

JOB DESCRIPTION

Post Title:	Consultant Psychiatrist
Specialty:	Psychiatry of Learning Disabilities
Team:	West Wiltshire LD Team
Base:	Savernake Hospital, Marlborough
Locality:	Specialised Services Wiltshire West
No. of PAs:	10 PAs per week
Job reference No:	RVN480-MC
Website:	www.awp.nhs.uk
	Pending Royal College Approval



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Introduction

Avon and Wiltshire Mental Health Partnership NHS Trust (AWP) is proud to be the main provider of mental health care in Bristol, North Somerset and South Gloucestershire (BNSSG) and Bath and North East Somerset, Swindon and Wiltshire (BSW) and the provider of Specialised and Secure Services that extend beyond these boundaries.

Specifically, The Trust provides services for people with mental health needs, with needs relating to drug or alcohol dependency and mental health services for people with learning disabilities. We also provide secure mental health services; work with the criminal justice system and CAMHS.

We are fully committed to providing safe and effective care and a continuously improving experience for our service users and their families.

Increasingly AWP provides treatment and care in people's own homes and other community settings, reflecting the preferences of our service users. Our community services are supported by high quality inpatient services that provide short term assessment, treatment and care.

Trust Details



The Trust has an annual turnover of £214m and a workforce of 3,488 whole time equivalent (wte) substantive staff serving a population of over 1.8 million people. It is led by a Trust Board of Non-Executive Directors and Executive Directors.

AWP is a partner in, and expert mental health advisor to, two Strategic Transformation Plans (STPs). Our close involvement in these STPs presents exciting

opportunities to raise the importance of mental health and to integrate mental health, physical health and social care in our local communities

There are two STPs within the AWP area and we are key partners in both. We are advising both STPs on mental health, highlighting its importance as a 'golden thread' running through the STPs and making sure the plans give mental health parity with physical health.

AWP is one of 17 partners in Bath and North East Somerset, Swindon and Wiltshire (BSW) STP

AWP is one of 15 partners in Bristol, North Somerset and South Gloucestershire (BNSSG) STP

Our purpose is to provide the highest quality mental healthcare that promotes recovery and hope.

We are an exciting and innovative NHS organisation with performance and service improvement high on our agenda.

Our Purpose: Working together, living our best lives

This captures the purpose of our organisation. To deliver care that empowers individuals to take control and stay in control of their life despite having a health problem. It is founded on the principle of co-production and partnership; a shared ambition and commitment to living well.

Our Vision: We aspire to give you the best possible care in the right place, at the right time, to help you recover and live your best life.

This captures our belief that more care should be accessible and increasingly available in local communities.

Our Values:

P	Passion	Doing our best, all of the time
R	Respect	listening, understanding and valuing what service users and carers, staff and stakeholders tell us
I	Integrity	Being open, honest, straightforward and reliable
D	Diversity	Relating to everyone as an individual
E	Excellence	Striving to provide the highest quality support to service users and their families

Our Strategic Principles:

We will support our service users and carers – building innovative, integrated care pathways designed to enhance the whole person experience

We will engage our staff – offering real opportunities to develop, innovate and contribute to the delivery of our transformation plans

We will be sustainable – securing the future clinical and financial sustainability of the organisation

Our strategic principles guide everything we do; they respond to the challenges we face today and ensure we maintain focus on what matters as we work towards our vision for the future. They are our top priorities.

Key Trust Staff

Chair	Charlotte Hitchings
Chief Executive	Dr Hayley Richards
Director of Finance	Simon Truelove
Executive Medical Director	Dr Rebecca Eastley
Director of Nursing	Julie Kerry
Director of Human Resources	Julian Feasby
Chief Operating Officer	Matthew Page
Director of Medical Education	Dr Steve Arnott
Director for Research & Development	Dr Julian Walker

Management of services

Avon and Wiltshire Mental Health Partnership NHS Trust (AWP) have operated a Locality & Specialist Delivery Unit (LDU) structure since 2013. Additional changes were made in 2015 to the Secure and Specialised Unit and in 2016 when CAHMS joined the Trust.

With the introduction of the Sustainability Transformation Partnerships (STPs) AWP has undergone a transformation of services in line with STP footprints in our area resulting in changes to management structure.

Under the new structure, the Trust now operates under 3 divisions mirroring the STP areas:

- West Division: Bristol, North Somerset and South Gloucestershire
- East Division: B&NES, Swindon and Wiltshire
- Specialised, Secure and CAMHS Division

The Post

Post and specialty:	Consultant Psychiatrist in Learning Disabilities Psychiatry
Base:	Savernake Hospital, Marlborough
Number of programmed activities:	10 PAs per week
Accountable professionally to:	Medical Director
Accountable operationally to:	Medical Lead

Context for the role

This full time post in the Psychiatry of Learning Disability is proposed to be advertised following the departure of the current incumbent. This is a community-based post with a total of 10 programmed activities. Some flexibility of the timetable is possible to suit the work-life needs of suitable candidates, who may be looking for a particular job-plan. The service will support the development of special interests especially if provided across areas.

Service Details and Local working arrangements

The post is part of a directorate with nine other Learning Disability Consultant Psychiatrists working in the Learning Disability Services of three Clinical Commissioning Groups of the old Avon area and two Clinical Commissioning Groups of Wiltshire and Swindon (one each). One Learning Disability Consultant from neighbouring organisation in South Gloucestershire has access to CPD and PDP activities organised by local Learning Disability Consultant group. The Medical Lead appointed from within this group provides the operational supervision of Consultants as well as the strategic drive for service development. The directorate has a national and international reputation in post graduate training of Learning Disability Specialists, through its CT2-3 and ST4-6 training posts and visiting trainees from Europe. It also has an active multidisciplinary academic network.

The post holder is expected to be a local champion for people with learning disability, and to facilitate people developing skills in working with adults with a learning disability. The post holder is expected to help maximise the access of people with learning disability to the services and resources available from mainstream Mental Health and other Services through such devices as collaborative working. The post has links with local generic psychiatry networks. The appointment is being made at a time when there are even greater capacities for joint working with mainstream psychiatric services, with the development of pathways between services.

Previously the community services were provided by North Wiltshire PCT. Subsequently Wiltshire Community LD teams have been mainly provided by Great Western Hospitals NHS Foundation Trust (GWH) approximately since around 2012, with two clinical psychologists being employed by Avon and Wiltshire Mental Health Partnership NHS Trust (AWP) and a further two employed by Southern Health NHS Foundation Trust. Southern Health NHS Foundation Trust also employed two consultant psychiatrists for Wiltshire. Southern Health NHS Foundation Trust served notice to local commissioners by late 2014 and subsequently the service was provided by Avon and Wiltshire Mental Health Partnership NHS Trust from 30 January 2015. Wiltshire Health and Care took over from GWH in 2016 and they are currently employing majority of health professionals of the Community Team for People with Learning Disabilities (CTPLD).

AWP is continuing to work collaboratively with Wiltshire Health and Care while employing consultant psychiatrists and psychologists for the CTPLD.

CTPLDs in Wiltshire are organised into 3 localities. These are North Wiltshire (based in Chippenham), West Wiltshire (based in Trowbridge) and South Wiltshire (based in Salisbury). These CTPLDs provide assessment, consultation and therapeutic services to adults with a learning disability. A single point of access exists and weekly referrals meetings take place at individual CTPLD bases.

A new model of Learning Disability Wiltshire Intensive Support Service (LD-WISS) is developed comprising nurses and health care assistants along with a dedicated team leader from a nursing background. This service covers for adults with Learning Disabilities for whole Wiltshire and supports local CTPLDs.

During working hours medical cover for people with Learning Disabilities is provided by sector Learning Disability Consultants and out of hours medical cover is provided by the existing arrangement of generic (mainstream) psychiatry on call rota system of AWP in Wiltshire. The mainstream psychiatrists will have access to the standing LD on call rota participants of the west division of the trust (Bristol, North Somerset, South Gloucestershire and Bath & North east Somerset) over phone for advice on LD issues, if necessary.

The Health CLDTs are co-located with Social Work teams (both Adult Care and Specialist Learning Disability) at Chippenham (North Wilts), Trowbridge (West Wilts) and Salisbury (South Wilts).

There are social care respite facilities in Salisbury (Bradbury House) and in Devizes (Bradbury Manor). The service also has access to two health respite beds at Holly Lodge, a privately run nursing home in Pewsey (Kennet region).

Key Facts

The post holder will be based with another consultant psychiatrist of Wiltshire North at the Savernake Hospital, London Road, Marlborough, SN8 3HL. The CTPLD for West Wiltshire is based at County Hall, Bythesea Road, Trowbridge, Wiltshire BA14 8JN.

The post holder will be expected to provide psychiatric input to adults with a Learning Disability resident within West Wiltshire. This covers a diverse group of 15 GP practices. The population covered is approximately 134,500. An increasing number of service users are residing in supported living settings, particularly in the areas of Trowbridge, although there are a range of specialist supported living and residential services throughout the region. Key providers of both supported living and residential services include Mencap, Homes Caring for Autism and Innovations.

At present there are approximately 128 cases open to the current post and the intention is to work towards having an active case load for which the consultant takes prime or sole responsibility of no more than 40. A single point of access exists and weekly referrals meetings take place at CLDT base at Trowbridge. The post holder will receive referrals through the CLDT, allocated in discussion at referral meetings. The post holder will work jointly with and mainly through other members of the multidisciplinary team, especially nurses, psychologists and Occupational Therapists. Their caseload consists of patients with epilepsy or neuropsychiatric needs, autism spectrum disorder, challenging behaviour and many have complex needs with co-morbid mental illness. Overall the psychiatric medical team is expected to see about 25-30 patients face to face each month (including follow up assessments) with most of the cases as joint

assessments with another member of the team. The post holder may expect approximately 20-25 new referrals per year.

Typically, specialist psychiatric assessment and advice can be delivered in the patient's home, but clinics in the community are also well established. Clinics for West Wiltshire are held at County Hall of Trowbridge, Green Lane Hospital at Marshall Rd, Devizes SN10 5DS and GP surgeries where available. Clinic rooms are available at Savernake Hospital in Marlborough as well. Outpatients remain the responsibility of their General Practitioner who will seek specialist advice and support. Along with other members of multidisciplinary team the post holder will be responsible for monitoring inpatients admitted from this area to out of area Assessment and Treatment Units. The post holder will not have any RC responsibility for those people admitted in Assessment and Treatment Units. This situation may change following successful development of a local Assessment and Treatment unit dedicated for people with Learning Disabilities. There is also a scope of consultancy work to advise commissioners about those people placed in out of area treatment beds. The team is very community focussed and tends to support patients in the home setting and admissions are therefore kept to a minimum. Good relations exist with local primary care providers and work is underway in developing shared care protocols.

There are not currently existing arrangements for Core or Higher Specialist training. However, there are plans to develop these opportunities in the near future. There are links with Bristol Medical School with an average of 6-8 medical student days each year.

The Wiltshire West CLDT comprises the following staff:

0.8 Psychiatrist
1.2 Psychologist
0.6 Lead nurse (Team Coordinator)
1.8 Administrator
1.2 Physiotherapists
0.6 Physiotherapy assistant
1.2 Occupational Therapists
5 Community Nurses
1 CLDN Assistant Practitioner
1 Healthcare Assistant
1 Psychology Assistant
1 Speech and Language Therapist

Medical Staff (within the LD part of the service)

The following Learning Disability Consultants are within the directorate, based in the following areas:

Vacant – this post	Wiltshire West
Dr Nathalie Leyland	Wiltshire South
Dr Fran Ward (P/T)	Wiltshire North
Dr Iain Jolley	Swindon
Dr Suraj Perera	Bristol North
Dr Manash Chattopadhyay	Bristol Central
Dr Charlotte Boyer-Millar (P/T)	Bristol South
Dr Nilanjan Chatterjee	North Somerset
Dr Stephen Chan (Locum)	Bath & North East Somerset and The Daisy
Dr Dheeraj Rai (Hon. Consultant-P/T)	Bristol North

The LD consultant group have a reputation for being a close knit group who actively support each other and work constructively with their managers. They intend to continue to deserve this reputation. They meet monthly to discuss management issues, consultants' case presentations, PDP group meetings and twice a month for academic meetings and once every three months for audit meetings with other staffs.

There are currently five ST4-6 posts within the Deanery for wider Bristol area services. Most of existing Consultants are approved trainers and it is expected that the post holder will become one. Dr Toni Hovey (CAMHS LD consultant in Bristol) is currently the Programme Director for the training and is involved in the ongoing evaluation of the Learning Disability training posts in the South West Region through the Specialty Training Committee. The training rotation includes a further 2 posts in Gloucestershire.

Within the Directorate there are four CT2-3 posts in Learning Disabilities, as part of the Avon wide CT1-3 training scheme operated by AWP NHS Trust.

Health Staffs within Wiltshire learning disability teams

The total membership of three Wiltshire Community Learning Disability Teams comprises:-

Consultant Psychiatrist (substantive)	3	(2.6 WTE)
Team Co-ordinators/Lead Nurses	2	(2.0 WTE)
Administrator	4	(3.4 WTE)
Physiotherapists	4	(4.0 WTE)
Physiotherapy Assistants	2	(1.8 WTE)
Occupational Therapists	6	(3.6 WTE)
Community Nurses	18	(14.7 WTE)
Healthcare Assistant	3	(2.8WTE)
CLDN Assistant Practitioners	3	(3.0 WTE)
Psychologists	4	(3.4 WTE)
Psychology Assistants	1	(0.4 WTE)
Speech and Language	3	(1.8 WTE]

A close and pragmatic working relationship with colleagues in the other psychiatric specialities is encouraged, in keeping with the recommendations of Valuing People and NSF's. Further development of local culture of learning from each other, with general psychiatry colleagues often providing and requesting second opinions on patients with borderline or dual diagnostic problems are also encouraged.

Inpatient Services

There are currently no local inpatient specialist Learning Disability beds following the closure of Postern House in June 2014. However in collaboration with local commissioners, a nine bed inpatient unit (The Daisy Project) is developed by AWP NHS Trust to facilitate return of local people with LD placed in different assessment and treatment units in various locations outside Wiltshire.

At present adults with LD who need intensive psychiatric care can be admitted to the psychiatric intensive care units at Fountain Way Hospital, Salisbury.

Occasionally people with LD are being admitted to 'main-stream' psychiatric wards. Admissions for general adult psychiatric patients can occur at Green Lane Psychiatric Hospital and Fountain Way Hospital. Admission for old age patients can occur at Charter House, Trowbridge and Fountain Way Hospital. Admitting rights are negotiated with Wiltshire Intensive Team (generic Crisis Team). LD Consultant is not expected to undertake role of treating consultant and responsible clinician in such circumstances. The post holder is expected to work to further develop the access of people with learning disabilities to mainstream psychiatric and other services. Further work to integrate the Mental Health and Learning Disability home treatment and crisis / out of hours services is expected in the future.

A small unit is currently operating in the Medium Secure Unit, Fromeside, at Blackberry Hospital, operated by AWP who accommodate people with LD and forensic needs.

Population and Demographics

The population of Wiltshire is 470,981 (2011 census). Services related to this post cover the North and East of Wiltshire (population circa 160,000 of all ages). Wiltshire's Black and Minority Ethnic (BME) groups made up 4.3% of the population and 11.9% of children aged under 16 years in Wiltshire are living in poverty (Child Health Profile, 2014).

The percentage of adults 65 years+ is 18.2%. The overall population of Wiltshire is projected to increase by 6.6% to 505,416 in 2021. (Wiltshire JSA for Health and Wellbeing 2012/13).

People in Wiltshire live longer than the general population in the South West with life expectancy in Wiltshire (2008-2010) being 79.6 years for males and 83.7 years for females (Wiltshire JSA for Health and Wellbeing 2012/13).

Other Mental Health Services

Specialist Services

AWP provides treatment and care in people's own homes and other community settings, reflecting the preferences of our service users. Our community services are supported by high quality inpatient services that provide short term assessment, treatment and care.

The Trust provides a range of specialist services within the Trust aimed at individuals with particular needs. The types of services that can be accessed are:

Learning disabilities services	Criminal Justice Services
Low secure services	Deaf mental health service
Medium secure services	ADHD services
Mother and Baby Unit	CAMHS
Autism spectrum services	Anxiety services
Eating disorder services	Memory Service
Personality Disorders Service	Street triage services
Traumatic Stress Service	S136 units
CARS - Liaison and Diversion	Therapies services
Pathfinder Service	Electro-convulsive therapy services
Veterans Mental Health Service	IAPT services
Community Drug and Alcohol	Care home liaison services

Clinical Duties of post holder

- Psychiatric assessment and management of adults with learning disabilities referred through the Wiltshire West Learning Disability Service.
- Provide clinical advice on patients placed in health facilities out of area that are the placement supervision responsibility of Wiltshire West Learning Disability Service as and when necessary without undertaking any direct responsibility of clinical care.
- To act as approved clinician for patients under the care of Wiltshire West Learning Disability Service who are detained under the Mental Health Act.
- Senior Psychiatric input into Wiltshire West Learning Disability Service, with support of the practice of other clinicians.
- Supervision of Psychiatric medical staff working within the Wiltshire West Learning Disability Service.
- Undertake teaching and educational initiatives to develop skills of the Wiltshire Learning Disability Services.
- Interface with neurology and other services where needed to facilitate access of service users into services that provide the most appropriate care for people with learning disabilities.
- Senior interface with other community mental health services to ensure optimum Psychiatric Services for service users.
- Psychiatric advice to Wiltshire CCG and other local management regarding psychiatric services for adults with Learning Disabilities
- Liaison with local children services to optimise transition of children into adult service.
- Undergraduate Teaching
- To maintain and develop professional competencies using the process of The Royal College of Psychiatrists' monitored Personal Development Plan.
- To support and participate in Clinical Governance and Audit.
- To comply with all Trust policies including Equal Opportunities policies and to promote equality of access to healthcare at all times.

Training and supervision of Junior Medical Staff

There are no current existing arrangements for Core or Higher Specialist training for this post. However, there are plans to develop these opportunities in the near future. There are links with Bristol Medical School with an average of 6-8 medical student days each year.

The post holder will be expected to become a CT2-3 and St4-6 trainer in the psychiatry of learning disabilities and will be expected to contribute to monthly case conference and audit programme. The post holder will be expected to contribute to the ALDERN (Avon Learning Difficulties Education and Research network) education and academic programme.

The post holder will be expected to undertake the supervision and training of medical students, junior and middle grade doctors, Specialist Registrars and multidisciplinary colleagues, where appropriate.

As a junior doctor trainer the post holder will be responsible for their professional supervision and management. Where appropriate, the postholder will be named in the educational contract of

junior staff as the person responsible for overseeing their training. The post holder will be expected to be involved and contribute to the regular teaching programme for trainee medical staff and medical students.

Clinical Governance

- Expected contribution to clinical governance and responsibility for setting and monitoring standards
- Participation in clinical audit, and/or Quality Improvement Projects.
- Participation in service/team evaluation and the planning of future service developments.

General Duties

- To undertake the administrative duties associated with the care of patients.
- To record clinical activity accurately and comprehensively, and submit this promptly to the Information Department.
- To participate in service and business planning activity for the locality and, as appropriate, for the whole mental health service.
- To participate in annual appraisal for consultants.
- To attend and participate in the academic programme of the Trust, including lectures and seminars as part of the internal CPD programme.
- To maintain professional registration with the General Medical Council, Mental Health Act Section 12(2) approval, and to abide by professional codes of conduct.
- To participate annually in a job plan review with the clinical manager, which will include consultation with a relevant manager in order to ensure that the post is developed to take into account changes in service configuration and delivery associated with modernisation.
- To work with local managers and professional colleagues in ensuring the efficient running of services, and share with consultant colleagues in the medical contribution to management.
- To comply with all Trust policies including Equal Opportunities policies and to promote equality of access to healthcare at all times.
- Participation in the Trustwide Medical Advisory Group TMAG

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 and review of duties

These duties are intended to be a guide to the post and should not be considered exhaustive. It is subject to review, depending on the needs of the department. The post holder will be encouraged to participate in any such review. The Trust is committed to regular performance appraisal (including setting objectives for review annually) and agreement of personal development plans for all staff to enhance their ability to fulfil the requirements of their post.

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.

Suggested Draft Timetable

Day	Time	Work	Category	No. of PAs
Monday	AM	Outpatient Clinic	DCC	1 PA
	PM	CLDT Meeting	DCC	1 PA
Tuesday	AM	Home Visits	DCC	1PA
	PM	Outpatient Clinic	DCC	1PA
Wednesday	AM	CPD/Consultant Group Meetings	SPA	1 PA
	PM	CPD/Academic Meetings	SPA	1PA
Thursday	AM	Clinic & Audit	DCC & SPA	0.5PA each
	PM	Admin/Home Visits	DCC	1PA
Friday	AM	Outpatient Clinic	DCC	1PA
	PM	Admin/Home Visits	DCC	1PA

The timetable above is an example only. The job plan and timetable will be agreed with the Medical lead and Service Manager after appointment, and will be reviewed annually.

The Trust encourages and expects consultants to offer to undertake specified additional tasks which support professional activities. Examples of such additional work include formal roles in supporting education, specific management responsibilities (eg membership of the Medicines Management Group) or roles offered by external agencies and subject to separate contracts (for example Deanery or College roles) which further the wider aims of the Trust.

In those circumstances and subject to the agreement of the relevant service manager, time to undertake additional responsibilities will be offered within the standard working week and the consultants job plan varied accordingly.

Those responsible for educational supervision of trainees will always have 0.5 PA timetabled into their job plan.

Undertaking additional tasks is not an absolute requirement. Those who would rather not be involved in such work are entitled to opt out.

Secretarial Support

The post holder will have a dedicated full-time secretary (1.0 WTE) shared with another consultant colleague. This is to ensure production of letters and reports within the time limits agreed between the provider organisation and commissioners, to enable them to effectively participate in all their roles and responsibilities and to ensure high-quality communication between the doctor, their patients and colleagues.

Office Facilities

The consultant will have the use of a private dedicated room either of their own or shared with another part time consultant with a desk, computer facilities, access to the internet and email system and IT support, for all aspects of their work (including PDP, administration and supervision) whenever they are in the building. These rooms will be block booked in advance on the consultant's behalf.

These rooms will be available for other team members to use when the consultant is not in the building. A smart mobile phone and a dedicated laptop will be provided to support mobile working.

The post holder will be expected to use the electronic records system, RiO operated by AWP to record patient contact.

On-Call

The post holder is expected not to undertake any on-call activities. Out of hours medical cover is provided by the existing arrangement of generic (mainstream) psychiatry on call rota system of AWP in Wiltshire. The mainstream psychiatrists will have access to the standing LD on call rota participants of the west division of the trust (Bristol, North Somerset, South Gloucestershire and Bath & North east Somerset) over phone for advice on LD issues, if necessary.

Cover Arrangements

Mutual cross cover for annual and study leave and other planned absences are negotiated within the local four LD consultants (including one consultant in Swindon) and is provided by named colleagues. Cover is agreed mutually in advance of each leave. At any given point no more than 50% consultants (Wiltshire and Swindon LD consultant group) will be on leave at the same time.

Special Requirements

The successful candidate will be expected to have transport available to fulfil the requirements of the post and live within 20 miles of the hospital base or within 1 hour travelling distance.

Continuing Professional Development (CPD)

The Trust is committed to training and development as it is recognised that trained and motivated staff are crucial to our success. Whether we are inducting new employees to the Trust or meeting new challenges we recognise the importance of training and continuous professional development.

There are a wide range of training opportunities offered by the Training Department, as well as local and Trustwide academic meetings. The Trust expects consultants within local services and specialities to meet in Personal Development Plan (PDP) groups that comply with Royal College or psychiatry guidelines, in order to develop their own PDPs and keep them up to date, and it provides the time for this within Supporting Professional Activity time. The post holder will be expected to maintain good standing with respect to CPD in accordance with the Royal College of Psychiatrists guidelines.

The Medical Education team hold details of PDP groups, and can support new staff in finding a suitable consultant group.

There is a study leave allowance for Consultants of 30 days over 3 years. Study leave and expenses are approved by the Director for Medical Education.

Appraisal and Revalidation

All Consultants within the Trust participate in a formal appraisal process and attend an appraisal meeting on an annual basis either with the Medical Lead or an approved Trust appraiser. This is in line with our medical appraisal policy and the good medical practice and guidance from the General Medical Council in preparation for revalidation. The appraisal lead for the Trust is Dr Stephen Arnott, Director for Medical Education and the Medical Education Department hold a list of recognised appraisers within the Trust.

The appraisal process requires all Consultants to use EdgECumbe 360 and to provide an on-going portfolio of supporting evidence which conforms to national, General Medical Council and Royal College standards and guidance.

Appraisals link to the job planning process in line with all Trust medical staff. Sufficient support and time will be allocated in the timetable to allow full participation in the Trust's appraisal process (through allocation of SPA) and the necessary CPD and study leave activity that relates to the appraisal development plan will be supported.

In addition all medical staff must also comply with the Trust policies in relation to the process of Revalidation by the GMC. The Responsible Officer for the Trust is Dr Rebecca Eastley, Medical Director.

The Trust uses PReP (Premier IT Revalidation e-Portfolio) to organise the appraisal process and facilitate revalidation recommendations by the Responsible Officer. All medical staff will be required to use PReP.

Job Planning

Job planning is undertaken in conformity with the terms and conditions of the new consultant contract. Job planning meetings take place annually between May June and July with a clinical manager, together with a general manager if this is agreed by the consultant. Part of the job planning process will include local delivery unit (LDU) objectives that are based on the Trust's annual objectives. A group meeting with all the consultants in the LDU may take place to discuss these local objectives prior to individual job planning meetings. Job plans are reviewed within 6-9 months.

The job planning process links to appraisals. Job plans are submitted electronically using PReP (Premier IT Revalidation e-Portfolio) the same software that manages the appraisal process. The Trust does not expect consultants to opt out of the Working Time Directive.

Teaching and Training

The Medical Education Team is based at Kingswood Civic Centre, Bristol. The Director of Medical Education; Dr Stephen Arnott, is supported by 2 Associate DMEs, two full time Teaching Fellows, 15 Undergraduate and Postgraduate Tutors across the footprint of the Trust.

Junior Doctors in Training

The Trust is the premier provider of Postgraduate Psychiatric Training in the Southwest. The Trust has 45 Core Trainees, 26 Advanced Trainees, 9 FY1, 16 FY2 and 17 Vocational Training Scheme posts for General Practice (GPVTS) across 9 training locations within the Trust.

Medical Students

Bristol University's annual intake of medical students continues to expand. Within the Faculty of Medicine, Psychiatry is an Academic unit within the Department of Community Based Medicine. The clinicians within the Trust are responsible for delivering Undergraduate Medical training in Psychiatry of the majority of students at Bristol Medical School. This takes place at six Trust sites, which overlap with five clinical academies set up by the University.

There are lots of opportunities to get more experience in teaching and assessing medical students, psychiatry trainees and Foundation doctors. Consultants are expected to be involved in and to contribute to the regular teaching programme for trainee medical staff and medical students.

All medical staff are expected to be accredited as clinical supervisors, and as an education supervisor if directly responsible for a trainee.

Research and Development

The Trust has an active central research department and receives more than £500K in NHS R&D Levy funding each year to support both externally funded and internal research. The Trust, together with its partner universities has recently been awarded Hub status by NIMHE. Research is organised in 5 NHS priorities and Needs Programmes: Psychotic Disorders, Affective and Anxiety Disorders, Older Adults Mental Health, Child and Adolescent Mental Health and Addictions. The programmes have been rated highly by the Department of Health. The Trust has excellent links with the three local Universities: Bath, Bristol and West of England, as well as with other national and international Universities, with Joint research units and a number of joint appointments. The Trust also has well developed Research Governance and has been identified as an example of good practice in Service User and Carer involvement in Research.

Mentorship

AWP has a mentorship scheme available for newly appointed consultants. The post holder is invited to take up a mentor within our Trust, and upon appointment, the new consultant or staff grade is invited to contact the Director of Medical Education who will link them in with our database of mentors. Dr Sarah Price is the lead for the mentorship scheme, and she can also be approached for guidance and advice by newly appointed medical staff.

The Trust strongly supports mentorship for newly appointed consultants and the time required for mentorship will be available within the job description and job plan. All consultant and staff grade doctors are expected to be an active member of a CPD group meeting, Royal College of Psychiatry standards.

Mental Health Act and Responsible Clinician Approval

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

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

Clinical Governance and Audit

The Trust is committed to providing high quality, effective care and to this end has a Trust-wide Clinical Governance Committee and locality based Clinical Governance Committees. It seeks to support Clinical audit and the development of clinical guidelines and protocols, care pathways and care packages based on best evidence. It seeks also to promote continuous education and monitoring of professional performance in order to promote the highest standards of practice.

Induction

An induction programme will be offered on commencement with the Trust, the content will vary according to individual need.

Library Facilities

There is a library in Savernake Hospital, London Road, Marlborough, Wiltshire, SN8 3HL.

Links with Universities

Avon & Wiltshire Mental Health Partnership NHS Trust has links to the University of Bristol, The Division of Psychiatry, The University of West of England, University of Bath and the University of Southampton.

Person Specification

Criteria	Essential	Desirable	Means of Assessment
QUALIFICATIONS	MB BS or equivalent medical qualification.	Relevant Higher Degree e.g MD,PHD,Msc or other additional clinical qualifications MRCPsych OR MRCPsych equivalent approved by the Royal College of Psychiatrists. Additional clinical qualifications.	
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 of gaining CCT. Approved clinician status OR able to achieve within 3 months of appointment Approved under S12 OR able to achieve with 3 months of appointment	CCT in Learning Disabilities Psychiatry.	Application form Documentation
EXPERIENCE	Experience of assessing and treating patients in an inpatient and community setting. Knowledge and evidence of participation in CPD. Evidence of effective multidisciplinary team involvement.	Experience of carrying out management projects.	Application form Interview
PERSONAL SKILLS	To possess leadership skills and be able to work collaboratively in a multidisciplinary team. Ability to manage own time, workload and prioritise clinical work. Ability to appraise own performance as a Consultant. Able to demonstrate excellent communication skills, in order to effectively work with patients, carers and staff. Excellent written and oral communication skills Approachable and compassionate personality with good listening skills.	Evidence of specific achievements that demonstrate leadership skills Flexible and tolerant. Relaxed when dealing with teams under pressure. Motivational skills.	Application Interview References Discussion Group

CLINICAL SKILLS	Ability to assess and treat psychiatric problems in Adults with Learning Disabilities and to deal with crisis situations.	Approved as medical assessor for DoLS.	Application Form Interview
KNOWLEDGE	Understanding of the management skills required to function successfully as a Consultant. Awareness of current issues in mental health service provision, policy and legislation. Knowledge of current government policies in Learning Disability service An understanding of the importance of Clinical Governance in NHS organisations and importance in patient care.	Knowledge of alternatives to inpatient admission care approaches. Excellent knowledge of diverse range of interventions.	Application Form Interview
TEACHING	Commitment to and experience of undergraduate and postgraduate learning and teaching. Understand principles of teaching.	Experience as an Educational Supervisor for trainees. Evidence of organisation of further teaching programmes in medical education or multi-professional education.	Application Form Interview
RESEARCH AND AUDIT	Experience or involvement in a research project and publication. Ability to supervise junior medical staff undertaking research projects. Experience of carrying out an audit project.	Ability to critically appraise published research. Published audit project.	Application Form Interview
MANAGEMENT	Able to manage priorities. Evidence of management/leadership skills training. Ability to manage risk.	Previous management experience including that of other junior medical staff.	Application Form Interview
APPRAISAL AND REVALIDATION	Name and details of current Responsible Officer, where appropriate	Evidence of satisfactory completion of Appraisal within the last 12 months. Copy of Output of Appraisal (Form 4 or equivalent).	Post interview processes
OTHER	Able to fulfil the duties of the post. Independently mobile and willing to travel Satisfactory pre-employment checks		Application/Interview /Post interview process

Appendix A

Information for candidates – remuneration and benefits

Following is a summary of the main terms and conditions together with the benefits of joining Avon & Wiltshire Mental Health Partnership NHS Trust. Any formal offer of employment will be accompanied by a full statement of terms and conditions. Our Human Resources team will be happy to discuss any of the points raised here.

Salary

The appointment is at Consultant grade with salary thresholds from £76,761 - £103,490 per annum for a full time post of 10 Programmed Activities (PAs). Part Time employees will receive payment pro rata to the above full time salary range. . The starting point on the salary scale will depend on the date on which the doctor was first appointed as an NHS Consultant and may take account of other consultant level experience or factors which have lengthened consultant training, in accordance with the Terms and Conditions – Consultants (England) 2003. This post is also subject to nationally determined terms and conditions of service. If candidates are in receipt of Discretionary Points or Clinical Excellence Awards these will be honoured.

Annual Leave

Entitlement will be 32 days per annum for full time working, increasing to 34 days on completion of 7 years' service as a Consultant. In addition there is entitlement to 8 Public/Bank Holidays. For consultants contracted to work less than 10 PAs per week, annual leave, including Public/Bank Holidays will be calculated pro rata.

Sick Pay

Entitlements are outlined in paragraph 225 – 240 of the TCS.

Pension

The NHS offers a superannuation scheme which provides a variety of benefits based on service and final salary. Their pay will be subject to the deductions of contributions in accordance with the scheme's regulations. Membership of the scheme is via automatic enrolment, further details are available on appointment.

Equal Opportunity & Diversity

Avon and Wiltshire Mental Health Partnership NHS Trust is committed to the fair treatment of all people, regardless of their gender, gender re-assignment, race, colour, ethnicity, ethnic or national origin, citizenship, religion, beliefs, disability, mental health needs, age, domestic circumstances, social class, sexual orientation, ex-offender status, political allegiance or trades union membership.

The Trust requires all of its employees to treat all of its stakeholders including colleagues, service users, carers and their visitors with dignity and respect.

Flexible Working

The Trust is committed to assisting employees to achieve a healthy work/life balance and will consider sympathetically requests for flexible working arrangements, taking into account the impact on colleagues and the service.

Maternity, Paternity and Special Leave

The Trust offers generous maternity leave, after qualifying service, with extended maternity pay together with up to a year's leave with the right to return to your role within the Trust. Paid Partner Leave of two weeks following the birth of a child is also available.

Additional Paternity Leave (APL) is also available subject to eligibility.

In addition, Special Leave is available when staff are experiencing difficulties for domestic, personal or family reasons. We also offer up to 5 days compassionate leave to all employees.

Relocation Expenses

The postholder will be expected to live within 10 miles or 45 minutes travelling distance of the in-patient unit. The successful candidate may be eligible to apply for assistance with removal and associated expenses in accordance with the Trust's Relocation Policy.

Travel Expenses

Travel expenses will be in accordance with paragraphs 277 – 308 of the TCS for journeys incurred in performing your duties.

Interview Expenses

Second-class travelling expenses will be reimbursed to shortlisted candidates for costs associated with making a pre-interview visit. Subject to the prior agreement of the Trust, shortlisted candidates who make a second visit may be granted expenses on this occasion also. For candidates travelling from abroad, expenses are payable only from the point of entry into the UK.

Two Ticks Disability Symbol

The Trust is committed to the employment and career development of disabled people. To demonstrate our commitment we use the Two Ticks Disability Symbol awarded by the Employment Service. We guarantee an interview to anyone with a disability who meets the minimum criteria for the post. You do not have to be registered disabled but consider yourself to have a disability.

Policies and Procedures

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet, OurSpace or from your manager.

In particular, attention is drawn to the Trust's arrangements in relation to safeguarding children and vulnerable adults as well as infection prevention and control.

All employees are expected to be familiar with the Trust's approach to risk management, take a risk management approach to their own work and take responsibility for the management of the risks they own.

Confidentiality

Much of the work is of a confidential nature. This means that no discussion should take place about the care, needs, or activities of any service user, except in the clear interest of that service user or other members of staff. Staff are reminded that personal information concerning colleagues is also confidential.

References

Candidates are required to submit the names and addresses of three referees, one of whom must be their current or most recent employer. Any offer of employment will be subject to the receipt of three satisfactory references.

Occupational Health

Any offer of appointment will be subject to satisfactory medical clearance by an external Occupational Health provider. This is usually by health questionnaire, but may involve a medical examination.

DBS (formerly CRB) Checks

The appointment will be subject to clearance from the Disclosure and Baring Service.

Smoking

Smoking by Trust Staff is not permitted whilst on duty whether that be on Trust premises or grounds or out in the community. Staff must also be mindful of public perception and must therefore not smoke whilst travelling in Trust identified vehicles or when in uniform or can otherwise be identified as Avon and Wiltshire Mental Health Partnership NHS Trust staff.

Period of Notice

The employment is subject to three months notice on either side.

Contact list

Candidates should be aware that canvassing of any member of the Advisory Appointments Committee is not permitted. However, this should not deter candidates from informally approaching any person for further information about the post.

Candidates wishing to visit the hospitals or community teams and to discuss the position should contact:

Dr Manash Chattopadhyay

Consultant Psychiatrist (Intellectual Disability) Bristol Central CLDT

Medical Lead, LD Directorate (AWP NHS Trust)

New Friends Hall, Heath House Lane, Stapleton, Bristol, BS16 1EQ

Tel: 0117 9585666

Short listed applicants will be expected to make arrangements to discuss the post with the Chief Executive and Medical Director prior to interview.

Dr Hayley Richards	Dr Rebecca Eastley
Chief Executive	Executive Medical Director
Tel: 01249 468023	Tel: 01249 468075