

Job Description

CT1-3 in General Psychiatry

Locality: Tower Hamlets

Team / Service: Isle of Dogs and South Poplar

Clinical Supervisor: Dr Elizabeth Venables

Address / Contact details:

Isle of Dogs and South Poplar CMHT

Barkantine Clinic

121 Westferry Road

LONDON E14 8JH

Last updated: 24 July 2018

Introduction & Summary

This job description is for a core training post in General Adult Psychiatry, working mostly at the Tower Hamlets Centre for Mental Health and with additional work at the Barkantine Clinic in E14.

The post holder will spend six months in this post, under the Clinical Supervision of Dr Venables but also providing cross cover support to Dr Elizabeth Leshchynska. In addition support may be provided to Dr Marta Dell'Arima and Dr Rachana Singh as required when their CT medical colleagues are on leave and existing cross-cover arrangements are not possible.

The post-holder will gain experience in General Adult Psychiatry, in particular in an inpatient setting but with opportunities to experience outpatient assessment and follow-up.

Other opportunities are for attending Mental Health Act Tribunals and undertaking psychotherapy training with the local Psychological Therapies Service.

Brief description / profile of Clinical Supervisor

Dr Elizabeth Venables is dually qualified in General Adult Psychiatry and Psychotherapy and has worked to consultant level in both capacities. She has been in post since November 2014.

The team (including staffing) / service description

The inpatient team comprises fully staffed ward including nursing staff from a variety of levels of seniority, allied health specialists, a varied ward timetable as organised by the Activities Co-ordinator and close links with the Occupational Therapy department which includes an in-house gym which staff are able to use.

Role of the Core Trainee (1-3) / Main Duties and Responsibilities

The post-holder will provide a clinical psychiatric service to female patients on Roman Ward and male patients on Lea ward unless there are outlying patients. When on duty they will cover the entire unit for half a day at a time. There is opportunity to attend the weekly multidisciplinary team meeting at the Barkantine Clinic as well as running a small outpatient clinic with new patients which can be followed up.

A GP attends the unit, but the CT will provide medical care as required on a day-to-day basis. There are good links with the Royal London Hospital, which is close by.

Any other specific characteristics of this job

CT1-3 Timetable

This is an example with special interest and non fixed sessions negotiable on commencing post.

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	9am - ward huddle 9:30-10:30 - supervision with consultant	9am - ward huddle 9:30 - 12:30 - Ward round	9am - CMHT huddle 9:30 - 10:30 - Team formulation/ Business meeting 10:30 - 12 - MDT meeting (referrals/ follow up)	9am - ward huddle 9 - 1 - Ward Duty Doctor	9am - ward huddle
PM	2 - 5 - ward work/ admin	2 - 5 Academic teaching	Mile End Academic afternoon First wednesday of the month - Barts Academic afternoon	2 - 5 Ward work/ admin	2 - 5 Ward work/ admin

Clinical Supervisor Timetable

This is an example with special interest and non fixed sessions negotiable on commencing post.

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	9am - ward huddle 9:30-10:30 - Consultant supervision 10:30 - 1 - Ward work	9am - ward huddle 9:30 - 12:30 - Ward round	9am - CMHT huddle 9:30 - 10:30 - Team formulation/ Business meeting 10:30 - 12 - MDT meeting (referrals/ follow up)	9am - CMHT huddle 9:45 - 10:45 - ST Supervision 11 - 2:30 - Admin/ home visits / emergency appointments	9am - CMHT huddle 9:30 - 1 - Follow up/ CPA clinic
PM	2 - 5 CPA/follow up clinic	12:30 - 2 - Management meetings 2 - 5 - Ward work/tribunals/ Admin	12:30 - 1:30 - GP meetings 1-2 - MAC first Wednesday of the month 2 - 3 - Third Wednesday of the month Balint Group for	2:30 - 5 - New patient clinic	1 - 5 Admin/ emergency appointments/ Tribunals /Management round if ST is on leave.

Chair: Marie Gabriel

Chief Executive: Dr Navina Evans

			STs 2 - 5 First Wednesday of the month Barts academic afternoon 2 - 3 - Ward CIG second wednesday of the month		
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Appendix 1: generic information

Induction

At the beginning of the placement you will take part in an induction programme. Induction will introduce you to the organisation if you have not worked at the Trust before. You will also be introduced to the workplace and informed of the requirements of the post, including the nature of your on call commitment. You also will have an educational induction with your trainer that will help you write your individual learning plan for the placement.

Clinical Supervision

As part of the post, weekly supervision will be offered. The consultants can be easily contacted at other times for advice either on the phone or email. When on-call and outside of normal working hours the on-call rota higher trainee and consultant can be contacted on the telephone via switchboard.

At the beginning of the post the trainer will determine the level of clinical supervision required; as a guideline, for core trainees who are new to psychiatry, it is mandatory for you to discuss all patient management decisions that you make, prior to their being enacted. The name of the clinical supervisor and the advice given must be clearly documented in the patient's clinical record.

Educational Supervision

You will have an educational supervisor who will oversee your educational needs and you will meet with them at intervals during your training.

Duties and opportunities

The duties of the post, performance criteria and the learning opportunities available are set out following the structure of the Psychiatry Specialty Curriculum as approved by the GMC 2013, based on the headings of the GMC's Good Medical Practice.

1. Providing a good standard of practice and care

• UNDERTAKE CLINICAL ASSESSMENT OF PATIENTS WITH MENTAL HEALTH PROBLEMS

You will see newly referred patients in the community and / or on psychiatric wards with a wide range of diagnoses. You will gain experience of assessing, formulating and managing patients under the supervision of your consultant supervisor. You will ensure timely discharge letters are sent to the appropriate professionals (e.g. GP). You will ensure that all patients under your care are fully assessed and that paperwork is completed in accordance with the service protocols. You will maintain accurate, legible, contemporaneous and useful clinical records for all patients in whose care you are involved. For patients on medication, regular mental state examinations should be conducted and any changes in medication and side effects documented in the RIO progress notes and communicated to the referrer and GP. All blood tests and results of investigations as well as physical health monitoring should be clearly documented in the relevant section of the notes.

Training in communication and interview skills as appropriate to the practice of psychiatry is available and will be tailored to the needs of the post holder.

2. Decisions about access to care

• USE THE RESULTS OF THE CLINICAL ASSESSMENT TO ENSURE EFFECTIVE PATIENT MANAGEMENT

Under the supervision of a clinical supervisor, you will prescribe pharmacological and psychosocial treatments for the patients that you are working with. You will refer them promptly to other professionals as directed by your clinical supervisors.

3. Treatment in emergencies

• MANAGE EMERGENCIES

You will see patients who require urgent psychiatric assessment both as part of your work within the team, and when you are on-call.

4. Maintaining good medical practice

• MAINTAIN AND USE SYSTEMS TO UPDATE KNOWLEDGE AND ITS APPLICATION TO ANY ASPECT OF YOUR PROFESSIONAL PRACTICE

During the placement you will follow the Psychiatry Specialty Curriculum and maintain an up-to-date learning portfolio that you will bring to meetings with the trainer when asked to do so. As a minimum, this will be at the beginning, mid-term and the end of the placement. You will be encouraged to participate in case presentations in the context of local academic afternoons and as part of the MDT working.

5. Maintaining performance

- **MONITOR AND MAINTAIN PROFESSIONAL PERFORMANCE**

You will participate fully in the workplace-based assessment programme of the Psychiatry Specialty Training Curriculum and will use the feedback that you receive from this process to inform your critical self-awareness. You will discuss items of assessment with your trainer. Quality improvement and audit projects can be undertaken during the six months under the direction of your trainer.

6 Teaching and training, appraising and assessing

- **PLAN, DELIVER, AND EVALUATE TEACHING AND LEARNING IN A VARIETY OF ENVIRONMENTS**

You will participate in the teaching of medical students attached to the service. This will include assisting the 'bedside' teaching of junior and senior students by helping identify and consent suitable patients for the students to see and by helping the students develop their clinical skills by giving them opportunities to present and discuss the patients they have seen. You may also have the opportunity to be involved in small group teaching and lecturing to clinical medical students under the supervision of senior colleagues.

- **ASSESS, APPRAISE AND EVALUATE LEARNING AND LEARNERS**

You will evaluate your own learning and progress, using self-assessment forms that you may retain in your learning portfolio. You will participate in the assessment of others, including clinical medical students and colleagues using multi-source feedback tools.

7. Relationships with patients

- **Conduct professional patient relationships**

Whenever possible, you will obtain informed consent from patients for whom you provide treatment. You will observe patient confidentiality at all times. When guided by your clinical supervisors, you should share information appropriately with colleagues. Whenever possible, and especially towards the end of the placement, you will inform your patients of the ending of your relationship with them in a timely manner.

8. Dealing with problems in professional practice

- **CONDUCT OR PERFORMANCE OF COLLEAGUES**

If you become aware of problems with the conduct or performance of a colleague, you must bring this to the attention of a senior colleague.

- **COMPLAINTS AND FORMAL INQUIRIES**

You must always cooperate fully with any complaints procedure or formal inquiry.

- **PROVIDING ASSISTANCE AT INQUIRIES AND INQUESTS**

You must always cooperate fully with any formal inquiry or inquest into a patient's death.

- **INDEMNITY INSURANCE**

You must ensure your NHS indemnity insurance is up to date.

9. Working with colleagues

- **CONTINUOUSLY PROMOTE VALUE BASED NON PREJUDICIAL PRACTICE**

You must maintain a legal, ethical and fair approach toward working with colleagues and respect diversity.

- **WORK EFFECTIVELY AS A MEMBER AND A LEADER OF MULTIDISCIPLINARY TEAM**
- **DEMONSTRATE APPROPRIATE LEADERSHIP**

During this placement you will be a full member of the multi-disciplinary team (MDT) and will attend its weekly ward round and/or equivalent community team meetings. You will discuss your experience of the MDT in meetings with your trainer.

- **COMMUNICATE EFFECTIVELY WITH OTHER HEALTHCARE PROFESSIONALS**

You will keep clear, accurate and contemporaneous clinical records. You will send discharge letters to general practitioners and other professionals involved in patient care in a timely manner.

- **APPROPRIATELY ASSUME, DELEGATE AND DEVOLVE RESPONSIBILITY**
- **ACCESS ADVICE, ASSISTANCE AND SECOND OPINION WHEN DELEGATING AND MAKING REFERRALS**

Your trainer and clinical supervisors will give you guidance as to the level of responsibility you should assume in individual clinical situations. If you are unsure, you must always obtain advice and assistance.

10. Maintaining probity

- **ENSURE THAT REPORTS, EVIDENCE AND DOCUMENTS YOU HAVE A RESPONSIBILITY FOR ARE COMPLETE, HONEST AND ACCURATE**

Your written reports will use the standard report format. Until instructed otherwise, all reports that you write must be checked by one of your clinical supervisors before being sent out. You will not provide any other written reports about patients, unless this has been sanctioned by your clinical supervisor.

- **PROPERLY MANAGE FINANCIAL AND COMMERCIAL DEALINGS**

You must report receiving any gift from patients with your trainer and you must not solicit any fee or payment from a patient or third party unless your trainer has sanctioned this. You will not meet with any representatives of the pharmaceutical industry during work time, unless this is at a postgraduate meeting that has been organised within ABPI Guidelines.

- **AVOID CONFLICTS OF INTEREST AND ADVISE OTHERS ON PREVENTING AND DEALING WITH CONFLICTS OF INTEREST**

Inform your trainer of any real or potential conflict of interest you may have.

11. Health

- **ENSURE THAT YOUR HEALTH AND THE HEALTH OF OTHERS DOES NOT PUT PATIENTS AT RISK**

You must always obtain advice and treatment for mental and physical health problems and must ensure that your health does not put patients at risk. You must comply with the Trust's occupational health policy.

