

## Consultant Psychiatrist in Old Age Psychiatry – Job Description

Post and specialty:	Pennine Care NHS Foundation Trust is seeking to make a full-time substantive appointment to this post following the departure of the previous post holder.
Base:	Etherow Building, Tameside General Hospital, Ashton-under-Lyne, OL6 9RW.
Contract:	10 PAs
Accountable professionally to:	Clinical Director
Accountable operationally to:	Operational Manager
Key working relationships and lines of responsibility:	<p>Line Manager : Dr Elizabeth Elvin</p> <p>Locality Manager : Donna Carr &amp; Debra Williams</p> <p>Clinical Director : Dr Elizabeth Elvin</p> <p>Associate Clinical Director : Dr Dipti Patil</p> <p>Responsible Officer : Dr Simon Sandhu</p> <p>Head of Service : Donna Carr, Debra Williams</p> <p>Deputy Medical Director : Dr Nilika Perera</p> <p>Operational Manager : Emma Dickinson</p> <p>Medical Director : Dr Simon Sandhu</p> <p>Chief Executive : Anthony Hassell</p>

## 1. Introduction

Pennine Care NHS Trust was formed in 2002 and provides specialist mental health services to the Metropolitan Boroughs of Bury, Rochdale, Oldham, Tameside and Stockport, serving a total population of approximately 1.3million.

This Consultant post in Old Age Psychiatry is one of four Consultant posts serving the elderly population of Tameside and Glossop. The four posts have been carefully balanced with regard to population, morbidity and non-clinical workload. This post covers a mixed urban and rural catchment area.

## 2. Service details

The department is responsible for provision of mental health services to the Metropolitan Borough of Tameside and the Glossop area of Derbyshire, a total population of about 250,000 living in a mixed urban and rural setting on the East side of Manchester at the foot of the Pennines. A breakdown of this population by age and local authority ward with deprivation indices is appended. Our main Commissioners are Tameside and Glossop CCG who cover the same area. The Social Service Commissioners are Tameside Metropolitan Borough Council (MBC) and High Peak, Derbyshire for Glossop.

The borough management team consists of the operational manager (Emma Dickenson), the clinical director (Dr Elizabeth Elvin) and the quality and governance lead (Ruth Lee) who work together to provide a single line of management through the services in the borough.

The Mental Health Services for Older People is divided into 3 sectors (North, West and South) which are of roughly equal overall morbidity and population. There are a number of General Adult Consultants, STs, CTs, GP trainees, FYs and APs associated with each sector. The core services are outlined below.

There are two male Acute Admission Wards, Hague a 14 bedded functional ward and Summers an 11 bed organic ward, that are used in a patient focused way. There are about 50 WTE nursing staff for the 25 beds, which allows implementation of comprehensive assessment and treatment protocols drawn up in association with the Community teams to facilitate early discharge. Consultants have access to both wards for their patients.

There are two Service Managers for Mental Health Services for Older People who work together on a job share basis, Donna Carr and Debra Williams. They are responsible for Inpatient Services, Community Services (comprising Dementia Team, Nursing and Residential In reach Team, CMHT and Home Intervention Team), Memory Services, Day Services and a commissioned Liaison Service for the general hospital. The Service Managers and team leaders meet with the Consultants once every month.

## **Staff and Facilities of the Department of Old Age Psychiatry**

### **Elderly Services**

Dr Babu Nayar	- full time
Dr Faisal Parvez	- full time
Dr Vivek Tharaken	- full time
Dr Anwar Khan	- full time (locum) – <b>this post</b>

### **Service Management & Liaison**

1.0 WTE Older People's Service Manager – Donna Carr (0.6), Debbie Williams (0.4)

Modern Matron – for Older Adult Mental Health Inpatient services across the five boroughs.

## **Inpatient and Day Services**

All wards, day hospital and memory service facilities are in a purpose-built older person's mental health unit - The Etherow Building. They are available for use by each of the post-holders on a pro-rata basis, considering normal variations of clinical loads and geographical factors. The Etherow Building also provides office accommodation for the Consultant Psychiatrists, Community Mental Health Team, Home Intervention Team and Liaison Team.

### **Summers Ward**

Elderly male organic assessment ward: 11 beds. On occasion patients with a diagnosed organic disorder below 65 years old may be admitted following discussion.

- 1 WTE Band 7 Ward Manager – Kerry Moyles
- 3 WTE Band 6 Deputy Ward Manager
- 7.53 WTE Band 5 Staff Nurses
- 1 Band 4 Nurse Associate
- 13 WTE Band 3 Nursing Assistant
- 1 WTE Technical Instructor – Vacant
- 1 WTE Housekeeper
- 1 WTE Ward Clerk

### **Hague Ward**

Elderly male functional assessment ward: 14 beds.

- 1 WTE Band 7 Ward Manager – Stephen Lockett
- 3 WTE Band 6 Deputy Ward Managers
- 7 WTE Band 5 Staff Nurses
- 2 WTE Band 4 Nurse Associates
- 10.70 WTE Band 3 Nursing Assistants

- 0.60 WTE Housekeeper
- 1 WTE Ward Clerk

### **Also shared for inpatients**

- 0.5 WTE B7 Physiotherapist
- 1 WTE Band 7 Clinical Excellence Lead
- 0.5 WTE Occupational Therapist
- 0.5 WTE Dietician

### **Whittaker Day Hospital**

30 places available daily, to provide a full assessment and intervention service to both functionally and organically ill patients.

- 0.50 WTE Band 7 Day Hospital Nurse Manager – Amanda Doyle (Not on Whittaker Budget)
- 1.00 WTE Band 6 Occupational Therapists VACANT
- 1.8 WTE Band 5 Nurse
- 2.00 WTE Band 4 Assistant Practitioner VACANT
- 1.00 WTE Band 3 Nursing Assistants
- 1.00 WTE Band 3 Driver/ Support Worker
- 1.00 WTE Band 2 Housekeeper/ Reception

### **Community Services**

The community services provide specialist multidisciplinary services to Tameside and Glossop residents who present with recognised mental health problems. The services are part of a planned and integrated whole systems approach to care delivered in conjunction with clients and their carers. They provide an integrated local Social and Health Care Team which is multi-disciplinary and offers a range of assessments, therapies and treatment options.

## **The Community Mental Health Team**

The CMHT for Older People is for adults over 65 years. However, the service is flexible and will accept clients under 65 if the person meets the eligibility criteria as outlined in the Trust Transition Protocol.

For people with dementia and their carers the CMHT joint work with the local authority and provide specialist assessments and interventions.

For people with functional mental health problems the service provides Care Co-ordination/Case Management of clients with complex needs including specialist assessment and specialist interventions.

The service comprises -

- 1.00 WTE Band 7 CMHT Manager -Debbie Williams (0.6 WTE)
- 1.0 WTE Band 7 Link Worker (CERN pathway)
- 5 WTE Band 6 Dementia Practitioners
- 5 Band 6 CPNs
- 0.5 WTE Band 5 Occupational Therapist
- 1.00 WTE Band 4 Assistant Practitioners – VACANT
- 1.0 WTE Trainee Wellbeing Practitioner
- 4 WTE Band 3 Support Workers
- 0.80 WTE Social Workers
- 1 WTE Band 4 Administrator
- 2. WTE Band 3 Administrators

## **Home Intervention Service**

Flexible home support and intervention for patients who present with an acute mental health need, providing an alternative to admission and facilitating early discharge from the inpatient unit. The team work seven days per week between 7.00am and 9.00pm, it is a flexible service, which includes assessments and monitoring behaviour, as well as giving medication and support.

The service comprises -

- 1.00 WTE Band 7 Manager – Claire Fraine
- 5 WTE Band 6 Nurses
- 3.00 WTE Band 3 Support Workers

### **Memory Assessment Service (MAS)**

Memory services aim to provide quick and easy access to diagnostic assessment with the aim of identifying treatable causes of cognitive impairment. It has recently received MSNAP. The service offers psychosocial and pharmacological interventions, which maximise quality of life and independent functioning for both older people with memory difficulties and their carers.

The service comprises -

- WTE Band 7 Nurse Manager - Amanda Doyle
- 1.00 WTE Band 7 ACP
- 1.00 WTE Band 6 Nurses
- 1.00 WTE Band 6 OT
- 0.4 WTE Band 5 Nurse
- 0.8 WTE Band 4 Assistant Practitioner
- 1.0 WTE Band 3 Support Worker
- 1.0 WTE Band 4 Med Sec
- 0.8 WTE Band 2 Administrator

### **Psychological Services for Older Adults**

Specialist assessment (including neuro-psychometric assessment) and psychological interventions

The Service comprises -

- 0.60 WTE Band 8c Consultant Psychologist

- 0.6 WTE Psychotherapist
- 0.80 WTE Band 7 Clinical Psychologist
- WTE Band 4 Clinical Assistant – VACANT

### **Physiotherapy**

Physiotherapy for older adults is available on a sessional basis.

### **Speech & Language Therapy & Dietetics**

These are assessable through the Acute Trust.

### **Day Centres in the District -**

There is a specialist Age Concern Day Centre for long term functionally mentally ill referred from the Old Age Psychiatry Service. There are two 20-place Day Centres operating seven days per week, funded by the Local Authority for people with dementia from all areas of the Borough (except Glossop).

### **Non-NHS Provision:**

There are numerous private Residential Homes, and a large number of Nursing Homes.

### **Service Evaluation and Proposed Service Developments**

The Trust is committed to the continuous evaluation of its services and the way in which they meet the needs of the population served. The number of beds available in this service is under review and audited.

### **ECT**

The ECT service is located at Stockport, patients being transported there for their treatments. This is a high-quality Royal College of Psychiatry approved ECT



Department with a dedicated team of psychiatric doctors and nurses and other relevant professionals.

### **Relationship with Tameside and Glossop Acute Services Trust:**

Tameside & Glossop Mental Health Services (inclusive of Mental Health Services for Older People) are on site with the Acute Trust at Tameside General Hospital.

We have an excellent working relationship with the Acute Trust and are collaborating in a joint worked liaison strategy with the Director of Nursing, Director of Clinical Services and the Medical Director.

We have established reciprocal working arrangements with the Acute Trust for patients presenting with physical and mental health co-morbidities. Mental Health Protocols are in place, for the general hospital staff to use in the assessment, treatment and management of older people with mental health problems across the general hospital.

## **3. Other Services in the Department of Psychiatry**

### **Adult Services**

**Home Treatment Team** is available as an alternative to admission and facilitates early discharge.

Our borough comprises three **Adult Community Mental Health Teams** whose main function is to work with referrals from primary care and provide an assessment service for non-urgent referrals and care coordination of patients who are accepted into the service.

**Early Intervention Service** - This team is an integral part of the larger psychosis service aiming to meet the needs of people experiencing their first episode of psychosis within the first two to three years of their illness. The emphasis of work is on recovery and resumed vocational trajectories.

**Members of the sectorised services also have access to district services:**

- Psychology Service
- Mentally Disordered Offenders
- Neighbourhood mental health team
- Learning Difficulties Service

**Future Developments**

We are part way through a large piece of work redesigning the community mental health offer across specialist services, primary care and the voluntary sector. This began with some work as part of the Living Life Well project based in Lambeth and is now involves the national Community Mental Health Framework developments.

**Liaison Service for Older People (with General Hospital).**

The team supports the responsible medical and nursing teams on the medical, surgical, orthopaedic & medical assessment wards within Tameside Hospital Foundation Trust. This is a CCG commissioned service.

*The service comprises:*

- 1.00 WTE Band 7 Nurse Manager
- 0.50 WTE Consultant Psychiatrist
- 2.00WTE Band 6 Nurses
- 0.50 WTE Band 6 Occupational Therapist
- 1.00 WTE Band 3 Support Worker
- 0.50 WTE Band 4 Medical secretary
- 0.50 WTE Band 3 Administrator.

## **General Adult Psychiatry:**

### **MEDICAL STAFF**

(\* denotes ST trainer)

Dr Elizabeth Elvin*	- Clinical Lead, full time
Dr Dan Manjulla	- full time (locum)
Dr Ruth Seton*	- 9 sessions
Dr Javed Chishti	- full time
Dr Helen Sanderson*	- 6 sessions
Dr Sajjad Sadiq	- 6 sessions
Dr Sher Ahmed	- full time (locum)
Dr Tania Hawthorn	- 6 sessions

### **Liaison Psychiatry**

Dr Sharon Yeung	- full time
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### **Early Intervention Service**

Dr Samei Huda*	- 8 sessions
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### **Other Medical Staff:**

Up to 4 Speciality Trainees in Psychiatry (Manchester Rotation)

7 CTs on the Manchester Rotational Scheme

5 GPSTs

2 FY2 Trainees

2 FY1 Trainees

4 Advanced Clinical Practitioners

## Local working arrangements

The post holder will be responsible for inpatients and outpatients in the sector, doing ward rounds and working closely with community teams. The post covers the geographic sector area of Ashton-under-Lyne, Stalybridge & Mossley (postcodes OL5, 6 & 7, SK15,) which is part of the North CMHT catchment area. The post is based in the Etherow Building, Tameside General Hospital, Fountain Street, Ashton-under-Lyne, OL6 9RW.

Estimated workload for this sector is as follows:

Typical inpatient caseload: Around 7 inpatients

Outpatient caseload: Around 160 patients

Number of new, follow up and Memory Clinic outpatients seen per week in clinic & at home, between consultant and junior doctor – around 20-25 patients.

Inpatients are admitted to Summers and Hague ward located on the Tameside General Hospital site. The number of inpatients / length of stay under each consultant vary.

The post holder will share access to all facilities within the service and work closely with members of the Multi-Disciplinary Team. The post holder will negotiate a timetable with the Line Manager.

The available clinical resource has been outlined above; the post-holder will have a lead role in the Multi-Disciplinary Team, both with respect to individual cases and with respect to the overall functioning and clinical targeting of the team.

The department operates along a clinical directorate structure, with great emphasis on 'clinical governance' and involving key senior clinicians in management decisions. There is a directorate management team which has representation from the main service areas of the department. The management team represents the directorate

formally, for example at the Trust Management Board and the NSF Local Implementation Team.

#### **4. Continuing professional development (CPD)**

The Trust is committed to assisting Consultant Psychiatrists to meet the requirements of the Royal College of Psychiatrists continuing professional development (CPD) programmes. For External CPD there are explicit cross cover arrangements and sufficient funds to ensure Consultants can attend appropriate meetings. The post holder is expected to remain in good standing for CPD. Consultants can join local peer groups or a group of their choice.

Local educational meetings (Internal CPD) in term time occur every Wednesday afternoon and comprise of case conferences, journal club, audit presentations, research discussion and CPD meetings.

#### **5. Clinical leadership and medical management**

##### **Trust Arrangements**

The Chief Executive is Anthony Hassell, and the Medical Director is Dr Simon Sandhu. Members of the Board take special interest in ensuring the implementation of government guidance, promoting a full Clinical Governance programme and supporting the evolution of the service.

This post is line managed by **Dr Elizabeth Elvin**, interim clinical director for Tameside.

## **Consultant Support**

The formal Appraisal and Job Planning procedures follow national guidelines, details of the Pennine Care Protocols available on request. Appraisal is carried out in collegiate fashion by trained members of the consultant peer group using an electronic system. Job plans are subject to yearly review with the clinical director. Consultants are committed to working together and supporting each other. Consultants belong to Personal Development peer groups and the resulting PDPs contribute to the Appraisal process.

## **6. Appraisal and job planning**

A robust appraisal process is in place using an electronic system. The mandatory training element is monitored through an educational governance group, there is an active audit department, and the Trust provides internal education for consultants such as away days, MHA training etc. Mentorship is offered to all newly appointed consultants, as is supervision with the lead consultant. Workload data is gathered and a quarterly appraisal report for consultants is produced.

## **7. Teaching and training**

The Director of Medical Education for the Trust is Dr Roshelle Ramkisson and the Clinical Tutor in Tameside is Dr Vivek Tharaken. The post holder will provide clinical supervision to the CT attached to the post.

## **8. Research**

Opportunities for clinical research are available within the Trust. The Trust's Associate Director for Research is Kathryn Harney. The Trust is part of the NW Mental Health R&D Alliance which has brought together colleagues from Mental

Health, Social Care and Primary Care NHS Trusts in Greater Manchester, Lancashire, Merseyside, Cumbria and Cheshire. By using the SPEAR application process, researchers can make one submission to one of the 7 Mental Health Trusts to make application to any/all of them. The Research Department provides all interested researchers with a 'Research Information Pack' and are readily available to advise and support. This document provides important information on all aspects of research governance, including details of the Research Governance Framework, duties and responsibilities of parties involved in research, guidance on confidentiality and access to records, participants consent, information governance, Caldicott Principles, guidance on incident reporting and guidance on fraud and misconduct in research. It also includes information and contact details for clinical research networks and topic specific networks, e.g. The Mental Health Research Network.

## **9. Mental Health Act and Responsible Clinician approval**

The post holder would be expected to be approved as a Responsible Clinician or be willing to undertake training to obtain Section 12(2) MHA and will be expected to renew this approval according to agreed procedures.

## **10. Secretarial support and office facilities**

The post holder will have access to secretarial support, a dedicated office with PC linkage to the Trust network and IT support. The Trust will provide a laptop and mobile phone.

## **11. Clinical duties of post holder**

- See 'local working arrangements' for specific areas of responsibility for this position.
- Management of complex cases.

- Clinical leadership of team.
- Role in assessment of referrals/admissions.
- Care plan and treatment formulation, guidance on evidence-based treatment and effectiveness.
- Liaison and collaborative working with other services/agencies.
- Mental Health Act implementation.
- Multi-disciplinary, multi-agency and partnership working.
- Other clinical duties

## **12. Training duties**

- Participation in undergraduate and postgraduate clinical teaching.
- Participation in the training of other disciplines.
- Providing educational supervision of trainees and other disciplines.
- Taking part in continuing medical education within statutory limits.

## **13. Clinical governance and quality improvement**

- Expected contribution to clinical governance and responsibility for setting and monitoring standards.
- Participation in clinical audit and quality improvement activities.
- Participation in service/team evaluation and the planning of future service developments.

## **14. General duties**

- To manage, appraise and give professional supervision to junior medical staff as agreed between consultant colleagues and the medical director and in accordance with the Trust's personnel policies and procedures. This may include assessing competences under the Modernising Medical Careers framework.



- To ensure that junior medical staff working with the post holder operate within the parameters of the New Deal and are Working Time Directive compliant.
- To undertake the administrative duties associated with the care of patients.
- To record clinical activity accurately and comprehensively and submit this promptly to the Information Department.
- To participate in service and business planning activity for the locality and, as appropriate, for the whole mental health service.
- To participate in annual appraisal for consultants.
- To attend and participate in the academic programme of the Trust, including lectures and seminars as part of the internal CPD programme.
- To maintain professional registration with the General Medical Council, Mental Health Act Section 12(2) approval, and to abide by professional codes of conduct.
- To participate annually in a job plan review with the clinical manager, which will include consultation with a relevant manager in order to ensure that the post is developed to take into account changes in service configuration and delivery associated with modernisation.
- To work with local managers and professional colleagues in ensuring the efficient running of services and share with consultant colleagues in the medical contribution to management.
- To comply with the Trust's agreed policies, procedures, standing orders and financial instructions, and to take an active role in the financial management of the service and support the medical director and other managers in preparing plans for services.

### **15. External duties, roles and responsibilities**

The Trust actively supports the involvement of the consultant body in regional and national groups subject to discussion and approval with the medical director and, as necessary, the chief executive officer.

## **16. Other duties**

From time to time, it may be necessary for the post holder to carry out such other duties as may be assigned, with agreement, by the Trust. It is expected that the post holder will not unreasonably withhold agreement to any reasonable proposed changes that the Trust might make.

The post holder may wish to become involved in Royal College or management roles and may wish to develop special responsibility within the service.

## **17. Work programme**

It is envisaged that the post holder will work 10 programmed activities over 5 days. The overall split of the programmed activities is 7.5 to be devoted to direct clinical care and 2.5 to supporting professional activities (as per the Royal College of Psychiatrists recommendation). The timetable is indicative only.

## **18. On-call and cover arrangements**

Pro-rata with other Consultants in the Department, currently 1 in 10 and is remunerated at 3%. On call is for all patients aged 16 and above with a mental health problem.

There is intermittent ST involvement in the on-call rota dependent on the number of filled ST posts.

## **19. Contract agreement**

The post will be covered by the terms and conditions of service for Hospital Medical and Dental staff (England and Wales) as amended from time to time. Contracts have been agreed with the BMA local negotiators, but individuals may wish to discuss this further before acceptance.

## **20. Equality and Diversity & Equal Opportunities**

The post holder must carry out all duties and responsibilities of the post in accordance with the Trust's Equal Opportunities and Equality and Diversity policies, avoiding unlawful discriminatory behaviour and actions when dealing with colleagues, service users, members of the public and all other stakeholders.

The post holder must promote awareness of and respect for equality and diversity in accordance with Trust policies and procedures.

The post holder is responsible for treating all staff, patients, service users, NHS contractors and the general public with dignity and respect at all times

## **21. Leave**

Entitlement to annual leave, study leave, and professional leave is as per the national contract.

## 22. Indicative timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>AM</b>	Ward Round (1PA)	Urgent Home Visits/ Mental Health Act work/ assessments / Admin (1PA)	Ward Round (1PA)	Memory Clinic (1PA)	Outpatient Clinic 9-12 (1PA)
	12.30 – 13.30 Single Point of Entry meeting Etherow Building (0.25PA)		Old Age Consultants meeting once a month (0.25 PA)	12pm – 2pm MHSOP* meeting once a month	
<b>PM</b>	Home Visits (1 PA)	Home Visits (1PA)	CPD (1 SPA)	Supervision Admin (1 PA)	Admin (1PA)

\*Mental health Services for Older People Consultants and Senior Managers Meeting

## 23. Approval of this job description by the Royal College of Psychiatrists

This job description and person specification was approved by the Royal College of Psychiatrists' regional advisor on 13/03/2023.

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