

## Specialty Doctor

### job description and person specification

The following job description is provided as a resource to the recruiting Trust and may be used as a template. It is not designed to be exhaustive and should be amended locally as needed.

Post and specialty:	Specialty Doctor in Forensic Psychiatry This is a new post.		
Royal College of Psychiatrists approval details:	Not required		
Base:	Auden Unit, Hollins Park, Hollins Lane, Winwick, Warrington, WA2 8WA		
Contract:	Full Time, Fixed term (12 months) Less than whole time and flexible working will be considered		
	Total PAs: 10	SPA: 1.5	DCC: 8.5
Accountable professionally to:	Dr Noir Thomas, Chief Medical officer		
Accountable operationally to:	Dr Gill Holt, Clinical Director		
Key working relationships and lines of responsibility	<p>Line Manager: Dr Gill Holt</p> <p>Clinical Service Manager: John Morrison</p> <p>Deputy Clinical Service Manager: TBC</p> <p>Ward Manager (Auden): Andrew Watkin</p> <p>Ward Manager (Tennyson): Bernadette Davies</p> <p>SCFT Clinical Lead: Sol Gwatidzo</p> <p>Chief Medical Officer: Dr Noir Thomas</p> <p>Deputy Chief Medical Officers: Dr Anna Richman Dr Kuben Naidoo</p> <p>Responsible Officer: Dr Noir Thomas</p> <p>Chief Executive: Professor Joe Rafferty</p>		

## 1. Introduction

Mersey Care NHS Foundation Trust is one of the largest Trusts in the Northwest providing physical and mental health services and serving more than 11 million people.

We offer specialist in-patient and community services supporting physical and mental health and specialist in-patient mental health, learning disability, addiction, brain injury and Child and Adolescent Mental Health Services (CAMHS).

Mersey Care is one of only three Trusts in the UK that offers High Secure mental health facilities.

### Our vision

Our vision is to strive for perfect, whole-person care that helps people live happier, healthier lives.

### Our mission

We are committed to delivering the **very best possible life-long care** in physical health, mental health, learning disabilities and addictions services. We are passionate about advancing the health of the people and communities we serve. We will achieve this through pursuing **clinical excellence** and **whole-person care, involving the people we serve** in every aspect of their care and through prevention and early intervention to help people keep well and **living well at home for longer**.

The care we offer is **built on strong relationships**, and we will work side-by-side with our staff, other organisations, and with people and communities themselves to activate, innovate and continually improve the prevention, treatment and support we provide. Together, we believe we can **exceed expectations of the health, care, and wellbeing available** to the people we serve.

Our values are **C**ontinuous improvement, **A**ccountability, **R**espect, **E**nthusiasm and **S**upport.

### What we stand for

Mersey Care believes that service users, carers and staff should all be treated with dignity and respect and be valued as citizens.

### Our Strategic Objectives:

**Our Services:** We will combine clinical excellence with prevention and integration in our services to improve the health of the people and communities we serve.

**Our People:** More people will choose to work at Mersey Care. We will develop a deeper understanding of the people and communities we serve, and patients will have more control over their health.

**Our Resources:** We will use our resources – buildings, IT, and money – to enable clinical excellence, prevention, and integration in our services.

**Our future:** We will be a good partner and use our clinical and research expertise to tackle inequalities, improve services and outcomes for our populations.

Mersey Care NHS Foundation Trust covers the following areas:



## 2. Trust details

As of the 1<sup>st</sup> June 2021 we employ over 11,000 staff which makes us one of the largest health care employers in the Northwest. We provide in-patient facilities for approx. 1,000 patients and this includes one of only 5 in-patient addiction services in the country. Community support is at the heart of our organisation, and we provide the biggest IAPT services in the NHS. Since 2012 we have undertaken over 5000 social prescriptions. We service 6 local authorities including Liverpool, Sefton, Knowsley, St Helens, Halton, and Warrington. We are one of three providers of High secures services and the largest provider of specialist forensic learning disability services. With a turnover of over 573m we serve a population of over 11m people in the Northwest and beyond.

## 3. Service details

The inpatient forensic mental health service based at Hollins Park site in Winwick, Warrington includes:-

Marlowe Unit – Low Secure Unit, 15 male beds

Chesterton Unit – Low Secure Unit, 16 female beds

Auden Unit – Forensic stepdown service, 10 male beds

Tennyson Unit - Forensic stepdown service, 8 female beds

Specialist Community Forensic Team (SCFT) - forensic outpatient service

The services form part of a wider network of secure care across the Northwest region and the stepdown services and SCFT works closely with the secure inpatient units to support discharge into the community for patients on the secure pathway.

There is a contractual agreement with a local General Practitioner Service who provide one session a week primary care input to the site.

The A&E services and acute general hospital services are located at Warrington & Halton Hospital and Whiston Hospital. The Trust has a fully established Liaison Psychiatry team at both acute Trusts, that can help the ward in managing patients transferred to the acute hospital.

#### **4. Local working arrangements**

The Trust is seeking to recruit a full-time Specialty Doctor for the forensic step-down units and SCFT based at the Hollins Park site. The post holder will work alongside the three Consultants who have RC responsibility for the step-down units and community patients. The post holder will work as part of the MDT and will provide medical input to ward rounds, the CPA process and admission and discharge planning. Their primary role will be to oversee the day-to-day management of the patients on the step-down units as well as attending relevant meetings, risk assessment and liaison with other agencies. The post holder will be expected complete reports for CPA reviews and ward rounds. There will also be the opportunity to review patients in the community under the supervision of their RC, undertake assessments of referrals to the service and to provide written and oral evidence at Manager's Hearings and Tribunals.

The forensic pathway includes pre-admission assessments, inpatient pathways, care planning and co-ordination of on-going care and discharge. MDT meetings are held monthly for each RC on Auden unit and fortnightly on Tennyson . The patients are divided into 2 clinical teams on Auden. Pre-tribunal, renewal of detention, pre-managers hearings, discharge planning and pre-discharge meetings will also be scheduled as required. The general weekly timetable will involve attendance at ward round meetings, CPA reviews, SCFT caseload review meetings, allocations meetings to review new referrals, professionals' meetings and assessments.

There is an average of approximately 1 – 2 referrals to the service per week and 1 admission across the step-down units a every 2 months. The majority of admissions come from medium secure or low secure services, either within Mersey Care or the private sector. Patients are usually discharged to 24 hour supported accommodation with comprehensive support and monitoring from SCFT.

The postholder with be professionally accountable to Dr Thomas, Chief Medical Officer. Line management and clinical supervision will be provided by Dr Holt, Clinical Director.

##### **Consultants in Specialist services Warrington**

2 WTE Consultant Psychiatrists, Auden Unit, Tennyson Unit & SCFT

1 WTE Consultant Psychiatrist, Low Secure Male Inpatient, Marlowe unit

1 WTE Consultant Psychiatrist, Low Secure Female Inpatient, Chesterton

0.6 WTE Consultant LD Psychiatrist, Byron Unit

##### **Other Staff Grade / Doctors in Specialist services**

1.0 WTE Speciality Doctor, Auden Unit, Tennyson Unit & SCFT (This post)

0.8 WTE Specialty Doctor, Chesterton Unit

ST 4-6 Forensic Specialty Trainees, Mersey Rotation

##### **Team Staffing Composition**

The step-down units and SCFT have fully complemented multidisciplinary teams including ward managers, deputies, staff nurses, social workers, occupational therapists, clinical psychologists, STR workers, healthcare assistants, secretaries and ward clerks. The services also have access to specialist services such as speech and language therapy and physiotherapy.

#### **5. On Call Commitments**

There is an optional on call (shift system) commitment with this post on the higher trainee rota, currently approximately 1 in 12. It is therefore desirable post holder has Section 12(2) approval or within 3 months of being in post gets this approval. On call covers both General Adult and Old Age patients. On calls are non-resident and the shift they will be covering is a full shift not an on-call. Remuneration will be 2 PA's and, enhanced hourly rates and time off as required in line with WTD.

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

The individual doctor is responsible for maintaining their own CPD identified through appraisal, in line with the Royal College of Psychiatrists requirements and Trust peer groups. This will be undertaken through study leave, in-house teaching and individual study of journals, books, and relevant websites during the Supporting Programmed Activities (SPA) time allocated in the job plan.

All medical staff are encouraged to attend local and Trust-wide teaching for case presentations, journal clubs and teaching on specific topics. All medical staff contribute to these sessions.

The Trust is committed to SAS doctors' development SAS doctors will be supported to meet pay thresholds and access discretionary and optional points, as appropriate.

SAS doctors are encouraged to become involved with the management of the service. There is a Trust SAS lead, regular SAS doctor peer-group meetings plus training and development opportunities.

The Trust is committed to encouraging SAS doctors to take on senior clinical and leadership roles and offers support and guidance related to applying for Certificate of Eligibility for Specialist Registration (CESR).

The Trust will support applicants by ensuring that they can develop a portfolio which fulfils the core and specialist requirements for a successful CESR application. Key portfolio areas that will be covered include the domains around safety and quality and clinical skills. We have an excellent research and audit department, and you will be well supported in attaining these required outcomes for your application.

Our psychotherapy service is well resourced, and any prospective applicants will have access to specialist support for supervision of psychotherapy cases which will be required for the CESR application.

Your job plan will ensure that you have adequate supporting professional activities to allow you to undertake any secondments that may be required as part of the application process. Our electronic job planning system will ensure that there is a suitable balance of clinical, academic, and professional activities.

We have an excellent Medical Education department, and you will have access to CPD activities, including funded courses specifically aimed at SAS doctors. There will be an opportunity to register as an Affiliate with the Royal College of Psychiatrists (for those who are not currently members of the College).

Within the Trust we have consultants who are members of the Royal College CESR committee, and they will be on hand to provide any guidance and support that you need. Our SAS lead tutor will also be available to guide and support you through this process and meets regularly with the SAS doctors.

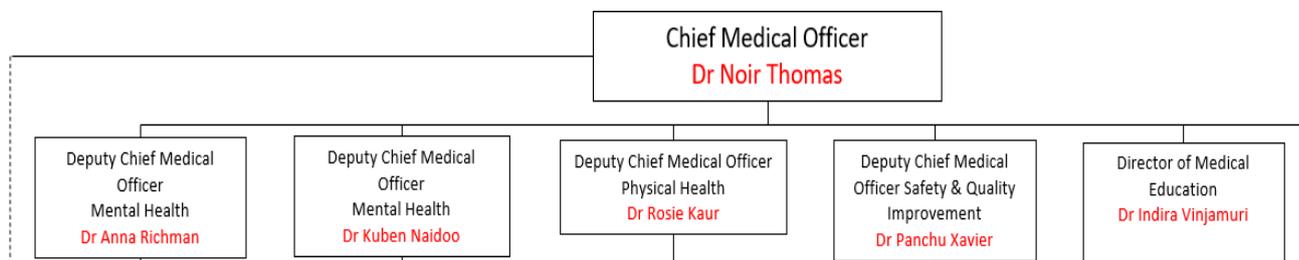
Mersey Care NHS Foundation Trust has a very well organised electronic appraisal system with several experienced appraisers. You will be supported in completing multi source feedback as part of this process. This is an important component of any successful CESR application.

SAS doctors are encouraged to become medical appraisers and support recruitment to other SAS roles.

SAS doctors are able access time off for trade union duties in the same way as other colleagues and have an active role in the BMA Joint Local Negotiating Committee.

## 7. Clinical leadership and medical management

- Trust medical management framework.



## 8. Appraisal and job planning

All doctors must maintain consistent high professional standards and act in accordance with the relevant code of professional conduct. The post holder would need to participate in an annual Appraisal with the Trust as well as Job Planning.

Job planning reviews will occur when there are changes regarding the pre-agreed workload e.g. unexpected cover of a different unit/service. 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.

## 9. Teaching and training

The postholder will have access to library and education facilities across the Trust. The Trust has a Research, Audit and Clinical Effectiveness Team who support research and audit throughout the Trust.

The Trust runs a weekly teaching program which all medical staff are encouraged to attend and participate in. This is currently run virtually and is very well attended. The postholder will be encouraged to attend and participate in this. Additional training events are also arranged.

There are medical students and trainee nurses placed within the Trust, and the post holder will have a role in informal supervision/teaching in their training.

SAS doctors will be encouraged and supported in exploring formal leadership roles in medical

education and training.

#### **10. Research**

The post has no specific research responsibilities other than those which are inherent in clinical duties. There is however opportunity for clinical and other basic research through the Research Department for the Trust based at Hollins Park Hospital.

#### **11. Mental Health Act, Mental Capacity Act and DOLS**

Due to the nature of the job, it is expected that the post holder will have a good working knowledge and skills in the use of the Mental Health Act, the Mental Capacity Act and DOLS. The Trust offers regular training sessions and various updates. Approval under Section 12 of the Mental Health Act 1983 (2007) would be preferred but is not essential.

#### **12. Office Facilities and Base**

The post holder will have their own dedicated office base with full IT facilities within the SCFT offices, adjacent to the Auden and Tennyson units. Tennyson unit uses RiO electronic notes system, whilst Auden and SCFT use PACIS. It is anticipated that all the Auden and SCFT will move over to RiO in the near future. Every employee is given the relevant training.

The post holder will share designated band 4 secretarial support with the consultants. IT/informatics support is provided by a dedicated IT department.

The primary base is Hollins Park Hospital, Warrington. The post holder must be able to undertake local travel as required to undertake the duties of the post. Support will be given where required to undertake local travel, such as through the Access to Work Scheme.

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

The clinical activity will be supported within the reporting arrangements of the Division Governance Committee, which itself will report to the Executive Director of Operations.

This committee will establish and maintain an effective system of clinical governance across the whole of the Division's activities that support the objectives of the Division and the Trust as a whole. It will do this by creating a structure that is focused on quality, particularly, Safety, Effectiveness, and Patient Experience.

#### **14. General duties**

- Overseeing the day-to-day management of patients on the inpatient stepdown service.
- Completing reports for ward rounds, CPA and Section 117 meetings and Tribunal and Managers' Hearings (under supervision)
- Working collaboratively with the secure division physical health team to oversee physical health monitoring and access to physical health care.
- Attendance at relevant meetings including risk assessment, CPA, Section 117 and MAPPA.
- Liaison with other agencies as required.
- Contributing to the management of the community caseload and participating in outpatient reviews alongside the team.
- As part of the MDT undertake assessments of new referrals to the service and support

discharge planning.

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

The Trust actively supports its staff who may wish to undertake roles outside the Trust that are of benefit to medical practice at regional, national, and international level, and recognises the value of such roles for the reputation and standing of the Trust.

Doctors should however undertake such duties only after discussion with colleagues and with the agreement of the Clinical Director or Associate Clinical Director and should be sensitive to the increased workload undertaken by colleagues in support. They must be able to fully account for these activities in terms of interest to the Trust, professional society, college, or wider NHS.

## **16. Other duties**

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

## **17. Wellbeing**

The Trust aims to ensure that all staff are provided with an environment and opportunities that encourage and enable them to lead healthy lives and make choices that support their wellbeing. The Occupational Health and Wellbeing Service is an advisory in-house service for all staff. The service offers advice on how health can affect work and how work can affect health. It also advises on physical and mental health issues and develops programmes and initiatives to enrich wellbeing in the workplace. Mersey Care's Occupational Health and Wellbeing Services include Occupational Health, Physiotherapy, Psychological support and Counselling and Health and Wellbeing. The team operates out of two sites (Switch House, Ground Floor, Norther Perimeter road, Bootle Liverpool, L30 7PT and Hollins Park House, Hollins Park, Hollins Lane, Winwick, Warrington, WA2 8WA Tel: 01925 664 010email: OHWB@merseycare.nhs.uk)

The staff wellbeing hub is a live and evolving portal for all things staff wellbeing. The hub aims to support staff by signposting to information, advice, tips and specialist services. Support is split into four categories including mental, physical, financial and social wellbeing.

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. 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 post holder is encouraged to participate in. These currently include flexible working, flexible retirement, season ticket scheme, lease vehicle scheme, cycle scheme, retail and restaurant discounts, eye test scheme, free health checks, menopause support, gym discounts, wellbeing events, mindfulness courses, wellbeing walks and jogs, and parenting workshops. The post holder will form part of a consultant peer

group who meet regularly.

## 18. Contract agreement

The post will be covered by the terms and conditions of service for Medical and Dental staff (England and Wales) Specialty Doctors 2021 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

## 19. Leave

NHS specialty doctors are entitled to 27 days annual leave plus bank holidays in the first two years of employment, rising to 32 days plus bank holidays between 2 – 7 years service. This increases to 34 days plus bank holidays from 7 + years. Leave will be pro rata for part time colleagues.

## 20. Visiting arrangements

To visit the service please contact Dr Gill Holt on 0151 431 5112 or [gillian.holt@merseycare.nhs.uk](mailto:gillian.holt@merseycare.nhs.uk)

## 21. Suggested draft timetable:

Day	Time	Location	Type of work/activity	Category	PAs
Monday	AM	Auden/Tennyson Unit	Medical reviews & ward round reports	DCC	1.0
	PM	SCFT	MDT referrals meeting	DCC	1.0
Tuesday	AM	Virtual	Trust Teaching Program	SPA	1.0
	PM	Tennyson Unit	Ward round	DCC	1.0
Wednesday	AM	Auden Unit	CPA / 117 meetings/ Ward rounds/ ward work	DCC	1.0
	PM	Auden/Tennyson/SCFT	Audits, CPD, local clinical governance activities, training, research, appraisal, job planning / ward work	SPA/DCC	0.5 / 0.5
Thursday	AM	Auden/Tennyson/SCFT	Ward work & SCFT MDT meeting	DCC	1.0
	PM	External site	Assessment of referrals	DCC	1.0
Friday	AM	Auden/Tennyson/SCFT	Ward work/ community visits	DCC	1.0
	PM	Auden/Tennyson/SCFT	patient-related administration linked to clinical work	DCC	1.0
Total number of PAs	Direct clinical care				8.5
	Supporting professional activities				1.5



## Appendix 1: person specification/selection criteria for consultant

**Abbreviations for when assessed:** SL: Short-listing from application form

Int: Interview

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

	ESSENTIAL	WHEN ASSESSED	DESIRABLE	WHEN ASSESSED
QUALIFICATIONS	MbChb, MBBS or equivalent	SL	MRCPsych	SL
	2 years experience working psychiatry		Additional clinical qualifications.	SL
			Experience in forensic psychiatry	SL
ELIGIBILITY	Fully registered with the GMC with a license to practice at the time of appointment.	SL	In good standing with GMC with respect to warning and conditions on practice	SL
			Section 12(2) Approved	SL
TRANSPORT	Holds and will use valid UK driving license OR provides evidence of proposed alternative.	SL		

	ESSENTIAL	WHEN ASSESSED	DESIRABLE	WHEN ASSESSED
CLINICAL SKILLS, KNOWLEDGE & EXPERIENCE	Excellent knowledge in specialty	SL/Int		SL, AAC
	Excellent clinical skills using bio-psycho-social perspective and wide medical knowledge	SL/Int		
	Excellent oral and written communication skills in English	SL/Int		
	Able to manage clinical complexity and uncertainty	SL/Int		
	Makes decisions based on evidence and experience including the contribution of others	SL/Int		
	Able to meet duties under MHA and MCA	SL/Int		
ACADEMIC SKILLS & LIFELONG LEARNING	Able to deliver undergraduate or postgraduate teaching and training	SL/Int	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/Int		
	Demonstrate commitment to shared leadership & collaborative working to deliver improvement.	SL/Int	Reflected on purpose of CPD undertaken	SL, AAC
	Participated in continuous professional development	SL/Int		
	Participated in research or service evaluation.	SL/Int	Experienced in clinical research and / or service evaluation.	SL, AAC
	Able to use and appraise clinical evidence.	SL/Int	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 programs	SL/Int	Has led clinical audits leading to service change or improved outcomes to patients	SL, AAC