

## JOB DESCRIPTION

JOB DETAILS	
<b>Job Title</b>	Senior MCA Practitioner
<b>Reports to</b>	MCA Team Lead
<b>Band</b>	Band 6
<b>Department/Directorate</b>	MCA Team, Corporate Services

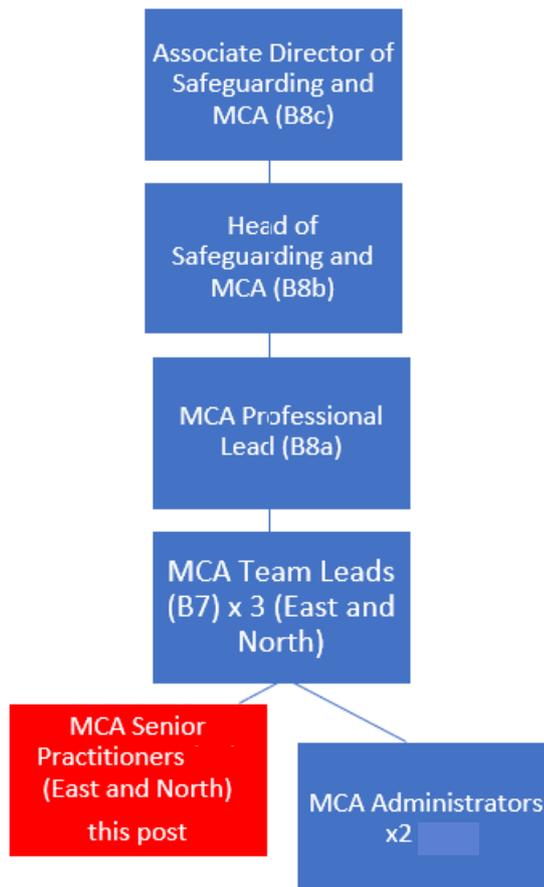
JOB PURPOSE
<p>To be part of the team who are responsible for overseeing the operational delivery of the Mental Capacity Act (2005) and to provide expert advice and support for speciality patients within the trust.</p> <p>To support staff to demonstrate and improve compliance with the Mental Capacity Act (2005). To provide effective clinical expertise for the implementation and management of Deprivation of Liberty Safeguards (DoLS) across the Trust</p> <p>The post holder will work as part of the MCA team (which will be closely affiliated to the wider safeguarding team) to ensure patients with complex vulnerabilities due to capacity issues are protected from harm, receive the correct support and have appropriate adjustments made to ensure their journey is individualised, safe and therapeutic.</p> <p>Acting under the direction of the Trust's MCA Professional Lead, as local clinical experts for all aspects around MCA and DoLS to provide leadership, training and support to staff.</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<p>To be a member of, actively participate in, and work within the guidelines of the relevant MDT, as a key worker and the organiser</p> <p>To provide appropriate written information for patients, relatives and hospital staff covering the relevant legislation in relation to Mental Capacity Act (2005) and Deprivation of Liberty Safeguards (DoLS)</p> <p>The <b>Senior MCA Practitioner</b> will be based in the <b>acute</b> hospital.</p> <p>The post holder will fulfil all tasks and work as part of a team. To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager</p> <p>To be responsible for overseeing the operational delivery of the Mental Capacity Act (MCA) and Deprivation of Liberty Safeguards (DoLS) ensuring that records are maintained and disseminated to the Care Quality Commission or other Body as required by Law.</p>

KEY WORKING RELATIONSHIPS
<p>Areas of Responsibility: (type of work undertaken)</p> <p>No. of Staff reporting to this role: (0)</p> <p>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.</p> <p>Of particular importance are working relationships with:</p>

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> <li>• Safeguarding Team</li> <li>• Named Doctor for Safeguarding Adults</li> <li>• Learning and Development and Practice Education team</li> <li>• Dementia Specialist Nurse and Admiral Nurses</li> <li>• Clinical leads and specialist teams</li> <li>• Clinical Matrons, line managers and clinical staff within the Trust</li> <li>• PALS Team</li> <li>• Clinical Audit and Effectiveness team</li> <li>• Risk Management Team</li> <li>• Governance team</li> <li>• Operational staff groups</li> <li>• MCA Professional Lead</li> <li>• Safeguarding Team</li> <li>• Legal Department</li> </ul>	<ul style="list-style-type: none"> <li>• Torbay and Devon Safeguarding Adults Partnership / Sub Groups for MCA:</li> <li>• New Devon Clinical Commissioning group (CCG) MCA Lead and Safeguarding Team</li> <li>• MCA Teams from other Health and Social Care Providers</li> <li>• Devon Advocacy Consortium</li> <li>• Devon Partnership Trust Learning Disability and Psychiatric Liaison Teams</li> </ul>

## ORGANISATIONAL CHART



## **FREEDOM TO ACT**

To work within and provide specialist advice to the relevant MDT and contribute to decisions about patient care in line with the Trust and service policy.

Be professionally accountable for all aspects of own work.

To work autonomously and be able to provide expert advice to patient and families in relation to patient condition and specialist treatments and services in line with the Trust and service policy.

Lead the assessment of staff training needs in MCA and co-ordinate and deliver appropriate training

## **COMMUNICATION/RELATIONSHIP SKILLS**

Provide and receive highly complex and highly sensitive information. Communicates very sensitive, complex condition related information to patients, relatives offering empathy and reassurance.

To communicate effectively between departments and Trusts to ensure patients journey is seamless.

To work in partnership with nurses and relevant health professionals to address people's health needs through planning and delivering interventions which are based on best practice, clinical judgement and in line with the MCA (Mental Capacity Act 2005).

Treat all persons encountered during the course of duties with respect and courtesy and maintain a standard of conduct which best represents the Safeguarding team and the Trust.

## **ANALYTICAL/JUDGEMENTAL SKILLS**

To promote, develop and improve practice in the Trust in relation with MCA, including supporting staff to identify appropriate patients; support onward referrals and completion of appropriate documentation.

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 clinicians, Safeguarding Team and Clinical Governance Team.

To support MCA Lead to audit the use of the MCA within the Trust, preparing reports of any findings including highlighting good or poor practice.

To contribute to investigations 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.

To analytically review DoLS applications and Mental capacity assessments within the Trust.

To critique complex cases in relation to mental capacity and deprivations of liberty and determine appropriate multi-disciplinary actions and legal considerations, which require the analysis, interpretation and comparison of a range of options.

With the wider safeguarding team take responsibility in dissemination and implementation of findings and recommendations from investigations and enquiries

## **PLANNING/ORGANISATIONAL SKILLS**

To represent the Trust at internal meetings as required and to represent the trust at external meetings to the organisation when required.

To support and advise on Deprivation of Liberties in relation to discharge and the transportable nature of an authorisation.

To attend, and support clinical staff in relevant Best Interest Meetings when specialist support is indicated.

To critically evaluate, and prioritise deprivations of liberty within the trusts and allocate work accordingly, including the requirement to support the formulation and adjustment of plans or strategies.

To expand and maintain professional knowledge and skills in relation to DoLS and MCA by keeping abreast of current trends/initiatives and related developments.

To participate in regular supervision, professional development and appraisal in order to maintain relevant skills and knowledge.

Plans & prioritises own caseload, arranges appointments

## **PATIENT/CLIENT CARE**

Assist staff in identifying when someone is being deprived of their liberty.

Undertake and assist staff to undertake Mental Capacity Assessments so that staff are empowered to undertake MCA assessments independently, providing specialist advice in relation to considerations around MCA.

Refer to other specialists as required in order to provide optimal care of the patient.

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.

To support patients in meeting their own health and wellbeing through providing expert information, advice and support to understand the MCA/DoLS process and assist them to find appropriate advocates/ IMCAs to support them

## **POLICY/SERVICE DEVELOPMENT**

Actively participate in strategic service planning & development. This includes management of projects that have been identified in the MCA annual workplan and ad hoc projects that require immediate attention.

## **FINANCIAL/PHYSICAL RESOURCES**

The post holder has a personal duty of care in relation to equipment and resources.

The post holder will support the MCA Team Leads and Professional Leads to ensure that any projects undertaken are established and managed within set time constraints and do not have an impact on the budget which is set by the Associate Director for Safeguarding.

## **HUMAN RESOURCES**

To maintain own professional development required for the role. Take an active part in the development review of own work suggesting areas for learning and development in the coming year.

To promote a learning environment through identifying opportunities and seeking resources required for own and others learning.

To reflect on own practice through clinical supervision.

To act as a specialist resource to advise and support healthcare professionals and others involved in the delivery of care to patients, their families and carers

To support and facilitate the development of an education strategy which ensures that the Mental Capacity Act 2005 is applied appropriately to support the delivery of the highest standards of care.

Support the MCA Professional Lead / MCA Team Lead to administer MCA/DoLS information and disseminate to clinical staff.

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.

To support the development of advice, training, policy and guidance for staff around MCA and DoLS which impact cross Trust.

To develop and design training materials and deliver remote and face to face training for staff, service users and/or carers around DoLS and MCA.

To consider training needs in respect of MCA/DoLS across the trusts and plan delivery across teams and disciplines.

To participate in policy development for MCA/DoLS and to work alongside clinical teams to support the implementation of policy, processes and working practices.

### **INFORMATION RESOURCES**

To document all patient contacts and maintain patients records as per Trust Documentation Policy.  
To be involved in the Audit Programme relevant to the service

The post holder will use a wide range of computer systems e.g. word, excel and PowerPoint to create reports, documents and presentations

To support the review of relevant Trust Policies, internal processes and procedures.

### **RESEARCH AND DEVELOPMENT**

To audit the use of the MCA within the Trust, preparing reports of any findings including highlighting good or poor practice.

To maintain own and others' awareness of relevant research evidence related to the speciality and work with others in applying this to practice

To identify areas of potential research relating to the speciality and to participate in national and local relevant research activities on a regular basis and to provide feedback to relevant groups.

To participate in local and national research and audit projects and service evaluation as requested in order to improve standards of patient care.

### **PHYSICAL SKILLS**

Using keyboard and computer equipment

Use of telephone and MS Teams

Accuracy of information

Numerical skills, especially when undertaking audit.

### **PHYSICAL EFFORT**

The role will have a combination of sitting, standing and walking along with sitting at a VDU for long periods of time.

The role will require frequent ward visits to see patients to complete assessments. Some of the required assessments could take approximately 1 hour to complete and the post holder will therefore be required to frequently sit for long periods of time where their movement may be restricted.

## MENTAL EFFORT

The work pattern is unpredictable and subject to frequent interruption.

The post holder will require resilience to deliver specialist MCA input in stressful, emotional demanding environments. Requirement to regularly concentrate to deliver and manage varied priorities and demands of liaising with a wide range of people.

Frequent requirement for concentration, interruptions will usually be in the form of new referrals which may need to be prioritised.

Ability to adapt to an unpredictable workload.

## EMOTIONAL EFFORT

Frequent exposure to highly distressing circumstances, hearing from the patient first hand, and dealing with the most vulnerable patients and contributing to the assessment of their liberty.

Work with patients with mental health problems or occasional challenging behaviour.

Work with patients in the aftermath of bad news.

The post holder will respond to concerns and questions from a wide range of people who may be anxious and distressed relating to their condition and treatment.

## WORKING CONDITIONS

Occasional aggressive behaviour when dealing with face to face complaints

Regular use of VDU

Occasional lone working

## 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 (DSE) if appropriate to role.

## 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 a 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.

At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles.

# PERSON SPECIFICATION

<b>Job Title</b>	MCA Senior Practitioner
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Requirements	Essential	Desirable
<b>QUALIFICATION/ SPECIAL TRAINING</b>		
Registered Nurse, Allied Health Professional or Social Worker	✓	
Qualified professional with current professional registration	✓	
Post-registration qualification in relevant specialist nursing or equivalent experience	✓	
Professional knowledge acquired by degree or demonstration of equivalent experience	✓	
Evidence of demonstrable experience in working with adults with Mental Capacity Act issues and providing specialist advice/administration in a complex NHS or Social Care Organisation.		✓
Evidence of working with patients with complex needs, Older People, people with Learning Disability, dementia, mental health issues or substance misuse		✓
<b>KNOWLEDGE/SKILLS</b>		
Skills to support and assess patients who may have barriers to understanding	✓	
Provide and receive complex, sensitive information about patient's history.	✓	
Support patients and relatives who may have special needs.	✓	
Be able to consider a range of facts or situations requiring comparison	✓	
Skills for assessing clients using appropriate treatment from range of options	✓	
Thorough working knowledge of MCA and the ability to absorb and disseminate complex information to others whose learning needs may vary significantly	✓	
Excellent communication skills both face to face and in writing		
Plan and organise straightforward activities, some ongoing.	✓	
Plans & prioritises own caseload, arranges appointments	✓	
Ability to promote understanding & incorporation of equality and diversity within safeguarding practice	✓	
Role model best practice in the application of MCA	✓	
Reflective approach to practice	✓	
Evidence of continuing professional development		✓
Evidence of participating in Clinical Audit	✓	
Multi-disciplinary team working across health, social and voluntary sectors	✓	
Core IT skills	✓	
<b>EXPERIENCE</b>		
Evidence of demonstrable experience in working with adults with Mental Capacity Act and providing specialist advice/administration in a complex NHS or Social Care Organisation	✓	
Experience of designing and delivering training		✓
A proven broad level of knowledge and experience of healthcare/social care settings		✓
Evidence of teaching or facilitation ability with a range of people and staff groups		✓
Experience of undertaking MCA assessments		✓
Experience with DoLS authorisations		✓
<b>PERSONAL ATTRIBUTES</b>		
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, keyboard and presentation skills	✓	
Credible clinician and able to work clinically	✓	
Proven organisational and planning skills	✓	
Knowledge of the Mental capacity and Mental Capacity (Amendment) Act 2019 and the roles and responsibilities of 'Responsible Body'	✓	
<b>OTHER REQUIREMENTS</b>		
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.	✓	
Ability to travel between locations meeting time restraints and / or holds a valid driving licence and access to road worthy vehicle.	✓	

		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
<b>Hazards/ Risks requiring Immunisation Screening</b>					
Laboratory specimens	N				
Contact with patients	Y				F
Exposure Prone Procedures	N				
Blood/body fluids	Y		O		
<b>Hazard/Risks requiring Respiratory Health Surveillance</b>					
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				
<b>Risks requiring Other Health Surveillance</b>					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	Y		O		
Noise (over 80dBA)	Y	R			
Hand held vibration tools (=>2.5 m/s2)	N				
<b>Other General Hazards/ Risks</b>					
VDU use (> 1 hour daily)	Y				F
Heavy manual handling (>10kg)	N				
Driving	Y		O		
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	Y		O		
Mental Effort	Y				F
Emotional Effort	Y			M	
Working in isolation	Y			M	
Challenging behaviour	Y			M	