

People first

Prioritising  
quality

Progressive,  
innovative, and  
continually  
improving

Professional  
and honest

Promoting  
what is possible  
- independence,  
opportunity,  
and choice

## JOB DESCRIPTION & PERSON SPECIFICATION

### COMMUNITY OLD AGE PSYCHIATRY SPECIALTY DOCTOR Havering Memory Assessment Service

10 Programmed  
Activities (PAs)

26 Gubbins Lane  
Harold Wood

Replacement post

LON NE-SD-STH-2024-01901 (Approved)



17.03.2024 – 16.03.2026

## Messages from our senior leaders:

### Chief Executive Officer



**Paul Calaminus**

Thank you for showing an interest in working at NELFT. I am very proud to be the Chief Executive, working with so many amazing colleagues across the organisation. We provide mental health and community services to over 4.9 million people across northeast London, Essex, and Kent. Our aim is to deliver the best care by the best people. We are focused on working collaboratively to enable our colleagues to improve outcomes for our local communities through innovation and integration. We have invested £2.4 million pounds in clinical leadership, to ensure the clinical voice is heard. Our strong track record of operational and financial management allows us to this, investing in the development of our workforce as well as our services, particularly in the digital space.

At NELFT we strive towards a culture that is both just and compassionate for those we care for and for our colleagues. We firmly believe that respecting and valuing diversity, and engaging our workforce and our patients, improves patient experience and outcomes.

We aim to care for our colleagues as much as we do our patients and the health and wellbeing support, we have in place is testament to this. Our staff survey demonstrates that these are not just words but are a widely shared set of beliefs.

As a mental health and community trust we believe very strongly in partnership working. We have a well-established track record of collaboration with neighbouring healthcare organisations and local authorities that has enabled us to develop improved pathways of care and better outcomes for patients.

I hope that as you read this job description and the supporting information that you will consider a career with NELFT. It will be one that I have every confidence will be rewarding and fulfilling and will make a huge difference to the quality of life for those that we serve. I do hope I get the privilege of working alongside you in the future. Regards, Paul.

### Chief Medical Officer / Responsible Officer



**Dr Caroline Allum**

[Caroline.Allum@nelft.nhs.uk](mailto:Caroline.Allum@nelft.nhs.uk)

I would like to thank you for your interest in NELFT and wish you every success in your application.

We have a strong Medical Leadership team and believe the Clinical voice is key in driving best care in NELFT.

We are an innovative organisation and are actively engaging in exciting projects across the region, Integrated Care Systems, and within our organisation to make services better for our residents and patients. We hope you will play a key part in continuing our journey.

I look forward to meeting you. Regards, Caroline.

**Best care by the best people**

## Medical Director



**Dr Vincent Perry**  
[Vincent.Perry@nelft.nhs.uk](mailto:Vincent.Perry@nelft.nhs.uk)

Thank you for taking an interest and hopefully applying for a medical role in NELFT.

I have worked in NELFT for the past 20 years and cannot see myself working for another Trust. NELFT have provided me with several opportunities throughout the years to grow and develop, which will be the same for you.

We have a robust medical appraisal system, which is recognised as one of the best across London. We have a formidable medical educational department, research department, and Quality Improvement teams.

NELFT is entering a new phase in its service delivery, with several transformation project taking place. We have strong Medical Leadership in NELFT, and we are keen for the clinical voice and the patient voice to guide our service delivery decisions and developments. We also remain mindful of best practice.

I hope you will seriously consider becoming a key player in our journey to an Excellent CQC rating. I wish you all the best with your application and interview preparation and look forward to working closely with you. Regards, Vincent.

## Associate Medical Director – Havering



**Dr Olumide Adeotoye**  
[Olumide.Adeotoye@nelft.nhs.uk](mailto:Olumide.Adeotoye@nelft.nhs.uk)

Thank you for taking the time to review the details of this position within the Havering Directorate. NELFT provides community-based services across a range of specialities and to a widely varying demographic picture. Havering is an affluent area with pockets of deprivation, and a rapidly changing ethnic mixture.

The Havering Directorate is patient focused in their approach, and receptive to new ideas or approaches. We are forward thinking, dynamic and innovative. It has a culture of mutual respect and support between colleagues, and a willingness to support both education, development and advancement.

The Havering Leadership team fully embraces the compassionate leadership style that NELFT has introduced, with its members being forward looking, open and collaborative. This approach is mirrored by me as AMD, with an open-door policy, and supporting colleagues willingly in a wide range of areas, in a just and compassionate manner; communication being the focus.

The Havering Directorate is currently undertaking a programme of transformation which seeks to provide services in a more joined up way with colleagues from multiple disciplines being co-located to provide seamless care for our patients. Regards, Olumide.

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## 1.1 Job Title:

### Community Old Age Psychiatry Specialty Doctor

This post is for a community Old Age Psychiatry Specialty Doctor position in the Older Adults Memory Assessment Service, based at 26 Gubbins Lane, Harold Wood, Essex, RM3 0QA.

#### Rationale for post:

This is a well-established post that has become vacant as the previous post holder joined the senior trainee rotation. A lot of transformation has taken place already and continues to take place within Havering Old Age Mental Health Services and there is an existing Dementia Care Pathway transformation plan developed in liaison with local PCNs. This post is currently vacant, and we wish to recruit as soon as possible.

This is a new post and is substantive full-time - 10 Programmed Activities (PAs) post with 8 Direct Clinical Contact activities (DCC) and 2 Supporting Professional Activities (SPAs).

#### On-call responsibility:

This post does not currently include on-call responsibilities. If, however Section 12 approved there is an expectation to take part in the Trust's daytime (9am - 5pm) Section 136 rota, with an approximate frequency of once every 3 months.

The successful candidate will work as part of multidisciplinary teams providing care to older people with mental health needs across Havering.

The successful candidate will provide senior medical support to the team, and direct input on clinical cases. Together with the consultants, the postholder will be expected to provide guidance and supervision to the team, work directly with older people (and their families), and liaise as appropriate with other external older adult mental health providers, and acute hospitals.

The Older Adult Mental Health service as a whole in Havering benefits from a total of 5.1wte Old Age Consultant Psychiatrists together with 1wte Specialty Doctor (this post), a Higher Trainee and 2 Core Trainees.

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.

The postholder will have access to designated office based at 26 Gubbins Lane, Harold Wood.

#### Accountability:

The postholder will be professionally and clinically accountable to the Consultants in the team (currently Dr Janet Carter and Dr Kehkashan Khan), and operationally accountable to both the Associate Medical Director (currently Dr Olumide Adeotoye), and operationally accountable to both the Associate Medical Director and the Integrated Care Director for Havering (currently Irvine Muronzi) via the Assistant Director (currently Joanne Guerin).

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:

1. To be responsible for organising and prioritising own and others workload in the day-to-day allocation of work.
2. To deputise when required in the team consultant's absence and delegate appropriately to other medical staff.
3. To have organisational knowledge relating to Trust protocols and procedures and adhere to them.
4. To be responsible for providing accurate records of information required by the Trust for audit purposes.
5. To ensure effective risk management at team level by accident/incident reporting, assessing, and controlling risk and ensuring residual risks are added to the Trust's risk register.

### Clinical Skills:

1. To act as an autonomous, registered practitioner who is legally and professionally accountable for own unsupervised actions guided by the professional code of conduct and Trust guidelines and protocols.
2. The post holder will have full registration with a licence to practice on the General Medical Council (GMC).
3. Further professional knowledge will have been gained through accredited courses, workshops, study, and in-house training programmes.
4. To be responsible, and accountable, for service delivery to clients/patients.
5. To be able to assess and develop care plans to meet the complex needs of patients with a variety of conditions. This includes chronic, acute, and palliative care within own competencies, recognising own limitations and seeking advice when necessary. This will include continuously evaluating and acting on outcomes.
6. To be able to initiate referrals to other health professional specialist services and agencies.
7. To provide patients and relatives with information and education thus ensuring they have meaningful choices that promote dignity, independence, and quality of life.
8. To ensure practice is supported by research, evidence-based practice, literature, and peer review.

### Training & Supervision:

1. To act as mentor to junior colleagues (FY/CT/GPVTS/ST), providing effective education, facilitating their development, and promoting high standards of medical care.
2. Ensure junior colleagues are actively supported to enable them to achieve their learning needs.

3. To ensure own continued professional development and support a culture of lifelong learning in self and others.
4. To undertake, and assist, in the planning of own mandatory training and workshops.
5. To undertake a regular appraisal, developing a personal development plan that includes clinical competencies reflecting the health needs of the local population and relates to Trust strategy.
6. To support new staff and their integration within the team.
7. To support training as part of the role including changes to professional development and implementation of new policies and guidelines.

#### **Education:**

1. To provide in-service training to junior doctor, and other members of the multidisciplinary team.
2. To contribute to the teaching of Medical Students and Trainee Doctors.
3. To engage in the weekly Academic Teaching Programme

#### **Administration:**

1. To follow good medical practice standards in documenting all assessments of patients and to share necessary information with other health professionals.
2. To provide reports on time.
3. To ensure that all letters and summaries are checked and sent promptly to referring GPs, other colleagues, and agencies.
4. The post holder will ensure that accurate and up to date records are kept of all clinical activity.
5. The post holder will be expected to have good IT skills and to use the Trust's electronic case record system.

#### **Management:**

This is not a formal management position, however as a Senior Clinician you are expected to support the Consultant Psychiatrist to:

1. Support the team manager and other consultants in managing members of the multidisciplinary team to ensure a high level of patient care and ensure patient safety.
2. Provide clinical support to all medical members within the team offering supervision as appropriate.
3. Address all areas of clinical governance within the multidisciplinary team. The components of clinical governance include Education and Training, Clinical Audit, Clinical effectiveness, Research and Development, Openness and Risk Management.

#### **Leadership:**

1. To participate in the development of an effective team and the development of productive working relationships throughout the Trust.
2. To actively promote professional integrated health working, internally and externally.
3. To facilitate the development of a positive and supportive team culture by taking responsibility for dealing effectively with potential conflict.
4. To take an active interest in working parties and groups within the Trust to develop and improve on service delivery, protocols, and guidelines.
5. To participate in the audit process, linking in with the clinical governance agenda.
6. To advise, encourage and share knowledge utilising the latest research and practice development, through literature and peer reviews.
7. Support the Consultant/AMD in strategic service development and business planning.
8. Lead compassionately on the evolution of services.

9. Engage patients and staff in the development of services.

**Communication:**

1. To have a wide range of knowledge in approaches to communicating and managing patient care.
2. To be able to effectively communicate with colleagues, peers, senior managers, and clinical leads within the Trust.
3. To be able to communicate complex patient related information facilitating positive outcomes and ensuring collaborative working.
4. Participate in the review and development of clinical policies and identifies improvements to service provision.

**1.3 Provisional Job Plan:**

**Specimen Timetable:**

	AM	Type of Activity	PM	Type of Activity
<b>Monday</b>	Team meeting First assessment Outpatient Clinic (1 – 3 patients)	<b>DCC</b> <b>DCC</b>	Clinical Administration	<b>DCC</b>
<b>Tuesday</b>	Follow-up assessment Outpatient Clinic (2 – 4 patients)	<b>DCC</b>	Clinical Administration	<b>DCC</b>
<b>Wednesday</b>	Follow-up assessment Outpatient Clinic (2 – 4 patients)	<b>DCC</b> <b>DCC</b>	CPD	<b>SPA</b>
<b>Thursday</b>	Clinical Administration	<b>DCC</b>	Audit / Research	<b>SPA</b>
<b>Friday</b>	Follow-up assessment Outpatient Clinic (2 – 4 patients)	<b>DCC</b>	Clinical administration Supervision	<b>DCC</b> <b>DCC</b>

The final Job Plan (within the terms of the new Specialist Doctor Contract will be agreed with the Consultant Psychiatrist and in consultation with the Associate Medical 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 8 to 2. There is scope over time to increase SPAs to 2.5 within a 10 PA job plan, depending on the doctor’s commitment to undertake audit, research, QI or service development.

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 shared with the other doctors at the teams' base, 26 Gubbins Lane, Harold Wood, Essex, RM3 0QA

NELFT is promoting agile working for its workforce, and therefore the post holder will also have access to a laptop giving access to Electronic Patient Records and the Trust's information systems, and a smartphone.

The post holder will receive the necessary dedicated admin support from the dedicated medical administrators (0.8wte medical secretary in memory service).

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 with and support any IT queries. The post holder will also have internet access to e-mails, Trust policies and other information.

## **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 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.

### **Necessary Registrations:**

The post holder must be registered with the GMC and have a licence to practice. It is mandatory that the post holder have Section 12 status, or eligibility towards this. It is also the post holder's duty to ensure that their training and registration remains up to date.

### **CPD:**

NELFT appreciates the importance of; and supports all our specialty doctors to undertake regular Continuous Professional Development and make sufficient provision for this within their job plans. There is strong support from the trust for CPD and offers free subscription to CPD online from the Royal College of Psychiatrists.

The post holder will be expected to develop and maintain a programme of personal Continuing Professional Development, and to enrol for CPD with the Royal College of Psychiatrists and annually submit documents to support their CPD activities. The post holder must maintain good standing with the Royal College of Psychiatrists for CPD, if registered with the College for CPD purposes.

The post holder will typically have 2 PAs per week for Supporting Professional Activities (SPAs). Professional/study leave of up to 10 days per year (or 30 days over 3 years) will

be made available for this purpose 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). Professional/study leave may include conferences, courses, shadowing, delivering, or receiving teaching/training, paper writing, fieldwork, and examining and private study leave.

As part of CPD the post holder will be encouraged to attend the weekly local Academic Teaching Programme. The post holder will be expected to become part of a Peer Reference / Support Group with a group of peers drawn from within NELFT, in order to discuss and review complex / difficult clinical cases and to provide support in achieving their Personal Development Plan.

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

Research is not mandatory in this role but would be encouraged if the postholder has a specific interest in research.

The R&D Department is responsible for a sizable portfolio of mental health and community health studies. The Department of Health has consistently rated NELFT research as strong with major research grants and high-quality peer reviewed publications. NELFT has a growing number of NIHR portfolio research studies. The R&D Strategy approved by the Trust Board focuses on attracting and retaining high quality staff, increasing the business base, developing and informing the service model, enhancing the academic culture, boosting grant funding, supporting research, and developing partnerships and reputation.

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:**

The Library (based at CEME, Rainham) provides library and knowledge services to NELFT staff, and staff of other subscribing organisations. NELFT staff based in Essex can also access a full library service from Basildon healthcare library.

The Library supports the provision of high quality, innovative, health and social care services in the local health economy by enabling access to the best available evidence and empowering health and social care staff to develop their evidence-based practice skills. The library also 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 resources are available electronically. Library staff will provide information and assistance by phone or email wherever possible. The library has access to the print collections of all other NHS

London Libraries and over 100 other psychiatric libraries through reciprocal lending and document supply schemes.

### **Medical Education Department:**

Dr Peter Carter who is the Director of Medical Education (DME) leads the Medical Education Department. Dr Luca Polledri is the postgraduate tutor for higher and foundation trainees; Dr Gemma Hopkins is the postgraduate tutor for Core and GP Trainees. Dr Bini Thomas is the Simulation Training Lead. Dr Israel Gonzalez is tutor for SASG doctors. We also have an SASG Advocate, Dr Jermaine Bamfo. Our Less than Full Time champion is Dr Amber Selwood. There is a Supported Return to Training Champion (SuppoRTT) Dr Sonali Gupta.

The NELFT medical education department delivers undergraduate and postgraduate (core and higher) education and training. Our dedicated medical education team provides professional support to our trainees and members of staff. 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), which liaise with us to provide high quality education and training to doctors in the trust. 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 medical education department has a very active simulation training programme not only benefiting NELFT staff but also open to staff from neighbouring acute trusts and psychiatry trainees from the 5 mental health trusts in the region. The department runs a separate monthly CPD afternoon for Consultants and SASG doctors. The department is supported by 2 medical fellows, one nurse fellow in education and 3 postgraduate tutors. Specialty Doctors have plenty of opportunities to contribute and develop their educational interests.

NELFT is actively involved in teaching undergraduate medical students, providing 4<sup>th</sup> year Psychiatry placements and 2<sup>nd</sup> year Medicine in Society placements for students from Queen Mary, Barts & The London School of Medicine and Dentistry and a smaller number of 4<sup>th</sup> year Psychiatry placements for students from UCL. Doctors may also choose to offer optional “special interest” sessions to 4<sup>th</sup> year medical students and Selected Study Components to 5<sup>th</sup> year students who wish to study, in depth, areas of particular interest to them. There are opportunities for interested medical staff to teach on the formal medical school lecture courses.

The Undergraduate Tutor – coordinates placements within the Trust and recent faculty development have seen the appointment of Fellows in Medical Education and provision of “Teaching the Teachers” training courses.

Undergraduate and postgraduate teaching commitments are acknowledged and timetabled within the formal job planning process.

Several of our Specialty Doctors have embarked on a well support CESR programme, which will be available to all new Specialty Doctors. Our Medical Education Department is

also keen to support Specialty Doctors in preparation for MRCPsych and CASC examinations.

We have been successful in several bids for funding to improve our medical education facilities. We 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 participate and complete audit/quality improvement projects.

Clinical audit at NELFT is a clinician led quality improvement activity where medical staff have the opportunity to show leadership, make decisions, organise, and motivate other team members for the benefit of service users.

Clinical audit is a vital area of activity for both trainees and more senior staff and will be a key area under revalidation, as you will be required to provide:

- Evidence of participation in clinical audit
- Evidence that you have reflected on the results of clinical audit
- Evidence that you have acted on the results of clinical audit. This includes action planning which is also a key requirement at NELFT.

Audits are focussed on specific Trust priority areas for clinical audit determined by consultation with clinical and operational management. Support for medical staff undertaking clinical audit is offered at a number of levels including (where applicable) from: the educational supervisor, clinical supervisor, local directorate clinical audit leads, Trust clinical audit Lead, audit facilitator and stakeholders relevant to the clinical audit. The Post holder will be expected to participate fully in clinical audit activities and to encourage audit amongst other team members to facilitate best practice.

Dr Stephen O'Connor is the AMD for Quality Improvement.  
Our Director for Quality Improvement is Mirek Skrypak.  
Halima Begum is the Trust's clinical lead for Audit.

### **Mentoring:**

The post holder will have the option to access mentoring from an experienced and trained mentor within the Trust and will have access to mentoring as well as monthly supervision sessions from the Consultant Psychiatrist and be part of a peer support/supervision group.

### **Leave:**

Specialty Doctor annual leave entitlement exclusive of public holidays and extra statutory days, is in accordance with the T&Cs 2021 - Schedule 15, as shown below.

1. Doctors upon first appointment to the speciality doctor grade and who are not included in point 2 below, shall be entitled to annual leave at the rate of five weeks (25 days) and two days a year.
2. Doctors who have completed a minimum of two years' service in the specialty doctor grade and/or in equivalent grades or who had an entitlement to six weeks' annual leave

a year or more in their immediately previous appointments shall be entitled to annual leave at the rate of six weeks (30 days) and two days a year.

3. Doctors who have completed a minimum of seven years' service in the specialty doctor grade and/or in equivalent grades shall receive an additional day of annual leave and shall be entitled to annual leave at the rate of six weeks (30 days), and three days a year.

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 post holder will deputise in the absence of the Consultants in the team. All non-urgent work should be cancelled whilst on leave, and the Consultants will be expected to pick up any urgent situations arising in the post holder's absence. Similarly, the post holder will be expected to support any emergency situations arising in the consultant's absence.

**External Duties:**

The Trust supports specialty doctors 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,
- 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. Person Specification:**

	Essential	Desirable	Measurement
<b>Demonstration of Trust Values</b>			
Putting people first	✓		Interview
Prioritising quality	✓		Interview
Being progressive, innovative, and continually improve	✓		Interview
Being professional and honest	✓		Interview
Promoting what is possible, independence, opportunity, and choice	✓		Interview
<b>Qualifications</b>			
Registration with the GMC with a licence to practice.	✓		Application Form Interview
Section 12 Approval or a commitment to work towards this.		✓	Application Form Interview
A postgraduate qualification in psychiatry		✓	Application Form Interview
<b>Clinical Experience</b>			
Mastery in the management of a broad	✓		Application Form

range of mental disorders in older adults, including neurodegenerative disorders.			Interview
At least 4 years of full-time postgraduate training (or its equivalent gained on a part-time basis) of which at least 2 years will be in a specialty training programme in a relevant specialty or as a fixed term specialty trainee or shall have equivalent experience and competencies.	✓		Application Form Interview
Experience in managing patients from different cultural backgrounds. Working with interpreters and translators.	✓		Application Form Interview
Experience of working in multidisciplinary teams	✓		Application Form Interview
Experience in general medicine		✓	Application Form Interview
<b>Knowledge</b>			
Good knowledge of the biological, psychological and social determinants of mental health disorders and evidence-based management interventions.	✓		Application Form Interview
Up to date knowledge of recent DH documentation and NICE Guidelines.	✓		Application Form Interview
Evidence of change management skills		✓	Application Form Interview
<b>Clinical Skills</b>			
Excellent clinical skills. Excellent communication skills both verbally and written. Familiarity with a wide range of theoretical and clinical approaches. Ability to provide medical leadership to the multi-disciplinary team and to function as an active member of the multi-disciplinary team.	✓		Application Form Interview
Clear thoughts on how to involve service users in service development and to provide a service which is experienced as being "service-user friendly".		✓	Application Form Interview
Practical experience in a short-term psychological therapy		✓	Application Form Interview
<b>Organisation and Planning</b>			
Ability to effectively manage time and plan work independently	✓		Application Form Interview
<b>Teaching</b>			
Willing to assist with multidisciplinary professional development	✓		Application Form Interview
Experience in teaching undergraduate medical and health students.		✓	Application Form Interview

Academic skills			
A willingness to participate in research	✓		Application Form Interview
Experience in audit.		✓	Application Form Interview
Personal skills			
Enthusiasm Probity Industriousness Flexibility Ability to cope under pressure	✓		Application Form Interview
Other			
Competence in IT Basic awareness of IT and IT skills	✓		Application Form Interview
Valid driving licence		✓	

### 3.1 Havering Directorate:



The Havering Directorate forms one of the 7 Operational Directorates in NELFT. The other Operational Directorates include Acute and Rehabilitation Directorate (ARD); Barking & Dagenham; Essex; Kent; Redbridge; and Waltham Forest.

Our Havering Directorate covers many services, which are listed under the directorate composition below (3.2).

The London Borough of Havering is the most easterly of the London boroughs, bordering Essex to the north and east and the London Boroughs of Barking & Dagenham and Redbridge to the west. Its southern border is the River Thames - the southern part of the borough is within the London Riverside section of the Thames Gateway; an area designated as a national priority for urban regeneration.

Havering lies around 8.95 miles (14.4 km) east of Central London. It is a large Outer London Borough and although it is categorised as being largely suburban, it is actually a borough of contrasts. Some areas are highly developed (Romford Town Centre is a major commercial hub with multiple shopping arcades and one of the highest concentration of bars/night clubs in London outside of the West End) but on the other hand Havering does in fact have large areas of protected open space (literally dozens of different parks and more than half the borough is made up of Green Belt protected land).

In the 2021 census, Havering had a population of 262,000 (a slight increase compared to the 2011 number). Statistics worth noting are one of the lowest crime rates in Greater London and a below average unemployment rate. Ethnic/religious diversity is lower than in neighbouring London Boroughs but there is a significant trend towards increased diversity over time.

In 2001 the population was 95% White British, 2% Asian/Asian British, 1.4% Black/Black British but in 2021 these numbers had changed to 75%, 11%, and 8% respectively.

In the 2021 census 52% of people self-identified as Christian, with 6% Muslim, 3% Hindu and 2% Sikh.

Of particular relevance to this post, Havering has the highest proportion of people aged 65 and over in London at 17%. This figure is about 14% in Outer London generally, about 9% in Inner London and in England as a whole this figure is about 20%.

The borough's main towns are Romford, Hornchurch, Upminster, Collier Row and Rainham. The Local Authority is the Havering Borough Council.

The borough has extremely good transport links to central London and eastwards to Essex and Kent. In terms of public transport, the borough is served by a good local bus network as well as National Rail/C2C (Rainham & Upminster), the District Line (Elm Park, Hornchurch, Upminster Bridge & Upminster), the London Overground (Romford, Emerson Park & Upminster) and the new Elizabeth Line (Romford, Gidea Park & Harold Wood).

The teams' base in Gubbins Lane is less than 5 minutes' walk from Harold Wood Station on the Elizabeth Line (40 mins to Tottenham Court Road).

In terms of roads the A12 and A13 major arterial roads run through the borough and both the Blackwall Tunnel as does the M25 (the London Orbital Motorway) and Dartford Crossings are not far away, together granting easy access to North London, South London & Kent. The Silvertown Tunnel, due to open in 2025 between Newham and the Greenwich Peninsula, will enhance these links further.

Havering services have a culture of continual learning and development. Several service development and Quality Improvement initiatives are being progressed.

## 3.2 Composition:

The Havering Directorate overall hosts 8 main areas of services delivery:

1. Community CAMHS services,

**Best care by the best people**

2. Community Paediatric services,
3. Community Children's Audio-Vestibular services,
4. Community Learning Disability services
5. Community Adult Mental Health services
6. Community Older Adult Mental Health / Memory services
7. Community Geriatric services
8. Community Prosthetic services

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)

This post is located entirely in the community setting, within the Havering Mental Healthcare for Older People Service, which is described in more detail under 3.4.

The Acute & Rehabilitation Directorate (ARD) is based at the Goodmayes site in the neighbouring 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.

General Adult 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.

Also based on the Goodmayes site is the dedicated Older Adults Home Treatment Team with its own Old Age Consultant Psychiatrist and specialist multi-disciplinary team. This operates across the 4 London Boroughs covered by NELFT and works very closely with the Older Adults Community Mental Health Services.

Older Adult patients felt to be in need of ARD services can be referred directly to the Older Adults HTT, who take on the 'gatekeeping' role in place of ACAT. There are 2 acute inpatient wards at Sunflowers Court dedicated to Older Adults – Cook Ward for female patients and Stage Ward for male patients.

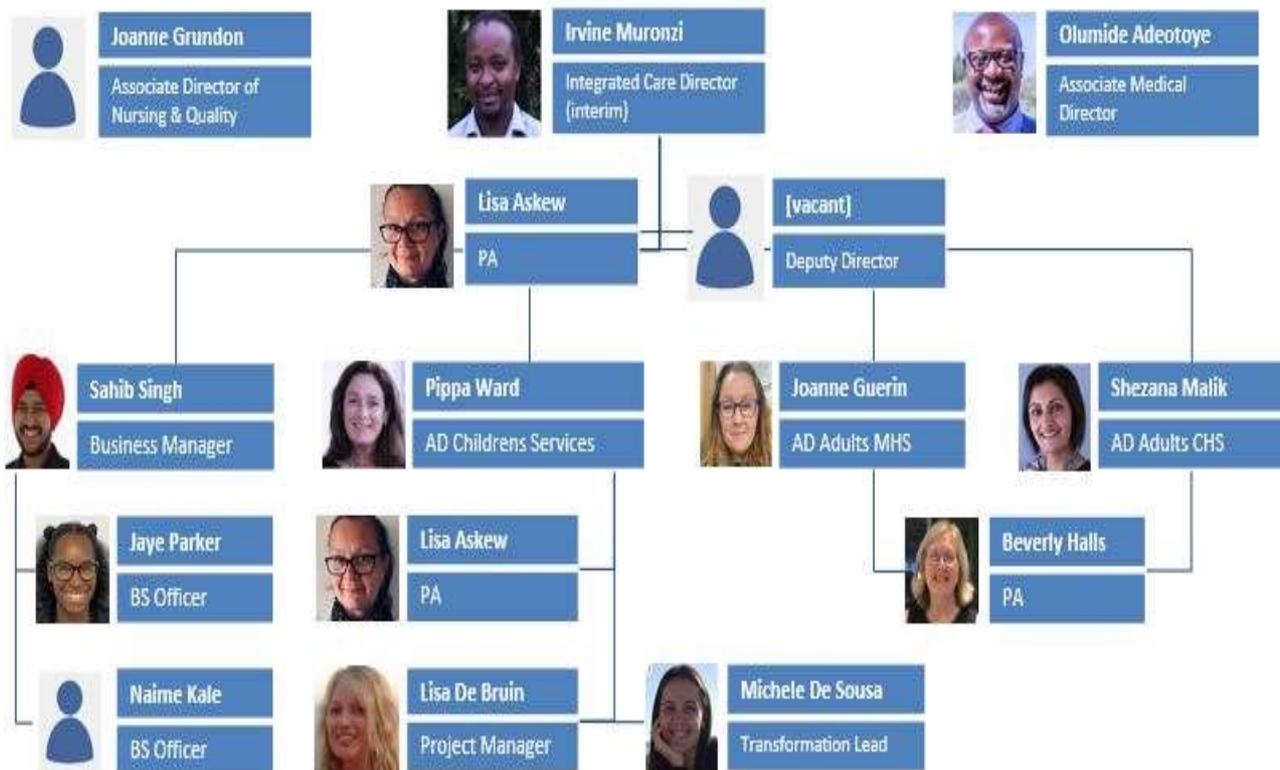
NELFT also provides a Psychiatric Liaison service to Queens Hospital A&E (Romford), King George Hospital A&E (Ilford) and Whipps Cross Hospital A&E (Leytonstone).

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

Of particular relevance to this post, NELFT additionally provides some key services for patients with physical health needs, which makes communication and integrated / joined-up care more straightforward. These include some inpatient services at Meadow Court, on the Goodmayes Site (Marigold Ward Stroke Rehab, Poppy & Lily Wards Intermediate Care Rehab) and some community services (District Nursing, Intensive Community Rehab, Neurology Community Rehab and a fully staffed multi-disciplinary Falls Clinic).

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.

### 3.3 Leadership:



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

### **3.4 Havering Older Adults Mental Health Team and Memory Service**

The Havering Older Adults Mental Health Team consist of a Memory Service as well as 3 Older Adult Community Mental Health Teams (North, Central, and South). Most of these services are all based at 26 Gubbins Lane, Harold Wood, Essex, RM3 0QA. Apart from this there is also a memory service satellite clinic based in Rainham. The Consultant lead for the memory service is Dr Kehkashan Khan, who together with this post holder plus 1.3wte consultant, provides input into the memory service. The Memory Service operates borough wide across Havering. The remaining Older Adults Consultants (3wte) are all based in the 3 OACMHTs. For a full distribution of the medical resource please see the table at the bottom of the next page)

There has been a lot of transformation taking place across NELFT Mental Health services recently in line with NHS England priorities, the NHS 5 Year Plan and additional funding being made available. General Adult Mental Health teams have undergone significant restructuring and are still on their transformation journey. The main thrust of these changes has been a renewed emphasis on continuity of care and improved integration of physical and mental health care in a 'Place-Based Care' model – with (ideally) all local community services aligned to the recently-developed Primary Care Networks (groups of GP practices).

The current dementia transformation pathway for Havering was developed by the previous post-holder in consultation with trust management and the PCNs and is currently at the planning/consultation stage. The new plan is based upon the NHS well pathway for dementia with the goal of diagnosing well, living well, supporting well, and dying well. New resources including three Band 7 dementia nurse specialists and three dementia navigator posts have recently been added to the existing team of nurse practitioners, OT, and Admiral Nurse, in anticipation of re-organisation of the team into a core diagnostic pathway, a complex care pathway and a PCN/GP link pathway.

There are currently 54 older adult care homes and a number of smaller residential and extra care sheltered accommodation units across the borough, all run by different independent providers. Medical responsibility for these patients is shared across OAMCHT and the memory service complex care pathway.

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).

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

Social Care is the responsibility of the Local Authority, the London Borough of Havering (LBH), who provide a full range of Social Care assessments and interventions. Of most relevance to this document, LBH are the responsible body for Safeguarding Children and Vulnerable Adults.

As with many Local Authorities, Social Care and NHS Healthcare for Adults & Older Adults is provided within an integrated structure – NHS and Social Care staff working together in integrated teams with line management and associated functions delegated to NELFT under a ‘Section 75 Agreement’ (Section 75 Health and Social Care Act 2012). There is obviously an enormous overlap between the 2 areas of responsibility and expertise and this integrated arrangement provides for seamless, joined up thinking and working. The Havering Mental Health Social Care Lead is currently Sheila Jones, a senior and very experienced Mental Health Social Worker and Approved Mental Health Practitioner (AMHP).

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 Havering the locally commissioned provider is CGL and there are regular scheduled joint clinical meetings where mutual patients can be discussed and joint working planned.

In the year to April 2023, roughly 650 referrals were received by the Havering Memory Service (roughly 13 per week). The Memory Service at the time of writing has an active caseload of around 770 patients. The vast majority of referrals are made by GPs, and all are triaged by the duty Older Adult Access worker. Initial core assessments for appropriate referrals are carried out by the nurse practitioners and discussed in the weekly clinical meetings. All cases are seen for diagnostic feedback by the Consultants, Specialty Doctor, or junior doctors under supervision.

The caseload demand for psychiatrists is variable but we would expect a full-time Specialty Doctor to have between 1 - 3 new diagnostic assessments per week, and follow-up case slots of between 2 - 4 per clinic (3 follow-up clinics per week = 6 – 12 patients per week).

### Memory Service Composition:

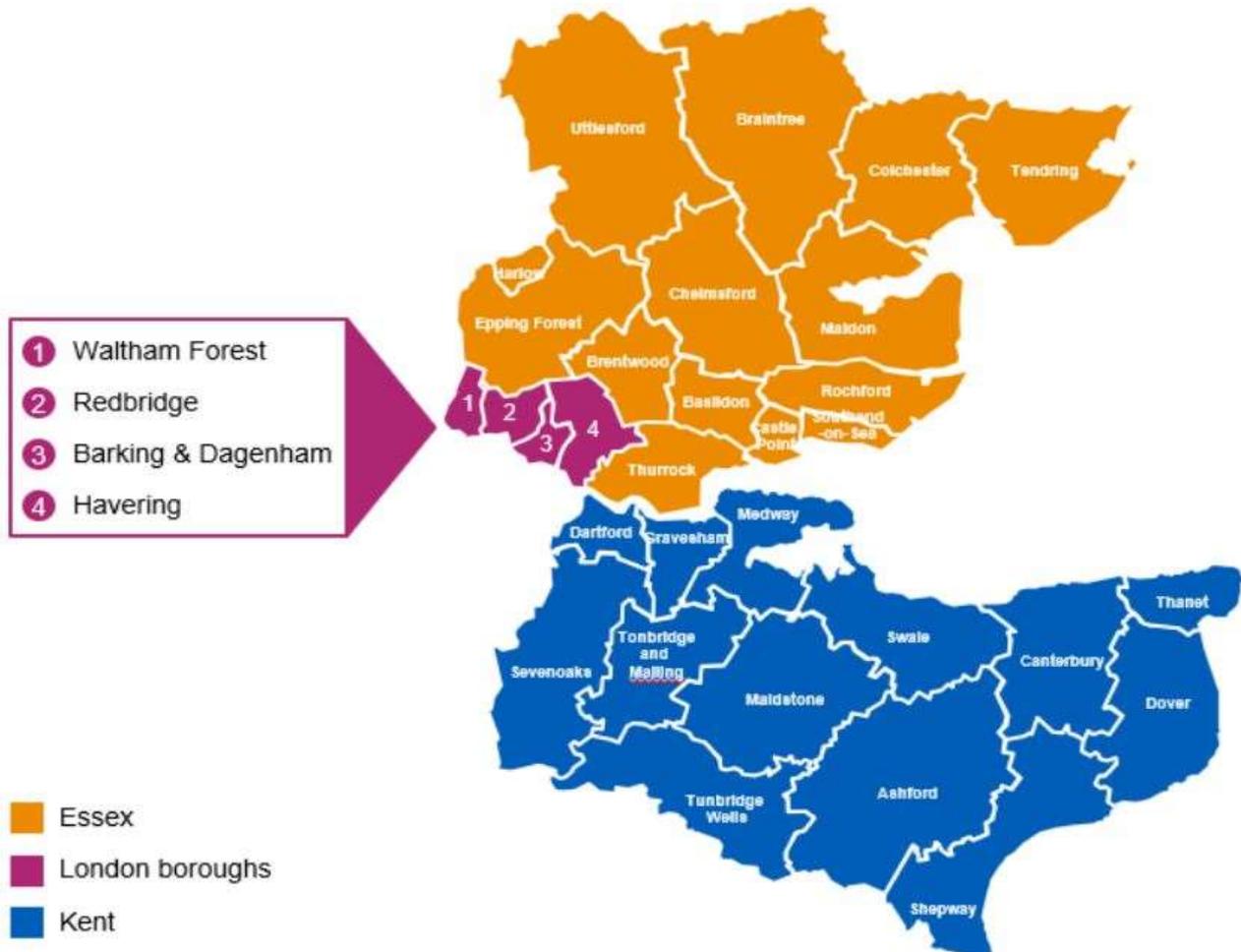
	Grade	WTE
<b>Clinical Lead</b>	Band 7	1
<b>Highly Specialist Clinical Psychologist</b>	Band 8A	1
<b>Community Mental Health Nurses</b>	Band 6	5
<b>Occupational Therapist</b>	Band 6	1
<b>Occupational Therapist</b>	Band 5	1
<b>Assistant Psychologist</b>	Band 5	1
<b>Admiral Nurse</b>	Band 6	0.4
<b>Clinical Administrator</b>	Band 3	2

### Distribution of Medical Staff & Secretarial Support:

	North	Central	South	Memory
<b>Consultant Psychiatrist</b>	1wte	1wte	1wte	2.1wte
<b>Specialty Doctor (this post)</b>				1wte
<b>Higher Trainee</b>	0.5wte			0.5wte
<b>Core Trainee</b>	0.5wte		0.5wte	1wte
<b>PA/Medical Secretaries – Band 4</b>	1wte	1wte	1wte	0.8wte

In addition to the above, the service benefits from an experienced Operational Lead, Band 8A, who covers all teams and who is supported by an Admin Manager / PA.

## 4.1 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 to ensure our patients, their friends and family, feel confident that their health needs are well met. 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 care. Our journey includes significant engagement with our people who use 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 as an organization take pride in our achievements in the Workforce Related Equality Standard (WRES) and have an active Ethnic Minority Network (EMN) 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.

Since the introduction of a Freedom to Speak Up Guardians in 2016, nationally the FTSU Index has improved and risen from 75.5% in 2015 to 79.2% in 2020. This news story is even better for NELFT as our 2020 index score is 81.6% which is above region and sector.

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. Individuals have access to a wide range of benefits which include flexible working, flexible retirement, cycle scheme, gym discounts and other benefits. Teams can access reflective and wellbeing support sessions where they need.

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.

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 embarked on a journey to implement a compassionate and collaborative culture across the organisation to ensure staff are supported and patients receive the best possible care.

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 CAMHS unit in our London service is already part of the Quality Network for Inpatient CAMHS. KMAH is currently in the process of obtaining QNIC accreditation.

We are excited that we are partnering with QMUL to recruit a Professor for CAMHS and a Professor for Paediatrics, in recognition of our commitment to delivering outstanding children's services to our population.

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, behavioural 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 paediatric, therapy and nursing services.

Many services that in other areas may be provided in hospital, such as blood testing, footcare and children’s audiology.

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 utilise the following links:

[Population and demographic data | LBB](#)

[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](#)

## 4.2 Trust Management & Medical Management structure:

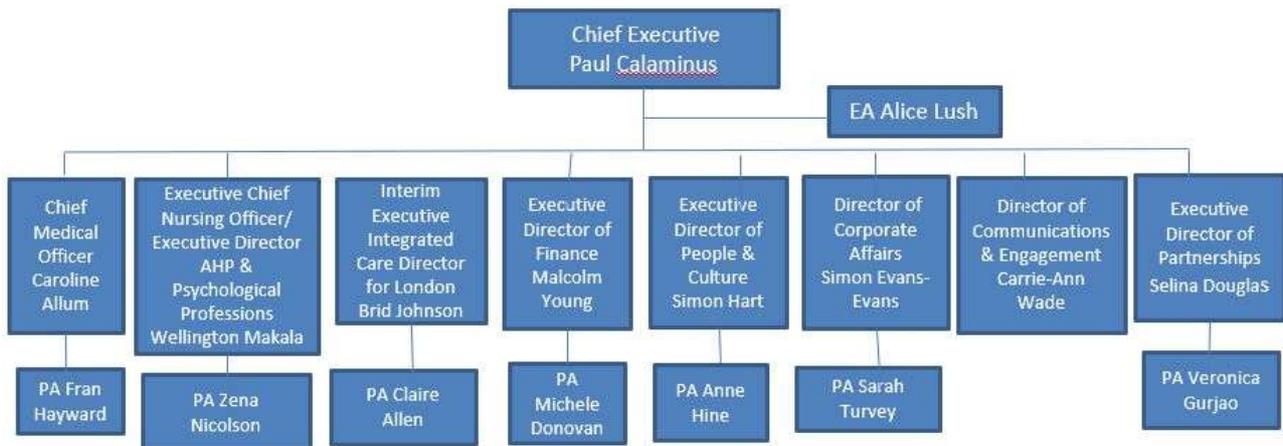
The Trust Board is made up of executive and non-executive directors. They work together to set the strategic direction and priorities for our organisation. They are held to account by our Council of Governors.

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 Trust Board:



## Executive Management Team:



Chief Executive (Accountable Officer)	Leads the organisation and Executive Management Team Responsible for IT and Performance
Executive Medical Director	Clinical and medical leader working with workforce to improve quality and effectiveness of clinical services
Chief Nurse & Executive Director AHP & Psychological Professions	Lead for Nursing, Allied Health Professionals, Psychological Therapies, Quality, Risk, Patient Safety and responsible director for operational services in Essex and Kent
Director of Operations	Responsible for clinical operations
Executive Director of Finance	Responsible director for finance, business development and transformation
Executive Director of People & Culture	Responsible for workforce resourcing, leadership and organisational development
Executive Director of Partnerships	
Director of Corporate Affairs (Trust Secretary/ Legal Guardian)	Responsible for corporate governance, health and safety, freedom to speak up, charity and Chief Executive office
Director of Communications & Engagement	Responsible for internal and external communication and engagement

## Medical Management Structure:

Our Chief Medical Officer is Dr Caroline Allum, who also acts as the Responsible Officer. Our Medical Director is Dr Vincent Perry, who also acts as Deputy Responsible Officer and Appraisal Lead. We have operational Associate Medical Directors who lead in one of the 7 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.

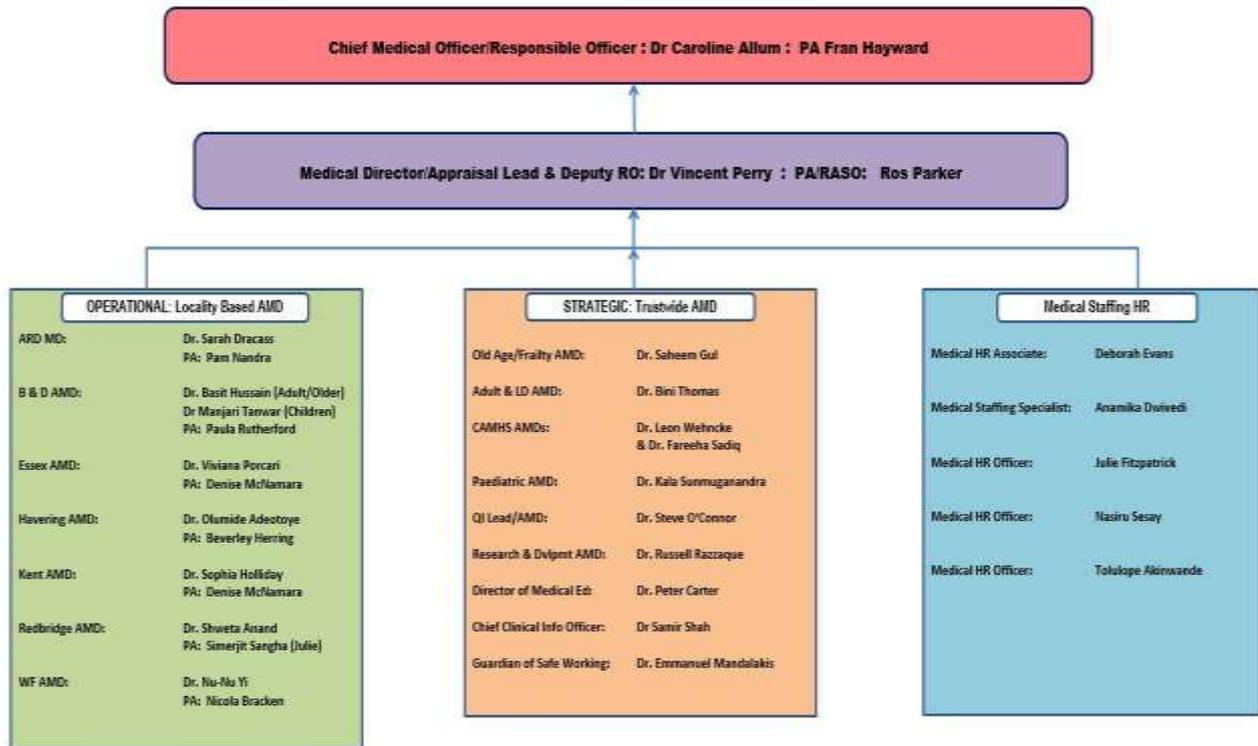
Our 7 operational directorates include:

- Acute and Rehabilitation Directorate (ARD);
- Barking and Dagenham;
- Essex;
- Havering;
- Kent;
- Redbridge; and
- Waltham Forrest.

Our 3 strategic “Clinical Integrated Groups” include:

- Children and Young People;

- Adult Mental Health and Intellectual Disability; and
- Older People and Frailty.



### 4.3 Trust values:

NELFT's Trust values are:



Expectation from the post holder:

The post holder will be expected to support their team, department, and organisation to achieve the Trust's values in their day-to-day work.

## 4.4 Just and Compassionate Culture:

At NELFT we commit to a Just and Compassionate Culture for our colleagues and our patients. We will support and promote a culture based on fairness, respect, honesty, and trust, ensuring that we have consistent leadership behaviours and styles across the trust. Our vision is to create an engaging place to work and an organisational environment in which you feel valued, supported and where everyone has the opportunity to learn and improve when things don't go to plan.

A Just and Compassionate Culture is a diverse one where you bring your authentic self to work without fear and where all colleagues feel understood and supported by others. Our professional relationships are built on a foundation of mutual respect, trust, and honesty. We are committed to welcoming and making everyone feel valued here at NELFT.

## 5. Additional Information

### 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 OHWorks Ltd. Referral will be by their line manager with their consent.
- There is also 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 of a short- or long-term nature.
- Access to the WellNEL direct support service for North East London, providing emotional health and wellbeing support.
- Local organisational support for staff following serious incidents is available and teams can access reflective and 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.
- NELFT has also rolled out regular Schwartz rounds, which has proven popular under staff, and is a good food for thought and personal wellbeing.
- 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 Update Newsletter.

### **Health & Safety:**

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) and subsequently published regulations to ensure that the Trust's Health and Safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

### **Infection Control:**

Each staff member has a duty to take personal responsibility for the prevention and control of infection, in accordance with Trust Infection Prevention and Control Policies, which reflect the statutory requirements of the Health Act 2006 – Code of Practice for the Prevention and Control of Healthcare Associated Infection. They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAs.

### **Risk Management:**

You will be responsible for adopting the Risk Management Culture and ensuring that you identify and assess all risks to your systems, processes and environment and report such risks for inclusion within the Trust Risk Register. You will also attend mandatory and statutory training, report all incidents/accidents including near misses and report unsafe occurrences as laid down within the Trust Incidents.

### **Safeguarding children and vulnerable adults:**

NELFT is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults, and families in their care. Staff are required to comply with Trust policies on Safeguarding.

### **Standards of Business Conduct & Conflict of Interest:**

The NHS Code of Conduct and Standards of Business conduct for NHS Staff require all employees to declare all situations where you or a close relative or associate has a controlling interest in a business [such as a private company, public organisation or other NHS or voluntary organisation] or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. All such interests must be declared in the Trust's register of interests either on appointment or when such interests are gained.

As an employee you are required to make yourself aware of and adhere to the Trust's governance policies, such as Standing Orders and Standing Financial Instructions.

### **Sustainability:**

All staff has a responsibility for delivering high quality healthcare in a low carbon environment, where energy is used wisely and not wasted. It is the responsibility of all staff to minimise the Trust's environmental impact by recycling where possible, switching off lights, computers, monitors, and equipment when not in use, minimising water usage and reporting faults promptly.

### **Smoking Policy:**

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within the Trust buildings and vehicles.

### **Codes of Conduct:**

NELFT requires the highest standards of personal and professional conduct from all its employees. All employees must comply with the Code of Professional Conduct appropriate to their professional governing body.

As an NHS employee, you are required to observe the following principles:

- Make the care and safety of patients your first concern and act to protect them from risk;
- Respect the public, patients, relatives, carers, NHS staff and partners in other agencies;
- Be honest and act with integrity;
- Accept responsibility for your own work and the proper performance of the people you manage;
- Show your commitment to working as a team member of working with all your colleagues in the NHS and the wider community;
- Take responsibility for your own and continuous learning and development.

### **Data Protection:**

Personal data is protected under the Data Protection Act (1999) and the post holder will ensure that it is securely held and that the requirements of the Act are followed. It is the responsibility of all staff whose jobs requires them to record information in Trust Computer systems (e. g RIO, SystemOne and ESR) to ensure that the data entered into these systems is of high data quality and that information is recorded correctly and in a timely manner. Failure to adhere to this requirement could be considered a disciplinary matter.

### **Information Security and Confidentiality:**

All employees are required to observe the strictest confidence regarding any patient/ client information that they may have access to, or accidentally gain knowledge of, in the course of their duties.

All employees are required to observe the strictest confidence regarding any information relating to the work of the Trust and its employees.

You are required not to disclose any confidential information either during or after your employment with the Trust, other than in accordance with the relevant professional codes.

All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with NHS Confidentiality Guidelines [Caldicott] and the Data Protection Act 1998 unless explicit written consent has been given by the person identified, or where information sharing protocols exist.

Failure to comply with these regulations whilst in the employment of the Trust could result in action being taken under the Trust Disciplinary Policy and Procedure.

### **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.

**Key Performance Indicators (KPI):**

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 Olumide Adeotoye** [Olumide.Adeotoye@nelft.nhs.uk](mailto:Olumide.Adeotoye@nelft.nhs.uk)

**Deputy Medical Director: Dr Vincent Perry** [Vincent.Perry@nelft.nhs.uk](mailto:Vincent.Perry@nelft.nhs.uk)

**Executive Medical Director: Dr Caroline Allum** [Caroline.Allum@nelft.nhs.uk](mailto:Caroline.Allum@nelft.nhs.uk)

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