# Consultant Psychiatrist

# Job Description and Person Specification

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| Post and specialty: | Consultant Psychiatrist in Child and Adolescent Psychiatry  This is a new post within Leeds Community CYPMHS Service due to high levels of demand in the service | | |
| Royal College of Psychiatrists approval details: |  | | |
| Base: | Main Base: Kirkstall Health Centre, 15 Morris Lane, Leeds, LS5 3DB  Citywide  All staff can be asked to work from any LCH base | | |
| Contract: | Full time, Permanent  10PAs  Part-time or job share will be considered | | |
| Total PAs: 10 | SPA: 2.5 | DCC: 7.5 |
| Accountable professionally to: | Medical Director | | |
| Accountable operationally to: | Medical Lead for CYPMHS | | |
| Key working relationships and  lines of responsibility: | Line Manager: Ms Helen Sellers  Team Lead: Ms Helen Sellers  Medical Lead: Dr Jonathan Barrett  Head of Service: Ms Sara Clarke  Responsible Officer: Dr Ruth Burnett  Medical Director: Dr Ruth Burnett  Deputy Medical Director: Dr Stuart Murdoch  Director of Operations: Ms Sam Prince  Chief Executive: Ms Selina Douglas | | |

## Introduction

Leeds Community Healthcare provides a range of community-based health services across the whole city. Our organisation has a values-based culture and our focus at all times is on providing the best quality care to every community in Leeds. Our CYPMHS vision is to facilitate specialised mental health care for children, young people and their families within an emotional and mental wellbeing pathway across Leeds through partnership working.

## Trust Details

Leeds Community Healthcare NHS Trust (formerly Leeds Community Healthcare) was created on 1st April 2011. The Chief Executive is Selina Douglas, the Executive Medical Director is Dr Ruth Burnett and the Director of Operations is Sam Prince.

The Trust provides a wide range of community healthcare services for adults and children divided into three Business Units: Children, Adults and Specialist Services. Services provided across the three business units include: integrated nursing team, community dentistry, integrated additional needs service, neighbourhood nursing teams, physiotherapy, podiatry, speech and language, adult and children’s mental health services, sexual health services, prison healthcare, palliative and end of life care, infant mental health, neurological rehabilitation and children’s occupational therapy.

The Children’s Business Unit has a General Manager, Janet Addison, and a Clinical Lead, Claire Gray-Sharpe. The Children’s Business Unit includes public health integrated nursing, audiology, community paediatrics, dental, eye care, infant mental health, mental health, nutrition and dietetics, occupational therapy, physiotherapy, podiatry, school immunisations, and speech and language.

We employ around 3,000 staff and spend around £142m each year.

## Service Details

CYPMHS is managed by Leeds Community Healthcare NHS Trust is part of Community Child Health Services and provides an integrated service to children in the community employing approximately 800 staff within the Children’s Business Unit. It serves a total population of approximately 800,000 people including approximately 160,000 under 18s. Leeds is the third largest city in the UK and represents an incredibly diverse population.

Transformation of emotional well-being and mental health services for children is a national agenda (Future in Mind) and together with our commissioners, children’s services are implementing the Leeds transformation plan. Leeds CYPMHS is a third wave children and young people’s IAPT site. Recent developments include the recent, and continuing, expansion of the MindMate Support Team (Mental Health Support Teams) as well as additional investment in the Eating Disorders Team. There is a commitment to robust CYPMHS commissioning and LCH has an agreed children’s strategy.

Outpatient community CYPMHS services in Leeds are provided on a citywide basis, and clinical staff are based within pathway teams primarily working from three main bases however staff may be asked to work from any LCH site across the city. The service has adopted a new model of service delivery in which there are clear gateways to specific clinical provision and a strong emphasis on outcome measurement.

The service is comprised of a number of teams/pathways including children’s eating disorders, intensive support, crisis and liaison, crisis call line, therapies, neurodevelopmental assessment, medication, transitions, outreach, MindMate Support and learning disabilities, and the multi-agency single point of referral (MindMate SPA).

Leeds CYPMHS is a multi-disciplinary service which offers assessment and treatment to young people and families with a range of mental health difficulties. You will work as part of a wider multi-disciplinary team, working within clinical pathways and offering, for example, assessment, consultation, formulation and/or brief intervention.

The service consists of:

Head of Service

Clinical Lead

Service Managers

Team Managers

Consultant Child and Adolescent Psychiatrists

Consultant Psychologists

Psychotherapists

Band 7 Practitioners

Band 6 Practitioners

Band 5 EMHPs

Band 3 Specialist Assistants

Band 4 Telecoaches

Trainees in various disciplines at various bandings

Band 5 Administrator

Band 4 Administrators

Band 3 Administrators

A new, purpose built, twenty-two bedded adolescent in-patient unit in Leeds opened in January 2022 with six Psychiatric Intensive Care Unit beds. The in-patient unit in Leeds is managed by Leeds and York Partnership Foundation Trust. The service provides input to, and maintains a good relationship with, the West Yorkshire Provider Collaborative.

There is a strong commitment to working within clear and effective safeguarding processes and we work closely with specialist safeguarding teams within the Trust and, where indicated, with colleagues in social care.

Clinical work is delivered on a citywide basis and the Community team receive approximately 220 new referrals a month, roughly split between neurodevelopmental assessments and referrals for emotional disorders. The total caseload of community CYPMHS is approximately 4,200 children and young people.

CYPMHS Crisis and Liaison Team receive approximately 70 new referrals a month who are generally seen once initially and with around one follow-up appointment.

Due to the nature of the work, demand will fluctuate, and figures shown are indicative only. The applicant will be expected to have the ability to prioritise and react to situations emerging throughout the week. As an approximate guide the applicant may expect to carry out 1-2 assessments as part of an MDT and support approximately 3 liaison cases per week. Additionally, we anticipate the applicant would be required to carry out 1 Mental Health Act assessment a week, including Section 136 and MHA work in Leeds hospitals, and complete an average of 1-2 reviews per day, 3 days per week.

## Local Working Arrangements

The service has a strong multidisciplinary ethos and successful applicants will be expected to demonstrate a commitment to working with colleagues from other disciplines in an integrated way and acknowledging their expertise where appropriate.

The principal clinical duties for the appointee will be predominantly within the CYPMHS Crisis and Liaison team, but with the flexibility to offer consultation and support to other services and agencies within Leeds as appropriate and agreed in the job plan.

Each team is comprised of professionals from a wide range of backgrounds and professions including nurses, AHPs, social workers and psychiatrists. The service also has wider support from psychologists, psychotherapists and is currently pursuing ACP input. The appointee will be expected to provide psychiatric input to these multidisciplinary teams, contributing to and supporting clinical and team management decisions and providing consultation to others.

The clinical workforce of CYPMHS is divided into teams to provide effective MDT working, supervision and clear line management, but the clinical pathways are citywide. You will be expected to hold a caseload of the most complex cases appropriate to the size and needs of the team but will also be available at short notice to provide consultation and advice to other team members.

There are currently ten consultant child and adolescent psychiatrist posts in Leeds:

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| --- | --- | --- |
| Vacancy | 10PAs | CYPMHS Crisis and Liaison Team |
| Dr Chhaya Pandit | 7PAs | CYPMHS and ND |
| Locum Consultant (this post) | 10PAs | Core Community Services, LD and Intensive Support |
| Vacancy (this post) | 10PAs | Core Community Services and Intensive Support |
| Dr Steve Hopkins | 10PAs | Core CYPMHS |
| Dr Emma Diggins | 2PAs | CYPMHS Crisis and Liaison Team |
| Dr Kalliopi Konstantopoulou | 8PAs | Intensive Outreach and EIP |
| Dr Anna Field | 3PAs | Neurodevelopmental Team |
| Dr Charlie Stanley/Vacancy | 6-10PAs | Eating Disorders Team |
| Dr Jonathan Barrett | 10PAs | CYPMHS Crisis and Liaison Team and Medical Lead |

While primarily responsible for delivering a quality clinical service, the consultant psychiatrist is also expected to be actively involved in the strategic development of the team and broader services, being involved with the team manager and service manager in helping to steer the development of the service in line with the strategic direction of the organisation.

## Continuing Professional Development (CPD)

All consultants are expected to engage in appropriate continuing professional development (up to thirty days over three years), which will be supported through the Trust’s study leave budget. All study leave is approved by the medical lead. There is an expectation to remain in good standing for CPD with the Royal College of Psychiatrists. There are local arrangements CPD and the post holder would join a peer review group which meet regularly throughout the year.

## Clinical Leadership and Medical Management

The Medical Director is Dr Ruth Burnett and Dr Stuart Murdoch is Deputy Medical Director. The Medical Lead for CYPMHS is Dr Jonathan Barrett. Medical line management is provided by the CYPMHS medical lead, and operational line management is provided by the team manager. CYPMHS also has a Clinical Lead, Ms Rebecca Miller-Hodges.

Medical leadership is strongly encouraged within the service as well as the wider Trust and all consultants are expected to play an active role in contributing to the clinical and strategic leadership of the service. Consultants play a key role in leading the improvement of the quality of care within the team and contribute to improving quality across the system.

## Appraisal and Job Planning

Leeds Community Healthcare is committed to providing annual consultant appraisals, outlined in the NHS Executive Advance Letters (MD) 6/00 and (MD) 5/01.

Consultant appraisals are carried out by named and trained medical appraisers within the trust.

A yearly formal job plan review will be undertaken by the Medical Lead together with the relevant Clinical Team Manager.

The trust provides comprehensive training and updates for appraisees and those who wish to train as appraisers. Appraisals and revalidation processes are overseen by the responsible officer, Dr Ruth Burnett.

There are corporate and local induction programmes for consultants new to the trust, and significant opportunities for leadership development, coaching and mentoring.

## Teaching and Training

LCH has fostered close links with the University of Leeds, which provides a wealth of opportunities for involvement in research, teaching and training. The successful appointee will be encouraged to engage in teaching and research where appropriate.

The Division of Psychological & Social Medicine (DPSM) is headed by Dr Cathy Brennan and is part of the Leeds Institute of Health Sciences (LIHS) in the School of Medicine.

Research interests of the Unit are in 3 broad areas:

* psychological aspects of health
* evaluation of psychological therapies
* mental health services research and evaluation

The Institute has an international reputation in self-harm research, including clinical epidemiology, brief interventions, and health service research. David Cottrell holds the Emeritus Chair in Child & Adolescent Psychiatry and is involved in teaching and research related to child and adolescent mental health.  He is based at the medical school.  Dr Emma Diggins is a Clinical Academic Consultant who is currently completing an NIHR doctoral fellowship exploring gender differences in self-harm in young people. Dr Dan Romeu is a CYPMHS higher trainee who is completing an NIHR doctoral fellowship.Dr Jonathan Barrett, Consultant in the CYMPHS Crisis Team, leads on undergraduate teaching in child and adolescent psychiatry.

LIHS also houses the Clinical Psychology Doctorate Programme, where Dr David Turgoose is a Lecturer with an interest in child and adolescent mental health; and the Training in Systemic Family Therapy scheme, directed by Marie McGovern. Through Dr Simon Pini, an NIHR Senior Research Fellow in Psychological and Social Medicine, LIHS has close links with Child Health Outcomes Research at Leeds (CHORAL), which aims to improve young people’s outcomes in children’s mental health, childhood cancer and life-threatening illnesses.  LIHS also has a focus on working age psychiatry, with Professor Max Henderson as Professor of Psychological Medicine and Occupational Psychiatry.

Medical students are taught regularly as part of the students’ child health teaching in year 4 of the MBChB programme. There are additional opportunities to teach medical students through all five years of the course for consultants who are interested in contributing to teaching.

Consultant Child & Adolescent Psychiatrists within the Trust may be granted the title of Honorary Senior Lecturer / Honorary Senior Clinical Research Fellow by the University if they participate in significant teaching of undergraduate students or contribute to postgraduate taught courses or research, for example, in clinical psychiatry or in child health.

## Research

The trust has a dedicated research department that provides guidance and support to all LCH staff, as well as external researchers, in the management and approval of research and in how we put in place the Trusts’ Research Strategy.

The post holder would be strongly encouraged and supported to become involved in existing research or to engage in their own research project.

## Mental Health Act and Responsible Clinician Approval

The post holder would be expected to be approved as a Responsible Clinician or be willing to undertake training to obtain Section 12(2) MHA within 3 months and will be expected to renew this approval according to agreed procedures. While a post holder waits for approval, there is adequate cover within the service to provide Responsible clinician or S12(2) input, and the post holder would not join the on-call rota until approved.

## Support

Office accommodation, with IT and internet access is provided. A team of Admin and Clerical staff providing admin support are based within our primary CYPMHS bases.

## Clinical Duties of Post Holder

The consultant will have responsibility, together with their consultant colleagues, for the provision of psychiatric services to children and young people living in Leeds. The CYPMH Service is currently undergoing a full redesign and you will help define the consultant role once in post. The exact clinical duties may differ slightly from the list below but are expected to include:

* Medical review of patients as agreed in multi-disciplinary meetings.
* Attendance by telephone or in person at system meetings.
* Advice, consultation and supervision to the team.
* Attending weekly team meeting/leadership meetings.
* Attending management and academic meetings.
* Supervision of nurse prescribers.
* Giving clinical advice to team members as and when needed.
* Responsibility for supervision of second on call doctor in assessment of emergencies, including assessment under the Mental Health Act 1983 and Section 136 assessments as part of on-call rota.
* Participation in supporting daytime unplanned work**.**

Consultant child and adolescent psychiatrists work closely with the multidisciplinary team. The consultant will support the young person and family alongside the multidisciplinary team.

The Consultant would be expected to see new patients for assessment, usually alongside another member of the multidisciplinary team. They would also provide advice, support and supervision to trainees and the multidisciplinary team.

## Training Duties

Up to six ST4-6s in Child & Adolescent Psychiatry are placed in the Leeds CYPMH service. ST4-6s are placed by the programme director and training committee of the Yorkshire Regional Rotational Scheme and there is usually one higher trainee placed within the Crisis and Liaison Team and Outreach Team.

CT1-3s, who are part of the Leeds, Wakefield and Pontefract Psychiatric Rotation, are currently allocated placements within the service. The number of core trainees within the service may vary by rotation. Core trainees are allocated to an identified team during their rotation with Leeds CYPMHS. Each team will not usually take more than one core trainee, however there may be exceptions if the number of trainees is high.

The postholder will be encouraged to access training and gain approval as a clinical supervisor. Once approved as a clinical supervisor, the applicant would be expected to provide clinical supervision to either a specialist trainee or core trainee in the community team. consultants usually alternate on a yearly basis between providing supervision for core and specialist trainees however this will vary depending on the number of trainees and requirements within the service.

The Associate Medical Director for Medical Education within the Trust is Dr Farah Chaudhry.

## Clinical Governance and Quality Assurance

The appointee will be expected to participate in Audit and Clinical Governance within CYPMHS, in collaboration with the CYPMHS Clinical and Medical Leads, and to abide by all clinical and corporate governance procedures and policies as laid out by the organisation. You are likely to directly contribute to the quality agenda by representing your team at relevant and appropriate forums.

## Quality Improvement

It is expected that the post holder will:

* Lead and manage a team in a way that supports the development of a culture of continuous improvement and learning.
* Utilise a quality improvement approach to think systemically about complex problems, develop potential change ideas and test these in practice using a systematic QI methodology.
* Empower the team to resolve local issues on a daily basis using the tools and method of quality improvement without staff having to seek permission.
* Promote awareness and understanding of quality improvement and share learning and successes from quality improvement work.

The CYPMH service has developed a number of clinical protocols to ensure consistency of quality across the city. Consultant medical staff are expected to follow these protocols as are all other staff within the service. Areas covered include referral pathways and management, assessment and treatment of ADHD, assessment of autistic spectrum conditions.

The supervision protocol requires all staff to access clinical, child protection, caseload management and operational managerial supervision. The existing consultants afford each other peer supervision, and in addition all teams have frequent and regular well-developed and valued multidisciplinary case-based discussions.

The existing consultants afford each other peer supervision, and in addition all teams have frequent and regular well-developed and valued multidisciplinary case-based discussions. All staff also have access to a service wide multi-disciplinary case discussion meeting. Consultants provide valuable input to these discussions and you will be expected to actively participate in citywide forums as appropriate.

## General Duties

* To manage, appraise and give professional supervision to junior medical staff as agreed between consultant colleagues and the medical director and in accordance with the Trust’s personnel policies and procedures. This may include assessing competences under the Modernising Medical Careers framework.
* To ensure that junior medical staff working with the post holder operate within the parameters of the New Deal and are Working Time Directive compliant.
* To undertake all administrative duties associated with the care of patients.
* To record clinical activity accurately and comprehensively, and submit this promptly to the Information Department.
* To participate in service and business planning activity for the locality and, as appropriate, for the whole mental health service.
* To participate in annual appraisal for consultants.
* To attend and participate in the academic programme of the Trust, including lectures and seminars as part of the internal CPD programme.
* To maintain professional registration with the General Medical Council, Mental Health Act Section 12(2) approval, and to abide by professional codes of conduct.
* To participate annually in a job plan review with the Clinical Team Manager, which will include consultation with a relevant manager in order to ensure that the post is developed to take into account changes in service configuration and delivery associated with modernisation.
* To work with local managers and professional colleagues in ensuring the efficient running of services and share with consultant colleagues in the medical contribution to management.
* To comply with the Trust’s agreed policies, procedures, standing orders and financial instructions, training request and study leave process, 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.

## External Duties, Roles and Responsibilities

The Trust actively supports the involvement of the consultant body in regional and national groups subject to discussion and approval with the Medical Director and, as necessary, the Chief Executive Officer.

## 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.

## Work Programme

It is envisaged that the post holder will work 10 programmed activities over 5 days. Following appointment there will be a meeting at no later than three months with the Medical Lead to review and revise the job plan and objectives of the post holder. The overall split of the programmed activities is 7.5 to be devoted to direct clinical care and 2.5 to supporting professional activities (as per the Royal College of Psychiatrists recommendation). The timetable is indicative only. A formal job plan will be agreed between the post holder and Medical Lead three months after commencing the post and at least annually thereafter.

## On-call and Cover Arrangements

The out of hours Consultant on call rota for children and adolescents in Leeds with mental health problems will be 1:9. There is a first on call rota staffed by CT1-3s and dedicated liaison nurses. There is a second on call tier provided by ST4-6s in child & adolescent psychiatry coverage of which depends on the number of such trainees currently placed in Leeds (usually 4-5) which any vacant on calls covered by an authorised locum bank. Therefore the consultants provide the third tier of on call.

The rota is organised by the CYPMHS Administration Services Support Manager following discussion with the consultant group. It is published, twice a year, well in advance for each 6 months period. All consultants on the rota are expected to make the same time commitment to the rota irrespective of sessions worked. The on-call availability supplement is Category B (3%).

There are good working relationships with Emergency Department services at Leeds Teaching Hospitals Trust. There is also a dedicated Section 136 suite for children and young people at Red Kite View.

Consultants in the CYPMHS service are divided into ‘cover groups’ to ensure that there is always a minimum number in the city. Annual leave and study leave entitlements are as per the 2003 Consultant Contract, and there is local leave guidance which covers this as well as arrangements for other types of leave (special, sick, and professional). You will be expected to follow the appropriate authorisation process for requesting annual leave and ensure that the service maintains sufficient cover, especially during peak holiday periods.

## Wellbeing

The post holder will have access to the Occupational Health (OH) Department. The service is provided by a multi-disciplinary team consisting of Occupational Health Advisers and Occupational Health Practitioners, Registered Mental Nurse (RMN) and Occupational Therapist, who will provide the following range of services to LCH staff:

* Work Health Assessments (Pre – Employments)
* Workplace immunisations:  For TB, Hepatitis B, Varicella and MMR where clinically indicated
* In-service management referrals for absence
* Self-referrals
* Support for staff who sustain a Sharps or Splash injury

Occupational Health service is provided by South West Yorkshire Foundation Trust. Referrals can be made by the service or by the post holder themselves. The occupational Health Service can be contacted by phone on **01924 316036 or via the web on** [Log On (cohort.hosting)](https://swy.cohort.hosting/Cohort10/logon.aspx)**.**

The postholder will have access to the Employee Assistance Programme (EAP). A range of support and guidance is available from Health Assured, who are an external company, commissioned to provide support for any member of LCH staff. The EAP is designed to help employees deal with any personal or professional problems which could be impacting on their general health and well-being.  It offers a variety of support such as counselling, bereavement support, housing and debt advice and support around family issues and relationships.

The post holder may access other Trust and local services such as the Leeds Mental Wellbeing Service, the Regional Mental Health Hub Line and the Grief and Loss Support Service.

The Trust provides specific support relating to COVID 19. An individual risk assessment will be carried out for all individuals to ensure that all is being done to minimise risk to the individual. Workplaces are also regularly risk assessed. Support needs for the individual can then be met as needed. The Trust has a number of support groups and services and the individual needs will be integrated with job planning.

The Regional Mental Health Hub Line ([https://www.workforce.wyhpartnership.co.uk](https://www.workforce.wyhpartnership.co.uk/)**)** is a regional service to provide support for staff specifically related to the impact of COVID 19. The service provides support and facilitates accessing further help.

The Trust has systems in place to support doctors’ wellbeing following serious incidents. A dedicated senior clinician will provide support and advice as needed after the incident. Details of the senior clinician able to offer this support will be provided via the Medical Directorate at the time of initial induction.

If there are changes to the pre-agreed workload (e.g. unexpected cover of a different unit/service outside the casual cross-cover arrangement) a timely meeting with the line manager before cover starts will enable discussion of the feasibility of the change within the constraints of needing to manage a safe workload. Additional support will be sourced if required. A timely job plan adjustment will be arranged if a new working arrangement is to proceed.

The Trust has several initiatives to support wellbeing that the postholder is encouraged to participate in. These currently include flexible working, flexible retirement, season ticket scheme, lease vehicle scheme, cycle scheme, eye test scheme, free health checks, gym discounts, wellbeing events and mindfulness courses. The post holder will form part of a consultant peer group who meet regularly.

## Contract Agreement

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

## Leave

The post-holder is entitled to 32 days annual leave and 34 days after 7 years’ service in addition to the 8 bank holidays and 30 days study leave over three years in line with the consultant national terms and conditions.

## Timetable

Suggested draft timetable:

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| --- | --- | --- | --- | --- | --- |
| **Day** | **Time** | **Location** | **Work** | **Category** | **No. of PAs** |
| **Monday** | AM | Kirkstall Health Centre | Clinical reviews and new patients | DCC | 1 |
| PM | Kirkstall Health Centre | Consultation and supervision to the MDT | DCC | 1 |
| **Tuesday** | AM | Kirkstall Health Centre | Clinical reviews | DCC | 1 |
| PM | Kirkstall Health Centre | Team meetings  Consultants meeting (every two weeks) | DCC / SPA | 1 |
| **Wednesday** | AM | Kirkstall Health Centre or remote | Admin | DCC | 1 |
| PM | Kirkstall Health Centre or remote | CPD/ Junior doctor (CT or ST) supervision | SPA | 1 |
| **Thursday** | AM | Kirkstall Health Centre | Clinical reviews/academic | DCC | 1 |
| PM | Kirkstall Health Centre | Clinical reviews/academic | DCC | 1 |
| **Friday** | AM | Kirkstall Health Centre | Clinical reviews and new patients | DCC | 1 |
| PM | Kirkstall Health Centre or remote | Audit/Governance/  Management/Research/  Royal College | SPA | 1 |
| **Unpredictable / emergency on- call work** |  |  | 1/9 non-resident on call rota. |  |  |
| **Total PAs** | Direct clinical care | | | | 7.5 |
| Supporting professional activities | | | | 2.5 |

## Contact and Visiting Arrangements

Further information and visits can be arranged through:

**Ms Toni Littlewood**, Service Manager, CYPMHS Community Service 0113 8432710

**Dr Jonathan Barrett**, Lead Consultant in Child and Adolescent Psychiatry, Leeds CYPMHS 03000290330

## Terms and Conditions of Service

The terms and conditions of employment are set out in the Trust's Terms and Conditions of Service for Medical and Dental Staff and the Trust's general Conditions of Service as amended from time to time by the Trust Board. Copies of these may be seen in the Human Resources - Medical Staffing department at White Rose Office Park, Building 3 Millshaw Park Ln, Leeds LS11 0DL.

Subsistence will be reimbursed for one advance visit only to those candidates selected for interview. In the case of candidates from abroad, travelling expenses are normally only payable from the point of entry in the UK. ­

**Equal Opportunities**

Leeds Community Healthcare NHS Trust is an equal opportunity employer.

**Rehabilitation of Offenders Act 1974**

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act, and, in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the Trust. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.

**DBS CHECK**

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure & Barring Service to check for any previous criminal convictions.

The Trust is compliant with the Disclosure & Barring Service ‘Code of Practice’, a copy of which is available on request.

The Trust welcomes applications from a wide range of candidates including those with a criminal record. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed. A full Trust policy on the Recruitment of Ex-offenders is available on request.

**Section 11 Compliance**

**Safeguarding Children and Vulnerable Adults**

All employees are required to act in such a way that at all times safeguards the health and well being of children and vulnerable adults. Familiarisation with, and adherence to, the Trust’s Safeguarding policies is an essential requirement of all employees as is participation in related mandatory/statutory training.

**Organisational and Statutory Requirements**

All employees should understand that it is their personal responsibility to comply with all organisational and statutory requirements, e.g. Health and Safety; Equal Treatment and Diversity; Confidentiality; Infection Control.

**Note**

This job description does form a part of the contract of employment and indicates how that contract should be performed. The job description will be subject to amendment in the light of experience and in consultation with the post holder.

**Smoking**

The Trust operates a no smoking policy and is smoke free.

## Approval of this Job Description by the Royal College of Psychiatrists

This job description and person specification was approved by the Royal College of Psychiatrists’ regional advisor on DD/MM/YYYY.

# Appendix 1: Person specification/selection criteria for consultant

**Abbreviations for when assessed:** Scr: Screening prior to short-listing SL: Short-listing from application form

AAC: Advisory Appointments Committee Ref: References Pres: Presentation to AAC panel

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| --- | --- | --- | --- | --- |
|  | ESSENTIAL | WHEN ASSESSED | DESIRABLE | WHEN ASSESSED |
| QUALIFICATIONS | MB BS or equivalent medical qualification. | Scr | Qualification or higher degree in medical education, clinical research or management.  MRCPsych  Additional clinical qualifications. | SL  Scr SL |
| ELIGIBILITY | Fully registered with the GMC with a licence to practise at the time of appointment.  Included on the GMC Specialist Register OR within six months.  Approved clinician status OR able to achieve within 3 months of appointment  Approved under S12 OR able to achieve with 3 months of appointment | Scr Scr Scr  Scr | In good standing with GMC with respect to warning and conditions on practice | Scr |
| TRANSPORT | Holds and will use valid UK driving licence OR provides evidence of proposed alternative. | Scr |  |  |

As an Equal Opportunities employer, the Trust welcomes applications from candidates with lived experience of mental health issues.

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| --- | --- | --- | --- | --- |
|  | ESSENTIAL | WHEN ASSESSED | DESIRABLE | WHEN ASSESSED |
| CLINICAL SKILLS, KNOWLEDGE & EXPERIENCE | Excellent knowledge in specialty | SL, AAC,  Ref | Wide range of specialist and sub-specialist experience relevant to post within NHS or comparable service | SL, AAC |
|  | Excellent clinical skills using bio-psycho-social perspective and wide medical knowledge | SL, AAC,  Ref |  |  |
|  | Excellent oral and written communication skills in English | SL, AAC,  Ref |  |  |
|  | Able to manage clinical complexity and uncertainty | AAC |  |  |
|  | Makes decisions based on evidence and experience including the contribution of others | AAC |  |  |
|  | Able to meet duties under MHA and MCA | AAC |  |  |
| ACADEMIC SKILLS & LIFELONG LEARNING | Able to deliver undergraduate or postgraduate teaching and training | SL, Pres, AAC | Able to plan and deliver undergraduate and postgraduate teaching and training relevant to this post | SL, AAC |
|  | Ability to work in and lead team | SL, AAC |  |  |
|  | Demonstrate commitment to shared leadership & collaborative working to deliver improvement. | SL, AAC | Reflected on purpose of CPD undertaken | SL, AAC |
|  | Participated in continuous professional development | SL, AAC |  |  |
|  | Participated in research or service evaluation. | SL, AAC | Experienced in clinical research and / or service evaluation. | SL, AAC |
|  | Able to use and appraise clinical evidence. | SL, AAC,  Pres | Evidence of achievement in education, research, audit and service improvement: awards, prizes, presentations and publications. | SL |
|  | Has actively participated in clinical audit and quality improvement programmes | SL, AAC,  Pres | Has led clinical audits leading to service change or improved outcomes to patients | SL, AAC |