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| Job Title:              | Psychiatrist          |
| Reports to (job title): | Head of Mental Health |
| Line Manager to:        |                       |

## Job purpose

The Head of Mental Health will provide high quality care and treatment to patients with both stable and acute mental health needs in a prison setting. This role works as part of a team delivering care to patients both within the Healthcare Centres and on the Wings / House blocks within the prison environment as well as establishing and maintaining relationships with staff at all levels, customers and other key stakeholders.

The Mental Health Psychiatrist will support in the development of the healthcare service and the healthcare staff.

The role will involve integrated working with all areas within the Prison and other services.

## Base

HMP Chelmsford

## Key responsibilities

- **Medical Assessment and Clinical Care:** Conduct medical assessments and provide excellent clinical care, assessment, and treatment to patients on the caseload onsite.
- **Case Formulation:** Formulate complex cases involving both medical and psychiatric needs.
- **Strategic Participation and Leadership:** Actively participate in shaping the strategic direction of the mental health service, lead senior mental health clinicians in service development, and provide clinical supervision.
- **Multi-Disciplinary Team (MDT) Collaboration:** Work within the MDT to review referrals, determine appropriate treatment plans, conduct risk assessments, and engage in complex case reviews.
- **MDT Meetings:** Attend clinical MDT meetings and participate in discussions regarding high-risk patients.

- **Treatment Setting Discussions:** Engage in multidisciplinary discussions to determine the most appropriate treatment settings for patients.
- **Guideline Implementation:** Implement clinical guidelines and best practices.
- **Prescribing and Medication Management:** Prescribe medications beyond the usual psychiatric formulary and appropriately monitor medications in line with NICE guidelines.
- **Service Values Promotion:** Promote key service values including evidence-based treatment, collaborative teamwork, coordinated care, and efficient risk management.
- **Clinical Performance Oversight:** Collaborate with clinical and operational colleagues to oversee and improve the team's clinical performance.
- **Service Development:** Work closely with clinical and managerial leaders to improve and develop mental health services.

The tasks and responsibilities shown above are not exhaustive but should merely be regarded as a guide. The jobholder will be expected to conduct any reasonable activities according to the business needs at that time. These will be subject to periodic review and may be amended to meet the changing needs of the service. The job holder will be expected to participate in this process and the company would aim to reach agreement to changes.

## Outline of Provisional Job Schedule:

40 hours per week

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

### Care

- Inspire
- Understand

### Think

- Challenge
- Improve

### Do

- Accountability
- Involve

- Communicate

- Learn

- Resilience

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice, NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that

clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities 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 environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

### **Nursing or registered healthcare professionals**

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

### **Skilled non-registered staff**

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

### Essential

- Registered professional with current registration (GMC)
- Specialist Registration in either General Adult or Forensic Psychiatry
- Approved under section 12 (2) of the MHS 1983
- Understanding of the complexities of multi-disciplinary and multi-agency working
- Up to date knowledge in the adult psychiatry and PD
- Awareness of current issues in mental health service provision, policy and legislation
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### Desirable

- Excellent communication and inter-personal skills
- Ability to build and develop relationships
- Strong leadership and management skills
- Strong customer service skills
- Must be confident and capable of autonomous practice
- Work to deadlines

Employee signature

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Manager signature

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