

# PROGRESS *your* CAREER



**COMMUNITY ADULT  
CONSULTANT PSYCHIATRIST  
(MHWT – WEST)  
Programmed Activities (5 PAs)  
Mellmead House  
Wanstead (E11 2DH)**

**Job Description and Person Specification**

# Job Description

**JOB TITLE:** Community Adult Consultant Psychiatrist - Mellmead House  
**CONTRACT:** 10 Programmed Activities (10 PAs)  
 Substantive

## KEY RELATIONSHIPS:

Role	Staff member
Associate Medical Director for Redbridge Integrated Care Director Assistant Director Acting Chief Medical Officer for NELFT Medical Directors in NELFT	Dr Shweta Anand Pauline Goffin Sue Tatch Dr Hélène Brown Dr Sarah Dracass

## Post and Specialty:

This post is for a community adult consultant psychiatrist position in the Redbridge Mental Wellness West Team, based at Mellmead House, 4 Orchard Close, Rodney Road, Wanstead, Redbridge, E11 2DH.

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is clearly identified and carried out under clear lines of accountability.

The expectation of the post holder is to support their team, department and organisation to follow the Trust's Values in their day-to-day work.

- We are kind
- We are respectful
- We work with our communities

## Rationale for post:

A lot of transformation has taken place already and continues to take place in Redbridge's adult mental health services over the past few years. This is a new post to support the team caseload.

This is a substantive, part time post - 5 Programmed Activities (PAs) post with Direct Clinical Contact activities (DCC) and Supporting Professional Activities (SPAs).

## On-call responsibilities:

The postholder will be part of the Senior Psychiatrist on-call rota covering out of hours and weekends for Mental Health Services in NELFT. The on call will cover service delivery for Adults and Older Adults presenting with mental health problems. This rota is currently a 1:50 rota, with a 3% Category A salary supplement. The Trust also has a daytime (9am - 5pm) Section 136 rota, with an approximate frequency of once every 3 months.

The successful candidate will work as part of a multidisciplinary team providing care to adults with mental health needs who are registered with a GP Practice located in the northern part of the London Borough of Redbridge (plus a small number of patients who reside in that part of the Borough but whose GP is elsewhere). This roughly equates to residents of the Electoral Wards named Wanstead and Woodford on the borough map in Section 3.1 below.

The successful candidate will provide senior medical support to the team, and direct input on clinical cases. Together with the other 2wte consultants, a 1wte Specialty Doctor, and 1wte trainee doctor, the postholder will be expected to provide guidance and supervision to the team, work directly with adult people (and their families), and liaise as appropriate with other external adult mental health providers, and acute hospitals. You will share clinical supervision requirements for the 2 trainees with the other consultants in the West team.

We receive Year 4 medical students on clinical placement from Barts & The London School of Medicine, Queen Mary, University of London (QMUL) as well as Physician Associate students from QMUL and Anglia Ruskin University. There are opportunities for Specialty Doctors to take an active role in teaching both in terms of clinical work and curriculum delivery as well as delivering lectures and acting as examiners in the Clinical Examinations at QMUL.

The postholder will have access to designated office space based at Mellmead House in Wanstead.

### **Accountability:**

The postholder will be professionally and clinically accountable to the Associate Medical Director for Redbridge (currently Dr Shweta Anand), and operationally accountable to both the Associate Medical Director, and the Integrated Care Director (currently Pauline Goffin), via the Assistant Director (currently Sue Tatch).

The post holder will be a suitably qualified with Section 12 certification, or a commitment to work towards this. The post holder will be a GMC registered clinician responsible for patients allocated to them and will assess, manage, plan, and deliver care.

The post holder will support their peers and the team manager and be an effective team member whilst working on their own initiative. They will supervise junior colleagues. They will have a commitment to collaborative working and actively supporting and liaising with other health and social professionals and agencies.

### **1.2 Main responsibilities**

The post holder will be committed to upholding a culture of care and collaborative working in Mental and Health Wellness Teams at Mellmead House. You will work as part of a multidisciplinary team and provide direct input to clinical cases. You will be expected to provide clinical leadership and supervision to the team, work directly with patients and their families and liaise as appropriate with Redbridge University Trust (BHRUT) Trust colleagues, and NELFT Older Adult Home Treatment Team, inpatient and community-based colleagues and teams.

### **General Duties**

- To be responsible for organising and prioritising own and others workload in the day-to-day allocation of work.
- To have organisational knowledge relating to Trust protocols and procedures and
- adhere to them.
- To ensure effective risk management at clinical and team level.

### **Training & Supervision:**

- To act as clinical supervisor to the doctors working in the team, providing effective education, facilitating their development, and promoting high standards of medical care.
- To ensure own continued professional development and support a culture of lifelong learning.
- To undertake a regular appraisal and develop a personal development plan.
- To support new staff and their integration within the team.

- To support training across the team including opportunities for professional development and implementation of new policies and guidelines.

#### Education:

- To provide in-service training and teaching to Medical Students and Resident Doctors, and other members of the multidisciplinary team.
- To engage in the weekly Academic Teaching Programme.

#### Administration:

- To undertake the administrative duties associated with the care of patients and record clinical activity accurately, comprehensively and promptly.
- The post holder will be expected to have good IT skills and to use the Trust's electronic case record system.

#### Management:

- You will work in partnership with the service lead, team manager and other senior colleagues to ensure the multidisciplinary team deliver good quality and safe patient care through clinical governance.
- To act as line manager to relevant medics in the team.

#### Leadership:

- The post holder is encouraged to develop services, participating in business planning and clinical leadership within the Service and wider directorate.
- Demonstrate leadership skills to deliver effective team working and the maintenance of internal and wider relationships throughout the Trust and its partners.
- Promote integrated health working.
- To facilitate a positive and supportive team culture.
- To participate in the Trustwide Mental Health clinical strategy to improve clinical care.
- To advise, encourage and share knowledge utilising the latest research and practice.
- development, through literature and peer reviews.
- Support the AMD in strategic service development and business planning.
- Advocate and lead on coproduction in the development of services.

#### Communication:

- To be able to effectively communicate with colleagues, peers, senior managers, and clinical leads within the Trust.
- To be able to communicate complex patient related information facilitating positive outcomes and ensuring collaborative working.

### 1.3 Provisional Job Plan

#### Specimen Timetable:

	AM	Type of Activity	PM	Type of Activity
Monday	Outpatient Clinic	DCC	Admin	DCC
Tuesday	Team Meeting Clinical Administration	DCC	Outpatient Clinic	DCC
Wednesday	Admin	SPA	Clinical Governance activities: Audit/ QI/Research, etc.	SPA
Thursday		DCC		DCC SPA

Friday		DCC		DCC
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The final Job Plan (within the terms of the New Consultant Contract) will be agreed with the Associate Medical Director (AMD) and in consultation with the Integrated Care Director after a period of induction after commencing the post. The post holder should recognise that the job will evolve as teams develop, and the post holder should be willing to adapt to change when this becomes necessary. The typical split in DCC to SPA is 7.5 to 2.5.

The postholder will at a minimum, have annual Job Planning with the Associate Medical Director. This will be with or without the Integrated Care Director or Deputy Director. Timely job plan review will take place with the line manager when there are proposed workload changes to support safe working and identify the need for any additional support (e.g., unexpected request to cover a unit/ward/service in addition to current workload). The postholder's Personal Development Plan (PDP) from their last annual appraisal will form part of this process. The Trust's requirements will also form part of the job planning process.

#### 1.4 Office, Admin, and IT Facilities

The post holder will have access to designated office space in the Redbridge Mental Wellness Team West (MHWT-W), based at Mellmead House, 4 Orchard Close, Rodney Road, Wanstead, Redbridge, E11 2DH.

NELFT is promoting agile working for its workforce, and therefore the post holder will also have access to a laptop and a smartphone, to be discussed with the AMD.

The post holder will receive the necessary admin support from the dedicated medical administrators (3 wte full-time medical secretaries).

During induction the post holder will be given all the necessary training to use our software systems. The post holder will have full support from our well-established Healthcare Informatics department, which is available 24/7 to deal and support any IT queries.

#### 1.5 Other aspects of the post:

##### **Appraisal and Revalidation:**

The post holder will be required to engage in the annual appraisal process in line with Trust policy and GMC guidelines. The Trust Revalidation and Appraisal Lead will allocate an appraiser to the post holder. NELFT will be the post holder's Designated Body for the purposes of Revalidation and the Responsible Officer. Appraisals are administrated through a platform called Premier IT Revalidation e-Portfolio (PReP).

##### **Necessary Registrations:**

The post holder must be registered with the GMC and have a licence to practice and Approved Clinician (AC) status. The post holder must have CCT or equivalent qualification. It is also the post holder's duty to ensure that their training and registration remains up to date.

##### **Continuous Professional Development:**

NELFT appreciates the importance of, and supports our consultants to undertake, Continuous Professional Development (CPD) and there is sufficient provision for this within job plans. The Trust offers free subscription to CPD eLearning from the Royal College of Psychiatrists and the post holder will be encouraged to attend the local Academic Teaching Programme and monthly CPD afternoons for Consultants and SAS doctors.

The post holder must be registered for CPD with the Royal College of Psychiatrists and there is an expectation to remain in good standing for CPD.

The post holder will typically have up to 2.5 PAs per week for Supporting Professional Activities (SPAs) which includes CP, activity such as QI project, service development, supervising trainees, teaching etc. and an additional 2 PAs for a special interest such as research, specialist clinical interest, medical management or other professional activity as negotiated.

Professional/study leave of up to 10 days per year (or 30 days over 3 years) will be made available in accordance with the Terms and Conditions of Service. The post holder will also have access to a study allowance of £1000 per year (or £3000 over 3 years).

The post holder will be expected to become part of a CPD Peer Group in order to discuss and review complex / challenging clinical cases and to provide support in achieving their Personal Development Plan. There is support to identify and join a local group, which run independently from the Trust and meetings are negotiated by group members to meet their development and appraisal needs.

### **Research and development (R&D):**

Research is not expected in this role but would be supported if the postholder has a specific interest.

Research and Development is strong at NELFT, and we are the top recruiter to NIHR trials for a MH Trust in the North London Region with over 44 portfolio studies and 14 non-portfolio studies running at the Trust. We are in receipt of circa £2,363,915 in 20/21, over 50% of this income is from research grants that NELFT are leading and sponsoring.

NELFT encourages high quality research by providing access to high quality academic supervision, training, and statistics and methodology assistance. In addition, there are workshops, open days, and funding to support higher degree courses with a major research component. The R&D Department also manages research governance procedures to ensure good practice in research. There are regular updates through a newsletter, email, and the R&D website. Researchers are welcome to approach R&D for advice and support. The postholder will be encouraged to pursue research, with the possibility of linking this to the programme of such activity conducted within the Trust Research and Development Department headed by Dr Russell Razzaque or with other academic centres.

### **Library Services:**

Aubrey Keep Library (based at Goodmayes Hospital) provides library and knowledge services to NELFT staff. The library offers computer access, colour laser printer, photocopier and scanner, quiet study space, and support with literature searching and current awareness. A professionally qualified librarian and an experienced library assistant staff the library and are always happy to help. It stocks around 2,500 print books and takes 40 print journals. Many other resources are available electronically or through reciprocal lending and document supply schemes.

### **Medical Education Department:**

Dr Shirin Mishra is the Director of Medical Education (DME). We also have three postgraduate tutors to support Higher trainees, Foundation trainees, Core and GP Trainees and SASG doctors. There are several other roles within the department e.g. Simulation Training Lead, Supported Return to Training Champion etc. The department is supported by 2 medical fellows, and one nurse fellow in education and 3 postgraduate tutors. Consultants have plenty of opportunities to contribute and develop their educational interests.

The NELFT medical education department delivers undergraduate and postgraduate (core and higher) education and training. Due to our geographical context, our medical education department has key relationships with two health education bodies, Health Education North Central and East London (HENCEL) and Health Education East of England (HE EOE). We also work with University College London Partners (UCLP).

We attract doctors of the highest calibre to enjoy excellent training in a friendly, nurturing environment. They range from FY trainees to higher specialist trainees mainly in psychiatry but also in Paediatrics, Geriatrics and Audio-vestibular medicine.

NELFT is actively involved in teaching Undergraduate medical students, providing 4<sup>th</sup> Year and 2<sup>nd</sup> year from Barts & The London School of Medicine and Dentistry, Queen Mary, University of London with placements and a smaller number of 4<sup>th</sup> year Psychiatry placements for students from University College London (UCL). There are opportunities for consultants to teach “at the bedside” and on the formal medical school lecture courses.

Several of our consultants are also Educational Supervisors, which is coordinated by the Director of Medical Education. We also run a Leadership Course, which is approved by the Institute of Learning Management for senior trainees and have received funding to run a management course for junior trainees. In the past we have run Leadership Programmes for staff grade doctors as well.

#### **Audit/Quality Improvement (QI):**

The post holder will be expected to support a culture of continuous improvement by utilising a Quality improvement approach to think systemically about complex problems, develop potential change ideas and test these in practice using a systematic QI methodology. High quality clinical leadership should empower the team to resolve local issues on a daily basis using the tools and method of quality improvement without staff having to seek permission.

Dr Stephen O'Connor is the Associate Medical Director for Quality Improvement and our Director for Quality Improvement is Mirek Skrypak.

#### **Mentoring:**

The post holder will have the option to access mentoring from an experienced and trained mentor within the Trust.

#### **Leave:**

The annual leave entitlement is 32 days per annum, increasing to 34 days after seven years as a consultant. Study Leave entitlement is 30 days to be taken over a 3-year period. Leave should be applied for in line with the Trusts' Annual Leave Policy and Procedure for medical staffing.

#### **Cross-cover:**

It is expected that the three consultants and the Specialty Doctor provide cross-cover for each other when one of them are on leave, and in urgent situations if necessary. The post holder needs to pre-arrange cross-cover with the other consultants to cover his/her clinical duties whilst on leave. Arrangements should be stated in the leave application. If two doctors are on leave simultaneously (exceptional), bank/locum cover needs to be requested via the AMD..

#### **External Duties:**

The Trust supports consultants to take up and carry out external duties i.e., Royal College roles, HEE roles, within the context of job planning.

### **The post holder is required to:**

- Work in accordance with Trust policies and guidelines.
- Always adhere to the Trust Information Security Policy, in particular ensuring that there are no breaches of confidentiality because of your actions.
- Carry out other duties commensurate with the grade as directed.

### **2.0 Composition:**

The Redbridge Directorate is home to the following services:

#### Community Health Services:

The Redbridge Specialist Children's Health service, including community paediatrics  
The Redbridge 0-19 service

#### Mental Health:

The new Redbridge Mental Health & Wellness Teams - North, West, and South.  
The Redbridge Older Adult Community Mental Health Service  
The Redbridge Talking Therapies (Improving Access to Psychological Therapies, IAPT) Service. This is a primary care mental health service  
The Redbridge Early Intervention in Psychosis (EIP) Team  
The Redbridge Community Learning Disability Team  
The Redbridge Memory Service  
The Redbridge Child & Adolescent Mental Health Service (CAMHS).

The 4 London Community Directorates (Havering, Barking & Dagenham, Redbridge, and Waltham Forest) all have the following services:

Community CAMHS services  
Community Paediatric services  
Community Adult Mental Health Wellness Teams (Primary Care networks)  
Community Older Adult Mental Health Wellness Teams (Primary Care networks)  
Early Intervention in Psychosis teams (for younger patients with first episode psychosis)

In Redbridge there are 3 Mental Health & Wellbeing Teams (MHWTs) – South, North and West. Please refer to map above (3.1). This post is located entirely in the community setting, within the Redbridge (Adult) Mental Health & Wellness Team (West), which is described in more detail under 3.4.

There is an established weekly physical health clinic for patients that is run by dedicated nurses, and the post holder will be required to contribute to this. There is an established ECG clinic and a borough wide Clozapine Clinic at Mellmead House.

The Acute & Rehabilitation Directorate (ARD) is based at the Goodmayes site in the same borough of Redbridge and provides several services as part of the Acute Care Pathway for mental health patients. Sunflowers Court is the modern, purpose-built inpatient unit which provides several acute inpatient wards (single sex accommodation), a Psychiatric Intensive Care Unit, a Low Secure Unit (male only), an accredited Electro-Convulsive Therapy (ECT) Suite and a dedicated Section 136 Suite, which acts as the designated local Health-Based Place of Safety to which police bring acutely unwell patients they have held under Section 136 of the Mental Health Act.

The Home Treatment Team (HTT) is also based next door to Sunflowers Court and works closely with the inpatient clinical teams.

Community patients felt to be in need of ARD services are referred to a small, specialist Acute Crisis & Assessment Team (ACAT) who will review patients with the clinicians who already know them in their local teams to reach an agreed clinical management plan (admission, HTT, etc). Community teams are encouraged to refer early where appropriate with a view to enabling pro-active interventions.

Patients from Redbridge are, where possible, admitted to specific wards at Sunflowers Court (Knight Ward for female patients and Turner Ward for male patients) which greatly assists in communication between inpatient and community clinicians and fosters good working relationships and joined-up thinking. Similarly, there is a specific Redbridge HTT for Redbridge patients, producing similar clinical benefits.

NELFT also provides a Psychiatric Liaison service to Queens Hospital A&E (Romford - Havering), King George Hospital A&E (Ilford - Redbridge) and Whipps Cross Hospital A&E (Leytonstone – Waltham Forest).

NELFT also has a Trust-wide eating disorder service, a Perinatal service, as well as a Personality Disorder service (IMPART).

Each local clinical team ensures that the service is tailored to meet local need, links to local systems, resources, and services. The teams provide easy access, high quality, comprehensive, outcome focussed and evidence-based interventions following an integrated care pathway approach across health, social care, education, voluntary and the community sectors. The locality teams also advise and support services to maximise capacity to build resilience and provide early intervention.

The size of each Adult Mental Health & Wellness team is based on several factors, including the index of multiple deprivation and access score, predicted and historic referral numbers, geography, adult population and current demographic data. Each team delivers across multiple clinical care pathways combining both brief and longer-term interventions. All staff have full mobile working access to ensure they can deliver interventions from a range of venues as clinically appropriate (e.g., GP practices, adult centres, homes, and importantly inpatient units such as Goodmayes and Woodbury Unit where needed).

In 2016, London Borough of Redbridge and NELFT joined together in partnership to provide community health and adult social care services. Redbridge has been among the first boroughs to do this, and as a result, people who use our services are offered a seamless community service.

There is a forensic liaison service from East London NHS Foundation Trust, which provides advice and support to teams.

Specialist Substance Misuse Services are commissioned separately to NELFT mental health services, but inevitably there is a huge overlap between the 2 groups of patients – a large minority of the patients under the care of the NELFT MHWTs will have co-existing substance misuse issues. In Redbridge the locally commissioned provider is R3 (Westminster Drug Project) and there are regular scheduled joint clinical meetings where mutual patients can be discussed, and joint working planned.

The Mental Health & Wellness Team provides a community mental health service to adults with mental health needs who are registered with a GP Practice located in the northern part of the London Borough of Redbridge (plus a small number of patients who reside in that part of the Borough but whose GP is elsewhere). This roughly equates to residents of the Electoral Wards named Fairlop and Seven Kings on the borough map in Section 3.1 above.

We are moving to 'Place-Based Care' allows for greater continuity of care over time with patients continuing to see the same staff throughout their mental health journey. It also enables improved communication and linked working with Primary Care (making it much easier to discharge stable patients to the care of their GP and accept patients back to Secondary Care for extra support before a full-blown crisis emerges) and a much better degree of integration with community physical health services which are also aligned to PCNs.

The transformation in NELFT has taken place in full consultation with all relevant stakeholders, most importantly including patients and carers. The new teams have allowed for the development of new roles including Peer Support Workers and senior mental health nurses embedded into specific PCNs to enhance the ability of Primary Care to support a broader range of patients' needs.

The aim of the transformation at its core is to put relationships (between clinicians and patients, but also between different clinicians) at the heart of mental health care to provide truly person-centred care, improve clinical outcomes and assertively promote recovery.

NELFT is also working on developing a replacement for the Care Programme Approach (CPA) system to produce a patient-centred, needs-led, recovery-focussed system that will be truly meaningful for patients and clinicians (and, along with other initiatives, which will significantly reduce the administrative burden on clinicians, releasing more time for care delivery).

MHWT is driven to provide high quality initial screening and specialised assessments to people who are referred to the service with a wide range of mental health conditions.

After patients are accepted, the service provides regular monitoring of mental state, support with developing coping abilities for symptoms and individual interventions, and support with physical wellbeing.

All patients are offered full needs assessments, medical reviews (psychiatric and physical health needs), risk assessments / management, educational and occupational interventions, psychological input (including family work and Cognitive Behavioural Therapy) and support around social needs, including housing and lifestyle. Carers are also identified and offered intervention as appropriate. The nature of the input provided by the team is individually tailored to the needs of the patient with a view to promoting wellbeing principles identified in the Care Act. Social Groups are also part of the recovery-based activities that the service offers to patients. The service provides these interventions in low stigmatizing environments and in a flexible manner that promotes access.

It is genuinely an exciting time to work in NELFT mental health services!

The MHWT – West was established on 24.01.2023. We therefore have limited detail on referral numbers, however during the first month of operation, the team received 164 referrals, of which 60 were rejected at screening (37%). So, an average of 41 referrals per week, of which an average of 15 per week were rejected, so 26 referrals per week. Triage of these referrals is completed by Health Care Professionals, so not all of the accepted referrals will require medical appointments as they will be discharged to other services after initial HCP assessment.

The team currently has a total caseload of 985, which is subject to change due to discharges and received referrals. The caseload demand for psychiatrists is variable, but we would expect a fulltime consultant to have between 1 and 2 new / initial assessments per week, and between 10 to 18 follow-up case per week. The number of new assessments vary between 40 and 80 per year.

The Service operates a weekly Risk Zoning Meeting that lasts between 60 and 90 minutes, with multidisciplinary input facilitating robust risk management and a 'whole team' approach to team caseload management. There are also regular business meetings.

## 2.1 Leadership

Each Operational Directorate is lead by an Intergated Care Director (ICD), Associate Medical Director (AMD), and a Director of Nursing (DoN). We have also appointed Deputy Associate Medical Directors within the directorates to strengthen Medical Leadership, and provide support to the AMD.

## 2.2 Redbridge Mental Health & Wellness Teams - composition:

<b>Consultant Psychiatrist</b> Consultant 2.5wte
<b>Junior trainees</b> CT/GPVTS 2wte
<b>Integrated Training Post</b> ITP 1wte
<b>Medical Secretary</b> Band 4 2.6wte
<b>Operational Lead</b> Band 8A 1wte
<b>Clinical Lead CPN</b> Band 7 3wte
<b>Community Psychiatric Nurse (CPN)</b> Band 6 5wte
<b>Community Pharmacist</b> Band 8A 1wte across 3 MHWTs
<b>Senior Practitioner S/W</b> Band 7 2.5wte
<b>Social Worker</b> Band 6 5wte
<b>Clinical Lead OT</b> Band 7 1wte
<b>OT</b> Band 6 1wte
<b>OT</b> Band 5 1wte
<b>Community Psychologist</b> Band 8A 1wte across 3 MHWTs
<b>Community Associate Psychologist (CAP)</b> Band 5 1wte
<b>STR Worker</b> Band 3 2wte
<b>Peer Support Worker</b> Band 3 2wte
<b>Admin</b> Band 5 2wte across 3 MHWTs
<b>Admin</b> Band 4 2.5 wte

## 3.1 NELFT Profile

NELFT provides award winning community and mental healthcare for over 4.9 million people across 2,914 square miles of parts of Kent, Essex and North East London.

We work with our patients and their communities to meet health needs. With an excellent reputation for research and development, and quality improvement, our skilled health professionals are at the cutting edge of evidence-based innovation, opening up the possibilities for better ways of working and delivery of high-quality care. Our journey includes service development in coproduction with people who use our services and we are an early adopter of the Patient and Carer Race Equality Framework.

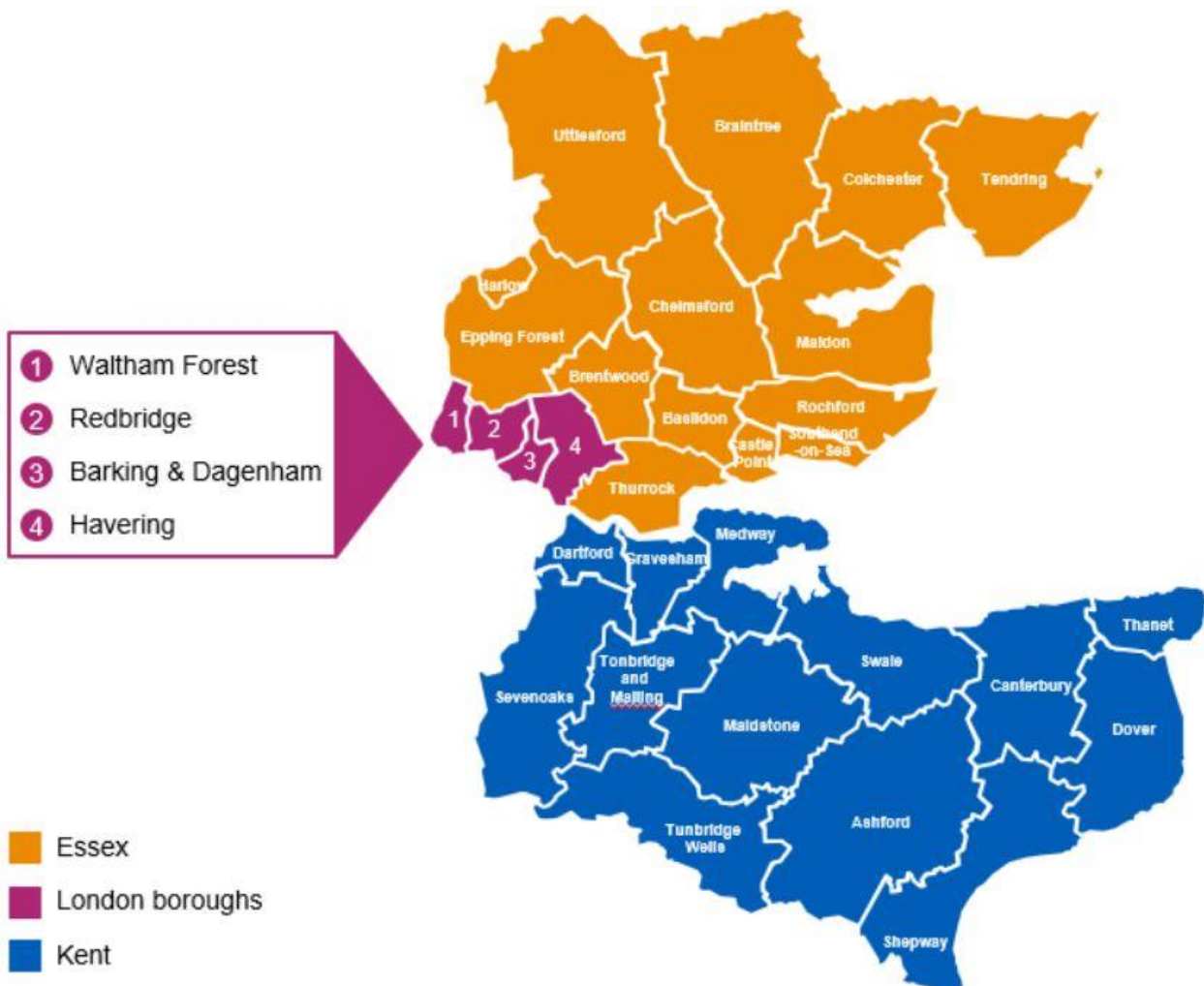
We employ over 6,500 staff and operate with an annual budget of more than £490 million in order to deliver the *best care by the best people* across the communities we serve.

We take pride in our achievements in the Workforce Related Equality Standard (WRES) and have an active Global Majority Network (GMN) for our staff. We also have several other networks, all of which make a vital contribution to our vibrant and inclusive organisation.

We are in the top 10 most improved Trusts in the NHS National Staff Survey, with all ten elements measured in the top quartile of results (2020), and we are in the top four organisations in London for the 2021 NHS National Staff Survey.

Our staff are incredibly important to us, and we have focused on ensuring that our staff are well supported. We have developed numerous initiatives across the Trust supporting staff wellbeing (e.g., self-care, work-life balance, stress management, coaching/mentoring) and individuals are encouraged to complete a Personal Wellbeing Plan. Staff members have access to a wide range of benefits which include flexible working, flexible retirement, cycle scheme, gym discounts and other benefits. Teams can also access wellbeing support sessions where required.

Our Quality Improvement team have trained more than 325 facilitators and 30 mentors in Institute of Healthcare Improvement (IHI) methodology, and we are using QI as the way to drive better services for patients and staff across the organisation. Our commitment to Quality is strong and our journey of improvement ongoing.



We know that Clinical Leadership is key in delivering safe and effective services and the Trust has invested in clinical leadership across all clinical specialities, with £2.4 million earmarked over a three-year period. We have already recruited to many different Clinical Leadership posts to ensure all our services are clinically led and operationally enabled.

We have numerous accreditations across our services and are currently rolling out the AIMS program across our adult acute inpatient units, which is an exciting and patient focussed program.

Our mental health services include:

- Specialist inpatient and community-based treatment and care for people experiencing acute mental illness
- Help for children and young people with emotional, behavioral or mental health difficulties
- Care for people with dementia
- Specialist community eating disorder teams
- Specialist community perinatal teams
- Specialist community personality disorder teams
- Support for people with problems associated with drug and alcohol misuse

Our community services are provided in clinics, hospitals and in people’s own homes, and include:

- Care and support for people living with long term conditions such as diabetes
- Speech and language therapy
- Health visiting, district and school nursing
- Specialist community pediatric, therapy and nursing services

We actively sought to develop our stakeholder partnerships locally and are fully engaged in the development of Primary Care Networks, Sustainable Transformation Projects, and Integrated Care Systems. This is led locally by the Integrated Care Directorate leadership teams to ensure that the needs of our local populations are met. Partnership work with our governors, people using our services, and our staff is also critical in maintaining momentum and energy for the changes that the future of public services will demand.

Benchmarking of our services and their performance has proved that we are often leading the field. Our focus on high quality and value for money means we are able to play a key role in supporting the local health economy to provide integrated healthcare services for local people.

#### Area demographics:

Area	Total Population	CYP	Adult	Older Adult
Barking & Dagenham	214,107	58,551	135,749	19,807
Essex	1,800,000	359,000	1,100,000	367,000
Havering	260,651	53,208	160,925	46,518
Kent	1,900,000	367,000	1,100,000	364,000
Redbridge	305,658	76,447	189,938	39,273
Waltham Forest	277,000	66,750	180,250	29,980

For more information on local demographics, please use the following links:

[Population and demographic data | LBBD](#)

[Essex population stats in maps and graphs. \(plumplot.co.uk\)](#)

<http://www.haveringdata.net>

[Kent population stats in maps and graphs. \(plumplot.co.uk\)](#)

[Redbridge \(Borough, Greater London, United Kingdom\) - Population Statistics, Charts, Map and Location \(citypopulation.de\)](#)

[Statistics about the borough | Waltham Forest Council](#)

### 3.2 Trust & Medical Management Structure

#### Our Trust Board

The Trust Board is made up of executive and non-executive directors. They work together to set the strategic direction and priorities for our organisation. They are held to account by our Council of Governors.

The executive directors are also part of our wider Executive Management Team, which is responsible for the day-to-day running of the Trust. Other members of our Executive Management Team attend board meetings.

Our current Board structure can be found on this page: [Providing care for people in London, Essex, Kent and Medway | NELFT NHS Foundation Trust](#)

### **Medical Management Structure:**

Our Acting Chief Medical Officer is Dr Helene Brown and Dr Sarah Dracass Medical Director for Inpatient and Urgent Mental Health care in North East London.

We have 7 operational Associate Medical Directors who lead in each of the directorates, and we have strategic Associate Medical Directors who lead across the organisation to implement standardised best practice. We have also appointed to Deputy AMD posts in the Directorates, as part of the Clinical Leadership investment.

Our 7 operational directorates include:

- Acute and Rehabilitation Directorate (ARD)
- Barking and Dagenham
- Essex
- Havering
- Kent
- Redbridge
- Waltham Forest

Our 3 strategic 'Clinical Integrated Groups' include:

- Children and Young People
- Adult Mental Health and Intellectual Disability
- Older People and Frailty

### **Staff Health and Wellbeing**

Managing health and wellbeing is the responsibility of both the employer and the employee. The Trust strives to ensure that staff are provided with an environment and opportunities that encourage and enable them to lead healthy lives and make choices that support their wellbeing. We will ensure the following is in place to support all staff:

- Local occupational health service for pre-employment and in-employment support is available. Our Occupational Health provider is OH Works Ltd. Referral will be by their line manager with their consent.
- There is access to an Employee Assistance Programme (EAP), which offers employees confidential, independent, unbiased information and guidance on a range of emotional, health and social issues. A range of other support services are available to provide emotional wellbeing support including "Here for Staff" an internal psychological service for staff affected by serious incidents.
- Support for staff following serious incidents is available and teams can access wellbeing support sessions.
- A wide range of local initiatives/resources are provided to promote workforce wellbeing for example: self-care, work-life balance, stress management, coaching/mentoring, and individuals are encouraged to complete a Personal Wellbeing Plan.

- Individuals will have access to a wide range of benefits, which include flexible working, flexible retirement, cycle scheme, gym discounts and other benefits.

All staff will be provided with information on how to access these support resources during induction, and regular updates are also communicated in our weekly newsletter.

### **Equality and Diversity:**

NELFT is committed to the implementation of the Equality and Diversity at Workplace policy which ensures equal opportunities for all. NELFT is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality, and diversity, and encourages individuals to develop and maximise their potential. The Trust will ensure that it provides equal and fairness for all, and not to discriminate on the grounds of gender, marital status, race/ethnicity, disability, sexual orientation, religion, transgender or gender reassignment status, age, marriage, or civil partnership/same sex marriage, and because of you being pregnant or being on maternity/paternity leave. All staff are required to observe this policy in their behaviour to employees and patients/service users.

### **Additional Information**

Additional information about protocols and guidelines while working at NELFT are outlined in [this document](#).

### **Key Performance Indicators (KPI) and Objectives**

Each individual and service will be set KPIs and achievement against these will be regularly reviewed. Performance against individual and service KPI's will be routinely monitored by your manager.

### **Review of this Job Description**

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

### **Other Duties**

There may be a requirement to undertake other duties as may reasonably be required to support the Trust. These may be based at other Trust managed locations.

### **Amendments:**

This is a description of the post as it is at present constituted. In consultation with the post holder, periodic reviews will be carried out to ensure that the job description relates to the job being performed and to incorporate any changes being proposed. It is hoped that agreement can be reached to any reasonable changes. If this is not possible your line manager reserves the right to make changes to the job description in consultation with you.

### **Who to contact for informal inquiries:**

**Associate Medical Director: Dr Shweta Anand**

[Shweta.Anand@nelft.nhs.uk](mailto:Shweta.Anand@nelft.nhs.uk)

**Medical Staffing:**

[medicalstaffinghr@nelft.nhs.uk](mailto:medicalstaffinghr@nelft.nhs.uk)



## Person Specification

Please note if you do not meet all the criteria listed in the person specification, we encourage you to still apply and development needs can be discussed at the interview.

Qualifications	Essential	Desirable	Measurement
<ul style="list-style-type: none"> <li>Inclusion in, or eligibility for inclusion in the Specialist Register for Psychiatry or within 6 months of obtaining CCT</li> <li>Approved Clinician status, or eligibility for it.</li> </ul>	✓		Application Form
<ul style="list-style-type: none"> <li>Inclusion in the specialist register for Old Age Psychiatry specifically</li> </ul>		✓	Application Form
<ul style="list-style-type: none"> <li>Postgraduate qualification</li> </ul>		✓	Application Form

Clinical Experience	Essential	Desirable	Measurement
<ul style="list-style-type: none"> <li>Mastery in the management of a broad range of mental disorders in older adults</li> </ul>	✓		Application Form Interview
<ul style="list-style-type: none"> <li>Experience in managing patients from different cultural backgrounds.</li> <li>Working with interpreters and translators.</li> </ul>	✓		Application Form Interview

Knowledge	Essential	Desirable	Measurement
<ul style="list-style-type: none"> <li>An awareness of NHS strategic and clinical governance priorities.</li> <li>Understanding of change management</li> </ul>		✓	Application Form Interview
<ul style="list-style-type: none"> <li>Extensive knowledge of the biological, psychological, and social determinants of mental health disorders and evidence-based treatment interventions.</li> <li>An understanding of leadership and evidence of how this has been put into practice.</li> </ul>	✓		Application Form Interview

Clinical Skills	Essential	Desirable	Measurement
<ul style="list-style-type: none"> <li>Excellent clinical skills.</li> <li>Excellent communication skills both verbally and written.</li> </ul>	✓		Application Form Interview

<ul style="list-style-type: none"> <li>Familiarity with a wide range of theoretical and clinical approaches. Ability to provide clinical leadership to the multi-disciplinary team.</li> </ul>			
<ul style="list-style-type: none"> <li>Clear thoughts on how to involve service users in service development and quality improvement</li> </ul>		✓	Application Form Interview

Organisation and Planning	Essential	Desirable	Measurement
<ul style="list-style-type: none"> <li>Interested in involvement in service development.</li> <li>Ability to effectively manage time and plan work independently.</li> </ul>	✓		Application Form Interview
<ul style="list-style-type: none"> <li>Experience in service development.</li> </ul>		✓	Application Form Interview

Teaching	Essential	Desirable	Measurement
<ul style="list-style-type: none"> <li>Experience in training and development of junior doctors and other professional groups.</li> </ul>	✓		Application Form Interview
<ul style="list-style-type: none"> <li>Experience and interest in multidisciplinary professional development</li> </ul>		✓	Application Form Interview

Academic Skills	Essential	Desirable	Measurement
<ul style="list-style-type: none"> <li>Experience in clinical governance and a willingness to participate in research.</li> </ul>	✓		Application Form Interview
<ul style="list-style-type: none"> <li>Experience in research, and a publication</li> </ul>		✓	Application Form Interview

Personal Skills	Essential	Desirable	Measurement
<ul style="list-style-type: none"> <li>Enthusiasm</li> <li>Probity</li> <li>Compassion</li> <li>Flexibility</li> <li>Ability to cope under pressure</li> </ul>	✓		Application Form Interview

