Mental Health & Wellbeing Services Ltd
Oak House
Sitka Drive
Shrewsbury Business Park
Shrewsbury
SY2 6LG

JOB DESCRIPTION

Job Title	Neurodevelopmental Practitioner
Responsible to	Service Directors
Reports to	Team Leads
Hours	0.6FTE
Base	Oak House, Shrewsbury Office / Remote Working
Salary	Dependant on experience

Job Overview

The post holder is expected to deliver a range of projects as required by the needs of the business. Additionally, they are to work both autonomously and as part of a team in the NHS Commissioned Adult ADHD service to support specialist clinical assessments and non-pharmacological interventions to adults with ADHD and their families. The post holder will also be required to conduct ASD assessments, administering ADOS or ADI-R assessments in accordance with established guidelines and protocols.

To contribute to the ongoing development of services provided and work as an effective member of the multi-disciplinary team, maintaining high standards of care.

General Requirements

A degree in a relevant field (e.g. psychology, neuroscience)
A masters-level qualification in a relevant field is not essential but preferable.

Willingness to undertake the ADHD practitioner exam or have already passed.

Principal Clinical Duties:

1. To carry out the first part of a holistic ADHD assessment for adults with suspected ADHD ensuring all relevant history is taken.
2. To participate in the reassessment of needs for adults previously diagnosed with ADHD. To be able to ascertain if there are other co-morbidities.
3. To partake in the monitoring of treatment response and assessing of side effects.
4. Assessment will also include consideration of impact, differential or co-occurring conditions and a risk assessment.
5. Post-diagnostic advice, recommendations, and support.
6. Conduct comprehensive, ASD and/or ADHD assessments for children or adults. Use diagnostic tools and assessment techniques to evaluate symptoms for presentation to a consultant psychiatrist.
7. Analyse ADOS and ADIR assessment results and create an accurate diagnostic report. Provide clear and compassionate feedback to patients and their families.

8. To complete physical observations of service users as part of medication treatment (height, weight, blood pressure, pulse, ECGs).
9. To develop trusting therapeutic relationships with service users, their carers, and their families (where appropriate). To establish an effective therapeutic relationship that enables the communication and sharing of complex and sensitive information.
10. The post holder will be responsible for ensuring high quality, accurate and timely recording on the electronic systems, of clinical information such as assessment, formulations, progress notes, care plans, risk assessments, outcomes, and discharge.
11. The post holder will participate in making recommendations to the wider team and to referrers on additional assessment or interventions and skills required to deliver the plan of care and expected health/social outcomes which are evidenced based and lead to recovery and minimise risk.
12. The post holder will participate in devising a management plan with each individual service user.
13. Promote the involvement and engagement of clients/services users and carer relatives in the assessment, planning, delivery and evaluation of care.
14. Work within a multi-disciplinary team to support effective care plans and treatments are in place for highly complex clients/services users.
15. Ability to recognise, prioritise and respond appropriately to urgent and emergency situations including the assessment and management of risk, within competency of role and scope of practice.
16. To deliver non-pharmacological interventions and treatment for those with adult ADHD.

Main Clinical Duties and Responsibilities

Care delivery

1. Support the effective delivery and quality of care standards for the service or for the delivery of specialist services across an organizational and geographical area.
2. To maintain and develop relationships with professionals external to the area of service, service users and their families (where appropriate) within area of service/specialism.
3. To support discussions around options of care with the service users and their families.
4. To make suggestions that best improve the treatment outcomes for the service users and their families' as well as improve resilience and recovery and which mitigates risk to themselves or others.
5. Ensure that clinical policies and procedures are followed correctly and risks inherent in any procedures are minimised.
6. To ensure services are delivered in a manner that is appropriate, relevant and respectful to all community members, recognising the diversity of ethnicity, culture, belief, privilege and capacity of service users and carers.
7. The post holder will review and discharge under the shared care protocol as appropriate once planned outcomes have been met, under direction from the clinician.
8. To attend ADHD team meetings/MDTs, service development/quality improvement time and supervision sessions.

Record keeping, information collection and communication

1. To be able to communicate reassuringly, finding ways of enabling the information to be understood and providing empathy and reassurance to service users.
2. To maintain accurate patient records, make clear, concise reports and ensure administrative tasks are completed within the agreed time scales to meet service targets.
3. To ensure all systems (electronic and hard copy), records, data and information (stored and transferred) are of high quality across the service which will withstand inspection of their effectiveness and appropriateness to support the delivery of safe services and compliance of MHWB rules.
4. To be responsible for the accurate recording and transferring (to other services) of information relating to patients in receipt of care as determined by MHWB operational policies or when directed by the clinician.

Leadership, Development & Supervision

1. To apply up to date professional and other knowledge to ensure any options of care for individuals is evidenced based and informed by theoretical and practical learning and experience.
2. Partake in annual appraisals, supervision and the progression of personal performance and achievement of objectives, including career aspirations.
3. To develop and facilitate, with other members of the service, clinical groups, training sessions and workshops as appropriate.
4. Maintain continuous professional development.
5. To measure personal, team and service goals and ensure they align to the wider Trust goals and strategic objectives.
6. To participate in clinical audits, research and test different types of aids as necessary for own area of specialism.

Flexible Working:

1. As the service evolves changes to working patterns maybe required.
2. The post holder will fulfil all tasks and work as part of a team. To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager.
3. At times the post holder may be required to work on weekend rotas, with instruction/ support/guidance from the senior clinicians on duty.

Responsibility for Policy and Service Development:

1. Keep up to date with relevant service developments.
2. Participate in the planning, reviewing and development of the service.
3. Report any incident/untoward incidents/near misses to self, patients or carers to the manager.
4. Be aware of and follow the health and safety at work act and local and national guidelines.
5. Be aware of and follow the service policies and procedures.
6. Ensure safe and efficient use of stock and equipment. Ensure equipment is checked appropriately. Report any equipment defects.

7. Demonstrate and instruct on the use of equipment to ensure safety.
8. Understand and apply eligibility criteria for services.
9. To be responsible for the use of resources in the most efficient and effective way.

Responsibility for Human Resources:

1. Be prepared to share knowledge and experience both formally and informally.
2. To teach skills and techniques to other members of the team.
3. Take a flexible approach in supporting colleagues during times of caseload pressures.
4. Participate in the training and induction of other staff as appropriate.
5. Participate in keeping a record of own training and development.
6. Participate in supervision and appraisal process, identifying own areas of development and undertaking relevant activities to meet objectives set in personal development plan.

Responsibility for Research and Development:

Contribute to any research and development being carried out in the area, collecting information and evidence as requested by the clinical team.

Other responsibilities:

1. To take part in regular performance appraisal.
2. To undertake any training required in order to maintain competency including mandatory training.
3. To contribute and work within a safe working environment.
4. The post holder is expected to comply with the service Infection Control policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.
5. As an employee, it is a contractual duty that you abide by any relevant Code of Professional Conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the disciplinary policy) up to and including dismissal.
6. This post has been identified as involving access to vulnerable adults and/or children and in line with the Safeguarding policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

General:

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the Manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.