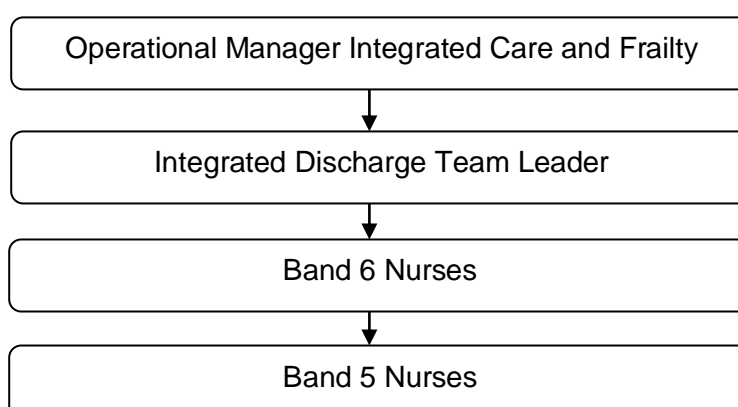


JOB DESCRIPTION

JOB TITLE	Staff Nurse, Integrated Discharge Team
PAY BAND	Band 5
DIRECTORATE	Acute & Integrated Community Care
DEPARTMENT	Integrated Discharge Team
BASE	Macclesfield District General Hospital
RESPONSIBLE TO	Band 6 Nurses
ACCOUNTABLE TO	Team Leader

Organisational Chart



Job Summary

The post holder will facilitate initial proactive assessments for inpatients in order to facilitate a safe, effective discharge from hospital and prevent avoidable readmission to hospital.

Key aims are

- Delivering a consistent, co-ordinated approach to assist patients to identify potential needs at the point of discharge to avoid unnecessary delays in transfer of care
- Working collaboratively with external and internal partners for the benefit of the patients to ensure smooth transition from hospital and reduce risk of readmission
- Transparently providing information and expert advice to patients, carers and other professionals
- Reporting all delayed transfers of care, sitrep reportable and non sitrep reportable, as per the local delay standards and criteria

The post holder will participate in daily board round to support the business continuity of the trust

Main duties and responsibilities

- To identify patients at high risk of readmission and liaise with primary care staff to facilitate timely assessment in relation to the Proactive Care Model
- To initiate Integrated Discharge assessments throughout the hospital in accordance with established discharge pathways 1-3.
- To work flexibly within changing guidelines in order to support the service and the acute trust.
- To communicate all relevant information to patients and carers, supported by documentation as appropriate to ensure they are making informed decisions.
- To liaise with other professionals/agencies as appropriate to ensure safe and effective discharge from hospital.
- To commence onward referrals via the Extramed system to the most appropriate professionals to meet the patient's need.
- To support a consistent and co-ordinated approach across the integrated discharge service to support patient flow from the hospital to the community.
- To accurately report all delayed discharges via the daily Integrated Discharge meeting
- To escalate any delays in the patient journey to the appropriate service manager
- To support ward staff with discharge planning for patients identified as having a Learning Disability

Clinical responsibilities

- Maintain own Nursing and Midwifery Council registration and demonstrate a commitment to personal professional development.
- Contribute to and support the Trust-wide Clinical Governance Framework and Risk Management Strategy, ensuring appropriate clinical risk assessments and incident reporting systems are adhered to and implemented
- Demonstrate effective communication skills by liaising with multidisciplinary professions, patients and carers
- Contribute to and promote an awareness of audit, research and participate in service developments in order to assist and support the ward manager to improve the quality of person-centred care whilst maintaining professional standards
- Support and encourage patient empowerment and assist patient choice through the provision and teaching of health promotion, PPI and Customer Care involvement.
- Take responsibility and ownership of personal and professional development with the support of the Team Leader.

Managerial

- Participate in Board Rounds
- Assist in dealing with complaints in the first instance and act as an advocate for patients, using the correct channels and procedures to refer on complaints that cannot easily be resolved.
- Assist in the supervision and mentorship of students or new starters under the direction of the Team Leader
- Lead by example adopting an accountable and professional manner at all times acting as a role model/advocate for members of junior staff and patients/carers
- Proactively participate in team meetings and support the service manager to provide a high quality service within a specified budget, demonstrating an awareness of cost and the processes/systems within the organisation for the ordering of supplies and equipment
- Practice within the professional, ethical and legal framework for nursing upholding NMC code of conduct for professional practice at all times.
- Adhere to all relevant Trust and Departmental policies including Confidentiality and Data Protection.

- Maintain a broad understanding of the work of the Trust as a whole, and actively contribute your ideas for the improvement of service provision via team meetings.
- Keep up to date with local and national developments in nursing policy and practice, and to disseminate information
- Complete all mandatory training as per Trust policy

This list of duties is not intended to be exhaustive, but indicates the main areas of work and may be subject to change after consultation with the post-holder to meet the changing needs of the service.

GENERIC CLAUSES FOR ALL JOB DESCRIPTIONS

To maintain a broad understanding of the work of the Directorate and Department, and of Trust as a whole, and actively contribute your ideas for the improvement of service provision.

To ensure own actions contribute to the maintenance of a quality service provision.

To be responsible for the self-development of skills and competencies through participation in training and development activities and to maintain up to date technical and professional knowledge relevant to the post.

To participate in Trust's Performance and Development Review and to undertake any identified training and development related to the post.

To undertake statutory and mandatory training as deemed appropriate by the Trust.

To develop and maintain effective working relationships with colleagues.

To adhere to all Trust policies and procedures.

Health & Safety:

All staff have a duty to ensure the health and safety of themselves and others whilst at work. Safe working practices and health and safety precautions are a legal requirement. ALL accidents must be reported to your manager and in line with the general philosophy of the Trust; you must participate in accident prevention by reporting hazards and following relevant policies and procedures including Moving and Handling guidelines.

Infection Control:

All staff have a duty to comply with all relevant ECNHST guidelines and policies in relation to Infection, Prevention and Control. You have a duty to ensure that you minimise the risk of infection, infectious diseases and particularly Hospital Acquired Infection. This responsibility includes minimising the risk by highlighting any concerns you may have to the appropriate person as identified in the policies and guidelines.

Risk Management:

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

Data Security:

To ensure that the Trust Policies and Procedures regarding data security are adhered to, and **NHS Trust** that staff are aware of their obligations under these policies.

Confidentiality:

Working within the trust you may gain knowledge of confidential matters which may include manual / electronic personal and medical information about patients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Equality & Human Rights:

The Trust will ensure that job applicants and prospective and current employees are treated solely on the basis of their merits, abilities and potential without any unjustified discrimination on grounds of age, gender, gender reassignment, sexual orientation, disability, marital or civil partnership status or family circumstances, race, colour, nationality, ethnic origin, religion or belief, trade union activity & social and economic status.

Values based Recruitment:

The post-holder has a responsibility to ensure that their own actions and behaviours fully support the Trust's core values.

Codes of Conduct and Accountability:

You are required to comply with Trust codes of conduct and accountability and codes of conduct which are relevant to this post.

SAFEGUARDING Adults and Children:

East Cheshire NHS Trust has a responsibility and is committed to, safeguarding and promoting the welfare of children, young adults and adults at risk with care or support needs and expects all staff and volunteers to honor this commitment to minimise risk of harm in accordance with current legislation, statutory guidance and Trust policies and procedures. This means that staff must understand their own responsibility and recognise the requirement to engage with staff training and supervision, as well as promoting multi-agency working to safeguard our patients.

Disclosure and Barring Service (DBS)

"REHABILITATION OF OFFENDERS ACT: This post is exempt from the Rehabilitation of Offenders Act 1974. Should you be offered the post it will be subject to a disclosure and barring check from the DBS before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions".

The Trust requires an Enhanced Disclosure through the Disclosure and Barring Service for this post to ensure suitability for employment.

THE TRUST OPERATES A NO SMOKING POLICY

PERSON SPECIFICATION

JOB TITLE	Staff Nurse, Integrated Discharge Team		
PAY BAND	Band 5		
	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> • Current first level registration in General / Adult nursing or Mental Health nursing • Experience at Band 5 	<ul style="list-style-type: none"> • Experience in an acute hospital environment 	
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> • Knowledge of National Service Framework for Older People • Knowledge of NHS Plan / Transforming Community Services • Awareness of Intermediate and Urgent care agenda • Rehabilitation Care Act • Hospital Discharge and Community Support: Policy and Operating Model • Relevant clinical knowledge of specialty • Excellent assessment skills • Sound clinical knowledge which is based on research evidence • Some evidence of problem solving / leadership skills 	<ul style="list-style-type: none"> • Demonstrate evidence based decision making 	
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working collaboratively with other agencies eg Social Services • Experience of working within a multi-disciplinary setting • Experience of supervision, appraisal and performance review 	<ul style="list-style-type: none"> • Intermediate care experience • Experience of case management • Experience of inter-disciplinary working • Rehabilitation experience • Experience of Community Nursing 	

SPECIFIC JOB REQUIREMENT	<ul style="list-style-type: none"> • IT skills • Excellent communication and interpersonal skills • Ability to work on own initiative and organise own workload • Ability to be flexible to the needs of the service • Flexibility • Positive and enthusiastic • Self motivated • Ability to work under pressure 		
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Signature of Postholder:

Date:

Print Name:

Signature of Manager:

Date:

Print Name: