CONSULTANT PSYCHIATRIST
JOB DESCRIPTION

Specialty: Old Age Psychiatry

Services covered by post: Islington Memory Service

No. of PAs: 5

Date of Job Description: 28/04/15

Clinical Director: Dr Suzanne Joels

Associate Divisional Director: Mr Peter Cartlidge

National Terms and Conditions and London Weighting apply
**Trust values**

We are a strong performing, ambitious organisation. Our focus is on providing high quality, safe and innovative care to our patients and their families.

The success of any organisation starts with being able to identify what its focus should be long-term.

We have worked hard collectively to decide what Camden and Islington NHS Foundation Trust’s focus should be, with the following three, key priorities

- Early and effective intervention
- Helping people to live well
- Research and innovation

Our next step has been to pinpoint how to achieve these priorities. We all face a multitude of challenges at work every day, and the culture we create can make these challenges positive, or overwhelming.

Our staff have provided crucial feedback that there are four cultural steps – or pillars - that are vital if we are to achieve our three strategic priorities.

They are:

- We value each other – this involves supporting each other’s well-being and development
- We are empowered – this means taking action and responsibility to do what is best for your services and team
- We keep things simple – this means cutting out bureaucracy when it adds nothing.
- We are connected – this means working collaboratively across services and organisations, rather than in silos.

The goal now is for each staff member to work out how to make these four pillars a reality in their particular area. In turn, these steps support our three strategic priorities – the things we want to be renowned for doing extremely well and that cement our reputation.

**Job Summary**

The post offered is a 5PA post as Consultant Psychiatrist working in Islington Memory Service.

This post has come about as a result of consultant moves to free up sessions in the memory service.

This job description has been prepared in line with the Royal College of Psychiatry guidance on capitation figures and requirements.
The post holder will have operational responsibility to the Associate Divisional Director, and Professional responsibility is to the Clinical Director for Ageing and Mental Health.

**Rationale for the post**

Islington has approximately 20,786 people 65 years and older. Islington has populations younger than London as a whole. (London 11.5%, Islington 9%, = 65+ GLA 2016). In Islington 20% of residents over 65 come from a BME Group (GLA 2016). In Islington1235 people are estimated to have dementia (Public Health Outcome Framework 2017). Out of 326 local authorities in England, Islington has the 5th highest proportion of older people aged 60 and over living in income deprived households

Islington has a dementia diagnosis prevalence rate of 91%, among the top two performing boroughs in England. It has a strong research ethos and a proven track record in implementing evidence based practice at an early stage. The service delivers START (strategies for relatives) and CST (cognitive stimulation therapy). The other Consultants working in the service are Dr Sergi Costafreda and Prof Gill Livingston, both leading academics.

Islington memory service was established in 2008. It provides assessment and treatment to residents of Islington and patients registered with Islington GPs with suspected dementias usually associated with ageing. The aim of the service is to provide people with a diagnosis early in the course of the illness, to explain their diagnosis to them, provide them and their carers with written information and signpost them to services. This is in line with the National Dementia Strategy and the NICE Dementia guidelines. This service does not provide care management or care co-ordination. The service will also initiate treatment with anti-dementia drugs and follow up patients on these drugs.

Islington Dementia Navigator service was started in April 2014. Its’ aspiration was to regularly review everybody living in Islington with a dementia diagnosis who was not under mental health services and to provide signposting and care navigation. This is a social care service delivered by the Trust.

In 2019 we are merging both services to create a single memory service model offering responsive assessment, diagnosis and treatment and on-going care from diagnosis until death or entry into 24 hour care.

Islington memory service received 692 referrals in the year 2017-18. The service has a current caseload of 913 patients who are reviewed regularly by the memory service non-medical practitioners. There are 12.5 WTE consultants working in Islington Memory Service. Consultant responsibility for these patients is shared equally between the consultants working into the services. Assessments are also carried out by the trainees working in the service (1.6 WTE) This averages out at 55 new referrals per consultant PA. Not all referrals however will require a medical assessment. Approximately 60% of new referrals also receive a single feedback
appointment. Once patients have received a diagnosis, they will be transferred to the Team's caseload and do not remain on the postholder’s caseload.

The service is supported by a number of resources including two acute assessment wards, one for patients with functional illness and one for patients with dementia, including some continuing care beds, a Home Treatment Team for older people and a recovery service for older people. There are Community Mental Health Teams for Older Adults working in both boroughs.

**Main Duties and Responsibilities**

It is expected that the medical team members will take a lead role in assessing new patients, requesting and interpreting investigations, making the diagnosis and discussing it with patients and their carers. The post holder will take a leading role in developing the service, supervising junior colleagues and providing lead medical input to a multi-disciplinary team and be required to enter information on the Trust's electronic patient record system according to Trust policies.

- To provide clinical and professional leadership within the post and to take part in management activities and governance processes related to the post or the wider service within which it is embedded.
- As a senior clinician, to have an integral role in the performance of the team, further development of the service, and the development of the clinical pathways and priorities of the service line.
- To work within the multidisciplinary team promoting respect for all professional groups and focusing on coherent and integrated team work.
- To teach and contribute to the supervision of medical staff and other professionals in the Memory service teams
- Compliance with all legal obligations covering clinical practice (e.g. Mental Health Act and code of practice).
- A commitment to ensuring fair access to services for all.
- Compliance with procedures whereby doctors report concerns about professional conduct or competence of medical or other colleagues.

The multi-disciplinary teams are integrated and work along New Ways of Working providing a specialist service for the assessment and management of mental health needs to patients who require older people's services as outlined in the Royal college
of Psychiatrists document "Age discrimination in mental health services: making equality a reality".

Referrals are received directly to a central point and are discussed at the weekly multidisciplinary team meeting. Initial assessments are carried out by the medical staff in the team. Patients in the community are normally assessed in their own homes.

The team is staffed as follows:

1.25 WTE Consultant psychiatrist
0.5 WTE higher psychiatric trainee
1 WTE GP vocational core trainee
1 Band 7 Team manager
3.2 X Band 6 nurses
2 x Band 5 nurses

1.6 x clinical psychologist
3.6 band 4 Psychology Assistant
2 x Band 4 support worker
1 x Band 3 support worker

Administrators x2

The post-holder will have dedicated office space and appropriate IT equipment at the team base in Brewery Road with access to administrative support, including typing of reports and all clinical work. The other Islington community services, and Home Treatment Team for Ageing and Mental Health are also co-located at Brewery Road which is located in the west of Islington. Clinics are held at our Community Recovery Centre for Older Adults located approximately 0.5 miles away at Camden Mews. Most patients are seen in the community.

They post-holder will be required to have Section 12/AC approval and for this to be kept up to date. They will participate in the Trust daytime section 12 duty rota. This involves setting 4-5 days a year aside to do Mental Health Act assessments.

There is a division wide in-house training programme to support staff in developing their clinical skills which we would expect the new post holder to input into.

There is a two-monthly divisional management meeting for senior divisional leads which the post-holder will be expected to attend

Clinical duties
You will work with Consultant colleagues to provide clinical leadership.
You will cross cover with other medical colleagues.
You will carry out community assessments of older adults in patients' own homes. You will provide clinical leadership to the multi-disciplinary team. You will provide support and contribute to the clinical supervision of cases managed by Islington Memory Service. You will contribute to the creation of care plans based on NICE guidance and evidence-based interventions. You will maintain excellent records. You will provide informal supervision and support to junior medical colleagues. You will be Section 12(2) approved and will assess patients under the Mental Health Act, as required. You will inform the clinical lead of any concerns you have re clinical care available to patients, and contribute to audit projects within the Trust. You will attend the Trust wide Clinical Advisory Group, along with other senior clinicians and managers.

**Proposed timetable**

The timetable below is indicative only, and will be open to negotiation with the Divisional Clinical Director. You will provide 3.5 PAs of direct clinical care and 1.5 PAs for supporting clinical activities. There is a regular 2-hour CPD event held on Wednesdays at St Pancras Hospital or Highgate Mental Health Centre. There is a monthly senior management meeting held on a Wednesday afternoon at the Trust’s headquarters and a 2-monthly management meeting held on a Tuesday for the division. Your 1.5 PAs per week will flexibly allow for a contribution to

- CPD
- Teaching/training/junior supervision
- Governance/audit
- Service development/management/business planning
- Research/academic
- Other supporting professional activities
- External duties

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<tr>
<th>Morning</th>
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<tr>
<td>Monday</td>
<td>Community assessments/ monthly clinic</td>
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<td>Tuesday</td>
<td>Community assessments</td>
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<td>Wednesday</td>
<td>CPD/supervision of trainee</td>
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<td>Thursday</td>
<td>MDT meeting</td>
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<td>community assessments</td>
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<td>audit/management activity/quality improvement projects</td>
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(This is a sample timetable and open to revision)

**Section 12 rota**

The post holder will be expected to hold up to date Section 12 approval and Approved Clinician status.

**After-hours duties**

The post holder will be on the Islington Consultants’ after-hours rota. This is approximately a 1 in 15 rota; category B intensity and attracts a 1% basic salary payment. There is a Specialist Trainee and a Core Trainee on duty so the Consultant is third in line to be called. There is a separate on call rota for Islington and for CAMHs. The general on-call rota covers general adult and old age psychiatry only.

**Teaching and Training**

The post-holder will be allocated a Higher trainee, the post holder will formally supervise them and be their named Clinical Supervisor. They will keep their trainer accreditation up to date. They will also be expected to informally supervise Specialist and Core Trainees who are on duty with them. Depending on their experience the post holder may be asked to be an Educational Supervisor or take on formal teaching commitments for the undergraduate teaching program. Two medical students will be attached to the post holder and their team two days a week, during academic terms. Teaching and training is supported by the department of medical education with a full-time administrator. The postgraduate education department is also currently looking at developing its current teaching facilities. Trainees are all allocated to an educational supervisor who will oversee the training experience on the rotation and see them twice during each post. There are 2 Training Programme Directors for both the Core Training and Higher Training Programmes.

**Appraisal & Revalidation**

The post holder will be in the C&I designated body, unless they meet the criteria for another designated body. The Responsible Officer is Dr Vincent Kirchner. The post holder will have an appraisal meeting annually. They will use the L2P (software programme) for their appraisal. It is their responsibility to ensure they have uploaded their supporting evidence and submitted it to the appraiser at least three weeks before their appraisal meeting. If they work elsewhere in a role that requires a license to practice, then information about this role must be included in their portfolio, including from the Medical Director of that organisation, about their fitness to practice. They will be allocated an appraiser. They will be expected to arrange colleague and patient feedback when prompted – this is built into L2P. After they have had their appraisal meeting they will be given the opportunity to provide feedback on their experience of appraisal. They are expected to follow the Trust Appraisal and Revalidation policy.
Job Plan

As part of the Terms and Conditions of Employment post-holders are required to complete an integrated job plan on an annual basis, which will set out their duties, responsibilities and objectives. A job plan will be agreed between the post holder, the Clinical Director and the Associate Divisional Director.

Clinical Governance & Audit

The Trust has an active clinical audit program and a strong emphasis on Quality Improvement methodology. The Clinical Directors hold responsibility for clinical governance. The post holder will be expected to participate in audit projects and Quality Improvement and to take a lead in some of them. This is a requirement for the Trust and for revalidation. The division holds a clinical governance meeting on a monthly basis. Minutes from these meetings are circulated to all staff working in the division. In addition the division holds a twice yearly Quality Improvement forum to which all staff are invited, both to attend and participate. A two monthly cross borough memory service meeting is also held with the senior leads including team managers, psychology leads and consultants to look at strategy and service improvements. The post holder will be expected to have a role in these meetings.

CPD & Personal Development Plan:

The Trust supports CPD through allocating SPA time as recommended by the Royal College of Psychiatrists. There is an academic program running twice a week: on Wednesday afternoons alternating every 6 months between the Highgate Mental Health Centre and St Pancras Hospital.

All Consultants are expected to belong to a PDP group and to generate a personal development plan according to the Royal College of Psychiatrists’ guidelines. There are PDP groups within the Trust, but clinicians can be in an external one. Further PDP items will be generated at appraisal to supplement those from the PDP group.

The post holder will be expected to be in good standing with regards to having an up to date CPD certificate from the College.

Peer Supervision and Mentoring:

The trust will offer and arrange mentoring for all new consultants. There are a number of consultants within the trust who have completed mentoring training. The trust also has a "new consultants" peer group, which the post holder will be invited to join.

Study Leave and budget

Study leave is applied for and agreed according the Consultant Contract. Each Consultant has a £1,000 a year study budget. Study leave and financial claims must be applied for six weeks in advance by completing a study leave form and submitting
it to the Clinical Director and the Director of Medical Education. Internal cross cover is arranged by Consultants themselves to cover study leave.

**Annual Leave**

Annual leave is according to the Consultant Contract. Leave must be applied for at least six weeks in advance using the leave card. This must be signed by the Clinical Director and sent to the administrator who keeps a record of all absences. The Divisional Clinical Director will inform the post holder whose absences they cover and visa versa. Agreement must be sought from the Consultant providing cover before applying for leave.

**Administrative support & office space**

The post is supported by administrator sessions which are shared across the team. The post-holder will have office space that may be shared. There will be access to a computer, telephone, electronic dictaphone, and photocopier. The Trust uses Windows, Explorer and Microsoft office. The electronic patient record system is Care Notes. The IT department provides technical support.

**Camden & Islington NHS Foundation Trust**

Camden and Islington NHS Foundation Trust was established in March 2008. The organisation had previously been a health and social care trust since 2002. It is responsible for the provision of Mental Health Services within the London Boroughs of Camden and Islington. It also provides substance misuse services, IAPT and Practice Based Mental Health services in Kingston.

Services are arranged broadly to align to Care Clusters for Payment by Results. There are five divisions:

1. **Acute Services:**
   a. Inpatient services at Highgate Mental Health Centre and St Pancras Hospital
   b. Crisis Resolution and Home Treatment teams
   c. Crisis Houses
   d. Recovery Centres
   e. Liaison services in University College, Royal Free and Whittington Hospitals

2. **Rehabilitation and Recovery Services:**
   a. Recovery Teams
   b. Rehabilitation wards
   c. 24 hour Community Rehabilitation facilities
   d. Early Intervention Service
   e. Assertive Outreach Team
3. Services for Ageing and Perinatal Mental Health:
   a. Memory Services
   b. Community Mental Health Teams
   c. Community Recovery Service for Older People (CRSOP)
   d. Acute in-patient wards for both functionally ill and organic patients
   e. Care home liaison services
   f. Home Treatment Team for Older Adults
   g. Specialist Perinatal Mental Health Services across NCL

4. Substance Misuse Services

5. Community Mental Health Services
   a. Complex Depression, Anxiety and Trauma Service
   b. Neurodevelopmental disorders assessment service
   c. Personality Disorders Service
   d. iCope Services (Improving Access to Psychological Therapies)
   e. Primary Care Mental Health Services

Trust Management Structure

Chairman: Ms Leisha Fullick

Executive group
Chief Executive: Ms Angela McNab
Medical Director: Dr Vincent Kirchner
Director of Nursing: Mr Dean Howells
Chief Operating Officer: Mr Andy Rogers
Director of Finance: Mr David Wragg
Director of Strategy and Business Development: Mr Darren Summers
Director of Clinical Information Management: Mr Jeff Boateng
Director of HR and Organisational Development: Ms Sally Quinn

Other senior staff
Deputy Medical Director: Dr Koye Odutoye
Director of Medical Education: Dr Ruth Allen

<table>
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<tr>
<th>Chief Operating Officer</th>
<th>Andy Rogers</th>
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<tr>
<td>Community Mental Health Services</td>
<td>Rehabilitation and Recovery Services</td>
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<td>Associate Divisional Director</td>
<td>Clinical Director</td>
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<td>Emily Van de Pol</td>
<td>Chris Curtis</td>
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Area served
The Borough of Islington
Islington is a vibrant and busy inner city borough with a rich mix of different ethnic groups. The Census of 2011 gave a population figure of 220,338. Islington has a population which is younger than London’s population as a whole. Each year there is about a 9% turnover in population, chiefly within the 16-44 age groups. Islington is ranked 57 out of 354 local authorities in England in terms of deprivation, on the 2007 Multiple Index of deprivation rating. The borough has 3 major rail termini, including St Pancras international Station with its links to the continent. There are two hospitals, UCLH and Royal Free, both with busy accident and emergency departments serving people from all parts of London and indeed from all over the world.

The Borough of Islington
Islington is the most densely populated borough in England and Wales. Upper Street and surrounding areas are well known for their desirable restaurants, cafes and bars. The population recorded at the 2011 census was 206,125. The population is relatively young, with 57% aged under 35. There are areas of great prosperity, and very high cost housing in close proximity to areas of significant deprivation throughout the borough, however, overall the borough ranked 8th most deprived out of the 354 local authorities in England and Wales in the 2007 index of multiple deprivation score.

Research/academic work
C&I has strong academic links with UCL Partners. There is a tradition of the Trust producing high quality research in the area of service delivery.

Royal Free Hospital and UCL Medical School
The unification of the Royal Free Hospital and UCL Medical schools has created one of the largest undergraduate medical schools in the country, one that is very active in postgraduate education and with an international reputation in many specialist areas.

The Department of Mental Health Sciences
The Department of Mental Health Sciences is the main academic base for psychiatry at UCL, and is based in the Bloomsbury campus at Charles Bell House. Professor Glynn Lewis is Head of Department. There are eight other professors, one reader and thirteen senior lecturers in disciplines including biological psychiatry, mental health of older people, social, community and epidemiological psychiatry, psychiatric anthropology and learning disabilities. Members of the Department conduct an extensive programme of research, with particular strengths including epidemiology, mental health services research and psychiatric genetics, and it has links both with the Institute of Neurology and other departments within the Division of Population Sciences at UCL (Primary Care and Population Sciences, and Epidemiology and Public Health). The department is closely linked to Islington and Islington NHS Foundation Trust and to North East London NHS Foundation Trust and North East Essex Mental Health Trust. As well as undergraduate psychiatry teaching the Department supports a MSc in Intercultural Therapy, a MSc in Psychiatric Research, a MSc in Medical Sociology and a MSc in Medical Anthropology. In addition the...
department runs an MRCPsych course. There are currently over 40 MPhil/PhD and MD students in the Department.

Probationary Period
This post is subject to the requirements of a six month probationary scheme for new staff only. The clinical director is responsible for agreeing that the post-holder has successfully completed their probationary period by satisfactorily working to their job plan.

Partnership Working
Camden and Islington NHS Foundation Trust & the London Boroughs of Camden & Islington are working in partnership to provide mental health services. Employees from all the participating organisations work closely together and have joint management and supervision arrangements. In addition you will be expected to collect and report data relating to performance indicators for both organisations.

Confidentiality
All information concerning patients/clients and staff must be treated as strictly confidential at all times.

Valuing Diversity
It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end the Trust has a Valuing Diversity in the Workplace Policy and it is for each employee to contribute to its success.

Infection Control
The prevention and control of infection is the responsibility of everyone who is employed by Islington and Islington Foundation Trust. Employees must be aware of infection control policies, procedures and the importance of protecting themselves and their clients in maintaining a clean and healthy environment. The nurse or other person in charge of any patient or resident area has direct responsibility for ensuring that cleanliness standards are maintained throughout that shift. [Please delete as necessary]

Health & Safety
All staff must comply with all Foundation Trust Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the
Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

**No Smoking Policy**

There is a smoke free policy in operation in the Trust. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds. Designated smoking areas or smoking rooms are not permitted. Support is provided for staff members who wish to stop smoking.

**Data Protection**

If you have contact with computerised data systems you are required to obtain, process and/or use information held on a computer or word processor in a fair and lawful way. To hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

**Data Protection Act**

All staff who contribute to patients’ care records are expected to be familiar with, and adhere to, the Trust’s Standards of Records Keeping Policy. Staff should be aware that patients’ care records throughout the Trust will be subject to regular audit. All staff who have access to patients’ care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Trust’s Confidentiality of Health Records Policy.

All staff have an obligation to ensure that care records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act.

**Access to Health Records**

All staff who contribute to patients’ health records are expected to be familiar with, and adhere to, the Trust’s Standards of Records Keeping Policy. Staff should be aware that patients’ records throughout the Trust will be subject to regular audit. All staff who have access to patients’ records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Trust's Confidentiality of Health records Policy.

All staff have an obligation to ensure that health records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client confidentiality.
In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the access to Health Records Act 1990.

**Systems and IT Skills Requirements**

All Trust staff are expected to use and to enter data onto the Foundation Trust Clinical Information System and to use other required IT applications where it involves their work. All Foundation Trust staff will also need to have the essential IT skills in order to use the Foundation Trust Clinical Information System as well as other required IT related applications in their jobs. Initial and on-going IT applications and IT skills training will be provided to underpin the above.

**Waste Disposal**

All staff must ensure that waste produced within the Foundation Trust is segregated and disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the Foundation Trust policy.

**Professional Registration**

i) You are required to be a member of the General Medical Council. It is a condition precedent of your employment to maintain membership of the GMC. It is also your responsibility to comply with the GMC's codes of practice.

ii) You are required to advise the Trust if the GMC in any way limits or changes the terms of your registration.

iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.

iv) If you are required to documentary evidence of your GMC registration and qualifications before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

**Risk Management**

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.
All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receive appropriate training, that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Governance Committee and Risk and Assurance Committee.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Clinical Governance Committee or Risk and Assurance Committee if resolution has not been satisfactorily achieved.

**Safeguarding**

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff are expected to implement the Trusts' Safeguarding policies and procedures, act promptly on concern, communicate effectively and share information appropriately.

**Review Of This Job Description**

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the postholder on an annual basis. 29 Recruitment & Selection HR27 Policy

**Author and Date of Preparation**

Dr Suzanne Joels Clinical Director Services for Ageing and Mental Health
8/-5/19