

JOB DESCRIPTION

Oxford Health NHS FT

Oxford Health is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Job Title: Advanced Practitioner (Bucks Memory Assessment Service)
Band: 7
Responsible to: CMHT Manager
Accountable to: Service Manager
Place of work: Whiteleaf Centre, Aylesbury
Hours: 37.5

Author: Phil Blunden
Creation Date: 2nd June 2020
Last Updated: 2nd June 2020
Document Ref: IJES 95144
Version: 1

JOB PURPOSE

The Advanced Practitioner (AP) role is new to Bucks memory services. It builds on and compliments the existing clinical skill mix and assessment / diagnosis / treatment pathway with the addition of a health care professional who is able to assess, diagnose and treat dementia within one contact. Where the diagnosis is not clear, the role has access to a clear escalation structure.

DUTIES AND RESPONSIBILITIES

Within the Bucks memory clinics, the current dementia diagnosis and treatment pathway is applied for all referrals, irrespective of presenting needs or complexity, and involves a mix of clinicians, delivering a range of functions. The AP role enhances this by offering a pathway to people with non-complex needs, where the assessment, diagnosis and treatment functions continue to be incorporated into one consultation. This is consistent with the current 'one-stop shop' model'.

The AP will be an existing independent prescriber or be prepared to undertake suitably accredited training. They will need to be experienced in titrating medication and prescribing any alternative medication as part of ongoing treatment options.

The AP will need to successfully complete the Advanced Practice in Dementia Masters Module at Brookes University, or have completed a similar accredited post-graduate course with content that directly evidences competency in the non-medical diagnosis of dementia.

To support the AP to consolidate their skills, they will undertake a period of preceptorship for at least six months after commencing the AP role. During this time, they will receive structured clinical supervision from an experienced senior clinician with expertise in dementia diagnosis (e.g. Consultant Old Age Psychiatrist, Specialist Psychiatrist or Nurse Specialist), monitoring of caseload management and access to multi-disciplinary support. The supervisory process will take place within one of the following structured approaches set out below, determined by service need.

- a. Direct observation of practice by the AP in the AP diagnostic appointment, from an experienced senior clinician with expertise in dementia diagnosis (e.g. Consultant Old Age Psychiatrist, Specialist Psychiatrist or Nurse Specialist).
- b. Case review and discussion utilising all relevant clinical information for each individual service user assessed by the AP, prior to formal dementia diagnosis by the AP.

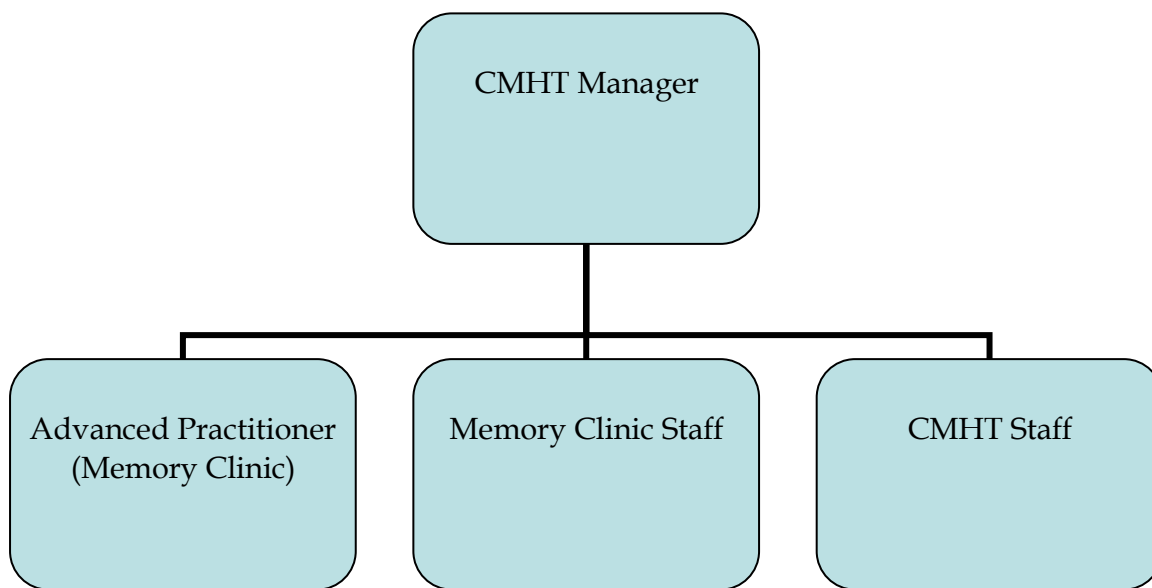
At the end of the initial minimum Preceptorship period the allocated supervising senior clinician will agree with the AP and their line-manager the format for on-going structured supervision in relation to their prescribing role.

The Postholder will:

- Provide a diagnosis of dementia where appropriate following completion of a comprehensive clinical assessment and within the bounds of the agreed protocol and/or pathway within the service.
- Ensure the diagnostic assessment undertaken in cases of suspected dementia includes; comprehensive history taking, review of radiological reports, cognitive blood screening test results and ECG, as appropriate for the individual being assessed.
- Communicate the diagnosis sensitively to the person with dementia and relevant others. Inform the referring clinician of the diagnosis, including subtype, through provision of effective clinical reports.
- Prescribe medication as an independent prescriber within their own sphere of competence and the bounds of their approved prescribing status in accordance with the Trust non-medical prescribing policy.

- Review the efficacy of memory enhancing medication that has been prescribed for service users in line with the service pathway & protocol.
- Promote patient choice and understanding when delivering a diagnosis or prescribing medicines, including provision of high-quality information both written and verbal to support this.
- Recognise the limits of their own expertise and (in line with the local protocol/ pathway for assessment of suspected dementia), request additional assessments from more senior multi-professional colleagues when required in the context of complex case presentations or circumstances of diagnostic uncertainty.
- Access regular caseload and clinical supervision (as identified within the local service protocol/pathway), to summarise, present and discuss diagnostic assessments that have been completed with a senior medical practitioner within the service and/ or nurse specialist (where appropriate).
- Ensure that the patient's GP is notified of any changes to that patient's prescription, including commencement of any new medication in accordance with Trust policy.
- In the event of adverse drug reaction, to be accountable for ensuring that the GP/Consultant is advised accordingly.
- Provide advice and support to other clinicians acting as a source of expertise.
- Participate in and undertake clinical supervision for junior members of the team within the service on a regular basis.
- To keep accurate, professional patient records and to update in a timely way.

STRUCTURE CHART



CODE OF CONDUCT

All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, DoH Code of Conduct for Senior Managers).

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

In addition to undertaking the duties as outlined above, the post-holder will be expected to fully adhere to the following:

Personal Development

- To actively participate in an annual performance review (appraisal) and the development and implementation of a personal development plan.
- To take responsibility for their own professional development ensuring professional standards are maintained and statutory and mandatory training is in date.
- To attend any training as requested.

Code of Conduct

- To adhere to the Professional Code of Conduct relating to your profession (if applicable).
- To uphold the principles and values set out in the NHS Code of Conduct for Managers.
- To support the organisation in developing an effective work/life balance for employees that meets the needs of the organisation.
- To ensure that the health and wellbeing of patients is at the centre of all activities and that all staff engage and communicate with patients as appropriate.
- To always promote quality and safety of patients, visitors and staff thus enabling the Trust to meet its regulation requirements (Care Quality Commission Registration – Regulations and Outcomes) that relate most directly to patients and also strive for continuous quality improvement.

Equal Opportunities/Diversity

- To observe Oxford Health NHS Foundation Trust's Equal Opportunities Policy providing equality of treatment and opportunity to employees, service users and service providers irrespective of sex, sexuality, age, marital status, ethnic origin or disability.

Health & Safety

- To take responsibility for the health & safety of themselves and other persons who may be affected by their omissions or actions at work.
- To promote the Trust's Health and Safety Policy and ensure matters are managed in accordance with it.
- To co-operate with the Trust to ensure that statutory and departmental regulations are adhered to.
- Report accidents, incidents and near misses, implementing corrective action where necessary.

Infection Control

- To comply with Trust policies for infection control and hand hygiene such as hand hygiene, decontamination Policy, uniform and workwear code and standard precautions Policy to reduce the spread of healthcare-associated infections (HCAIs).
- Employees with clinical responsibilities must incorporate into their clinical activities up to date evidence that supports safe infection control practices and procedures, such as the use of aseptic techniques and the safe disposal of sharps.

Confidentiality and Data Security

- To comply fully with the duties and responsibilities outlined in the Trust's Information Governance Policy.
- To comply with the Data Protection Act 2018 and General Data Protection Regulations (GDPR),

National Data Security Standards and any professional code of practice on Confidentiality and Data Protection as accepted by the Trust. Departmental codes of practice and procedures for confidentiality are available from the head of department.

- To ensure that all information collected, stored and used is done so in compliance with the above Act and any relevant Trust Policy.
- To preserve the confidentiality of any information regarding patients, staff records in your area (in connection with their employment) and the Trust business. This obligation shall continue in perpetuity.
- To raise any matters of concern with your Manager/Director

Safeguarding

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring service users are protected from abuse or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the Trust's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Criminal Records Bureau.

Other

- To be aware of and work in line with all Trust policies and procedures.
- To carry out any other tasks as reasonably directed.

Advanced Practitioner		
Band 7		
Criteria for Selection	Essential Requirements	Desirable Requirements
Knowledge Requirements	<p>Dementia assessment and diagnosis.</p> <p>Knowledge of psychopharmacology and dementia.</p>	Post-diagnostic counselling.
Qualifications – Academic/Skills/Professional	<p>Registered Nurse (Mental Health) or Pharmacist.</p> <p>Independent Prescriber (existing qualification or prepared to undertake course).</p>	
Further Training or Job Related Aptitude and Skills	<p>To have completed an accredited post-graduate course with content that directly evidences competency in the non-medical diagnosis of dementia or, be prepared to complete the Advanced Practice in Dementia Masters Module at Brookes University</p> <p>To have the ability to complete clinical risk assessments.</p> <p>To be IT literate and proficient in Microsoft packages,</p> <p>Must be willing/able to undertake all appropriate Trust mandatory training requirements, and subsequent refresher training relevant to the area.</p>	
Experience	<p>Provision of Clinical Supervision.</p> <p>Assessment of dementia including use of relevant psychometric assessments.</p> <p>Care Planning & provision of therapeutic interventions for people experiencing dementia and their carers.</p> <p>Provision of therapeutic group work for people experiencing dementia & their carers.</p> <p>Provision of professional education on dementia to non-specialist</p>	<p>Experience of providing CST for people experiencing dementia and their carers.</p> <p>Experience of MSNAP accreditation process and standards.</p> <p>Functioning as an Independent Non-Medical Prescriber within Older people's Mental health / Memory services.</p>

	<p>teams.</p> <p>Experience of evaluating the efficacy of memory enhancing medication.</p> <p>Therapeutic interventions for mental health problems in older people (anxiety, depression & psychosis).</p> <p>To be an experienced IT user and have the ability to use Trust systems.</p>	
Personal Qualities	<p>Ability to work in a team and independently.</p> <p>Ability to prioritise, organise and plan own workload, with a flexible attitude to work.</p> <p>To demonstrate effective problem-solving skills within the job role.</p> <p>To have effective verbal and written communication skills and ability to adapt style as appropriate.</p> <p>To be self-motivated with drive and enthusiasm.</p> <p>To be culturally sensitive.</p>	
Contractual Requirements or other requirements	<p>Ability to travel between sites and to regional meetings</p>	