

# Consultant Psychiatrist – Brent Inpatient Services (Shore Ward)

January 2024

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Central and North West London NHS  
Foundation Trust



## **JOB DESCRIPTION AND PERSONAL SPECIFICATION**

**Title:** Consultant Psychiatrist in General Adult Inpatient Psychiatry

**Grade:** Consultant (Substantive)

**Hours:** 10 PAs

**Base:** Park Royal Centre for Mental Health, Central Way, London NW10 7NS

**Accountability:** Dr Olukemi Akanle (Clinical Director)

To provide dedicated consultant psychiatric input to an 18 bed mixed-gender ward as part of a multi-disciplinary service.

The role is to provide a comprehensive assessment and treatment package of care to all patients with a view to facilitating early discharge from hospital, to work closely with colleagues in the inpatient service to continuously improve the quality of acute care, and to work with colleagues across adult mental health services in Brent to ensure a coordinated, effective and person centered care pathway.

Enquiries: Dr Gareth Jarvis, Medical Director, Jameson Division  
[Gareth.jarvis@nhs.net](mailto:Gareth.jarvis@nhs.net)

Dr Olukemi Akanle, Clinical Director, Brent  
[Kemi.akanle@nhs.net](mailto:Kemi.akanle@nhs.net)

# CNWL

## Welcome to our Trust

“Thank you for your interest in this post. We pride ourselves on the quality of our clinical leadership here at CNWL. If you are a dynamic, thoughtful and caring leader, we would love you to apply”



**Claire Murdoch CBE**  
**Chief Executive**

CNWL is a nationally leading NHS Foundation Trust providing Mental Health, Community Health and Child Health Services across London and the South East of England. Our core Trust values are **Compassion, Respect, Empowerment** and **Partnership**. We ask all our staff to embody and live by these.



At our last CQC inspection we were rated Good for all our services, receiving a rating of **Outstanding for Caring**. We are proud of the progress we have made in all areas and have set ourselves an ambition to be Outstanding for Safe at our next inspection.

<b>Overall Good</b>  <a href="#">Read overall summary</a>	Safe	Good ●
	Effective	Good ●
	Caring	Outstanding ☆
	Responsive	Good ●
	Well-led	Good ●

## Jameson Division

The Trust is organised in to three Divisions: Jameson, Goodall and Diggory. Jameson Division is responsible for the delivery of Adult Mental Health and Learning Disability services across the London Boroughs of Westminster, Kensington & Chelsea, Harrow and Brent.

### Jameson Division Leadership Team



**Dr Gareth Jarvis**  
Medical Director



**Ann Sheridan**  
Managing Director



**Kim Cox**  
Director of Nursing

Jameson has an ethos of fair, collaborative, inclusive leadership. We expect everyone in our senior leadership team to be flexible in approach and supportive, whilst holding each other to account and providing challenge when needed.

As a Division we meet on a weekly basis to take a 'whole system' overview of function, with a particular focus on service flow. We expect each Borough to be developing improvements with their local staff and our Clinical Directors perform a key function leading in that process.

CNWL has been a trailblazer site for the implementation of the NHS Long Term Plan Community Mental Health Transformation work. As such we have made significant strides in

expanding and developing our workforce, whilst refocusing the care we deliver towards a more place based model of delivery. As such we need our Borough leads to be able to build partnerships across many organisations and sectors within their Borough to ensure our new model of care is a success. Beyond that we expect our Clinical Directors to become active system leaders more broadly across the Integrated Care System (ICS) of North West London.

In the next couple of years, we will be looking grow our understanding and interest in the Open Dialogue approach to mental health care across the Division.

## Innovation

We love innovative practice in CNWL and have developed key partnerships for the introduction of new technologies. We are particularly proud of the achievements of our **Pharmacy Team**; in the last year they have successfully rolled out the **Omnice** dispensing solution to our wards as well as **ePMA**, our electronic prescribing system.



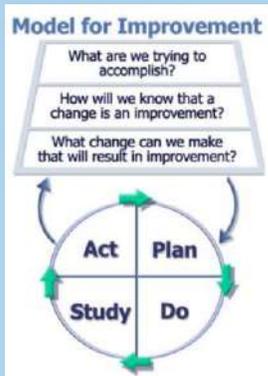
**oxehealth**

On many of our wards we have pioneered the introduction of the **Oxehealth remote patient observation technology**, with a plan for further roll out in 2022

Within our community services we are trialing the use of a risk prediction algorithm technology, **MaST** as well as a more patient centred approach to care planning, **DIALOG+**



# DIALOG+



## Improvement

CNWL worked in partnership with the IHI over three years to develop knowledge and capability in **Quality Improvement methodology**. We have now matured as an organisation in to hosting our own Improvement Faculty, running an annual 'Practicum' training series for teams ready to learn more about this approach.

We have dedicated QI coaches and advisors for each Division and encourage all our Consultants to get involved with QI work.

Each year we host an annual **Safety Conversation**, a Trust-wide conference of Quality Improvement work. We regularly get over 100 posters submitted and over 450 attendees.

Some of the best examples of our work have progressed on to being published in the BMJ.



## Leadership

We believe in investing in our leaders at CNWL. All Consultants have the opportunity to take part in a **Management Fundamentals** course, led by our previous Trust Chair, Prof Dorothy Griffiths OBE (formerly Dean of Imperial Business School) and our Chief Medical Officer, Dr Con Kelly.



We support our clinical leaders to undertake the leadership development which is right for them, including courses run by the NHS Leadership Academy, The King's Fund and an MBA course with Arden University.

We also support and encourage the use of mentors and coaching.

## Award Winning Care

We are very proud of the excellent care our staff strive to deliver. In 2021 Jameson Division Services won eight **Positive Practice in Mental Health Awards**

**Highly Commended Complex Care** – Westminster Community Mental Health Team's Complex Emotional Needs Pathway

**Winner Primary and Community Mental Health Care** – Westminster Community Mental Health Hub Social Prescribing

**Winner Older Adult** – Oxehealth on Older Adult Inpatient Wards

**Highly Commended Older Adult** – Older Adult Community Mental Health Team – Westminster

**Winner Specialist and Community Mental Health Rehabilitation** – 'Step Down' & Community Access Service

**Winner Addressing Inequalities** – Brent Health Matters

**Winner Service Transformation** – One Community in Kensington & Chelsea

**Highly Commended Innovation in Community Mental Health** – One Community in Kensington & Chelsea



## Medical Staffing

We employ over 600 medical staff across the Trust. We are committed to maintaining their health and wellbeing, ensuring their jobs are balanced, stimulating and rewarding and building an environment of continuous learning.

Appraisal is led by our Director of Appraisal, Dr Farrukh Alam, and ultimately accountable to our Responsible Officer, Dr Con Kelly. We try to get appraisals completed for all our medical staff in annual window between April and June.

The Medical Education Department is led by Dr Sukhdip Bahia, Director of Medical Education. Our Clinical Directors play an essential part in building a positive work place for our junior doctors, ensuring there is a balance between education, development and operational delivery. We have a close working relationship with our Trust Medical Education Department, with CDs needing to collaborate often with the Site Tutors. Oversight of the on-call rotas rests with that Borough's CD.

We have an active Academic Programme organised at a local level in each Borough.

We also have exciting academic partnerships, overseen by our Director of Research, Prof Richard Watt. This includes the recently established CIPPRes Clinic at St Charles Mental Health Centre, a collaboration between CNWL and Imperial College, led by Dr David Erritzoe, looking at novel therapeutic uses of psychedelic substances in mental health care.

At the senior level our CDs undertake the annual Job Planning process with the Consultant Psychiatrists across their Borough. Any individual performance concerns or complaints regarding our medical staff are attended to by our CDs.

“A Clinical Lead role can be a fantastic opportunity to develop the skills and system connections you will need to develop as a leader and manager. We will be committed to developing you with this important step in your career progression”

**Dr Cornelius Kelly**  
**Chief Medical Officer**



## **Borough and Service Details**

Brent is an outer London borough with a mixed, diverse population with high mental health morbidity. According to the 2011 Census Brent had a population of 312,200, with an estimated population of 320,762 in 2014: an increase of 57,298 inhabitants (22%) from the previous census, making Brent the most diverse and densely populated outer London borough. Jarman index figures for the area range from below 5 to 48 reflecting pockets of high morbidity with all the features of an inner city area. Overall, the population served is deprived and ethnically mixed. The area is established as an immigrant and refugee destination. Alongside neighbourhoods of deprivation are others that are wealthy.

The deprived areas are characterized by poor housing stock, unemployment, single parent families, high crime rates and homelessness with attendant substance misuse and mental illness. In some areas, most people live in rented accommodation and the population is predominantly young and transient; in others, there are above average numbers of older people, many living alone.

Brent Adult Mental Health Service provides a range of services for adults within community and hospital settings. Our community services have recently transformed to improve the quality of care received by people with mental health needs in their local community in line with the NHS Long Term Plan, towards provision of more integrated, personalised and place-based care.

There are three Community Hubs aligned with the three Primary Care Networks: Kilburn, Harness and Kingsbury & Willesden. Working in this way allows each hub to have a core structure and function whilst but also be tailored in terms of staffing and provision of services to meet the needs of the local population.

The overarching principle is to deliver interventions-based care, the level of intensity of which will vary throughout the service user journey with interventions delivered by the most appropriate person to do so, thus enabling the team to have greater flexibility in allocating time to need. At the core will be the initial assessment by the right person, and co-produced care plan so that outcomes can be evidenced and service meets the person's stated needs.

### **Brent adult mental health services:**

- Acute in-patients (3 ward - 47 beds) and PICU (11 beds) – Park Royal Centre for Mental Health
- Community Mental Health Hubs – organised in three hubs serving the three GP networks in the borough. Harness and Kilburn hubs are based at Park Royal Centre for Mental Health, Park Royal; Kingsbury and Willesden Hub is based at Fairfields House, Kingsbury.
- Early Intervention Service: Fairlight Avenue, Harlesden
- Crisis Resolution and Home Treatment Team (CRHTT): Park Royal.
- Mental Health Act Team (AMHP Team): Park Royal Brent Integrated Psychology and Psychotherapy Services embedded within teams
- Community Forensic Service: Provided in collaboration with West London NHS Trust.
- Brent Talking Therapies
- Brent Community Collaboration and health inequalities team

- Mental health social team which deliver AMHP, hospital discharge, placements and complex case management
- Rethink mental health team

## **Inpatient Services**

Adult inpatient services are provided at Park Royal centre for Mental Health, which is 3.2 miles from the community team base and is easily accessible by road and public transport.

The inpatient services consist of three adult wards – Shore (18 beds – mixed gender), Pine (24 beds – male only) and Pond (24 beds – female only). There is also a male only Psychiatric Intensive Care Unit (Caspian ward – 13 beds). Shore ward received an average of 19 admissions per month over 2017/8.

The Park Royal Site also has a 17 bed male only low secure forensic ward (Tasman), a 6 bed male only forensic rehabilitation ward (Java House) and the regional mother and baby unit (Coombe Wood)

The Senior Management Team in Brent consists of the following:

- |                        |  |
|------------------------|--|
| • Ms Philippa Galligan | Brent Borough Director                           |
| • Dr Olukemi Akanle    | Brent Clinical Director                          |
| • Mr Matthew Henshaw   | Deputy Borough Director and LD Service Manager   |
| • Mr Munya Zinyama     | Deputy Borough Director and OPHA Service Manager |
| • Mr Nicholas Bygraves | Community Service Manager                        |
| • Mr Teeresh Bundhun   | Inpatient Service Manager                        |
| • Dr Tracy Chotoo      | Adult Psychology Lead                            |
| • Dr Rebecca Doherty   | Talking Therapies Lead                           |

## **The Post**

This post is a full time substantive Consultant Psychiatrist post on Shore Ward at the Park Royal Centre for Mental Health.

## **Core Clinical responsibilities**

- The postholder will be responsible for providing sole and dedicated consultant psychiatric care to people admitted to Shore Ward at Park Royal MHC.
- The postholder will provide leadership for the performance culture of the ward, ensuring best practice is employed across the facility, and that the Trust's quality and productivity targets are met.
- The ethos of Park Royal MHC is one in which in-patient care is delivered by an integrated multi- disciplinary team with a shared sense of ownership for the ward environment as well as the clinical services provided. The postholder will adopt an active and pragmatic leadership style as a way of promoting this type of ward environment, thus ensuring collaborative working both at a clinical and an operational level.
- The postholder will be expected to participate in quality improvement and service evaluation projects and will be encouraged to undertake service evaluation and/or research which may be relevant to either short or long-term service improvement.

- Together with the Matron, Ward Manager and other senior MDT colleagues the postholder will provide overall clinical leadership for the Ward Multidisciplinary team as well as direct clinical assessments and consultations for the Team, including the following:
- Medical input, consultation and clinical leadership to the ward, and overall clinical responsibility for people admitted to the unit.
- Medical input and leadership in care planning and risk assessment for people subject to the care planning (CPA) process.
- Acting as the Responsible Clinician for people admitted to Shore Ward as appropriate and undertaking associated duties and responsibilities including attending and writing reports for Mental Health Tribunals and Managers hearings. In 2017/8 47 tribunals were requested over the course of the year, resulting in 17 tribunals being completed for Shore Ward.
- Regular clinical liaison with the Community Consultants in the Psychological Medicine, Community Mental Health Teams and the Crisis Resolution and Home Treatment Team to ensure timely discharge of patients.

### **Teaching and training**

- An active role in the postgraduate teaching programme, which consists of a local academic meeting on Wednesday lunchtime. This meeting includes a Journal Club and case presentations. This takes place at the inpatient site – Park Royal Centre for Mental Health
- Teaching/training of medical students who regularly attend CMHT as part of their psychiatry experience, from Imperial school of medicine. Support is also given to work experience students where applicable.
- Appropriately trained consultants would be encouraged to take up the role of Educational Supervisors for core and higher trainees from the St Mary's training scheme in Psychiatry. Candidates willing to take up this role will be supported to access relevant training and this will be included in Job Planning.
- Training and teaching of wider MDT staff with the community teams and other teams in the borough.

### **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.
- Secretarial support and office facilities
- Dedicated administrative/secretarial support is available for the consultants, on site.
- Dedicated office space is available on site although trust does encourage a degree of 'hot desking'. Office space may have to be shared by consultants working part time.

## **Quality Improvement, clinical audit, governance, research**

CNWL has recently formed a significant partnership with the Institute for Health Improvement. The IHI are a respected international organization who work with healthcare providers to embed Quality Improvement (QI) methods. This allows for access to high quality QI training for all CNWL staff including consultants and the availability of coaching and support for clinically focused quality improvement projects. All consultants are encouraged to take part in this programme and to be involved with and to lead local quality projects.

Although this post is not within a specifically designated research service, active participation in academic research is encouraged. Supervision of research projects undertaken by junior or senior trainees is expected. CNWL's main academic link is with Imperial College London. There is a library based at St Charles, open 24 hours, with full access to literature searching etc which can also be requested by email. The post holder will also have access to the library at Central Middlesex Hospital. The Trust's Director of Research and Development is able to assist with making links to existing and planned research studies and finding opportunities for consultants, where desired, to contribute to research alongside clinical practice.

The post-holder will share responsibility for clinical audit of the service with the Ward Manager, and will work with him/her, the matron and the service manager on this, in line with recommendations of the

Royal College of Psychiatrists and local Clinical Governance agreements as agreed with the Borough CQMT.

Together with the Operational Manager the post holder is expected to lead on Care Quality in keeping with the recommendations of the Francis Report. He/she will be expected to comply with Trust care quality and clinical governance requirements and participate in related initiatives where appropriate. This will include participation in clinical audit and review of outcomes working towards achievement of national and local performance management targets, complying with risk management policies and participating in the consultant appraisal process.

## **Appraisal, job planning, and continuing professional development**

The Trust and directorate has a commitment to and supports CPD activities. The Trust requires consultants to participate in CPD and to develop a Personal Development Plan. Brent has a local CPD programme for consultants and there are other trustwide opportunities including a bespoke clinical leadership and management programme at Imperial Business School jointly led by the Trust Chair and Medical Director.

All Consultants, particularly newer Consultants, can ask to be assigned a mentor within the organisation for additional guidance and support.

Consultants are eligible for up to 30 days' paid study leave on a pro-rata basis within any three year period, and requests for study leave will be considered in line with both the post holder's and the Trust's needs. Funding to support consultant's study leave is held by the Trust Medical Director. Consultants are encouraged to develop special interests and to contribute to the strategic management of services both locally and nationally.

Every CNWL Consultant is expected to participate in the annual appraisal process. The Trust is now using a system called Premier IT for this. All Consultants are appraised by another

Consultant who is a trained appraiser. All Consultants are expected to undergo 360 degree appraisal at least once every 5 years.

The Medical Director is the Responsible Officer for the purposes of Revalidation. The process of revalidation is carried out along nationally approved lines in keeping with guidance from the GMC and NHS England. Dr Julia Palmer is the Director of Revalidation and Professional Governance.

Job Plans are reviewed and discussed at the beginning of the contract and then annually with the Clinical & Service Director with input from the local Service Manager and Lead Consultant as appropriate.

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

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

### **Other duties**

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

### **Management**

1. The post holder will be a member of the Medical Staff Committee of CNWL.
2. The post holder will be expected to take part in various committees and project teams relating to service developments. This will be done in discussion with the Clinical and Service Director.

### **On-call Commitment**

1. The Consultant will participate in the Brent wide consultants' non-resident on-call rota and abide by the on-call policy. This is a low intensity rota currently at a frequency of 1:16 (pro rata). As such it would currently attract a 1% on-call supplement.
2. ST4-6 and specialty doctors provide second on-call cover on a rota basis. Consultants provide clinical supervision for doctors in training grades on-call on an "as required" basis. Supervision for broader training issues arising out of on-call work is normally raised with the trainee's designated educational supervisor.
3. First on-call cover is provide by Core, GPVTS and FY2 trainees

### **Section 12 approved clinical duties**

The Section 12 Doctor Daytime rota is a duty rota incorporating all Section 12 approved doctors working within Central & North West London NHS Foundation Trust (CNWL), with the exception

of CAHMS and Barnet Enfield and Haringey LD Section 12 approved doctors. It covers weekday (excluding Bank Holidays) daytime (9am-5pm) working hours.

There are two separate rotas. One covers the outer boroughs of Brent, Harrow & Hillingdon, and the other covers the inner boroughs of Kensington & Chelsea and Westminster. The expectation is that a full time post holder will contribute 2-3 days per year to this rota.

## **Facilities and Team**

The team is based on Shore Ward at Park Royal Centre for Mental Health. The inpatient teams are managed by Ward Managers with the support of deputies and Practice Development Nurses. Ward Managers report to Matrons who each oversee two wards and who work closely with the Service Manager to provide leadership across the unit. The postholder will work closely with the Matron and Ward Manager with collective responsibility for providing efficient and high quality inpatient care and in developing and embedding service improvement.

The wards are very well supported by the inpatient Occupational Therapy Team who provide a range of activities on and off the ward as well as assessments as required. The service is delivered by Occupational Therapists and Activity Coordinators. There is a well-equipped gym on the ward.

The psychology service to the ward is by direct referral.

There is also a close working relationship with the Mental Health Pharmacy Team. Shore ward has a specialty doctor and an SHO as part of the team.

## **Information Technology**

The post-holder will have access to the networked CNWL Technology Systems and be expected to use Outlook for emails. The post-holder will develop a working knowledge of Jade, the clinical electronic records system, and of Tableau which allows detailed analysis of clinical data to identify performance and data quality issues as well as to identify clinical themes and trends which might inform changes in service provision.

## **Professional/Management Accountability**

The post holder will be operationally accountable to the Borough Director. Clinical accountability is to the Trust Board through the Clinical Director and the Trust Medical Director.

## **Work Programme**

It is envisaged that the post holder will work 10 programmed activities over 5 days. The overall split of the programmed activities is 7.5 to be devoted to Direct Clinical Care and 2.5 to Supporting Professional Activities (as per the Royal College of Psychiatrists recommendation). The proposed timetable is indicative only. A formal job plan will be agreed between the post holder and clinical director within one month of commencing the post and at least annually thereafter.

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There are two separate rotas. One covers the outer boroughs of Brent, Harrow & Hillingdon, and the other covers the inner boroughs of Kensington & Chelsea and Westminster. The expectation is that a full time post holder will contribute 2-3 days per year to this rota.

## **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'.

The appointment is subject to the Terms and Conditions of Service for Consultants (England) 2003. The post is subject to the provisions of the NHS Pension Scheme.

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

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

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

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

## **Leave and cover arrangements**

The post-holder is entitled to 32 days of annual leave per year increasing to 34 days after 7 years Consultant service for those on the new contract. The post holder is also entitled to 30 days study leave over three years. The leave entitlement will be pro rata for people looking to work part time.

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

## Further Information & Arrangements to visit

Dr Olukemi Akanle Clinical Director: [kemi.akanle@nhs.net](mailto:kemi.akanle@nhs.net)

Mr Teeresh Bundhun Inpatient Service Manager: [teeresh.bundhun@nhs.net](mailto:teeresh.bundhun@nhs.net)

## TIMETABLE – Proposed

In line with the new consultant contract the job plan is for 10 Programmed Activities. The timetable is subject to change according to service demands and the clinical preferences of the post holder, following discussion at the job planning meeting and appraisal.

Day	Time	Location	Work	Category	No. of PAs
<b>Monday</b>	AM	PRCMH	Whiteboard meeting / Clinical admin / Clinical reviews / Liaison	DCC	1
	PM	PRCMH	Clinical contact time – MDT reviews of new and existing patients	DCC	1
<b>Tuesday</b>	AM	PRCMH	Whiteboard meeting / Clinical reviews	DCC	1
	PM	PRCMH	QI / Research / Clinical Governance  Specialty doctor supervision	SPA  SPA	0.5  0.5
<b>Wednesday</b>	AM	PRCMH	Whiteboard meeting / Clinical reviews	DCC	1
	PM	PRCMH	Weekly Academic Meeting + CPD activities in line with RCPsych Guidance (to be agreed at first job plan meeting)	SPA	1
<b>Thursday</b>	AM	PRCMH	Clinical Admin / Tribunal Report Writing / Liaison	DCC	1
	PM	PRCMH	MHRTs	DCC	1

			professionals/family meetings		
<b>Friday</b>	AM	PRCMH	Whiteboard meeting / Clinical reviews	DCC	1
	PM	PRCMH	Clinic / Emergency Review  Trainee supervision	DCC  SPA	0.5  0.5
<b>Unpredictable / emergency on-call work</b>					
<b>Total PAs</b>	Direct clinical care				7.5
	Supporting professional activities				2.5

## OTHER INFORMATION

### Job Flexibility

The post holder will be required to work flexibly, providing assistance as and when necessary, which may involve them in a developing role.

### Working Relationships

The working relationship between all members of staff should be mutually supportive, with staff deputising and covering for each other when appropriate.

### Health and Safety

Central and North West London Mental Health NHS Trust has a Health and Safety Policy applicable to all employees. Employees must be aware of the responsibility placed on them under the Employment Rights Act 1996, to ensure that agreed safety procedures are carried out, and to maintain a safe environment for employees, patients and visitors.

### Wellbeing

CNWL offers Occupational Health (OH) support to all its employees. The CNWL Occupational Health Service (OHS) is nationally accredited service who offer advice for health, safety and wellbeing while at work. They work alongside the employer to ensure that the employees working environment is safe and offer a range of services to maintain and improve health at work. Referrals can be done as self referrals or through line managers. The Employee Assistance Programme is available to help with any personal problems. The EAP is a

completely confidential service and free of charge. Services offered include People at Work, Counselling Service, PhysioMed and Staying well at work. Details about the OHS are disseminated at induction and regularly when in post.

## **Infection Control**

The prevention and control of infection is the responsibility of everyone who is employed by Central and North West London Mental Health NHS Trust. Employees must be aware of infection control policies, procedures and the importance of protecting themselves and their clients in maintaining a clean and healthy environment.

## **Improving Working Lives**

Central and North West London Mental Health NHS Trust is committed to the principles of Improving Working Lives and all managers are encouraged to follow Improving Working Lives practices. Consideration will be given to all requests for flexible working in line with Trust policy.

## **Staff Involvement**

Central and North West London Mental Health NHS Trust is committed to involve staff at all levels in the development of the organisation.

Managers should ensure that staff are encouraged and involved in organisational and service developments including business planning and they are able to influence discussions, which affect them and their working conditions.

All managers should engender a culture of openness and inclusion so that staff feel free to contribute and voice concerns. They should develop and implement communication systems that ensure staff are well informed and have an opportunity to feedback their views.

## **Smoking**

Central and North West London Mental Health NHS Trust acknowledges its responsibility to provide a safe, smoke free environment to its employees, patients and visitors. In expressing its commitment to the prevention of smoking related diseases, the Trust has a 'Non Smoking Policy' and all Trust buildings and vehicles are designated as smoke free areas.

## **Alcohol**

Employees are expected to be aware of and understand that Central and North West London Mental Health NHS Trust has a policy on alcohol and the consumption of alcohol. Alcohol is not permitted whilst on duty.

## **Confidentiality**

Employees should be aware that the Trust produces confidential information relating to patients, staff and commercial information. All employees have a responsibility for ensuring the security of information and to comply with the Data Protection Acts, Access to Health Records and Computer Misuse Act. Disclosure of personal, medical, commercial information, systems passwords or other confidential information to any unauthorised person or persons

will be considered as gross misconduct and may lead to disciplinary action which may include dismissal.

### **Equal Opportunities**

All employees of Central and North West London Mental Health NHS Trust are expected to be aware of, and adhere to, the provision of the Trust's Equal Opportunities Policy, and to carry out their associated duties and responsibilities under this policy. As users of the disability symbol, the Trust guarantees to interview all disabled applicants who meet the minimum essential criteria for a vacant post.

### **Grievances, Disputes, Disciplinary and Other Industrial Relations Procedures**

Central and North West London Mental Health NHS Trust has grievance, disputes, disciplinary and other industrial relations procedures. Employees are required to make themselves aware of these procedures, copies of which are available on the Trustnet, from your manager and the Human Resource Directorate.

### **Personal Development**

The post-holder is expected to co-operate in activities which line management believes will contribute to personal and/or to team growth. This includes attending supervisory sessions and training modules, both at their work base and other selected venues of instruction.

### **Conflict of Interest**

Employees are expected to declare any private 'interest or practice', which might conflict with their NHS employment, and be perceived to result in actual or potential financial or personal gain.

### **Working Time Regulations**

The Working Time Regulations 1998 require that you should not work more than an average of 48 hours each week i.e. no more than 816 hours in a 17-week period. To work more than 48 hours you must have management authorisation and you will be required to sign an opt-out agreement. The Trust policy has a limit of 60 hours per week and all staff must ensure a 24 hour rest period is taken in every 7 days.

### **Conditions of Employment**

The Trust will screen all staff who will be working with children and police checks will be carried out on all staff appointed to posts which have access to children. This will also apply if role develops to include access to children.

### **Satisfactory References**

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

### **Rehabilitation of Offenders Act**

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

### **Private Practice**

The successful applicant may undertake private practice in accordance with the Terms and Conditions of Service. This would be discussed at appraisal and in job planning.

### **Cover for leave**

The post holder will be expected to liaise with any other medical staff and the Service Manager when planning leave to ensure continuing psychiatry cover for the service. Typically, this post will work with the Consultant post in the Memory Service based in the same building to arrange reciprocal cover with other arrangements being discussed with the Clinical Director as appropriate.

### **Car Lease Scheme**

The Trust operates a lease car scheme, further details of which are available from the Human Resources Department.

### **Place of Work**

The appointee may be required to work elsewhere within the Trust in accordance with the Trust’s principal aim of flexible working by staff to enhance patient care.

### **Tenure**

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

### **Security**

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

### **Medical Excellence: Strategic Direction**

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

The Trust is committed to involving consultant staff in the organisation’s strategic direction. There is a vibrant Medical Staff Committee (MSC) that meets regularly and there is regular and close liaison with higher management; the Chief Executive attends part of the MSC meeting.



## Person specification/selection Criteria

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

	<b>ESSENTIAL</b>	<b>WHEN ASSESSED</b>	<b>DESIRABLE</b>	<b>WHEN ASSESSED</b>
<b>CLINICAL SKILLS, KNOWLEDGE &amp; EXPERIENCE</b>	Excellent knowledge in specialty	<b>A F R</b>	Wide range of specialist and sub-specialist experience relevant to post within NHS or comparable service	<b>A F</b>
	Excellent clinical skills using bio-psycho-social perspective and wide medical knowledge	<b>A F R</b>		
	Excellent oral and written communication skills in English	<b>A F R</b>		
	Able to manage clinical complexity and uncertainty	<b>F</b>		
	Makes decisions based on evidence and experience including the contribution of others	<b>F</b>		
	Able to meet duties under MHA and MCA	<b>F</b>		