

Job Title:	ADHD Assessor
Reports to (job title):	Service Manager
Line Manager to:	N/A

Job purpose

1. To provide a service to the specified Team including assessment and post diagnostic support to both individuals and groups as appropriate. Supervision will be available for formulation and diagnosis following assessment.
2. To assess and offer post diagnostic support to a specialist workload of clients and maintain associated records.
3. Participate in CPD and other developmental activities
4. Undertake R & D and clinical audit as required as well as delivering training.
5. Help in the clinical supervision and support of other staff and students

Base

A hybrid model of working is in place. The ability to travel to locations across Wiltshire, B&NES and Swindon will be required.

Key responsibilities

CLINICAL

1. To provide a service to the designated team including assessment and post diagnostic support to both individuals and groups as appropriate. Supervision will be available for formulation and diagnosis following assessment.
2. To provide a specialist consultancy service to mental health teams and other agencies providing care for the client group.
3. To participate in generic team duties as agreed by the Team manager as appropriate, to the needs of the service.
4. To participate in clinical and caseload supervision arrangements provided by the team

5. To maintain accurate records and to monitor clinical workload using agreed systems.

PROFESSIONAL

1. To fully observe the appropriate code of conduct of your professional body and to be registered with the appropriate registration body.
2. To be aware of, adhere to, and where appropriate, contribute to the formulation and review of Trust, Area and Clinical policies and procedures relating to ADHD diagnostic services.
3. To participate in local team meetings and trust wide ADHD service meetings as appropriate.
4. To maintain and develop high standards of clinical practice by engaging in continuing professional development and co-operative working/networking with other colleagues involved in ADHD services.
5. To participate in an annual performance appraisal.

SERVICE GOVERNANCE

1. To participate in service and professional governance processes.
2. To support and participate in multidisciplinary clinical audit.
3. To liaise with other disciplines and agencies to ensure that best practice is shared.
4. To promote the use of effective assessment processes in the service.

TRAINING AND STAFF DEVELOPMENT

1. To provide training, supervision and consultation in ADHD services to other staff in HCRG teams. This to include joint assessment with care coordinators, formulation of ADHD diagnosis and planning of interventions to be implemented by care co-ordinators or other team members with service users.
2. To agree a plan of personal development with the team manager.

RESEARCH AND DEVELOPMENT

1. To participate in audit and service evaluation activities examining the effectiveness of current service delivery and leading to development of services relevant to client needs.
2. To provide advice, support and consultation to colleagues from other disciplines undertaking research in the area.

Communications and Working Relationships

With the following staff working and providing services in the designated area: Specified Teams, specified sites, and other staff and teams providing specialist ADHD services

Policies and Procedures

Employees are expected to follow HCRG policies, procedures and guidance as well as professional standards and guidelines. Copies of policies can be accessed via Quest or from your manager.

In particular, attention is drawn to arrangements in relation to safeguarding children and vulnerable adults as well as infection prevention and control.

All employees are expected to be familiar with the HCRG's approach to risk management, take a risk management approach to their own work and take responsibility for the management of the risks they own.

Confidentiality

Much of the work is of a confidential nature. This means that no discussion should take place about the care, needs, or activities of any service user, except in the clear interest of that service user or other members of staff. Staff are reminded that personal information concerning colleagues is also confidential

Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care

- Inspire
- Understand
- Communicate

Think

- Challenge
- Improve
- Learn

Do

- Accountability
- Involve
- Resilience

Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice, NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

Equal Opportunities

It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

Personal Specification

Essential knowledge, skills and experience

- Recognised qualification in Occupational Therapy, Nursing or Speech and Language Therapy
- HCPC or NMC Registration
- Demonstrates substantial post-registration experience gained working in a range of front-line adult mental health services, undertaking assessment and delivering interventions
- Experience of working in an ADHD service/team or Mental Health Team where some service users had ADHD.
- Knowledge of ADHD assessments and appropriate services
- Effective team player with good communication and liaison skills.
- Well organised with good administration skills.
- Empathy/engagement skills with the client group.
- Ability to cope with workload pressure/prioritise workload.
- Ability to work independently.
- Self-awareness and emotional resilience

Employee signature

Job Description

Manager signature
