

JOB DESCRIPTION

JOB DETAILS

Job title: Community Dementia Nurse/Practitioner – Managing Memory Together
Job code: XXX
Band: 6
Location: South Cotswolds
Accountable to: Team Manager

JOB PURPOSE

- To Work as part of Managing Memory Together to support service users with dementia in primary care – ensuring appropriate levels of support, advice and therapeutic interventions are delivered in a coordinated manner for people with dementia in the allocated area.
- To work to a defined cluster of GP Practices whilst remaining flexible to work across other GP Practice clusters as required.
- Work with defined G.P. practices to apply stratification methods to appropriately allocate people with dementia to lead professionals to enable long term case management.
- To act as the lead professional for people with dementia allocated to your own caseload and support other lead professionals within other services.
- To work collaboratively with other services to advise and ensure proactive support to people with dementia in the required area.

DIMENSIONS

- The Managing Memory Together Team, as part of the GHC NHS Foundation Trust, provide a specialist service for older people with dementia, their carers and relatives across Gloucestershire. There will be an allocated area of responsibility which may change according to service demands.
- The post holder work alongside the Dementia Advisor Service as a partner in promoting the best outcomes for people with dementia and ensuring each has a key contact from whom they receive support.
- The post holder will support the diagnosis of dementia in primary care and provide long term case management for those with a diagnosis of dementia. They will ensure

each person has a support plan for their needs, contingency plans and advance care plans.

- The post holder will be in receipt of regular clinical and caseload supervision (minimum of ten sessions per year),
- They will provide advice and support to G.P.s, Dementia advisors, Intermediate care teams and other professionals within the designated area on symptom management and support for people with dementia in receipt of their care.

CORE KEY RESPONSIBILITIES

Clinical

- Manage the stratification of patients and allocation of caseloads to the appropriate professional lead. This will require collaborative working with the relevant G.P. and Dementia Advisor as well as the Intermediate care team and other professionals.
- Act as lead professional for people with dementia whose needs fall within the remit of the role and whose care is not coordinated by another professional, ensuring timely, proactive support when person/carers calls.
- Manage an allocated caseload of people with dementia living at home, whose level of support require care co-ordination and are not more appropriately served by another specialist service.
- Undertake primary care memory assessments where appropriate and support G.P.s in primary care diagnosis when required.
- Develop, monitor and review support plans proactively to meet service user needs in partnership with the service user, carer, and primary care team. Develop, monitor and review contingency and advanced care plans
- Work collaboratively within the GP Network and with the ICT to provide specialist advice and a conduit to secondary mental health services, supporting other named lead professionals
- Positively address issues of discrimination and social exclusion and promote diversity and social inclusion. Ensure, and advise others on, appropriate approaches to those from alternative social and ethnic groups.
- Advise on the delivery of specific interventions where appropriate to support the Dementia Advisor / Primary Care colleagues/ other professionals in their lead role to the person with dementia.
- Respond to clinical crises ensuring patient safety and safety of others within the scope of operation.
- Provide education, guidance and advice to carers, statutory and non-statutory agencies as appropriate.

- Remain flexible and responsive to service changes and contribute effectively in the planning of development.

Professional

- Work collaboratively with members of the Memory Services Team and maintain professional links to ensure consistency and empirical practice in accordance with NICE guidelines and commissioners agreements.
- Have a working knowledge of local and countywide policies and procedures and ensure that these are adhered to.
- Maintain accurate written and electronic records and statistics to ensure that service user details and details of care given are recorded on the patients records to professional recording standards.
- Provide documentary evidence of effective support planning, reviewed at the appropriate frequency.
- Work in partnership with members of the MM2G service, Primary care team, Dementia advisors and other agencies.
- Develop and / or implement local and national policies and procedures to maintain a set of quality standards for the health and safety of patients and staff.
- Participate in Clinical Governance activities.
- Participate in and contribute to further development of the service, remaining flexible and responsive to changing requirements.

Leadership / Management

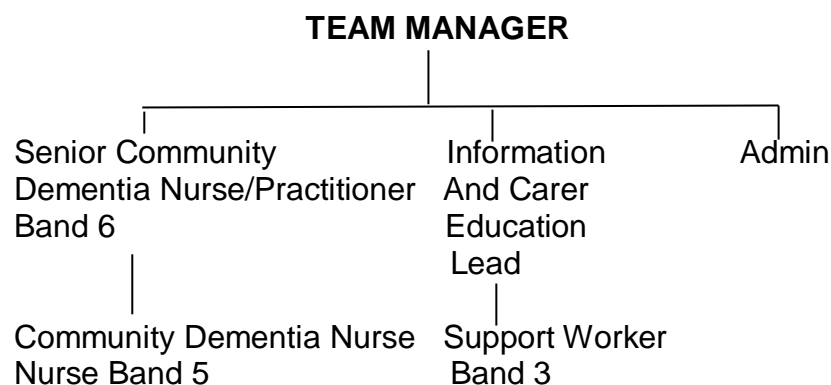
- Provide mentorship and preceptorship to students in training and other members of the MDT ensuring training objectives are met
- Provide clinical leadership and role modelling for others, promoting and maintaining high professional standards
- Delegate / escalate the delivery of specific interventions where appropriate
- Deputise for the team manager as required
- To provide clinical supervision, caseload management preceptorship mentorship and day to supervision/management for a designated staff groups and students, ensuring appropriate professional development and quality of care.

- Provide clinical leadership and role modelling for others, promoting and maintaining high professional standards

SPECIFIC KEY RESPONSIBILITIES

Working autonomously whilst receiving direct supervision and management from the Team Manager

ORGANISATIONAL CHART



COMMUNICATIONS AND WORKING RELATIONSHIPS

All concerned with the care of the service user whilst maintaining confidentiality within the relevant guidance and legislation. This includes the service user who may have difficulty/ inability to communicate due to sensory impairment and / or their mental health state. Liaison with MDT, Carers, GP's, Social Services, Housing Agencies, Benefit Agencies, Advocacy Service and Voluntary Sector

EFFORT AND HEALTH & SAFETY FACTORS

- Working with people in distress who on occasions may be hostile, confused and have difficulty communicating and as a result may pose risks to themselves or the safety of others
- Working within the Trust's Working Alone Policy thus ensuring their safety at all times
- Have daily use of a VDU
- Occasionally moving and handling of service users
- Responding to rapidly changing work environment including flexibility to work across localities
- Driving for at least an hour a day
- Occasional exposure / contact with bodily fluids and other environmental health issues

- Respond to and assist in dealing with challenging behaviour
- Prioritising, managing and responding to all the demands made from those involved in the service e.g. staff, managers, patients, relatives
- Responding to rapidly changing work environment as a result of clinical incidents

MOST CHALLENGING PART OF THE JOB

- To work independently with a wide range of primary care services, across a variety of sites and in the community.
- Working with a variety of IT systems and clinical records

GENERIC RESPONSIBILITIES – ALL POST / ALL EMPLOYEES

The following are applicable to all posts and all employees:

Trust Values

The post holder will be expected to work in line with the Trust values which are:

- Working together
- Always improving
- Respectful and kind
- Making a difference

General Duties

To undertake any other reasonable duty, which is appropriate to the band when requested by senior staff.

To be familiar with and comply with all Trust and departmental policies, procedures, protocols and guidelines.

To demonstrate an understanding and commitment to Trust values and Staff Charter.

Professional and Personal Development

All staff must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction programme.

All staff will have a formal appraisal with their manager at least every 12 months. Once performance/training objectives have been set, the staff member's progress will be reviewed on a regular basis so that new objectives can be agreed and set, in order to maintain progress in the service delivery.

Those with management/supervisory responsibility are required to ensure that their direct reports have an appraisal in line with Trust policy.

All staff will be expected to take responsibility for their own professional development and will be supported by the Trust to achieve development opportunities as appropriate.

Infection Control

All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to and to support the Trust's commitment to preventing and controlling healthcare associated infections (HAI).

Health and Safety

All staff have a responsibility to maintain health and safety of self and others within the performance of duties in accordance with Trust health and safety policies, and to undertake specific health and safety responsibilities as directed. All staff have a responsibility to adhere to the Trust's Risk Management Policies & Procedures.

All staff are required to contribute to the control of risk, and must report immediately any incident, accident or near miss involving patients, service users, carers, staff, contractors or members of the public using the Trust Datix system.

Confidentiality

All staff may gain or have access to confidential information about the diagnosis or treatment of patients, information affecting the public, private or work related staff information, or Trust matters. A breach of confidentiality will have occurred where any such information has been divulged, passed (deliberately or accidentally) or overheard by any unauthorised person or person(s). Breaches of confidentiality can result in disciplinary action, which may involve dismissal.

All staff must maintain a high standard of quality in corporate and clinical record keeping, ensuring information is always recorded accurately, appropriately and kept up to date. Staff must only access information, whether paper, electronic or in other media which is authorised to them as part of their duties.

All staff must ensure compliance with the data protection legislation.

Safeguarding: Adults and Children (Section 11 of the Children Act 2004)

Safeguarding: Adults (Care Act 2014) and Children (Section 11 of the Children Act 2004)

Every member of staff has a responsibility to be aware of and follow at all times, the relevant national and local policy in relation to safeguarding children and safeguarding adults. This includes keeping up to date with relevant training and seeking supervision.

Freedom of Information

All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000. The Act gives individuals or organisations the right to request information held by the Trust. Staff must manage information they hold in such a way that meets the requirements of the Act. All requests for disclosures under the Act must be passed to the Freedom of information Officer.

Working on Non-Trust Premises

All staff when working on non-Trust premises are bound by Trust policies and procedures, including home working policy; IT security policy; email and internet acceptable use policy information.

Smoke Free Premises

The Trust is committed to protecting and improving the health and welfare of staff, service users, carers, visitors and contractors, and protecting smokers and non-smokers from the health dangers of second-hand smoke. Therefore all Trust premises are 'smoke free' and staff (and external contractors and visitors) must refrain from smoking in Trust buildings, vehicles and grounds.

Diversity and Promoting Dignity at Work

The Trust recognises the contribution of all employees to deliver responsive and quality services. We expect staff to value and respect the diversity of those who use or contact our services and to respond to the differing and diverse needs of others. We aim to have an environment free of bullying or harassment which would create an intimidating and unpleasant atmosphere impacting on staff wellbeing and service delivery. We want staff to be able to report issues knowing they will be dealt with promptly and sensitively.

All forms of bullying and harassment are unacceptable and will not be tolerated.

This job description seeks to provide an outline of the duties and responsibilities of the post. It is not a definitive document and does not form part of the main statement of Terms and Conditions. The job description will be reviewed as part of the annual appraisal process and will be used as the basis for setting objectives.

Data Quality

The Trust recognises the role of reliable information in the delivery and development of its services and in assuring robust clinical and corporate governance. Data quality is central to this and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high quality mental health services. It is therefore the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the Trust's Policy and Procedures for Data Quality

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Physical Intervention Descriptors

Working Well Pre-employment Assessment

Breakaway – Practical training in Breakaway techniques is intended to enable staff to reduce the likelihood, and risk of personal injury due to aggressive verbal or physical behaviour of others by providing evasion and self-protection strategies (**clinical and non-clinical**). Training involves a degree of physical exertion; trainees are required to stand for the duration of the practical training session and to make controlled body movements. This will include the ability to adopt a stable body position to prevent being pulled or pushed off balance, be able to shift body weight rapidly, and to achieve some limited rotation of the torso.

Positive Behaviour Management (PBM) – Practical training in the implementation of Physical Intervention techniques that are designed to temporarily gain control of a service user's behaviour at a time when they are placing either themselves or others at risk of injury. Training involves a degree of physical exertion; trainees are required to stand for the duration of the practical training session. Depending on the technique each trainee will be able to adopt a 'stable stance'; balanced to prevent being pulled or pushed off balance, be able to shift body weight rapidly, and to achieve some limited rotation of the torso. They will also be able to safely achieve a controlled movement to and from the floor in support of a service user