



Consultant Psychiatrist
Job Description and Person Specification
 Older Adult Psychiatry
 Community Mental Health Team for Older People
 Spelthorne, TW18 1ED

Post and specialty:	Consultant Psychiatrist in Older Adult Psychiatry This appointment is for a full-time substantive Consultant Psychiatrist who will be responsible for providing input to the Spelthorne CMHTOP of Surrey and Borders Partnership NHS Foundation Trust. This post is replacement post following the departure of the previous full-time consultant to another specialty. There are other opportunities to take on additional responsibilities with remuneration.		
Base:	Bramdean Hub, Worple Road, Staines, Middlesex TW18 1ED		
Contract:	Permanent – Full Time £99,532 - £131,964		
	Total PAs: 10	SPA: 2.5	DCC: 7.5
Accountable professionally to:	Dr. Deepa Deo		
Accountable operationally to:	Chief Executive via the Chief Medical Officer		
Key working relationships and lines of responsibility:	Line Manager: Dr Kapil Kashyap Team Lead: Joe Abudoffour Associate Director: Louise Doyle Responsible Officer: Dr. Rachel Hennessy Divisional Director: Sharon Gregory Chief Medical Officer: Dr. Rachel Hennessy Chief Executive: Graham Wareham		



1. Introduction

The post is within well established and long-standing services that are organised in line with New Ways of Working. This post holder will provide consultant input to the Community Mental Health Team for Spelthorne Older Adults alongside a full time Specialty Doctor.

2. Trust Details

Surrey and Borders Partnership NHS Foundation Trust is the leading provider of health and social care services for people of all ages with mental health problems, drug and alcohol problems and learning disabilities in Surrey and Northeast Hampshire for people of all ages.

We provide a broad range of community services, integrated health and social care, early intervention, ad detection programmes, as well as highly specialized therapy and treatment. Our high-quality care focuses on enabling people to live well with their conditions and to work towards recovery. 2,605 people on average work with us substantively at Surrey and Borders Partnership to provide our services, which equates to an average 2,541 whole time equivalent (WTE) staff. Many of these are highly skilled professionals who work with a variety of partners in the private, public, and voluntary sectors to ensure we deliver high quality care to our local population of 1.3 million. We seek to involve and engage people who use our services and their families in our community, and we have just over 7,000 public members of our Foundation Trust.

In April 2005 we were established as a health and social care partnership Trust and, in May 2008, we became an NHS Foundation Trust; the first mental health and learning disability Trust in the Southeast Coast NHS region to gain this status.

Our overall Trust income for the 2020/21 financial year was £271 million. In previous years we reported the income for Children and Family Health Surrey, this service now trades within the Trust.

We deliver high quality care across our 140 services, all of which are registered with the Care Quality Commission. Individual treatment and support which helps people work towards recovery is at the heart of everything we do.

Our services are provided in community settings, hospitals and residential homes with an emphasis on providing local treatment and support close to people's homes wherever possible.

The M25 and M23 pass through the area giving easy access to both Gatwick and Heathrow airports as well as the south coast.

3. Service Details

This post is replacement post following the departure of the previous full-time consultant to a part time position.

This appointment is for a full-time substantive Consultant Psychiatrist who will be responsible for providing input to the Spelthorne CMHTOP of Surrey and Borders Partnership NHS Foundation Trust alongside a full-time substantive specialty doctor and other members of the multi-disciplinary team including a Psychiatric Core Trainee on 6 monthly rotations.

The new Consultant will be employed by Surrey and Borders Partnership NHS Foundation Trust and will work with the Spelthorne CMHTOP.

The post holder will be responsible for delivering consultant psychiatric input to patients referred to and accepted for treatment by the CMHTOP in line with the agreed criteria and commissioned care pathways. The work will therefore involve the assessment and psychiatric treatment of patients either directly or through the supervision of other team members.



The post holder will be expected to assess referrals including urgent ones, both working independently and with other team members. They will personally deliver outpatient clinics each week and will supervise the clinical caseload of the specialty doctor and the trainee doctor. The post holder is expected to develop, alongside other colleagues in the team, effective liaison with partner organisations and other local agencies.

Development of a collaborative approach to team working with the other consultants in the service is essential. The post holder will be expected to consider all safe community treatment options with the multi-disciplinary team for treatment prior to referring patients to the 24/7 services for Spelthorne. These are based in Abraham Cowley Unit, St Peter's Hospital, Chertsey.

The post holder will be expected to work effectively with colleagues from other professional disciplines in the team and to deliver services in a way consistent with the Trust policy for the Care Programme Approach. This includes acting as lead professional for those patients under Statement of Care and working with care coordinators for those whose care plans are organised under CPA. The post holder is also expected to liaise effectively with the other teams to ensure effective handover of care when patients transfer between teams as part of the patient pathway.

The postholder is expected to be involved in the strategic development of the service as a whole and to participate in operational and business planning within the CMHTOP alongside senior team colleagues.

4. Local Working Arrangements

Spelthorne is a local government district and borough in Surrey, England. It contains the towns and villages of Ashford, Laleham, Shepperton, Staines-upon-Thames, Stanwell, and Sunbury-on-Thames. It is the northernmost local government district in Surrey. The team serves a total local borough population of about 100,237 (2022 census).

The team currently receives in the region of 60 referrals per month from the 12 local GP practices which are aligned with NW Surrey CCG. The total target team caseload is 440. On average a FT Consultant will have 3 to 4 outpatients' clinic per week as follow up appointments and approximately 2 to 3 Emergency/Domiciliary visits per week.

The integrated Spelthorne CMHTOP team consists of:

Position:	WTE:
Consultant Psychiatrist (this post)	1.0
Specialty Doctor	1.0
Core Psychiatric Trainee Doctor (on 6 monthly rotation)	1.0
Team Manager	1.0
Band 6 Nurses	3.6
Band 5 Nurse	0.6
Band 4 Nurse	1.0
Band 3 Nurse	0.45
Band 6 OT	0.6
Band 7 Psychologist	1.0
Band 4 Admin	1.0
Band 3 Admin	1.0

The clinical records system that the trust uses is SystemOne, and the post holder will be required to use this system for all clinical work.

The Trust is currently implementing an extensive Community Hubs strategy to review and upgrade all the community bases for services. The aim is to develop a network of Borough located team bases and consulting facilities in which community teams are co-located in modern buildings which can provide a



better experience for staff and the people who use our services. These hubs are divided into two main areas, the staff office area, and the public accessed area.

It is not envisaged that it will be practicable to provide any staff groups with access to individual designated offices and it is planned that future office space for practitioners will typically be provided in open plan office environments.

The amount of office space for the multiple teams occupying a community hub is based on the principle that all teams will have a designated area within the hub of sufficient size to enable all team members to have access to desk space. The office areas will also include a variety of enclosed rooms for meetings, quiet working, and private phone conversations.

Informal welfare and breakout spaces will also enable staff to take a break from desks and IT. The area of the hub that is accessed by the public will provide a suite of consulting, clinic and therapy rooms that are available to be booked as required by the teams. The number of consulting rooms provided is matched to the pattern of current and forecast activity for the team.

Compliance with all Information Governance requirements is achieved by the team's taking responsibility for the efficient use and allocation of their space which may include the allocation of designated space for individuals including consultant psychiatrists, based on the established principal that office space is available for use by others if unoccupied. Bookable and drop-in rooms will ensure that all practitioner office areas offer privacy for activities that may require a higher level of confidentiality.

All community hub office spaces are fully IT resourced and additionally consultants are supported to work remotely through the provision of remote access enabled laptops and mobile telephony. Administrative support for all teams is provided through a team administration function overseen by a lead administrator managed by the team manager in collaboration with the consultant psychiatrist.

Management Structure:

The Chief Executive at the Surrey and Borders Partnership NHS Trust is Graham Wareham. Clinical services and staff are managed through a Directorate system. Team Leaders are supported by Locality Managers and Divisional Managers and are responsible for the running of their directorate for its clinical, financial and operative performance. Clinical Governance issues are the responsibility of Clinical Governance Committees headed jointly by the Medical Director and Director of Nursing.

5. Continuing Professional Development (CPD)

- Undertake training and continuing professional development as necessary in line with the development of the post and as agreed with line manager as part of the personal development planning process.
- To be registered with the Royal College of Psychiatrists for Continuing Professional Development. This includes achieving and maintaining good standing for CPD in line with the requirements of the Royal College of Psychiatrist.
- It is expected that all consultants are members of a CPD peer group. These are typically organised locally, and new consultants can join a local group based at a convenient location for their main base. Meetings are normally monthly or bi-monthly.
- The Trust supports consultant CPD activities by providing a local CPD peer group structure, access to study leave and a study leave budget alongside a local academic programme which the post holder is expected to attend. These functions are supported by the Department of Medical Education.
- Study leave is provided in line with the Consultant Terms and Conditions of Service and is applied for through the Department of Medical Education having been authorised by the CPD peer group in line with Trust guidance.

6. Clinical Leadership and Medical Management

- To show a commitment to New Ways of Working and provide consultation and supervision to team members
- To work with consultant colleagues and local managers on developing safe, clinically effective and cost effective PICU service Surrey.
- The post holder will be expected to work constructively with SABP Trust managers (including the Associate Medical Director) to work with local commissioners and to deliver and develop a strategy to ensure that the Trust remains the provider of choice for liaison services.
- To develop leadership capability in line with the Trust approach to leadership development for all staff.
- There are opportunities for clinical leadership at the local primary care interface meetings attended by local CMHTOP consultant colleagues and GP mental health leads.

7. Appraisal and Job Planning

- To take part in annual appraisal and job planning processes. At present the Associate Medical Director conducts the annual job plan review, in association with the team coordinator and appraisal is arranged with a trained peer appraiser by mutual agreement.
- Job planning for consultants is undertaken on an annual basis normally during the 1st 3 months of the year. It is preceded by appraisal which is normally completed by all medical staff in the last 3 months of the year.
- Appraisal is undertaken by a panel of trained appraisers and is supported by the SARD (Strengthened Appraisal and Revalidation Database) software.
- All consultants are required to have 5 sessions of managerial supervision per year and evidence of both clinical and managerial supervision needs to be presented and discussed as part of annual appraisal.

8. Teaching, Training and Research

The Trust has significantly increased number of core trainees (CT1-3) from 17 to 40 in psychiatry from Kent, Surrey, and Sussex Deanery. There are also several ST 4-6 trainees on rotation from Southwest London and St. George's Trust. However, the management of the higher trainees has now been transferred to the KSS Deanery from London. There are 22 GPVTs trainees. There are opportunities for small group medical student teaching from Southampton, Brighton, or St. George's Medical Schools. There is a strong academic programme under the direction of the Director of Medical Education, Dr Jeremy Mudunkotuwe. Library facilities are available and there are links with the Academic Department of Psychiatry at St. George's Hospital Medical School for research and training purposes.

Consultants are encouraged to participate in research. Further information is available from Professor Ramin Nilforooshan Associate Medical Director for Research in the Trust. If agreed the Trust will offer support and resources to consultants with research interests that they wish to pursue.

9. 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.

10. Secretarial Support and Office Facilities

There is dedicated office provision for the consultant psychiatrist on site and access to IT. There is administrative support shared with other team members.

11. Clinical Duties of Post Holder

- To provide effective cover to the Spelthorne CMHTOP during working hours on days worked for emergency and routine work, including decisions regarding new referrals that arrive daily.
- To provide assessments on new referrals, formulate diagnoses and treatment plans in consultation with the Team and inputs for other MDT members
- To participate in CPA Care Planning
- To provide ongoing clinical care for complex patients
- To liaise effectively with other teams.

12. Clinical Governance and Quality Assurance

Local clinical governance activities are supported by local Quality Action Groups (QAGs) which provide a monthly forum for locality-based teams to review joint working on clinical governance initiatives and can include review of serious incidents, learning from complaints and interface issues. Local QAGs are supported by a divisional QAG with has a role in identifying clinical governance themes across the Division and ensuring dissemination and learning. Additionally, the post holder must take part in clinical audit and other clinical governance activities.

13. Quality Improvement

The post holder is required to undertake audit activities to develop the quality of service provided by the team supported by the Trust's Clinical Audit Department and the identification of Supporting Professional Activity in their job plan. The Trust is committed to participate in several national audit programmes including POMH-UK and regular audits to support CQUIN activity including cardio-metabolic assessment and intervention.

14. General Duties

- The Trust encourages mentoring arrangements to be established where appropriate and particularly for new consultants. There are a number of experienced medical mentors in the Trust and access to this network can be activated following discussion with the medical manager initially
- To achieve and demonstrate agreed standards of personal and professional development within agreed timescales. To undertake any other duties at the request of the line manager which are commensurate with the role, including project work and absence cover.
- To contribute to the healthy and safe working environment by adhering to health and safety regulations and Trust policies.
- To contribute to the prevention and control of health care associated infection by adhering to Trust policies and guidelines.
- Surrey & Borders Partnership NHS Foundation Trust is committed to valuing and promoting diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts is that everyone will take responsibility for promoting open, inclusive and accessible service provision, staff development and a culture that values and respects difference.

15. External Duties, Roles, and Responsibilities

- No external duties or responsibilities are included in this post. Such responsibilities can be included through discussion with the medical manager and revision of the job plan.
- No special interest clinical activities are included in this job description. Requests to undertake clinical activities of this type can be made to the responsible medical manager with adjustments made to the job plan in the usual way.

16. Other Duties

- To attend the Monthly Medical Advisory Committee

17. Work Programme

It is envisaged that the post holder will work 10 programmed activities over 5 days. Following appointment there will be a meeting at no later than three months 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 7.5 to be devoted to direct clinical care and 2.5 to supporting professional activities (as per the Royal College of Psychiatrists recommendation). The timetable is indicative only. A formal job plan will be agreed between the post holder and associate medical director or clinical manager three months after commencing the post and at least annually thereafter.

Timetable

Day	Time	Location	Work	Category	No. of PAs
Monday	AM	Bramdean Hub	09:00 – 09:30 Admin and review morning outpatient cases 09:30 – 13:00 Outpatient clinic	DCC	1
	PM	Bramdean Hub	13:00 – 17:00 Admin / home visit	DCC	1
Tuesday	AM	Bramdean Hub	09:00 – 09:30 Admin and review morning outpatient cases 09:30 – 13:00 Outpatient clinic	DCC	1
	PM	Bramdean Hub	13:00 – 17:00 Admin Monthly MAC at identified location 14:00 – 15:00 once a month peer clinical supervision at identified location 15:00 – 17:00 NW Old Age Management meeting	DCC	1
Wednesday	AM	Bramdean Hub	09:00 – 09:30 Admin and review morning outpatient cases 09:30 – 13:00 Outpatient clinic	DCC	1
	PM	Bramdean Hub	13:00 – 17:00 Admin 14:00 – 15:00 Clinical and educational supervision of trainee	SPA	1
Thursday	AM	Bramdean Hub	09:00 – 10:00 Allocation of referrals with team leader 10:00 – 13:00 CMHT team meeting	DCC	1
	PM	Bramdean Hub	13:00 - 16:00 Admin / home visit / urgent outpatient review 13:00 – 14:00 Monthly team review a case with clinical psychologist 13:00 – 14:00 Monthly team academic meeting 16:00 – 17:00 Supervision of Specialty Doctor	DCC	1
Friday	AM	Bramdean Hub	09:00 – 12:00 Admin / urgent patient review (or home visit)	SPA	1
	PM	Bramdean Hub	12:00 – 14:00 Travel to and from identified location to attend 1-hour academic meeting 14:00 – 17:00 Admin, support CMHT	SPA	1
Unpredictable / emergency on-call work					
Total PAs	Direct clinical care				7.5
	Supporting professional activities				2.5

The timetable is indicative only. A formal job plan will be agreed between the post holder and associate medical director or clinical manager three months after commencing the post and at least annually thereafter.



18. On-Call and Cover Arrangements

The consultant will be required to be on the Surrey wide OA Consultant on-call Rota which is approximately 1:20. This is supported by a partial Trust-wide Higher Specialist Trainee Rota.

On call activity is recognised in the job through the payment of an availability supplement (category A/low frequency). Work on call (principally Mental Health Act assessment work) is separately remunerated through the usual collaborative arrangements mechanism (referring to work that doctor can take on behalf of local authorities in this case relating to Section 12 responsibilities with fees agreed and payable through local CCGs).

All medical staff working arrangements are subject to the requirements of the European Working Time Directive and related instruments. Compensatory rest for breaches of rest requirements whilst on call can be claimed directly after on call periods through application to the responsible medical manager

19. Wellbeing

- Effective local occupational health support (confidential, includes modalities of self-referral, promoted regularly at induction and when in post)
- Proactive local organisational systems to support doctors' wellbeing following serious incidents
- Timely job planning reviews when there are changes regarding the pre-agreed workload
- Availability of local initiatives/resources that promote workforce wellbeing (example: self-care, work-life balance, stress management, coaching/mentoring, peer group support, Balint groups for consultants/SAS)



20. Contract Agreement

The appointment is subject to the 2003 Consultant Contract and is non-residential. The Salary will be in accordance with the Terms and Conditions for Consultant pay scales, the starting point being dependent upon seniority. Annual leave and study leave are granted according to the national conditions. The Post-holder will be expected to follow the Trust's Policies and procedures relevant to the post.

The appointment will be subject to a satisfactory medical clearance and enhanced CRB disclosure prior to commencement in post.

Access to a mentor will be available for anyone in their first Consultant post.

21. Leave

The post-holder is entitled to 27 days of annual leave per year and 30 days study leave over three years. Annual leave will increase up to 32 days based on years in the NHS

22. Visiting Arrangements (key contact numbers, trust website etc.)

Candidates wishing to visit to discuss the post are invited to contact the following to make such arrangements:

Dr. Deepa Deo
Deputy Medical Director
Deepa.deo@sabp.nhs.uk
07775680659

Dr. Kapil Kashyap
Consultant Psychiatrist for Older Adults
Kapil.kashyap@sabp.nhs.uk
01932587033

Raj Rutah
Lead-Clinical Engagement and Transformation, CMO Office
Medical Directorate
Raj.Rutah@sabp.nhs.uk
07775339431

Appendix 1: Person Specification / Selection Criteria for Consultant

Abbreviations for when assessed: Scr: Screening prior to short-listing

SL: Short-listing from application form

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	<ul style="list-style-type: none"> • MB BS or equivalent recognised medical qualification. • Full medical registration with a license to practice. • Eligibility for inclusion on the Specialist register or CCT in appropriate specialty (or within 6 months at time of interview / assessment) or equivalent • Approved Clinician Status and approval under Section 12 of the Mental Health Act • Management qualification or evidence of an interest in developing leadership skills. 	Scr Scr Scr Scr Scr	<ul style="list-style-type: none"> • Relevant higher degree e.g. MD, PhD, MSc or other additional clinical qualifications • MRCPsych or equivalent 	SL Scr
Eligibility	<ul style="list-style-type: none"> • Fully registered with the GMC with a licence to practise at the time of appointment. • Included on the GMC Specialist Register OR within six months. • Approved clinician status OR able to achieve within 3 months of appointment 	Scr Scr Scr	<ul style="list-style-type: none"> • In good standing with GMC with respect to warning and conditions on practice 	Scr



<p>Transport</p>	<ul style="list-style-type: none"> • Holds and will use valid UK driving license OR provides evidence of proposed alternative. • Access to a vehicle for work purposes 	<p>Scr</p> <p>Scr</p>		
<p>Clinical Skills, Knowledge & Experience</p>	<ul style="list-style-type: none"> • Knowledge of Risk Management • Knowledge of legislation, department of Health Guidance and literature and its implications for clinical practice. • Knowledge of NHS strategic vision in Next Stage Review (High Quality Care for All) • Ability to use IT including email and the internet • Excellent clinical skills using bio-psycho-social perspective and wide medical knowledge • Excellent oral and written communication skills in English • Ability to manage clinical complexity and uncertainty • Make decisions based on evidence and experience including the contribution of others • Ability to meet duties under MHA and MCA • Experience of working with a variety of patient groups presenting with the full range of clinical severity across a range of care settings including community, inpatient, and specialist teams. • Evidence of active participation in Continuous Professional Development • Evidence of effective multidisciplinary team involvement and experience • Knowledge of psychiatric provision • Commitment to and experience of undergraduate and postgraduate teaching. • Ability to critically appraise published research. 	<p>Scr</p> <p>Scr</p> <p>Scr</p> <p>Scr</p> <p>SL</p> <p>SL</p> <p>Scr</p>	<ul style="list-style-type: none"> • Wide range of specialist and sub-specialist experience relevant to post within NHS or comparable service. • Experience of management • Ability to develop and use complex multimedia materials for presentation in public, professional and academic settings. • Specific training qualification / certificate or attendance on recognized teaching course. • Peer review or research publications • Published audit or research projects 	<p>SL</p> <p>Scr</p> <p>Scr</p> <p>Scr</p> <p>Scr</p> <p>Scr</p>



	<ul style="list-style-type: none"> • Experience of carrying out a range of audit projects. 	Scr		
Academic Skills & Lifelong Learning	<ul style="list-style-type: none"> • Ability to take a clinical leadership role in a multidisciplinary team, ensuring high quality care. 	Scr	<ul style="list-style-type: none"> • Ability to plan and deliver undergraduate and postgraduate teaching and training relevant to this post • Reflected on purpose of CPD undertaken • Evidence of achievement in education, research, audit, and service improvement: awards, prizes, presentations, and publications. 	SL
	<ul style="list-style-type: none"> • Skills in managing time and prioritising clinical work 	Scr		Scr
	<ul style="list-style-type: none"> • Ability to appraise own performance as a consultant and reflect on development needs 	Scr		Scr
	<ul style="list-style-type: none"> • Skills and sensitivity in being able to negotiate with patients, relatives, and other professionals where opinions differ. 	Scr		
	<ul style="list-style-type: none"> • Skills in providing consultation to other professional groups under New Ways of Working 	Scr		
	<ul style="list-style-type: none"> • A high-level ability to communicate effectively at both a written and oral level complex and clinically sensitive information to patients, their families, carers and a wide range of lay and professional people within and outside the NHS. 	Scr		
	<ul style="list-style-type: none"> • Participated in continuous professional development 	SL		
	<ul style="list-style-type: none"> • Participated in research or service evaluation 	SL		
	<ul style="list-style-type: none"> • Has actively participated in clinical audit and quality improvement programmes 	SL		