

# Job Description & Person Specification

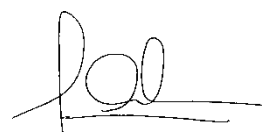
C&YP Directorate, Oxleas NHS Foundation Trust

|   |   |
|---|---|
| <b>Post &amp; Specialty:</b>                                  | <p><b>Specialty Doctor (full-time) in Child and Adolescent Psychiatry Tri-borough Outpatient Service.</b></p> <p><b>The post holder will be Specialty Doctor to the CAMHS Liaison and Crisis Team (CLiC) and CAMHS Home Treatment Team (HTT).</b></p> <p><b>These services provides specialist assessment and treatment for young people, their families and carers with mental health difficulties.</b></p> <p><b>This is a new post.</b></p>  |
| <b>Base:</b>  | Highpoint House, Shooters Hill, Greenwich (team base) working across Oxleas sites and clinically within the Queen Elizabeth Hospital, Greenwich and Princess Royal University Hospital, Bromley and community/CYP home settings.  |
| <b>RCPsych approval details:</b>                              |   |
| <b>Contract:</b>  | Number of programmed activities: 10 PAs   |
| <b>Professional Accountability:</b>                           | Medical Director  |
| <b>Operational Accountability:</b>                            | Clinical Director & Service/Associate Director  |
| <b>Key working relationships and lines of responsibility:</b> | <p>Team Manager for respective services</p> <p>Operational Manager for CLiC and IHTT: Shanice Enoe</p> <p>Consultant psychiatrists across the tri-borough CAMHS services</p> <p>Consultant psychiatrist and Clinical lead in CLiC: currently vacant</p> <p>Service Manager: Dominic Leigh</p> <p>Clinical Director: Dr Sabitha Sridhar</p> <p>Responsible Officer: Dr Abimbola Fadipe</p> <p>Service Director: Lisa Thompson</p> <p>Associate Director: Lauren Cane</p> <p>Medical Director: Dr Abimbola Fadipe</p> <p>Chief Executive: Dr Ify Okocha</p> |

At Oxleas NHS Foundation Trust, we offer a wide range of NHS healthcare services to people living in South-East London and to people in prison across England. Our wide array of services includes community health care, such as district nursing and speech and language therapy, care for people with learning disabilities and mental health such as psychiatry, nursing and therapies.

Oxleas is a great place to work. It has been recognised as one of the Top 10 Best Places to Work 2023 by the Sunday Times amongst very big employers. Our staff survey results show that we are in the Top 5 in England and the highest in London for staff experience amongst similar trusts.

*"We are always delighted to welcome new colleagues to the Oxleas family. We care about making Oxleas a great place to work - it's a big priority in our strategy. Come and join us - it's a place where our values, teamwork, equity, and wellbeing matter and where you can really help to improve people's lives."*



Ify Okocha  
Chief Executive

We have distinctive values at Oxleas - We're Kind, We're Fair, We Listen, We Care. Our values are very important to us. They help Oxleas to be a great place to work.

## **Our Activities**

Oxleas offers a wide range of health and social care to people living in Southeast London including community health care, learning disability services and mental health care such as psychiatry, nursing, and psychological therapy.

Our multidisciplinary teams look after people of all ages, and we work closely with other parts of the NHS, local authorities, and voluntary organisations.

We care for people in many different settings such as hospitals, health centres and in people's homes. We manage hospitals including Queen Mary's Hospital in Sidcup and Memorial Hospital in Greenwich as well as the Bracton Centre, our medium secure unit for people with mental health needs.

We also provide healthcare to prisoners across Southeast London and Kent. We are one of the largest providers of prison healthcare and work with a range of organisations to give prisoners the physical and mental healthcare they need.

We employ around 3,600 members of staff including nurses, doctors, therapists, healthcare assistants and social workers. We were rated 'Good' across all domains by the CQC in 2017.

As an organisation Oxleas sees itself as offering the best practice in 'needs led technology' that has been implemented through the electronic care records, and an intranet system to support best clinical practice. The trust has a successful track record in submitting bids for new, innovative service developments.

## • Trust Details

Oxleas NHS Foundation Trust works closely with a variety of partners to ensure that our services are well integrated and wide-ranging.

### Oxleas' Directorate Structures

Services are organised in the following directorates in line with the drive to implement PbR in mental health:

| Directorate                             | Clinical Director                   | Service Director |
|---|-------------------------------------|------------------|
| Adult Community Physical Health         | Vacant                              | Sarah Burchell   |
| Adult Community Mental Health           | Dr Kemi Mateola                     | Lorraine Regan   |
| Adult Acute and Crisis Mental Health    | Dr Ajay Bhatnagar                   | Aisling Clifford |
| Children and Young People's Directorate | Dr Sabitha Sridhar                  | Lisa Thompson    |
| Forensic and Prison Services            | Dr Harneet Hundal and Peter Stevens | Lawrence Mack    |
| Adult Learning Disability Services      | Sandra Baum                         | Lorraine Regan   |

## • Children and Young People's Directorate

The Children and Young People's Directorate was formed in 2012 bringing together CAMH Services with Specialist Community and Universal Services across Bexley, Greenwich and Bromley. The philosophy of the directorate is to provide integrated services around the needs of each child, with effective and efficient delivery of all aspects of care.

Care planning around those young people with significant or complex mental health/physical needs is supported. Integration of care pathways around neurodevelopmental disorders is a priority, with the Directorate supporting the view that there is "no wrong door"; services are developed to ensure that children, young people, their families and carers are central to the delivery of services.

Across the C&YP Directorate, Oxleas delivers:

- CAMH services
- Community Paediatrics
- Speech and Language Therapy
- Occupational Therapy
- Physiotherapy
- Music Therapy
- Bluebell House short stay service
- Integrated Children's Service (Greenwich)
- Children's Nursing
- Dietetics
- Audiology
- Looked after Children's Services
- Health visiting
- School nursing

The Clinical Director for the C&YP Directorate is Dr Sabitha Sridhar and the Service Director is Lisa Thompson. Lauren Cane is the Associate Director for CAMHS, the sub-directorate in which the post operates.

## The 'South London Partnership' (SLP)

The Trust is currently engaged in several developments related to improving services for young people with crisis and acute presentations.

Building on existing close partnerships, in 2017, the *South London Partnership* was formed with Oxleas NHSFT, South London and Maudsley FT and Southwest London and St George's Trust, to deliver New Models of Care for adult forensic patients and for children and young people. The partnership was successful in bidding to become Wave 1 (Adult forensic) and Wave 2 (Tier 4 CAMHS) New Model of Care sites in conjunction with NHSE which went live in April and October 2017 respectively.

Since its inception, SLP have focused on adding value and driving improvements in patient experience and outcomes across the south London population. Improvements have included a 93% decrease in out of area placements for young people and enhanced community-based interventions (for e.g., DBT services and crisis services) which have reduced the need for hospital admissions. SLP are a provider collaborative from 1<sup>st</sup> Oct 2020, responsible for managing budgets and the patient pathways for inpatient and crisis care in CAMHS across two Integrated Care systems and 12 CCGs.

SLaM and the South London Partnership, through the contract mechanism provide a number of child/adolescent services which are available to Oxleas Tri-borough CAMHS services, including a children's psychiatric inpatient unit, adolescent inpatient unit and day care services, OCD, PDD, conduct problems and eating disorder problems clinics. Other mental health services provided by SLaM include:

- Service for Complex Autism and Associated Neurodevelopmental Disorders (SCAAND)
- Adolescent At-risk and Forensic Service (AAFS)
- Maudsley Centre for Child and Adolescent Eating Disorders (MCAEDS)
- Centre for Interventional Paediatric Psychopharmacology and Rare Diseases (CIPPRD)
- Child and Adolescent Autism and Related Disorders Service
- Child and Adolescent Trauma, Anxiety and Depression Clinic

## Medical Staff in CAMHS (Bexley, Bromley & Greenwich)

| BEXLEY CAMHS                                 |  |
|--|--|
| Dr Helen Mann, Consultant Psychiatrist       | 8 PAs GMH Quadrant (currently Generic Team)                            |
| Dr Annette Amodu, Consultant Psychiatrist    | 1.5 PAs GMH Quadrant (currently LDND Team)                             |
| New post being recruited to                  | 10 PAs GRS Quadrant (currently Adolescent Team)                        |
| Dr Mehrak Vaejinizad Consultant Psychiatrist | 10 PAs GMH Quadrant (currently LDND Team)                              |
| Dr Sabitha Sridhar, Consultant Psychiatrist  | 4 PAs GMH Quadrant (currently LDND Team)<br>And Clinical Director      |
| Dr Pretesh Shah, Consultant Psychiatrist     | 10 PAs GRS Quadrant (currently Adolescent Team)<br>& Lead Psychiatrist |
| ST 4-6 Higher Trainee                        | GRS Quadrant (currently Adolescent Team)                               |

| GREENWICH CAMHS                                      |  |
|--|--|
| Dr Lisa Micheltmore, Consultant Psychiatrist         | 8 PAs Adolescent Team  |
| Dr Alice Debelle, Consultant Psychiatrist            | 10 PAs Adolescent Team   |
| Dr Femi Balogun, Consultant Psychiatrist             | 5 PAs LAC/EOC Team   |
| Dr Marie Rizk, Specialty Doctor                      | 4 PAs LAC/EOC Team   |
| Dr Mona Botros, Consultant Psychiatrist              | 10 PAs LD/Neurodevelopmental Team  |
| Dr Shobha Puttaswamaiah Consultant Psychiatrist      | 10 PAs LD/Neurodevelopmental Team  |
| Dr Elizabeth Palmer, Consultant Psychiatrist         | 1 PA Generic Team<br>3 PA DBT Team   |
| Dr Shahana Hussain, Consultant Psychiatrist          | 9 PAs Generic Team   |
| Core Trainee   | Generic Team   |
| BROMLEY CAMHS  |  |
| Dr Francesca Tagliente, Consultant Psychiatrist      | 8 PAs Generic & LAAC Team  |
| Dr Remus Florea, Consultant Psychiatrist             | 10 PAs Neurodevelopmental Team   |
| Dr Priya Deshpande, Specialist Doctor                | 7 PAs Generic Team   |
| Dr Anca Oros, Consultant Psychiatrist                | 8 PAs Neurodevelopmental Team  |
| Vacant, Consultant Psychiatrist                      | 6 PAs Adolescent Team  |
| Dr Ana Rivadulla-Crespo, Consultant Psychiatrist     | 6 PAs Adolescent Team  |
| Dr Lizzen George, Specialist Doctor                  | 7 PAs Adolescent Team  |
| CAMHS CRISIS & DBT PATHWAY                           |  |
| <b>VACANT – Currently filled by Locum Consultant</b> | 10 PAs CAMHS Liaison & Crisis Team and CAMHS Intensive Home Treatment Team |
| <b>THIS POST Specialty Doctor</b>                    | 10 PAs CAMHS Liaison & Crisis Team and CAMHS Home Treatment Team           |
| Dr Elizabeth Palmer, Consultant Psychiatrist         | 3 PAs DBT Team   |

## • Tri-borough CAMHS

### CAMHS Liaison and Crisis (CLiC) Team

The CAMHS Liaison and Crisis Team was established in September 2018 with investment from the South London Partnership alongside new CCG investment across Bexley, Bromley, and Greenwich. This service operates 24/7, providing CAMHS assessments for crisis presentations in A&E. The crisis service serves two local hospitals, Queen Elizabeth Hospital, Woolwich and Princess Royal University Hospital, Farnborough.

The crisis service provides integrated, high-quality assessment, support, and interventions in and out of hours. It works closely with the Adolescent teams (who lead on the borough based crisis pathways) and borough based clinical teams across the three boroughs, as well as with inpatient services which are provided by the South London Partnership. The crisis team is multidisciplinary, and is supported by a team manager, practice development lead and a full time Consultant Psychiatrist/Clinical Lead (this post).

The service is delivered for young people who:

- are at risk of immediate and significant self-harm
- are an immediate and significant risk to others due to their mental health
- are being considered for admission to a mental health inpatient unit
- are in acute psychological or emotional distress that is causing them to not be able to undertake their daily activities, such as going to school and looking after themselves

The liaison and crisis team received approximately 2199 crisis referrals per annum via A&E (based on all hours 2022/2023 data) across the three boroughs. Approx. 18% of these presentations took place out of hours (23:00-07:00). Around 50% of young people presenting in crisis to A&E are currently receiving treatment from Community CAMHS. At any one time there are around 390 young people on the caseload of the three adolescent teams, which work with young people who present with acute mental health needs and crises and the most significant, high risk mental health conditions. The liaison and Crisis team work collaboratively with borough adolescent and crisis pathways to support those young people known to the service who present in crisis via A&E, as well as support the most vulnerable young people through a telephone support system during the evenings and weekend.

The liaison and crisis team works with young people for the duration of their crisis, and for existing patients, this will be done in collaboration with their existing care coordinator in the Community CAMHS team.

The liaison and crisis team works closely with the three Oxleas community CAMH services, to ensure a coordinated approach to care and careful transition. The team undertakes assessments for young people who present in crisis out of hours and link with the existing day crisis service for these services.

Assessment in the team consists of individual biopsychosocial and family assessment. The outcome from the assessment might be admission to a CAMHS in-patient unit, an individual piece of work and safety planning around an episode of mental ill-health, collaborative work alongside the Community CAMHS Care Coordinator, or working with partner organisations to facilitate appropriate multi-agency support and intervention for the young person.

#### **CLiC workforce:**

|   |   |
|---|---|
| 1x B8a Team Manager   | 1x B8b Operational Manager across the Crisis pathway (Crisis/DBT/HTT)           |
| 1 x B8a Practice Development Lead                             | 1x Consultant Psychiatrist/Clinical Lead across the Crisis and HTT Team only    |
| 1 x B7 Practice Development Practitioner                      | <b>1x Full Time SAS Doctor across the Crisis and HTT teams only – THIS POST</b> |
| 5x B7 Night Crisis Lead Practitioners (Fixed post until 2025) | 1x Assistant Psychologist across the Crisis pathway (Crisis/DBT)                |
| 7x B7 Day Crisis Lead Practitioners                           |   |
| 7x B6 Crisis Practitioners                                    | 2x Administrators across the pathway (Crisis/DBT)                               |

|   |  |
|---|--|
| 2x B5 Crisis Practitioners (B6 Development programme) | 2x Mental Health Wellbeing Practitioners based in PRUH (Fixed post until 2025) |
|---|--|

The nature of the work of the full time SAS doctor working in the Crisis/HTT pathway will be to support with assessment of complex young people who present in crisis or are at risk of admission and involve managing the interface with CAMHS and acute hospital departments. They will also be expected to work closely with the consultant psychiatrist to help develop the team and service and engage in appropriate supervisory structures.

### **CAMHS Home Treatment Team (HTT)**

There are active plans in place to expand the service to include a brief response and home treatment team by autumn 2024. The consultant psychiatrist, in their clinical lead role, will play an active part in the development of the new service and will clinically lead the CLiC and HTT teams. In addition to this the new home treatment team includes a full time SAS doctor shared with the CLiC team. There will be opportunities for the SAS doctor to offer training and development within the Crisis pathway.

Within the expanded service, the expectation of the SAS Doctor is to assess and lead on risk management of 6 high risk complex crisis cases a week in A &E, along with 4 follow ups/reviews of YP needing brief intervention and home treatment.

### **IHTT Workforce:**

|  |   |
|--|---|
| 1x B8a Team Manager – To be recruited  | 1x B8b Operational Manager across the Crisis pathway (Crisis/DBT/HTT)         |
| 1x Consultant Psychiatrist/Clinical Lead across the CLiC and HTT Teams only  | <b>1x full time SAS Doctor across the CLiC and HTT teams only – THIS POST</b> |
| <p><b>The HTT workforce structure will be inclusive of a varied nursing, allied health professional and unqualified roles such as support workers.</b></p> <p><b>Phase 1 – 7x qualified and 3 ½x unqualified staff - these posts are yet to be recruited into.</b></p> <p><b>Phase 2 and 3 - TBC</b></p> |   |

### **CAMHS in Bromley**

Bromley CAMHS (Oxleas NHS FT) provides specialist mental health consultation, assessment and treatment to children and young people (CYP) aged 0-18 years with severe and enduring emotional, behavioural and mental health difficulties (and their families/carers). The service provides evidence-based interventions informed by national and local policy via multi-disciplinary teams and treatment pathways and is aligned to the core principles of the Children & Young People's IAPT framework (CYP-IAPT).

Multi-disciplinary teams include clinicians from the disciplines of psychiatry, clinical psychology, child and adolescent psychotherapy, nursing, family therapy and social work, whilst small specialist services provide assessment and treatment to Looked After and Adopted Children and for children and young people with Neurodevelopmental disorders and Learning Disabilities.

Bromley CAMHS is an integral component of local children and young people's services and has established close working relationships with partners such as Children's Services, Education Services, Bromley Community Wellbeing Service and local CYP substance misuse services.

Bromley CAMHS has two clinical bases, Stepping Stones House (BR2 9JG) and the Phoenix Centre (BR2 9JG), clinics are offered at Stepping Stones and the Phoenix Centre as well as at a number of locations across the borough, including schools and other youth settings.

Service users receive interventions within one of four clinical pathways within Bromley CAMHS, as detailed below:

- **Generic:** children and young people with a range of mental health presentations which are indicative of a mental health condition
- **Adolescent:** young people who experience significant/acute mental health conditions including those with high-risk mental states, those who may be at risk of inpatient admission, who require a rapid response, intensive intervention, crisis and risk management
- **LAAC:** children and young people who are looked-after; subject to Special Guardianship Order (SGO); in Friends and Family placements; adopted
- **Neurodevelopmental & Learning Disability:** children and young people with neurodevelopmental disabilities (roughly equitable to an IQ below 50, and/or a diagnosis of ASD/ADHD) with co-morbid mental health difficulties including those with complex neurodevelopmental problems/severe/high risk behaviour/mental states which may otherwise require a specialist placement or inpatient setting.

Bromley Community Wellbeing Service is commissioned as the Single Point of Access (SPA) for all referrals to mental health and emotional wellbeing services in Bromley. Referrals to the SPA may be received from any child, young person or family/carer (self-referral), or agency involved in working with children and young people, including primary care (GPs), social care, education, acute and community paediatricians and voluntary sector organisations.

The SPA will determine whether individual children/young people should be referred to specialist CAMHS either at initial triage and/or following an assessment/intervention at Bromley Wellbeing.

The SPA does not manage emergency referrals for children and young people who present to acute hospitals/Urgent Care Centres. In these circumstances, referrals are made directly into Bromley CAMHS by acute staff (A&E, Medical Ward, S.136 etc.) via the service's emergency duty function.

## **CAMHS in Bexley**

### *Transforming Bexley CAMHS*

Bexley CAMHS is transforming its service, with a focus on improving services and the collective wellbeing for our Children, Young People, Families and Staff. As part of the transformation, Bexley CAMHS is currently in the process of redesigning its Service Model to align with the Thrive



framework, a nationally recognised approach, to help us deliver timely, responsive and needs based mental health interventions for the children and young people in Bexley.

#### *Our vision for a Transformed CAMHS*

- Bexley is a place where every child and young person can achieve their full potential.
- We all recognise and value the importance of promoting good mental health and building resilience in children, young people and families.
- Everyone knows where to get help when they need it and is clear about what's on offer.
- No child or young person should be left without help when they are experiencing mental distress or trauma.
- Children and young people should keep getting help until they are confident that they are well enough that they don't need it anymore.
- Every child and young person is treated as an individual, setting their own targets and goals and being able to influence how services develop in future.
- Everyone who works with children will have the skills, capacity and time to deliver the best care for every child and young person.
- Schools will be able to develop "a whole setting" approach to mental health and wellbeing.

#### *Supporting Culture*

- Collaboration – across the service and with external partners.
- Continuous Improvement – to optimise service design; respond to patient, family, staff and commissioner needs and improve the quality of the service.
- Focus on Needs of CYP and families - one that responds to needs of children and young people's emotional and mental health.
- Early intervention – we know early intervention works, it's also a key part of the Thrive framework.

The Bexley CAMH services are based at Children and Young People Service, Park Crescent, Erith, Kent, DA8 3EE and Queen Mary's Hospital, Frogna Avenue, Sidcup, Kent DA14 6LT. Both sites are integrated Children and Young People Hubs within the London Borough of Bexley. The strong multidisciplinary teams include psychiatrists, clinical psychologists, child psychotherapists, social workers, family therapists, occupational therapists, nurses and support workers.

Bexley CAMHS is a specialist mental health service with close links to local partner agencies including community children's services, acute paediatrics, social services and education. Bexley CAMHS provides a multidisciplinary consultative, assessment, diagnostic and treatment service for children and adolescents from birth to 18, particularly to those at high risk and those with severe and persistent problems. There are small specialist services providing assessment and treatment to Looked After and Adopted Children, Under 5's and for Learning Disabilities & Neuro-developmental Disorders.

Bexley CAMHS has played a leading part in the development of children's service and is represented on many of the major planning groups for children's services within the borough. We are finalising the process of strategic change in associated with partner agencies, alongside CAMHS teams in Bromley and Greenwich, which are also managed by Oxleas. All 3 boroughs received additional transformation funding as part of The Future in Mind Government Taskforce plans.

## **CAMHS in Greenwich**

The London Borough of Greenwich has a total population of approximately 289,100. the population size has increased by 13.6% over the last decade. This is higher than the overall increase for England (6.6%) (according to 2021 census). Approximately, 70,000 are under the age of 18, 64% are of Black and ethnic origin. Greenwich is a vibrant multi-cultural borough with marked variations in localities for affluence and poverty. Overall, the borough's number of more socially deprived wards places it in the top 10 most deprived boroughs in the country, alongside several other London Boroughs.

The Greenwich Child & Adolescent Mental Health Services are all based at Highpoint House, Shooters Hill.

The teams are well established multi-disciplinary teams, comprising psychiatry, clinical child psychology, child psychotherapy, art therapy, CAMHS nursing, family therapy and social work. In relation to this post, the development of the CAMHS LD services moved into a larger neurodevelopmental service, working closely with Specialist Children's Services.

Greenwich CAMHS has played a leading part in the development of Greenwich's Joint CAMHS Strategy and is represented on many of the major planning groups for children's services within the borough.

### **Generic (Tier 3) CAMHS Team**

This multi-disciplinary team includes child psychotherapist, psychologists, art therapists, family therapists, and psychiatry staff. It provides a specialist tier 3 CAMH service for the borough based at this clinic and other Health Centres to provide choice and improve access. The team focuses on children and young people who need specialist assessment and evidence-based treatment, such as children and young people with signs of psychosis. mood disorder, self-harm, severe anxiety disorder and severe psychosomatic conditions. Clients with needs better addressed by one of the other specialist teams or Tier 4 services (see below), will be referred to other teams as required.

### **LAC/Edge of Care Team**

The mental health Looked After Children/ Edge of Care Team (LAC/EOC) is a multi-disciplinary team, providing a comprehensive consultation, assessment and treatment service for Greenwich/ any CLA's residing in the borough of Greenwich, child protection plans and children in need whether placed in borough or outside.

### **LD /ND Team**

The Learning Disability and Neurodevelopmental Team (LD/ND) is a, multi-disciplinary mental health team providing a pro-active community-based service for children and young people with mental health difficulties including severe behavioural disturbance, associated with significant learning disability, Autism Spectrum Disorder and ADHD. The team provide in reach consultations to Specialist schools in Greenwich Borough and in reach service to Children with Disability team (social Care)

### **Adolescent**

The adolescent mental health team works with adolescents presenting with high levels of risk and in crisis which requires an intensive, outreach approach to care. They are a multi-disciplinary team. There are formal links with adolescent substance misuse services, the Youth Offending Service, the Early Intervention in Psychosis Team, Pupil Referral Unit for young people excluded from school, and the specialist children's social care teams. The Adolescent teams overall aim is to provide specialist assessments, consultation, supervision and intensive community packages of targeted treatment and support including outreach, for young people with severe mental disorder and their families, at high risk of admission to psychiatric hospital, or placement in other specialist out of borough provision, including custody.

## • Professional Responsibilities

The Specialty Doctor will work with the Consultant Psychiatrist/Clinical Lead and all the disciplines in the CLiC and HTT teams to provide assessment, consultation, advice, and support. The post holder is expected to work with internal and external agencies within the child's network to ensure the best possible clinical outcomes for young people presenting in Crisis and young people requiring intensive support. There will be interchangeable responsibilities but there will be a need for medication oversight.

The post is clinic based, and will require attendance to acute site settings for assessments in A&E, as well as occasional home visits are envisaged as part of the package of intensive support within the IHTT pathway.

## • Continuing Professional Development (CPD)

- Peer Review/Reflective Practice Meetings. These meetings are held once a month, and it is an opportunity for consultant to bring to the body of senior psychiatrists, challenging or complex cases for discussion.
- The Trust encourages Speciality Doctors to pursue career development. For example you can join Junior doctor teaching and be supported to continue with MRCPsych examinations; or will be supported to pursue successful CESR applications.
- One hour of weekly supervision with the CLiC/HTT Consultant Psychiatrist
- Oxleas has a Specialty Doctor Tutor (Dr Yogesh Ganeshalingam, Consultant Psychiatrist) who will meet with you to gain an understanding of your career and development goals and will provide you with ongoing support to achieve them.
- The post holder is expected to be in good standing for Royal College of Psychiatrist's CPD
- The trust supports CPD and study leave arrangements are 30 days over 3 years

## • Clinical Leadership & Medical Management

The post holder is ultimately responsible to the Chief Executive of the Trust. However, the professional accountability is to the Medical Director, Dr Abi Fadipe. The appraisal and job planning as well as approval of leave and support for the post holder will be the responsibility of the directorate's Clinical Director, Dr Sabitha Sridhar.

## • Appraisal & Job Planning

- The Trust has a responsibility to ensure that the medical workforce is up to date, fit to practice and compliant with relevant professional standards that will improve the quality of patient care. Medical revalidation is a statutory requirement for all licensed doctors.
- Appraisals and job plans must be undertaken annually. The Clinical Director, Lead Doctor and Trust designated appraiser(s) will be responsible for conducting the appraisal of doctors in each directorate.
- The Responsible Officer (RO), Dr Abi Fadipe, is accountable to both the GMC and the Trust for ensuring that the systems for appraisal, clinical governance and for gathering and retaining other local relevant supporting information are in place and are effective.
- The Induction Programme for each doctor will be individually tailored to each post.

## • Teaching & Training

- The director of Medical Education is Dr Femi Balogun.
- Higher trainees in CAMHS rotate into Oxleas via the South London Training Scheme.

- Core trainees in CAMHS rotate in all psychiatric specialties including CAMHS from the SLT scheme also. Academic sessions for higher trainees in CAMHS are organised by SLAM.
- There are also opportunities to develop teaching modules for medical students from Kings College and participate in the Trust wide teaching programme for Core Trainees
- Participation in undergraduate and postgraduate clinical teaching
- Participation in the training of other disciplines
- Taking part in continuing medical education within statutory limits.

#### • **Research**

- Oxleas NHS Trust, as part of doctors' professional development, encourages research and other academic work, including teaching.
- The trust has a Medical Library and access to data bases regarding research literature
- Should the candidate have academic or research interests then he/she will be encouraged to have Special Interest Sessions within the Directorate for Service Development and Quality Improvement Work.

#### • **Mental Health Act & Responsible Clinician Approval**

The post holder would be expected to be approved under S12(2) MHA or be willing to undertake training to obtain Section 12(2) MHA approval. They will be expected to renew this approval according to agreed procedures if necessary. The post holder is not required to have RC approval.

#### • **Secretarial Support & Office Facilities**

- There is dedicated team administration support to the post.
- The Trust operates a hot-desking policy. There are breakout rooms which are allocated to clinical staff upon request. A laptop will be available and quiet individual offices are also available to use and can be booked by team administration. We no longer have dedicated offices in most of our clinical areas but every doctor has access to a desk and a dedicated area for direct clinical care work.

#### • **Clinical Duties**

- To support the consultant and multi-disciplinary team in providing and developing an effective CAMHS Crisis and HTT service.
- To provide psychiatric assessments and follow up appointments to CYP in acute, community and home settings in accordance with service operational policy which can include medication management and signposting onto longer term support.
- To join handover and referral meetings to discuss complex cases.
- Manage and prioritise professional time on clinical duties, administration, teaching, research, audit, and other related services;
- Participate in teaching arrangements with Social Care, Acute and Community Paediatrics, junior psychiatric staff and local GPs;
- Take an active role in service development, showing a commitment to patient throughput, a reduction in the waiting list across the services and increased availability and accessibility of services;
- Adhere to the requirements of Trust's Reflective Practice development in its use;
- Contribute on a regular basis to audit and quality improvement processes and clinical governance and research activities undertaken within the Trust in line with professional regulations;
- Provide clinical cover for medical colleagues during annual leave, sickness, study leave and participate in cross borough cover arrangements as necessary;
- Participate in an active CPD forum and Trust annual appraisal process leading to revalidation.

## • **General Duties**

- To support the consultant and multi-disciplinary teams in providing and developing an effective CAMHS Service
- To undertake the administrative duties associated with the care of patients
- To record clinical activity accurately and comprehensively, and submit this promptly to the Information Department, in keeping with trust policies and procedures
- To participate in service and business planning activity for the locality and, as appropriate, for the whole mental health service
- To participate in annual appraisal
- To attend and participate in the academic programme of the Trust, including lectures and seminars as part of the internal CPD programme and teaching with Social Care, Acute and Community Paediatrics, junior psychiatric staff and local GPs
- To maintain professional registration with the General Medical Council, Mental Health Act Section 12(2) approval as required, and to abide by professional codes of conduct
- To participate annually in a job plan review with the clinical manager, which will include consultation with a relevant manager in order to ensure that the post is developed to take into account changes in service configuration and delivery associated with modernisation
- Provide clinical cover for medical colleagues during annual leave, sickness, study leave and participate in cross borough cover arrangements if necessary;
- To comply with the Trust's agreed policies, procedures, standing orders and financial instructions, and to take an active role in the financial management of the service and support the medical director and other managers in preparing plans for services.

## • **Training Duties**

- Participation in undergraduate and postgraduate clinical teaching
- Participation in the training of other disciplines
- Providing educational supervision of trainees and other disciplines
- Taking part in continuing medical education

## • **Clinical Governance**

- Expected contribution to clinical governance and responsibility for setting and monitoring standards
- The trust has a uniform clinical governance structure which is a tripod system of clinical effectiveness, patient safety and patient experience that is overseen by the directorate level quality board. The trust clinical governance structure was reviewed independently by Deloitte and was commended as one of the best in the country that they have reviewed. The post holder may request a copy of the Governance Structures should they wish to review the Clinical Governance Arrangements
- Participation in clinical audit or quality improvement projects
- Participation in service/team evaluation and the planning of future service developments.

## • **External Duties, Roles and Responsibilities**

The Trust actively supports the involvement of the medical workforce in regional and national groups subject to discussion and approval with the 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.

#### • **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 psychiatry lead and team manager to review and revise the job plan and objectives of the post holder.

The overall split of the programmed activities is 8 to be devoted to direct clinical care and 2 to supporting professional activities (as per the Royal College of Psychiatrists recommendation). The timetable is indicative only. Supported professional activities will be agreed between the postholder and supervising consultant at the time of the job planning meeting. This will be within three months of commencing the post and at least annually thereafter.

#### • **On Call – Day time & Out of hours**

##### **Day time**

The CLiC/HTT will work alongside the CAMHS Crisis Consultant Psychiatrist and Clinical Lead to cover both acute hospital sites if there are young people who require a psychiatric review or providing direct consultancy to the CLiC team in at the team base and in A&E.

There is a duty system in Bexley, Bromley and Greenwich CAMHS should there be any gaps in psychiatry due to annual leave or sickness.

##### **Out of hours (for information-not relevant to duties of this post.)**

A 24hrs on-call Consultant Child and Adolescent Psychiatrist emergency rota is provided across Oxleas NHS Foundation Trust to support on-call ST4-6 trainee Psychiatrists in relation to emergency mental health assessments of children and young people, requested by staff of the general hospitals covered by Oxleas.

There are no out of hour on call duties for the post-holder.

#### • **Contract Agreement**

The post will be covered by the Terms and Conditions of Service for Specialty Doctors 2021 as amended from time to time. Contracts have been agreed with the BMA local negotiators, but individuals may wish to discuss this further before acceptance of an offer of appointment.

#### • **Leave**

The post-holder is entitled to 32 days of annual leave, 34 days after completing a minimum of seven years' Specialty Doctor service; and 30 days study leave spread over three years.

#### • **Draft Timetable [to be finalised at initial job planning meeting]**

|  | <b>Time</b> | <b>Location</b> | <b>Work</b> | <b>Category</b> | <b>No. PAs</b> |
|--|-------------|-----------------|-------------|-----------------|----------------|
|  |             |                 |             |                 |                |

|                  |                             |         |                                       |     |   |
|------------------|-----------------------------|---------|---------------------------------------|-----|---|
| <b>Monday</b>    | <b>AM</b>                   | HPH/A&E | Acute psychiatry assessments          | DCC | 1 |
|                  | <b>PM</b>                   | HPH/A&E | Clinical admin                        | DCC | 1 |
| <b>Tuesday</b>   | <b>AM</b>                   | HPH/A&E | CPD                                   | SPA | 1 |
|                  | <b>PM</b>                   | HPH/A&E | Brief psychiatry intervention/reviews | DCC | 1 |
| <b>Wednesday</b> | <b>AM</b>                   | HPH/A&E | Acute psychiatry assessments          | DCC | 1 |
|                  | <b>PM</b>                   | HPH/A&E | 7 day follow ups                      | DCC | 1 |
| <b>Thursday</b>  | <b>AM</b>                   | HPH/A&E | Case discussions/Qi/teaching          | SPA | 1 |
|                  | <b>PM</b>                   | HPH/A&E | 7 day follow ups                      | DCC | 1 |
| <b>Friday</b>    | <b>AM</b>                   | HPH/A&E | Brief psychiatry intervention/reviews | DCC | 1 |
|                  | <b>PM</b>                   | HPH/A&E | Acute psychiatry assessments          | DCC | 1 |
| <b>Total Pas</b> | <b>Direct clinical care</b> |         |                                       |     | 8 |
|                  | <b>SPA/CPD</b>              |         |                                       |     | 2 |

## - Wellbeing

Employees play a vital role in Oxleas' progress towards our vision of improving lives. Our employees have a direct impact on the clinical outcomes and the experience of our patients. We are clear that when our staff feel well supported and satisfied with their work, the experience of our patients improves. Oxleas' Employee Health Promotion, Prevention and Wellbeing Strategy acknowledges that the work and the health and wellbeing of our employees are interlinked with the Trust's commitment to promoting an organisational culture where wellbeing is embraced by all our employees. Through the strategy and the supporting action plan, we provide a framework for Oxleas to take a proactive and engaging approach to enhancing the health and wellbeing of our staff. This is achieved through wellbeing initiatives, employee support mechanisms and joint working with staff and their representatives, and local partners to identify and address areas for improvement. By annually undertaking a staff health and wellbeing questionnaire as part of our staff survey, we will work with employees to ensure our organisation identifies and minimises those issues which may impact negatively on staff health. We already have a number of effective policies and procedures in place to support employee health and wellbeing at Oxleas. We will continue our regular review of these to ensure that they support this strategy.

We run a number of Health and Wellbeing events across the trust and local programmes (which incorporates physical and emotional wellbeing) that underpins many of the initiatives. Oxleas recognises that its employees are from a range of backgrounds with different cultures, beliefs, abilities and sexual orientations. We will ensure that any initiatives suggested or implemented take into account these differences so that we do not knowingly preclude any particular group from participating. We provide policies, guidance and support to managers and staff so they have the necessary skills, knowledge and ability to support employees to improve their health and wellbeing. We also ensure that through a variety of means we provide information

and support to our employees to increase their awareness of the importance of ensuring their own health and wellbeing. Information on all Wellbeing support is accessible on the Trust's intranet system.

The post holder will have access to the Occupational Health (OH) Department, Queen Mary's Hospital, Acorns Unit, Frogna Avenue, Sidcup, Kent DA14 6LT, 020 3960 5563 [oxl-tr.qm-occupationalhealth@nhs.net](mailto:oxl-tr.qm-occupationalhealth@nhs.net). 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 the 24 hour Care First service, which provides free counselling, including face-to-face, and well as legal and financial support, online CBT and wellbeing resources. Information about Occupational Health and Care First 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.

Proactive local organisational systems are in place to support doctors' wellbeing following serious incidents whereby a dedicated senior clinician and management will provide support and advice as needed after the incident. Details of the senior clinician able to offer this support will be provided via the Medical Directorate at the time of initial induction. Additionally, a same day referral process to OH is available for employees experiencing a personal serious incident if required.

The post holder will benefit from timely job planning reviews when there are changes in regard to the pre-agreed workload e.g. 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 a Leadership Programme for new Consultants, flexible working, flexible retirement, lease vehicle scheme, cycle scheme, eye test scheme, menopause support, gym discounts, wellbeing events, mindfulness events, and the use of free bike sheds and on site showers at some locations. The post holder will form part of a consultant peer group who meet regularly.

#### **Staff Benefits:**

- Funding for school holiday childcare
- Eye test vouchers
- free health checks
- Annual staff awards
- Great learning and development opportunities
- A variety of staff networks to support you (Black and minority Ethnic network/Disability Action Group/Lesbian, Gay, Bisexual and Transgender network/Lived Experience Network)
- Support from our Staff Partnership Team
- Flexible working
- Schemes to enable you to have a career break
- Training with reserve forces
- paid leave and special unpaid leave
- Cycle to work scheme
- Salary sacrifice lease cars
- Electric charging points for EV car users across the trust
- Interest free season ticket loan
- NHS retail discounts
- Pension scheme and life assurance
- Pre-retirement courses
- Employee wellbeing service (confidential advice, support and counselling)
- Carer's leave/Disability leave



- **External Duties**

The Trust actively supports the involvement of the medical workforce in regional and national groups subject to discussion and approval with the Medical Director and, as necessary, the Chief Executive Officer.

- **Special Interests**

Should the candidate have academic or research interests then he/she/they will be encouraged to have Special Interest Sessions within the Directorate for Service Development and Quality Improvement Work.

Contact arrangements:

**Dr Sabitha Sridhar**

Clinical Director for C&YP Directorate & Lead Psychiatrist CAMHS

or

**Shanice Enoe**

Operations Manager

Shanice.enoe1@nhs.net

## **The Personnel Related Details - Person Specification**

|   | <b>Essential</b> | <b>Desirable</b> |
|---|------------------|------------------|
| <b>Qualifications and Experience</b>  |                  |                  |
| Full Registration and a Licence to Practise with the General Medical Council (or eligible)  | +                |                  |
| Membership of the Royal College of Psychiatrists or equivalent  |                  | +                |
| At least 4 years' full time postgraduate training (or its equivalent gained on a part-time or flexible basis) at least TWO of which will be in a specialty training programme in a relevant specialty or as a fixed term specialty trainee in a relevant specialty – or shall have equivalent experience and competencies | +                |                  |
| Experience in liaison psychiatry, inpatient and community Psychiatry  |                  | +                |
| Experience in forensic and substance misuse psychiatry  |                  | +                |
| Section 12 Approval or eligible   | +                |                  |
| Registered for the Continuing Professional Development Programme in the Royal College of Psychiatrists  | +                |                  |
| Training in the full range of effective therapeutic techniques to include psycho-education, medication and psychological therapies  | +                |                  |
| Basic computer skills, including ability to use e-mail and internet   | +                |                  |
| Membership of a Medical Defence Union   | +                |                  |
| <b>Teaching</b>   |                  |                  |
| Experience in teaching: Medical students, psychiatric trainees and other  |                  | +                |
| Ability to use a wide range of teaching techniques and audio-visual aids  | +                |                  |
| <b>Management and Audit</b>   |                  |                  |
| Participation in Clinical Audit   | +                |                  |
| Management training   |                  | +                |
| Management and supervision skills of junior doctors   |                  | +                |
| <b>Service Development</b>  |                  |                  |
| Experience in developing a service component  |                  | +                |
| Understanding of leadership   |                  | +                |

|  |   |   |
|--|---|---|
| Negotiation skills                                   | + |   |
| Understanding of and experience in needs assessment  |   | + |
| <b>Personal Skills</b>                               |   |   |
| Ability to travel around community sites             | + |   |
| Car driver   | + |   |
| Sense of humour                                      |   | + |
| Ability to work within a multi-disciplinary team     | + |   |
| Good organisational skills including time management | + |   |
| Good communication skills                            | + |   |
| Highest level of personal integrity                  | + |   |

## Guidance - Specification for a specialty doctor post

| Entry criteria  | Essential  |
|---|--|
| <b>Qualifications</b>                                 | MBBS or equivalent medical qualification   |
| <b>Eligibility</b>                                    | <p>Eligible for full registration with the GMC at time of appointment.</p> <p>Evidence of achievement of Foundation competencies by time of appointment in line with GMC standards in <i>Good Medical Practice</i> including:</p> <ul style="list-style-type: none"> <li>• good clinical care</li> <li>• maintaining good medical practice</li> <li>• good relationships and communication with patients</li> <li>• good working relationships with colleagues</li> <li>• good teaching and training</li> <li>• professional behaviour and probity</li> <li>• delivery of good acute clinical care.</li> </ul> <p>Evidence of achievement of ST1/CT1 competences in a relevant specialty at time of application and likelihood of achieving ST2/CT2 competences in a relevant specialty by the start date of the post.</p> <p>Eligibility to work in the UK.</p> |
| <b>Fitness to practise</b>                            | <p>Applicant's knowledge is up to date and is fit to practise safety.</p> <p>A record of the GMC number and a declaration of no conditions on the license to practice or referrals to the GMC can be included on the application form.</p>   |
| <b>Clinical skills</b>                                | <p>Relevant specialty clinical knowledge: capacity to apply sound clinical knowledge relevant to the job, specialty knowledge exam.</p> <p>Clinical judgement: experience in making clinical decisions and managing risk. Knows when to seek help, able to prioritise clinical need.</p> <p>Practical skills: shows aptitude for practical skills, required in the job.</p> <p>Proven ability to work effectively in different clinical settings required in the job.</p>  |
| <b>Commitment to ongoing professional development</b> | <p>Learning and personal development: demonstrates interest in the specialty required for the job.</p> <p>Demonstrates a commitment to maintaining professional skills and knowledge relevant to the job.</p> <p>Demonstrates a willingness to fully engage in appraisal.</p> <p>Self-awareness and ability to accept and learn from feedback.</p> <p>Personal development evident in application form and through work and training experience, courses attended, engagement with teaching during training.</p>   |

|  |  |
|--|--|
| <b>Commitment to clinical governance/improving quality of patient care</b> | <p>Clinical governance: Capacity to be alert to dangers or problems. Demonstrates awareness of good decision making. Aware of own limitations. Track record of engaging in clinical governance: reporting errors, learning from errors.</p> <p>Audit: evidence of active participation in audit.</p>   |
| <b>Probity</b>   | <p>Professional integrity and respect for others: capacity to take responsibility for own actions and demonstrate a non-judgmental approach towards others.</p> <p>Displays honesty, integrity, awareness of confidentiality and ethical issues.</p>   |
| <b>Communication skills</b>  | <p>Effective communication skills: demonstrates clarity in written/spoken communication and capacity to adapt language as appropriate to the situation.</p> <p>Empathy and sensitivity: capacity to listen and take in others' perspectives.</p> <p>Works in partnership with patients: always considers patients preferences when discussing treatment options.</p> <p>Always considers the full impact of clinical decisions on the patients. Practice shared decision making.</p> <p>Directs and supports patients to access the information they need to support decision making.</p>  |
| <b>Personal skills</b>   | <p>Team working: demonstrated experience working in a team, values the input of other professionals in the team</p> <p>Managing others and team involvement: capacity to work co-operatively with others and demonstrate leadership when appropriate.</p> <p>Capacity to work effectively in multi-professional teams.</p> <p>Coping with pressure: capacity to operate under pressure.</p> <p>Demonstrates initiative and resilience to cope with setbacks and adapt to rapidly changing circumstances.</p> <p>Problem solving and decision making: capacity to use logical/lateral thinking to solve problems and make decisions.</p> <p>Organisation and planning: capacity to organise oneself and prioritise own work.</p> <p>Demonstrates punctuality, preparation and self-discipline. Understands importance of information technology.</p> <p>Flexible approach to work: able to adapt and work with employers to deliver improved patient care.</p> <p>Equality and diversity: promotes equality and values diversity.</p> |
| <b>Language Skills</b>   | <p>All applicants to have demonstrable skills in written and spoken English that are adequate to enable effective communication about medical topics with patients and colleagues, which could be demonstrated by one of the following:</p>  |

|               |   |
|---------------|---|
|               | <ul style="list-style-type: none"> <li>• applicants have undertaken undergraduate medical training in English</li> <li>• applicants have scores in the academic International English Language Testing System (IELTS) or equivalent equal to those required for recruitment to MMC specialty training programmes.</li> </ul> <p>If applicants believe that they have adequate communication skills but do not fit into one of the examples they need to provide evidence.</p> |
| <b>Health</b> | Meets professional health requirements (in line with GMC standards in Good Medical Practice).   |

## **The Personnel Related Details**

### **CONDITIONS OF EMPLOYMENT FOR MEDICAL STAFF**

1. The published Terms and Conditions of Service – Specialty Doctors 2021 apply to this post including local Trust policies where applicable.
2. The Trust will reimburse employees for official business mileage for a car user or a non-car user via employee expenses claim form.
3. The passing of a medical examination may be condition of appointment.
4. Salary scale: As per terms and conditions.
5. The Specialty Doctor must carry out the main responsibilities of this post satisfactorily.
6. Annual leave: 32 days increasing to 34 days.
7. Study leave is for a maximum of 30 days in 3 years (10 days a year) as per terms and conditions.
8. Notice period – 3 months.
9. Sick leave/special/compassionate leave is subject to the Trust guidelines.
10. The post-holder must be fully registered with the GMC.
11. Rehabilitation of Offenders Act 1974. Because of the nature of the work for which you are applying, this post is exempt from the provision of section 4 (2) of the Rehabilitation of Offenders Act 1974. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are spent under provision of the Act. In the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the Trust. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the job applies.

### **Confidentiality**

The Post holder must maintain the confidentiality of information about patients, staff and other health service business in accordance with Trust Policy.

### **Risk Management**

The Post holder will ensure compliance with the Trust's risk management policies and procedures. These describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm and stress and that all staff have a responsibility to minimise risk.

### **Infection Control**

All staff are required to be familiar with the Trusts infection control policies, and national guidance in relation to infection control. All staff whose normal duties are directly or indirectly concerned with patient care must ensure that they complete mandatory infection control training and are compliant with all measures known to be effective in reducing Healthcare Associated Infections.

### **Equality, Diversity and Human Rights**

The Post holder will treat all colleagues, service users, carers and members of the public with respect and dignity regardless of their gender, age, race, religious beliefs, religion, nationality, ethnic origin, social background, sexual orientation, marital status, disability, HIV/Aids status, criminal background and Trade Union status. The Trust has a Policy for Equality and Human Rights and it is the responsibility of all staff to ensure that this is implemented.

## **Health & Safety**

All staff must be aware of the responsibility placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients and visitors.

## **Professional and NHS Codes of Conduct**

You are required to act at all times in accordance with the relevant professional Codes of Conduct and Accountability (including, where applicable, those for Board Members). In addition, all management staff must comply with the 'Code of Conduct for NHS Managers' and 'Standards of Business Conduct for NHS Staff'.

## **Safeguarding Adults & Children**

Safeguarding Adults & Children is everyone's responsibility. Whatever your role within the trust the welfare of Adults & Children should be your paramount consideration. In cases of suspected abuse or neglect the duty of care that member of Oxleas staff owes to a child, will take precedence over any obligation to the parent or other adult.

All members of Oxleas staff who have contact with service users or their families, should be familiar with guidance on Child Protection/Safeguarding Children from their own Professional organisations; the trust and the London Safeguarding Children Procedures. Staff are also required to attend mandatory safeguarding children training.

## **Financial Management and Control of Resources**

All staff are responsible for the security and the property of the Trust, avoiding loss or damage and being economical and efficient in the use of resources.

Staff are required to act in accordance with the rules and regulations as described in the Trust's Policy relating to the Financial Management and Control of Resources'.

## **Customer Care**

It is the aim of the Trust to provide patients and clients with the best possible care. All staff are required to put the patient/client first and do their utmost to meet requests and needs courteously and efficiently.

## **Personal/Professional Development Planning/Mandatory Training**

All staff should have a personal development plan and in conjunction with their manager, should actively determine and pursue agreed training and development needs and opportunities. All staff are required to attend mandatory training as designated by the Trust.

## **No Smoking**

Oxleas NHS Foundation Trust has a no smoking policy. Staff are not permitted to smoke within or on Trust premises.



## **Oxleas and the SAS Doctor Charter**

Our focus is on ensuring that the huge contribution of SAS Doctors is valued and their personal development prioritised. Here are a few of the ways Oxleas recognises this:

- After joining Oxleas you will be welcomed by our SAS Tutor, with a personal meeting to discuss your development needs and how Oxleas can help.
- You will have access to wide range of training and development days in Oxleas, and across the other South London NHS Trusts, which are specifically for SAS Doctors.
- Anyone considering a CESR application will receive support from Oxleas and we are proud to have had successful applicants with several SAS Doctors who are currently in the process of applying.
- Recently introduced in Oxleas is that all substantive SAS doctors with seven or more years' in the grade will be eligible for two additional days of annual leave per annum.

The SAS Charter sets out what support Staff and Associate Specialist (SAS) doctors have available and what they can expect from their employers.

### **Oxleas NHS Foundation Trust meets the following SAS Charter employer expectations:**

- |   |   |
|---|---|
| • Recruitment and appointment processes for SAS doctors are fair, open and effective.                                   | • SAS doctors have access to the necessary CPD and study leave requirements, which naturally arise from appraisal.  |
| • Job descriptions for SAS doctors define sessional commitments and are available at the point of application.          | • SAS doctors have opportunities to become appraisers   |
| • SAS doctors are provided with a contract of employment which incorporates national terms and conditions.              | • SAS doctors receive an effective induction into their role and their location.                                    |
| • SAS doctors have an appropriate mutually agreed job plan which is specific and relevant to their role                 | • SAS doctors are offered access to a mentor or buddy to support their professional and personal development needs. |
| • SAS doctors have access (in the same way as other colleagues) to time off for external, civic and trade union duties. | • SAS doctors are provided with information around raising concerns and whistleblowing at their induction.          |
| • SAS doctors have access to data on work activities to aid the revalidation process.                                   | • SAS doctors receive education around the values and behaviours expected of the organisation.                      |
| • SAS doctors are recognised as the responsible senior clinician in charge of patient care (where applicable).          | • SAS doctors are supported to respectfully challenge unprofessional behaviours.                                    |

- SAS doctors receive adequate support and training to fully participate in the annual appraisal process.
- SAS doctors have access to appropriate secretarial/ admin support.
- SAS doctors have access to pastoral support (and specialist occupational health provision).
- SAS doctors have access to a SAS tutor or lead.
- SAS doctors have access to funding to aid professional development.
- Senior SAS doctors are encouraged to get involved in the management of their directorates and in wider corporate duties.
- SAS doctors are represented on the local negotiating committee (LNC).
- SAS doctors have access to appropriate office accommodation and technology.
- SAS doctors are provided with support and guidance relating to application for certificate of eligibility for specialist registration (CESR) should they wish to gain entry to the specialist register.
- SAS doctors who achieve CESR are recognised and acknowledged in the same way as for new certificate of completion of training (CCT) holders.
- SAS doctors are supported to undertake secondment opportunities in line with local policies.
- SAS doctors have opportunities to work autonomously in line with local policies.
- SAS doctors are invited to attend directorate meetings.