

PROGRESS *your* CAREER



Memory Service Nurse Band 5

Job Description and Person
Specification

Job Description

JOB TITLE: Memory Service Nurse

BAND: Band 5

RESPONSIBLE TO: Clinical Lead

KEY RELATIONSHIPS:

Internal	External
Own Team Line Manager Redbridge Older Adult Mental Health Team Inpatient Wards Psychiatric Liaison Service HTT	GPs/ICB Local Partners Age UK Local Authority Redbridge (LBR) Acute Hospitals Public

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is clearly identified and carried out under clear lines of accountability.

Aim of the role:

The expectation of this post holder will be to support their team, department and organisation to achieve the Trust's Values in their day-to-day work. These are the 5P's:

- Putting people first
- Prioritising quality
- Being progressive, innovative, and continually improve
- Being professional and honest
- Promoting what is possible – independence, opportunity, and choice.

The post holder will achieve this by:

The post holder will be a Registered Mental Health Nurse. The successful candidate will be able to demonstrate that they can work effectively as part of a multi-disciplinary team using evidence-based approaches in the Assessment of people with Memory Problems. This includes key working a caseload of service users under supervision from the senior nursing team.

We are seeking candidates who have experience of working in mental health settings who have a keen interest in working with older adults, are innovative, dynamic and are looking to develop their clinical skills. They will be able to

demonstrate good verbal and written communication skills and exhibit behaviours that reflect NELFT vision and values.

The successful candidate will receive support, managerial and professional supervision from the line managers in the service. Peer support and CPD opportunities are also available and actively encouraged. The post is a substantive position and would be a developing role for a newly qualified band 5 preceptee.

Key Responsibilities:

- Providing assessments and supporting diagnosis for people with Mental Health problems
- Comprehensive cognitive assessments in the Service Users home
- Working effectively with the MDT
- Facilitating Mental Health practitioner led groups in the department. To encourage and develop teamwork within the team.
- Working effectively with our partners e.g., Local authority, Alzheimer's Society and Age UK
- Excellent knowledge of the Mental health act and Mental Capacity Act
- To ensure a safe working environment
- To work with the Team in maintain excellent standards.
- Proactively collect feedback from Service Users and their Carers.
- Cover other teams/services, where necessary, which may require working on other sites.
- Education and training for the MDT or junior staff.
- Prioritising the weekly MDT meeting, ensuring the quality of the meeting is maintained.
- always Maintaining confidentiality
- Working therapeutically with your Service Users and carers promoting social inclusion and recovery

Clinical Skills

- To act as an autonomous, registered practitioner who is legally and professionally accountable for own unsupervised actions guided by the professional code of conduct and Trust guidelines and protocols.
- The post holder will have Current Effective Status on the relevant Professional Body i.e. NMC.
- Further professional knowledge will have been gained through accredited courses workshops, study and in house training programmes.
- To be responsible, and accountable, for service delivery to clients
- To be able to assess and develop plans of care to meet the needs of clients under Memory Service
- To make a full assessment of a person's health and well -being, related mental health and social care needs and risk factors.
- To carry out specialist cognitive assessments such as ACE-111, MOCA

- To ensure that assessments and care plans reflect the psychological, emotional, social care, treatment, intervention, and risk management needs appropriate to adults with memory loss.
- To be able to initiate referrals to other health professional specialist services and agencies.
- Act as an educator for clients and carers. Advise on issues of mental health so as to generate a positive approach to health and strengthen the service user's capacity to manage illness, symptoms and crisis.
- To provide patients and relatives with information and education thus ensuring they have meaningful choices that promote dignity, independence, and quality of life.
- To ensure practice is supported by research, evidence-based practice, literature, and peer review.

Leadership

- To participate in the development of an effective team and the development of productive working relationships throughout the Trust.
- To actively promote integrated health professional working internally and externally.
- To facilitate the development of a positive and supportive team culture.
- To take an active interest in working parties and groups within the Trust to develop and improve on service delivery, protocols, and guidelines.
- To participate in the audit process, linking in with the clinical governance agenda.
- To advise, encourage and share knowledge utilising the latest research and practice development, through literature and peer reviews.

- **Administration:**

- To be computer literate.
- To ensure accurate recording of actions, and updating patient's records, maintaining confidentiality at all times.
- To take part, and assist, in the planning and administration relating to day to day running of the caseload.

Communication:

- To have a wide range of knowledge in approaches to communicating and managing patient care.
- To be able to effectively communicate with colleagues, peers, senior managers, and clinical leads within the Trust.
- To be able to communicate complex patient related information facilitating positive outcomes and ensuring collaborative working.
- Participate in the review and development of clinical policies and identifies improvements to service provision.

Training

- To act as mentor to students, providing effective education, facilitating their development and promoting high standards of nursing care.
- Ensure students are actively supported to enable them to achieve their learning needs.
- To ensure own continued professional development and support a culture of lifelong learning in self and others.
- To undertake, and assist, in the planning of own mandatory training and workshops.
- To undertake a regular appraisal, developing a personal development plan that includes clinical competencies reflecting the health needs of the local population and relates to Trust strategy.
- To support new staff and their integration within the team.
- To support training as part of the role including changes to professional development and implementation of new policies and guidelines.

Additional Information

Additional information about protocols and guidelines while working at NELFT are outlined in [this document](#).

Key Performance Indicators (KPI) and Objectives

Each individual and service will be set KPIs and achievement against these will be regularly reviewed. Performance against individual and service KPI's will be routinely monitored by your manager.

Review of this Job Description

This job description is intended as an outline of the 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 post holder.

Other Duties

There may be a requirement to undertake other duties as may reasonably be required to support the Trust. These may be based at other Trust managed locations.

Date last reviewed: 'approved historically'

Date to be reviewed: 13/4/24

Job evaluation reference number: RMS 5

Person Specification

Please note if you do not meet all the criteria listed in the person specification, we encourage you to still apply and development needs can be discussed at the interview.

Demonstration of Trust Values	Essential	Desirable	Measurement
<ul style="list-style-type: none"> Putting people first Prioritising quality Being progressive, innovative, and continually improve Being professional and honest Promoting what is possible, independence, opportunity, and choice. 	✓		Application Form Interview Assessment

Qualifications	Essential	Desirable	Measurement
Registered Mental Health Nurse	✓		Application Form Interview Assessment

Experience	Essential	Desirable	Measurement
Experience in working in a Memory Service and/or with Older Adults	✓		Application Form Interview Assessment
Experience in administering standardised cognitive assessments.		✓	Application Form Interview
To have experience of assessing, planning, implementing, and evaluating aspects of	✓		Application Form Interview

care.			
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Knowledge	Essential	Desirable	Measurement
An awareness of NHS priorities	✓		Application Form Interview Assessment
Mental Health issues which affect Older Adults	✓		Application Form Interview Assessment
Safeguarding adult protection process	✓		Application Form Interview
Knowledge of the national dementia strategy and NICE Clinical Guidelines for Dementia	✓		Application Form Interview
Mental Health Act/Mental Capacity Act	✓		Application Form Interview

Skills	Essential	Desirable	Measurement
Excellent IT skills	✓		Application Form Interview Assessment
Communication	✓		Application Form Interview

Other	Essential	Desirable	Measurement
To be able to travel	✓		Application Form

efficiently throughout the area			Interview
To be aware and demonstrate the Trust Values	✓		Application Form Interview Assessment