

## Specialty doctor psychiatrist job description and person specification

The following job description is provided as a resource to the recruiting trust and may be used as a template. It is not designed to be exhaustive and should be amended locally as needed.

Post and specialty:	Specialty doctor psychiatrist in XXXX Psychiatry Post synopsis or summary and a statement as to whether this is a new post (with the rationale for its development) or an established post.
Base:	Address of the post (not trust headquarters or team base)
Contract:	Locum, Part-time, Permanent, Fixed-Term etc. Specify Programmed Activities (PAs) or contracted hours for the post Specify whether Part-time or job share may be considered Salary (e.g. according to Terms and conditions of service for specialty doctors England (2008) (referred to as TCS throughout the document) further details to be provided in the section for 'Description of the Post')
Accountable professionally to:	e.g. Medical Director
Accountable operationally to:	e.g. Clinical Director <u>or</u> Head of Service
Key working relationships and lines of responsibility:	Line Manager : Team Lead : Locality Manager : Clinical Director : Associate Clinical Director : Responsible Officer : Head of Service : Deputy Medical Director : Director of Operations : Medical Director : Chief Executive :

## 1. Introduction

XXXX Trust provides a range of mental health, learning disability and substance misuse services for XXXX people living in XXXX.

Insert map of trust area.

## 2. Trust details

- Description of trust
- Staff numbers
- Income
- Operational directorates etc.

## 3. Service details

- Location of service
- Structure of service
- Service case load (beds, catchment area population, case load etc.)
- Vision/philosophy of service etc

## 4. Description of the post

Where will the post be actually based (clarify if multiple sites), hours or Programmed Activities (PAs) per week including PA allocation for predictable and/or unpredictable emergency work arising from on-call duties, on-call commitment (residential or non-residential) and frequency of on-calls including availability supplement, out-of-hours commitment, whether there is a requirement to have approval under Section 12 of the Mental Health Act 1983 (2007) and the work it entails i.e. assessments in community, police custody, 136 suites etc.

- Responsibilities/duties of the post – please specify individually, caseload/beds, flexibility in post, whether less than full time candidates will be able to apply etc:
  - Providing medical treatment within a model of multi-disciplinary care
  - Attending weekly clinical team meetings and performing medical duties that are decisions of that meeting
  - Compiling a patient's history from a number of sources, and preparing case summaries and discharge summaries
  - Preparing reports for Mental Health Review Tribunals and Managers' Hearings and giving evidence
  - Liaising with other clinical teams within and outside the trust
  - Liaising with general practitioners and medical specialists with regards the physical health of the patients
  - Specialist assessments relevant to the service e.g. Forensic, Learning Disabilities, CAMHS etc.
  - Assessment of patients out of area
- Team and management structure of post e.g.):
  - Team: number of consultants, SpR, SASG doctors, trainees etc. Listing each post with WTE (whole time equivalent) values is recommended
  - Specify the person the post will be professionally accountable to e.g. Medical Director, operational accountability e.g. service lead/clinical lead, Clinical Supervisor e.g. Consultant for the post, Team/Service Manager, Service Director, Chief Executive etc
  - Clear reporting arrangements
- Facilities

- Description of appropriate access to office accommodation
- Technology and administrative support (shared or independent secretary),
- Appropriate on-call facilities etc.
- Induction process (e.g. trust induction, team induction etc.)
- Annual appraisal and supervision (e.g. availability of appraisers and supervision within the post, requirements of the trust etc.)
- Opportunities within/unique to the post, access to pastoral support and occupational health provision
- Annual leave entitlement (exclusive of statutory and public holidays)
- Study leave entitlement and support available)

Salary including availability supplement based on the commitment to the on-call rota, prospective cover allowance based on Schedule 14 of the TCS and in accordance with transitional arrangements. Your basic salary will increase when you receive pay increments in accordance with Schedule 15 of the TCS)

## 5. Sample job plan

The timetable of work should recognise the importance of balance between day time and out of hours work. It should be noted that this is an exemplar job description seeking to maximise development opportunities for specialty doctors.

Day	Time	Location	Type of work/activity	Category	PAs
<b>Monday</b>	AM	ABC Hospital	Ward work	DCC	1
	PM	DEF Clinic	Audits, teaching, CPD, local clinical governance activities, training, formal teaching, research, appraisal, job planning	SPA	1
<b>Tuesday</b>	AM	ABC Hospital	Community Mental Health Team (CMHT) Outpatients Clinic	DCC	1
	PM	DEF Clinic	Supervision, patient-related administration linked to clinical work	DCC	1
<b>Wednesday</b>	AM	ABC Hospital	specialty advice, guidelines, external duties/clinical work	SPA/DC	0.5/0.5
	PM	ABC Hospital	Ward work / emergency duties	DCC	1
<b>Thursday</b>	AM	DEF Clinic	multi-disciplinary meeting about direct patient care	DCC	1
	PM	DEF Clinic	CMHT Outpatients Clinic	DCC	1
<b>Friday</b>	AM	ABC Hospital	Ward work	DCC	1
	PM	DEF Clinic	patient-related administration linked to clinical work	DCC	1
<b>Unpredictable / emergency on-call work</b>			Non-residential to cover XYZ, middle-tier rota		Availability supplement
<b>Total number of PAs</b>	Direct clinical care				8.5
	Supporting professional activities				1.5

## 6. Commitment to continuing professional development (CPD)

- Trust's commitment to SASG doctors development, specify if SASG charter has been accepted and implemented within the trust
- Support to meet pay thresholds
- Appropriate appraisal structures are in place
- Access to discretionary and optional points, as appropriate
- Equal access to the benefits and responsibilities of the NHS Constitution or national equivalent in the devolved administrations
- Access to support and guidance relating to applying for Certificate of Eligibility for Specialist Registration (CESR)
- Access to appraisee training and appraiser training, and the necessary CPD and study leave requirements which arise from appraisal
- Access to internal and external CPD activities, time off and funding.
- Access to SASG Tutor, Clinical Lead and mentor for professional and personal development.
- Sufficient breadth and depth of clinical work and relevant professional activities to enable the SASG doctors to achieve and maintain relevant competencies and develop as clinicians
- Accountability arrangements should be commensurate with the seniority of the practitioner. support appropriately skilled and experienced SASG doctors working autonomously
- Encourage senior SASG doctors to get involved with the management of the directorate.
- Permanent SASG doctors should be members of Medical Staff Committee etc. and invited to attend directorate meetings where possible.
- Access to time off for trade union duties in the same way as other colleagues.
- Involve SASG doctors in the recruitment process of other SASG staff.

## 7. Teaching and training opportunities

- Library facilities
- Access to in-house teaching and training programmes. Description of these programmes
- Associations with academic programmes or Institutes.
- Within the trust and team (e.g. are there doctors in training placed in the trust, is there a Rotational Training Scheme the trust is part of and do SASG doctors play a role through formal and informal supervision/teaching in their training)
- Within the Trust & team (e.g. are there Medical Students, Nurses and trainee Physician Associates placed within the Trust, and whether the SASG doctors play a role through formal and informal supervision/teaching in their training)
- (Formal medical educational/training leadership roles within the Trust and whether the SASG doctors will be encouraged/supported in taking these up).

## 8. Research opportunities

- Statement of trust's commitment to research
- Research and development department base, support they can offer e.g. quality improvement projects, audits, research etc.
- Current projects within the trust and team

## 9. General terms and conditions of service

- (e.g. appointments are covered by the National Health Service Terms and Conditions of Service for Hospital Medical and Dental Staff AND/OR Terms and conditions of service for specialty doctors – England (2008))

- (e.g. The appointment is superannuable under the National Health Service Superannuation Scheme. Remuneration will be subject to deduction of pension contributions in accordance with the Department of Health and Social Security regulations)
- (e.g. London Weighting Allowance, The provisions in Schedule 14 of the TCS shall apply)
- (e.g. Flexible Working: The Trust is committed to assisting employees to achieve a healthy work/life balance and will consider sympathetically requests for flexible working arrangements, taking into account the impact on colleagues and the service)
- (e.g. Maternity/Paternity and Special Leave: The Trust offers statutory maternity/paternity leave, after qualifying service as per National Terms and Conditions. Special Leave is available as determined by Trust policy when staffs are experiencing difficulties for domestic, personal or family reasons)
- (e.g. Training and Development/ Study and Education: The Trust is committed to training and development as it is recognized that trained and motivated staff is crucial to our success. Whether we are inducting new employees to the Trust or meeting new challenges we recognise the importance of training and continuous professional development (e.g. The job description may be varied in the light of service changes/needs and in consultation with the post holder and his/her colleagues)
- (e.g. private residence must be maintained in contact with the public telephone service. Assistance can be provided with the cost of installation)
- (e.g. The successful candidate will be required to live less than thirty minutes by road from their principal work base, unless the Trust agrees that residence at a greater distance is acceptable)
- (e.g. Reimbursement of removal and associated expenses will be subject to the criteria laid down in the relocation policy OR Where house relocation is necessary to comply with the Trust's requirements on place of residence, reasonable expenses may be met by the Trust if agreed by the Director of Human Resources)
- (e.g. Travel expenses are paid in line with Trust procedures, Home to base mileage will/will not be paid, Doctors will/will not be expected to provide their own travel arrangements)
- (e.g. Registration requirements i.e. to hold and maintain full professional registration and hold a Licence to Practise with the General Medical Council, as set out in individual person specifications)
- (e.g. Fee Paying Services and NHS Programmed Activities- Examples of Fee Paying Services are set out in Schedule 11 of the TCS. Post holder will/will not carry out Fee Paying Services during your Programmed Activities except where you and your clinical manager have agreed otherwise. Where your clinical manager has agreed that you may carry out Fee Paying Services during your Programmed Activities, you will/will not remit to the Trust the fees for such services except where you and your clinical manager have agreed that providing these services involves minimal disruption to your NHS duties. Schedule 12 of the TCS sets out the principles governing the receipt of additional fees)
- (e.g. Subject to the provisions in Schedule 10 of the TCS, you may not carry out Private Professional Services during your Programmed Activities. Schedule 12 of the Specialty Doctors Terms and Conditions (England 2008) applies to this post, covering private practice. It is the post-holder's responsibility to ensure that they are fully aware of the contents of this schedule before undertaking any private practice)
- (e.g. In keeping with the requirements of the Equality Act 2010, the trust would be pleased to make any 'reasonable adjustments' required by disabled applicants in relation to the application and interview process)
- (e.g. Rehabilitation of Offenders Act i.e. because of the nature of the work of this post, it is exempt from the provisions of Section 4(2) by virtue of the Rehabilitation of Offenders Act 1974)

(Exemption) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions, including those which, for other purposes, are 'spent' under the 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)

- (e.g. All appointments are subject to disclosure of clearance from the Disclosure & Barring of Service Checks (DBS) (previously Criminal Records Bureau))
- (e.g. An occupational health assessment may be required following appointment, prior to any doctor taking up a post in the organisation, following completion of a confidential questionnaire)
- (e.g. All staff are responsible for Data Quality in accordance with the Trust's information governance Policy. It is the responsibility of all staff to ensure that information captured on paper; on electronic patient administration systems or any other media is correctly recorded in the first place; is regularly updated and is easily accessible when needed)
- (e.g. No Smoking/Smoke-free policy - This Trust acknowledges its responsibility to provide a safe, smoke free environment, and to ensure that it makes provision for its employees, service users and visitors. The Trust therefore operates a No Smoking/Smoke free policy on Trust property)
- (e.g. Other Conditions of Service in the provisions in Schedule 13 of the TCS will apply to the post)
- (e.g. Period of Notice: To terminate employment a period of 3 months' notice on either side will be required).
- (e.g. The Job Description is neither exclusive nor exhaustive and the duties and responsibilities may vary from time to time in the light of the changing circumstances in consultation with the post holder).

## 10. Wellbeing

- Effective local occupational health support (confidential, includes modalities of self-referral, promoted regularly at induction and when in post)

*e.g. The post holder will have access to the Occupational Health (OH) Department, (full address, telephone and email). 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 Health Assured 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 Health Assured 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 to support doctors' wellbeing following serious incidents

*e.g. Supporting the wellbeing of the post holder after serious incidents that involve patients in their care (e.g. homicide or suicide) is paramount, and a dedicated senior clinician will provide support and advice as needed after the incident. Details of the senior clinician able to offer this support will be provided via the Medical Directorate at the time of initial induction.*

- 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.*



- 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)

*e.g. The trust has several initiatives to support wellbeing that the post holder is encouraged to participate in. These currently include flexible working, flexible retirement, season ticket scheme, lease vehicle scheme, cycle scheme, retail and restaurant discounts, eye test scheme, free health checks, menopause support, gym discounts, wellbeing events, mindfulness courses, wellbeing walks and jogs, and parenting workshops. The post holder will form part of a consultant peer group who meet regularly.*

**11. Person specification:**

- Essential and desirable criteria. When/how they will be assessed
- Categories e.g. qualifications, eligibility, transport, personal skills, clinical experience, skills and knowledge, academic skills, commitment to CPD/ lifelong learning, professional and personal attributes, accommodation, travel etc.