

Community DoLS Assessor - Band 6

Job Title:	Community DoLS Assessor
Band:	Band 6
Responsible to:	Senior MCA and DoLS Manager
Accountable to:	Head of Safeguarding (All Age)

1. Job Purpose

The post holder will fulfil the duties and responsibilities of Community DoLS Assessor across the ICB footprint gathering relevant information, completing all necessary assessments and submitting applications to the Court of Protection in accordance with *Re X* Streamlined Procedure. Such information is to include, amongst other things, completing robust capacity assessments, and legally defensible best interests assessments determining and ensuring that where deprivation of liberty occurs, they are necessary, proportionate, and in the service user's best interests. The post holder will undertake Approved Mental Capacity Professional (AMCP) conversion training, and statutory duties in connection with Liberty Protection Safeguards (LPS), when it becomes operational, within the Integrated Care Board (ICB).

2. Main Duties and Responsibilities

- To prepare all supporting documentation for Community DoLS applications under the *Re X* Streamlined Procedure and in particular capacity assessments and best interests decision-making, ensuring all interested parties are consulted and where appropriate identifying the need/making an appropriate referral for an IMCA/Rule 1.2 Representative.
- Be responsible for a caseload of Community DoLS cases as allocated by the Senior MCA and DoLS Manager.
- Liaise with families and care providers in an appropriate manner, providing advice and support regarding the Community DoLS process whilst maintaining independence and ensuring the service user is at the centre of all decisions made.
- To undertake assessments of capacity and best interests decision-making in line with the Mental Capacity Act 2005 on any case known to the ICB and record them to a high professional standard, that will withstand legal challenges.
- Identify cases that require welfare applications to be made to the Court of Protection.
- To support colleagues within the ICB in matters relating to mental capacity and best interests decision-making and provide advice and guidance as required.
- To support the Senior MCA and DoLS Manager to embed a 'gold standard' MCA practice in all ICB activities.

- Provide support during the transition from the current Community DoLS arrangements to the Liberty Protection Safeguards (LPS), in accordance with the Mental Capacity (Amendment) Act 2019 and its Code of Practice, when implementation is confirmed by the Government.
- Participate in project activity and lead on specific projects or pieces of work on behalf of the Senior MCA and DoLS Manager, taking responsibility for the achievement of outcomes within required timescales.
- Work with colleagues to ensure that appropriate knowledge is shared within the team.
- Act as advocate for complex and vulnerable service users.
- Undertake steps to provide or develop care plans where appropriate in consultation with other professionals.
- To work in a collaborative manner with Health & Social care colleagues across the ICB footprint in the best interest of the service users.
- To work in collaboration with all relevant agencies including Advocates/IMCAs.
- To work with the Senior MCA and DoLS Manager to ensure that renewal of Community DoLS orders are carried out within the identified timescale.
- Participate in the research projects, as required, ensuring that any beneficial results are implemented on an agreed basis.
- Ensure that robust systems for communication within the team are followed.
- Maintain clear and concise and up to date records of care, in line with approved standards.
- Proactively raise issues and provide solutions in partnership with other colleagues in relation to change management, working across teams and/or agencies to enhance seamless care.
- To assist the Senior MCA and DoLS Manager in the management and conduct of Court of Protection cases.
- To assist the Senior MCA and DoLS Manager in developing and delivering on-going multidisciplinary training on MCA and DoL matters as and when required.

3. Person Specification and Supporting Evidence

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Factors	Description	Essential	Desirable	Assessment
Knowledge, Training and Experience	A degree level qualification in social work or nursing or occupational therapy.	√		A/I/C
	Qualified as a Best Interests Assessor under the DoLS process.	√		A/I/C
	Must be a registered health or social care professional, e.g NMC or Social Work England etc.	√		A/I/C
	Evidence of Continuing Professional Development (CPD) undertaken since qualification and a commitment to ongoing professional development.	√		A/I
	Significant experience of working in a professional capacity within health or social care setting.	√		A/I
	Comprehensive understanding of the Mental Capacity Act 2005 and related Code of Practice, legal frameworks around Deprivation of Liberty, and a good working knowledge of associated legislation, such as the Human Rights Act, Mental Health Act and Liberty Protection Safeguards as per Mental Capacity (Amendment) Act 2019.	√		A/I
	Experience of working with people who have difficulty in communicating and in emotive situations.	√		A/I
	Experience of undertaking DoLS and/or Community DoLS assessments.	√		A/I
Communication skills	Experience of producing accurate and concise reports to a high standard, including the ability to give clear,	√		A/I

	evidence-based opinions.			
	Skills for verbal communication on complex matters and difficult situations, requiring persuasion and influence.	√		A/I
	Skills for nurturing key professional relationships and maintaining networks.	√		A/I
Analytical	Good assessment skills and the ability to make informed decisions within the context of deprivation of liberty frameworks.	√		A/I
	Be able to adapt your responses/interventions to respond to a variety of different people in a range of working environments.	√		A/I
	Ability to work under pressure and cope with the unexpected, responding calmly to emotive situations and seeking appropriate support and solutions.	√		A/I
	Ability to take accountable decisions on complex and contentious issues where they may be a number of courses of action.	√		A/I
	Attention to detail combined with the ability to extract key messages from complex analysis.	√		A/I
	Independent thinker demonstrating good judgement, problem-solving and analytical skills.	√		A/I
Planning Skills	Demonstrate self-motivation and an ability to plan and work on own initiative	A √		A/I
Management Skills	Experience of supervising and developing staff formally or informally.	√		A/I
Physical Skills	Have a working knowledge of Microsoft Office applications or equivalent including the following: Outlook, Word, Excel, Internet Explorer, and have a willingness to learn new applications and technology as appropriate.	√		A/I
Autonomy	Ability to work on own initiative and organise own workload without supervision working to tight and often changing timescales whilst maintaining high standards.	√		A/I

Equality and Diversity	Knowledge of anti-discriminatory and diversity issues in relation to practice with service users/families, and interactions with colleagues and stakeholders.	√		A/I
Other	Ensure practice remains within the scope of respective professional registration and with clear awareness of accountability and responsibility within the role.	√		A/I
	An ability to maintain confidentiality and trust.	√		A/I
	Ability to initiate change, and to support individuals and groups through periods of change.	√		A/I

***Assessment will take place with reference to the following information**

A=Application form

I=Interview

T=Test

C=Certificate

SAFER RECRUITMENT

General Duties and Responsibilities

1 Job Description Review

This job description is not a complete list of duties but is intended to give a general indication of the range of work undertaken. It will vary over time as demands and priorities within the NHS change. Significant changes in the range of work undertaken will be made only following consultation with the post holder. This job description will be kept under review to ensure that it remains up to date.

2 Information Governance and Confidentiality

It is a contractual requirement for the post holder to ensure that they have or acquire the necessary skills to implement good practice in all matters relating to information governance and in particular the processing of personal data, special categories of personal data and personal confidential data whether they can be attributed to an identifiable individual or not. Staff must also be aware of their obligations with regard to the processing of commercially confidential information.

The post holder must adhere to information governance and related policies and procedures and be aware of the need for their compliance to the relevant Data Protection Legislation including the Data Protection Act 2018 (DPA 2018), the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), the Law Enforcement Directive (LED) (Directive (EU) 2016/680), regulations made under the DPA 2018 and any applicable national Laws implementing them as amended from time to time. This includes all applicable Laws concerning privacy, confidentiality or the processing of personal data including but not limited to the Human Rights Act 1998, the Health and Social Care (Safety and Quality) Act 2015, the



common law duty of confidentiality and the Privacy and Electronic Communications (EC Directive).

Managers have a responsibility to ensure that their staff are equipped with the necessary tools to use in the implementation of good information governance practices.

3 Health and Safety/Security

The organisation recognises its duties under the Health and Safety at Work Act 1974 to ensure, as far as it is reasonably practical, the Health, Safety and Welfare at Work of all its employees and, in addition, the business of the organisation shall be conducted so as to ensure that all individuals having access to organisational premises and facilities are not exposed to risk to their health and safety.

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

4 Quality and Clinical Governance

BNSSG ICB promotes an open, learning culture ensuring appropriate governance systems and processes are in place to support and develop this culture. Employees are responsible for ensuring that they are aware and compliant with policies and procedures that govern their work; and if something goes wrong, employees have an obligation to report it so lessons can be learned from mistakes, incidents and complaints.

If an employee has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a senior member of management.

5 Codes of Conduct

All Employees will work in accordance with the principles and standards as set out in managerial and professional codes of conduct.

6 Dignity at Work Statement

BNSSG is committed to treating all employees with dignity and respect. An employee is responsible for behaving in a way that is consistent with the aims of our Equality and Diversity agenda in Employment Policies. This includes not discriminating unfairly in any area of your work and not harassing or otherwise intimidating other members of staff. The organisation will not tolerate any forms of bullying or harassment in the workplace.

7 Equality Statement

Employees must act in a way that is consistent with organisational procedures and the law relating to equality, diversity and rights, and to treat everyone with whom you come into contact equitably, with respect and without discriminating.

To recognise and appreciate that people, both colleagues and service users are different and to act in ways that are consistent with their needs and preferences.

To ensure that practices and processes operated by your team are fair and provide equitable treatment for all, and to take effective action to deal with any discrimination or unfair treatment that you have become aware of.

8 Public Involvement and Engagement



Employees will work collaboratively with other organisations in the local health community on issues of common interest and contribute to partnership working with local authorities, other statutory organisations and the non-statutory sector as required.

Employees will promote effective patient, public, user and carer involvement in all elements of work.

9 Risk Management

All employees will follow risk management policies and procedures at all times. All employees are personally responsible for risk management issues in respect of themselves and colleagues. Employees who identify a potential hazard should report it to a manager/supervisor at once using the organisational incident reporting process.

10 Safeguarding Children and Vulnerable Adults

All employees are required to act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults. Familiarisation with and adherence to the Safeguarding policies is an essential requirement of all employees, as is participation in related mandatory/statutory training. The organisation believes that it is always unacceptable for a child, young person or vulnerable adult to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all, by a commitment to practice which protects them.

11 Infection Control

All employees have a responsibility to adhere to policies and procedures in relation to infection control. BNSSG ICB encourages all staff to make their voice heard in respect of preventing and controlling infection and maintaining and improving environmental cleanliness. This includes sharing good practice and raising problems and issues encountered.

12 Delivering Resilience

BNSSG ICB supports the delivery of health services in times of emergency and where business continuity is affected as a Category 1 responder. Examples may include; extreme weather or local mass casualty situations. In these instances, as an employee, you will be required to provide flexibility around location or role in order to continue to deliver safe services and support as required.

13 Policies and Procedures

Employees are expected to follow organisational policies, procedures and guidance as well as professional standards and guidelines. Copies of policies can be accessed via the staff intranet or external website or via your manager.

The organisation operates a policy which promotes a smoke free environment.

14 Appraisal and Personal Development

BNSSG ICB is committed to lifelong learning for all staff and has put in place an appraisal and development infrastructure. All employees have a responsibility to participate in an annual appraisal with their line manager and to identify performance standards for the post. As part of the appraisal process employees have a joint responsibility with their line manager to identify any learning development needs in order to meet the agreed performance standards.

15 Records Management

Employees have a responsibility to adhere to the standards defined within policies in the creation, use, closure, retention, and disposal of records. The types of record held may



consist of patient or staff records, administrative records, photographs, microfiche, audio and tapes, e-mails, electronic and scanned records and text messages.

16 Partnership Working

BNSSG ICB is committed to partnership working and staff involvement, underpinned by the values of openness, trust, staff involvement, development, diversity at work, commitment to modernisation and delivering the highest standards of performance.

17 Financial Instructions

Budget management and control is an element of each employee where they are designated as being budget holders. Employees must comply with the Financial Standing Orders, Standing Financial Instructions and Scheme of Delegation as appropriate to this role.

18 Sustainability/Carbon Footprint

BNSSG is committed to promoting sustainable development and reducing the harmful effects of its activities on the environment. Employees are expected to promote and embrace the principles of sustainable development in their daily duties; specifically, to ensure that they use energy and other natural resources as efficiently as possible to minimise their carbon footprint.

19 General Terms and Responsibilities

Contribute to the work of specific project groups within the organisation and across the local health community as required.

To undertake any other duties that may be reasonably requested of the post holder to help the department run smoothly.
