Norfolk and Suffolk NHS Foundation Trust

Speciality Doctor (Open to all non-consultant grades)
Job description

Specialty:

Trust 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 Trust provides mental health, substance misuse 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 treatment 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.

Our services include:

- An Access and Assessment Service which includes a crisis assessment function and operates 24/7.
- Comprehensive community psychiatric services which include:
  - Child and Family Pathway
  - Youth Pathway
  - Adult Pathway
  - Complexity in Later Life Pathway
  - Neurodevelopmental pathway
  - An Enhanced Community pathway
- Acute Services including Home Treatment and Inpatient Services
- Drug and Alcohol Services
- Community Eating Disorder Service
- Wellbeing Service and Psychological Therapies

Trust Population details (as of December 2012):

<table>
<thead>
<tr>
<th>Region</th>
<th>Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Norfolk West</td>
<td>226,449</td>
</tr>
<tr>
<td>Norfolk Great Yarmouth &amp; Waveney</td>
<td>227,737</td>
</tr>
<tr>
<td>Norfolk Central</td>
<td>482,195</td>
</tr>
<tr>
<td>Suffolk East</td>
<td>387,924</td>
</tr>
<tr>
<td>Suffolk West</td>
<td>237,031</td>
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</tbody>
</table>
July 2013 saw the implementation of the Trust Service Strategy in Suffolk (previously called Service redesign). This began with the way in which we deliver all of our community services. This work followed a period of approximately 18 months planning and involved significant reorganisation of community services. It is through this work that new clinical pathways exist. The new services 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. These new teams have only recently been formed and there is still scope for new colleagues to influence the future developments of the service area they join.
The Post

Title: Specialty Doctor

Specialty: General Adult, Community

Job Summary: This post is based in Ipswich, in an Integrated Delivery team providing a community service for patients within the Locality of East Suffolk. The post holder will support and work under direction and supervision of a Consultant in Adult Psychiatry; and as an integral part of a full multi-disciplinary team. The post holder will have a high degree of autonomy.

The IDT model is an innovative service that aspires to excellence, and strongly encourages career advancement, including clinical research and leadership activities.

Contract: Full time

Accountable to: Managerial: Locality/Service manager
Clinical: Consultant Psychiatrist

Base: Mariner House / Walker Close

Other Locations: The post holder will be expected to work in a number of different settings including other Trust facilities, primary care, local acute Hospital NHS Trust facilities, and patients’ residences.

Salary: National Terms and Conditions apply

Introduction

Service overview

This post relates to Ipswich and Coastal community mental health services.

The community team establishment consists of one whole time equivalent Consultants Post, and a multi-disciplinary team of social service colleagues, mental health nurses, clinical psychologists, occupational therapists and support workers.

Following redesign through service strategy, the total population is served by the above medical establishment; individual posts may not have a specific catchment population.

Duties of the Post

The post has 7.5 Direct Clinical Care and 2.5 Supporting Professional programme activities.

The job plans and working patterns of doctors reflect the functional requirements of the Locality and the National Service Framework for Mental Health and are not determined by catchment area.
a. All whole time doctors are expected to work a minimum of 7.5 programmed clinical sessions in one or more of the clinical teams. Through job planning and agreement the remaining sessions allow for the possibility of a special interest, teaching and research, management duties, administration and continuing professional development.

b. These arrangements allow for some flexibility and the opportunity for doctors to change their working patterns and clinical interests as things develop. With regular job plan reviews it is expected that doctors roles will be flexible and the focus of the role change the from time to time, e.g. from predominantly in-patient to say primary care.

To work with the multidisciplinary team, including mental health Nurses, psychologists and social workers in the assessment, diagnosis and treatment of referred patients; offer consultation to the team members; take part in team meetings, supervision and the development of the team.

General

The post holder will work flexibly across the East Suffolk community service as required. 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.

Duties include (this is not an exhaustive list):

Clinical
- Deliver all aspects of medical care to Community Service Patients as directed
- Temporarily deliver Responsible Clinician responsibilities from time to time in the absence of the Consultant

Educational
- Supervise and train junior medical staff
- Contribute to relevant education programmes
- Maintain CPD including the Trusts statutory and mandatory training

Administration
- Maintain appropriate administration systems
- Contribute to data collection systems providing performance and commissioning data
- Participate in clinical audit

Management
- Supervise junior medical staff as designated
- Work with clinical and management colleagues, service users and stakeholders in the planning, development and management of services
- Work with clinical teams to achieve agreed performance targets and enhance quality
Teaching

- Discharge teaching, examination and accreditation duties as required including contribution to postgraduate and continuing education for medical, multi-disciplinary and other allied professions
- Contribute to formal and informal teaching of medical students

Research and Audit activity

- Encourage and participate in appropriate research initiatives
- The post holder will engage in audit and service evaluation.
- The Trust actively promotes research and the postholder will be supported in developing their research interests.

Emergency Cover

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.

Proposed Job Plan

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<tr>
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<th>Monday</th>
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<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
<tr>
<td>AM</td>
<td>Clinical Pathway meeting (DCC)</td>
<td>Clinical Reviews (DCC)</td>
<td>Clinical Reviews (DCC)</td>
<td>Clinical Pathway meeting (DCC)</td>
<td>SPA</td>
</tr>
<tr>
<td>PM</td>
<td>Clinical Reviews (DCC)</td>
<td>SPA</td>
<td>Clinical Admin (e.g. Tribunals, reports) (DCC)</td>
<td>Locality teaching programme (SPA)</td>
<td>Clinical Reviews (DCC)</td>
</tr>
</tbody>
</table>

The post holder will comply with the Trust’s agreed policies and procedures, and will always practice in line with the Royal College of Psychiatrists publication “Good Psychiatric Practice" 2001 and the General Medical Council’s “Good Medical Practice" 2000 and any subsequent revision of these publications.

Special Interest

To be agreed by negotiation with the Lead Clinician provided it has direct relevance to the Locality Acute Service.
Service Delivery and Development

Close collaboration with the lead clinician, medical colleagues, managers and stakeholders will be expected in the delivery, management and development of services. Collaboration with other professions and both statutory and non-statutory agencies will be expected.

The post holder will be expected to play a role in the planning, development and implementation of changes to the service in the future.

On-call Duties

The post holder will be expected to participate in a first-tier full-shift duty rota. This rota currently comprises Specialty Doctor and training grade doctors.

Remuneration for on-call duties – 2 additional programme activities.

Clinical Governance

The post holder will be expected to have a role in relevant Clinical Governance activity.

Teaching

The post holder will be expected to play a full role in the teaching and training of undergraduate and postgraduate students and other professionals. This role will involve various agencies including the Acute Trusts, Primary Care Trusts and medical schools/universities

Continuing Professional Development (CPD)

The post holder will be expected to comply with the requirements for CPD, appraisal and revalidation from the Royal College of Psychiatrists and the General Medical Council.

Research and Audit

The post holder will be encouraged and supported to participate in approved research and audit activity.

Job Plan Review

The Job Plan is subject to regular review, at least annually, by the post holder and the Consultant Psychiatrist, Lead Clinician and Locality Manager on behalf of the Medical Director and Chief Executive. This job description will form the basis of the initial Job Plan.

Job Description Review

This job description may be amended from time to time in the light of future service developments and the changing requirements of the post holder. All amendments will be discussed between the post holder, Consultant Psychiatrist, Lead Clinician and locality manager on behalf of the Medical Director and Chief Executive.

SPECIFIC CLAUSES

REGISTERED HEALTH PROFESSIONAL

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Version - 0.1
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**

**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.

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.
Medical Management
The Medical Director is supported by two Deputy Medical Directors; One has a responsibility for Revalidation processes and one for Research.

Each locality within the Trust has a Lead Clinicians, these individuals work closely with the Locality Managers. The Consultant psychiatrists also support the medical management structure.

External Duties
Individuals may have, or seek external duties outside the trust. Such work might be local, regional or national and might involve work with the Royal College of Psychiatrists, Medical Schools, the Deanery/Schools, or other organisations. The trust seeks to support such involvement where appropriate. These can be discussed with the Locality Manager, lead Clinician and if necessary Medical Director and activities will be job planned.

Private Work
There are Trust policies relating to such work. Individuals may wish to undertake private fee paying work outside of their NHS duties. In such circumstances no trust property/ premises or staff should be used for this work and it should be undertaken outside the post holders’ scheduled NHS time. In circumstances where fee paying services are requested relating to trust service users, or for the benefit of the local health economy (e.g. Deprivation of Liberty assessments) the post holder may shift time such that they can receive the fee and ‘payback time’ to the trust for the time taken to do the work if it fell inside their regular scheduled hours.

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.
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<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tbody>
<tr>
<td>QUALIFICATION/EDUCATION</td>
<td>Full registration with the GMC</td>
<td>MRCPsych or equivalent.</td>
</tr>
<tr>
<td></td>
<td>Registered Medical Practitioner</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Section 12(2) approval – At or following</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Approved Clinician – At or following</td>
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Version - 0.1
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<thead>
<tr>
<th></th>
<th>Appointment</th>
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<tbody>
<tr>
<td><strong>EXPERIENCE</strong></td>
<td>Three years or equivalent medical experience which should include 6 months experience in the relevant clinical area. The diagnosis and treatment of complex mental illness The management of complex mental health needs</td>
<td>Relevant experience in psychiatry Experience of implementing service change to enhance the quality of patient care. Experience of leadership and management. Medical experience outside psychiatry.</td>
</tr>
<tr>
<td><strong>ATTRIBUTES</strong></td>
<td>Enthusiasm for team working. Balanced judgement Leadership qualities. Good communication skills Knowledge of modern treatment options. The ability to make decisions, take responsibility and work independently. A willingness to develop services – appropriate to the role. Flexibility Optimistic outlook</td>
<td>Experience of delivering care using models of care relevant to the post</td>
</tr>
<tr>
<td><strong>CLINICAL GOVERNANCE</strong></td>
<td>A clear understanding of Clinical Governance. A commitment to open review of clinical practice.</td>
<td>Experience of clinical audit.</td>
</tr>
</tbody>
</table>
| TEACHING | Experience of supervising junior medical staff.  
|          | Teaching and presentation skills.  
|          | 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  
|          |  