

JOB DESCRIPTION

Consultant in Old Age Psychiatry

Older Adults Inpatient Service

**10 PAs
Substantive post**

Sites :

Kershaw Ward, Nightingale Centre, St Charles Hospital
Exmoor Street, London, W10 6DZ

& 3, Beatrice Place, Marloes Road, London, W8 5LW

Please scan here to meet our Team in Westminster 



COMPASSION



RESPECT



EMPOWERMENT



PARTNERSHIP

Wellbeing for life

London | Milton Keynes | Kent | Surrey | Hampshire

Reviewed 03.05.2023

Post & Specialty	Consultant in Inpatient Old Age Psychiatry CNWL NHS Foundation Trust
Base & Location	<p>Presently at: Kershaw Ward, St Charles Hospital Nightingale Centre, St Charles Hospital Exmoor Street, London, W10 6DZ and, 3 Beatrice Place, Marloes Road, London, W8 5LW</p> <p>Location may change in the future to –</p> <ul style="list-style-type: none"> • The Gordon hospital in Victoria or • South Kensington & Chelsea Mental health unit or • 3 Beatrice Place entirely.
Total P.A's	10 programmed activities (7.5 DCC and 2.5 S.P.A)
Prime responsibility	To provide clinical leadership to the multidisciplinary teams as part of a multi-disciplinary service.
Accountable professionally to	<p>Dr Cornelius Kelly, Chief Medical Officer & Responsible Officer (RO) through the clinical and divisional medical director. Dr Gareth Jarvis – Divisional medical director for Jameson Division Dr Sujaa Mary Rajagopal Arokiadass – Clinical director for Westminster</p>
Accountable operationally to	Graeme Caul, Chief Operating Officer through Lucy Cook, Borough director for Westminster
Key working relationships and lines of responsibility	<p>Responsible Officer: Dr Cornelius Kelly Divisional Medical Director: Dr Gareth Jarvis Clinical Director: Dr Sujaa Arokiadass Borough Director: Lucy Cook Assistant Borough Director: Ali Wragg Service manager: Tara Mulholland Matrons: Sean Mooney and Gillian Buckley</p> <p>Works closely with colleague consultant psychiatrists and other members of the multidisciplinary team Key interfaces are with older adults community mental health services, other older adult inpatient wards, Primary care networks, supported accommodation provisions, A & E Liaison, MHCAS (Mental health crisis assessment service) and the police.</p>
Key tasks	<p>Provide senior medical responsibility for the assessment and management of patients on Kershaw ward and 3, Beatrice Place.</p> <p>Act as Clinical supervisor to 2 Core trainees and a Specialty doctor.</p> <p>Provide oversight of and contribution to robust care planning, risk assessment and risk management processes.</p>

	<p>Support recruitment and ensure optimal retention of team members and uphold morale.</p> <p>Ensure good service quality and performance.</p> <p>Ensure training needs of psychiatry trainees and medical students. are met as well as supporting training of other junior clinical staff</p> <p>Ensure own CPD.</p>
Your Opportunities in this Post	<p>Based on Kershaw Ward, St Charles Hospital and 3 Beatrice Place, London this post offers:</p> <ul style="list-style-type: none"> • New Consultants management & leadership programme run by Dr Con Kelly, Chief Medical Officer and Prof. Dorothy Griffiths, former Chairperson of the Trust • 21st Century Leadership programme for suitable individuals • Numerous opportunities for research and engagement with the Trust's active quality improvement network https://www.cnwl.nhs.uk/ia • Access to the CNWL-IHI on-line platform for quality improvement, Life QI. • The Trust has a very active programme of academic meetings every week. Teaching slots are available for consultants. • There is also a large Grand Round aka the Trust Learning Round for the whole trust at 350 Euston Road Trust Headquarters every other month. • Access to monthly lectures from Imperial College Academic colleagues and PhD students presenting their research projects. • Royal College of psychiatrists' Consultants CPD peer group meetings (fortnightly). • New Consultants management & leadership programme run by Dr Con Kelly, Chief Medical Officer and Prof. Dorothy Griffiths, former Chairperson of the Trust. • Two monthly bi-borough consultants' meetings. • Opportunities to participate in projects depending upon service needs and interests of the post holder and to develop a leadership portfolio. • An nhs.net address is enabled by the Trust. • Library services including open Athens account for article searches and relevant training. • Access to the Trust's Online Learning and development zone. • Study budget of up to £1000/- per year for CPD purposes, part of which can also be used to obtain RCPsych CPD online subscription. • Flexible working opportunities subject to agreement with the Westminster Clinical director. • Mobile working opportunities – the Trust provides a laptop and a work mobile phone.

About CNWL

Central and North West London NHS Foundation Trust (CNWL) is one of the largest Trusts in the UK, caring for people with a wide range of physical and mental health needs. We have approximately 7,000 staff that provide healthcare to a third of London's population and across wider geographical areas, including Milton Keynes, Kent, Surrey and Hampshire.

As a Foundation Trust we involve service users, carers, the public, staff and partner organisations in the way that we are run and our future development. If you are interested in becoming a member of our Foundation Trust please visit our website.

Our catchment area spans diverse communities, with over 100 first languages spoken. It contains areas of great affluence as well as areas of much deprivation. We are committed to providing services that meet the needs of the people who use them, and we actively encourage involvement from local people who can help make a difference.

We are constantly developing and working in innovative ways to provide modern, dependable services in

- physical and mental health sectors
- primary, secondary and community services
- in health and social care settings for all ages.

We were authorised as a Foundation Trust on 1 May 2007.

CNWL provides the following clinical services:

- A wide range of community health services, including adult and child physical and Dental care services in Camden, Hillingdon and Milton Keynes.
- Intermediate physical healthcare, admission and supported discharge
- Palliative Care
- A comprehensive range of mental health services for adults, from early intervention and psychological therapies to inpatient treatment or long-term rehabilitation care.
- Specialist mental health services for children and adolescents, including family therapy and IAPT Services
- Dedicated mental health services for older people, from early diagnosis, memory services and ongoing treatment options.
- Substance misuse community services for drugs and alcohol including a specialist Club Drug Clinic targeting newer group of 'club drugs/NPS'.
- Specialist addiction services available nationally for problems with gambling and compulsive behaviours.
- Inpatient, outpatient and day patient eating disorders services, available to clients nationally.
- Inpatient and outpatient learning disability services, available to clients nationally.
- Mental health, addictions and primary health care services in many HM Prisons and YOI in London, Kent, Surrey, Hampshire and Buckinghamshire.
- Sexual and reproductive health services, including walk-in services, in central London and Hillingdon.

The Trust has recently completed a move to a Divisional Structure with a Borough management structure for most services in that area.

Alongside these we have Service Lines of

- Child and Adolescent Mental Health Services and Eating Disorders,
- Offender Care and Addictions,
- Learning Disabilities,
- Mental Health Rehabilitation, and
- Sexual Health.
- Perinatal Mental Health

Service lines hold their own management structure, budgets and performance targets, but are attached to one of the Divisions. Service lines are managed jointly by a Service Director and a Clinical Director.

Our vision

Wellbeing for life: We work in partnership with all who use our services to improve health and wellbeing. Together we look at ways of improving an individual's quality of life, through high quality healthcare and personal support.

Our values

Compassion: Our staff will be led by compassion and embody the values of care outlined in our Staff Charter.

Respect: We will respect and value the diversity of our patients, service users and staff, to create a respectful and inclusive environment, which recognise the uniqueness of each individual.

Empowerment: We will involve, inform and empower our patients, service users, carers and their families to take an active role in the management of their illness and adopt recovery principles. We will ensure our staff receive appropriate direction and support, to enable them to develop and grow.

Partnership: We will work closely with our many partners to ensure that our combined efforts are focused on achieving the best possible outcomes for the people we serve.

Our strategic objectives

Our vision and values are underpinned by our strategic objectives:

- We will provide integrated, high-quality, timely services based on the needs of the individual.
- We will involve, inform, empower and be guided by the people we serve.
- We will ensure our healthcare facilities are well maintained and fit for purpose.
- We will recruit, retain and develop skilled and compassionate people who embody our values of care.
- We will use our resources wisely, to support the delivery of patient care.
- We will invest in technology to deliver better patient care.
- We will develop new relationships, business and partnership opportunities, consistent with our vision and values.

Management of the Trust

Board of Directors:

Non-executive directors:

- | | |
|----------------------|------------------------|
| • Tom Kibasi | Chair |
| • Meenakshi Anand | Non-Executive Director |
| • Paul Streets, OBE | Non-Executive Director |
| • Rashda Rana | Non-Executive Director |
| • Ian Mansfield | Non-Executive Director |
| • Richard Cartwright | Non-Executive Director |
| • Dr Mo Ali | Non-Executive Director |
| • Vacant | Non-Executive Director |

Executive directors:

- | | |
|------------------|-----------------------|
| • Claire Murdoch | Chief Executive (CBE) |
|------------------|-----------------------|

- Dr Cornelius Kelly Chief Medical Officer
- Maria O'Brien Chief Nurse
- Graham Caul Chief Operating Officer
- Tom Shearer Chief Finance Officer
- Nick Green Executive Director Organisational
- Ross Graves Executive Director of Partnerships

Tom Kibasi also chairs our Council of Governors (see our website for details, <http://www.cnwl.nhs.uk/>)

CNWL Division Structure

Our services are managed by three divisional directors who report to Executive directors. Each divisional director is in charge of individual boroughs/areas as well as of specific services. The divisions have the following leaders:

Jameson Division:

Adult and older adult mental health services, Learning disability services; perinatal care; Kensington & Chelsea, Westminster, Brent and Harrow Boroughs

Divisional Medical Director: Dr Gareth Jarvis

Divisional Nursing Director: Kim Cox

Divisional Operational Director: Ann Sheridan

Goodall Division:

Hillingdon, Camden, CAMHS and eating disorders; Hillingdon (mental health and community health); Camden (community health)
CAMHS and eating disorders (London)

Divisional Medical Director: Dr Paul Hopper

Divisional Nursing Director: Helen Willets

Divisional Operational Director: Vanessa Odlin

Diggory Division:

Milton Keynes (all services), Offender Care, Sexual health, Addictions

Divisional Medical Director: Dr Simon Edwards

Divisional Nursing Director: Helen Willitts

Divisional Operational Director: Jane Hannon

Management of Older Adults Services across Kensington & Chelsea & Westminster

Dr Sujaa Arokiadass Westminster Clinical Director

Lucy Cook Westminster Borough Director

Equality and Diversity

CNWL NHS Foundation Trust is committed to the implementation of the Equality and Diversity at Workplace policy which ensures equal opportunities for all. It 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 equality 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.

The post

This is an established 10 PA substantive consultant post in older adults inpatient psychiatry. It is based on Kershaw ward which operates from 2 sites – 6 acute beds at St Charles hospital site (Kershaw) and 8 Step down beds at No. 3, Beatrice Place, London. Kershaw ward admits approximately 5 to 6 patients per month. The step-down beds take patients who are ready to be stepped down from the acute wards in preparation for discharge and this is dependent upon discharges and bed availability in the step down service. Beatrice place also has 2 long stay patients on continuing care and they are being progressed on the care pathway towards discharge to appropriate care destinations. The post holder will have a central role in providing medical input as a consultant psychiatrist and responsible clinician to all patients on Kershaw ward and at No. 3 Beatrice Place (3BP).

Both Kershaw and 3BP have well-developed multidisciplinary teams (MDTs) that provide care for older adults suffering from severe mental health problems. The MDTs are experienced in caring for people with frailty and/or cognitive impairment and mental health problems. They include nursing staff, health care assistants, full time occupational therapists, a part-time psychologist and part-time art-therapists. There is also regular access to a dietician, speech and language therapist and physiotherapists. There are visiting GPs to Kershaw ward and continuing care patients at 3 Beatrice Place. Seam Mooney is the matron at St Charles hospital site and Gillian Buckley is the matron at 3BP. The post holder will work closely with the matrons and other members of the multi-disciplinary team in both Kershaw and 3BP to ensure that patients are provided with the highest standards of care.

There is another older adults ward (Redwood ward) at St Charles hospital site. It is a 17 bedded acute ward and Dr Nicola Ng is the established substantive consultant psychiatrist.

There are two core trainees (CT) and a full-time specialty doctor (staff grade) attached to Kershaw and 3BP. There is a higher trainee, a foundation year doctor and a core trainee attached to Redwood ward. The consultants on the respective wards act as clinical supervisors for the trainees and the specialty doctor. The two consultants cross cover each other for leave. On some occasions, cross cover can also be obtained from community consultants with their agreement.

St Charles hospital in Ladbroke Grove, Notting hill, London has a number of wards serving working age adults and older adults. It also has male and female PICUs, a HbPoS suite with 4 spaces and an 8 space Regional mental health Crisis assessment service for both adults and older adults.

Referrals:

Patients are either admitted from the community following assessment by the CMHT for Older Adults or Older Adult

HTT's. Alternatively, patients are admitted from the A&E department and other wards at acute hospitals following assessment by the Liaison Psychiatry Service. Most patients admitted to St Charles hospital and Beatrice Place are from Westminster and Kensington & Chelsea however we work as a local system in North west London within CNWL. Therefore, patients from other London boroughs such as Harrow, Hillingdon and Brent may also be admitted.

Referral rate and Length of Stay: Kershaw ward admits approximately 5 to 6 patients per month. The average length of stay (LoS) on the older adult wards in St Charles hospital was 63 days approximately in March 2024.

Gatekeeping of referrals: Westminster OA HTT gatekeep Kershaw beds (on both Kershaw and 3BP). They contact the ward to request a bed for admission. Out of hours and at the weekends, a Central flow hub team will support referrals. The psychiatric Liaison team refer patients assessed in A&E or patients currently in acute wards through a Central Flow hub and these referrals are discussed at weekday interface morning meetings. Referrals from other hospitals also come via the Central flow hub. The ward matron and ward manager are responsible for screening referrals in conjunction with the Responsible clinician.

There is an established consultant peer group and the post holder will be able to connect with and establish relationships across interfaces and work as part of a System.

Flexible working options are available and can be discussed with the clinical director Dr Sujaa Arokiadass.

Office Space, Administration and Travel

You will have office space based in the Nightingale Centre, St Charles Hospital, where Kershaw Ward is located. Administrative support is provided by the ward clerk. Designated admin support will include booking of admissions, discharge planning and other meetings, typing of reports, letters and other administration tasks. The post holder will also have direct access to a laptop and a standard software package including Trust email services as well as a mobile phone.

An nhs.net address is provided by the Trust. The Library services will provide an open Athens access account for article searches.

CNWL is a paperless Trust and all records are maintained electronically.

Excellent IT support is available within the Trust.

Travel required in undertaking duties will be through using public transport (fares will be reimbursed by CNWL) or by using private vehicle (mileage and parking charges reimbursed by CNWL as guided by relevant HR policy).

Westminster and Kensington Chelsea Mental Health Services

Westminster and K&C are inner London areas with a mixed, diverse population with some of the wealthiest and most deprived areas of London. There is a high mental health morbidity and the local CCGs are committed to a high spend on mental health services.

We provide a range of mental health services for adults and older adults within the community and in hospital settings. We are CQC rated as good.

Many services across the Boroughs of Westminster and the Royal Borough of Kensington and Chelsea are now integrated because of the synergies of the two patches with members of the senior management often having overarching responsibilities. Westminster management under the leadership of Dr Sujaa Arokiadass, Clinical director and Lucy Cook Borough director serve older adult mental health community, crisis and inpatient services across the

bi borough. The post holder will therefore be part of the Westminster group of peer consultants. He/she will form part of the local clinical governance structures within Westminster.

Westminster Older People and Healthy Ageing Services in the community:

Community Older adults Service:

Comprising of a multidisciplinary community team and home treatment team providing input to older adults with mental health needs living in the community.

3 Beatrice Place:

A specialist hospital for bi-borough residents with dementia and/or mental health needs and challenging behaviours such as wandering, aggression or sexual disinhibition. Currently has 2 continuing care patients who are being progressed through the care pathway to appropriate discharge destinations and is closed to further admissions.

8 step down beds are also located in 3 BP.

Westminster, Kensington & Chelsea Memory Services:

Specialist multidisciplinary service for cognitive impairment.

Liaison Psychiatry Service:

Specialist multidisciplinary service for patients presenting to A&E department or are admitted to acute care wards.

Westminster adult mental health Services:

Community services in Westminster have been evolving in line with the NHSE Long Term Plan. Most of the service is commissioned by Central London CCG and this part of community mental health services has undergone a transformation program. It has been redesigned as an integrated care partnership around the four Primary Care Networks (PCN) in the catchment area. Two mental health hubs provide an overarching structure in the North and the South of the borough respectively, within which there are functional groupings serving each Primary Care Network (PCN). The hubs' provision is all-inclusive - serving the whole continuum of mental health problems and containing within a single structure a wide range of professionals. In the South hub the two functional units are the West End PCN team and the Victoria PCN team. In the North hub the two functional units are the Regents health and St John's wood PCN teams. QPP is a CMHT in North KCW area and commissioning arrangements are different. The new transformed structure involving the North and South hubs went live in September 2020. Caseloads and referral rates have been modelled on the incorporation of the Primary Care team, Community Rehabilitation team, psychology and psychotherapy activity. Band 7 triage nurses (several of whom are also trained prescribers) straddle secondary and primary care mental health services spending 50% of their time in each part of the pathway across the Interface. They promote resilience in that part of the primary secondary care pathway and improve people's access to services as needed while supporting primary care colleagues.

Westminster Adult Home Treatment Team (HTT):

This team operates of two hubs, one at Woodfield Road in the north of the borough and one at 192 Vauxhall Bridge road, adjacent the premises of the community team in the south of the borough.

Psychiatry A&E Liaison Service:

The two key services operate at St Mary's hospital in Paddington and, Chelsea and Westminster Hospital.

Adult In-patient facilities:

Westminster has no dedicated in-patient unit and makes use of the bed resource of the whole Trust. The great majority of Westminster patients, however, are admitted at St Charles Hospital in North Kensington.

North West London Regional MHCAS Service:

This is currently located at St Charles hospital site and became operational in Nov 2022 in response to winter pressures. It has received recurrent funding and will be a permanent service going forward. It functions as a crisis alternative in the acute crisis care pathway promoting less restrictive approaches to treatment and is open to all patients above the age of 18.

Consultants currently in Westminster:

St Mary's liaison service, Paddington: Dr Bartholomew Matras, Dr Itunu Ayeni

Home treatment team: Dr Elizabeth Jackson, Dr Arabo Shahenian

Queen's Park and Paddington CMHT: Dr Graham Behr, Dr Anna Higgitt

South hub: Dr Stephen Ginn, Dr Sara Kettleley, Dr Melina Bergson Oppenheimer (starting August 2024)

North hub: Dr Ahmed Jawad

MHCAS Regional Unit: Dr John Mbamali, Dr Sujaa Arokiadass

KCW Older adults community & HTT: Dr Behzad Basit, Dr Diedre Bonner

Memory Service: Dr Claudia Wald

Older adult inpatients: Dr Nicola Ng and this post (vacant)

Psychotherapy: Dr Marcella Fok

Learning disability (community): Dr Ingrid Bohnen

JOB SUMMARY

This is a 10 PA substantive Consultant post in Older Adults Inpatient Psychiatry and is subject to annual job planning and appraisal. The post-holder will work with the MDTs on Kershaw ward and 3, Beatrice Place.

This post is an established consultant post and provides core acute services to older adults to meet relevant patient population needs as necessary.

CORE CLINICAL RESPONSIBILITIES

The postholder's principal duties will be to provide clinical leadership to patients admitted to Kershaw ward and Beatrice Place. They will act as the Responsible Clinician for any ward patients subject to the Mental Health Act.

The post-holder will agree with their fellow consultant colleagues how consultant cross cover is ensured for their leave and will inform the clinical director in line with local process before they go on leave. Any on calls during leave periods must be swapped with other colleagues on the rota and the rota coordinator and clinical director must be informed.

The postholder will provide leadership for the performance culture of the ward, ensuring best practice is employed, and that the Trust's quality and productivity targets are met.

A key feature of the Acute Mental Health team is that in-patient care is delivered by an integrated multi-disciplinary team with a shared sense of ownership for the ward environment as well as the clinical services provided.

The postholder will adopt a pragmatic leadership style as a way of promoting this type of ward environment, thus ensuring collaborative working both at a clinical and at an operational level.

The postholder will be expected to participate in quality enhancement and service evaluation projects and will be encouraged to undertake any research which may be relevant to either short or long-term service improvement.

Together with the Matron and ward manager the postholder will provide overall clinical leadership for the Ward Multidisciplinary team as well as direct clinical assessments and consultations for the Team, including the following:

- Medical input, consultation and clinical leadership to the ward, and overall clinical responsibility for patients admitted to the unit.
- Medical input and leadership in care planning and risk assessment for patients.
- Clinical supervision of Trainees – 2 core trainees and 1 Specialty doctor working with the team.
- Regular clinical liaison with a range of Community Consultants and Community Mental Health teams and the HTT to ensure timely discharge of patients.

Clinical Duties of Post-Holder

- Management of patients on Kershaw and 3, Beatrice Place, ward reviews/Care plan Approach/tribunals and work related to the Mental Health Act.
- Management of complex cases
- Clinical leadership of team.
- Role in assessment of referrals/admissions.
- Care plan and treatment formulation within the trauma informed framework, guidance on evidence-based treatment and effectiveness.
- Liaison and collaborative working with other services/agencies.
- Multi-disciplinary, multi-agency and partnership working
- Ensure that physical health needs are addressed
- Review and monitoring of the caseload to ensure appropriate care packages are put in place and discharges facilitated to maintain patient flow.
- Following the cross-cover protocol that has been agreed with another team or colleague which will make sure appropriate cover is in place during absences.

Clinical Leadership responsibilities and medical management:

Trust wide medical leadership is provided by the Executive Medical Director supported by the three divisional Medical Directors. The local clinical leadership arrangements are led by the Clinical Director who line manages this post. All Consultants are expected to participate in business planning for their teams and as appropriate, contribution to the broader strategic and planning work of the directorate, division and Trust.

- Leadership role in the quality agenda: identifying areas for improvement and active engagement with QI
- Meet regularly with the team and local service managers to ensure quality, finance and performance targets are met
- Support recruitment and ensure optimal retention of team members
- Line management and clinical supervision
 - of trainees and specialty doctors in the team
- Teaching of medical students
- Engage in service developments

Teaching and training

Consultants are expected to be involved in the teaching and training of junior medical staff. They may also teach non-medical staff where needed and able to do so. The Director of medical Education and training programme director for CTs is Dr Sukh Bahia, and the KCW Local Tutors for Psychiatry are Dr Itunu Ayeni, Dr Sara Ketteley and Dr Ashu Panda.

Duties to include:

- Post graduate psychiatry trainees and Foundation trainees have a clinical (CS) and educational supervisor (ES). The post holder is expected to become a CS and ES. Relevant support is available and can be accessed through medical education department. There are 3 yearly teaching appraisals which the post holder is expected to participate in.
- An active role in the postgraduate teaching programme, which consists of a local academic meeting at Wednesday lunchtime. This meeting includes a Journal Club and case presentations. This takes place at the St Charles hospital inpatient site and online.
- Trainees may seek supervision as needed and WPBAs during on calls out of hours. The postholder is expected to contribute as needed.
- Teaching/training of medical students who regularly attend CMHT/wards as part of their psychiatry experience, from the Imperial College School of medicine. Support is also given to work experience students. The post holder will also supervise any physician associates/medical support workers/clinical attachees who may be placed in the team.
- Training and teaching of wider MDT staff with the community teams and other teams in the borough.

General duties

- To manage, appraise and provide professional supervision to junior medical staff as agreed between consultant colleagues and the medical director and in accordance with the Trust's policies and procedures.
- 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 administrative duties associated with the care of patients.
- To record clinical activity accurately and comprehensively, and submit this promptly through the trusts clinical information systems.
- To participate in service and business planning activity for the locality and, as appropriate, for the whole mental health service.
- To participate in the annual appraisal for consultants.
- To attend and participate in the academic program of the Trust, including lectures and seminars as part of the internal CPD program.
- 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 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

- To be flexible and willing to undertake duties according to the needs of the service, including representing the service at the Directorate strategic meetings if needed.

KERSHAW WARD St Charles site TEAM COMPOSITION:

Role	Shift	No. per shift	Days
Kershaw consultant	0900 – 1700	1 (shared with 3 Beatrice Place)	Mon - Fri
Junior medical staff (Specialty doctor)	0900 – 1700	0	Mon – Fri
CT 1-3	0900-1700	2	Mon - Fri
Team Manager	0900 - 1700	1	Mon – Fri
RMN	0730 – 2030, 2000 - 0800	9	Mon - Sun
HCA/support worker	0730 – 2030, 2000 - 0800	7	Mon - Sun
Peer support worker	0730 – 2030,2000 - 0800	1	Mon – Fri
Nursing Associate	0730 – 2030, 2000 - 0800	1	Mon - Sun
Discharge coordinator	0730 – 2030	1	Mon – Fri
Dietitian	0900-1700	1	Sat/Sun
SALT	0900-1700	1	Sat/Sun
Psychologist	0900 - 1300	1	Mon - Fri
OT	0900-1700	1	Mon - Fri
Activity coordinator	0900-1700	1	Mon - Fri
Physio	0900-1700	0.5	Mon/Tue
Ward Administrator	0900-1700	1	Mon-Fri

3 BEATRICE PLACE TEAM COMPOSITION:

Role	Shift	No. per shift	Days
3BP Consultant	0900 – 1700	1 (shared with Kershaw)	Mon-Fri
Specialty doctor	0900 – 1700	1	Mon – Fri
Ward Manager	0900-1700	1	Mon - Fri
Deputy Manager	0900 - 1700	2	Mon – Fri
RMN	0730 – 2030	7	Mon - Sun
RGN	2000 - 0800	1	
HCA/support worker	0730 – 2030, 2000 - 0800	19	Mon - Sun
Peer support worker	0730 – 2030, 2000 - 0800	0	Mon – Fri
Nursing Associate	0730 – 2030, 2000 - 0800	1	Mon - Sun
Discharge coordinator	0730 – 2030	0	Mon – Fri
Dietitian	0900-1700	1 session monthly	Tuesday
Speech and language therapist	0900-1700	0	Booked via Bank/Agency if required
Psychologist	0900 - 1300	0.1	Wednesday only Dr Tom
OT	0900-1700	1 (vacant)	Mon - Fri
Activity coordinator	0900-1700	1	Mon- Fri
Physio	0900-1700	0.4	Tue/Thursday
Ward Administrator	0900-1700	1	Mon-Fri

Continuing professional development (CPD)

The Trust and directorate are committed to CPD activities. The Trust requires consultants to participate in CPD and to develop a Personal Development Plan. There is a local PDP group, which meets on a regular basis. There is also a weekly academic meeting for medical staff.

Consultants are eligible for up to 30 day paid study leave on a pro-rata basis within any three-year period and requests for study leave will be considered in line with both the post holder's and the Trust's needs. Funding to support consultant's study leave is held by the Trust Medical Director and initial approval is given by the Clinical Director. Consultants can utilise up to £1000/- per study leave year.

Consultants are also encouraged to develop special interests and to contribute to the strategic management of services both locally and nationally following job plan agreement with the clinical director.

The post holder is encouraged to join an existing consultants peer group for RCPsych CPD purposes. Mentoring and supervision if required will be available from the Clinical Director and Divisional Medical Director.

- The post-holder is expected to participate in CPD in line with Royal College of Psychiatry guidance.
- The post-holder is expected to participate in a peer group for CPD activities.
- The post-holder is required to remain in good standing for CPD with the Royal College of Psychiatrists and meet GMC requirements for revalidation.
- The post holder is expected to maintain Sec 12 and AC approval status.

Clinical leadership and medical management

While primarily responsible for delivering a quality clinical service, the consultant psychiatrist is also expected to be actively involved in the leadership and strategic development of the team and broader services, being involved with the team manager and locality manager in helping to steer the development of the service in line with the strategic direction of the organisation. The post holder is actively encouraged to participate in CNWL broader leadership and contribute to the broader strategic planning of the trust.

Appraisal and job planning

Every CNWL consultant is expected to participate in the annual appraisal process. The Trust uses the PReP system as an electronic tool for annual appraisals. The post holder will be appraised by another consultant who is a trained appraiser. The consultant will also undergo 360-degree appraisal at least once every 5 years for the purpose of revalidation.

The Trust Medical Director is the Responsible Officer. The process of revalidation is carried every five years in line with the Trust Appraisal and Revalidation policy.

Job Plans are reviewed and agreed at the beginning of the contract and then annually with the Clinical Director.

Clinical QI and Research

Although this post is not within a specifically designated research service, active participation in academic research is encouraged and the post holder's own research projects will be encouraged. CNWL is one of the leading trusts in the country in mental health research and research and development is headed by Prof Richard Watts. We work

closely with Universities both locally and nationally, in particular with Imperial College London. Follow this link for details of our research office [Home | Noclor](#).

The postholder will share responsibility for clinical audit /QI of the service with the team Manager, and will work with him/her and the service manager on this, in line with recommendations of the Royal College of Psychiatrists and local Clinical Governance agreements as agreed with the Westminster Clinical director.

This will include participation in quality improvement, clinical audit and review of outcomes working towards achievement of national and local performance management targets, complying with risk management policies and participating in the consultant appraisal process.

There is a Quality Improvement and clinical audit department within the Trust that is active in assisting and preparing audits Trust-wide. The post holder will be expected to be actively involved in medical audit within the Directorate.

Supervision of QI projects undertaken by junior or senior trainees is expected.

Mental Health Act and Responsible Clinician approval

- The post holder would be expected to be accredited as an Approved Clinician.
- The post-holder would be expected to be approved under Section 12(2) MHA and will be expected to renew this approval according to agreed procedures.

Secretarial support and office facilities

- On-site administrative support is available for all consultants.
- The post-holder will have office space in Nightingale Place St Charles hospital where the older adults service on St Charles site is located
- CNWL has a comprehensive IT support system in place. You will be provided with a work mobile phone and a work laptop.

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 Clinical and Medical director and, as necessary, the chief executive officer

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.

Job planning and Work Program

A formal job plan will be agreed between the appointee and their Clinical Director, on behalf of the Medical Director within one month of the commencement date of the appointee.

The job plan will be based on the provisional timetable shown below and will be a prospective agreement that sets out the postholders duties, responsibilities and objectives for the term of the appointment. It should cover all aspects of a consultant's professional practice, including clinical work, teaching, research, education and managerial

responsibilities. It should provide a clear schedule of commitments, both internal and external. Timely job plan review with the line manager will also occur when there are proposed workload changes to support safe working and the process will identify the need for any additional support as necessary.

It is envisaged that the post holder will work 10 programmed activities over 5 weekdays. The overall split of the programmed activities is 7.5 to be devoted to Direct Clinical Care (DCC) and 2.5 to Supporting Professional Activities (SPA) as per the Royal College of Psychiatrists recommendation.

On-call Commitment

- The post holder is expected to participate in out of hours on call work (3rd on call) covering St Charles wards and MHCAS (mental health crisis assessment service at St Charles hospital), MHEC (mental health emergency centre) at St Mary's, HbPoS, Eating disorder unit at Vincent Square, Older adults service at 3BP. Current frequency is 1:14. Banding is Category B, mainly telephone advice, medium intensity, attracting 1% of basic salary on a pro-rata basis.
- ST4-6 doctors provide second on-call cover on a rota basis. Consultants provide clinical supervision for doctors in training grades on-call on an "as required" basis. Supervision for broader training issues arising out of on-call work is normally raised with the trainee's designated clinical supervisor.

First on-call cover is provided by Core trainee or a GPVTS

At any one time out of hours there are 6 doctors on call in KCW. This includes 2 a on site, 2 ST4-6s and 2 consultants. The CT, ST and consultant rota are each divided into North and South rotas. A Standard Operating protocol provides extensive guidance regarding on calls and the clinical director will provide on call related induction to the post holder when he/she commences post. Training will also be provided to the post holder to handle any exception reporting by trainees. The Trust has a Guardian of Safe working hours for trainees.

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.

The appointment is subject to the Terms and Conditions of Service for Consultants (England) 2003.

The post is subject to the provisions of the NHS Pension Scheme.

The post holder must have Full Registration with the UK General Medical Council. It is the post holder's responsibility to ensure his/her UK General Medical Council registration does not lapse. The post holder must hold a Licence to Practise with the UK General Medical Council.

The Consultant appointed will have a continuing responsibility for the care of patients in his/her charge and for the proper functioning of his/her department. He/she will also undertake the administrative duties associated with the care of his/her patients and the running of the department.

The Consultant will be indemnified by the Trust for all NHS work undertaken as part of his/her conditions of employment. However, in certain circumstances (especially regarding services for which the post holder receives a separate fee), the Consultant may not be covered by the indemnity. Consultants are therefore advised to maintain membership of a medical defence organisation.

The appointment is offered subject to a satisfactory Occupational Health clearance. A satisfactory medical examination is a condition for employment for medical and dental staff in the NHS. Therefore, the successful candidate may be required to undergo such an examination.

Leave and cover arrangements

The post-holder is entitled to 32 days of annual leave per year pro rata which after seven years of continuous NHS service goes up to 34 days a year. Additionally, the Trust has been offering 1 day birthday leave for all substantive staff for the past few years including in the current financial year, however this can change. The post holder is also entitled to 30 days study leave over three years. The leave entitlement will be pro rata for people looking to work part time.

The post holder will be expected to liaise with any other medical staff and the Service Manager when planning annual or study leave to ensure continuing consultant cover for the service during their leave.

OTHER INFORMATION

Satisfactory References

This appointment will be offered on the receipt of two satisfactory references.

Rehabilitation of Offenders Act

The post is exempt from the provisions of the Rehabilitation of Offenders Act and applicants are not entitled to withhold information about convictions, including those which are “spent”. Any information given will be confidential but failure to disclose such convictions could result in disciplinary action or dismissal.

Private Practice

The successful applicant may undertake private practice in accordance with the Terms and Conditions of Service.

Cover for leave

The post holder will be entitled to 32 days annual leave plus bank holidays. He/she will be expected to liaise with other medical staff, the Clinical Director and the Service Director when planning leave to ensure continuing psychiatry cover for the service.

Staff Well Being

There is effective local occupational health support (confidential, includes modalities of self-referral, promoted regularly at induction and when in post). The post holder will have access to the Occupational Health (OH) Department (based at Argo House, Kilburn High Road). The OH team has access to a physiotherapist and psychologist, and the post holder may self-refer or be referred through their manager.

Supporting the wellbeing of the post holder after serious incidents that involve patients in their care (e.g. homicide or suicide) is paramount, and a dedicated senior clinician will provide support and advice as needed after the incident.

Support can also be sought from People at Work in the form of confidential counselling.

The Trust has several initiatives to support wellbeing that the post holder is encouraged to participate in. These currently include flexible working, flexible retirement, lease vehicle scheme, retail and restaurant discounts, eye test scheme, gym discounts, wellbeing events, mindfulness courses and choir singing.

CNWL Occupational Health Service

Ground Floor, South Wing, St Pancras Hospital

St Pancras Way, London NW1 0PE

Email: cnwl.occupationalhealth@nhs.net

Staff can contact OHS for advice by calling the Duty Nurse (Monday – Friday 9.00am – 5.00pm 020 3317 3350 option 2)

Or ring the OHS on 020 3317 3350 and make a Self-Referral appointment to speak to one of our OH Advisors, who will advise you of what options are available to you.

The OH service is Monday to Friday, 9am to 5pm (answer machine out-of-hours)

No Smoking Policy

It is the policy of the Trust to promote positive health. Smoking, therefore, is actively discouraged and is prohibited on Trust sites including offices.

Security

In the interests of safety and security the appointee will be issued with and required to wear Trust Identification Badge at all times whilst at work.

Medical Excellence: Strategic Direction

The Trust places great importance on medical colleagues maintaining medical excellence and the successful candidate is required to comply with Trust policies in respect of this issue.

The Trust is committed to involving consultant staff in the organisation's strategic direction. There is a Medical Staff Committee (MSC) that meets regularly.

Terms and Conditions of Service

The appointment is subject to the Terms and Conditions of Service for Consultants (England) 2003.

This post is offered as 10 Programmed Activities per week.

The post is subject to the provisions of the NHS Pension Scheme.

The post holder must have Full Registration with the General Medical Council. It is the post holder's responsibility to ensure his/her General Medical Council registration does not lapse.

The post holder must hold a Licence to Practise with the General Medical Council.

The Consultant appointed will have a continuing responsibility for the care of patients in his/her charge and for the proper functioning of his/her department. H/she will also undertake the administrative duties associated with the care of his/her patients and the running of the department.

The Consultant will be indemnified by the Trust for all NHS work undertaken as part of his/her conditions of employment. However, in certain circumstances (especially regarding services for which the post holder receives a separate fee), the Consultant may not be covered by the indemnity. Consultants are therefore advised to maintain membership of a medical defence organisation.

The appointment is offered subject to a satisfactory Occupational Health clearance. A satisfactory medical examination is a condition for employment for medical and dental staff in the NHS. Therefore, the successful candidate may be required to undergo such an examination unless a satisfactory one has been carried out within the last twelve months.

Further Information & Arrangements to visit

- Dr Sujaa Mary Rajagopal Arokiadass, Westminster Clinical Director Sujaa.arokiadass1@nhs.net
- Tara Mulholland, Service Manager, Older Adults, tara.mulholland@nhs.net

TIMETABLE - Proposed

In line with the new consultant contract the job plan is for 10 Programmed Activities. The timetable is subject to change according to service demands and the clinical preferences of the post holder, following discussion at the job planning meeting. A final job plan will be negotiated with the post holder, considering the post holder's interests as well as service needs.

The distribution of PAs will be:

- Direct Clinical Care: 7.5
- Supporting Clinical Activities: 2.5

Day	Time	Work	Category	No. of PAs
Monday Kershaw	AM (4 hrs)	Whiteboard MDT meeting (1 hr) Ward reviews /tribunals – 3 hrs	DCC	1
	PM (4 hrs)	Attendance at Bed Management Meeting slot for 30 min Clinical admin – 3 hrs 30 min	DCC	1
Tuesday Beatrice Place	AM (4 hrs)	Whiteboard MDT 1 hr Patient review – 2 hrs	DCC	0.5
		Admin – 1 hr	SPA	0.5
	PM (4 hrs)	Two weeks: Trauma Informed Team formulation meeting (2-3) fortnightly, Patient review – 1 hr Admin 1 hr Audit 1 hr Two other weeks: Patient review 2 hrs Admin 1 hr Audit 1 hr	DCC	1
Wednesday Kershaw	AM (4 hrs)	MDT Whiteboard – 1 hr Ward reviews – 2 hrs Admin 1 hr	DCC	1
	PM (4 hrs)	CPD	SPA	1
Thursday Beatrice Place/Kershaw as needed	AM (4 hrs)	MDT Whiteboard meeting – 1 hr MDT patient reviews/tribunals – 2 hrs Admin 1 hr	DCC	1
	PM (4 hrs)	2-3pm Team Meeting -1 hr Quality improvement – 1 hr Trainee and specialty doctor supervision – 2 hrs total	SPA	1
Friday	AM	MDT White board meeting -1 hr	DCC	1

(Kershaw)	(4 hrs)	Patient reviews – 2 hrs Admin – 1 hr		
	PM (4 hrs)	Clinical Emergencies if any Clinical admin	DCC	1
Total PAs			DCC	7.5
			SPA	2.5

Appendix 1: Sample person specification/selection criteria for consultant

Abbreviations for when assessed: S: Screening prior to short-listing A: Short-listing from application form P: Presentation to formal panel; F: Formal Appointments Committee Interview ; R: References

	ESSENTIAL	WHEN ASSESSED	DESIRABLE	WHEN ASSESSED
QUALIFICATIONS	Medical degree MB BS or equivalent medical qualification.	S S S	Qualification or higher degree in medical education, clinical research or management. Relevant higher degree (e.g. MD, PhD, MSc or other additional clinical qualifications MRCPsych OR MRCPsych equivalent	A A
ELIGIBILITY	Fully registered with the GMC with a licence to practise at the time of appointment. Included on the GMC Specialist Register for older adults psychiatry OR within six months. Approved clinician status	S S S	In good standing with GMC with respect to warning and conditions on practice	S S S

	Approved under S12	S		S
TRANSPORT	Holds and will use valid UK driving licence OR provides evidence of proposed alternative.	S		S

	ESSENTIAL	WHEN ASSESSED	DESIRABLE	WHEN ASSESSED
CLINICAL SKILLS, KNOWLEDGE & EXPERIENCE	Experience of assessing and treating older adult patients in acute and community psychiatric settings	A F R	Knowledge of recent developments and drug advances in old age psychiatry Knowledge of key issues associated with the development of Acute older Adult Health Services Knowledge of NHS planning and commissioning processes	A F
	Experience in leading a multidisciplinary team			
	Excellent clinical skills using bio-psycho-social perspective and wide medical knowledge	A F R		

	Excellent oral and written communication skills in English	A F R		
	Able to manage clinical complexity and uncertainty	F		
	Demonstrate the leadership skills required to function successfully as a Consultant Psychiatrist IT skills relevant to working in a modern NHS environment	F		