

Job Title:	Consultant Psychiatrist in Adult ADHD
Reports to (job title):	Medical Lead / Clinical Director
Line Manager to:	

## Job purpose

To deliver expert clinical care within the Adult ADHD service, supporting the assessment, diagnosis, and ongoing treatment of adults with ADHD and associated mental health presentations. The Consultant Psychiatrist will contribute to the delivery of a high-quality, patient-centred service that supports individuals through tailored interventions and close collaboration with a multi-disciplinary team (MDT). This role also includes contributing to clinical leadership, service development, education, supervision, and quality improvement.

## Base

### This post is responsible for

#### Clinical Duties:

- Provide expert psychiatric assessments to establish accurate diagnoses of ADHD and other co-existing mental health conditions.
- Formulate and implement treatment plans, including pharmacological and psychosocial approaches, in collaboration with patients, families, and MDT members.
- Monitor and manage medication, including titration and reviewing adverse effects, ensuring alignment with NICE guidelines.
- Offer timely psychiatric advice and support to GPs, community teams, and other professionals regarding diagnosis and treatment planning.
- Contribute to the safe discharge planning and transition of care for patients moving between services.

#### Leadership and Supervision:

- Act as the clinical lead for the service, guiding strategy, clinical decision-making, and continuous improvement.
- Supervise and support junior medical staff, including GpWers and pharmacists
- Provide mentorship and support to nursing and allied health professionals where appropriate.

#### Teaching, Training, and Research:

- Deliver teaching to junior doctors, students, and MDT colleagues on ADHD and related mental health topics.
- Support postgraduate training through educational supervision, clinical placements, and CPD activities.
- Encourage and participate in relevant research activities, including local and national trials linked to neurodevelopmental disorders.

## Quality Improvement and Governance:

- Participate in service evaluation and audit to inform evidence-based practice and enhance patient safety.
- Contribute to the development and implementation of clinical policies and procedures within the service.
- Attend and contribute to regular clinical governance meetings, safeguarding forums, and risk management discussions.
- Lead or contribute to Quality Improvement (QI) initiatives to strengthen service outcomes and operational efficiency.

## Administrative Duties:

- Ensure timely and accurate clinical documentation, including assessment reports, care plans, and correspondence with stakeholders.
- Participate in job planning, annual appraisal, and revalidation activities in line with Trust and GMC standards.
- Engage with clinical management meetings and maintain regular communication with leadership teams

## Working Conditions

- The post is based
- Flexible working arrangements may be considered in line with service delivery.

## Proposed Job Plan

The postholder will work flexibly across settings in response to the evolving needs of the Adult ADHD Service which is part of an all age needs led pathway. Support and supervision will be tailored based on experience, clinical responsibilities, and service priorities.

## Outline of Provisional Job Schedule

The role includes a balance of direct patient-facing time—primarily through outpatient and remote consultations—alongside responsibilities for clinical documentation, MDT participation, supervision, and ongoing professional development. The detailed schedule will be regularly reviewed in collaboration with the line manager to reflect service demands and clinical input.

## 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
- Communicate

## Think

- Challenge
- Improve
- Learn

## Do

- Accountability
- Involve
- 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.



# Job Description



## Personal Specification

### Essential

- Full registration with the General Medical Council and eligibility for inclusion on the Specialist Register in General Adult Psychiatry.
- CCT (or within 6 months) in General Adult Psychiatry.
- Significant clinical experience with neurodevelopmental disorders, particularly ADHD in adult populations.
- Proven ability to lead and work within multidisciplinary teams.
- Excellent written and verbal communication skills.
- Demonstrated commitment to patient-centred care, equality, and respect.
- Track record of CPD participation and a strong reflective practice.

### Desirable:

- Accredited educational supervisor or experience supervising trainees.
- Research experience or publications related to ADHD or mental health.
- Postgraduate qualification in psychiatry, teaching, or leadership.
- Experience in service transformation or innovation.

Employee signature

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Manager signature

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