

CONSULTANT JOB DESCRIPTION

Job Title:	Locum Consultant Psychiatrist - Lewisham Home Treatment Team
Grade:	Consultant
Accountable to:	Dr Hugh Jones, Clinical Director, Acute Care Clinical Academic Group
Prof Accountable To:	Dr Michael Holland Medical Director
PA's per week:	10
Location:	Ladywell House, 330 Lewisham High Street, Lewisham
Tenure:	Six months with possibility of renewal

1. INTRODUCTION:

Lewisham Home treatment team (LEWHTT) is one of four well-established Home treatment teams within the South London and Maudsley NHS Foundation Trust.

The service falls under the Acute Care CAG (Clinical academic group), which is one of the CAG's within this trust.

The service caters to Adults (18 to 65 years old) with severe mental illnesses who are living within the borough – ether permanently or temporarily.

It is anticipated that HTT teams will not normally have a case load of more than 36 patients although this may vary from time to time.

The post is a maximum of 10 PA's with allocated time for professional development activities. Consultant responsibility for the case load will rest with the post holder.

2. THE ACUTE CARE CAG:

This was established in July 2016 to bring together services previously managed within two distinct CAGS (Psychosis and Psychological Medicine). It has responsibility for managing all acute inpatient wards (excluding a ward for early intervention in psychosis). In addition it will manage the four borough home treatment teams, a centralized bed management service and a centralized place of safety suite.

The CAG management structure is as follows:.

- Service director – Jo Kent
- Clinical Director – Dr Hugh Jones
- Interim Deputy Director for Crisis services – Donna Hayward Sussex
- Deputy Director for Acute services and PICU – Paddy Quinn
- Associate Clinical director for QI – Dr. Zain Sadiq
- Associate Clinical director for SI and Complaints – Dr Lena Rane
- Head of Nursing – Rose Hombro

Head of Psychology and Psychotherapy – Christopher Whiteley
Head OT – Ros Walcott- Cumberbatch
Head of pathway for Croydon – Rachel Souster
SI and Complaints lead – Sarah Camp
Out comes lead – Hanne Jackson

3. THIS POST:

Job Role:

1. To take Lead consultant responsibility for the Lewisham Home Treatment team and to provide clinical leadership to the service .
2. To provide daily senior medical input for the team, ensuring safe and timely service provision for patients under LEWHTT. This will entail daily medical reviews including home/community visits, ensuring delivery of high quality and evidence based treatments for all patients, attending team hand overs, chairing the once weekly MDT clinical review meeting and formulating clear management plans, risk assessment and risk management plans for the entire case load.
3. To ensure that physical health care needs of the patients are discussed and managed by the team and appropriate measures taken to liaise with other services as and when required.
4. To ensure that the service is able to support and work closely with carers and other voluntary non statutory agencies involved in supporting patients
5. To undertake appropriate duties as a Section 12 doctor and an Approved clinician which would include MHA and MCA assessments for patients under your care
6. To liaise closely with all agencies – primary care, secondary care, within the trust and external.
7. Provision of patient reports as and when required, in a timely fashion.
8. To provide cover for the other Consultants within the HTT pathway and the borough, when they are on leave.
9. To take part in teaching, research, audit and service improvement- both locally and within the Trust. The Acute Care CAG encourages all staff to engage in the academic activities of the CAG and teaching or research can be agreed in the job plan, where it supports the overall aims of the CAG
10. Contribute to the business planning and service development of the team and the Acute Care CAG.
11. Lead on ensuring and implementing clinical governance within the team. Also attend team business meetings, governance meetings and any other such related activities with the Senior team management group

In addition the post holder will be expected to:

1. Work with the senior management team and other colleagues in your pathway/CAG to develop and manage effective integrated care pathways.
 2. Ensure excellence in the provision of medical and psychiatric assessments to all referred patients to the service including risk assessment protocols as directed by SLAM.
 3. To ensure excellence in the delivery of evidence-based treatments.
 4. To act as a source of support, advice and information to current or prospective patients and their carers, referrers, team members and other professionals.
 5. To act as a referral and liaison officer when patient needs dictate further support and/or management from other services.
 6. Ensure clinical activities are documented on the Trust electronic record system (ePJS).
 7. Contribute to clinical audit and clinical governance and clinical research within the team.
- Consultants will be expected to contribute to regular audit of outcomes of the service and help with

clinical research projects being run by the service, as appropriate. All doctors are expected to participate fully in the Trust Clinical Governance Programme, including active involvement in Clinical Audit, assessment of Untoward Incidents and Complaints management. Continuing Professional Development and Performance Assessment including annual appraisals are also a requirement of the post.

8. The post holder will be a member of a Peer group. The post-holder will be expected to participate in revalidation as agreed by the Trust in its Terms and Conditions of Service.
9. Provide supervision to junior members of the team.
10. To attend and actively participate in Acute care CAG meetings as required.
11. Liaison with/advice to General Practitioners
12. Supervision of all junior medical staff and students and participate in teaching/training for medical students, SHOs and SPRs and team based teaching and reflective practice
13. To agree and regularly review job plan objectives with the Clinical Director/Associate Clinical director of the Acute care CAG or Borough Clinical Lead.
14. The post holder will carry a mobile during work hours and be contactable by members of the team.
15. Attendance at audit/academic/management meetings, appropriate to the needs of the service.
16. Annual leave will be agreed with the Associate Clinical Director for QI.
17. To work with the director of translational research and academic leads as appropriate to develop research in the CAG, and to participate in grant applications and academic activities such as writing papers and dissemination of results.
18. The job description/duties may need to be reviewed to meet the evolving needs of the team as these arise.
19. The post holder will also be expected to carry out SI investigations for the trust as and when required.

4. STAFFING

There is no direct admin support apart from a Band 5 Business Manager who supports the entire team.

There will a networked computer at the team base and all staff will also be provided with I pads. The network provides e mail access and access to the SLAM intranet.

Staffing for the Lewisham Home Treatment Team is as follows:

1xWTE Consultant Psychiatrist (this post)

1 x WTE Specialty doctor

1xWTE Core trainee

1 x WTE Clinical service lead (Band 8a)

0.5xWTE Clinical Psychologist (Band 8a)

3.5x WTE Band 7 Advanced practitioners (including Lead OT)

1 x WTE Band 5 Business manager

Several band 5 and band 6 staff from various MDT backgrounds (nursing, social work, AMHP, OT psychology)

3 x Band 4 STaR workers

Provisional Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 to 9:15 am	Morning hand over from shift co coordinator and Task planning meeting with team and specialty doctor				
9:15 am to 1:30 pm	Medical reviews/ home visits	Medical reviews/ home visits Supervision for Specialty doctor	Medical reviews/home visits	MDT Clinical review meeting (HTT ward rounds)	Medical reviews/ home visits Once monthly HTT pathway meetings- Operational and Governance
2:00 pm to 3:00 pm	Daily afternoon hand over				
3 to 5 PM	Home visits/admin Meeting with CSL/ Team governance meeting	Team business meeting once monthly Case based discussion/team teaching Admin/home visits	Admin work Consultant MAC meeting once a month Team Reflective practice session once a month	Urgent medical reviews/ post ward round admin work	Clinical work

5. TERMS AND CONDITIONS FOR ALL CONSULTANTS IN THE TRUST

- The Consultant appointment will have continuing responsibility for the care for patients in his/her charge. He/she will also undertake the administrative duties associated with the care of his/her patients and contribute to the efficient management of the service.
- The Consultant appointed will be expected to participate in the Consultants' on-call rota.
- Substantive Consultants currently have 32 days annual leave per annum. After seven years as a consultant this rises to 34 days of which a maximum of five working days can be carried over from one year to the next with the agreement of the Clinical Director
- Substantive Consultants have 10 study leave days per annum.
- The post-holder is required to sign up to the Royal College CPD program and through this program to participate in a peer review group developing a Personal Development Plan according to College guidelines, Trust policy and the terms and conditions of service.
- All consultants are expected to participate fully in Clinical Audit and the extended program of Clinical Governance through their professional group and also their clinical team(s) and broader service
- The post-holder will be managerially accountable to the CAG Clinical Director, Dr Hugh Jones.
- The terms and conditions of the post are in accordance with the Terms and Conditions of Service –Consultants (England) 2003 and the General Whitley Council Conditions of Service. The post-holder will be an employee of South London and Maudsley NHS Trust and is subject to the policies and procedures of the Trust.

- Appointment will be subject to satisfactory Occupational Health and Enhanced Disclosure Clearances
- It is a condition of your employment that you are, and remain a fully registered medical practitioner and are included on the Specialist Register held by the General Medical Council (GMC), and continue to hold a licence to practice.
- The salary scale for this post is in the range of £69,298 to £93,768 per annum, (whole time), plus London Weighting of £2,162 per annum (whole time).

Job Planning and appraisal:

This will be carried out on an annual basis and will set out how, when and where the consultant's duties and responsibilities will be delivered. A standard whole time job plan will contain 10 Programmed Activities each consisting of 4 hours, 7.5 Programmed Activities for direct clinical care and 2.5 Programmed Activities for supporting professional activities. These Programmed Activities are subject to formal appraisal together with the job plan. The job plan will be developed further in consultation with the Clinical Director or the Associate Clinical director. The Personal Development Plan will form part of the annual appraisal process which all consultants are expected to undertake with the Clinical Director. All consultants are expected to sign up with the Royal College of Psychiatrists for CPD and participate actively in a peer review group as part of the process.

All consultants will adhere to Trust Policy and Procedure, but also to GMC Good Medical Practice and related regulatory documents, and 'Good Psychiatric Practice' published by the Royal College of Psychiatrists, and this will form a part of the appraisal process.

GENERAL CONDITIONS FOR ALL TRUST EMPLOYEES

1. All employees are subject to the requirements of the Health and Safety at Work Act. The post holder is required to ensure, as an employee, that their work methods do not endanger other people or themselves.
2. All employees are subject to the requirements of the Data Protection Act, and must maintain strict confidentiality in respect to patient and staff records.
3. All employees must comply with the Trust Equal Opportunity Policy and must not discriminate on the grounds of race, colour, nationality, ethnic or national grounds, marital status, disability or any other grounds.
4. The Trust is working towards providing a smoke free environment. Staff are therefore only permitted to smoke in designated smoking areas. Smoking rooms are not provided on all sites.
5. The Trust aims to maintain the goodwill and confidence of its own staff, service users and the general public. To assist in achieving this objective it is essential that, at all times, employees carry out their duties in a courteous and sympathetic manner.
6. Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, paying due regard to health and safety in the workplace and management of risk to maintain a safe working environment for service users, visitors and employees.
7. Those who have a managerial/supervisory post must ensure that there is compliance with agreed Infection Control (IC) policies and procedures within their service. Each employee must be aware and comply within his/her own role. This includes adherence to prevention of infection.
8. Employees must be aware of their responsibilities to protect service users, visitors and

employees against the risks of acquiring health care associated infections, in accordance with Trust policy.

9. Employees are expected to participate in the performance review process and maintain consistently high professional standards and act in accordance with the relevant professional code of conduct.

10. Support the development of performance standards within the Service/Department to ensure the service is responsive to and meeting the needs of its customers.

11. The Trust aims to maintain the goodwill and confidence of its own staff, service users and the general public. To assist in achieving this objective it is essential that, at all times, employees carry out their duties in a courteous and sympathetic manner

12. All Trust staff will comply with the financial processes and procedures.

13. Employees must be aware of the responsibilities placed on them under the Children Act 1989, 2004.

14. The post holder is required to adhere to the standards of conduct expected of all NHS managers set out in the Code of Conduct for NHS managers.

Person Specification (evaluated by application (A) or interview (I))

Essential	Desirable
Qualifications & Training	Qualifications & Training
<p>Fully registered with the General Medical Council (General Adult) (A)</p> <p>Eligible for inclusion in the Specialist Register or within 6 months of gaining CCT (A)</p> <p>Eligibility for approval under Section 12(2) of Mental Health Act 1983 (A)</p>	<p>MRCPsych (A)</p> <p>Higher degree (MD or PhD) (A)</p> <p>CCT in General Adult Psychiatry or Psychotherapy (A)</p> <p>Membership or Fellowship of the Royal College of Psychiatrists. (A)</p>
Experience	Experience
<p>Commitment and experience of multi-professional team working (I)</p> <p>Confidence in managing acute risk in an inpatient setting including use of MHA as appropriate. (I)</p> <p>Ability to take a leadership role ensuring high-quality care and staff morale (I,)</p> <p>Ability to manage own time, workload and prioritise clinical work (I)</p>	<p>Experience of service development in mental health (I)</p> <p>Experience within Home treatment teams or acute mental health liaison.(I)</p> <p>Experience within general community settings (I)</p>

Personal Skills	Personal Skills
<p>Ability to work in multi-disciplinary team and provide leadership for the team Self motivating and innovative Confidence in therapeutic risk taking</p> <p>Commitment to developing user-focused services Excellent communication skills Ability to get on with colleagues</p>	<p>Ability to handle media</p>
Management / Audit	Management / Audit
<p>Participation in Medical Audit and Quality Improvement initiatives (A,I)</p> <p>Commitment to Clinical Governance (I)</p>	<p>Evidence of training in management skills (A,I)</p>
Teaching/ medical education	Teaching/ medical education
<p>Experience of Teaching at either undergraduate or postgraduate level. (A,I)</p>	<p>Formal postgraduate teaching training (A,I)</p> <p>Deanery approval to supervise psychiatric trainees. (A,I)</p>
Research experience	Research experience
<p>Experience in research projects (A,I)</p> <p>Commitment to research – informed mental health care and service developments (A,I)</p>	
Personal skills	Personal skills
<p>Capacity to work cooperatively in pursuit of clear goals and objectives (I)</p>	
Other qualities	Other qualities
<p>Commitment to developing user-focused services (I)</p> <p>Excellent communication (written and verbal) skills (I, A) ;</p> <p>Ability to appraise own performance (I)</p>	<p>Experience of active involvement in service user initiatives (I)</p>

Other Information:

Confidentiality

Confidentiality/data protection regarding all personal information and Trust activity must be maintained at all times (both in and out of working hours) in accordance with professional codes of conduct and relevant legislation such as the Data Protection Act. The post holder should ensure that they are familiar with and adhere to all Trust Information governance policies and procedures. Any breach of confidentiality will be taken seriously and appropriate disciplinary action may be taken.

Equal Opportunities

Promote the concepts of equality of opportunity and managing diversity Trust wide.

Health and Safety

Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, paying due regard to health and safety in the workplace and management of risk to maintain a safe working environment for service users, visitors and employees.

Infection Prevention and Control

Employees must be aware of their responsibilities to protect service users, visitors and employees against the risks of acquiring health care associated infections, in accordance with Trust policy.

Professional standards and performance review

Maintain consistently high professional standards and act in accordance with the relevant professional code of conduct. Employees are expected to participate in the performance review process.

Service/Department standards

Support the development of performance standards within the Service/Department to ensure the service is responsive to and meeting the needs of its customers.

Finance

All Trust staff will comply with the financial processes and procedures.

Safeguarding Children

Employees must be aware of the responsibilities placed on them under the Children Act 1989, 2004. Code of Conduct

The post holder is required to adhere to the standards of conduct expected of all NHS managers set out in the Code of Conduct for NHS managers.

This job description will be subject to regular review and adjustment.

For more information or an informal visit, please contact Dr Zain Sadiq, Consultant Psychiatrist/Associate Clinical director, CRHTT on 0203 228 0356 or Dr Hugh Jones, Clinical director Acute CAG on 0203 228 2466

Interview date: TBA