Northumberland, Tyne and Wear NHS Foundation Trust

Job Description

Northumberland, Tyne and Wear NHS Foundation Trust

Specialty Doctor in Learning Disabilities
Learning Disability Inpatient Units
1. The Post

The urgent care inpatient service at Northgate and Rose Lodge offer care to psychiatrically and behaviourally disturbed patients with a learning disability. Patients often stay for several months and have all of their health needs addressed whilst in hospital. Patients present with a learning disability, mental health problems, associated complex needs and challenging behaviours. The staff work within a Multidisciplinary Team approach utilising a bio-psycho-social approach; that aims to address the patient’s holistic needs, within a positive behaviour support model.

The post holder will be involved in the assessment and treatment of adults over age 18 years presenting with a learning disability and a range of mental health problems. The post holder will co-work with colleagues of other professional disciplines to provide a tailored multidisciplinary package of assessment and of treatment for adults with a learning disability. This will include involvement in young people in transition into adult services. The post holder will be expected to contribute to provision of specialist liaison with colleagues in and outside the service. The post holder will cover all 12 beds in Rose Lodge and 24 beds on the Northgate site. The configuration of the inpatient beds is currently under review and the exact number and arrangement of beds is subject to change. The post holder would be working in an urgent care (acute) inpatient environment for people with learning disability and mental health or behavioural problems. The clinical multidisciplinary team consists of nurses, psychologists, occupational therapists, speech and language therapists, physiotherapists and consultant psychiatrists specialising in learning disability psychiatry. There are also other professionals from external teams who work into the wards for people they are involved with, including community nurses, social workers and advocates.

The post comprises 9 programmed activities with one for supporting professional activity. An indicative weekly timetable is attached for the timings of meetings and supervision will be agreed with team members and the detailed job plan would be developed through discussion with the clinical director. There is no on call commitment with this post.

Principal duties are clinical leadership, administrative and educational. The postholder will be expected to participate in and initiate audit projects as part of the trust’s commitment to the continual improvement of the service. The post holder will work with the inpatient consultant(s) in learning disability.

2. The Trust

Employing Authority
Northumberland, Tyne and Wear NHS Foundation Trust

No. of sessions and programmed activities
10 programmed activities. Consideration will be given to applicants wishing to work fewer programmed sessions
Terms and conditions and salary scale
Any change to this contract would be by bilateral consultation and negotiation.

a) The post is subject to the General Whitley Council Conditions of Service, as amended from time to time.

b) The current salary scale will be in accordance with the local Agreed Framework.

c) Progress through thresholds will be automatic. The criteria for progressing are:
   a. Fulfilling Job Plan
   b. Completion of appraisal
   c. Satisfactory achievement of objectives

d) For pre-employment health assessment purposes, as part of the Trust’s Occupational Health Service, the successful candidate will be required to complete a Health Questionnaire and Hepatitis B Status Questionnaire. These will be treated in strict confidence. The successful applicant may be required to undergo a medical examination.

e) To comply with HSC 2000/019 the successful candidate will be subject to completion of a declaration stating that they are not subject to Fitness to Practice proceedings by a UK or overseas licensing or regulatory body.

f) The successful candidate will be expected to undergo clearance by the Criminal Records Bureau to an enhanced level.

Cover arrangements
There is no other staff grade/speciality doctor doing a job to directly cross cover with the post holder. In the event the post holder is away his work is covered by the consultant(s) covering the wards. In the event of the consultant being on leave that the post holder would be the first person called during normal working hours regarding any urgent issues on the wards before the covering consultant is called.

Appraisal
All medical staff are required to undergo an annual appraisal. Training is available for all appraisers to assist them with the process. Speciality Doctors may choose their appraiser from a list of colleagues from across the Trust. All appraisers have undergone training. The Trust is introducing 360 degree review as part of the appraisal process. The Trust’s appraisal & revalidation processes are linked and together support the Responsible Officer to fulfil their duties.

Job Planning.
There is an annual group job planning process through which Speciality Doctors can exchange responsibilities with colleagues to take up new challenges or adapt to new roles. This is followed by individual job plan reviews.

Continuing Professional Development.
All Speciality Doctors in NTW participate in peer group arrangements to plan and monitor their continuing professional development. These groups met at least twice each year, and may include colleagues from neighbouring Trusts or services. The identification of educational requirements is necessary for subsequent approval of study leave. The post holder would be expected to remain in good standing for CPD and the Trust will provide support to achieve this. The SAS tutors are Dr Sue Reynolds for North of Tyne and Dr David MacDonald for South of Tyne. Clinical and educational supervision will be provided by the consultants in the urgent care service at Rose Lodge and Northgate.

Study Leave.

Study leave and associated expenses are normally granted for attendance at meetings, conferences and similar events, and for personal study, subject to identification of the educational requirement in the post holders CPD and/or annual appraisal and the agreement of the Lead Consultant & Clinical Director.

Section12(s) approval – Mental Health Act 1983 (amended 2007)

The post holder would be expected to be approved under section12 (2) of the MHA or be willing to undertake training to obtain section 12(2) MHA under the terms of the Mental Health Act.

Annual leave

The post-holder would be entitled to annual leave as specified in the new Speciality Doctor contract

3. Support staff and facilities associated with the post

The team consists of a highly staffed multidisciplinary team including psychiatry, nursing, psychology, speech and language therapy, arts therapies, occupational therapy and physiotherapy. Ward establishments are varied across the 3 wards, this includes: ward manager, 1 or 2 clinical coordinators supported by a team of registered nurses and nursing assistants providing a staff resource on a daily basis of up to 7 staff with at least 2 registered nurses and 4 or 5 nursing assistants There ward runs on a positive behaviour support model to help provide a consistent therapeutic environment

Secretarial & Administrative Support

Speciality Doctors have access to identified medical secretarial support to support their clinical and non-clinical responsibilities. In addition, administrative support will be available from the services into which they make a clinical contribution.

All medical and secretarial / administrative staff has access to the NTW Trust Intranet, and access to the World Wide Web, email, NHS Net and NHS library services. Speciality Doctors have access to their own computer and will be issued with a mobile phone for business use.

There is an office available for the post holder in the administrative part of Rose Lodge. This is the administrative base for the post. At Northgate Hospital appropriate office space can be made available when needed. There is computer access available on all wards.
4. Teaching, Research and Clinical Governance

Library facilities
Substantial collections of books and journals relating to mental health are available at St Nicholas Hospital. Access to relevant electronic databases is provided via the Trust intranet.

Infection control
All Trust staff (clinical and non clinical, including locum and agency staff and staff employed by external contractors) have a personal responsibility to ensure that the risk of infection to themselves, service users and visitors is minimised by ensuring that they, (1) are familiar with and adhere to, current Trust policy and guidance on infection prevention and control, (2) participate in the Trust's induction programme and statutory/required training in infection prevention and control and (3) consider infection prevention and control as part of their appraisal and/or personal development plans.

Teaching programme - there is an active programme for case conference and audit meetings which span across the Trust. Of particular relevance are higher specialist training scheme and learning disability psychiatry. The programme is shared between the Trust and the adjoining Tees, Esk and Wear Valley Trust. This is a two year monthly training programme that takes place on Thursdays rotating around the region.

Research – There is a strong tradition for interdisciplinary research in learning disability in Newcastle and across the North East and there are therefore outstanding opportunities for collaborative multidisciplinary research. Currently the Trust collaborates with Newcastle and Northumbria Universities in its academic programme.

Rehabilitation of offenders and fitness to practise
In addition to the Rehabilitation of Offenders Act you are not entitled to withhold any information relating to fitness to practise. You must disclose whether or not you have been or are the subject of fitness to practise proceedings, or if any fitness to practise proceedings are being contemplated, by a licensing or regulatory body in the UK or another country.

Failure to disclose a criminal offence, having been bound over or cautioned or that you are currently the subject of criminal proceedings which might lead to a conviction, an order binding you over or a caution, or fitness to practise proceedings undertaken or being undertaken by an appropriate licensing or regulatory body, may disqualify you from appointment, or result in summary dismissal/disciplinary action and referral to the General Medical Council for consideration if such a discrepancy came to light.

This information will be treated in confidence and will not debar you from appointment unless the selection panel considers that it renders you unsuitable for appointment. In reaching such a decision we will consider the nature of the conviction/action, how long ago it took place and any other factors which may be relevant.

Conduct, performance and health of medical staff
The Trust is committed to providing safe and effective care for patients. To ensure this there is an agreed procedure for medical staff that enables them to report, quickly and confidentially, concerns about the conduct, performance or health of medical colleagues (Chief Medical Officer, December 1996). All medical staff practising in the Trust should ensure that they are familiar with the procedure and apply it.
**Data Protection Act 1998**

While you are at work you will have access to information about other people. You may find this information out as a part of your work, or you may simply see, hear or read something while you are working. All this information, whether about patients, friends, relatives or other employees are confidential. It is essential that all this information is kept confidential. The Data Protection Act applies equally to information which is stored either on a computer or in a manual record, and anyone revealing this information is liable to prosecution.

The Act says in particular that:

1. Any information about any person must be obtained, stored and used fairly and lawfully.
2. The reason why information is being held must be specified.
3. Information can only be used for the purpose for which it was obtained - it cannot be passed on to someone else to use it for any other purpose.

This third part cannot be stressed too strongly. If anyone employed by the Trust passes on information in any unauthorised way both they and the Trust may be prosecuted.

Unauthorised access, modification, transfer, disclosure or deletion of computer held records are criminal offences under the Computer Misuse Act 1990 and make the offender liable to a fine or 5 years imprisonment or both. These offences constitute gross misconduct and may result in summary dismissal of the offender. Unauthorised access, modification, transfer, disclosure or deletion of manual records will attract similar disciplinary action.

From November 1987 anyone is able to see and have explained to them any information about them which is held on any computer. Please remember that any requests to reveal information must be made through a responsible person and that a fee must be paid. If you have any questions about the way this Act works and how it affects you, please contact your supervisor or a senior member of staff. Please remember information is now protected by law and it is your responsibility to protect it.

**Equal opportunities**

The Trust is committed to the promotion of equal opportunities, both as an employer and in the services provided for the people living within the area covered.

All employees of the Trust and all applicants for employment will have equality of opportunity for employment and advancement on the basis of their ability, qualifications and fitness for work. The Trust is committed not only to the letter of the law, but also to the promotion of equality of opportunity in all fields.

**Children Act**

Because this post has been identified by the trust as giving substantial opportunities for access to “vulnerable others” the preferred candidate (after shortlisting and interview) for this post will be checked with the Police for possible criminal background in accordance with the provision contained in Health Circular HC(88)9.

**Smoke free policy**

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The trust operates a smoke free policy in accordance with the smoke free regulations arising from the Health Act 2006. This places restrictions on when and where staff are allowed to smoke. A copy can be obtained from the Human Resources Department.

5. Provisional Job Plan and Timetable

**JOB PLAN**
This timetable reflects an average working week, but should retain flexibility to respond to emergencies and attend management or other meetings that may occur from time to time.  
* There is flexibility to attend Speciality Doctor and Postgraduate Education meetings at one of several sites depending on post-holder preference. The timetable can be amended subject to job planning with the Clinical Director/or deputy and service manager.

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<tr>
<th></th>
<th>AM</th>
<th>PM</th>
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<tbody>
<tr>
<td><strong>Monday</strong></td>
<td>Northgate</td>
<td>Academic session and Rose Lodge inpatients</td>
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<tr>
<td><strong>Tuesday</strong></td>
<td>SPA</td>
<td>Rose Lodge inpatients</td>
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<tr>
<td><strong>Wednesday</strong></td>
<td>Rose Lodge MDT</td>
<td>Northgate</td>
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<tr>
<td><strong>Thursday</strong></td>
<td>Rose Lodge/ST academic session (monthly)</td>
<td>Northgate</td>
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<tr>
<td><strong>Friday</strong></td>
<td>Northgate</td>
<td>12.30-1.30 pm Supervision Rose Lodge inpatients</td>
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Appendices

I. The Area

Newcastle upon Tyne

Newcastle serves as the regional capital for a population of over two million people across the North East of England. The City of Newcastle has a dramatic two thousand year history. It has a tradition of innovation, a unique landscape and a distinctive culture and identity. The city centre boasts the best classical Georgian architecture outside Bath. The redeveloped Quayside with its spectacular bridges, old and new, has created a waterfront to rival any in Europe. Newcastle is a vibrant 24-hour city, which has an international reputation for sport, shopping, nightlife, historic architecture, urban parks and the contemporary arts. This reputation has been enhanced by developments such as the Baltic Art Gallery, the Sage Centre for Music, the Grainger Town Project and the Great North Run. Newcastle is also a centre for further and higher education, with two universities and a higher education college, bringing over 50 thousand students to the city.

The area has excellent schools, both independent and state-run. Notable facilities include theatres, a wide range of cinemas, museums, art galleries, libraries and an orchestra. In sporting terms, the area has a prominent position with regard to football and rugby, together with a high level of general sports and leisure facilities. Other sports available include angling, bowls, cricket, golf, rambling, riding and squash. The area offers an excellent quality of life with good housing available at a relatively low price, compared with many other parts of the United Kingdom. There is a wide choice of schools in both private and state sectors. There is easy access to the beautiful Northumberland coastline or the border forests and fells.

For travel further afield, there are good links to the motorway network via the A1 (M). London is less than three hours away by rail on the East Coast main line. Newcastle International Airport is easily reached for national and international travel, whilst there are ferry links from North Shields to Scandinavia and Germany.
IV THE TRUST

Northumberland, Tyne and Wear (NTW) NHS Foundation Trust provides mental health, learning disability, neuro-rehabilitation and substance misuse services to the people of Northumberland, Tyne and Wear and also provides a range of specialist services to people from elsewhere in the country.

The Trust was formed in April 2006 from the merger of three smaller trusts - Newcastle, North Tyneside and Northumberland Mental Health NHS Trust, Northgate and Prudhoe NHS Trust and South of Tyne and Wearside Mental Health NHS Trust. The Trust has around 7,500 staff, a budget of more than £280 million a year and serves a population of approximately 1.4 million people. It is one of the largest mental health and learning disability Trusts in the country.

The Trusts Clinical Services are organised across three Groups (Planned Care, Urgent Care & Specialist Services) and Group consists of two Directorates. Each Group & Directorate is lead & managed by a Triumvirate composed of a Group Medical or Clinical Director, a senior manager and a lead nurse. This recently introduced triumvirate management structure ensures senior clinical representation at all levels.

Further information about the Trust, including its aims and values can be found at www.ntw.nhs.uk

10. Visiting arrangements

Applicants or prospective applicants are encouraged to visit to meet prospective colleagues. To discuss and/or make arrangements for visiting please contact
Person specification

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<tr>
<th><strong>ESSENTIAL</strong></th>
<th><strong>DESIRABLE</strong></th>
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<tr>
<td><strong>Eligibility</strong></td>
<td>Entitled to work as a doctor in the UK</td>
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<td><strong>Qualifications and Training</strong></td>
<td>MBBS (or equivalent)</td>
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<td>Have section 12(2) status under the MHA 1983 (amended 2007) or be willing to undertake training and submit evidence of readiness to become section 12(2) approved.</td>
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<td>MRCPsych (or equivalent)</td>
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<td>Evidence of satisfactory completion of Appraisal (or equivalent e.g.; ARCP) within last 12mths. Copy of Output of Appraisal Form (or equivalent) &amp; name and details of current Responsible Officer where applicable</td>
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<tr>
<td><strong>Qualifications and Training</strong></td>
<td>Qualifications in specific approaches/treatments</td>
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<td>Management training and qualifications</td>
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<td><strong>Knowledge</strong></td>
<td>Awareness of current issues in Mental Health Service provision, policy and legislation</td>
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<td></td>
<td>Appropriate defined level of clinical knowledge</td>
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<td></td>
<td>Understanding of NHS Clinical Governance and resource constraints</td>
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<td>Awareness of College CPD requirements and commitment to CPD</td>
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<td>Understand the role of Speciality Doctor in Service Management &amp; Development</td>
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<td><strong>Knowledge</strong></td>
<td>Demonstrates breadth of experience and awareness in and outside of specialty/medicine</td>
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<td>Demonstrates use of evidence based practice</td>
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<td>Management/financial awareness</td>
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<td>Understanding of research methodology</td>
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| Experience | Experience of multidisciplinary team working  
Experience of participation in audit  
Experience of Learning disability Psychiatry  
Experience in multi agency work especially with user, carer and voluntary agencies  
Experience of committee work  
Experience in service management  
Proven leadership record |
|---|---|
| Skills | Evidence of teaching experience  
Clinical interview and communication skills to appropriate level  
Able to work constructively with multidisciplinary group  
Ability to communicate effectively in written and spoken English  
Ability to meet the mobility requirements of the post  
Skills as a clinical teacher and supervisor  
Information Technology skills  
Formal teaching qualification |
| Personal Attributes | Flexible and accommodating while keeping clear focus on overall goal  
Ability to sustain self and support others  
Able to handle conflict  
Able to assume clinical leadership |