

Job Description

Job Title	Specialty Doctor in Rehab Psychiatry and Neuro Rehabilitation Medicine	
Reporting to	Medical Director	
Location	The Priory Highbank Centre	Date 18/04/2018

Summary

Safety and quality is at the heart of everything we do for our patients at The Priory Highbank Centre. We strive at all times to provide care in the least restrictive manner, to maximise our patients' independence, to empower and involve our patients and their carers in their care, and to maintain the highest standards of dignity and respect for our patients and their carers. The Specialty Doctor is part a multidisciplinary team that aspires to provide excellent bespoke care to enable our patients to fulfil their recovery goals and work towards discharge. The Specialty Doctor is responsible for the day-to-day medical care of patients in their allocated caseload, working under the supervision of their allocated consultant, and within the multidisciplinary team. The Specialty Doctor has a key role in a team that provides evidence-based treatment, and which always puts the patient at the centre.

Key Duties

1. The post is ward-based. Under the supervision of the Consultant, the post-holder has responsibility for the day-to-day medical care of the patients on the ward.
2. The post-holder reports to their allocated Consultant for clinical matters, and to the Medical Director for line management and matters relating to professional development. Whilst autonomy in clinical decision-making is encouraged, the post-holder is expected to recognise the limits of their expertise and competence, and to consult with the supervising consultant and other members of the MDT as appropriate. The post-holder is expected to have formal supervision with their Consultant at a frequency compatible with Priory policy. For annual leave or study leave requests, and for attendance management, the post-holder will report to the Medical Director.
3. Working hours are 09.00 to 17.00. It is expected that the post-holder will display flexibility around working hours if matters of clinical safety require this.

4. Daily duties include:

- Attending the ward at 09.00 to meet with the Nurse in Charge or Ward Manager for a handover and for the purpose of establishing clinical tasks required on that day.
- Reviewing, with the Nurse in Charge, any patients who are on high levels of observations, and documenting this on the records.
- Reviewing promptly any patients whose medical status is of concern to the nursing team, and documenting that review, alongside any actions taken, in the medical record.
- Ensuring that physical health assessments are completed and documented consistent with Priory policies and that all patients who require further medical care are referred to a GP or specialist medical service as appropriate
- Making entries in CareNotes or other Patient Records in use detailing all patient contacts, blood test results, ECG results, referrals to GP or medical specialist care, and any third party communications. This should be completed on the same day of occurrence.
- Chasing and checking any investigation results (and addressing any issues) and recording in the records.

5. Other routine duties include:

- Initial clerking, risk assessment, mental state, capacity assessment, and physical examination of new admissions, which is documented in the appropriate format on the patient record.
- Contacting other agencies to gather necessary clinical information in order to prepare a comprehensive history for each patient. This may require contact with patients' GPs and requesting a summary of their GP records.
- Regularly reviewing and documenting the mental state and progress of each patient at a frequency appropriate to their needs and at a minimum frequency of weekly.
- Conducting physical examinations and referring to appropriate specialist services in consultation with the supervising Consultant and GP (where relevant)
- Arranging physical investigations, including blood tests
- Reviewing all medication charts weekly to ensure that they are legible, complete, and compatible with the Consent to Treatment documentation and with BNF guidance
- Prescribing medication in accordance with the treatment plans agreed with the MDT and with the guidance of the supervising Consultant
- Participating in Review meetings, and providing a summary of the medical issues for discussion in that meeting
- Implementing medical changes to the treatment plan following Review meetings
- Preparing reports for CPA meetings and Section 117 meetings in accordance with the Priory CPA documentation and within the agreed timescale for completion. Preparing reports within competence at request of supervising Consultant.
- Attending CPA meetings, Case reviews etc and Section 117 meetings
- Reviewing patients after an incident, including physical examination where appropriate
- Maintaining clear, accurate, and timely records of patient contacts in patient records. This will be on the same day as a minimum.
- Preparing Discharge Summaries in a format and timescale as required by Priory policies
- Participating in Audit
- Participating in quality activities including QML, Meds Management and contributing to Clinical Governance Meetings.
- Providing a comprehensive overview of any medical issues arising or current mental state and risk issues at MDT meetings.
- Completing assigned tasks from MDT meetings in a timeframe as agreed with Consultant or as a minimum prior to the next MDT.

6. The post-holder will be prepared to occasionally undertake extra clinical duties if an emergency or unexpected clinical incident occurs. This will be dictated by patient need.

7. The post-holder will adhere to infection control procedures and dress code (ie: in clinical areas - bare below elbows, no wrist watches, no jewellery other than plain wedding ring, no ties), and follow current clinical guidance on investigation and management of infections.
8. Subject to agreement with the supervising Consultant and the Medical Director, and if the post-holder's educational trajectory is consistent with this, the post-holder may prepare some reports for formal hearings such as Mental Health Tribunals or Hospital Managers' Meetings. These reports, and any attendance at the Hearings, will be under the supervision of the Responsible Clinician for the patient.
9. The post-holder will participate in the development, review and implementation of Priory and local unit policies and procedures
10. The post-holder will participate in clinical governance activities and continuing professional development activities as appropriate to their development needs and clinical experience and competence.
11. The post-holder will work effectively with colleagues and with the Medical Director to ensure that the hospital has appropriate medical cover at all times. This will include a reasonable and reciprocal arrangement for cross cover with colleagues (e.g. for holiday, study leave, sickness absence). This post requires locum cover for leave. The SMT will endeavour to ensure this is sourced (providing leave requests are submitted in good time) but may on occasion result in leave not being authorised unless adequate cover is in place.
12. The post-holder will act as Nominated Deputy for the purposes of Section 5(2) MHA 1983.
13. The post-holder will carry out his or her duties in accordance with Priory policy and in accordance with the standards set by the GMC
14. The post-holder will present a professional appearance at all times and will comply with any Priory or local dress codes and infection control procedures.
15. The post-holder will carry out any reasonable duties considered to be commensurate with the level of the post.

Sample Timetable

	AM	PM
Monday	09.00 Attend Walmersley Unit for Handover. 09.30 Make contact with NiC or Manager of other wards to assess any clinical issues arising. Address any clinical issues arising from the weekend Review any patients on constant observations	General ward duties including reviews of mental state, physical status and progress of treatment plans
Tuesday	09.00 Attend Walmersley Unit for Handover.	Administration: CPA reports, referral letters, compiling physical health

	<p>09.30 Make contact with NiC or Manager of other wards to assess any clinical issues arising.</p> <p>General ward duties including reviews of mental state, physical status and progress of treatment plans</p> <p>Review any patients on constant observations</p>	<p>summaries etc</p> <p>QML Meeting – monthly</p> <p>Medication Management Meeting – Quarterly</p>
Wednesday	<p>09.00 Attend Walmersley Unit for Handover.</p> <p>10.00 Robinson House MDT</p> <p>Review any patients on constant observations</p>	<p>Robinson House MDT / CPA / Managers Hearings / MHT / Professionals Meetings.</p> <p>Clinical Supervision – monthly.</p> <p>Preparation for weekly Walmersley MDT & Dr Walton’s monthly ward round (3rd Thursday of the month), this includes collation of any relevant investigation results and actions from previous MDT</p>
Thursday	<p>09.00 Attend Walmersley Unit for Handover.</p> <p>09.30 Make contact with NiC or Manager of other wards to assess any clinical issues arising.</p> <p>General ward duties including reviews of mental state, physical status and progress of treatment plans</p> <p>Review any patients on constant observations</p> <p>Clinical Governance Meeting – Monthly.</p>	<p>Walmersley Ward Round, Review Meetings with Dr Walton and MDT.</p>
Friday	<p>09.00 Attend Walmersley Unit for Handover.</p> <p>09.30 Make contact with NiC or Manager of other wards to assess any clinical issues arising.</p> <p>General ward duties including reviews of mental state, physical status and progress of treatment plans</p> <p>Review any patients on constant observations</p>	<p>General ward duties including reviews of mental state, physical status and progress of treatment plans</p> <p>Prescription checks and addressing any urgent issues prior to weekend.</p>

Working environment

Exposure to emotionally demanding and clinically challenging situations can occur in this post: the post-holder is encouraged to seek support from their supervising consultant or Medical Director if

they encounter difficulties.