

The Faculty of Forensic & Legal Medicine (FFLM)

Lead for Mental Health and Intellectual Disability Post/Role (Job) description

1. POST/ROLE DETAILS	
Role/Post Title:	The Faculty Lead for Mental Health and Intellectual Disability
Grade/Salary:	N/A: This post is not salaried Appropriate expenses may be claimed – see FFLM expenses policy/details
Employer:	N/A This is a voluntary role for the FFLM
Base:	None; attendance at meetings whether at the Faculty or representing it elsewhere may be in person, by teleconference, or by 'phone, as appropriate.
Reports to:	The Academic Dean
Tenure and Hours:	The appointment is for three years in the first instance but may be extended for a further two years by agreement. The hours will vary. The Academic Committee meets every four months. Attending other meetings, particularly where the post-holder will represent the Faculty will vary. Similarly, the amount of work in terms of responding to questions or developing policy will be unpredictable but is estimated to be three to four hours a week.

2. PURPOSE OF ROLE/POST

1. Responsibilities: With senior officers of the Faculty, review and develop policy; comment on and advise as to the aspects of the work of the Faculty which relate to Mental Health and Intellectual Disability; keep abreast of developments in Mental Health and Intellectual Disability so as to advise the Faculty of their implications and ensure that the Faculty is kept up to date; maintain and create links with other bodies and organisations in the Mental Health and Intellectual Disability fields, including, but not limited to the Royal College of Psychiatrists (RCPsych), Mind, the National Schizophrenia Fellowship; maintain and create links with bodies and organisations whose members come into contact with people with mental disorders or intellectual disabilities, such as the College of Policing; promote the Faculty to psychiatrists and work with the Faculty to increase the number of psychiatrists who become members of the Faculty.

2. Activities: Represent the Faculty at relevant meetings which may include working with the RCPsych, the criminal justice system, including the police, other statutory and voluntary organisations.

Provide reports to and attend the Academic Committee, usually four times per year.

Assist in reviewing the Faculty's standards and guidance where they relate to or have an impact on Mental Health and Intellectual Disability.

Organise the Faculty's annual Mental Health Study Day; (this is part of the programme of Development & Training Courses (DTCs) set up by Training and Development (TED) sub-committee.

3. The post-holder will receive an annual review covering this aspect of their work, which will then contribute to their annual appraisal.

3. ORGANISATIONAL STRUCTURE: may be useful to have an organogram showing relevant committees/important professional working relationships

Board

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Academic Committee

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MH Lead

4. SPECIFIC RESPONSIBILITIES	
1	To provide advice on the aspects of mental health and learning intellectual which may or do relate to forensic medical practice and the forensic investigation of offences.
2	To ensure any quality standards and guidance produced by the Faculty take into account any impact on the mental health of those who require care from forensic physicians or other HCPs.
3	To represent the Faculty when and where necessary in various fora where clinical forensic medicine has an impact on those with mental health problems or those who have an intellectual disability.

5. PERSON SPECIFICATION	Essential	Desirable
Relevant Qualifications and Experience	On the GMC register with a licence to practise In current clinical practice in Forensic and Legal Medicine Holds Membership or Fellowship of the FFLM	Holds Membership or Fellowship of the Royal College of Psychiatrists Approved under s.12 of the Mental Health Act 1983
Communication skills	Excellent written & verbal communication skills Demonstrable leadership and/or team working skills	
Previous Experience	In clinical forensic medicine, e.g. police custody and/or sexual offences work and/or general practice and psychiatry	Has worked in psychiatry as a trainee, non-consultant grade specialist or as a consultant
Professional or Specialist Knowledge		Experience of working at a national level
Other attributes required	Clarify depending on role e.g. IT skills	
Other	In good standing with the GMC, the FFLM and any other relevant medical royal college or faculty	

6. CONFIDENTIALITY

FFLM confidentiality policies & procedures

Not sharing information outside the FFLM without permission.

Use of passwords when required.

e.g. In the course of the post-holder's duties, he/she may have access to confidential material about the role or work of the Faculty, its examinations, discussions, correspondence, examinations or other business.

On no account must confidential information be divulged to anyone other than authorised persons. If in doubt, the post holder should seek advice from a senior officer of the Faculty

Breaches of confidentiality may result in disciplinary action.

7. HEALTH AND SAFETY, SECURITY, EQUAL OPPORTUNITY & IMPROVING WORKING LIVES

Health & Safety/Security

It is the duty of every post-holder to adhere to the Health & Safety Policy and work in such a way that risks are identified and accidents are avoided, this applies to the individual as well as colleagues. Any concerns must be brought to the attention of the faculty office and the Registrar as soon as is practicable.

It is the individual's responsibility to ensure a secure environment and bring any breach of security or confidentiality to the attention of the Faculty office and the Registrar.

Equal Opportunities, Respect and Dignity at Work, and Improving Life at Work

The FFLM is committed to:

- equality of opportunity and diversity in the workplace; all Faculty post-holders, as well as salaried staff are responsible for ensuring that this is delivered in practice;
- respect for others: all Faculty post-holders, and salaried staff must know what is expected of them and ensuring that demonstrate consideration and respect for all with whom they have contact.

The FFLM will not tolerate any form of bullying or harassment and will investigate any reports of such behaviour and institute disciplinary action where appropriate.