

Specialist Grade Doctor

Job description and person specification

Post and specialty:	Specialist Grade Doctor in Child & Adolescent Psychiatry This is a newly developed post to support the newly developed neurodevelopmental pathway across East Sussex.
Base:	This is an East Sussex wide service The candidate can chose their base from a choice of Hailsham CAMHS BN27 3DY or Hastings CAMHS TN37 7PT.
Contract:	Number of programmed activities: 8
Accountable professionally to:	Chief Medical Officer, Dr Claire Woolcock
Accountable operationally to:	Service Director Children and Young Peoples Services Rachel Walker
Key working relationships and lines of responsibility:	<p>Line Manager : Sue Davies</p> <p>General Manager : Viki Ashby</p> <p>Head of Service : Jodie Olliver</p> <p>Lead Consultant : Dr Sarah Jonas</p> <p>Clinical Lead: Kate Stammers</p> <p>Clinical Director: Alison Wallis</p> <p>Service Director : Rachel Walker</p> <p>Chief Delivery Officer : Jon Child</p> <p>Chief Medical Officer : Dr Claire Woolcock</p> <p>Responsible Officer : Dr Aruna Wijetunge</p> <p>Chief Executive : Jane Padmore</p> <p>SAS Advocate: Dr Susan Hamilton</p>

1.0 Introduction

Sussex Partnership NHS Foundation Trust is a large NHS organisation that offers clinical and social care services to children, young people, adults and older adults, with emotional and mental health problems or learning disabilities. Services are provided to the people of Brighton and Hove, East Sussex and West Sussex with Children & Young People's Services provided across Sussex and Hampshire. The Trust operates as part of a wider network of health and social care and works in partnership with both statutory and non-statutory agencies. The Trust benefits from a thriving Sussex-wide psychiatry training scheme where Health Education Kent, Surrey and Sussex provide foundation, GP, core and higher trainees. We work closely with Brighton and Sussex Medical School; a partnership between the Universities of Brighton and Sussex. In 2015 we became a member of the Association of UK University Hospitals, the representative body for university hospitals with major teaching and research interests across the UK and internationally. Our vision is *to improve the quality of life for the communities we serve*. The clinical strategy and organisational strategy we have developed underpin this by providing frameworks to enable sustained improvements in the quality of care we provide. With our partners in the Sustainability and Transformation Partnership, we have developed a compelling case for change in mental health services across the STP which is comprised of 24 organisations and strives to improve the links between health and social care to better serve our communities. In January 2018 the Trust was awarded an overall rating of *Good* by the Care Quality Commission (CQC) and was assessed as *Outstanding* for caring. This was maintained in February 2019.



2.0 Trust details

Sussex Partnership was formed in April 2006 as an NHS Trust and established as an NHS Foundation Trust with Teaching Trust status in August 2008. We employ approximately 5000 staff, serve a total catchment population of more than 2 million and generate an income of £250 million.

In 2015 the Trust reorganised the way it delivered services, establishing Care Delivery Services (CDS), tasked with providing overarching leadership for care groups and / or geographical areas. In 2018 we have 7 fully established CDS's. Overall leadership of each CDS is provided by a service director and/or a clinical director, with a multi-disciplinary leadership team (including a range of clinical professions as well as business, finance, HR, IT and estates and facilities support staff) providing additional leadership and governance oversight. The CDS model has helped us continue to improve services for patients and carers and is supported by Clinical Academic Groups and in keeping with our Vision, Clinical Strategy and Organisational Strategy. Work continues to provide consistently high quality services, working together in partnership with each other, the people who use our services and other organisations.

3.0	Service details																						
3.1	<p>East Sussex is situated in the south east of England between the sea and the South Downs with a population of around 549,000. The county offers good access to London and is in close proximity to Gatwick Airport. In East Sussex, 19 out of 329 neighbourhoods are among the 10% most deprived areas in England. Income deprivation affects 12% (64,600) of people in the county compared to 10% regionally & 15% nationally. Nearly 32,000 people (6%) live in the most deprived 10% of areas in England. The health of people in East Sussex is varied compared with the England average. About 16% (14,993) of children live in low income families. Life expectancy for both men and women is higher than the England average.</p>																						
3.2	<p>The Trust is seeking a Specialist Doctor to join the East Sussex CAMHS Neurodevelopmental team. This vacancy has arisen due to new service development and the Trust regards this as an opportune moment to develop the functioning of the team.</p> <p>This post is one example of the commitment of the Trust to not only ensure career development for our SAS workforce but to also develop better provision and capacity for the families and carers using the service in challenging times. This post adds to the medical establishment of the team providing a minimum of 1.4 whole time equivalent Specialist doctors for the service.</p>																						
3.3	<p>Geographical area(s) the post covers</p> <p>This post provides input to the neurodevelopmental pathway across East Sussex. It is anticipated however that the majority of the post holders work will be based at their chosen base. Apart from MDT meetings and occasional assessment of acutely unwell young people in acute hospitals.</p>																						
3.4	<p>The planned multidisciplinary team establishment is as follows:</p> <table border="1"> <thead> <tr> <th>WTE</th><th>Job Title <i>Examples Below</i></th></tr> </thead> <tbody> <tr> <td>1.0 wte</td><td>General Manager</td></tr> <tr> <td>1.0 wte</td><td>Clinical Lead 8b</td></tr> <tr> <td>1.0 wte</td><td>Lead Nurse/Clinical Service Manager 8a</td></tr> <tr> <td>1.6 wte</td><td>Specialist Grade Doctors (including this post)</td></tr> <tr> <td>1.0 wte</td><td>Clinical Psychologist 8b</td></tr> <tr> <td>1.0wte</td><td>Nurse Advanced Clinical Practitioner 8a</td></tr> <tr> <td>1.0 wte</td><td>Specialist Neurodevelopmental Practitioner (Band 8a)</td></tr> <tr> <td>2.0 wte</td><td>Specialist Neurodevelopmental Practitioner (Band 7)</td></tr> <tr> <td>1.0wte</td><td>Nurse Band 7</td></tr> <tr> <td>2.0wte</td><td>Specialist Neurodevelopmental Practitioners (Band 7)</td></tr> </tbody> </table>	WTE	Job Title <i>Examples Below</i>	1.0 wte	General Manager	1.0 wte	Clinical Lead 8b	1.0 wte	Lead Nurse/Clinical Service Manager 8a	1.6 wte	Specialist Grade Doctors (including this post)	1.0 wte	Clinical Psychologist 8b	1.0wte	Nurse Advanced Clinical Practitioner 8a	1.0 wte	Specialist Neurodevelopmental Practitioner (Band 8a)	2.0 wte	Specialist Neurodevelopmental Practitioner (Band 7)	1.0wte	Nurse Band 7	2.0wte	Specialist Neurodevelopmental Practitioners (Band 7)
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3.5	<p>Psychiatry doctor names associated with this team and areas they cover.</p> <ul style="list-style-type: none">• Ouse Valley team – Dr Tolu-Omole and Dr Guvenir• Hailsham and Eastbourne team – Dr Van Strallen and Dr Hamilton• Hastings team – Dr Rashbrook and Dr Naito• Neurodevelopmental team – this post plus a further specialist doctor post currently being recruited for.									
3.6	<p>There are local CAMHS teams across East Sussex, including Lewes, Peacehaven, Uckfield, Hailsham and Eastbourne and Hastings. There are also specialist CAMHS teams for Looked after children, Adopted children, Eating Disorders, Forensics, dedicated liaison services and an Urgent help service for crisis care.</p> <p>There is also a specialist CAMHS team for the local Secure children’s home in Hailsham</p>									
3.7	<p>Details of inpatient service facilities</p> <p>The Children and Young People Service has an Adolescent Inpatient Unit which is based at Chalkhill, Haywards Heath. All patients are overseen by the inpatient Consultant Psychiatrists and Specialty Doctors.</p>									
3.8	<p>Additional support is also available from Pan Sussex teams such as the Forensic CAMHS team, the EIP team and the urgent Care service for complex or high risk cases.</p>									
3.9	<p>Details of Trust-wide specialty doctor network.</p> <p>Consultants, Specialist and Speciality Doctors meet regularly (once a month) to discuss:</p> <ul style="list-style-type: none">• Providing and developing excellent evidence-based services• Providing clinical leadership to MDT• Service transformation• A possibility for supervision of difficult clinical cases,• Development and training for consultant and SAS doctors in Children and Young People Service (ChYPS) Care Delivery Service (CDS).• Professional support <p>There is also a well-established peer group of CAMHS Specialty Psychiatrists who meet together to address business issues, provide peer support, CPD and learning. In addition, there is a monthly academic session for all CAMHS Psychiatrists.</p>									
3.10	<p>The Operations of Local services to which this specialty doctor post relates</p> <p>The Child and Young People Service (ChYPS) Care Delivery Service (CDS) provides a full range of outpatient and inpatient services for children and adolescents. The CDS’s aim is to</p>									

	<p>manage transition between outpatient and inpatient, and other services through outreach services. Currently there are integrated community teams working with young people with mental health, looked after and adopted children and there is a well-established inpatient service for adolescents based in Chalkhill, which is located in the grounds of the Princess Royal Hospital at Haywards Heath.</p> <p>The post holder will be expected to work in partnership with children, young people and their carers so that they are fully involved in and empowered to make decisions about their treatment and care. It remains a priority to establish and maintain good communication and effective working relationships with referrers and to work closely with other agencies e.g. Health, Children's Services, Police and YOS in relation to individual patients and service development. It will be important for the post holder to build a knowledge of and links with voluntary and independent service providers locally.</p> <p>All Consultant Psychiatrists, SAS Doctors, senior clinicians of other professions, and clinical managers will be expected to embrace the multi-disciplinary working culture of the Service.</p> <p>In addition, the post holder will be expected to participate in integrated multi-disciplinary leadership development programmes which support multi-disciplinary team and inter-agency partnership working.</p>
3.11	<p>Care Delivery Service management and governance arrangements.</p> <p>The Neurodevelopmental team across Sussex has both a clinical service manager and a lead clinician. Clinical work will be allocated through the weekly MDT or through urgent referrals. They will be provided with regular supervision by the locality Consultant Psychiatrist.</p> <p>The Specialist doctor will be a member of the Sussex CAMHS Psychiatry group and will be expected to engage in specific locality meetings between managers and doctors as agreed with the Lead Consultant.</p> <p>The Trust is committed to a strong management and professional partnership to manage and govern all services and this is reflected in the management structure at all levels within the organisation.</p>
3.12	<p>Detail clinical input and service development time.</p> <p>A normal working week comprises of 7PA of direct clinical care and 1PAs of supporting professional activities (this varies for part time employees). The post holder will be expected to act in a consultative capacity to other members of the multi-disciplinary team. An additional SPA would be available to postholders who are actively completing CSER (subject to annual review).</p> <p>The post holder's main objective would be to provide psychiatric input to the East Sussex Neurodevelopmental Service and partnership agencies. The post-holder will be expected to provide clinical advice and support to Acute hospitals across East Sussex.</p> <p>Please see section 11.0 for a full list of duties.</p> <p>It is desirable that the post holder is registered as an approved clinician, and trained and registered for Section 12 (2) of the Mental Health Act, and expected that they would be able to achieve Section 12 (2) registration within 6 months and Approved clinician status within 2 years.</p>

3.13	<p>Summary patterns of referral and the systems in place for caseload flow.</p> <p>All referrals to the CAMHS service come via the Multiagency Single Point of Access and then have an initial appointment in CAMHS for assessment and screening before being allocated to a treatment pathway. It is at this point they are added to the neurodevelopmental pathway.</p> <p>This post is part of the expansion of the neurodevelopmental pathway.</p>
3.14	<p>Detail new referral numbers per week; how the team assesses and allocates referrals; expectation of team members and the Specialist including types of cases.</p> <p>The neurodevelopmental team expects to receive on average 45 new referrals a month across East Sussex and it is also expected that this substantial new investment will address historical waiting lists for neurodevelopmental assessment.</p> <p>The neurodevelopmental service will offer a multidisciplinary assessment pathway for children and young people with suspected neurodevelopmental conditions.</p> <p>Including assessment of children and young people with ADHD and ASD and the treatment of Children and Young People with ADHD (under a shared care arrangement). It is anticipated that the Specialist Doctor will both provide direct assessment and intervention but will also supervise other non-medical colleagues in taking on extended roles within the pathway including non- medical prescribing and novel ways of working with the aim of creating a sustainable post in a highly skilled team.</p> <p>The Specialist psychiatrist is expected to carry a compact caseload of the most complex and unstable cases, but will also be available at short notice to provide consultation and advice to other team members, although they are not required to act as care co-ordinator.</p>
3.15	<p>Expected caseload numbers per team member and the role expected of the medic within the team.</p> <p>On average a 1.0 WTE clinician has a caseload of around 20. The multidisciplinary structures mean that psychiatrists in this team only see patients where there is additional complexity and manage many cases via supervision of the multidisciplinary team.</p>
3.16	<p>Examples of good clinical Trust practice or local services that provide extra resource.</p> <p>In January 2018 we were awarded an overall rating of 'good' by the Care Quality Commission (CQC) and assessed 'outstanding' for being caring. This new rating follows an inspection of the Trust's services in Autumn 2017.</p> <p>The organisation had previously been assessed as 'requires improvement' in September 2016.</p> <p>The CQC said that patients and carers all gave positive feedback about the care they received, that they felt involved in decisions about their care and that staff considered their wellbeing and experience as a patient.</p>

	<p>They note that there were outstanding examples of practice such as clinical leadership and service user involvement. They also commented that our new leadership team brought an invigorated and open approach to the direction.</p>
3.17	<p>References to Trust, NHS England/CCG websites; for example, local specialist services and beacon sites.</p> <p>The Sussex ChYPS website can be accessed here https://sussexcamhs.nhs.uk</p>
3.18	<p>Other teams and resources that relate to this service.</p> <p>Sussex Partnership NHS Foundation Trust provides specialist CAMHS teams and for Looked After Children, Adopted Children, Children with a Learning Disability and young people in the Youth Justice System. There are also integrated Mental Health School Support Teams.</p> <p>The trust also provides a forensic CAMHS service, forensic services for adults, early intervention in psychosis (EIP) teams and Adult Mental Health Services.</p> <p>There are clear transition protocols for individuals moving between these services and teams collaborate to develop specific pathways or projects.</p>
3.19	<p>Detail involvement in strategic development of team and services.</p> <p>The Care Delivery Service regularly set and review clear service objectives. Teams are also encouraged to develop individual, locally focused projects.</p>
3.20	<p>Sussex Partnership is committed to participation, meaning that we involve service users, and their carers and supporters, in service decision-making and planning. All employees are expected to contribute to this shared value and to support services in the delivery of its participation strategy.</p> <p>Clinicians are encouraged to work in a participatory way so that shared decision making and conversations around formulation/diagnosis and ongoing care are a collaborative endeavour with the people who access our service.</p> <p>It is highly likely that at least one service user or carer will be on the interview panel for this role.</p>
4.0	<p>Continuing professional development (CPD)</p> <p>The post holder is expected to remain in good standing for CPD with the Royal College of Psychiatrists, <u>or</u> if not a member of the Royal College of Psychiatrists' CPD scheme, to have carried out an equivalent amount of CPD (i.e. at least 50 hours of CPD per year, at least 30 hours of which should be under the clinical domain if the doctor has clinical contact with patients) and to evidence this at their annual appraisal.</p> <p>The post holder will be expected to have a plan for such education as is deemed appropriate, considering his or her own needs and those of the service. Specialists are actively encouraged to take their study leave entitlement in line with Royal College Guidelines and to support the development needs identified in their PDP, Peer Group reviews and appraisal. The annual study leave entitlement for SAS doctors is £500 per year and up to 10 days per year (30 days</p>

	<p>every 3 years) subject to approval by the Clinical Lead/Director and the Director of Medical Education, Dr Michael Hobkirk.</p> <p>Peer supervision is arranged between the consultants and SAS grade doctors working in the locality; West Sussex, East Sussex, Brighton and Hove monthly, multidisciplinary supervision is arranged in the local teams, and ability to discuss cases and service problems occur on a monthly basis in the monthly Pan-Sussex meeting for consultants and SAS grade doctors and (first Wednesday of each month, 2pm-5pm).</p> <p>Regular supervision is offered by locality consultants to all specialty doctors.</p> <p>All Specialist Doctors have a responsibility for ensuring their own continuing professional development and are expected to register for CPD with the Royal College of Psychiatrists. Specialty Doctor peer groups are established which the post holder will be expected to join. The Trust is committed to supporting CPD activities both internally and externally. The Specialist Doctor will be provided with clinical supervision by a Consultant in the service.</p>
5.0	<p>Clinical Leadership and medical management</p> <p>Medical management across the Trust is led by our Chief Medical Officer who is supported by Medical Directors, Associate Medical Directors, Clinical Directors, Clinical Leads and a Chief Pharmacist.</p> <p>The post holder (in common with all Consultants in the Trust) will be expected to develop a medical leadership role within the multidisciplinary team and across the service as a whole which will include:</p> <ul style="list-style-type: none"> • Working with colleagues and managers to ensure that systems for maintenance of adequate quality standards, including waiting times, are in place. • Working with colleagues and managers to oversee patient pathways including case allocation and day to day standards of care. • Monitoring clinical risks and supporting staff in detecting and managing such risks • Working with the team coordinator or leader, to ensure that adequate team functioning and communication take place <p>The Trust has a comprehensive 1, 2 and 3 yearly audit programme and the post holder will be expected to participate in this. Audit time is factored into the job planning and administrative time is made available. There is a central director of audit within the Trust whose team provides support for the statistical analysis of data.</p> <p>The post holder is expected to develop a role in the strategic development of Eating Disorder Services. Quality Improvement is the chosen improvement methodology for this organisation. It is anticipated that the increased national focus on children's services will continue to provide enhanced opportunities for funding service developments and the post holder will be expected to work in tandem with the consultant, clinical psychologists, nurses and managers in CYP FEDS team and to provide a high profile in the county wide representation within the working parties and task forces set up by the commissioners or the trust.</p>
6.0	<p>Appraisal & Job Planning</p> <p>The Trust is committed to ensuring all Trust medical staff is licensed, up to date clinically</p>

	<p>and fit to practice, in line with national medical revalidation guidance.</p> <p>The revalidation process includes an annual appraisal and the Trust's Revalidation Policy clearly sets out roles and responsibilities to support this.</p> <p>The Trust's Revalidation Support office is well established and provides an excellent service in supporting doctors in all aspects of revalidation.</p> <p>Dr Rick Fraser, Chief Medical Officer is the Responsible Officer.</p> <p>Trust doctors are encouraged, if interested, to become appraisers themselves and training for this role is offered.</p> <p>Group and individual job planning is supported by a clearly defined Trust policy and in place not only to meet the contractual requirements of the role but also to provide opportunities for personal and professional development and to help drive quality improvement.</p> <p>The Trust offers a structured mandatory corporate induction programme to ensure staff feel supported and welcomed into their new role. Local induction will assist to further orientate the post holder to the workplace environment and to their team/service. Mandatory and statutory training is also undertaken as part of the induction process where the post holder will have access to e-learning modules.</p>
7.0	<p>Teaching and training</p> <p>Sussex Partnership has a strong and progressive Medical Education Team that supports high-quality patient-centred training across the Trust. We recognise that SAS doctors make significant contributions to the advancement of psychiatry in areas of education, leadership, research and governance.</p> <p>SAS doctor continuing professional education is underpinned by robust Governance arrangements. Our dedicated SAS Tutor is a member of the Medical Education Team and the first point of contact for all SAS Doctors. The SAS Tutor is there to support and offer advice and guidance on career related issues, education and development and the use of SAS funding at a local level.</p> <p>Everyone benefits from SAS doctors receiving appropriate supporting professional activity time and study leave for revalidation preparation and continuing professional development (CPD). The SAS Tutor works closely with the Medical Education Team to address SAS training needs locally and to offer formal training pathways where appropriate. All SAS doctors have access to internal and external CPD activities / training programmes (including our well established and highly regard Trust Academic Programme) as well as study leave time and funding; this is equivalent to their consultant colleagues and encompasses 10 days of study leave per year and a study budget of £1,500 over a 3 year cycle. As an organisation we regularly organise cross cover or rotate attendance at training days to ensure that all SAS doctors have the opportunity to attend.</p> <p>The Medical Education Team is proactive in enabling SAS doctors to assume extended Education Roles, such as Educational Supervisor and Simulation Facilitator, in support of our progressive Medical Education Strategy. SAS doctors are invited to collaborate with the Medical Education Department across all of its key work streams including understanding</p>

	<p>and reducing Differential Attainment in International Medical Graduates, developing and delivering multi-professional Simulation, teaching students from Brighton and Sussex Medical School, Leadership Development and developing innovative teaching strategies including a virtual patient experience.</p> <p>The Medical Education Team is establishing a SAS Local Faculty Group chaired by the SAS Tutor and attended by the Director of Medical Education and this will focus on:</p> <ul style="list-style-type: none"> • Ensuring SAS doctors have access to support and guidance relating to application for Certificate of Eligibility for Specialist Registration (CESR) • Supporting CESR Applicants to apply for additional funding for personal and professional development activities where available • Supporting and allocating time to SAS doctors to enable their full participation in the SPFT annual appraisal process including access to appraisee training (and appraiser training where applicable) and the necessary CPD and study leave requirements, which naturally arise from appraisal • SAS doctor involvement in extended roles (Education Roles, Management Roles; Appraisal Roles; Education Roles) • The development of the roles of SAS Tutor, SAS Clinical Lead and SAS Mentors (who support professional and personal development needs as well as appropriate support and time to learn new skills) • The systems and processes for SAS doctors to undertake secondments in line with SPFT policy • The breadth and depth of clinical work and relevant professional activities to enable the SAS doctors to achieve and maintain relevant competencies and develop as clinicians <p>Our Medical Education website is updated regularly and provides a valuable resource which covers all aspects of Medical Education. SAS doctors also have access to our full range of virtual and in person Library and Knowledge Services.</p>
8.0	<p>Research</p> <p>Sussex Partnership is committed to the design, delivery and translation of high quality research in order to improve our services and the experience of our patients. We are consistently one of the most active mental health research organisations in England and were ranked second out of 57 specialist mental health trusts for the number of people involved in research by the National Institute for Health Research (NIHR) in 2018-19. The Trust achieved a 62% increase in the number of people involved in research studies within the last year, having recruited 3,932 research participants in 2018/19 compared to 2,427 in 2017/18. We have strong academic partnerships with Brighton and Sussex Medical School, University of Sussex and University of Brighton particularly, and our reputation for clinical excellence is attracting leading clinical practitioners and researchers to Sussex. We attribute this success to our patients who take part and to staff and clinicians in the Trust, by paying attention to all aspects of the research process, from design of new studies, to delivery of existing research and to the translation of findings into practice.</p> <p>The Trust academic centre offers first class facilities and is based at the Sussex Education Centre in Hove. The universities provide access to statistical support and advice. At any given time, there are several major studies being undertaken within the Trust. Smaller individual</p>

	<p>projects are subject to standard screening as well as local ethics committee approval before sign off. The Trust's Chief Medical Officer is the Deputy Chair for the regional Clinical Research Partnership Board.</p> <p>The post has no specific teaching or research responsibilities other than those which are inherent in clinical duties. However, there are opportunities to use SPA time for teaching or clinical and other basic research through Sussex University and Brighton and Sussex Medical School, where Professor Hugo Critchley is Chair of Psychiatry.</p>
9.0	<p>Mental Health Act and Responsible Clinician Approval</p> <p>The post holder will be expected to work towards and be willing to undertake training to obtain Section 12(2) MHA, they would also be expected to develop a portfolio application for Responsible Clinician Status as they develop their skills in the post and within the first 2 years.</p>
10.0	<p>Secretarial Support and office facilities</p> <p>The Trust strives to maximise clinical time for doctors by reducing the amount of time they spend on administrative duties as far possible and a clear structure for admin support has been developed.</p> <p>The service benefits from an established administrative support team and the post holder will be assigned 0.5 WTE of admin support (pro rata in LTFT).</p> <p>The Specialist doctor will have access to their own laptop and mobile phone; the functioning of both devices is supported by a centralised IT service.</p> <p>The Specialist doctor will have office space in the base of their choice this will be shared with other doctors in the team.</p> <p>Private bookable rooms are available for supervision.</p> <p>The post holder has access to the use of clinical rooms and separate administrative office space as well as a locker.</p>
11.0	<p>Clinical duties of post holder</p> <p>The post holder is required to:</p> <ul style="list-style-type: none"> • contribute to the management of complex cases, including medication management of select cases • support the assessment of referrals/ potential admissions by advising team members and seeing certain young people as required • support care and safety planning and treatment formulation, providing guidance on evidence-based treatment and effectiveness • offer liaison and collaborative working with other services/agencies • contribute to effective Mental Health Act implementation • support multi-disciplinary, multi-agency and partnership working • provide clinical supervision for non-consultant medical staff working with the team

	<p>The post holder is required to:</p> <ul style="list-style-type: none"> • To provide a high quality of specialist clinical assessment, including relevant psychiatric and physical investigation to children, young people and their families in a range of settings. • In conjunction with other members of the team to plan and deliver appropriate individually tailored treatment plans. • To regularly review and monitor patients' treatment progress. • To keep accurate appropriate and up-to-date medical and administrative documentation including computer records. • To liaise closely with other relevant professionals and organisations including general practitioners, medical colleagues, acute trusts and liaison teams. • To operate within guidelines, policies and procedures relevant to the post. • To provide clinical advice, liaison and consultation as required to colleagues in primary care, community services and acute specialties in line with new ways of working • To contribute to regular communication and correspondence with other agencies (e.g. GP letters, discharge summaries etc.)
12.0	<p>Clinical governance and quality improvement</p> <p>The post holder will contribute to the Trust's delivery of its integrated clinical governance and quality improvement agenda along with the National Service Framework modernisation agendas. Specific responsibilities will be agreed in collaboration with colleagues of the multi-disciplinary community and inpatient teams, the general manager, lead consultant and clinical director.</p> <p>The post holder will be expected to select relevant subjects for audit and achieve data collection targets in line with Care Group objectives and record timely clinical activity data whilst supporting junior medical staff and members of the multi-disciplinary team in undertaking and presenting relevant audit projects.</p> <p>Participation in service/team evaluation and the planning of future service developments is a key responsibility. The Trust has a Quality Improvement strategy, A Quality Improvement Support Team, an active QI training programme and partnerships with other organisations including QI Life. The post holder will be expected to be involved in using QI locally and organisationally to improve quality and safety.</p> <p>The post holder will be expected to maintain responsibility for the setting and monitoring of quality standards including but not limited to; overseeing patient pathways including case allocation and day to day standard of care; monitoring clinical risk and supporting staff to detect and manage risk.</p>
13.0	<p>General Duties</p> <ul style="list-style-type: none"> • 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 the administrative duties associated with the care of patients. • To record clinical activity accurately and comprehensively, and submit this promptly to the Information Department.

	<ul style="list-style-type: none"> • To participate in service and business planning activity for the locality and, as appropriate, for the whole mental health service. • To engage in medical appraisal and revalidation as set out in the Trust policy on this area. • 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 (if appropriate), 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 medical colleagues in the medical contribution to management. • To comply with the Trust's agreed policies, procedures, standing orders and financial instructions, and to take an active role in the financial management of the service and support the Chief Medical Officer and other managers in preparing plans for services. 			
14.0	External duties, roles and responsibilities The Trust actively supports the involvement of the SAS Doctor body in regional and national groups subject to discussion and approval with the Chief Medical Officer and, as necessary, the Chief Executive Officer.			
15.0	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.			
16.0	Work Programme It is envisaged that the post holder will work 8 programmed activities over 4 days. Following appointment a meeting will take place no later than three months from appointment with the clinical manager to review and revise the job plan and objectives of the post holder. The overall split of the programmed activities is 7 to be devoted to direct clinical care and 1 to supporting professional activities. The 1.0 programmed activity for SPA can be used for CPD, audit, teaching, research, management and service development which will be identified through job planning. Specific programmed activity may be agreed in line with both individual and service need.			
	AM/PM	LOCATION	TYPE OF WORK	DCC/SPA

	Tues	AM	Base	Team Meeting/Case Consultation	DCC
		PM	Base	Out Patient Clinic/Supervision	DCC
	Wed	AM	Base	Out Patient Clinic	SPA
		PM	Base	SPA Time/CPD Meeting (Pan Sussex Doctors Meeting Monthly)	DCC
	Thurs	AM	Base	Admin	DCC
		PM	Base	Out Patient Clinic	DCC
	Friday	AM	Base	Out Patient Clinic	DCC
		PM	Base	Admin	DCC
<p>Note: It must be accepted that the resources available to the Trust are finite and that changes on workload and developments requiring additional resources must have prior agreement through Trust management arrangements.</p>					
17.0	<p>On call and leave cover arrangements</p> <p>There is no on-call duty attached to this post.</p> <p>Leave cover to be agreed with other doctors in the team.</p> <p>The post holder will not be expected to take part in an out of hours rota.</p>				
18.0	<p>Leave and cover arrangements</p> <p>The post holder is entitled to 32 days of annual leave plus bank holidays for the first 7 years of their service and the Trust has agreed locally that SAS Doctors will be eligible for 34 days plus bank holidays thereafter and 30 days of study leave over three years. This will be calculated pro-rata for less than full time posts.</p> <p>Annual leave, study and special leave will be covered within the team and is agreed and authorised using electronic unavailability management software.</p>				
19.0	<p>Contract Agreement</p> <p>The existing Associate Specialist (2008) national terms and conditions of service available from the NHS Employers website will apply. Any future nationally agreed amendments would also apply. Any local amendments to the nationally agreed terms will be negotiated through the Trust's Medical Negotiating Committee.</p>				
20.0	<p>Visiting arrangements</p> <p>Candidates are welcome to visit our services and meet the team using the below contact</p>				

	<p>details.</p> <p>Viki Ashby - General Manager East Sussex Email: wiki.ashby@spft.nhs.uk</p> <p>Dr Sarah Jonas –Lead Psychiatrist Sussex CAMHS Email: Sarah.jonas@spft.nhs.uk</p> <p>Further details about our Trust can be obtained via our website www.sussexpartnership.nhs.uk</p>
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Person specification/selection criteria for Associate Specialist

ASSESSMENT STAGE	SCR Screening prior to short-listing	IP Interview Panel
ABBREVIATIONS	SL Short-listing from application form	REF References

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	MB BS or equivalent medical qualification.	SCR	Qualification or higher degree in medical education, clinical research or management.	SL
			MRCPsych	SCR
			Additional clinical qualifications.	SL
ELIGIBILITY	Fully registered with the GMC with a licence to practise at the time of appointment.	SCR	In good standing with GMC with respect to warning and conditions on practice	SCR
	Twelve years medical work should have been completed since obtaining a primary medical qualification, which is (or would at the time have been) acceptable by GMC for full, limited or temporary (but not provisional) registration.	SL		
	A minimum of six years' service in the Registrar, Specialist Registrar or Specialty Registrar grade, or in the Staff or Specialty Doctor Grade. Equivalent service is also acceptable, with the agreement of the Royal College of Psychiatry Regional Adviser and of the Postgraduate Dean.	SL		

	Approved under S12 OR able to achieve with 6 months of appointment.	SL		
TRANSPORT	Holds and will use valid UK driving licence OR provides evidence of proposed alternative.	SCR		

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

	Able to use and appraise clinical evidence.	SL, IP		
	Has actively participated in clinical audit and quality improvement programmes	SL, IP		
	Ability to work in a participatory way so that shared decision making and conversations around formulation/diagnosis and ongoing care are a collaborative endeavour with the people who access our service.	SL, IP		