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***“Our vision is to provide safe, high quality seamless service delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust Values”***

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| **JOB DETAILS** | |
| **Job Title** | LPS/MCA Lead |
| **Reports to** | Head of Safeguarding |
| **Band** | AfC Pay scale Band 7  (Subject to banding and formal matching) |
| **National Job Profile used** |  |
| **Department/Directorate** | Safeguarding Team, Specialist Services |

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| --- | --- |
| **JOB PURPOSE** | |
| The post holder will lead the MCA/LPS team which is affiliated to the Integrated Safeguarding Team. The post holder will act as designated Trust-wide Lead for the Mental Capacity Act 2005 (MCA) To support staff to demonstrate and improve compliance with Mental Capacity Act (2005). The post holder will have an extensive knowledge and experience of the MCA and some knowledge of the Mental Health Act 1983 (MHA).   * The post holder will be expected to contribute to the set-up, development and implementation of the Liberty Protection Safeguards (LPS) which are due to replace the Deprivation of Liberty Safeguards in April 2022. * 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.   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.  The post holder will 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. | |
| **KEY WORKING RELATIONSHIPS** |  |
| 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** | | * Safeguarding Team, Royal Devon & Exeter NHS Foundation Trust * Named Doctor for Safeguarding Adults * Learning and Development and Practice Education team * Dementia Specialist Nurse and Admiral Nurses * Clinical leads and specialist teams * Clinical Matrons, line managers and clinical staff within the Trust * PALS Team * Clinical Audit and Effectiveness team * Risk Management Team * Governance team * Operational staff groups * Trust legal services | * Torbay and Devon Safeguarding Adults Partnership / Sub Groups for MCA: * New Devon Clinical Commissioning group (CCG) MCA/Lead * LPS Teams from other Health and Social Care Providers * Devon Advocacy Consortium * Devon Partnership Trust Learning Disability and Psychiatric Liaison Teams based within RD&E * Northern Devon Healthcare Trust LPS/MCA Lead and Safeguarding Team | | |
| **ORGANISATIONAL CHART** | |
|  | |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** | |
| * To be responsible for overseeing the operational delivery of the Mental Capacity Act (MCA) and in particular, the Liberty Protection Safeguards (LPS), ensuring that records are maintained and disseminated to the Care Quality Commission or other Body as required by Law. * To expand and maintain professional knowledge and skills in relation to DoLS, 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. * To take the lead for review and development of MCA and DoLS policies in conjunction with the Integrated Safeguarding Team. * To lead and manage the MCA/LPS team * To provide advice directly or escalate queries to the Trust, in relation to the MCA, DoLS, LPS. * To ensure that effective communication takes place between patients, relatives/carers, staff and other agencies. * To work collaboratively with other clinicians across the Trust, other providers and partners to plan and implement LPS * To audit the use of MCA within the Trust and take forward learning and improvements * Support Staff to reflect and improve their MCA assessments and DoLS/LPS practice. Teach by example | |
| **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 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 * Promote collaborative working across with other clinicians across the Trust and with other providers * To provide advice directly or escalate queries to Head of Safeguarding/Trust Lawyers from clinicians at all levels, in relation to the MCA, DoLS, LPS. * To be a member of the Trust’s Safeguarding Adults Operational Group and Joint Integrated Safeguarding Committee. * To work closely with mental health staff from Devon Partnership Trust (DPT) whilst supporting patients and staff with MCA. * To have an excellent working relationship with Advocacy services. * Participate in and ensure that effective communication takes place between patients, relatives/carers, staff and other agencies. * 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 develop and improve practice in the Trust where referral to Advocacy services are indicated, in line with the MCA. * 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 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. 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. * 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. * 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. * Undertaking MCA assessments, monitor, evaluate, review and making improvements where necessary. * Ensure all DoLS/LPS/MCA training is monitored and evaluated for quality and effectiveness. * Support Staff to reflect and improve their MCA assessments and DoLS/LPS practice. Teach by example. * 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** | |
| * To be responsible for the operational delivery of MCA/DoLS/LPS * To organise and plan the training framework for the acute trust and community hospitals * To represent the Trust at meetings external to the organisation when required. * Represent the Trust at Local Safeguarding Adult Partnership and New Devon CCG subgroups as required. * To expand and maintain professional knowledge and skills in relation to LPS 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.   . | |
| **PHYSICAL SKILLS** | |
| * Using keyboard and computer equipment * Use of telephone and MS Teams * Accuracy of information * Numerical skills, especially when undertaking audit. | |
| **PATIENT/CLIENT CARE** | |
| * Assist staff in identifying when someone is being deprived of their liberty. * To provide specialist advice to clinicians to support patient care * 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. * To provide indirect support to manage challenging patients in a hospital setting * Undertake and assist staff to undertake Mental Capacity Assessments * Refer to other specialists as required in order to provide optimal care of the participant. * 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. * Act as a reviewer of patients for the Trust which will be Responsible Body for LPS. | |
| **POLICY/SERVICE DEVELOPMENT** | |
| * They will be responsible for writing and reviewing the Mental Capacity Act, Deprivations of Liberty Safeguards & Liberty Protection Safeguard Policies for the Trust. * 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. * To write and develop the LPS policy in close conjunction with NDHT. They will interpret the policy derived from the code of practice for LPS and they will work closely with the legal team to ensure our policy meets all our legal obligations * Develop and set up systems to administer the new legislation and disseminate information to clinical staff in relation to LPS * 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. * To develop advice, training and guidance for staff around MCA and LPS. * To develop and design training materials and deliver remote and face to face training for staff, service users and/or carers around LPS and MCA. * With the wider safeguarding team take responsibility in dissemination and implementation of findings and recommendations from investigations and enquiries * Develop collaboration and integration with NDHT LPS/MCA Team and NDHT Safeguarding team as the RD&E and NDHT work towards integration | |
| **MENTAL EFFORT** | |
| * Concentration to analyse results and legislative changes, develop new strategies, problem solve * Emotional effort to manage conflict resolution, distressing situations of self and to support MCA/LPS team with this * Management of competing demands | |
| **PHYSICAL EFFORT** | |
| * Frequent sitting at desk for computer/telephone work and meetings * Often standing on wards or teaching and travel to different sites within the Trust. * Occasional lifting of files, laptops, projectors, conference phones, presentation materials, training equipment and stationery. | |
| **FINANCIAL/PHYSICAL RESOURCES** | |
| * Have an awareness of the available resources in the Safeguarding Team budget and need to assist Head of Safeguarding to maintain resources * Care for and maintain IT and phone equipment | |
| **HUMAN RESOURCES** | |
| * To interview and appoint staff for newly formed LPS Team which will include MCA/LPS practitioners and MCA/LPS administrator. * To be responsible as a line manager for the day to day management of the MCA/LPS Practitioners and MCA/LPS administrator. 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 line manage the MCA/LPS Practitioners and provide support for these staff including regular supervision, appraisal, arrange professional development. * To have ongoing responsibility for the training of the MCA/LPS Practitioners and MCA/LPS administrator. * 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. * To participate in regular supervision, professional development and appraisal in order to maintain relevant skills and knowledge. * To provide supervision, professional development and appraisal in order to maintain relevant skills and knowledge to the members of the LPS/MCA Team * To assist in any HR related activities where appropriate to the grading of the post. This may include investigations or advice to others. | |
| **INFORMATION RESOURCES** | |
| * Ensure clear, accurate and concise records are kept in accordance with all regulatory requirements including the GDPR and Data Protection Act. * Co-operate with external and internal audit, data monitoring and quality assurance * To assist the Head of Safeguarding 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 and work plan. * 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** | |
| * 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. * The Post Holder will be responsible for ensuring that regular audits and analysis of performance data in respect of MCA and LPS is conducted. | |
| **FREEDOM TO ACT** | |
| * Works within codes of practice and guidelines (e.g. Scope of Professional Practice and Code of Conduct) * Accountable for own professional action * Lead practitioner as LPS/MCA Lead * Lead the assessment of staff training needs in MCA and co-ordinate and deliver appropriate training * Lead the identification of priorities/challenges within LPS/MCA * Promote a blame free culture in reporting incidents and where appropriate initiating a local investigation in a timely manner. * Resolve relevant complaints and issues at a local level in partnership with patients, carers and their family and other healthcare professionals. | |
| **OTHER RESPONSIBILITIES** | |
| * To take part in regular performance appraisal. * To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling * To contribute to and work within a safe working environment * The post holder is 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. | |
| **APPLICABLE TO MANAGERS ONLY** | |
| * Evidence that supporting employee health and wellbeing is included in any documents outlining the skills and knowledge that line managers need. * All managers hold the responsibility of the health and safety and wellbeing of their staff. * 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. | |
| **THE TRUST- VISION AND VALUES** | |
| Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:  Honesty, Openness & Integrity  Fairness,  Inclusion & Collaboration  Respect & Dignity  We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.  We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.  We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards. | |
| **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.  The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462 | |

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| **POST** | LPS/MCA Lead |
| **BAND** | 7 |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**   * Registered Nurse, Allied Health Professional or Social Worker * Qualified professional with current professional registration * BSc Specialist Practitioner or equivalent experience. * Professional knowledge acquired by degree * Masters level qualification or 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 Older People, people with Learning Disability, dementia or substance misuse | E  E  E  E  E  E  E |  |
| **KNOWLEDGE/SKILLS**   * 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. * Persuasive and reassurance skills * Be able to consider a range of facts or situations requiring comparison * Skills for assessing clients using appropriate treatment from range of options * Experience of managing staff * Thorough working knowledge of 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 * Plan and organise straightforward activities, some ongoing. * Plans & prioritises own caseload, arranges appointments * 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 * Reflective approach to practice * Evidence of continual professional development | E  E  E  E  E  E  E  E  E  E  E  E  E  E  E | D  D |
| **EXPERIENCE**   * 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 | E  E  E  E | D  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, keyboard 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 * Narrow margins for error with accuracy important * Driving licence * Flexible in working arrangements including working from home * Able to work as a team member. | E  E  E  E  E  E  E  E  E  E  E  E  E  E  E | D |
| **OTHER REQUIRMENTS**  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 |  |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
|  | | | | | |
| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
| Contact with patients | Y |  |  |  | F |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | N |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
|  | | | | | |
| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
|  | | | | | |
| 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 |  |  |  |  |
|  | |  |  |  |  |
| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | Y | R |  |  |  |
| Noise (over 80dBA) | Y | R |  |  |  |
| 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 |  | 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 |  |

**COMPETENCY REQUIREMENTS**

To be completed for all new positions

Please tick which of these essential learning s is applicable to this role

(**NB** those that are mandatory for all staff with no variation on frequency are pre-populated with a tick)

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| Safeguarding Children | Group 1 | | 🞏 | Blood Transfusion | BDS18 collection | | 🞏 | Consent Training | 🗹 |
|  | Group 2 | | 🗹 |  | BDS 19 & 20  Preparing & Administering | | 🞏 | VTE Training | 🞏 |
|  | Group 3 | | 🞏 |  | BDS 17 Receipting | | 🞏 | Record management and the nhs code of practice | 🗹 |
|  | Group 4 | | 🞏 |  | Obtaining a blood sample for transfusion | | 🞏 | The importance of good clinical record keeping | 🗹 |
|  |
|  | Group 5 | | 🞏 |  | Annual Update | | 🞏 | Antimicrobial Prudent Prescribing | 🞏 |
|  | Group 6 | | 🞏 |  |  | |  | Control & Restraint Annual | 🞏 |
| Not mapped this one |  | | 🞏 | Safeguarding Adults Awareness | Clinical Staff | | 🗹 | Mental Capacity/DOL’s | 🗹 |
|  | Group 8 | | 🞏 | Non Clinical Staff | | 🞏 |  |  |
| Manual Handling – Two Year | | | 🗹 | Falls, slips, trips & falls | Patients | | 🞏 |  |  |
| Equality & Diversity – One-Off requirement | | | 🗹 |  | Staff/Others | | 🞏 |  |  |
| Fire | | Annual | 🞏 | Investigations of incidents, complaints and claims | | | 🞏 |  |  |
|  | | Two Yearly | 🗹 | Conflict Resolution – 3 yearly | | | 🗹 |  |  |
| Infection Control/Hand Hygiene | | Annual requirement | 🗹 | Waterlow | | | 🞏 |  |  |
|  | | One-Off requirement | 🞏 | PUCLAS | | | 🞏 |  |  |
| Information Governance | | | 🗹 | Clinical Waste Management | | Application principles for clinical staff | 🞏 |  |
| Harassment & Bullying (Self Declaration – One off requirement) | | | 🗹 | Application principles for housekeeping | 🞏 |  |  |
|  | | |  | Application principles for portering and waste | 🞏 |  |  |

**APPENDIX 22**

**STRUCTURE CHANGE JUSTIFICATION FORM FOR NEW JOBS**

|  |  |
| --- | --- |
| Division/Directorate & Specialty: | Specialist Services, Safeguarding |
| Line Manager's Name: | Caroline Holt |
| Approved structure: | Head of Midwifery/Assistant Director of Nursing.  Head of Safeguarding  Deputy Head of Safeguarding (new role, not yet recruited)  LPS/MCA Lead  Been approved through EIA and CRIC has had financial approval from Safeguarding Team review |
| Revision to structure being proposed: | New LPS/MCA Lead Band 7 role |

**Please include current and proposed structure charts for this change, including management structure and supporting staff structure below.**

|  |  |  |
| --- | --- | --- |
| How does this revised structure compare or contrast with other structures that have been implemented across the Trust, give rationale for any changes: | | |
| LPS is a new piece of law in the Mental Capacity Amendment Act which starts on 1 April 2022. This role is needed to set LPS up.  The current MCA Lead is the Head of Safeguarding who does not have capacity to undertake/continue this role. | | |
| Explain why this structure change is required, and how this has come about: | | |
| As above. National requirement from change in law. RD&E will become Responsible Body for LPS which will replace Deprivation of Liberty Safeguards (DoLS). DoLS – Responsible Body is the Local Authority. | | |
| Have any other options been considered? If so what? | | |
| This is a legal requirement.  We will be working with NDHT on LPS but there will still be a requirement for a team for LPS/MCA at RD&E, led by this person. | | |
| Describe impact if this decision is not supported: | | |
| Trust will not comply with legal and statutory duties and will not be prepared for the transition to LPS. | | |
| Any other information to support this application: | | |
| Safeguarding Team is on the Corporate Risk register as it is under resourced. LPS/MCA is part of this risk | | |
| Manager’s Signature: | Print Name: | Date: |
|  |  |  |
| Divisional Director Signature: | Print Name: | Date: |
|  |  |  |
| Chief Operating Officer Signature: | Print Name: | Date: |
|  |  |  |

**APPENDIX 22**

**STRUCTURE CHANGE JUSTIFICATION FORM FOR RE-BANDING**

|  |  |
| --- | --- |
| Division/Directorate & Specialty: | Specialist Services, Safeguarding |
| Line Manager's Name: | Caroline Holt |
| Approved structure: | Head of Midwifery/Assistant Director of Nursing.  Head of Safeguarding  Deputy Head of Safeguarding (new role, not yet recruited)  LPS/MCA Lead  Been approved through EIA and CRIC has had financial approval from Safeguarding Team review |
| Revision to structure being proposed: | New LPS/MCA Lead Band 7 role needs banding approval |

**Please include current and proposed structure charts for this change, including management structure and supporting staff structure below.**

|  |  |  |
| --- | --- | --- |
| How does this re-banding compare or contrast with other structures that have been implemented across the Trust, give rationale for any changes: | | |
| Banding has been taken from NDHT and Taunton’s JDs for LPS/MCA Lead | | |
| Explain the service needs for the re-banding | | |
|  | | |
| Explain why this re-banding is required | | |
|  | | |
| Explain how this re-banding will improve the structure and add value: | | |
|  | | |
| Have any other options been considered? If so what? | | |
|  | | |
| Describe impact if this job is not re-banded: | | |
|  | | |
| Any other information to support this application: | | |
|  | | |
| Employee’s Signature | Print Name: | Date: |
|  |  |  |
| Manager’s Signature | Print Name: | Date: |
|  |  |  |
| Divisional Director Signature | Print Name: | Date: |
|  |  |  |
| Chief Operating Officer Signature | Print Name: | Date: |
|  |  |  |