

**Job Description and Person Specification**

****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Post and Specialty** | **Specialist Grade Doctor in Community Paediatrics and Adoption Medical Advisor in Leicestershire County**  https://www.leicspart.nhs.uk/service/community-paediatric-service/  This post arises due to internal organisational changes | | | |
| **Royal College of Paediatrics approval details:** | *Job descriptions for Specialist Grade are not required to have Royal college approval* | | | |
| **DBS Level** | Enhanced DBS with Both Adults and Children’s Barred Lists | | | |
| **Base** | Pen Lloyd Building, County Hall, Leicester Road, Glenfield, Leicestershire, LE3 8RA | | | |
| **Contract** | Permanent | | | |
| **No. of Programmed Activities** | Total PAs: 8 | DCC:6 | | SPA:2 |
| **Accountable professionally to** | Medical Director | | | |
| **Accountable**  **operationally to** | Clinical Director for Families, Young People and Children’s services | | | |
| **Key Working Relationships and lines of responsibility** | Director | | Paul Williams | |
| Associate Medical Director for FYPCLD Service | | Dr Rohit Gumber | |
| Clinical Director | | Dr Subramanian Ganesan | |
| Head of Service | | Victoria Evans | |
| SAS Tutor | | Dr Sandeep Singh | |
| SAS Advocate | | Dr Jessi Kakani | |
| Responsible Officer | | Dr Bhanu Chadalavada | |
| Medical Director | | Dr Bhanu Chadalavada | |
| Chief Executive | | Angela Hillery | |

**1. Introduction**

LLR is rich in culture, heritage and leisure activities, from a vibrant multi -cultural city, to the market towns and rural settings and has a population of over 1 million.

Leicester is home to the state of the art Curve Theatre, as well as large and multi-cultural festivals. The City hosts an annual Pride Parade (Leicester Pride), a Caribbean Carnival, the largest Diwali celebrations outside of India and the largest comedy festival in the UK. The area features award-winning family attractions on your doorstep including Twycross Zoo, the National Space Centre, and Twinlakes Park. Discover Roman ruins, majestic castles and historic events, including the Battle of Bosworth re-enactment at Bosworth Battlefield; or visit the King Richard III visitor centre. Experience top high-street and designer shopping in Leicester or browse the markets in our market towns.

Our central location in the heart of the Midlands makes Leicester, Leicestershire and Rutland accessible from all directions. It takes just 62 minutes to come to Leicester on a fast, direct train from London



**Leicester**

**2. Trust Details**

We (Leicestershire Partnership NHS Trust) are an integrated mental health, community health and learning disability services provider for all ages. Our 6,500 staff and volunteers provide services through over 100 in-patient and community settings, as well as in people’s homes, across Leicester, Leicestershire and Rutland.

Our collective vision is to create high quality, compassionate care and wellbeing for all –

with quality and safety as our number one priority.

**Our strategy: Step up to Great**

Quality and safety for all is our number one priority. We have strengthened our vision and strategy, to make our direction of travel as clear as possible for everyone. This has been brought together using feedback from staff, service users and stakeholders to evolve our work so far into a clearer trust-wide strategy for all areas: Step Up to Great.

Through Step Up to Great we have identified key priority areas to focus on together. Our Step up to Great Mental Health plan for adult and older people’s services is one of these priority areas of transformation. It will be shaped by operational and clinical leaders, in collaboration with our staff, supported by the transformation team to ensure that we put these service improvements into practice over the coming few years. We are clear that by doing this it will help us achieve improvements in the quality and safety of our services. It is about making a real and sustainable difference for our patients and supporting our staff to deliver high standards of care every day.

LPT is also a teaching trust, conducting research and providing training and education for medical, psychology, nursing and therapy students. We work in partnership with a range of educational establishments such as University of Leicester, Demontfort University and Loughborough University to deliver effective pre and post-registration education and learning opportunities.



‘Our Chief Executive, Angela Hillery, has worked within the NHS for over 30 years and has held a variety of leadership positions during this time.  She has worked in the NHS for over 30 years, taking up the leadership of Northamptonshire Healthcare Foundation Trust (NHFT) since 2013 and becoming chief executive of LPT since 2019 as a combined role. NHFT and LPT entered into a Group arrangement in April 2021 following a successful buddy relationship.

In March 2023, Angela was named the top NHS CEO in the country by the Health Service Journal (HSJ), having been listed in the HSJ Top 50 for three years prior to this. In June 2023, Angela was awarded a CBE (Commander of the Order of the British Empire) in the first King’s birthday honours list – the highest-ranking Order of the British Empire award, other than a knighthood or damehood.

In 2018 and 2019 under Angela’s leadership, NHFT achieved an overall rating of ‘Outstanding’ from the CQC and also won the 2018 HSJ ‘Trust of the Year’ Award. LPT is committed to continuous improvement, sharing learning and adopting best practice.

As an employee of Leicestershire Partnership NHS Trust you can expect to receive an excellent benefits package, giving you access to a range of wellbeing opportunities and discounts on products and services. We have an occupational health service to support your health and wellbeing, staff physiotherapy service, confidential counselling service, mentoring for new Consultants, recognition awards for exceptional commitment and long service, corporate discounts for gym membership, health spa and much more.

**Our Leadership Behaviours: It starts with me**

Our leadership behaviours framework set the standards of expectation we aspire to in our daily work. Meeting these standards and developing the capability to exceed them, will not only ensure that we continue to improve and respond flexibly to changing needs as an organisation, but will also help our staff to fulfil their potential, both in terms of personal achievement and career advancement.

The behaviours we expect to see at LPT are:



See Appendix 1 for further information.

**3. Details of the service and team**

This Specialist Grade post is developed as part of the 2021 Specialist Grade contract. The post holder will be based at County Hall (office base)

The post is for a Specialist Doctor Community Paediatrician (8 PA) working for the Division of Families, Young People and Children’s services.

We would welcome Speciality/Specialist grade Paediatricians with experience in Adoption related work, general and developmental paediatrics, assessment, and management of neurodevelopmental disorders like Autistic Spectrum Disorder and ADHD, paediatric Neurodisability and Safeguarding medical examinations. Opportunities to develop specific management roles will be accommodated based on the clinical experience of the candidate.

The post holder will join otherCommunity PaediatricConsultants, Associate Specialists, Specialist/Specialty Doctors and Specialist Speech and Language Therapists, Psychologists and Neurodevelopmental Nurses in the expanding work of locality-based community paediatric teams. The duties will require clinical leadership for aspects of child-care in a range of venues*.*

The Community paediatricians operate a daytime rota for Safeguarding medical examinations (physical and neglect). This is applicable Mon- Fri each week, excluding bank holidays.

The post will support the community based paediatric services in Leicester, Leicestershire and Rutland. The administrative base for this post is at County Hall, with clinical activity being carried out at various localities in Leicestershire. Office accommodation and administrative support will be provided for the post holder.

**4. Clinical Duties**

This role is a Job-sharing role with other Community Paediatricians in the County for the Adoption work. The post holder will be doing a community paediatric clinic each week to maintain their competencies and to support the ever-increasing Neurodevelopmental work. There is no on call requirement at night, although the post holder will participate in a daytime on call safeguarding rota to deliver child protection medical examinations (Once a month). The strategic and clinical input for the Adoption Medical role will be supported by our Designated and Named doctor for Looked after Children. The post holder will be line managed by the Clinical Director/Associate Clinical Director in Community Paediatrics.

The post holder is required to have clinical experience in Community Paediatrics and have undergone either higher professional training in paediatrics or equivalent that demonstrates appropriate competencies for the role. They should have relevant experience in the clinical management of children including those with neuro-developmental, emotional, behavioural and attachment difficulties, child protection, and adult health issues pertinent to parenting. For Adoption medical advisers, it is important that they keep up to date with community paediatric practice.

**Adoption Medical Advisor role:**

**A. Health Assessment:** The post holder will undertake Health Assessments for the children and young people as part of the role of the Medical Advisor for Adoption and is to take a strategic and professional lead on all aspects of the Health Service’s contribution in Leicestershire County, providing support to all providers and linking directly with Local Authority. It is essential that the applicant has substantial clinical experience of the health needs of looked after children and ideally should have experience of working as a medical adviser to an adoption agency. They should have the ability to work in a multi-agency setting and have relevant knowledge of health and developmental issues of children adopted from abroad, if providing intercountry adoption services. They should have comprehensive knowledge of medico-legal issues relating to looked after children and the law applying to children in the court process. The post holder is expected to attend Operational Management Peer Support Groups and Supervision Groups.

**B. Other Clinical roles:** The medical adviser should provide a written report to the agency on the health of prospective adopters, which will include interpretation of health and lifestyle information provided by the applicant and their GP. It may be necessary to liaise, with consent, with specialists about details of health problems identified.

**C. Adoption Panel responsibilities:** Medical adviser to the adoption panel is a full panel member. She/he has a responsibility to take part in panel consideration of cases and to contribute to the panel recommendation. Responsibilities of all panel members include attending a locally agreed percentage of all panels, attending panel training, and having an annual appraisal as a panel member. The medical adviser should work in partnership with the adoption agency to ensure that the written summary health report on the child and adult will be available to the agency in time to allow circulation to panel members in advance.

**D. Training and personal development:** They should work closely with the local safeguarding and looked after health professionals to ensure delivery of high-quality clinical services through monitoring and audit. They should maintain contact and work closely with local paediatricians, child and adolescent mental health services, primary care, and other relevant health professionals and specialists. In this specialist post, it is essential to maintain contact with other medical advisers regionally and nationally. The medical adviser should attend continuing professional development (CPD) activities to maintain competencies in the area.

**Paediatric Community Clinical Work:**

As an experienced clinician to work autonomously to a level of defined competencies, as agreed within local clinical governance frameworks and be responsible for patients in their areas of practice. Clinics are held regularly in a variety of venues throughout the health district, within the inner city and in the rural community hospitals. The Specialist Doctors will be working closely with staff from Children’s Therapy and Children’s Nursing Services, the CAMHS teams, the staff of Children & Young People’s Education Service(s). Investigative facilities exist locally and access to a full range of investigative facilities exists at the acute hospitals where admitting rights are available. Each Paediatrician has responsibility as a lead professional in a specific area and liaises closely with the managers across the Division. It is expected that the successful candidate will contribute to the clinical and managerial resources of the community paediatrics, there is flexibility in the type of special interest the successful applicant will bring to or develop within the post. Active participation in clinical research, audit and continuing professional development will be encouraged. The post holder will participate in training, teaching, and supervision, as applicable. The post holder will participate in the Appraisal process and fulfil professional requirements for Continuous Professional Development (CPD).

**Safeguarding Service:**

Consultants/Specialist/Speciality Doctors are part of daily on call Safeguarding Medical rota (1PM to 5PM). Within office hours, the post holder contributes to providing a service in the assessment of children with concerns about physical abuse and neglect. The exact nature of contribution will be determined by the manager and the post holder.

1. **Job Plan and Timetable**

The precise configuration of activities and duties will need to be negotiated between the post holder and the Clinical Director.

Provisional assessment of Programmed Activities (PA’s) in Job Plan:

Direct Clinical Care:

Adoption Medical Role 3 PA’s

Outpatient Clinics (1 PA) + Clinical admin (1 PA) 3 PA’s Safeguarding on call (0.5PA) + MDT (0.5PA) Supporting Professional Activities:

CPD, administration, research and medical audit

Peer Support and Supervision

Undergraduate and Trainees teaching 2 PA’s.

**Total 8 PA’s**

The following specimen timetable illustrates as an **example** how the Specialist Doctor timetable may be arranged within the current framework (subject to negotiation) for a week.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Day** | **Time** | **Location** | **Work** | **Category** | **No. of PAs** |
| **Monday** | AM | Venue TBC | Community paediatric clinic weekly | DCC | 1 |
| PM |  | Clinic admin- dictation, MDT liaison, report checks | DCC | 1 |
| **Tuesday** | AM | Venue TBC/Flexible | Adoption clinic weekly | DCC | 1 |
| PM |  | Adoption work clinic admin | DCC | 1 |
| **Wednesday** | AM | Venue TBC/ Flexible | Adoption work | DCC | 1 |
| PM | Prince Philip house/Flexible | Safeguarding on call  MDT | DCC | 0.5  0.5 |
| **Friday** | AM | County Hall | SG peer review meeting  Professional/Business meeting | SPA | 1 |
| PM | County Hall | Departmental teaching  Audits, research, QIP | SPA | 1 |
| **Total PAs** | Direct clinical care | | | | 6 |
| Supporting professional activities | | | | 2 |

A formal job plan will be agreed between the appointee and the Clinical/Associate Clinical Director three months after the commencement date of the post holder. The job plan will then be reviewed annually, following the Appraisal meeting or more frequently when there are changes regarding the pre-agreed workload. The job plan will be a prospective agreement that sets out Specialist Doctor’s duties, responsibilities, and objectives for the forthcoming year. The appointee to the post will be supported in arranging an appropriate and suitable mentor.

**6. Management Arrangements**

The post holder will be part of the Families, Young People and Children’s Services Directorate. The post holder will be line managed by Clinical/Associate Clinical Director, but professionally accountable to the Medical Director, who acts as the professional link between the post holder and the Trust Board. The Medical Director is responsible for professional performance as implicit in the Medical (Professional Performance) Act 1995.

* There are no formal management or leadership responsibilities attached to this role, but the Trust is keen that the Doctors are supported to take on additional key roles and become involved within LPT, dependent on interests and skills.
* The post holder will be required to work with other Consultant/Specialist/Speciality colleagues to arrange prospective cover during periods of planned absence, including reciprocal cover duties.
* The post holder is expected to be actively involved with clinical governance within the service and Trust.
* The post holder will participate in service evaluation and information gathering exercises designed to gain a better understanding of the functioning of the service in order to monitor performance and underpin future service development.

**7. Secretarial support and office facilities**

There will be dedicated secretarial/administrative support for the medical team (consultant / Specialty Doctors / junior medical staff) supported by a team administrative structure.

The post holder will have access to designated private office space which will be equipped with appropriate information and communications technology to include access to Trust clinical systems. The post holder will be provided with a personal computer and/or laptop and mobile telephone.

Support will be provided for any mobile working as appropriate with technical support provided by the Leicestershire Health Informatics Service.

**8. Education – Teaching and Training**

Leicestershire Partnership NHS Trust is a teaching organisation. The Director of Medical Education is Dr Sri Suribhatla and the SAS Tutor is Dr Sandeep Singh. The Trust has a dedicated Education Centre near to the Bradgate Mental Health Unit on the Glenfield Hospital site.

There are plenty of opportunities for candidates interested in undergraduate or postgraduate teaching. There are also opportunities for the successful candidate to contribute to the education of students in other professions. There is an active postgraduate training programme in place for trainees.

All members of medical staff are actively encouraged to take advantage of the Postgraduate Training programme. The Trust employs three Consultants as Core Educational Tutors.

There are libraries at each of the hospitals and teaching facilities and a Teaching and Staff Development Centre on the Glenfield Hospital site for multi-disciplinary use. There are journal clubs, regular audit meetings and an Open Programme as part of the Postgraduate teaching.

**9. Continuous Professional Development (CPD)**

Newly recruited Specialist Doctors will attend the mandatory Trust induction and be provided with a local induction within the Service. The Trust encourages new specialist doctors to work with a mentor and will support this.

It is expected that the post holder will become a member of a PDP support/supervision group, and will take part in appraisal, and be in good standing for CPD with the Royal College of Paediatrics. The post holder will have access to study leave, and funding for appropriate courses, as agreed by the Trusts’ Study Leave Committee.

Each Specialist Doctor will have access to funds within the medical educational and professional leave budget and there is an allowance of 30 days over a three year period to support CPD. However, the length of leave taken at a stretch should be agreed by the Clinical Director based on service development needs, demand and capacity The Trust study leave fund and policy is managed by the Medical CPD Committee to include Consultant reps from each service area and Specialist Doctor reps.

**10. Research and Clinical Audit**

LPT considers research to be core business for the organisation, and is committed to providing opportunities to both develop, host and collaborate in high quality research as a key driver in improving patient care and outcomes and to help us “Step Up To Great”. The Trust is a “Category A” partner organisation of the NIHR Clinical Research Network, and as such, is obligated to support NIHR Portfolio research where the capacity exists to do so. This often means working with national and international partners as Sponsors, with funding from both commercial and non-commercial agencies. The Trust is also actively participating in the NIHR East Midlands Applied Research Collaborative (ARC), and the NIHR Academic Health Sciences Network (AHSN) as well as local initiatives such as the Leicestershire Academic Health Partnership (LAHP), and the Leicester Centre for Mental Health Research (LCMHR). The expectation is that staff from all disciplines will engage with research at some level, and these partnerships enable us to facilitate such opportunities.

Since the establishment of the research delivery team in 2008, we have enabled over 11,000 participants to take part in these major, portfolio studies. The delivery team and R&D Office are co-located at Swithland House, which has facilities such as interview/meeting rooms, a clinic room, a developing small laboratory space with access to -80 Freezers, centrifuge, ECG etc. The R&D Office and staff support the development of grant applications (in alliance with the NIHR Research Design Service), research training, guidance through research regulation and so on. We encourage research across all clinical and non-clinical settings and disciplines.

The Trust is keen to see the development of further research “beacons” or centres of excellence, to build upon a track record of work in Huntington’s Disease, Dementia, Eating Disorders, CAMHS, Intellectual Disability and so on.

Research and development is explicitly supported in the Trust objectives and clinical strategy.  The Medical Director is the executive lead for research.   The Trust has strong links with all the regional universities (Leicester, De Montfort and Loughborough) and proactively supports Clinical Academic Career pathway developments for all professional groups.  There is a monthly LPT wide research forum, regular themed research workshops to encourage and support clinical research and regular communications of research opportunities.

**11. Quality Improvement in LPT**

Quality Improvement (QI) is a key ‘Step Up To Great’ element within LPT and we are committed to being at the forefront of QI nationally. To do this we need engaged advocates of QI within every level of our staff.

Our six key principles in QI are: one shared approach; improving knowledge and skills; working in partnership; strengthening continuous improvement; sharing good practice; and data for measurement.

Besides the Improvement Knowledge Hub (IKH) Core Team (including an Expert by Experience), we have a wider community of Advisors and Champions drawn from specialties and areas across the Trust; and Sponsors who are from Trust Board level, and who include our Medical Director and Chief Nurse.

We are developing knowledge and skills across the Trust: we have established learning sessions, with a graduated approach from our ‘Quality Improvement in a Box’ series (of interest to all within the Trust), to our annually funded place on the University of Leicester’s Masters in Quality and Safety in Healthcare.

All potential projects, whatever their methodology, are brought to our weekly IKH Design Huddle, where they are considered by a team of Advisors, including representation from R&D, Patient Involvement, and Governance. In this way, we seek to enhance prior to commencement by signposting to further interested individuals, supporting with resource, and underpinning with online platforms and data collection tools. Once established in this way, projects are encouraged throughout their implementation journey, with a view to publication.

Working with colleagues across LLR we run an annual conference and one-off Masterclasses with international speakers. We encourage the sharing of good practice at these events, and the presentation of locally grown QI projects.

We have strong links with colleagues from the University of Leicester and the Masters course, and we encourage students on placements in all disciplines to consider undertaking and participating in QI projects of interest.

**12. Appraisal and Revalidation**

All Specialist Doctors will maintain appropriate records such that the General Medical Council will grant successful revalidation of fitness to practice at the appropriate time. All Specialty Doctors are expected to participate in annual appraisal and to undertake a 360° appraisal on a five yearly cycle.

The Trust has a large number of trained appraisers and the Associate Medical Director for Medical Governance, Dr Saquib Muhammad is the Trust appraisal and revalidation lead. The Responsible Officer is the Medical Director.

Education roles are to be included in the annual NHS appraisal

**13. Health and Safety**

It is the duty of all employees of the Trust to ensure that a safe working environment and safe working practices are maintained at all times. Any specific duties you are required to fulfil as part of the job you are employed to undertake will be detailed as part of your job description. All employees must comply with the duties imposed on them by the Health and Safety at Work Act 1974, i.e.

* To take responsibility for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
* To co-operate with their employer as far as is necessary to meet the requirement of the legislation.
* Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety or welfare

These duties apply to all staff whenever and wherever they are engaged on Trust business

**14. Terms and Conditions of Service**

The post is covered by the Terms and Conditions of Service for Specialist Doctors (England) 2021 as amended from time to time. The following is a summary of the main terms and conditions together with the benefits of joining Leicestershire Partnership NHS Trust.

**Salary:** The salary scale from 1 April 2024 is the nationally agreed (2021 contract) Specialist Doctor scale of £96,990 to £107,155 per annum, pro rata for part time posts.

**Annual Leave:** Specialist Doctors who have completed two years service in the grade or equivalent grade will be entitlement to 32 days per annum for whole time increasing to 33 days on completion of 7 years’ in the grade. In addition there is entitlement to 8 Public/Bank Holidays. For specialist doctors contracted to work less than 10 PAs per week, annual leave, including Public/Bank Holidays will be calculated pro rata.

Specialist Doctors are expected to provide cover for colleagues for leave and other authorised absences from duty upon a mutually agreed basis.

**Work Life Balance:** The Trust is committed to ensuring that staff are able to achieve a balance between the demands of work and their domestic, personal and family circumstances. We have a range of policies to support this including flexible working, special and compassionate leave, agile working and career breaks.

**Well-being:** Health and well-being support is available to all LPT staff in a variety of forums and formats. Health and well-being activities take place throughout the year with focus on different areas – alcohol awareness, health eating, psychological well-being, menopause, anti-bullying, looking after our carers, social well-being etc. The post holder will have access to the Leicester based occupational health department and may self-refer or be referred through their manager. The post holder will also have access to free counselling services and a staff musculoskeletal physiotherapy service. Information will be provided at induction and regularly when in post.

**Sickness Absence:** The Trust has in place an Attendance Management Policy. Specialist Doctors that are absent from work due to sickness will be entitled to sick pay in accordance with Schedule 18 of the Terms and Conditions of Service.

**Relocation Expenses:** The post holder will be required to maintain his/her private residence in contact with the public telephone service and to reside within a distance of 40 minutes or within 25 miles by road from their base unless prior specific approval for a greater distance is given by the Trust. A removal expenses package may be payable to the successful candidate.

**Travelling Expenses:** The post holder must be able to undertake local travel to fulfil the duties of the post and must be able to fulfil on call responsibilities. Travelling, subsistence and other expenses incurred through work will be reimbursed in accordance with Schedule 21 of the Terms and Conditions of Service. Expenses do not form part of Specialist Doctors pay and are not pensionable.

**Registration:** The Trust requires the Specialist Doctor to have and maintain full registration with the General Medical Council and advises medical staff to continue membership of a Medical Defence Organisation or private insurance scheme.

**Rehabilitation of Offenders Act:** The post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order Act 1974. Applicants are therefore not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act and 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 considered only in relation to an application for positions to which the Order applies. The appointment will also be subject to completion of a satisfactory health screen.

**Policies and Procedures**

All staff should comply with the Trust’s Policies and Procedures. It is the employee’s responsibility to ensure that they are aware of the relevant Policies and Procedures for their area of work. Key Policies and Procedures will be explained as part of local induction arrangements

**Safeguarding Children and Adults**

The Trust takes the issues of Safeguarding Children and Adults, and addressing domestic violence very seriously. All employees have a responsibility to support the Trust in its duties by adhering to all relevant national and local policies, procedures, practice guidance and professional codes; promptly reporting any concerns to the appropriate authority in line with safeguarding policy and guidance; attending mandatory training on Safeguarding children and adults; being familiar with individual and the Trust’s requirements under relevant legislation.

**Mental Capacity Act**

All clinical staff will be aware of their responsibilities under the Mental capacity Act and will ensure that assessment for Deprivation of Liberty Safeguards is in place for any patient that is deemed to lack capacity to consent to their care and treatment.

**Making Every Contact Count**

All staff are positively encouraged to contribute to improving health for themselves, their patients, service users and colleagues. This happens when, in everyday contact, the opportunity is taken to raise the subject of choosing better health by stopping smoking, reducing alcohol intake, eating more healthily and becoming more active. The Trust’s Making Every Contact Count programme has further information

**Data Protection**

In line with national legislation, and the Trust’s policies, you must process all personal data fairly and lawfully, for the specific purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.

The post holder must be familiar with and comply with the all Trust Policies on Data Protection, Confidentiality and Information Security and requests for personal information.

The post holder must be familiar with and comply with the General Data Protection Regulations 2018 and the Data Protection Act 2018.

Personal Data must be:

* Processed fairly and lawfully
* Processed for specified purposes
* Adequate, relevant and not excessive
* Accurate and kept up-to-date
* Not kept for longer than necessary
* Processed in accordance with the rights of data subjects
* Protected by appropriate security
* Not transferred outside the EEA without adequate protection

|  |
| --- |
| **Confidentiality**  The Trust attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, personal data and other data held and processed by the Trust.  All data should be treated as confidential and should only be disclosed on a need-to-know basis.    Some data may be especially sensitive and is the subject of a specific organisation policy, including information relating to the diagnosis, treatment and/or care of patients and service users, as well as individual staff records.  Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data.  In addition, staff must not access personal information unless authorised to do so as part of their role.  Due to the importance that the organisation attaches to confidentiality, disciplinary action will be considered for any breach of confidentiality.  All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.  With the increased use of information technology and e-communications, staff should also be aware that safe guards are in place to protect the privacy of individuals when using these mechanism, both inside and outside of work. This includes the use of social media i.e. Facebook, Twitter, Snapchat etc. Where privacy is breached disciplinary action will be considered.  All employees should be mindful of the seven Caldicott principles when dealing with person identifiable information.   1. Justify the purposes of using confidential information 2. Only use it when absolutely necessary 3. Use the minimum that is required 4. Access should be on a strict need to know basis 5. Everyone must understand his or her responsibilities 6. Understand and comply with the law 7. The duty to share information can be as important as the duty to protect patient confidentiality   If there is any doubt whether or not someone has legitimate access to information, always check before you disclose. |
| **Equality, Diversity and Inclusion**  We aim to design and provide services and employment practices that meet the diverse needs of our service users and staff, ensuring that none are placed at a disadvantage over others. You will be expected to take into account the provisions of the Equality Act 2010 to advancing equal opportunity. You must to act in your role to ensure that no one receives less favourable treatment due to their protected characteristics i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) or sexual orientation.  In carrying out its functions, you must have due regard to the different needs of different protected equality groups in their area. |
| **Infection Control**  All employees have a responsibility to protect from infection themselves and other people, whether they be patients, other staff or visitors, as well as making all reasonable effort to reduce or prevent the risk of infection in their working environment. All staff have a duty to make themselves familiar with and comply with Infection Prevention and Control Policies and Procedures, carry out duties required by legislation such as the Health and social care Act 2008 (updated 2015) (and subsequent legislation), and to attend mandatory training relating to infection prevention and control. |
| **Counter Fraud**  Staff are expected to report any incidences of potential fraud to the Counter Fraud Helpline on 0800 028 40 60. |

**Smoking at Work**

The Trust has a “Smoke Free Policy”, which applies to:

* All persons present in or on any of the Trust grounds and premises
* All persons travelling in Trust owned vehicles (including lease cars) whilst on official business.
* Privately owned vehicles parked on Trust grounds or when transporting Service Users, Visitors on official Trust business.
* When wearing an NHS uniform.

The post holder may be required to work at any of the other sites within LPT subject to consultation. LPT has to continually modify and improve its service. This will inevitably mean that modification of structures and thus job descriptions may prove necessary. The post holder will be expected to co-operate with changes, which the Chief Executive may wish to introduce, subject to consultation.

**15. Visiting Arrangements**

Candidates are actively encouraged to discuss the post or arrange to visit the Service by contacting the following in the first instance.

Clinical Director: Dr Ganesan on email subramanian.ganesan@nhs.net

Reema Chauhan, CD Role Secretary – 0116 295 6729 reema.chauhan@nhs.net

**APPENDIX 1**

|  |  |
| --- | --- |
|  |  |

**LPT’s Behaviour Framework**

|  |  |
| --- | --- |
|  | **Valuing one another**  We communicate with kindness and respect, valuing everyone’s contribution. |
|  | **Recognising and valuing people’s differences**  We respect everyone equally by helping to create a community that demonstrates unconditional positive attitudes, where people feel they belong, are valued, empowered and proud to work at LPT |
|  | **Working together**  We are supportive, appreciative and encouraging of each other, enabling a positive team spirit which gives the best outcomes for colleagues and patients. |
|  | **Taking personal responsibility**  We give out best at work to deliver the highest standard. |
|  | **Always learning and improving**  We embrace change and actively seek opportunities to keep improving. |

**APPENDIX 2**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | ***Detailed Breakdown of our Services***  **Adult Mental Health and Mental Health Services for Older People**   |  | | --- | | Inpatient Wards | | Belvoir Psychiatric ICU | | Crisis Resolution and Home Treatment Team | | Chronic Fatigue | | Deliberate self-harm | | General liaison psychiatry | | Day care and ECT | | Assertive Outreach | | Multi Agency Public Protection Arrangements (MAPPA) | | Forensic Services | | Huntingdon Disease | | Complex Inpatient Services | | Community Mental Health Teams | | Psychosis Intervention and Early Recovery | | Mental Health Services for Older People (MHSOP)  Community services and Inpatient Wards | | | | |  |  | |  | |  | |  | |  | |  | |  |  | |  | |  | |  | |  | | **Community Health Services**   |  | | --- | | Care Home Project | | Community Matrons | | District Nursing | | Intermediate Care & Community Hospital Beds at:  Loughborough Hospital  Coalville Hospital  St Luke’s Hospital  Fielding Palmer Hospital  Melton Hospital  Rutland Hospital  Hinckley Hospital | | Podiatry | | City Rapid Intervention Team | | Community Physiotherapy  Occupational Therapy | | Single Point of Access | | Specialist Nursing in Cardiac and Respiratory | | Community Health Volunteer Scheme | | Intensive Community Assessment & Treatment Service | | Younger Persons’ Memory Service | | | | |  |  | |  | |  | |  | |  |  | |  |  |  | |  |  |  |   APPENDIX 2 |  |

**Families, Young People and Children**

|  |
| --- |
| Children’s Occupational Therapy |
| Children’s Physiotherapy |
| Speech and Language Therapy |
| Diana Children’s Services |
| Health Visiting |
| School Nursing |
| Dietetics |
| Public Health |
| Stop! Smoking Cessation |
| CAMHS Community Outpatients |
| CAMHS Inpatient |
| CAMHS Daycare |
| CAMHS Learning Disabilities |
| Eating Disorders |
| Intellectual Disabilities – Inpatient Services:  The Agnes Unit (Assessment & Treatment)  Short Breaks |
| Intellectual Disabilities – Community Services:  The Outreach Team  South and East Community Learning Disability Team  City Community Learning Disability Team  North and West Community Learning Disability Team  Primary Healthcare Facilitation Nursing Team |