undergraduate or postgraduate teaching and training	A P F	▶ Able to plan and deliver undergraduate and postgraduate teaching and training relevant to this post	A F
	▶ Participated in continuous professional development	A F	▶ Reflected on purpose of CPD undertaken	A F
	▶ Participated in research or service evaluation.	A F	▶ Experienced in clinical research and / or service evaluation	A F
	▶ Able to use and appraise clinical evidence.	A P F	▶ Evidence of achievement in education, research, audit and service improvement: awards, prizes, presentations and publications	A
	▶ Has actively participated in clinical audit.	A F	▶ Has led clinical audits leading to service change	A F
	▶ Supervisory and management experience	A		