



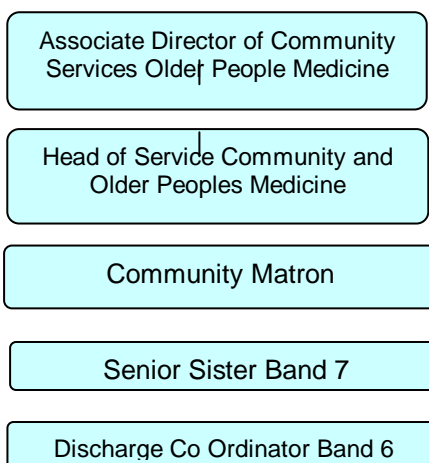
JOB DESCRIPTION

JOB TITLE:	Discharge Co ordinator
BAND:	Band 6
DEPARTMENT:	Community Servies
RESPONSIBLE TO:	Senior Sister Band 7

DIMENSIONS OF JOB: *(eg no of staff, beds managed, budgetary responsibility etc.*

(Please append an organisational chart for the work area).

Trust wide complex and non complex discharge facilitation/management of Older people



PURPOSE OF JOB:

- To collaborate and liaise with patients, carers, family, hospital and other professional staff to improve the quality of the discharge process in the from the community hospital setting, by liaising with internal and external professionals offering guidance and support to facilitate timely and appropriate safe discharge of patients from hospital to community.



KEY TASKS & RESPONSIBILITIES:

Professional

To promote the continuity of care of patients with complex needs discharged from hospital into the community
To chair MDT discharge planning meetings on allocated wards.
To support ward staff to ensure IRIS referrals are completed promptly
To provide information, advice and support to health care professionals, patients, relatives and others involved in patient care
To support the MDT to ensure timely and appropriate decisions in the discharge process
To facilitate the planning of complex discharges where sensitivity and persuasive skills are needed
To develop working relationships with external partners to enable discharge plans to be put into practice
To gain the knowledge to identify delays in the patient pathway and resolve problems identified
To attend daily board rounds on allocated wards, ensuring that EDD's are applied, monitored and adhered to
Use the EPIC system to progress discharge planning and record delays in patients discharge process
To escalate any process delays that are unable to resolved
To be aware of current discharge pathways and identify the pathway required for individuals
To provide legible and comprehensive patient records to agreed Trust and NMC guidelines
To facilitate a patient focused approach to care that promotes respect and dignity
To ensure that multi-disciplinary staff practice direct patient care in accordance with professional codes high standards of patient care.
Provide support and advice to relatives and carers and ensure effective channels of communication are evident between clinical staff, patients, relatives and carers, being sensitive to the needs of those with sensory impairments or learning disabilities.

Leadership

To act both independently and within the team in facilitating the discharge of patients
To offer training to students on the specific role and function of discharge
To ensure Trust policies and guidelines are adhered to and regular updating of staff takes place
To maintain the high standards of the Trust by contributing towards individual and team objectives
To actively participate and contribute towards the setting and achievement of personal and team objectives
To support junior members of staff within team and be responsible for their development
To deputise for Band 7 Lead Discharge Co-ordinator in their absence
To support senior staff in the team and Departmental Manager
To promote good working relationships within the multi-disciplinary team and other internal and external contacts

Research

To assist in audit and review complex patient discharge plans initiating changes in practice
To be responsible for the dissemination of evidence based practice
To ensure nursing practice is research based and be aware of current developments and impart information to department staff
To ensure Trust wide communication of the discharge process and policy

Management

Effective working relationships with the Manager regarding core service and discharge issues



To ensure self and other staff operate within Health and Safety at Work Act, and comply with all Trust policies and procedures

liP

To communicate on a regular basis with staff regarding the Trust's objectives, plans and business developments

To train and develop members of staff

Assist staff to transfer, develop and use new skills acquired

Health and Safety

- The Trust recognises and accepts its responsibility to provide a safe and healthy working environment for anyone on its premises.
- As an employee you also have a duty to take reasonable care of your own health and safety and you are required to follow all relevant health and safety Policies and Procedures.

Equal Opportunities

- You are required to comply with and maintain awareness of the Trust's Policies relating to Equal Opportunities.

This job description is an indication of the type and range of tasks that are expected of the postholder, and other duties may be required, in line with the role and the banding. It will be reviewed and amended from time to time in consultation with the postholder to take account of changing organisational need.

This job description should be read in conjunction with the non-supervisory JD Addendum – available at:

http://www.frimleypark.nhs.uk/images/stories/get_involved/work_for_us/docs/Job-Description-Addendum-non-supervisory.pdf

OR (DELETE THE NON-APPLICABLE)

This job description should be read in conjunction with the supervisory JD Addendum – available at:

http://www.frimleypark.nhs.uk/images/stories/get_involved/work_for_us/docs/Job-Description-Addendum-supervisory.pdf



PERSON SPECIFICATION

DEPARTMENT	JOB TITLE	BAND
Discharge Team	Discharge Co ordinator	6

CRITERIA RELEVANT TO THE ROLE	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>Registered general nurse or AHP</p> <p>Broad clinical experience relevant to the post and experience in older people's health</p> <p>Knowledge of EPIC system</p> <p>Teaching qualification or equivalent</p>	<p>Presentation skills</p>
SPECIFIC COMPETENCIES FOR ROLE e.g communication, problem solving, leadership	<p>Good interpersonal skills with the ability to manage difficult / stressful situations</p> <p>Able to prioritise workload (self and others) and meet deadlines</p> <p>Recent experience of working in an acute NHS</p> <p>Time management and delegation skills</p> <p>Experience of Discharge co-ordination</p> <p>Able to train and supervise junior staff</p> <p>Evidence of ongoing professional development</p> <p>Experience of teaching</p>	<p>IT Skills</p> <p>Facilitation and leadership skills</p> <p>Able to influence and negotiate change</p>



PROFESSIONAL/ SPECIALIST/ FUNCTIONAL EXPERIENCE	<p>Self motivated and uses own initiative</p> <p>Innovative and enthusiastic</p> <p>Assertive and self confident</p> <p>Able to work as an effective team member</p> <p>Ability to manage change within the working environment</p> <p>Experience of developing relationships with internal and external agencies and organisations.(Minimum of two years).</p> <p>Experience of working across organisational boundaries within health and social care</p> <p>Knowledge and understanding of current legislation and best practice in relation to key areas such as data protection, confidentiality, Mental Capacity Act.</p> <p>Ability to build, and maintain, effective working relationships at all levels.</p> <p>The ability to interpret clinical information, use analytical and problem solving skills to inform decision making</p>	
VALUES AND BEHAVIOURS	<p>We will expect your values and behaviours to mirror those of the Trust, available at:</p> <p>http://www.frimleypark.nhs.uk/images/stories/get_involved/work_for_us/docs/Values1.pdf.</p>	<div>Committed To Excellence Working Together Facing The Future</div>
SPECIAL REQUIREMENTS		