Consultant Psychiatrist
Job Description

Job title: Consultant in Later Life Psychiatry working in the Community Memory Assessment Service (CMAS), Community Services, East Suffolk

Base: Community Memory Assessment Service, (CMAS), Mariner House, Ipswich

Number of PAs: 5

Professionally accountable to: Medical Director via Deputy Medical Director (Suffolk)

Operational reporting to: Locality Manager

Other locations: The post holder may be expected to work in a number of different settings, including other Trust facilities, primary care, local acute hospital NHS trust facilities and patient residences.

Salary: National Terms and Conditions apply

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:

- 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 include:
  - Child and Family pathway
  - Youth pathway
  - Adult pathway
  - Complexity in Later Life pathway
  - Neurodevelopmental pathway
  - Enhanced Community pathway
- Acute Services including Home Treatment and Inpatient Services
- Liaison Psychiatry Service
- Community Memory Assessment Service
- Community Eating Disorder Service
- Wellbeing Service and Psychological Therapies
- Dementia Intensive Support Team

**Trust Population details (as of December 2012):**

- Norfolk West 226,449
- Norfolk GYW 227,737
- Norfolk Central 482,195
- Suffolk East 387,924
- Suffolk West 237,031

**Medical Management**

The Medical Director is supported by two Deputy Medical Directors, representing Suffolk and Norfolk.
Each locality in Suffolk has two Lead Clinicians, currently a Consultant Psychiatrist and a Consultant Psychologist in each. There is also a Suffolk Lead Clinician in the Primary Care Pathway. These individuals work closely with the Locality Managers and Director of Operations for Suffolk.

**NSFT Medical Staff**

The medical establishment of the Norfolk and Suffolk NHS Foundation Trust consists of approximately 80 whole time equivalent Consultant posts in the Trust; approximately 30 whole time equivalent Speciality Doctor posts and 43 whole time equivalent training grade posts. There are approximately 19 Consultant Psychiatrists in East Suffolk, including 4 later life Consultants.

The makeup of the Trust is multidisciplinary, including social service colleagues, community mental health nurses, clinical psychologists, occupational therapists and art therapists, nurse therapists and support workers.

**Overview of Suffolk**

Suffolk’s county town is Ipswich, based in the East of the County. An old port, its dockland area, is undergoing extensive renovations and it is expanding with an influx of high tech industries.

The area of mid-Suffolk, Constable Country, boasts several market towns dating from medieval times, as well as a wealth of churches and pink-washed thatched cottages.

The Heritage Coast, from Southwold to Orford and Aldeburgh, is an area of great natural beauty, increasingly popular with weekenders and holidaymakers. It remains largely unspoilt with many recreational amenities and excellent golf courses.

There are good local schools in both the local authority and independent sectors. Housing is expensive in some areas but costs remain significantly lower than Cambridge or London; the latter being accessible by car or train in 90 minutes. There is a wide range of housing available from modern to period, in rural village and urban settings.

Stansted Airport is less than an hour from Ipswich. There is an HSS connection from the port of Harwich to the Netherlands. Transport links within the county are generally good, allowing for its rural nature with the A14 running from East to West.

We believe these factors, combined with our good working relationships, have contributed to high levels of recruitment and retention of consultants and other staff.
**This Post**

**Job Summary**

This post relates to East Suffolk Services. This is a new post, secondary to the expansion of the Community Memory Assessment Service in East Suffolk.

The Memory Assessment Service is a primary care service. Memory assessments are completed for those presenting with mild to moderate memory / cognitive decline, and behavioural and psychological symptoms of dementia (BPSD) providing these are manageable within the primary care setting.

Those presenting with moderate to severe symptoms, or other significant mental illness / BPSD, will receive memory assessment in the Complexity in Later Life Pathway in secondary mental health services.

The role of the Consultant in the Community Memory Assessment Service will be to take a lead in formulating a dementia diagnosis, providing supervision to the other clinicians in the service, including non-medical prescribers. The Consultant will also review complex presentations in order to diagnose and set up management strategies.

**Service Overview – Later Life Services East Suffolk**

In addition to the CMAS post (this post); the following services are available in East Suffolk:

The Complexity in Later Life Pathway 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. This service places emphasis on early detection and treatment of dementias and working with the third Sector to provide appropriate services for these patients and their carers.

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.

The CLL Pathway is 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 form 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 later life 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) and a Home Treatment Team for adult and later life patients. Willows Ward provides the later life 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 later life 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.

**Summary of Duties**

The post has 3.75 direct clinical programmed activities and 1.25 programmed supporting professional 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; this is reduced proportionally for part time posts. 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.
Main Duties

Duties include: (this is not an exhaustive list)

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 Consultant Psychiatrist provides clinical leadership to ensure the delivery of high quality care for patients within the clinical team. He / she promotes excellence in service delivery and enables others within the clinical team to provide care of the highest standard. The Consultant role entails working with the multidisciplinary team, which may include Mental Health Nurses, Occupational Therapists, Psychologist and Social Workers in the assessment, diagnosis and treatment of referred patients; take part in team meetings, supervision and the development of the team. The Consultant role involves working within the team to manage risk for those patients with complex disorders and risky behaviours. This includes a role as mental health expert consulting with the third sector, patient / carer groups and employers to improve public mental health, reduce stigma and improve resources that support populations in having good mental health.

➢ Clinical duties involve the assessment, diagnosis and formulation of patients in the CMAS Team. This would be done in conjunction with other professionals, patients and carers. The Consultant’s role also includes development of management plans and treatment regimens.

➢ The duties also include liaison with professional colleagues in primary care, secondary care and other psychiatric teams. The Consultant is expected to be
trained in mental health and capacity legislation in order to meet the requirements of emergency work, community treatment orders and assessment of capacity.

- 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 contribute to the supervision and support of the staff in their team (medical and non-medical), and others in mental health services as required. Time for this should be mapped out in the job plan. It is hoped that colleagues will work collaboratively across pathways to support other colleagues, share learning and expertise and improve the network of care that we provide such that service users and their families get a better service and are less likely to fall between parts of the service in the future.

- 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.

- There may be other aspects of the post that are more relevant to certain Pathways than others which would be discussed during the job planning process. This would need input from the IDT manager/s but to be finally agreed with the Locality manager and Lead Clinician.

**Educational**

- Supervise and train junior medical staff. This would be as clinical supervisor for any junior colleagues working directly with the post holder. Many Consultants take on Educational Supervisor roles for other trainees and successful applicants would be encouraged to pursue this role. The Trust supports consultants to undertake the required training for such a position and there are regular Educational supervisor meetings held by the Suffolk Tutor to support the roles and allow for peer discussion of trainee progress and relevant issues.

- There is a Core Programme Director for the Trust, Dr Trevor Broughton, who together with the Norfolk and Suffolk 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.

- The Clinical Tutor for East Suffolk is Dr Shafy Muthalif.

- Successful applicants would also be expected to provide advice and support for junior colleagues on call or out of hours when on duty themselves. They may also be called upon for such support during the working day if another
trainee/junior colleague requires this and is unable to access this supervision from their own clinical supervisor.

- To contribute to education events for colleagues in primary care and other organisations outside of the Trust as is required for the Locality in which the post holder works and as is relevant for the Adult Pathway’s work and development.

- Contribute to relevant in-house education programmes. In East Suffolk there are afternoon in-house educational sessions on Thursday afternoons. 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. In East Suffolk regular groups of students attend from the University of East Anglia.

**Administration**

- Maintain appropriate administration systems

- Contribute to data collection systems providing performance and commissioning data

- Appropriate IT equipment (including PC, mobile phone) and IT support is available for all consultants.

**Management**

- Work with consultant and management colleagues, service users and stakeholders in the planning, development and management of services.

- Manage junior medical staff

- Work with clinical teams to achieve agreed performance targets and enhance quality.

- To provide medical advice appropriate to the management of the Trust, including the design of protocols and policies and the review of serious incidents.

- Attend regular Consultants’ meeting, peer review group and reflective practice group.

- Attend the East (local) and Trust wide Medical Staff Committee meeting.

**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 post holder will be supported in developing their research interests. Dr Jon Wilson is the Trust wide Research Director. In addition there is a Suffolk lead for research. There is also a robust Trust wide audit department.

**Clinical Governance**

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

**Support Linked to this Post**

At the time of writing this job description, the other non-medical clinical staff in the CMAS Service includes:

1.0 WTE Clinical Psychotherapist
1.0 WTE Clinical Team Leader
2.0 WTE Non-Medical Practitioner
5.0 WTE Practitioner
1.0 WTE Medical Secretary
2.0 WTE Support Worker
1.0 WTE Data Technician

- A Consultant mentor will be allocated for the first six months.

- Administrative support is likely to be shared with other Consultant colleagues. The aim has been for there to be 0.5 band 4 admin per 1.0 WTE Consultant medic.

- Every full-time Consultant medic should have their own office. Those who work part time may share.

- There is availability of peer groups involving fellow Consultants to which the post holder would be invited to attend and contribute. This enables Revalidation requirements to be achieved through participation in case-based discussions.

**Appraisal/Revalidation**

- The post holder will be expected to comply with the CPD requirements from the Royal College of Psychiatrists.
The post holder will undertake annual Appraisal in keeping with Trust and National guidance and Revalidation as required by the GMC.

The Deputy Medical Director for Norfolk, Dr Kapil Bakshi, has responsibility for co-coordinating the Trusts Appraisal and Revalidation systems, reporting to the Medical Director.

The Trust is using an electronic system to support the annual Appraisal process and facilitate its use towards Revalidation.

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’ 2009 and the General Medical Council’s ‘Good Medical Practice’ 2013 and any subsequent revision of these publications. The post holder will remain in Good Standing with the Royal College of Psychiatrists.

Proposed Job Plan

The Job Plan is subject to regular review, at least annually, by the post holder and the Lead Clinicians and Locality Manager on behalf of the Medical Director. 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 (for instance, College examiner), 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 Psychiatrists, Medical Schools, the Deanery / Schools, or other organisations. These can be discussed with the Locality Manager, Lead Clinician and, if necessary, the Medical Director and activities will be job planned.

Special Interest Sessions might be relevant for some applicants. These are agreed by negotiation with the Lead Clinician, provided it has relevance to the Locality / Service.
For a 0.5 WTE post holder working in the Memory Assessment and Treatment Service, East Suffolk, the job plan could be:

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<tr>
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<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td><strong>AM</strong></td>
<td>Direct Clinical Care (DCC) 2.0 PA's</td>
<td>Direct Clinical Care (DCC) 1.0 PA</td>
<td>OFF</td>
<td>Direct Clinical Care (DCC) 0.75 PA</td>
<td>OFF</td>
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<tr>
<td></td>
<td>Includes multidisciplinary diagnostic subtyping review meeting at Mariner House / consultation with patients and families at team base / community settings, clinical supervision</td>
<td>Consultation with patients / families at team base / community settings</td>
<td>Clinical supervision</td>
<td>Includes case discussions with the MDT, clinical supervision, including one hour clinical administration</td>
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<tr>
<td><strong>PM</strong></td>
<td>Consultation with patients and families at team base / community settings, includes one hour clinical administration</td>
<td>OFF</td>
<td>OFF</td>
<td>SPA 1.0 PA</td>
<td>OFF</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Includes internal teaching programme, research, audit, special interest, CPD, management supervision etc</td>
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**On-call Duties**

- The post holder will be expected to participate in the Consultant On-Call rota.
- The consultant on-call rota for East Suffolk is category B, 3% loading. Currently it is a 1:16 rota, covering East Suffolk. There is the potential for doctors to be called out on this rota. However, most clinical queries are handled by the Tier 2 (ST 4-6) doctor.
- On-call duties will include the supervision and support of non-consultant grade medical staff in their out-of-hours duties. There are currently two junior rotas (tier one and tier two) operating in Suffolk out of hours.
Annual Leave / Study Leave

- The post holder will be entitled to annual leave and study leave according to national terms and conditions.
- The post holder will have leave authorised by their team manager and ultimately the locality manager. Study leave arrangements must also be agreed within the post holder’s peer group.
- There is a robust plan of mandatory training and an induction process that all staff are expected to attend.
- Cover arrangements must be made before going on leave and notice given of that cover. The post holder would be expected to provide similar cover during periods of leave taken by colleagues.

Sick Leave / Compassionate Leave

- The post holder will be entitled to national terms and conditions. The post holder would be expected to liaise with their colleague who usually provides cover to agree cover before arranging non-urgent leave. For urgent sick / compassionate leave the post holder could expect their pair to provide nominal cover initially until appropriate arrangements can be made.

Job Plan Review

- The Job Plan is subject to regular review; at least annually, by the post holder and the Lead Clinician and Service 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, Lead Clinician and Service Manager on behalf of the 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 holder’s 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 (eg Deprivation of Liberty assessments), the post holder may shift time such that they can receive the fee and ‘pay back 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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**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
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.
## PERSON SPECIFICATION

**Consultant Psychiatrist**

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<th>REQUIREMENT</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tr>
<td>QUALIFICATION / EDUCATION</td>
<td>MRCPsych or equivalent. Approved Clinician Status. Section 12(2) approval. Registered with GMC with a licence to practice.</td>
<td>Higher degree, e.g. MD, PhD, MSc, MBA, LLM etc.</td>
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<td>EXPERIENCE</td>
<td>Relevant experience in the speciality (later life psychiatry) Entry on GMC Specialist Register, or within six months of receipt of Certificate of Completion of Specialist Training (CCT) at the time of interview The diagnosis and treatment of complex mental illness The management of complex mental health needs</td>
<td>Three years’ supervised training in an appropriate SpR training programme or equivalent Skills in psychological or social therapies Experience of implementing service change to enhance the quality of patient care Experience of leadership and management</td>
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<td>ATTRIBUTES</td>
<td>Enthusiasm for team working Balanced judgement Leadership qualities Good communication skills Knowledge of modern treatment options A willingness to develop</td>
<td>Experience of delivering care using models of care relevant to the post</td>
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<td>Services</td>
<td>Flexibility</td>
<td>Optimistic outlook</td>
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<td>CLINICAL GOVERNANCE</td>
<td>A clear understanding of Clinical Governance</td>
<td>Experience of clinical audit.</td>
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<td>A commitment to open review of clinical practice.</td>
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<td>TEACHING</td>
<td>Experience of supervising junior medical staff.</td>
<td>Experience in teaching doctors and other clinical disciplines.</td>
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<td>Teaching and presentation skills.</td>
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<td>MANAGEMENT</td>
<td>A willingness to develop skills and be involved in strategic planning and service development.</td>
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<tr>
<td>RESEARCH</td>
<td>Evidence of an interest in research.</td>
<td>Published research. Ongoing projects.</td>
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<tr>
<td>OTHER</td>
<td>Driving licence or the ability to travel independently</td>
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