

## Specialty Doctor Psychiatrist

### Job Description and Person Specification

Post and specialty:	<b>Specialty Doctor Old Age</b> This is a replacement post		
Royal College of Psychiatrists approval details:	<i>Approval details to be completed by RCPsych</i> <b>RCPsych Ref No: XXXXXXXXXX</b> <i>RCPSych to insert Approval Stamp</i>		
Base:	Coastal Integrated Delivery Team, Walker Close in Ipswich		
Contract:	Full time Permanent Position Part-time or job share may be considered National Terms and Conditions apply		
	Total PAs: 10	SPA: 2.5	DCC: 7.5
Accountable professionally to:	Chief Medical Officer		
Accountable operationally to:	Clinical Director		
Key working relationships and lines of responsibility:	Divisional Clinical Director: Dr David Nelson  Associate Clinical Director : Dr Elizabeth Herbert  Chief Operating Officer : Thandie Matambanadzo  Chief Medical Officers : Dr Sohail Abrar & Sarah Maxwell  Chief Executive : Caroline Donovan		

## 1 Introduction

Norfolk and Suffolk NHS Foundation Trust was founded in January 2012 coming together from Norfolk & Waveney Mental Health NHS Foundation Trust and Suffolk Mental Health Partnership. The Chief Executive is Caroline Donovan and Chair is Zoe Billingham.



## 2 Trust details

Norfolk and Suffolk NHS Foundation Trust is the main provider of specialist mental health services for the counties of Norfolk and Suffolk, serving a population of 1.6 million people. NSFT is a large organization covering a wide geographical area. These are divided into 'Care Groups', each covering areas previously known as localities. There are also Care Groups supporting children, family and young people's services, and specialist services, including Forensic mental health services. Each Care Group has its own Leadership team, with the aim of supporting clinically led decision making locally, to support the needs of people accessing services

The Trust provides mental health, drug & alcohol and learning disability services across Norfolk & Suffolk\*. The Trust believes in Whole life care and understands the importance of good physical health, maintaining relationships and achieving a balance between treatments and continuing an active life.

The Trust has inpatient facilities across both counties with smaller bases in rural locations. Many of the Trust's services are offered in the community, enabling service users to receive the support they need in an environment familiar to them.

The Trust is actively engaged with the local system focused on implementing the vision of the NHS long term plan and the development of the Primary Care Networks, enhancing the current crisis pathways and looking at opportunities to work collaboratively.

\* Please note that not all services are available in all areas

Our clinical pathways include:

- Child and Adolescent Mental Health Services
- Perinatal Mental Health Community Service
- Youth Services
- Looked After and Adopted Children services (LAAC) and Compass services
- Perinatal infant mental health teams (PIMHS)
- Perinatal community mental health services
- Early Intervention in Psychosis
- Community Eating Disorder Service
- Neurodevelopmental Disorders
- Community Mental Health Services
- Adult Services including acute and recovery services
- Forensic and secure care
- Dementia and Complexity in Later Life
- Drug and Alcohol Services
- Learning Disability Services
- Wellbeing Service and Psychological Therapies

### **3 Service details**

**Our services include:**

A Suffolk wide Access and Assessment Service which includes a crisis assessment function and operates 24/7

Comprehensive community psychiatric services delivered by Integrated Delivery Teams (IDTS) in Suffolk which includes:

- Child and Family pathway
- Youth pathway
- Adult pathway
- Complexity in Later Life pathway
- Neurodevelopmental pathway
- Enhanced Community pathway

The IDTs allow for specialisms to work more closely together than previously, to form links with specific local areas and their service users and build relationships with their local partners, including GPs and third sector providers and move away from the old tendencies to work in isolation. Other services include:

- Acute Services including Home Treatment and Inpatient Services for adult and older adult patients
- A 6-bed inpatient unit for learning disability patients is based at Walker Close in Ipswich
- A County wide intensive Home Treatment Team for learning disability
- Liaison Psychiatry Service
- Perinatal Service
- Community Memory Assessment Service
- Community Eating Disorder Service
- Wellbeing Service and Psychological Therapies
- Dementia Intensive Support Team

There are two localities (Suffolk East Locality and Suffolk West Locality), which are coterminous with Ipswich and East Suffolk CCG and West Suffolk CCG. The West Suffolk locality also delivers mental health services currently to Thetford, covered by South Norfolk CCG.

### 3.1 Ward Details

The inpatient team has a 1 whole time equivalent Consultant Psychiatrist who acts as clinical lead and a team headed by:

1.0 WTE	Band 7	Clinical Team Leader
1.0 WTE	Band 7	Independent Nurse Prescriber
1.0 WTE	Band 7	Psychological Therapist- CAT Therapy
1.0 WTE		Clinical Associate Psychologist
3.4 WTE	Band 6	Mental Health Practitioners
1.3 WTE	Band 4	Assistant Practitioners
0.8 WTE	Band 6	Occupational Therapist

- The ward is also supported by junior doctors including GP and Foundation trainees.
- A Consultant mentor will be allocated for the first six months.
- There is availability of peer groups involving fellow SAS doctors to which the post holder would be expected to attend and contribute. This enables Revalidation requirements to be achieved through participation in case-based discussions.

### 4 Description of the post

This is a 1.0 WTE Specialty Doctor post working in the Old Age Psychiatry Pathway at Walker Close, Ipswich in East Suffolk. This is a replacement post.

The post relates to East Suffolk Services. The post is in the Suffolk Older Peoples Service Pathway. There is a 0.9WTE Consultant in Old Age Psychiatry also working in the Coastal team.

The Older Peoples Service Pathway can be briefly described as below:

The Suffolk Older Peoples Service will meet the needs of people of all ages with dementias and people with other serious mental health problems who also have complexities associated with aging. Such complexity might revolve around complex and multiple physical healthcare needs, complex prescribing issues or complex social care needs. It is a community service.

There is a separate Memory Assessment Service in East Suffolk, CMAS.

Patients who have major functional psychiatric disorders and have been seen in the adult services would not necessarily migrate to this service as they age, unless their needs becomes more complex and are clearly better met by this pathway.

This pathway will be complemented by colleagues working in the Enhanced Community Pathway, the Adult Pathway, the Neurodevelopmental Pathway, the Child and Family Pathway and the Youth Pathway within each Integrated Delivery Team. Hence, all colleagues from all community services and all professional groups will be meeting and working alongside each other, allowing for greater integration of skills to develop while maintaining specialist expertise. The age guidance given above with regard to pathways is purely an outline and not to be seen as a barrier to a service user. The service user should always be seen by that part of the service which can best meet their needs.

There is a 21-bed Old Age ward (Willows) within the Woodlands Unit based at The Ipswich Hospital site. The Woodlands Unit also incorporates two adult wards, a PICU, as well as a Dementia Intensive Support Team (DIST – a community team), a Home Treatment Team for adult and Old Age patients. The Old Age ward (Willows) provides the inpatient resource for East Suffolk and has a dedicated 1.0 WTE Consultant Psychiatrist. There are 11 dementia specific beds and 10 functional beds on the ward. Patients are admitted to wards according to needs / vulnerability / safety rather than simply age. There is a 17-bed Old Age ward (Abbeygate) within the Wedgwood Unit based on the West Suffolk Hospital site.

Currently, inpatient services for those with a learning disability are based in Ipswich. These services are all currently undergoing review in the context of the broader Service Review and are likely to be changing in terms of the detail over the next few years. We would envisage that inpatient services for elderly patients will continue to be provided in both East and West of the county in future.

#### **4.1 Clinical Duties (not exhaustive)**

##### **General**

- The post holder is appointed as a senior professional in order to provide advanced professional expertise and clinical leadership. As such, the post holder is expected at all times to conduct him/herself in such a manner as to be demonstrably helping the Trust to deliver

its strategic and business objectives, and to act as an ambassador at the interface with external partners and stakeholders. At no time must the post holder bring the Trust into disrepute.

- Additionally, the post-holder, as is expected from the holder of a senior public position, must at all times comply fully with the Nolan Principles and the Standards of Business Conduct.

### **Leadership**

- The post holder is being appointed to a post of clinical leadership and will, therefore, be expected to have, and to demonstrate, leadership qualities as set out in the Medical Leadership Competency Framework (NHS Institute for Innovation and Improvement and the Academy of Medical Royal Colleges)

### **Clinical**

- The post holder will undertake clinical management of patients seen within Willows Ward, at the level as is appropriate for a Specialty Doctor. This would include diagnostic assessment where required, development of management plans and treatments regimes.
- To provide medical expertise within the multidisciplinary team, including Junior Doctors, Medical Students, CPNs, Psychologists and Social Workers in the assessment, diagnosis and treatment of referred patients; take part in team meeting, supervision and the development of the team.
- The post holder will provide support and advice to their non-medical colleagues working in the inpatient team (and outside the inpatient unit), when appropriate.
- The duties also include liaison with professional colleagues in primary care, secondary care and other psychiatric teams.
- To work with partner organisations to develop multiagency working for inpatient care.
- The post holder will undertake, exceptionally, to perform additional duties in emergencies and unforeseen circumstances and to be available for such irregular commitments outside normal duties as are essential for continuity of patient care.
- The post holder would also be expected to participate in regular Clinical Supervision with peers to maintain standards of care and ensure Clinical Governance needs are met.

## **5 Job plan**

A 1.0 WTE post has 7.5 programmed direct clinical care activities and 2.5 supporting professional activities.

The Job Plan is subject to regular review, at least annually, by the post holder and the Clinical Director on behalf of the Chief Medical officer. This job description will form the basis of the initial Job Plan. This remains flexible and will be agreed with the successful applicant after appointment. The example below is illustrative.

If an individual has external responsibilities, this will be factored into the job plan. Individuals may have, or seek, external duties outside of the Trust. Such work might be local, regional, or national and might involve work with the Royal College of Psychiatrist, Medical Schools, the Deanery / Schools, or other organisations. These can be discussed with the Consultant, Clinical Director and, if necessary, the Chief Medical Officer and activities will be job planned.

Special Interest Sessions might be relevant for some applicants. These are agreed by negotiation with the Clinical Director, provided it has relevance to the Locality / Service.

Suggested draft timetable below. This remains flexible and will be agreed with the successful applicant after appointment. The example given below is illustrative:

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	<p>Old Age Pathway</p> <p>Direct Clinical care (DCC)</p> <p>Review of Later Life patients at Walker Close</p>	<p>Old Age Pathway</p> <p>MDT Meeting</p> <p>Direct Clinical Care (DCC)</p> <p>Review of Later</p>	<p>SPA (2.0)</p> <p>Medical Staff Committee Meeting</p> <p>SPA</p>	<p>Old Age Team Meeting</p> <p>Old Age Psychiatry Peer Group (SPA 0.5)</p> <p>Direct Clinical Care</p>	<p>Old Age Pathway</p> <p>Direct Clinical Care (DCC)</p> <p>Urgent appointments</p>

		Life patients at Walker Close			
PM	Direct Clinical Care (DCC)  Review of Later Life patients at Walker Close  Includes clinical administration	Direct Clinical Care (DCC)  Review of Later Life patients at Walker Close  Includes clinical administration	Programmed activities - e.g. attending in-house teaching at Ipswich Hospital and personal SPA time	Direct Clinical Care (DCC) Review of Later Life patients at Walker Close or at local satellite bases*  Includes clinical administration	Clinical update with Consultant  Direct Clinical Care (DCC)  Review of Later Life patients at Walker Close  Includes clinical administration

## 6 Continuing professional development (CPD)

- The post holder will be expected to comply with the requirements for appraisal and re-validation from the Royal College of Psychiatrists and the General Medical Council.
- The post holder will be expected to remain in good standing for CPD with the Royal College of Psychiatrists.
- Norfolk has a program of educational and peer review meetings, including the provision of participation certificates for appraisal and revalidation.
- There is Trust support for CPD activities, including study leave arrangements and dedicated funding for doctors. The Trust offers 2.5 sessions for supporting professional activities (SPA).
- The post holder will be supported to join a peer-review group. The post-holder will devise a Personal Developmental Plan (PDP), approved by the members of the peer group. The peer group is required to meet regularly and oversee the progress of the PDP in a given year, which will contribute towards remaining in good standing of the Royal College of Psychiatrists for CPD purpose.
- The Trust supports CPD activities, and procedures are in place to apply and seek funding for educational activities.
- The post-holder is expected to remain up to date with the statutory and mandatory training requirements of the trust. An electronic system (ESR) is in place to support the post-holder

## 7 Clinical leadership and medical management

- The post holder will work with their consultant and management colleagues, service users and stakeholders in the planning, development and management of services



- The post holder is expected to contribute to improving quality in the service and to work with the clinical team to achieve agreed performance targets
- As is expected from the holder of a senior public position the post-holder must comply fully with the Nolan Principles and the Standards of Business Conduct.
- The Medical Director is the professional manager of all the doctors in the trust. Where appropriate this is delegated to the Clinical Director of the service.
- The postholder will support the management and training of junior medical staff

## **8 Appraisal and job planning**

- The trust is committed to support annual appraisals of Specialty Doctor. There is a well embedded Trust process to support the annual appraisal cycle, including the seeking of 360-degree feedback. There is an expectation that the post-holder engages with this
- The annual appraisal of the Specialty Doctor will contribute to the five-yearly revalidation.
- The Trust offers annual job planning to all doctors within the Trust. Job plans are reviewed annually with the Clinical Director or their nominated deputy
- The Trust has a named Responsible Officer to support the Revalidation process
- The Medical Director is the named responsible officer of all the doctors in the trust.
- As well as the overarching Trust induction the Service offers a local induction to the post-holder at the time of joining.

## **9 Teaching and training**

- To contribute to ongoing training of team staff.
- To contribute to education events for colleagues in primary care and other organisations outside of the Trust as required.
- Contribute to relevant in-house education programmes. In East and West Suffolk there is an afternoon in house educational sessions. Those in East Suffolk occur at Woodlands on the Ipswich Hospital site. Library facilities in the East are provided by Ipswich Hospital.
- To contribute to teaching of medical students.
- Maintain CPD including the Trusts statutory and mandatory training.
- There is a Director of Medical Education for NSFT, Somayya Kajee, who together with the Norfolk and Suffolk Clinical Tutors support the trainees in their placements and rotations. The Trust also has several individuals working at deanery level and having responsibility for organisation and management of higher training rotations.

## **10 Research, Audit and Quality Improvement**

- The Trust has a well-established and active research department, including a Consultant Psychiatrist with a specific role to support research in the Trust. The team is focused on supporting clinicians in the design and delivery of research.
- The post holder will be encouraged to participate in appropriate research initiatives
- The post holder will be supported to undertake training in Quality Improvement methodology
- The post holder will engage in audit and service evaluation

- There is a library and librarian to support with access to information
- The Trust works closely with the University of East Anglia, the Collaborations for Leadership in Applied Health Research and Care (CLAHRC), and a number of other networks in the development and delivery of research.

## **11 Mental Health Act**

- Training to obtain Section 12(2) MHA is desirable

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

- The post holder will have access to named secretarial support.
- The post holder will have access to all ICT equipment necessary for the role (including a dedicated laptop, mobile phone, headphones and dictaphone).
- Dedicated office space with appropriate facilities is available at Carlton Court
- The Trust also has a dedicated informatics team that can provide data and information on request
- The Trust has an ICT team that can provide ICT help, support and training.

## **13 Annual Leave, study leave and sick leave**

The post holder will have leave authorised by their manager following discussion. Cover arrangements must be made before going on leave and notice given of that cover. The post holder would be expected to liaise with colleagues within their service or other Medical staff to secure this cover and would be expected to provide similar cover during periods of leave taken by colleagues.

## **14 Study Leave**

The Trust encourages full use of study leave, which amounts to thirty days in any three-year period. There is an expectation that the successful candidate will remain in good standing for Continuing Professional Development (CPD) with the Royal College of Psychiatrists (as is a requirement for annual appraisal).

## **15 Sick leave / compassionate leave**

The post holder will be entitled to national terms and conditions. Although it is usually the responsibility of the doctor to secure cover for absences in an unexpected, or emergency situation requiring the post holder to take sick or compassionate leave, they would not be expected to arrange their own cover.

## **16 On-call and cover arrangements**

The post holder will be expected to participate in the on-call rotas, but you will be given adequate time to adjust to this role and area before it will be rostered.

## 17 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

## 18 Wellbeing

At NSFT, we promote positive mental health and wellbeing in the workplace. A wide range of resources are available on the Trust intranet which is updated regularly. We provide all team members, an easy access to our Occupational Health service, with confidential referrals open to all. The team is contactable at

Workplace Health & Wellbeing Level 1, 20 Rouen Road, Norwich, NR1 1QQ Main reception: 01603 287035 ([www.workplacehealthandwellbeing.co.uk](http://www.workplacehealthandwellbeing.co.uk)).

Our network of Wellbeing Champions is key in supporting staff health and wellbeing around the Trust. Wellbeing Champions let their colleagues know about new health and wellbeing initiatives and can organise wellbeing activities that suit their team.

The trust also organises Wellbeing walks and virtual physical activities for the staff.

The trust also has a physiotherapy service for our staff's wellbeing. The team is contactable at the Physiotherapy Team telephone 01603 421321 (extension 6321).

All new doctors are encouraged to work with a mentor for first 6 months. All medical staff will have a clear job plan and it will be reviewed regularly to review the workload and ensure staff wellbeing too.

NSFT is committed to health & wellbeing of its staff and recognises the importance of supporting individuals involved in a traumatic or stressful incident or needing support in general. Staff who have been involved in such an event may be affected both personally and/or professionally are made aware of what support is available to them in the short and longer term, both internally and externally. One such support is TRiM support. TRiM is a peer-led process that seeks to identify, assist, support and, if necessary, signpost people for further help when they may be at risk of psychological injury after experiencing a traumatic incident at work.

Sometimes we can feel overwhelmed, anxious or stressed whether that's caused by work or home issues or a combination of both. At NSFT, there is help and support available if this happens to you. One source of help is our new STRAW (Sustaining Resilience at Work) programme. NSFT also run a Staff Support line from Monday to Friday and that can be accessed by calling confidentially at 0300 123 13335. There is also support available for bereavement and pastoral care for our staff.

We're aware that financial issues can often be a cause of significant anxiety and stress for staff. As part of the wellbeing and benefits support available to staff, we have therefore partnered up with Eastern Savings and Loans. Eastern Savings and Loans is a credit union set up to support individuals requiring financial support without getting into financial difficulty through the high interest rates that many providers offer. In addition to loans, a savings scheme is available if you'd like to, for example, save for Christmas. Additionally, for staff who may not have a bank account, pay as you go debit cards can be offered. Eastern Savings and Loans are part of the Financial Services Compensation Scheme.

## **19 Equality and Diversity**

“We want everyone to live their hopes, dreams, and aspirations. Whether you’re a new or existing member of staff, a volunteer, or a bank or agency worker, our Trust wants you to feel involved in all aspects of our work and to have amazing opportunities.

We welcome people regardless of age, sex, disability, gender identity and expression, marital status, race, faith or belief, sexual orientation, socioeconomic background, and whether you are a carer, are pregnant or on family leave. Our staff networks are very important to us, and everyone is encouraged to join. They provide peer support and safe spaces, making sure all voices can be heard and that every voice is valued. Our networks include: Ability (for staff with disabilities), Autism Group (a part of the Ability Network), Black and Minority Ethnic (BME), Carers, Faith Spirituality and Belief, Out and Proud (LGBT+), Lived Experience (Mental Health), Women's”

## **20 Specific Clauses**

### **TRUST VALUES AND BEHAVIOURS**

To promote and adhere to the workplace values of NSFT.

Our values and behaviours were created by 1,300 staff members, service users and carers all working together in the Putting People First project.

They reflect what we all believe makes the most positive difference to the care we offer and to the way we work with one another. By 'living our values' we will develop our Trust, our people, and continue to improve the quality of everything we do.

## Our values... Our behaviours... Our future

Working together for better mental health...

### Positively...



#### Be proactive...

Look for solutions, think creatively and focus on what we can do

#### Take pride...

Always do our best

#### Take responsibility...

Plan ahead, be realistic and do what we say we will

#### Support people to set and achieve goals...

And be the best they can

#### Recognise people...

Their efforts and achievements, and say thank you

### Respectfully...



#### Value everyone...

Acknowledge people's unique experiences, skills and contribution

#### Step into other people's shoes...

Notice what's actually happening

#### Take time to care...

Be welcoming, friendly and support others

#### Be professional...

Respect people's time and be aware of our impact

#### Be effective...

Focus on the purpose and keep it as simple as possible

### Together...



#### Involve people...

Make connections and learn from each other

#### Share...

Knowledge, information and learning

#### Keep people updated...

With timely, open and honest communication

#### Have two-way conversations...

Listen and respond

#### Speak up...

Seek, welcome and give feedback



nsft.nhs.uk

### REGISTERED HEALTH PROFESSIONAL

All staff that are members of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure that they are familiar with and adhere to these requirements.

### RISK MANAGEMENT/ HEALTH & SAFETY

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures as laid down by the Trust. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

### RECORDS MANAGEMENT

The post holder has responsibility for timely and accurate record keeping where appropriate and in line with professional guidelines.

The post holder has responsibility for the creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom

of Information Act and other relevant statutory requirements. Training will be provided in appropriate information management for the post.

### **SUSTAINABILITY**

Carbon reduction and sustainable development are issues that impact on the lives of everyone and it is expected that all staff will commit to the principles of carbon reducing behaviours and sustainable development to ensure that resources are used efficiently, our carbon footprint is reduced and health services continue to improve.

### **SAFEGUARDING**

The NSFT expect that all staff will maintain statutory and local compliance to competency based training in relation to Safeguarding Children and Adults as outlined in Children Act 1989/2004, Working Together to Safeguard and Promote the Welfare of Vulnerable Children 2010 and No Secrets 2002.

### **CONFIDENTIALITY**

The post holder is required to maintain confidentiality of information in accordance with professional and Trust policy. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of their duties.

### **TRAVEL**

The postholder is expected to be able to travel independently to their usual work base and may also be required to travel between sites. Standard users will claim mileage using the Trust electronic expense system. Those using public transport will be expected to travel at standard rates. Staff who have any special travel requirements owing to disability, should discuss these needs with their line manager so that reasonable adjustments can be made.

This job description and supportive information is not intended to be definitive or restrictive but to give a broad view of the role generally and is subject to change in order to meet needs of the service.

PERSON SPECIFICATION:		
Specialty Doctor		
REQUIREMENT	ESSENTIAL	DESIRABLE
QUALIFICATION/EDUCATION	<p>Full registration with the GMC with licence to practice</p> <p>Registered Medical Practitioner</p>	<p>MRCPsych or equivalent.</p> <p>Section 12(2) approval – At or following appointment</p>
EXPERIENCE	<p>Three years or equivalent medical experience which should include 6 months experience in the relevant clinical area.</p> <p>The diagnosis and treatment of complex mental illness</p> <p>The management of complex mental health need</p>	<p>Relevant experience in psychiatry</p> <p>Experience of implementing service change to enhance the quality of patient care.</p> <p>Experience of leadership and management.</p> <p>Medical experience outside psychiatry.</p>
ATTRIBUTES	<p>Enthusiasm for team working.</p> <p>Balanced judgement</p> <p>Leadership qualities.</p> <p>Good communication skills</p> <p>Knowledge of modern treatment options.</p> <p>The ability to make decisions, take</p>	<p>Experience of delivering care using models of care relevant to the post</p>

	<p>responsibility and work independently.</p> <p>A willingness to develop services – appropriate to the role.</p> <p>Flexibility</p> <p>Optimistic outlook</p>	
CLINICAL GOVERNANCE	<p>A clear understanding of Clinical Governance.</p> <p>A commitment to open review of clinical practice.</p>	Experience of clinical audit.
TEACHING	<p>Experience of supervising junior medical staff.</p> <p>Teaching and presentation skills.</p>	Experience in teaching doctors and other clinical disciplines.
RESEARCH	Evidence of an interest in research.	Published research. Ongoing projects.
OTHER	Driving licence or the ability to travel independently	