

# JOB DESCRIPTION

**OUR VISION: 'TO BE THE LEADING HEALTH AND WELLBEING SERVICE IN THE PROVISION OF MENTAL HEALTH AND COMMUNITY CARE'**

|  |  |
|--|--|
| <b>JOB TITLE</b>   | Specialty Doctor in Adult Community Mental Health – Grays Hall   |
| <b>BASE</b>  | Nominal base is Grays Hall, Orsett Road, Grays, Essex. RM17 5TT  |
| <b>ACCOUNTABLE PROFESSIONALLY TO</b>                     | Dr Milind Karale (Executive Medical Director)  |
| <b>ACCOUNTABLE OPERATIONALLY TO:</b>                     | Dr Gaurish Gaunekar (Clinical Director)  |
| <b>KEY WORKING RELATIONS AND LINES OF RESPONSIBILITY</b> | Clinical Director: Dr Gaurish Gaunekar<br>Deputy Medical Director: Dr Feena Sebastian<br>Responsible officer: Dr Milind Karale<br>Executive Medical Director: Dr Milind Karale<br>Chief Executive: Mr Paul Scott |
| <b>CONTRACT</b>  | Permanent<br>10 Programmed activities (PAs)  |
| <b>HOURS OF WORK</b>                                     | Full time  |

**WE CARE. WE LEARN. WE EMPOWER.**

## Introduction

Essex Partnership University NHS Foundation Trust (EPUT) was formed on 1 April 2017 and provides community health, mental health and learning disability services to support more than 3.2 million people living across Essex, Luton and Bedfordshire and Suffolk. We employ more than 6,440 staff working across more than 200 sites.

The trust works with a wide range of partner organisations to deliver care and support to people in their own homes and from a number of hospital and community based premises. EPUT has many modern community based resource centres and clinics to provide local services to local people where possible.



**WE CARE. WE LEARN. WE EMPOWER.**

## Trust details

Our services include:

**Mental Health Services** – We provide a wide range of treatment and support to young people, adults and older people experiencing mental illness both as inpatients and within the community. This includes; including treatment, in secure and specialised settings. A number of our specialist services have achieved accreditation from the Royal College of Psychiatrists.

**Community Health Services** – our diverse range of community health services provide support and treatment to both adults and children. We deliver this care in community hospitals, health centres, GP surgeries and in our patients' homes.

**Learning Disabilities Services** – we provide crisis support and inpatient services and our community learning disability teams work in partnership with local councils to provide assessment and support for adults with learning disabilities.

As part of our a commitment to driving up quality in services for people with learning disabilities we are proud to say that we have signed up to the Driving Up Quality Code. Our self -assessment contains the full details of our commitment.

**Social Care** – We provide personalised social care support to people with a range of needs, including people with learning disabilities or mental illness, supporting people to live independently.



### **The Role of the Specialty Doctor in Psychiatry**

The specialty doctor will be expected to work independently and provide clinical leadership to the team, through good multi-professional working. The specialty doctor will have shared responsibility for the clinical care of those patients referred to the team and will be expected to work closely with the consultant and team manager to ensure the provision of an effective service to the patients in community. Grays Hall team provides secondary care mental health services for people in Thurrock, which is a borough in Essex and is a unitary local authority. The post will be part of a community team providing secondary care services to working age adult population. There is an established primary care network (PCN) in the area with which the Grays Hall team link in with and provide input.

### **Duties and Responsibilities of all Specialty Doctors**

1. Observe the Trust's agreed policies and procedures.
2. Provide, with consultant colleagues, a service in the specialty for the Trust with responsibility for the prevention, diagnosis and treatment of illness, and the proper functioning of the department.
3. Honour out-of-hours responsibilities, including rota commitments where contracted.
4. Provide agreed cover for colleague's periods of leave.
5. Participate in audit and continuing medical education.
6. Contribute to the training of junior medical staff and medical students.
7. Be involved in research and teaching where appropriate.

### **Duties and Responsibilities of Post holder**

Working independently and accountably as part of a team of clinicians offering Mental Health services. Working collaboratively with key partner organisations, service users, carers, clinicians and other practitioners within the multi-disciplinary team in delivering services.

In delivering your duties you are expected to display behaviours that are aligned with the Trust values and as required in accordance with the GMCs Good Medical Practice at all times.

The service delivers mental health care for the working age adult population of Thurrock in Essex.

### **Clinical Responsibilities**

- The post holder will be expected to work with the consultants in the team.
- Community care to the patients under the care of Grays Hall mental health services.
- Participation in MDT meetings
- Clinical supervision of trainees
- Medical support for patients under the care of Grays Hall team.

- Conduct MDT meetings and take responsibility as a senior clinician in the absence of the Consultant.

## **Team**

Medical team:

- 2 WTE consultant psychiatrists
- 2 WTE Staff grade doctors, out of which the post holder will be one. The other doctor is already in post
- 1 WTE CT1
- 1 clinic each from doctors of Foundation year 1 and Foundation year 2 grade, who are otherwise inpatients-based.
- WTE secretary

## **Multidisciplinary Members of the Team**

- 1 WTE Team Manager
- 2 team leads
- Band 6 and 7 CPNs
- Social worker
- Psychologist
- Occupational Therapist
- Team Admin

## **Training, Research and Continuing Professional Development**

The post holder is expected to participate in continuing professional development. Study leave and facilities to enable the post holder to do this, up to the standard required by the Royal College of Psychiatrists, will be provided.

## **Educational Activities of the Trust**

The Trust has a policy of encouraging continuing professional development and will meet the Royal College's requirements for continuing professional development by allowing the post holder appropriate paid study leave and reimbursing reasonable expenses.

There is a rotational psychiatric training scheme for trainees, which have the full approval of the Royal College of Psychiatrists. There is a comprehensive teaching programme consisting of case presentations, journal clubs, seminars, training in interviewing skills and lectures.

The Trust has an active Clinical Audit programme with presentations of audits arranged on a three monthly basis.

The Trust is committed to a policy of further education and training for all disciplines. This includes links with Essex University - MA Courses in Psychotherapy, Research & Management, Health & Sociology and Community Mental Health are run jointly with the Trust.

There are strong links with the Colchester Institute, the University of Essex and Anglia Ruskin University, which run a number of degree programmes to which Trust staff contribute.

### **Appraisal & Revalidation**

The Trust is committed to medical revalidation and appraisal and the post holder is required to undergo annual appraisals to support the revalidation process and continuous improvement of services. The appraisal process is in accordance with the Trust's Medical Appraisal Policy.

The Responsible Officer for the Trust is the Medical Director.

### **Clinical Audit**

Medical and clinical audit committees meet regularly and there would be opportunities to attend appropriate audit groups. There will be a requirement in the locality to ensure NICE guidance is appropriately addressed and followed.

### **Wellbeing**

The post holder will have access to the Occupational Health (OH) Department, Optima Health who can be contacted via e-mail [nhseast@optimahealth.co.uk](mailto:nhseast@optimahealth.co.uk) or on 0333 121 3000. The OH team has access to a physiotherapist and psychologist, and the post holder may self refer or be referred through their manager. The post holder will have access to our employee assistance programme (EAP) which is designed to provide you with independent, free and confidential information, advice and support to help you improve your wellness and wellbeing.

They can offer free telephone counselling or face to face sessions on a variety of topics. The service is FREE to all EPUT staff members and available to contact 24 hours a day, 7 days a week.

Help EAP is provided by an external company and so all contact remains confidential.

Their resources can help you to improve on a range of topics including:

- Alcohol and drug misuse
- Bereavement
- Bullying & harassment
- Childcare/eldercare
- Debt
- Legal issues
- Relationships
- Retirement
- Sickness absence
- Career/job stress
- Trauma
- Work life balance

The contact details are as follows:

**Telephone:** 0800 731 8627 (24 hours a day, 7 days a week)

**Website:** [Help EAP](#)

Information will be disseminated at the induction and regularly when in post to ensure the post holder has timely access to the details if help seeking is necessary.

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 Executive 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, lease vehicle scheme, cycle scheme, retail and restaurant discounts, eye test scheme, free health checks, menopause support, gym discounts, and wellbeing events. Information on all of these initiatives can be access via the Trust intranet page, Input and we have a dedicated staff engagement team that can be contacted for further information.

### **General Terms and Conditions of Service**

This post is covered by the National Terms and Conditions for SAS Doctors (England) 2021.

### **Salary Scale**

As per current medical and dental pay circular.

### **Job Plan**

A job plan will be agreed with the successful candidate in conjunction with their supervising consultant and the Clinical Director.

### **Annual Leave**

The post holder's annual leave is 32 days per year. Absence during annual leave will be covered by the colleagues.

### **Study leave**

Specialty Doctors are entitled to 30 days study leave in a 3 year period.

## **Visiting arrangements**

Applicants for the post are welcome to visit (at their own expense) and arrangements can be made with either Dr Milind Karale, Executive Medical Director on 01268 739675 or Dr Gaurish Gaunekar 01268243551.

## **Trust SAS/Specialty Doctors' Tutor**

Dr Rachna Bansal, Consultant Psychiatrist

## **Trust Programme Director**

Dr Abdul Raoof, Consultant Psychiatrist and Programme Director

Dr Abu Abraham, Consultant Psychiatry and Deputy Programme Director

## **Travel and Subsistence Arrangements**

Interview expenses are reimbursable. In the case of candidates travelling from overseas, travelling expenses are payable only from the point of entry into the United Kingdom.

## **Further Information**

For further information regarding this post please contact either:

Dr Milind Karale  
Executive Medical Director  
Trust HQ, The Lodge  
Runwell Chase  
Wickford,  
SS11 7XX

Tel 01268 739675

[jillian.anderson1@nhs.net](mailto:jillian.anderson1@nhs.net)

Dr Gaurish Gaunekar  
Clinical Director,  
Basildon MHU,  
Basildon, Essex. SS16 5NL

Tel: 01268243551

PA: [Karen.turner53@nhs.net](mailto:Karen.turner53@nhs.net)

For more information on the Trust, please visit our website [www.eput.nhs.uk](http://www.eput.nhs.uk)

### Outline Weekly Timetable

This will be agreed with the Clinical Director and the Supervising Consultant on appointment.

|                  | Time (from – to) | Location             | Nature of Work (eg; Ward rounds, OP, travel etc.) | No of min/hrs | Category (DCC/SPA /ANR*) | No. of PA |
|------------------|------------------|----------------------|---|---------------|--------------------------|-----------|
| <b>Monday</b>    | 09.00 -13.00     | Grays Hall           | Outpatient clinic                                 | 4             | DCC                      | 1         |
|                  | 13.00-15.00      | Grays Hall           | FRT meeting                                       | 2             | DCC                      | 0.5       |
|                  | 15:00-17:00      |                      | DV/Admin  | 2             | DCC                      | 0.5       |
| <b>Tuesday</b>   | 09.00 -13.00     | Grays Hall           | Outpatient clinic                                 | 4             | DCC                      | 1         |
|                  | 13.00-14.00      | Grays Hall           | Admin   | 1             | DCC                      | 0.25      |
|                  | 14:00-16:00      | Grays Hall           | MDT meeting                                       | 2             | DCC                      | 0.5       |
|                  | 16:00-17:00      | Grays Hall           | Admin   | 1             | DCC                      | 0.25      |
| <b>Wednesday</b> | 09.00 -13.00     | Grays Hall           | Outpatient clinic                                 | 4             | DCC                      | 1         |
|                  | 13.00-14.00      | Grays Hall           | Admin   | 1             | DCC                      | 0.25      |
|                  | 14:00-16:00      | Grays Hall           | Emergencies/PCN advice                            | 2             | DCC                      | 0.5       |
|                  | 16:00-17:00      | Grays Hall           | Admin   | 1             | DCC                      | 0.25      |
| <b>Thursday</b>  | 09.00 - 13.00hrs | Rochford             | Teaching  | 4             | SPA                      | 1         |
|                  | 13.00-17.00 hrs  | Rochford/ Grays Hall | CPD/audit/QI/ meetings                            | 4             | SPA                      | 1         |
| <b>Friday</b>    | 09.00 -13.00     | Grays Hall           | Outpatient clinic                                 | 4             | DCC                      | 1         |

|                         |             |            |                            |   |      |      |
|-------------------------|-------------|------------|----------------------------|---|------|------|
|                         | 13.00-14.00 | Grays Hall | Admin                      | 1 | DCC  | 0.25 |
|                         | 14:00-16:00 | Grays Hall | Emergencies/care-co advice | 2 | DCC  | 0.5  |
|                         | 16:00-17:00 | Grays Hall | Admin                      | 1 | DCC  | 0.25 |
| <b>Total</b>            |             |            |                            |   |      |      |
| <b>Total Payable PA</b> |             |            |                            |   | 10.0 | 10.0 |

### ADDITIONAL DUTIES

In addition to the above duties you will also be expected to perform the below key activities in line with your job role;

- Complete mandatory training in line with Trust policy and procedures
- To participate in the staff appraisal process and to undertake for any staff you manage
- To keep yourself updated on all matters relating to Trust policy
- To provide management supervision where appropriate

### ASSURANCE STATEMENT

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

### NHS CONSTITUTION

You are responsible for ensuring that the values outlined in the NHS Constitution are adhered to daily and any matters of concern are raised with the relevant Line Manager or through the necessary processes within the Trust.

You are responsible for delivering a compassionate, dignified and respectful service to patients at all times.

### DUTY OF CANDOUR

You must adhere to the principles of openness, transparency and the statutory duty of candour in your day to day work and conduct and encourage the same behaviours within the wider organisation.

### EQUAL OPPORTUNITIES STATEMENT

The Trust operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity in relation to employment, development, training and service delivery.

**WE CARE. WE LEARN. WE EMPOWER.**

### NO SMOKING POLICY

The Trust is committed to a policy which discourages smoking and prohibits smoking on Trust property and on Trust business outside it.

### INFECTION CONTROL

The post holder is accountable and responsible for the prevention of healthcare associated infections by complying with all Infection Prevention & Control policies and procedures in line with legislation (Health Act 2006; Code of Practice for the Prevention and Control of Healthcare Associated Infections.)

### HEALTH AND SAFETY

All employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

### GENERAL DATA PROTECTION REGULATION 2018

The General Data Protection Regulation (2018) is to ensure compliance with all Trust policies, and those procedures relevant to the area of work.

The Trust will always seek to process your personal data in accordance with its obligations and your rights.

The GDPR requires that personal data shall be;

- Processed Lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purpose;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate, technical or organisational measures.

All employees must adhere to the Trust's Policy on the Protection and Use of Personal Information which provides guidance on the use and disclosure of information. The Trust also has a range of policies for the use of computer equipment and computer generated information. These policies detail the employee's legal obligations and include references to current legislation. Copies of the Policy on the Protection and Use of Personal Information and other Information Technology policies are included in the Trust's Policies and Procedures Manual/Intranet.

## INFORMATION ASSET OWNERS AND ADMINISTRATORS

An information asset is a service user, staff or corporate information/data, processed by us and held in an electronic or hard copy/manual format. An information asset owner (IAO) is a senior member of staff who is the nominated owner for one or more identified information assets within the service/Trust. If you are a nominated IAO you will understand and monitor the following;

- What information assets are held and for what purpose within your team
- How information is created, amended or added to over time
- Who has access to information and why
- Understand and address the risk to the asset, providing assurance to the senior information risk owner in the overall information risk management function
- As an Information Asset Administrator you will ensure you fulfil the following responsibilities
- Ensure that policies and procedures are followed
- Recognise actual or potential security incidents, consulting with IAO's on incidents and management
- Ensuring that information asset registers are accurate and up to date.

## CONFIDENTIALITY

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the General Data Protection Regulation.

You are required to observe the strictest confidence regarding any Confidential Information relating to work of the Trust, its patients/clients and its employees.

“Confidential Information” includes but is not limited to information relating to the Trust received by you in the course of your employment with the Trust or its predecessors, information relating to patients, personnel information, budgeting and financial information and information in respect of which the Trust owes a duty of confidentiality to a third party.

You are required not to disclose any Confidential Information either during or after your employment with the Trust, unless expressly authorised to do so by the Trust or required in the proper performance of your duties or as required by law.

This obligation will cease only when such information comes into the public domain other than through unauthorised disclosure by you.

Failure to comply with these requirements could result in action being taken under the Trust's Conduct/Disciplinary Policy and Procedure.

This obligation is without prejudice to the law concerning protected disclosures in the Public Interest Disclosure Act 1998 (the so-called “Whistleblowers Act”).

**RISK MANAGEMENT**

All staff working in, or for the Trust have a responsibility for participating in the risk management programme. All post-holders have a responsibility to assess all risks to systems, processes and environment and contribute to the clinical and corporate governance agendas as appropriate.

**SAFEGUARDING DUTY**

“It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Children and Adults as stated in the Trust Safeguarding Policy and the Southend, Essex and Thurrock (SET) Child Protection Guidance. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for ensuring they receive the appropriate level of Safeguarding Children training according to their role”.

**INFORMATION TECHNOLOGY**

It is the responsibility of the post holder to have a level of IT competence relevant to their job role and will be expected to continue to keep their skills up to date as part of their Continuing Professional Development.

**CHANGES TO THIS JOB DESCRIPTION**

Post holders have a responsibility to discuss any significant job changes with their line manager at the time the change occurs and agree any permanent substantial change.

On appointment within the Trust staff may be allocated to a specific area of care. It is however Trust policy to allocate staff to other areas of work within the Trust from time to time where this is in the interest of the individual and / or the service.

The Job Description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

**Date post holder in receipt of job description .....**

**Signature of post holder .....**

**Signature of line manager .....**