



GIG
CYMRU
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WALES

Bwrdd Iechyd Prifysgol
Betsi Cadwaladr
University Health Board

CAJE REF: 2017/0397

JOB DESCRIPTION

JOB DETAILS:

Job Title	Dementia Care Enabler
Pay Band	3
Hours of Work and Nature of Contract	To be completed on recruitment
Division/Directorate	Central Area
Department	Wards
Base	Colwyn Bay Community Hospital

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Ward 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 work closely with the dementia development team to utilise knowledge and skills so as to enable other staff across the hospital site to deliver, safe effective and compassionate care to people with dementia, and support to their carers and families.

DUTIES/RESPONSIBILITIES:

1: Clinical Practice

The post holder will focus their practice on three specific patient groups each of which will require the application of knowledge and skills as needs change between patients. Those three groups are:

1. People with dementia who are acutely physically ill and present with acute confusional states, especially delirium, secondary to the physical health problem.
2. People with dementia who are recovering from an acute physical illness.
3. People with dementia experiencing delayed transfer of care but otherwise medically fit for discharge.

The purpose of practice is closely linked to role modelling the delivery of safe, effective and compassionate dementia care. Consequently the post holder is not expected to solely deliver that care but to work with and support others to develop the skills required for dementia care to become everybody's business.

Additionally the post holder will help to provide emotional support to carers and families of people with dementia receiving care. That support will include but not be limited to education, sign posting and liaison with others.

2: Team Working

The post holder will be part of a site based response team that provides cover to wards within the hospital site caring for patients with dementia and/or cognitive impairment.

The post holder, as part of this team, will provide support to the Emergency Department and other areas within the unscheduled care stream caring for patients with dementia and/or cognitive impairment.

The post holder will engage in regular team and peer supervision.

3: Leadership

The post holder by virtue of their acquired knowledge, skills and experience will be expected, at certain times and in certain situations, to take the lead on the delivery of care to a person with dementia.

The post holder may be required to take a local lead role to ensure that the principles of the Butterfly Scheme and John's Campaign are fully embedded within practise and that patients with dementia and their carers derive benefit from such initiatives.

The post holder as part of the specialist team will utilise or make available to patients and carers all available shared resources to ensure effective and sustained activities for patients with dementia or cognitive impairment.

Care will be led in collaboration with the multidisciplinary team to ensure holistic needs are met.

4: Facilitation of Learning

The post holder will be adequately trained in dementia care and expected to complete nationally and locally recognised accredited courses to demonstrate such.

The post holder should be or willing to become trained as a dementia friends champion. The post holder is expected to participate in further training and education as part of their own development and their supervision.

The post holder is expected to deliver ward based training sessions to other members of the multi-disciplinary team to ensure that care delivery to patients with dementia is evidence based and best practice.

5: Evidence, Research and Development

The post holder as part of a wider team is expected to support the development of a care culture that values audit and research. As such the post holder will be asked to lead on, and be involved in quality audits to ensure effective care to patients with dementia..

The Job Description is subject to change and may be reviewed by the Director of Nursing in conjunction with the post holder.



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PERSON SPECIFICATION

Job Title:

Dementia Care Enabler

Band: 3

	ESSENTIAL The qualities without which a post holder could not be appointed	DESIRABLE Extra qualities which can be used to choose between candidates who meet all the essential criteria working at full competencies	METHOD OF ASSESSMENT
QUALIFICATIONS <i>and / or knowledge</i>	<ul style="list-style-type: none"> • Good standard of general education • NVQ Level 3 or equivalent • Has a positive attitude towards dementia care and those affected by dementia • Aware of initiatives including 'this is me', tip tree toolkit etc 	<ul style="list-style-type: none"> • NVQ Level 4 	Certificates
EXPERIENCE	<ul style="list-style-type: none"> • Working with people with dementia in a clinical setting • • 	<ul style="list-style-type: none"> • Previous experience working with elderly patients • Experience of supporting carers and families of people with dementia 	Application Form Interview References

SKILLS including those physical skills necessary for the post.	<ul style="list-style-type: none"> • Able to work autonomously and as part of a team • Excellent communication skills • Can work in a stressful environment 	<ul style="list-style-type: none"> • Basic IT skills • Able to undertake education and basic teaching of staff members, patients and carers • Welsh speaker 	Application Form Interview References
PERSONAL QUALITIES (Demonstrable)	<ul style="list-style-type: none"> • Good time keeper • Flexible approach to work • Diligent and reliable • Motivated towards supporting others to become more dementia skilled. 		Application Form Interview References
OTHER RELEVANT REQUIREMENTS (Please Specify)			Application Form Interview Document Check

GENERAL REQUIREMENTS

Include those relevant to the post requirements

- **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 holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees 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.
- **Healthcare 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.

- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation 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 post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation 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.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder 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.
- **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for

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

- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have * direct / indirect contact with* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau *Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. *Delete as appropriate.

If the post holder does not require a DBS Disclosure Check, delete as appropriate.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections.

All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.

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.

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EFFORT FACTOR INFORMATION TO SUPPORT JOB DESCRIPTIONS

Post Title: Dementia Care Enabler

This document should be completed for each job description and submitted together with the agreed job description and person specification. Having studied the information relating to effort factors, give an accurate description of what effort is required in the job role under each of the headings. Please indicate frequency of exposure as follows:

D = Daily W = Weekly M = Monthly A = Once/twice a year

Physical Effort:-Examples to be given if lifting, standing or sitting for long periods; manual handling; making repetitive movements; manipulating objects

Nature & Frequency:

Daily:

Manual handling patients and equipment within the day care and ward area, using mechanical aids

Standing and sitting for long periods

Manipulating objects, use of equipment to monitor patients vital signs including blood sugar analysis, blood pressure, pulse and temperature monitoring, weighing patients

Kneeling, Crouching, twisting, bending stretching

Pushing/ pulling trolleys and similar

Mental Effort such as preparing detailed reports; checking documents and / or calculations; carrying out clinical diagnosis or interventions; analysing statistics; undertaking formal student / trainee assessments.

Nature & Frequency:

Daily:

Documentation of any changes, progress, communication on a daily basis

Calculation of mews scores, must scores etc on a daily basis

Providing a training environment for students and other members of the MDT

Carrying out audit in order to monitor improvement

Attend meetings where appropriate

Emotional Effort such as processing news of highly distressing events; dealing with the terminally ill or with people with challenging behaviour; dealing with difficult situations

Nature & Frequency:

Daily

Managing patient with challenging behaviour within the ward and day care area

Supporting patients and carers when receiving bad or unwelcome news

Caring for the terminally ill patient

Dealing with difficult circumstances

Working conditions such as exposure to excessive temperatures; unpleasant odours; bodily fluids; using a computer more or less continuously; driving or being driven

Nature & Frequency:

Daily:

Use of computer equipment on daily basis

Unpleasant smells and odours, infections material/ foul linen, body fluids