

## JOB DESCRIPTION

### **1. GENERAL INFORMATION**

Job Title:	Clinical Specialist Nurse – Memory Service
Grade:	Band 6
Salary:	£38,768 to £46,124per annum inclusive of allowances
Hours:	37.5 hours per week
Terms & Conditions Of Service:	In accordance with the Agenda for Change NHS Terms & Conditions of Service
Responsible to:	Team Manager
Accountable to:	Associate Director
Responsible for:	Relevant team members

### **2. JOB SUMMARY**

Working as a member of a multidisciplinary Memory Service the post holder will be responsible for providing individual assessment and review and delivery of identified clinical interventions and direct care to service users with dementia. They will also undertake management tasks, deputising for the Team manager as required, and will take a lead on mentoring and supervising others within their service area.

As a nurse, the post holder will be responsible for ensuring that the team understands and operates to the requirements of the service operational policy and strategy, and that safe, evidence based, effective, culturally competent care is delivered in a timely manner to service users. They will contribute to governance and audit within the team, ensuring that team members are supported and developed to their potential and that new team members are comprehensively inducted and successfully integrated into the team.

The focus of the role will be that of individual assessment, intervention and evaluation of treatment, delivered within the framework of NICE guidelines and the National Dementia Strategy, evidence based best practice and to maximise service user's independence and choice.

They will be responsible for a defined caseload and they will formulate appropriate specific, highly specialist care and treatment plans; providing highly skilled and specialist interventions and care to service users with dementia and working in collaboration with family and/or carers and other partners.

This job description is written as an indication of the nature and scope of duties and responsibilities. Additional competencies may be required to fulfil the needs of specific areas and particular client groups. The post holder will be expected to carry out other duties assigned by their Team Manager, which are appropriate to the professional competences and experience of the post holder.

### **3. MAIN DUTIES AND RESPONSIBILITIES**

#### **Clinical/Practice**

- i) To be responsible for providing expert dementia care, in accordance with NMC codes of professional conduct.
- ii) To offer guidance and advice and apply a range of therapeutic modalities, using evidence based interventions in accordance with the requirements of service line care pathways, to support people with dementia during the progression of the condition with a focus on supporting them and their families to live well with dementia.
- iii) To contribute to multi-disciplinary comprehensive, culturally appropriate assessments as part of the diagnostic process.
- iv) To undertake continuous risk assessment and to contribute to effective risk management. At all times to act in accordance with trust policies in relation to risk assessment.
- v) To identify and provide information to service users that promotes their health and wellbeing. Directing them as appropriate to others / other services in order to address any identified needs.
- vi) To offer feedback of the diagnostic process to patients and their family in a sensitive and holistic manner, providing advice and signposting as appropriate.
- vii) To work in collaboration with General Practitioners regarding ongoing management and treatment of people diagnosed with dementia.
- viii) To review and recommend medication changes as appropriate in consultation with medical staff regarding efficacy and possible side effects and to develop user centred medication concordance.
- ix) Recognise and respond appropriately to any behaviour that challenges presented by service users or others and to initiate, develop and use innovative strategies where appropriate to meet patient's needs.
- x) Recognising and valuing service users as individuals the post holder will ensure that the care provided respects equality and diversity that is supportive of service users and their family and/or carers.
- xi) Utilising agreed frameworks and guidance such as NICE; evidence based best practice and or local policy and procedure, as well as a range of profession specific tools, the post holder will actively assess, plan and determine the care pathway of service users.
- xii) To manage and prioritise a designated caseload of service users.
- xiii) To contribute to the ongoing quality of service and care, identifying and promptly reporting any risk issues or other significant factors in relation to the service users' health and social care.
- xiv) The post holder will participate in and contribute to a range of service led, commissioner driven or nationally directed monitoring or performance management, related to care, care delivery or service provision.

- xv) To identify safeguarding issues for both children and vulnerable adults and to implement Trust procedures as required
- xvi) To have knowledge, understanding and experience of applying the Mental Capacity Act and Mental Health legislation.
- xvii) To be aware of personal accountability and responsibility in respect of ensuring that quality of care standards are adhered to and that these are compliant with the Care Quality Commission and other regulatory and professional requirements.
- xviii) To follow trust policy in promptly reporting all accidents and incidents and to contribute to undertaking complaints or investigations if required.
- xix) To be aware of personal accountability and responsibility in respect of ensuring that cleanliness standards and practices are maintained in the clinical environment and that these are compliant with PEAT, The Hygiene Code, CQC requirements and Trust Infection Control protocols and procedures.

### **Managerial**

- i) To undertake and assist the Team Manager in the organisation of the day to day smooth running of the service, reporting any issues relating to the fabric or condition of the work environment.
- ii) To work in conjunction with the Team Manager to deliver integrated governance requirements, this may include contributing to the developing of policy and guidelines which determine practice standards and to be responsible for implementing policy relating to health and safety and monitor compliance.
- iii) To provide professional supervision and support for both clinically qualified staff, students and support staff, ensuring clinical best practice at all times.
- iv) To ensure that practices are in place that assess, determine and support learning and development, clinical supervision, managerial supervision and appraisal processes.
- v) To take a lead on delivering delegated aspects of training within the team and or to the wider service line on an area of specialism as required by service need.
- vi) To be aware of Service Line and Trust financial and budgetary controls and restraints and to manage delegated team resources accordingly.
- vii) To respond to complaints or other concerns as they arise and in accordance with trust policy, and in conjunction with the Operational Services Manager and Team Manager.
- viii) To undertake other duties in a corporate role as may be reasonably expected in accordance with the grade of the post to ensure the attainment of team and service objectives.

### **Education, Training and Research and Development**

- i) To adhere to all Trust policies and procedures and requirements of professional registration such as the HPC and NMC.
- ii) To be managed by and receive supervision from a nominated line manager, including

annual review of performance as part of the appraisal system. To be in receipt of and engage with clinical and professional supervision.

- iii) To maintain and update relevant knowledge and skills, maintain a professional portfolio and participate in further training to comply with professional registration and clinical governance requirements.
- iv) To ensure that all standards and requirements of preceptorship or newly qualified nurse and occupational therapists are fulfilled
- v) To promote a culture that fosters staff involvement and a progressive attitude to service improvement.
- vi) To work with the Team Manager to deliver a culture and style of leadership that develops, empowers and recognises achievement while delivering results.
- vii) To work with the Team Manager to deliver service line workforce plans in the team.
- viii) To ensure that all personal mandatory training requirements are up-to-date as required by Trust policies and professional requirements.
- ix) To act as a role model to others.
- x) To lead on agreed service line clinical governance programmes and service evaluations in discussion with the Team Manager.
- xi) To actively maintain an awareness of current professional developments within the field of dementia, including current legislation, practice, research and development and policy.

### **Communication**

- i) Maintain confidentiality of information, in accordance with Trust Policy.
- ii) Contribute to the effective communication process of often sensitive or highly sensitive information with service users, carers, family, friends and staff colleagues.
- iii) Always acting in a dignified and responsible manner with service users, visitors, carers and colleagues; listening carefully and responding using appropriate language and communication skills which acknowledge cultural differences and professional boundaries.
- iv) Communicates appropriate and accurate information to and from other departments, service lines, and agencies as required.
- v) To lead, attend and participate in team meetings and contribute ideas to multi-professional team discussions.
- vi) To use and complete all Trust clinical documentation to the required standard, including care plans, pathway documents and electronic progress notes and professional reports accurately and in a timely manner.
- vii) To work in ways that supports shared responsibility within the team, demonstrating support, respect and courtesy towards colleagues and those from other disciplines.

- viii) To act promptly in ensuring that all incidents related to service users, staff, visitors or others are reported using the correct format and procedures in line with trust policy. Ensure that all incidents are investigated and findings communicated and action plans are actioned.

### **Health and safety**

- i) Recognise own role in meeting the requirements of the Health and Safety At Work Act 1974.
- ii) To ensure safe working practices and environment.
- iii) To report, without delay, all hazards, both real and potential.
- iv) To ensure appropriate use, maintenance, cleanliness, replacement and storage of all material and equipment.
- v) To abide by local and Trust policies and procedures with relation to health and safety.

## **4. PROBATIONARY PERIOD**

This post is subject to the requirements of a six month probationary scheme for new staff only.

## **5. 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.

## **6. CONFIDENTIALITY**

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

## **7. 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.

## **8. INFECTION CONTROL**

The prevention and control of infection is the responsibility of everyone who is employed by Camden and Islington NHS 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 health environment.

The nurse or other person in charge of any patient or resident area has a direct responsibility for ensuring that cleanliness standards are maintained throughout that shift.

## **9. 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.

## **10. 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.

## **11. 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.

## **12. 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.

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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.

#### **14. 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.

#### **15. 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.

#### **16. IMPROVING WORKING LIVES (IWL)**

IWL is an NHS-wide initiative aimed at ensuring staff have good work/life balance, access to training, and support from their employer. The Trust is committed to maintaining a high standard of practice within IWL and, as such, staff have access to a wide range of flexible working options, childcare support, and many training and development opportunities.

#### **17. PROFESSIONAL REGISTRATION**

- i) If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.
- ii) You are required to advise the Foundation Trust if your professional body 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 have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your



employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Foundation 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.

## **18. 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 through out 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.

## **19. 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.

## **20. 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 post holder on an annual basis.

## **21. INITIALS AND DATE OF PREPARATION**

MP 9<sup>th</sup> October 2015



