



GIG
CYMRU
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WALES

Bwrdd Iechyd Prifysgol
Betsi Cadwaladr
University Health Board

CYF CAJE: 2022/0481

DISGRIFIAD SWYDD

MANYLION Y SWYDD:

Teitl y Swydd	Nyrs Cof
Band Cyflog	6
Oriau Gwaith a Natur y Contract	I'w gwblhau adeg recriwtio
Is-adran/Cyfarwyddiaeth	MH/LD
Adran	MH/LD
Lleoliad	I'w gwblhau adeg recriwtio

TREFNIADAU SEFYDLIADOL:

Yn Atebol ar Lefel Reoli i:	Rheolwr y gwasanaeth cof
Yn Adrodd i: Enw'r Rheolwr Llinell	
Yn Gyfrifol yn Broffesiynol i:	

Ychwanegwch ddatganiad sefydliadol ar werthoedd ac ymddygiadau

Gwella iechyd a darparu gofal ardderchog. Rhoi cleifion yn gyntaf, Cydweithio, Gwerthfawrogi a pharchu ein gilydd, Dysgu ac arloesi, Cyfathrebu mewn ffordd agored a

Crynodeb o'r Swydd/Diben y Swydd:

- Bydd deiliad y swydd yn gyfrifol am glinig cof Conwy a Sir Ddinbych yn absenoldeb rheolwr y clinig cof.
- Bydd angen i ddeiliad y swydd rannu ei amser yn gyfartal rhwng lleoliad clinig a lleoliad gofal cymunedol oherwydd yr ardal ddaearyddol wledig fawr lle mae prinder cysylltiadau trafnidiaeth a derbyniad ffôn symudol.
- Bydd angen gweithio'n annibynnol ac ymweld â chleifion yn eu cartrefi. Bydd angen gallu gwneud penderfyniadau cymhleth heb oruchwyliaeth oherwydd yr ardaloedd ynysig.
- Disgwylir i ddeiliad y swydd gymryd rhan fel aelod llawn o'r tîm amlddisgyblaethol, gan weithio gyda phobl sydd â phroblemau iechyd meddwl organig posibl. Bod yn gyfrifol am lwyth achosion cleifion ac asesiadau cynhwysfawr cychwynnol, gan roi diagnosis a llunio cynlluniau triniaeth ac adolygiadau parhaus.

DYLETSWYDDAU/CYFRIFOLDEBAU:

CLINIGOL

- Yn gyfrifol am reoli llwyth achosion cleifion dynodedig.
 - Yn gyfrifol am reoli asesiadau cyfannol cychwynnol hynod arbenigol sy'n cynnwys:
Cwmsela'r claf a'i deulu, os bydd y claf yn cydsynio, cyn cael diagnosis, a fydd yn cynnwys asesiad ffurfiol o alluedd yr unigolyn a gynhelir gan y Nyrs Asesu Cof yn unol â'r Ddeddf Galluedd Meddyliol, y dylid ei gynnwys yn y Ddogfen Mesur Iechyd Meddwl.
1. Canfod dementia yn gynnar
 2. Profion gwybyddol ffurfiol gan ddefnyddio dulliau asesu sy'n seiliedig ar dystiolaeth arbenigol
 3. Asesu anawsterau iaith
 4. Asesu nam synhwyrol
 5. Asesu hwyliau ac ymddygiad gan ddefnyddio adnoddau sgrinio arbenigol ffurfiol i nodi achosion posibl o Iselder/Seicosis neu Ddeliriwm / Dementia, a gwahaniaethu rhyngddynt
 6. Cynnal arsylwadau corfforol yn cynnwys pwysedd gwaed, pwysau a chyfradd curiad y galon. Os oes angen, cwblhau'r Adnodd Sgrinio am Ddiffyg Maeth i ganfod unrhyw ostyngiad mewn pwysau a chymeriant dietegol
- Cael gafael ar yr holl wybodaeth feddygol a nodiadau achos corfforol a seiciatrig er mwyn nodi unrhyw beth a all fod yn ddefnyddiol yn y broses ddiagnosis, yn cynnwys trafod â'r claf a'r teulu
 - Asesu Gweithgareddau Bywyd Beunyddiol er mwyn nodi unrhyw broblemau o ran arian, symudedd, anghenion personol, siopa, ymddygiad ac ati.
 - Nodi risgiau gan ddefnyddio barn glinigol a dogfennaeth briodol – gweithredu yn unol â hynny i leihau neu ddileu risgiau.
 - Asesu sgiliau gweledol-ofodol gan ystyried diogelwch mewn cerbyd ac a oes angen atgyfeirio'r claf at ganolfan asesu gyrru gymeradwy.
 - Adolygu cydymffurfiaeth mewn perthynas â meddyginiaeth – a oes unrhyw faterion o ran meddyginiaeth?
 - Bod yn ymwybodol o'r rhyngweithio rhwng cyffuriau a ragnodir a chyffuriau eraill, e.e. gall Ginko Biloba mewn cyfuniadau ag Aspirin achosi gwaedlif. Cael gafael ar yr holl hanes meddygol presennol a blaenorol i sicrhau iechyd a diogelwch y claf. Cydgysylltu â Seiciatrydd Ymgynghorol/Fferylllydd yn ôl yr angen, gan atgyfeirio at y Fferylllydd Cymunedol yn unol â sefyllfa unigol y claf.
 - Dilyn egwyddorion llwybrau gofal integredig gan weithio gyda gweithwyr proffesiynol eraill fel y Gwasanaethau Cymdeithasol, gwasanaethau Gofal Sylfaenol a Gofal Eilaidd, asiantaethau allanol eraill, cyrff yn y trydydd sector
 - Blaenoriaethu apwyntiadau yn seiliedig ar angen a risg.
 - Bod yn gyfrifol am atgyfeirio at seiciatrydd ymgynghorol os nodir bod person yn annodweddiadol.
 - Asesu mewn modd sy'n benodol i'r person a'r cyflwr bob amser
 - Meddu ar y sgiliau i gyfleu gwybodaeth hynod sensitif/hynod gymhleth/cynhennus, a fydd yn cynnwys rhannu diagnosis o gyflwr sy'n cyfyngu ar fywyd, trafod prognosis, uwchgyfarwydddebau, atwrneiaeth arhosol, rhoi cyngor yn ymwneud â galluedd unigolyn i barhau i yrru, yn ogystal â goblygiadau cyfreithiol y diagnosis.
 - Bod yn rhan o'r tîm amlddisgyblaethol a chymryd rhan weithredol yn y broses o lunio diagnosisu
 - Bod yn gyfrifol am gyflwyno'r holl wybodaeth a gasglwyd yn ystod y broses sgrinio

gwybyddol gychwynnol

- Darparu gofal nyrsio drwy ymyriadau sy'n effeithiol ac yn seiliedig ar dystiolaeth, gan ddefnyddio adnoddau priodol sydd ar gael i ddiwallu'r anghenion a nodwyd.
- Sicrhau y caiff y driniaeth a'r cymorth a ragnodwyd eu cynllunio a'u rhoi ar waith yn briodol, gan gydweithio â'r meddyg teulu a/neu glinigydd atebol
- Lle y cânt eu nodi, goruchwyllo a chefnogi'r gwaith o fonitro atalyddion ACE a ragnodwyd, a fydd yn cael ei wneud gan weithiwr cymorth gofal iechyd oni bai y nodir yn wahanol.
- Hybu iechyd cadarnhaol ac annog eraill i weithio tuag at atal salwch corfforol a seicolegol, e.e. Y 5 cam tuag at Lesiant.
- Gweithredu mewn modd proffesiynol, gan feithrin cydberthnasau therapiwtig â chleifion, teuluoedd a gofalwyr, darparu cwnsela cyn cael diagnosis a sicrhau bod y claf yn deall pwrpas yr apwyntiad gyda'r Gwasanaeth Asesu Cof ac yn cydsynio i gael ei asesu.
- Sicrhau y caiff amgylchedd therapiwtig effeithiol ei gynnal bob amser.
- Paratoi ar gyfer cyfarfodydd priodol y tîm clinigol a gweithwyr proffesiynol amlddisgyblaethol eraill a chymryd rhanddynt, gan arwain pan fo angen
- Meddu ar wybodaeth ymarferol am y ddeddf iechyd meddwl a diogelu a chymhwyso'r wybodaeth hon at arferion nyrsio, gan oruchwyllo staff iau yn hyn o beth.
- Mynychu cyfarfodydd, adolygiadau, gwrandawiadau a chynadleddau achos perthnasol, cyfrannu atynt, a'u harwain pan fo angen, gan gyflwyno adroddiadau ysgrifenedig a llafar. Rhoi cyngor, arweiniad, a chymorth i staff iau mewn perthynas â mynychu adolygiadau, gwrandawiadau a chynadleddau achos.
- Cynnal y gallu i ddefnyddio sgiliau isgyfeirio, dal diogel a gwahanu pan fydd angen fel sy'n briodol yn amodol ar hyfforddiant perthnasol ac yn unol â pholisi BIPBC.
- Yn ogystal â hyfforddiant gorfodol BIPBC, rhaid i ddeiliad y swydd ymgymryd â hyfforddiant gorfodol penodol sy'n gysylltiedig â'r swydd fel y dogfennir yng nghynllun hyfforddi'r gyfarwyddiaeth.
- Bydd angen i ddeiliad y swydd fod yn hyblyg ar adegau i weithio y tu allan i oriau rheolaidd.
- Gweithio mewn meysydd eraill o'r Gwasanaeth Iechyd Meddwl yn cynnwys canolfannau/lleoliadau penodol eraill yn unol ag anghenion y gwasanaeth.

RHEOLAETHOL

- Helpu'r Rheolwr i ddatblygu safonau
- Helpu'r Rheolwr i recriwtio staff
- Sicrhau bod staff yn cael eu goruchwyllo'n rheolaidd o ran llwyth achosion clinigol yn ogystal â rheoli'r gwaith o oruchwyllo staff iau.
- Bod yn gyfrifol am reoli llwyth achosion, gan ddefnyddio profion sgrinio llwybrau atgyfeirio y cytunwyd arnynt.
- Gweithio fel rhan effeithiol o'r tîm amlddisgyblaethol, gan ddilyn protocolau y cytunwyd arnynt a chymryd rhan mewn adolygiadau gweithredol a strategol.
- Gweithio o fewn y canllawiau perthnasol ar gyfer ymarfer, polisiâu a deddfwriaeth.
- Cynllunio a threfnu blaenoriaethau gwaith er mwyn rheoli amser yn dda a darparu gwasanaeth effeithlon ac effeithiol i'r unigolyn a'i deulu/gofalwyr.
- Gweithio o fewn safonau proffesiynol y cytunwyd arnynt.
- Cymryd rhan mewn archwiliadau proffesiynol.
- Cymryd rhan mewn prosesau datblygu gwasanaeth a chyfrannu atynt.
- Gweithio'n hyblyg er mwyn ystyried anghenion y gwasanaeth a'r claf.
- Cymryd cyfrifoldeb dros aelodau o staff neu grŵp penodol o staff.

ADDYSGU

- Goruchwylio, addysgu ac asesu aelodau o staff cofrestredig ac anghofrestredig, gan fentora a thiwтора fel sy'n briodol.
- Cymryd rhan mewn proses addysgu ffurfiol/anffurfiol ar gyfer nyrsys cofrestredig ac anghofrestredig a myfyrwyr wrth ofalu am gleifion sydd â phroblemau iechyd meddwl a'u rheoli.
- Cefnogi a chodi ymwybyddiaeth ymysg meddygon teulu mewn perthynas â diagnosis cynnar o ddementia a gwasanaethau cymorth.
- Datblygu rhaglenni addysg a chymorth i gleientiaid ar gyfer dementia a chymryd rhan ynddynt.
- Datblygu grwpiau addysg a chymorth i ofalwyr a chymryd rhan ynddynt.
- Rhoi gwybodaeth a chyngor addysgol mewn perthynas â'ch rôl arbenigol.

CYLLID

- Sicrhau costeffeithiolrwydd y defnydd o adnoddau bob amser.

DATBLYGIAD PROFFESIYNOL

- Bod yn gyfrifol am eich datblygiad proffesiynol eich hun, gan ddiweddarau a mynychu gweithgareddau addysgol a hyfforddiant mewn cydweithrediad â rheolwr y gwasanaeth cof.
- Gweithredu yn unol â chod ymddygiad proffesiynol y Cyngor Nyrsio a Bydwreigiaeth bob amser.
- Cymryd rhan mewn gwaith goruchwylio, datblygu staff ac adolygiadau perfformiad a phrosesau rheoli.
- Cynnal safonau MSNAP

YMCHWIL

- Sicrhau bod holl safonau perthnasol siarter y claf yn cael eu cyrraedd a'u rhoi ar waith mewn perthynas â'r amgylchedd clinigol uniongyrchol.
- Arwain gweithgareddau archwilio/ymchwil a datblygiadau gwasanaeth ar y cyd â rheolwyr gwasanaeth cof a chymryd rhan ynddynt.
- Dangos eich bod yn rhoi ymchwil nyrsio ar waith.
- Recriwtio cleifion drwy drafod mewn asesiadau cychwynnol

CYFATHREBU

- Darparu adborth i Feddygon Teulu mewn modd amserol. Cyfathrebu a chysylltu ag eraill er budd yr unigolyn a'i deulu.
- Gallu gweithio fel aelod o'r prif dîm a thimau arbenigol eraill.
- Sicrhau cyfathrebu effeithiol â chydweithwyr, cleientiaid a gofalwyr bob amser.
- Cynnig cwnsela cyn asesu
- Meddu ar y sgiliau i gyfleu gwybodaeth hynod sensitif/hynod gymhleth/cynhennus a fydd yn cynnwys rhannu diagnosis o gyflwr sy'n cyfyngu ar fywyd, trafod prognosis, uwchgyfarwydddebau, atwrneiaeth arhosol, rhoi cyngor yn ymwneud â galluedd unigolyn i barhau i yrru, yn ogystal â goblygiadau cyfreithiol y diagnosis.
- Dangos y gallu i gyfathrebu'n effeithiol mewn tîm.

GOFYNION CYFFREDINOL

Dylai eitemau cyffredinol safonol i'w cynnwys mewn disgrifiadau swyddi gynnwys y testun canlynol:

Cymhwysedd

Ni ddylai deiliad y swydd byth weithio y tu allan i'w lefel ddiffiniedig o gymhwysedd. Os bydd unrhyw bryderon am hyn, dylai deiliad y swydd eu trafod ar unwaith â'i reolwr/goruchwyliwr. Mae gan gyflogeion gyfrifoldeb i hysbysu eu rheolwr/goruchwyliwr os byddant yn amau eu cymhwysedd i gyflawni dyletswydd.

Gweithiwr Iechyd Proffesiynol Cofrestredig

Mae'n rhaid i holl gyflogeion y BILL y mae'n ofynnol iddynt gofrestru â chorff proffesiynol, i'w galluogi i weithio o fewn eu proffesiwn, gydymffurfio â'u cod ymddygiad a gofynion eu cofrestriad proffesiynol.

Gweithiwr Cymorth Gofal Iechyd

Mae Gweithwyr Cymorth Gofal Iechyd yn gwneud cyfraniad gwerthfawr a phwysig i'r broses o ddarparu gofal iechyd o ansawdd uchel. Mae Cod Ymddygiad cenedlaethol GIG Cymru yn disgrifio'r safonau o ran ymddygiad ac agweddau sydd eu hangen ar holl Weithwyr Cymorth Gofal Iechyd cyflogedig GIG Cymru. Mae gan Weithwyr Cymorth Gofal Iechyd ddyletswydd gofal ac maent yn gyfrifol am sicrhau nad yw eu hymddygiad yn gostwng islaw'r safonau a nodir yn y Cod ac nad yw unrhyw weithred nac anweithred ar eu rhan yn amharu ar ddiogelwch a llesiant defnyddwyr gwasanaethau a'r cyhoedd pan fyddant dan eu gofal.

Goruchwyliaeth

Lle bydd y sefydliad proffesiynol priodol yn nodi gofyniad mewn perthynas â goruchwyliaeth, cyfrifoldeb deiliad y swydd yw sicrhau y cydymffurfir â'r gofyniad hwn. Os bydd gan gyflogeion unrhyw amheuan am fodolaeth gofyniad o'r fath dylent siarad â'u Rheolwr.

Rheoli Risg

Mae cyflawni rôl ragweithiol o ran rheoli risg ym mhob agwedd ar eu gweithredoedd yn elfen safonol o rôl a chyfrifoldeb holl staff y BILL. Mae hyn yn golygu asesu risg pob sefyllfa, cymryd camau priodol ac adrodd ar bob digwyddiad, damwain fu bron â digwydd a pherygl.

Rheoli Cofnodion

Fel un o gyflogeion y BILL, mae deiliad y swydd yn gyfreithiol gyfrifol am yr holl gofnodion y mae'n eu casglu, yn eu creu neu'n eu defnyddio fel rhan o'i waith o fewn y BILL (yn cynnwys iechyd y claf, gwaith ariannol, personol a gweinyddol), boed hynny ar bapur neu ar gyfrifiadur. Caiff pob cofnod o'r fath ei ystyried yn gofnod cyhoeddus ac mae dyletswydd cyfrinachedd gyfreithiol ar ddeiliad y swydd i ddefnyddwyr gwasanaethau (hyd yn oed ar ôl i gyflogai adael y BILL). Dylai deiliad y swydd ymgynghori â'i reolwr os bydd ganddo unrhyw amheuan o ran y broses gywir o reoli'r cofnodion y mae'n gweithio â nhw.

Gofynion Iechyd a Diogelwch

Mae dyletswydd gofal statudol ar holl gyflogeion y BILL i ofalu am eu diogelwch personol eu hunain a diogelwch personol eraill y gall eu gweithredoedd neu anweithredoedd effeithio arnynt. Mae'n ofynnol i ddeiliad y swydd gydweithredu â rheolwyr er mwyn galluogi'r BILL i gyflawni ei ddyletswyddau cyfreithiol ei hun ac i adrodd ar unrhyw sefyllfaoedd peryglus neu offer diffygiol. Rhaid i ddeiliad y swydd ddilyn polisïau rheoli iechyd ac iechyd a diogelwch y BILL, ynghyd ag unrhyw bolisïau cysylltiedig.

Gwerthoedd

Mae'n ofynnol i holl gyflogeion y Bwrdd Iechyd ddangos ac ymgorffori'r Datganiadau Gwerthoedd ac Ymddygiad er mwyn iddynt ddod yn rhan annatod o fywyd gwaith deiliad y swydd ac ymgorffori'r egwyddorion yn niwylliant y sefydliad.

Datganiad Hyblygrwydd

Caiff dyletswyddau'r swydd eu hamlinellu yn y disgrifiad swydd a'r fanyleb person, a gallant gael eu newid o bryd i'w gilydd os yw pawb yn cytuno.

Cyfrinachedd

Rhaid i ddeiliad y swydd bob amser fod yn ymwybodol o bwysigrwydd cadw cyfrinachedd a diogelu gwybodaeth y mae'n dod ar ei thraws wrth gyflawni ei ddyletswyddau. Mewn sawl achos bydd hyn yn cynnwys gweld gwybodaeth bersonol am ddefnyddwyr gwasanaeth. Rhaid i ddeiliad y swydd drin unrhyw wybodaeth, p'un a yw'n wybodaeth gorfforaethol, neu'n wybodaeth am staff neu gleifion, mewn ffordd gyfrinachol yn unol â darpariaethau Deddf Diogelu Data 1998 a pholisi'r sefydliad.

Hyrwyddo Amrywiaeth ac Urddas yn y Gwaith

Mae'r BILL yn ymrwymedig i hyrwyddo amrywiaeth ac urddas yn y gwaith. Mae'n cydnabod nad yw gwahaniaethu nac aflonyddu yn dderbyniol a'i bod er budd gorau'r BILL a'r boblogaeth y mae'n ei gwasanaethu i ddefnyddio sgiliau'r gweithlu cyfan. Rhaid i ddeiliad y swydd gydymffurfio â'r polisiau cyfleoedd cyfartal ac urddas yn y gwaith, a glynu wrthynt.

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CAJE REF: 2022/0481

JOB DESCRIPTION

JOB DETAILS:

Job Title	Memory Nurse
Pay Band	6
Hours of Work and Nature of Contract	To be completed on recruitment
Division/Directorate	MH/LD
Department	MH/LD
Base	To be completed on recruitment

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Memory service manager
Reports to: Name Line Manager	
Professionally Responsible to:	

Add organisational statement on values and behaviours

To improve health and deliver excellent care. Put patients first, Work together, Value and respect each other, Learn and innovate, Communicate openly and honestly.

Job Summary/Job Purpose:

- The post holder will undertake responsibility of the Conwy & Denbighshire memory clinic in the absence of the memory clinic manager.
- The post holder will be required to divide their time equally between a clinic and community care setting due to the large rural geographical area with limited transport links and problematic mobile phone reception.
- It is necessary to work autonomously and conduct patient home visits. To have the ability to make complex decisions unsupervised due to working in isolated areas.
- The post holder is expected to participate as a full member of the multi-disciplinary team, working with people who present with possible organic mental health problems. Taking responsibility for a case load of patients and initial comprehensive assessments, delivering diagnosis and formulating treatment plans and on-going review.

DUTIES/RESPONSIBILITIES:

CLINICAL

- Responsible for the management of a defined case load of patients.
- Responsible for the management of the initial highly specialised holistic assessment which includes:-

Pre-diagnostic counselling to patient and family if patient consents which will include formal assessment of the persons capacity is to be undertaken by the Memory Assessment Nurse on assessment guided by the Mental Capacity Act (MCA) which is to be included in the Mental Health Measure Document.

7. Early detection of Dementia
 8. Formal cognitive testing using specialist evidence based assessment tools
 9. Assessment of language difficulties
 10. Assessment of sensory impairment
 11. Assessment of mood and behaviour using formal specialist screening tools to identify and differentiate between possible Depression/Psychosis or Delirium / Dementia
 12. Carry out physical observations including blood pressure, weight and pulse rate. If required to complete the Malnutrition Universal Screening Tool to detect any deficits in weight and dietary intake
- Access all medical information, case notes both physical and psychiatric to identify any relevant that may be helpful in the diagnosis process, Including discussion with patient and family
 - Assess Activities of Daily Living (ADLs) to identify any problems with finances, mobility, personal needs, shopping, behaviour ect.
 - Identify risks using appropriate documentation and clinical judgement – act accordingly to reduce or eliminate presenting risks.
 - Assess visuospatial skills with consideration to vehicle safety and whether patient requires ongoing referral to approved driving assessment centre.
 - Review medication compliance and adherence – are there any issues regarding medication ?
 - To be aware of interactions between prescribed drugs and other drugs e.g Ginko Biloba in combinations with Aspirin can cause haemorrhage. Access all current and past medication history to ensure health and safety of the patient. To liaise with Consultant Psychiatrist/ Pharmacist as required, referring to Community Pharmacist as indicated by individual patient circumstances.
 - Following principles of integrated care pathways working with other professionals such as Social Services, Primary and Secondary Care services , other external agencies, third sector bodies
 - Prioritise appointments based on need and risk.
 - Responsible for the referral to consultant psychiatrist if an A-Typical presentation is identified.
 - All Assessment is person specific and condition specific
 - To be skilled in being able to convey highly sensitive/highly complex/contentious information which will include sharing the diagnosis of a life-limiting condition, discussing prognosis, advanced directives, lasting power of attorneys, provided advice concerning person's ability to continue driving as well as the legal implications of the diagnosis.
 - To be part of the MDT and actively participate in the formulation of diagnoses
 - Be responsible for the presentation of all information collected during initial nurse

cognitive screening

- Provides nursing care through interventions which are effective evidence based, utilizing available and appropriate resources to meet the needs identified.
- Ensure appropriate planning and implementation of prescribed treatment and support is carried out, liaising with GP and/or accountable clinician
- Where indicated, to oversee and support the monitoring of prescribed ACE inhibitors, which will be carried out by the health care support worker unless otherwise indicate.
- Promote positive health, encourage others to work towards the prevention of physical and psychological ill health eg The 5 steps to Wellbeing.
- Acting in a professional manner, develop therapeutic relationships with patients, families and carers providing pre-diagnostic counselling, ensuring patient fully understands purpose of appointment to MAS and consents to assessment.
- Ensure an effective therapeutic environment is maintained at all times.
- Prepare for and participate in appropriate clinical team and other multi professional meetings, taking the lead when required.
- To have a working knowledge of the mental health act, safeguarding and apply this knowledge to nursing practice and oversee its application by junior staff.
- Attend, contribute and take the lead when necessary in relevant meetings, reviews, hearings and case conferences providing written and verbal reports as required. Provide advice, guidance and support to junior staff in respect to attendance at reviews, hearings and case conferences.
- Maintain ability to use de-escalation skills, safe holding and where required breakaway techniques as appropriate subject to relevant training according to BCUHB policy.
- In addition to BCUHB mandatory training the post holder must undertake specific job related mandatory training as documented in the directorate training plan.
- Flexibility is required, it may be necessary at times for the post holder to work outside regular hours.
- Work in other areas of the Mental Health Service including other designated base/locations as per the needs of the service.

MANAGERIAL

- Assist Manager with development of standards
- Assist Manager with staff recruitment
- Ensure staff receive regular clinical casework supervision as well as management supervision of junior staff.
- To be responsible for the management of a case load, utilizing agreed referral pathways screening.
- Work as an effective part of the MDT, working to agreed protocols and participating in operational and strategic reviews.
- Works within the relevant guidelines for practice, policies and legislation.
- Plans and organises work priorities in the interest of good time management and the delivery of an efficient and effective service to the individual and their family/carers.
- Works within agreed professional standards.
- Participates in professional audits.
- Participates in and contributes to service development.
- Works flexibly to take into account service and patient needs.
- Takes responsibility for staff members or a defined group of staff.

TEACHING

- Supervise, teach and assess registered and non-registered staff providing mentorship and preceptorship as appropriate.
- Participate in formal/informal teaching to registered, non-registered nurses and students in the care and management of patients with mental health problems.
- To support and raise awareness amongst GP's in relation to early diagnosis of dementia and support services.
- Develops and participates in client education and support programmes for dementia.
- Develops and participates in education and support groups for carers.
- Gives relevant education information and advice in relation to their specialist role.

FINANCE

- Ensure the cost effectiveness use of resources at all times.

PROFESSIONAL DEVELOPEMT

- Responsible for own professional development, updating and attending relevant educational and training activities in association with memory service manager.
- Always act in accordance with the NMC code of professional conduct.
- Participates in supervision, staff development and performance reviews and management.
- Maintain MSNAP standards

RESEARCH

- Ensure that all relevant patients' charter standards are adhered to and implemented with regard to immediate clinical environment.
- Take a lead and participation in audit/research activities and service developments in conjunction with the memory service manager.
- Demonstrate application of nursing research in practice.
- Actively recruit patients by discussion in initial assessment

COMMUNICATION

- Provide GP's with feedback in a timely manner. Communicate and liaise with others in the interest of the individual and family.
- Has the ability to work as a member of both the primary and other specialist teams.
- Ensure effective communication with colleagues clients and carers at all times.
- Provide pre-assessment counselling
- To be skilled in being able to convey highly sensitive / highly complex/contentious information which will include sharing the diagnosis of a life-limiting condition, discussing prognosis, advanced directives, lasting power of attorneys, providing advice concerning person's ability to continue driving as well as the legal implications of the diagnosis.
- Demonstrates effective communication within the team

GENERAL REQUIREMENTS

Standard general items to be covered in job descriptions should include the following text:

Competence

At no time should the postholder work outside their defined level of competence. If there are concerns regarding this, the postholder should immediately discuss them with their manager/supervisor. Employees have a responsibility to inform their supervisor/manager if they doubt their own competence to perform a duty.

Registered Health Professional

All employees of the LHB who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.

Health Care Support Workers

Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.

Supervision

Where the appropriate professional organisation details a requirement in relation to supervision, it is the responsibility of the post holder to ensure compliance with this requirement. If employees are in any doubt about the existence of such a requirement they should speak to their Manager.

Risk Management

It is a standard element of the role and responsibility of all staff of the LHB that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Records Management

As an employee of the LHB, the postholder is legally responsible for all records that they gather, create or use as part of their work within the LHB (including patient health, financial, personal and administrative), whether paper based or on computer. All such records are considered public records, and the postholder has a legal duty of confidence to service users (even after an employee has left the LHB). The Postholder should consult their manager if they have any doubt as to the correct management of records with which they work.

Health and Safety Requirements

All employees of the LHB have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The postholder is required to co-operate with management to enable the LHB to meet its own legal duties and to report any hazardous situations or defective equipment. The postholder must adhere to the LHB's risk management, health and safety and associated policies.

Values

All employees of the Health Board are required to demonstrate and embed the Values and Behaviour statements in order for them to become an integral part of the post holders working life and to embed the principles into the culture of the organisation.

Flexibility Statement

The duties of the post are outlined in this job description and person specification and may be changed by mutual agreement from time to time.

Confidentiality

The postholder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users. The postholder must treat all information whether corporate, staff or patient information in a discreet and confidential manner in accordance with the provisions of the data protection act 1998 and organisational policy.

Promoting Diversity and Dignity at Work

The LHB is committed to promoting diversity in employment and dignity at work. It recognises that discrimination and harassment is unacceptable and that it is in the best interests of the LHB and the population it serves to utilise the skills of the total workforce. The postholder must comply with and adhere to the equal opportunities and dignity at work policies.

Organisational Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.

