



## Job description and person specification

**Job Title: Expert Advisers – Care (Education) and Treatment reviews**

**Hourly Rate: £20 per hour (including an element of holiday pay)**

**Reports to: Inclusion North Project Support Co-ordinator**

### **Job Purpose**

To attend virtual or face to face Care (Education) and Treatment Reviews and work alongside clinicians & commissioners carrying out the review of an individual's service as part of the NHS England Transforming Care programme.

Expert Advisers offer a different and independent perspective – sometimes that is through personal experience and sometimes through work with family members in leaving hospital, or with accessing learning disability and/or mental health services.

It is hoped others who use services will feel able to share how they feel and what kind of support or service will help the person live a good life in the community.

Expert Advisers are expected to promote Equality, Diversity and Human Rights throughout their role.

### **Main Duties and Responsibilities**

- ❖ You will be involved in what is called a Care (Education) and Treatment review. A review is for 1 person and should last for up to 1 day each (7 – 10 hours).
- ❖ You will need to follow the NHSE policy and guidance for Experts and Care (Education) and Treatment reviews
- ❖ You will write a report from the review on the day with the commissioner leading the review. The report must say the main issues and recommendations from the review.
- ❖ You must follow the policy and procedure of Inclusion North as well NHS England's code of conduct, and confidentiality agreement.
- ❖ You will communicate directly with people involved in the review, individuals, family members and other professionals



- ❖ You must come to a training session or join on-line training that will help you do this role, including monthly support group meetings.

### **How the reviews work in practice**

Expert Advisers involved in reviews would usually need to:

- Find out all the information and details about the review. You will work with the Administrator or other Hub Staff to do this.
- Make sure you are at the venue for the review on time

Take part in the review by

- Being part of the introductory meeting
- Interviewing staff & people & families – alone or with other review team members
- Being part of the feedback session at end of day
- Contributing to team feedback / debriefing to influence next stage of review
- Making notes or writing parts of the report (with help when needed), all of which is handed to the lead (Commissioner) at the end of the day.
- Discussing, & commenting on the report before it is completed.
- Completing Inclusion North feedback forms on being part of a review and returning promptly.
- Providing Inclusion North with claim and expense information promptly

The preparation and visit are expected to take a maximum of 10 hours.

<b>What kinds of skills or experience we think an Expert Adviser needs</b>	
<b>What</b>	<b>What people will need to be able to do</b>
Knowledge and experience	<ul style="list-style-type: none"> <li>▪ Bring personal experience of using services that support people with learning disabilities and / or autism in hospital or in the community especially support with their mental health or behaviour.</li> <li>▪ Experience of being a carer for someone who is a user of services for people who present significant behavioural challenges or mental health problems either as an inpatient or supported in the community (this may also include advocating for other families or people with learning disabilities)</li> <li>▪ Bring personal experience of working with services / commissioners / providers to support people being discharged from hospital and / or support to live in the community.</li> <li>▪ Have an understanding of the NHSE Transforming Care programme.</li> <li>▪ Understand and be committed to equal opportunities, diversity and inclusion.</li> <li>▪ Have an understanding and experience of person-centred approaches and how this should shape people’s care and support</li> <li>▪ Have an understanding about what good support looks like in the community.</li> <li>▪ Have a broad understanding of what Positive Behavioural Support is.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>▪ Ability to communicate directly with people who use services and their families.</li> <li>▪ Ability to be part of compiling a report (with or without support)</li> <li>▪ Ability to keep information confidential</li> <li>▪ Ability to directly question issues and practices</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Ability to recognise what good practices and services look like</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>▪ To be reliable and punctual</li> <li>▪ To be flexible in approach and solution focussed.</li> <li>▪ To be able to reflect on findings and thoughts as part of a team</li> <li>▪ To be confident in speaking up (with or without support) and address concerns.</li> <li>▪ To be prepared to be part of (accepting support if needed) carrying out a thorough and focussed review and in reaching a shared decision.</li> <li>▪ Ability and willingness to take responsibility for own physical and mental health or seek support if needed.</li> <li>▪ Experience as above.</li> </ul>
Other important things	<ul style="list-style-type: none"> <li>▪ Ability to travel to reviews (with or without support)</li> <li>▪ Be prepared, if necessary, to use public transport to travel to meetings wherever possible.</li> <li>▪ Ability to use e-mail, and phone to communicate (with or without support)</li> <li>▪ Requirement to have a Disclosure and Barring Service (DBS) check if not already in place</li> <li>▪ To not be 'too close' to the Care (Education) and Treatment Review process currently in your personal life. For example, having a family member who is currently subject to Care (Education) and Treatment Review.</li> <li>▪ To be aware of any conflicts of interest and to make these known to the review co-ordinators before any reviews take place (immediate families of the expert may also have conflicts of interest that would affect the suitability of the expert to take part in reviews) Conflicts of interest may include: - being employed by a private / independent hospital service provider</li> </ul>



	<ul style="list-style-type: none"><li>- owning or having a financial interest in a private service provider</li><li>- being related to or having a non-professional relationship (e.g. friendship) with the service user and /or their family</li></ul> <p>To understand and accept that conflicts of interest may make it inappropriate to take part in particular review.</p>
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