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JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Mental Capacity (MCA) / Liberty Protection Safeguards (LPS) Lead |
| **Reports to** | Professional Lead for MCA |
| **Band** | Band 7 |
| **Department/Directorate** | Integrated Safeguarding Team |

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| **JOB PURPOSE** |
| The post holder will lead the MCA/LPS team which is affiliated to the Integrated Safeguarding Team.  It is essential that you have an extensive knowledge and experience of the MCA and some knowledge of the Mental Health Act 1983 (MHA).  You will be working closely with clinicians and managers at all levels both providing face to face training and devising other resources to ensure that we are able to meet the increased demands of LPS as well as the wider challenges that the MCA is designed to meet. You will need to be both proactive and responsive with a real eye for detail.  This is a varied role focussed on both people and processes. You will need to thrive on juggling constantly competing priorities, dealing with people and challenges ‘from ward to Board’ (and vice versa) 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 LPS requirements of the Trust.  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 Mental Capacity Act administration or equivalent in a complex NHS or Social Care Organisation. * Experience of managing staff. * 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 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. |   **K** |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| 1. To be responsible for overseeing the operational delivery of the Mental Capacity Act (MCA) and in particular, the new Liberty Protection Safeguards (LPS). This will include assisting with training and implementation tasks. You will be required to ensure that systems are in place for relevant staff to notify the Trust of any usage of LPS and to ensure records are maintained and disseminated to the Care Quality Commission or other Body as required by law. To oversee any required changes to processes to meet the requirements of LPS 2. To act as the Trust-wide lead for Mental Health Act Administration. 3. To provide advice directly or escalate queries from clinicians at all levels, in relation to the MCA. 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. 4. To provide advice directly or escalate queries from clinicians at all levels, in relation to the Mental Health Act. This will include a combination of fairly routine and complex queries. It is rare that MHA queries need to go to the Trust’s lawyers but you will be expected to identify those that require such actions. This should be working closely with our partner agency the Devon Partnership Trust (DPT). 5. To line manage the MCA/LPS Practitioners and provide support for these staff including regular supervision. 6. To take the lead in developing advice, training and guidance for staff around LPS, and subsequently around the MCA more generally. 7. Assist staff in undertaking their role in regards to the MCA/LPS as appropriate, with an emphasis on staff development rather than the creation of dependency. 8. To assist the Nurse Consultant Safeguarding Lead in provision of regular reports for the Integrated Safeguarding Committee and Safeguarding Operational Groups, particularly around any significant usage of MCA, and to assist them with aspects of the Trust’s Annual MCA report. 9. Work with the Consultant Nurse 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. 10. Work alongside Trust staff to design and develop processes that enable staff to protect individuals at risk. 11. 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. This will also include the learning from internal management reviews. 12. To act as the Trust’s nominated contact for all incidents involving the MCA and 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. 13. To audit the use of the MCA within the Trust, preparing reports of any findings including highlighting good or poor practice. This is a gradual expectation of the role initially until LPS has been implemented. 14. To support with any Section 42 enquires which have been caused out to NDHT that may arise out of safeguarding concerns within the scope of MCA. 15. To be a member of the Trust’s Safeguarding Adults Operational Group, and Integrated Safeguarding Committee. 16. To develop and design training materials and deliver face to face training for staff, service users and/or carers around LPS, MCA or MHA. 17. To take the lead for review and development of MHA and MCA policies in conjunction with the Integrated Safeguarding Team and Mental Health Practitioners from DPT. 18. To work closely with mental health staff from Devon Partnership Trust (DPT) ensuring services are congruent between each Trust whilst supporting patients and staff. 19. To expand and maintain professional knowledge and skills in relation to LPS, MCA and MHA 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. 20. To participate in regular supervision, professional development and appraisal in order to maintain relevant skills and knowledge. 21. To provide supervision, professional development and appraisal in order to maintain relevant skills and knowledge to the members of the LPS/MCA Team 22. To assist in any HR related activities where appropriate to the grading of the post. This may include investigations or advice to others. 23. To represent the Trust at meetings external to the organisation when required. 24. 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. 25. To have an excellent working relationship with Advocacy services. 26. To develop and improve practice in the Trust where referral to Advocacy services are indicated, in line with the MCA. 27. Participate in and ensure that effective communicate takes place between patients, relatives/carers, staff and other agencies as necessary. 28. Develop and set up systems to administer the new legislation and disseminate information to clinical staff in relation to these developments:     1. Assist staff in identifying when someone is being deprived of their liberty.     2. Provide assistance and guidance to ward staff in relation to the new legislation and associated processes.     3. Maintain accurate records and with the assistance of the team administrator, collate information to ensure that there is an accurate overview of all patients who are deprived of their liberty within the organisation that applications are processed within timescales and that appropriate review is undertaken.     4. Undertake a review of each case to ensure that the appropriate documentation has been completed correctly. This will include review of the mental capacity assessment.     5. Ensure that there is documented evidence that there has been consultation with the cared for person.     6. Ensure that an ‘appropriate person’ has been identified to represent and support the cared for person or if one cannot be identified that advocacy has been applied for.     7. Assist in the teaching of junior staff and learners in clinical practice and act as link nurse for the Mental Capacity Act (2005) and associated legislation.     8. Assist in the undertaking of specific quality audits and take a key role, in conjunction with clinical staff, participating in the evaluation of the impact of education and training activity on patient care.     9. Be responsible for actively identifying areas of problems and risks, reporting incidents and taking immediate action utilising the relevant Trust procedures and working with the Clinical Governance Team.   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. |
| **KEY WORKING RELATIONSHIPS** |
| **Areas of Responsibility:** The post holder will be the Trust’s designated lead for the Mental Capacity Act 2005 (MCA) and in particular, the proposed ‘Liberty Protection Safeguards’ (LPS) which will replace the Deprivation of Liberty Safeguards.  Alongside members of the Integrated Safeguarding Team and Nurse Consultant Safeguarding Lead, you will be a source of advice in relation to MCA 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 assist the Trust in its aim to improve and maintain compliance with the MCA and other mental health legislation.  You will be required to develop, deliver and support the MCA/LPS practitioners and provide training for staff at all levels.  You will be required to provide credible analysis of the Trust’s compliance with the MCA.  **No. of Staff reporting to this role**: 1    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, Northern Devon Healthcare NHS Trust (NDHT) 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 Clinical Commissioning Group (CCG) MCA/Lead * LPS Teams from other Health and Social Care Providers * Devon Advocacy Consortium * External Solicitors | |

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| **ORGANISATIONAL CHART** |
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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 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 LPS/MCA Team and IST members or Safeguarding Lead, 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 works autonomously and provides expert advice to all members of the Trust Staff at all levels in regard to Mental Capacity and Liberty Protection 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 Nurse Consultant Safeguarding Lead. |
| **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 lead the LPS/MCA team and work alongside the members of the Integrated Safeguarding Team to support the development, co-ordination, management and delivery of the Liberty Protection Safeguards and MCA across the Trust.  There will be regular communication with the members of the Integrated Safeguarding Team to ensure seamless delivery of the Trust responsibilities under the Mental Capacity (Amendment) Act 2019.  The post holder will be expected to behave in accordance with the Trust's values of demonstrating compassion, striving for excellence, respecting diversity, acting with integrity and to listen and support others.  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 LPS/MCA training is monitored and evaluated for quality and effectiveness.  Support Staff to reflect and improve their MCA assessments and LPS practice. Teach by example.  The post holder will manage and prioritise all 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. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| The post holder will be expected to plan and organise their own programmes of work. They will be required to support Staff throughout the Trust to identify, assess and manage all LPS authorisations.  They will be required to organise and 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, identify priorities and multi task to ensure delivery of the Trusts responsibilities as a ‘Responsible Body’. |
| **PATIENT/CLIENT CARE** |
| The post holder will assist staff in identifying when someone 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 and Liberty Protection Safeguards.  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, that applications are processed within timescales and that appropriate review is undertaken.  They will act as a reviewer of patients for the Trust which will be Responsible Body for LPS  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.  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.  The post holder will contribute to, and approve plans relation to deprivations of liberty for patients within the hospital setting. This will be a service level accountability. |
| **POLICY/SERVICE DEVELOPMENT** |
| * They will be responsible for writing and reviewing the Mental Capacity Act and Deprivations of Liberty Safeguards Policies for NDHT. * Responsible for policy implementation and for policy and service development 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 design and deliver new and existing education programmes to develop staff skills and practice around MCA and LPS. * All training and assessment records are maintained and written and oral summaries of progress produced as required in relation to LPS and MCA.   As part of the Integrated Safeguarding 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 LPS and MCA guidance sessions to staff across the Trust. * Lead MCA/LPS related audits. * Represent the Trust at Local Safeguarding Board subgroups as required. * Represent the MCA/LPS Team and /or Safeguarding Team at Trust safeguarding meetings and committees. * 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. * Organise own work pattern to respond to the needs of users of the service. * 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 department, to lead and manage the MCA/LPS Senior Practitioners, Practitioners and Administrative staff.  Responsible for the devising of training programmes in relation MCA/LPS and the delivery of programmes in conjunction with the wider team.  Responsibility over staff team for appraisals; sickness absence; disciplinary and grievance matters; recruitment and selection decisions; personal and career development; departmental workload and allocation and re-allocation of blocks of work or responsibilities for areas of activity.  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 lead in 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 LPS. 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 responsible for ensuring that regular audits and analysis of performance data in respect of MCA and LPS is 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. 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 have to provide support and supervision to members of the MCA/LPS team.  The post holder will respond to concerns and questions from a wide range of people, who may be anxious about specific issues particularly in relation to MCA and LPS. |
| **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/LPS in various Trust settings and may be required to 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.  Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming 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 RD&E’s track record of excellence in research, teaching and links to the university with NDHT’s innovation and adaptability. |

PERSON SPECIFICATION

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| **Job Title** | Mental Capacity (MCA) / Liberty Protection Safeguards (LPS) Lead |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**    Registered Nurse or Allied Health Professional  Qualified professional with current NMC/ HCPC registration  BSc Specialist Practitioner or equivalent experience  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 ‘level 4’ Masters level qualification or equivalent experience and enhanced skills and knowledge of the law in relation to Mental Capacity Act. | E  E  E  E  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  A proven broad level of knowledge and experience of healthcare/social care settings | E  E  E  D |  |
| **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  Knowledge of the Mental capacity (Amendment) Act 2019 and the roles and responsibilities of ‘Responsible Bodies’  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 travel to other 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 |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | F |
| Heavy manual handling (>10kg) | N |  |  |  |  |
| Driving | Y |  |  | M |  |
| 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 |  |  | M |  |
| Challenging behaviour | Y |  |  |  | F |