

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Memory Assessment Service Specialist Community Practitioner</b>
<b>PAY BAND:</b>	Band 6
<b>LOCATION:</b>	This is a working from home post and main base is Alderney Hospital. We cover the BCP area.
<b>ACCOUNTABLE TO:</b>	Memory Assessment Service Manager
<b>LINE MANAGER:</b>	Memory Assessment Service East Team Leader
<b>KEY RELATIONSHIPS:</b>	Professionals, patients and service users, and the wider public
<b>HOURS OF WORK:</b>	This is a full-time post of 37.5 hours per week. The post holder may be required to work flexibly to meet the needs of the service. The working pattern will be between Monday-Friday 9-5pm.

<b>JOB SUMMARY</b>	<p>To provide a high quality person centred approach to care delivery which always considers people's safety, privacy and dignity.</p> <p>To provide specialist care and interventions, assessments, treatments and managing patients on a caseload, as part of the wider multi-disciplinary care team.</p> <p>To provide specialist advice to others regarding the management and care of patients / service users.</p> <p>To devise specialist programmes of care for other professionals to deliver and ensure they are delivered appropriately.</p> <p>To plan, implement and review health improvement programmes in a range of settings.</p> <p>Provide supervision, mentorship, training and clinical support to students and trained practitioners.</p>
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**SECTION A: MAIN DUTIES AND RESPONSIBILITIES**

- 1. CLINICAL RESPONSIBILITIES**
  - 1.1 To assess, plan, implement and evaluate specialist treatment and care to people on an allocated caseload; promoting independence and autonomy; working within a multi-disciplinary team.
  - 1.2 Advance own clinical knowledge, skill and competence based on current evidence through advanced educational programmes.
  - 1.3 Provide highly specialist advice to others regarding the management and care of patients/service users.
  - 1.4 Devise specialist programmes of care for other professionals to deliver and ensure they are delivered appropriately.
  - 1.5 To demonstrate clinical effectiveness by use of evidence based practice and outcome measures.
  - 1.6 Plan, implement and review health improvement programmes in a range of settings.
  - 1.7 Where appropriate to profession, Independent Non-Medical / Supplementary prescriber, able to take a history, assess, examine, diagnose and prescribe and develop a management plan including medication and monitor response to medication.
  - 1.8 Recognise, assess and manage risk across the immediate and wider working environment and make

appropriate decision autonomously ensuring statutory requirements are met.

- 1.9 To be responsible for patient safety through knowledge of systems, legal requirements and understanding of litigation.
- 1.10 To communicate effectively in verbal and written form in the exchange of highly complex, sensitive or contentious information in difficult situations using de-escalation, mediation, resolution and professional Duty of Candour.
- 1.11 To evaluate care, taking appropriate action leading to improvement in quality standards through clinical audit, root cause analysis and dealing with complaints.

## 2. **MANAGERIAL RESPONSIBILITIES**

- 2.1 To inspire teams and demonstrate leadership qualities through delivery of a specialist service, working with others, demonstrating personal qualities, continuous service improvement, and setting direction.
- 2.2 Support the management of change through strategic thinking, use of negotiating skills, self-awareness and communication.
- 2.3 Act as a role model and promote the Trust Behaviours of being proactive, positive, respectful, supportive, reliable and trustworthy.

## 3. **RESPONSIBILITY FOR HUMAN RESOURCES / WORKFORCE**

- 3.1 To provide peer support to and receive peer support from other colleagues.
- 3.2 To provide regular advice/guidance/support to more junior staff. To assist with the Induction and training of new staff and Students.
- 3.3 To be responsible for teaching and assessing in clinical practice.
- 3.4 To participate in the development and delivery of specialist training.
- 3.5 To provide clinical supervision and mentor junior members of the team.

## 4. **RESEARCH & DEVELOPMENT**

- 4.1 Participate in surveys, regular audits, and clinical trials relevant to role as required
- 4.2 To take responsibility for keeping abreast of developments and research relevant to specialist clinical work and the profession.

## 5. **POLICY & SERVICE DEVELOPMENT**

- 5.1 Responsible for contributing to the development of policies, procedures and practices applicable to their specialism and for policy implementation.

## 6. **RESPONSIBILITY FOR INFORMATION / DATA**

- 6.1 To maintain and ensure the highest quality of recording of patient data into the relevant record system in line with professional guidance and Trust Policy.
- 6.2 Analyse data and provide high quality reports relevant to role using Trust record systems using Microsoft Office components such as Word and Excel.

## 7. **PROFESSIONAL RESPONSIBILITIES**

- 7.1 Ensure that personal performance meets job requirements, Professional Codes and standards, Trust and post competency standards at all times.
- 7.2 Ensure the required level of IT competence required for the role to process, record, evaluate, analyse and report data.
- 7.3 Demonstrate commitment to the role and to service improvement through developing relationships with Commissioners, innovative thinking and small scale project management.

- 7.4 Challenge poor practice and take appropriate action making full use of current support systems.
- 7.5 Provide a positive, compassionate role model to junior staff and colleagues to ensure the delivery of people centred care and the key components of compassionate care
- 7.6 Create effective team work across professional boundaries using team building skills, creating common goals, and through engagement.
- 7.7 Respect and apply the requirements of equality and diversity, promoting and role modelling these across the multi-disciplinary team.
8. **OTHER RESPONSIBILITIES**
- 8.1 To undertake a comprehensive initial assessment of people referred into the Memory Assessment Service (MAS), identifying those who require a medical appointment for diagnosis and using a range of technology and resources including phone and video consultation, clinics at defined bases and home visits as needed.
- 8.2 To work autonomously, demonstrating clinical effectiveness by use of evidence-based practice and the use of outcome measures.
- 8.3 To provide support and clinical monitoring to people receiving Acetylcholinesterase Inhibitors or Memantine, on commencement of treatment and at regular reviews in line with NICE guidelines, Shared Care Protocols and the Trust's Operational Policy.
- 8.4 To participate as an active member of the multi-disciplinary team in developing high quality and innovative services that aim to identify, diagnose and support people in the community with early dementia, involving service users and carers.
- 8.5 To participate in group work, carer workshops and appropriate community interventions as part of the wider network of MAS resources.
9. **ENVIRONMENTAL FACTORS**
- 9.1 The post holder may be required to participate in the prevention and management of violence and aggression (PMVA) where required and following relevant training.
- 9.2 The role will require highly developed physical skills where accuracy is important e.g. for patient interventions and specialist therapy appropriate to profession and area of specialism such as use of specialist equipment and fine tools; manual, sensory and cognitive assessment and treatments, intravenous injections, insertion of catheters, removal of sutures; use of diagnostic equipment such as audiometers....
11. **Reliable and trustworthy**  
Being open and transparent, acknowledging errors, being honest about limitations and not over-promising.

**PERSON SPECIFICATION – Specialist Practitioner Band 6**

1.	<b>KNOWLEDGE, SKILLS AND TRAINING</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
1.1	Registered practitioner to degree/diploma level supplemented by post registration diploma level specialist training and/or short courses or demonstrable extensive experience in the relevant specialty	Yes	
1.2	Membership of the relevant Professional Body	Yes	
1.3	Learning and Assessing in Practice Qualification or equivalent practice assessors training	Yes	
1.4	Evidence of recent professional development in an up to date portfolio	Yes	
1.5	Non-Medical Prescriber (if professionally appropriate)		Yes
1.6	Knowledge and understanding of Trust Strategy relevant to role		Yes
2.	<b>JOB SPECIFIC EXPERIENCE</b>		
2.1	Experience at Practitioner Band 5 level	Yes	
2.2	Experience of specialist working	Yes	
2.3	Recent previous experience within a comparable role		Yes
2.4	Experience of managing change	Yes	
2.5	Demonstrable knowledge of assessment and therapeutic interventions in area of specialism	Yes	
2.6	Experience of developing specialist programmes of care for an individual or groups of patients/clients and of providing highly specialist advice	Yes	
2.7	Able to demonstrate specialist clinical reasoning skills to assimilate information in order to make a clinical judgement regarding diagnosis and intervention.	Yes	
2.8	Ability to prioritise and organise workload effectively	Yes	
2.9	Trained in PMVA techniques or willing to be trained.		Yes
3.	<b>MANAGERIAL/SUPERVISORY EXPERIENCE</b>		
3.1	Experience of providing clinical supervision and mentoring to junior staff	Yes	
3.2	Experience of devising and delivering training	Yes	
4.	<b>FINANCE/RESOURCES</b>		
4.1	Able to effectively manage available resources in the pursuit of quality service provision ensuring a safe environment	Yes	
5.	<b>INFORMATION TECHNOLOGY/RESOURCES</b>		
5.1	Able to analyse data and produce reports using Microsoft Excel and Word	Yes	
5.2	Experience of using electronic patient / service user record systems	Yes	
6.	<b>PERSONAL QUALITIES/ATTRIBUTES</b>		
6.1	Evidence of demonstrating the Trust's values and behaviours.	Yes	

6.2	Able to communicate effectively at different levels of the organisation and with staff, patient/service users, visitors or external organisations both verbally and in writing in the exchange of highly complex, sensitive or contentious information which may require the use of negotiating and/or persuasive skills.	Yes	
6.3	Able to overcome barriers to understanding where there are physical or mental disabilities.	Yes	
6.4	Able to analyse and assess situations and to interpret potentially conflicting situations and determine appropriate action, where there is a range of options and judgement is required.	Yes	
6.5	Experience of planning and organising complex activities, e.g. organise own time and that of junior staff and learners, planning off duty rotas and undertaking discharge planning involving co-ordination with other agencies.	Yes	
6.6	Ability to use own initiative within sphere of authority	Yes	
6.7	Demonstrable ability of using tact and diplomacy	Yes	
6.8	Demonstrable ability to analyse situations and provide a resolution	Yes	
6.9	Knowledge and understanding of legislation relevant to practice	Yes	
6.10	Ability to evaluate care leading to improvement in quality standards an service improvement	Yes	
6.11	Demonstrable leadership qualities and the ability to perform as a role model	Yes	
6.12	Willingness to advance own clinical knowledge, skill and competence based on current evidence	Yes	
7.	<b>BUSINESS TRAVEL</b>		
7.1	Subject to the provisions of the Equality Act, able to travel using own vehicle on Trust business.	Level 1/2	
8.	<b>ADDITIONAL REQUIREMENTS</b>		
8.1	Demonstrable skills in written and spoken English to a standard which enables the post holder to carry out the full range of duties and responsibilities of the role effectively.	Yes	

**\*Essential / desirable car user definitions**

Level 1 – (Essential) post holder is required to:

- travel an average of more than 3,500 miles a year;
- or travel an average of at least 1,250 miles a year; and necessarily use their car an average of 3 days a week; or spend an average of at least 50% of their time on such travel; including duties performed during the visits;
- or travel an average of at least 1,000 miles a year and spend an average of 4 days a week on such travel, including the duties performed during the visits.

Level 2 – (Essential) users who use their own vehicles for official journeys other than in the circumstances described under Level 1 above.

Level 3 (Desirable) non-essential car users who may exceptionally be required to travel on Trust business where such journeys could also be reasonably be made by public transport.