

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Mental Capacity Act (MCA) Team Lead |
| **Reports to** | Mental Capacity Act (MCA) Professional Lead |
| **Band** | Band 7 (subject to formal matching) |
| **Department/Directorate** | Integrated Safeguarding Team |

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| **JOB PURPOSE** |
| The post holder will support the management of the Mental Capacity Act Team across Northern and Eastern Services of Royal Devon University Healthcare NHS Foundation Trust.  It is essential that you have an extensive knowledge and experience of the Mental Capacity Act (MCA) and some knowledge of the Deprivation of Liberty Safeguards (DoLS).  You will be working closely with clinicians and managers at all levels both providing advice, support, face to face training and devising other resources to ensure that we are able to meet the requirements outlined under the MCA (2005) as well as the wider challenges that the Deprivation of Liberty Safeguards are designed to meet. You will need to be both proactive and responsive, with a real eye for detail.  You will be supporting the leadership of an established and ground-breaking MCA Team, currently encompassing 14 staff, across the Royal Devon Trust, with specialist teams in Exeter and Barnstaple. The role is primarily based at North Devon District Hospital but would include regular travel to the Royal Devon and Exeter Hospital.  This is a varied role focussed on both people and processes. You will need to thrive on juggling constantly competing priorities, supporting the leadership of a Trust-wide team, providing specialist advice, and be genuinely committed to encouraging and effecting long-term improvements in our provision of care and treatment to people who may lack the capacity to decide for themselves.   |  | | --- | | The post holder will be expected to contribute to the development of the MCA and DoLS requirements of the Trust and demonstrate leadership within the MCA Team.  The role will facilitate the development of staff and improve skills and competencies to develop the individual, team and organisational performance in line with Trust objectives.  The following are all essential requirements:   * A minimum of 1 year’s proven experience in a role utilising the Mental Capacity Act in a complex NHS or Social Care Organisation * Demonstrative experience of completing mental capacity assessments * Experience of leadership or line-management in a complex NHS or Social Care Organisation * Thorough working knowledge of the MCA, and the ability to absorb and disseminate complex information to others whose learning needs may vary significantly * Experience of implementing new processes * Excellent communication skills both face to face and in writing * Proven ability to work as part of a team to improve patient care * Ability to work in and sustain others in a moderately pressured environment with occasional increased pressures * High degree of personal integrity and honesty with proven experience of working in an environment where confidentiality and discretion are paramount |   **K** |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| 1. To be responsible for supporting the operational delivery, and compliance with, the Mental Capacity Act (MCA) and the Deprivation of Liberty Safeguards (DoLS). This will include assisting with training and implementation tasks. You will be required to support the systems that are in place for relevant staff to apply, record and disseminate information in respect of MCA and DoLS. Ensuring records are maintained and disseminated to the Care Quality Commission or other Body as required by law. To support any required changes to processes to meet the requirements of MCA and DoLS. 2. To provide advice directly or escalate queries from clinicians at all levels, in relation to the MCA and DoLS. This will include a combination of fairly routine and complex queries which you may have to ‘sift’ before seeking access to the Trust’s lawyers. 3. To provide advice directly or escalate queries from clinicians at all levels, in relation to the Mental Capacity Act. This will include a combination of fairly routine and complex queries. It is rare that MCA queries need to go to the Trust’s lawyers but you will be expected to identify those that require such actions and escalate to the MCA Professional Lead. This should be working closely with our partner agency the Devon Partnership Trust (DPT). 4. To support the management of the MCA Practitioners and administrative staff, and provide support for these staff including regular supervision. 5. To support the development of advice, training and guidance for staff around DoLS, and around the MCA more generally. 6. Assist staff in undertaking their role in regards to the MCA/DoLS as appropriate, with an emphasis on staff development rather than the creation of dependency. 7. To assist the MCA Professional Lead and the Associate Director of Safeguarding in provision of regular reports for the Integrated Safeguarding Committee and MCA Operational Group~~.~~ 8. Work with the MCA Professional Lead, Head of Safeguarding, Associate Director of Safeguarding and Specialist Nurses in Safeguarding to participate in national and local initiatives to protect children and adults from harm and ensure that changes in legislation, learning, information and ideas are disseminated Trust wide. 9. Work alongside the MCA Team and Trust staff to design and develop processes that enable staff to protect individuals at risk. 10. Assist the Trust in contributing to Devon’s Safeguarding Adult Review/Domestic Homicide Review /Serious Case Review processes, and the dissemination and implementation of the findings and recommendations, within the scope of MCA and DoLS. This will also include the learning from internal management reviews. 11. To contribute to the analysis of incidents involving the MCA and DoLS assist the relevant investigating manager in any subsequent investigation as appropriate. As a minimum, to assist in any MCA-related aspects of the investigation’s Terms of Reference and to otherwise offer comment to report writers on any proposed actions which are MCA-related. 12. To contribute to the audit the application of MCA and DoLS within the Trust, preparing reports of any findings including highlighting good or poor practice. 13. To support with any Section 42 enquires which have been caused out to Royal Devon University Healthcare NHS Foundation Trust (Royal Devon) that may arise out of safeguarding concerns within the scope of MCA or DoLS. 14. To be a core member of the Trust’s MCA Operational Group, and contribute to the Safeguarding Operational Group. 15. To develop and design training materials and deliver face to face training for staff, service users and/or carers around MCA and DoLS. 16. To support the review and development of relevant policies, including the Trusts MCA and DoLS policy, in conjunction with the MCA Professional Lead. 17. To work closely with mental health staff from Devon Partnership Trust (DPT) and social care staff from Devon County Council (DCC) ensuring services are congruent between each Trust whilst supporting patients and staff. 18. To expand and maintain professional knowledge and skills in relation to MCA and DoLS by keeping abreast of current trends/initiatives and related developments. There may be opportunity for more formal learning where this assists in the development of the post holder and the wider needs of the Trust. 19. To participate in regular supervision, professional development and appraisal in order to maintain relevant skills and knowledge. 20. To provide supervision, professional development and appraisal in order to maintain relevant skills and knowledge to the members of the MCA Team 21. To assist in any HR related activities where appropriate to the grading of the post. This may include investigations or advice to others. 22. To deputise for the MCA Professional Lead and represent the Trust at meetings external to the organisation when required. 23. To contribute to investigations where related to own area of expertise, and to be an advisor in agreeing Terms of Reference where investigation includes a focus on mental capacity or similar. 24. To have an excellent working relationship with Advocacy services. 25. To develop and improve practice in the Trust where referral to Advocacy services are indicated, in line with the MCA. 26. Participate in and ensure that effective communication takes place between patients, relatives/carers, staff and other agencies as necessary.   This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.  The inception of Liberty Protection Safeguards (LPS), as outlined in the Mental Capacity (amendment) Act 2019 has been delayed until the next parliament. If a future date for LPS inception is confirmed it is envisaged that there would be a significant review of this roles responsibilities to meet the demands of LPS. |
| **KEY WORKING RELATIONSHIPS** |
| **Areas of Responsibility:**  The post holder will support the Trust’s designated lead for the Mental Capacity Act 2005 (MCA) in the application of the Mental Capacity Act and Deprivation of Liberty Safeguards across Royal Devon Trust.  Alongside members MCA Team, you will be a source of advice in relation to MCA and DoLS matters and act as a point of contact when the Trust is involved in any Court of Protection cases. This will include instructing the Trust’s lawyers where necessary with the consent of an Executive Director.  The ultimate aim of the post is to support the MCA Professional Lead to assist the Trust in its aim to improve and maintain compliance with the MCA and DoLS across the Royal Devon Trust, including the central hospital sites in Exeter and Barnstaple.  You will be required to develop, deliver and support the MCA practitioners and provide training for staff at all levels.  You will be line managed by the MCA Professional Lead, and required to support the management of the MCA Team, which currently includes 13 staff across Northern Services (based at Barnstaple) and Eastern Services (based at Exeter).  You will be required to provide credible analysis of the Trust’s compliance with the MCA and DoLS.    The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis. In addition the post holder will deal with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Integrated Safeguarding Team * Royal Devon University Healthcare NHS Foundation Trust (Royal Devon) Clinical Training Team * Clinical Leads and Specialist Teams * Matrons, Line managers and Clinical Staff within the Trust * PALS Team * Clinical Audit Effectiveness Team * Corporate Governance Team * Operational Staff Groups * Trust Legal Services * Health and Safety Lead | * Devon Intergrated Care Board (ICB) MCA Professional Lead * MCA Teams from other Health and Social Care Providers * Devon Advocacy Consortium * External Solicitors * Devon County Council DoLS Team * Social Care Professionals * Mental Health Professionals | |

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| **ORGANISATIONAL CHART** |
| |  | | --- | | Joint Chief Nurse ROYAL DEVON | | Director of Nursing ROYAL DEVON  Head of Safeguarding, Eastern Services  Associate Director of Safeguarding ROYAL DEVON  MCA Administrators  MCA  Senior Practitioners  MCA  Project Support Officer  MCA Professional Lead  ROYAL DEVON  MCA Team Lead  **THIS POST**  Senior Specialist Nurses Safeguarding | |
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| **FREEDOM TO ACT** |
| Will include a combination of fairly routine and complex queries. It is rare that MCA or MHA queries need to go to the Trust’s lawyers but you will be expected, with the support of the MCA Professional Lead, to identify those that require such action.  Use initiative to deal with routine matters and complex queries, deciding when it is necessary to refer to the available line manager.  The post holder will be guided by the MCA Professional Lead, Head of Safeguarding/ Associate Director of Safeguarding, as well as Trust policies and procedures, using own initiative and seeking advice from manager and team as required.  The post holder is professionally accountable for all aspects of their own work and manages their own work load, working within their codes of practice and professional guidelines.  The post holder is supported by the MCA Professional Lead, but will provide advice to all members of the Trust Staff at all levels in regard to Mental Capacity and Deprivation of Liberty Safeguards.  The post holder has the freedom to initiate actions and interpret guidance and polices in line with the Trust and service policy. They will seek advice as necessary from colleagues in the Integrated Safeguarding Team and from the MCA Professional Lead and Associated Director of Safeguarding. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| The post holder will be required to take responsibility for handling queries and information in a tactful, diplomatic and empathic manner, adhering to the organisations standards of customer care.  The post holder will be required to deal with complex and sensitive information in a non-judgemental way, sometimes in challenging situations.  The post holder will support the MCA Professional Lead, in managing the MCA/LPS team and work alongside the members of the Integrated Safeguarding Team to support the development, co-ordination, management and delivery of DoLS and MCA across the Trust.  There will be regular communication with other members of the MCA Team to ensure coordinating of the Trust responsibilities under the Mental Capacity Act (2005).  The post holder will be expected to behave in accordance with the Trust's values of Compassion, Integrity, Inclusion and Empowerment.  The post holder will be expected to provide and receive complex and sensitive information, where persuasive, motivational, negotiating, training, empathic or re-assurance skills are required. This may be because agreement or cooperation is required or because there are barriers to understanding |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| Undertaking MCA assessments, monitor, evaluate, review and making improvements where necessary.  Ensure all MCA and DoLS training is monitored and evaluated for quality and effectiveness.  Support Staff to reflect and improve their MCA assessments and DoLS practice. Teach by example.  The post holder will be manage, under the leadership of the MCA Professional Lead, incoming and outgoing communications relating to their role responsibilities and will initiate responses where appropriate, demonstrating at all times a high level of discretion and confidentiality while ensuring responses to deadlines and targets are met.  The post holder will analyse facts and data as required when reviewing assessments and the impact of practice on patient care.  To contribute to investigations where related to own area of expertise, and to be an advisor in agreeing Terms of Reference where investigation includes a focus on mental capacity or similar.  The post holder will be required to use their own judgement where appropriate but will be lead, and supported by the MCA Professional Lead. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| The post holder will be directed by the MCA Professional Lead, but will have some responsibility in the planning and organisation of a number of complex activities or programmes, which require the formulation and adjustment of plans for the MCA team.  They will be required to support Staff throughout the Trust to identify when there is reason to doubt an individuals capacity, assess capacity and support subsequent decision making.  They will be delegated responsibilities, to plan training and education programmes and courses and they will be responsible for, ensuring that plans are adjusted to meet changing deadlines and shifting priorities.  The post holder must be able to manage a diverse workload, manage staff, identify priorities and multi task to ensure delivery of the Trusts responsibilities under the MCA (2005). |
| **PATIENT/CLIENT CARE** |
| The post holder will assist staff in identifying when there is reason to doubt someone’s capacity and/or is being deprived of their liberty.  The post holder will undertake and assist staff to undertake Mental Capacity Assessments providing specialist advice to staff in this area.  The post will support staff in the completion of, and provide specialist support regarding, Deprivations of Liberty Safeguards Authorisations.  They will refer to other specialists as required in order to provide optimal care of the participant.  Collate and review information to ensure that there is an accurate overview of all patients who are deprived of their liberty within the organisation.  The post holder is required to put the patient, as the first priority, at the centre of all activities.  The post holder will have regular contact with patients/clients by phone or face to face and will  provide information and advice to patients and carers.  They will provide advice which contributes to the care, wellbeing of patients/clients.  Under the leadership of the MCA Professional Lead, the post holder will be ensuring that the quality of care delivery and services to patients meets the expected standards as set out by the Trust. |
| **POLICY/SERVICE DEVELOPMENT** |
| * They will be responsible for contributing to the Mental Capacity Act and Deprivations of Liberty Safeguards Policies for Royal Devon. * They will implement policies for own work area and proposes policy or service changes which impact beyond own area of activity in relation to MCA/LPS. * They will inform and provide expertise in relation to deprivations of liberty and the Mental Capacity Act (2005) in regards to Trusts policies where relevant, e.g. Restraint Policy, Safeguarding Adults policy.   Under the Freedom to Act the post holder is responsible for exercising professional accountability and ensuring that:   * At all times their own and others practice is in line with the NMC Code of Professional Practice and they abide by the legal and statutory rules relating to practice. * Patient’s interests and rights are respected and they act as an advocate on behalf of patient. * The privacy and dignity of the patient is respected at all times. * High standards are achieved and maintained. * Through working in partnership with patients, they are the focus of effective care. * The role of other persons delivering health care is recognised and respected. * Public trust and confidence is not jeopardised. * They demonstrate a high commitment to professional and personal development to ensure that professional competencies are maintained and developed to continue to meet the needs of the service. * An up-to-date Personal Development Plan is maintained. * They promote and support innovative and evidence-based practice and share knowledge and expertise with colleagues. * Educational opportunities are utilised to facilitate learning in the clinical situation. * They demonstrate critical reflection skills and the learning gained from experience * They participate in, and promote clinical supervision. * They participate in the Trust’s Development & Review procedures. * They contribute to service and practice development initiatives within the clinical setting. * They deliver new and existing education programmes to develop staff skills and practice around MCA and DoLS. * All training and assessment records are maintained and written and oral summaries of progress produced as required in relation to DoLS and MCA.   As part of the Integrated Safeguarding and MCA team:   * Identify shortfalls in practice within the Trust, or any other deficit that may leave individuals at risk of abuse, neglect or harm. * Work collaboratively within the organisation, with children, adults and families at risk and across agencies to form partnerships and working arrangements that facilitate effective safeguarding practices. * Support the delivery and development of safeguarding training in relation to DoLS and MCA guidance sessions to staff across the Trust. * Support with MCA/DoLS related audits. * Be aware of and provide guidance to staff with regard to the Trust’s Prevent strategy. * Be a key point of contact to support clinical staff skills. * Maintain own educational development. * Attend meetings relevant to role and as delegated within the Team. * Attend all statutory training to meet health and safety requirements and have expertise with policy and local procedure sufficient to be a good role model. * Maintain a personal portfolio of evidence relating to competence and achievement and support others in doing the same. * Maintain competence via awareness of current clinical, education and research issues. * The post holder will comply with policy and promote high standards of health and safety in the work place. * Ensure safe practise to minimise the risks of infection to patients and staff in accordance with national and Trust policies. * Promote the development of opportunities for shared learning to support working across multi-professional, service and organisational boundaries. * Contribute to the development of e-learning packages and intranet resources. * Contribute to the development of Continuing Professional Development and education opportunities to meet the needs of the organisation. * Facilitate shared learning, supervision and reflective skills development especially in regard to MCA and LPS. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| The post holder will not have a delegated authority for a budget.  To ensure the efficient and effective use of all resources used within the course of one’s own duties, maintaining an awareness of the financial impact of inappropriate use. |
| **HUMAN RESOURCES** |
| Responsible as line manager for a single function or department.  Responsible for the delivery of training programmes in relation MCA/DoLS and the delivery of programmes in conjunction with the wider team.  Responsibility for relevant staff team for initial stages of grievance and discipline; appraisal, acting as an appointment panel member; ensuring that appropriate training is delivered to staff; reviewing work performance and progress; work allocation and checking.  To support and encourage staff to identify, assess and manage all patients that lack capacity and those that may be deprived of their liberty.  To promote a learning environment through identifying opportunities and seeking resources required for own and others learning.  The post holder will take an active part in the development review of their own and team members work suggesting areas for learning and development in the coming year.  The post holder will be expected to support the development of a skilled workforce and facilitate a range of education, training and learning opportunities. This includes support in the delivery of structured training as well as ad hoc teaching opportunities to develop practice around MCA and DoLS. This is an on-going job responsibility required for the role.  The role will facilitate the development of staff and improvement of skills and competencies to develop the individual, team and organisational performance in line with Trust objective. |
| **INFORMATION RESOURCES** |
| Use a range of computer systems e.g. Word, Excel and PowerPoint to create reports, documents and presentations. Take notes of team meetings and distribute them as required, ensuring that any actions are followed up.  Responsible for engaging with specialist areas to plan processes and systems that support practice, review and responsible body status in relation to LPS. |
| **RESEARCH AND DEVELOPMENT** |
| Comply with Trust’s requirements and undertake surveys as necessary to own work.  The Post Holder will be part of a team responsible for supporting with regular audits and analysis of performance data in respect of MCA and DoLS are conducted. |
| **PHYSICAL SKILLS** |
| Utilisation of keyboard skills, occasional lifting and moving of documents or education materials within capability.  Transporting and use of training equipment as required such as lap top and projector, flip charts, model arms etc. |
| **PHYSICAL EFFORT** |
| This post holder will sometimes be required to travel across the Trust service areas regularly.  Office work with a frequent requirement to sit in a restricted position at display screen equipment.  Occasional lifting of files, laptops, projectors, conference phones, presentation materials, training equipment and stationery. |
| **MENTAL EFFORT** |
| Requirement to regularly concentrate to deliver and manage the varied priorities.  The post holder will be required to concentrate when delivering training in various clinical and non-clinical areas.  The post holder will need to concentrate when working with staff on the wards to deal with interruptions at either individual or group sessions. The varied nature of the role, covering the Trust, means that there is likely to be unpredictability and frequent prioritisation of work activities. |
| **EMOTIONAL EFFORT** |
| Occasional exposure to distressing or emotional circumstances.  Occasionally manage a difficult situation, which may arise with angry/upset patients and family members and telephone callers.  Deal with sensitive/disturbing information.  The post holder will provide support and supervision to members of the MCA team. |
| **WORKING CONDITIONS** |
| Their working days will vary being a mixture of working in an office to produce documents and attending meetings, therefore they will be using display screen equipment for substantial proportion of those days.  The post holder will also be required to provide support around MCA/DoLS in various Trust settings and will be required to regularly visit other Trust sites and community areas to deliver programmes to support staff, nurses, therapists etc. in community nursing teams and community hospitals.  The post holder may occasionally be exposed to body fluids when working on the wards with staff in the provision of personal care. |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  Contribute to and work within a safe working environment  You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources. * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. * Undertake a Display Screen Equipment assessment (DES) if appropriate to role. |
| **APPLICABLE TO MANAGERS ONLY** |
| Leading the team effectively and supporting their wellbeing by:   * Championing health and wellbeing. * Encouraging and support staff engagement in delivery of the service. * Encouraging staff to comment on development and delivery of the service. * Ensuring during 1:1’s / supervision with employees, you always check how they are. |
| **DISCLOSURE AND BARRING SERVICE CHECKS** |
| This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake an enhanced Disclosure & Barring Service Disclosure Check. |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.  Royal Devon University Healthcare NHS Foundation Trust is a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the our Eastern track record of excellence in research, teaching and links to the university with Northern innovation and adaptability. |

PERSON SPECIFICATION

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| **Job Title** | Mental Capacity Act Team Lead |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**    Registered Health or Social Professional  Degree level qualification or relevant experience  Qualified professional with current NMC/HCPC/SWE registration  Masters level qualification or equivalent experience  Evidence of minimum of 1 years proven experience in working with adults with Mental Capacity Act / Mental Health issues at a senior level and providing specialist advice/administration in a complex NHS or Social Care Organisation.  Evidence of qualification or equivalent experience or enhanced skills and knowledge of the law in relation to Mental Capacity Act. | E  E  E  D  E  E |  |
| **KNOWLEDGE/SKILLS**  Thorough working knowledge of both MCA and MHA and the ability to absorb and disseminate complex information to others whose learning needs may vary significantly  Experience of implementing new processes  Excellent communication skills both face to face and in writing  Understanding of safeguarding issues across disciplines & agencies  Ability to promote understanding & incorporation of equality and diversity within safeguarding practice  Role model best practice in the application of MCA and MHA.  Reflective approach to practice  Able to communicate clearly and succinctly both verbally and in writing.  Evidence of continual professional development  Experience of managing staff | E  E  E  E  E  E  E  E  E  D |  |
| **EXPERIENCE**  Evidence of a minimum of 1 years proven experience in working with adults with Mental Capacity Act / Mental Health issues at a senior level and providing specialist advice/administration in a complex NHS or Social Care Organisation  Experience of designing and delivering training  Evidence of teaching or facilitation ability with a range of people and staff groups  Experience of undertaking MCA assessments and DoLS authorisations  Experience of Leadership/management in a healthcare/social care setting  A proven broad level of knowledge and experience of healthcare/social care settings | E  E  E  E  D  E |  |
| **PERSONAL ATTRIBUTES**    Proven ability to work autonomously using own initiative  Ability to work in and sustain others in a moderately pressured environment with occasional increased pressures  High degree of personal integrity and honesty with proven experience of working in an environment where confidentiality and discretion are paramount  Enthusiastic, highly motivated and committed to developing the service in the best interests of all users  Able to be assertive when necessary and remain calm in a busy environment  Able to work proactively and constructively, independently and within a multi-disciplinary team  Excellent communication and negotiation skills, IT literacy in word processing and presentation skills  Credible clinician and able to work clinically  Proven organisational and planning skills  An excellent understanding of safeguarding adults  Ability to travel across Devon and to other areas  Driving licence  Flexible in working arrangements | E  E  E  E  E  E  E  E  E  E  E  E  E  E |  |
| **OTHER REQUIREMENTS**  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust  Ability to frequently travel between Northern and Eastern Services locations as required | E  E |  |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
| Contact with patients | Y |  |  | M |  |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | N |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | N |  |  |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
|  | | | | | |
| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | F |
| Heavy manual handling (>10kg) | N |  |  |  |  |
| Driving | Y |  |  |  | F |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  |  | M |  |
| Mental Effort | Y |  |  |  | F |
| Emotional Effort | Y |  |  |  | F |
| Working in isolation | Y |  | O |  |  |
| Challenging behaviour | Y |  |  | M |  |