

JOB DESCRIPTION

Job Title:	Long COVID Care Co-ordinator
Grade:	Band 6 (Subject to job evaluation)
Hours:	37.5 hours per week (Fixed term 12 months/ secondment/ flexible working/ part time considered)
Specialism:	Respiratory, Long COVID
Location:	Mid and South Essex
Accountable to:	Service Lead

The Service

The Community Respiratory team based at Wren house in Chelmsford is expanding their team.

The Long COVID service started in December 2020 and covers Mid and South Essex. Most of our work is virtual but we want to expand the service and offer a mix of virtual and face to face appointments. The post holder would be expected to carry out some face-to-face appointments in one area of Mid and South Essex, it is hoped that there will be 3 posts to cover this area. The posts are held within the Mid Essex respiratory team and will offer clinical supervision and teaching. The aim of the team is to provide comprehensive respiratory care to patients in a community setting with an emphasis on people at risk of admission to secondary care. As well as assessing and treating Long COVID patients. We have weekly MDTs with specialist consultants and the Long COVID team.

Job Purpose

The purpose of the role is to:

- Facilitate the expansion of the current Long COVID service by working as a care co-ordinator, helping patients access the care they need eg COVID rehabilitation, or MS teams educational talks
- Support the patients putting into action fatigue management strategies etc
- Work as part of a multi-disciplinary team providing community based holistic assessments
- Maintain a high standard of patient focused care reflecting an inter-disciplinary approach to rehabilitation and self-management.
- Develop good communication links with patients and carers.
- Establish and promote joint working with other services across professional and organisational boundaries.
- Be able to manage complex and sensitive situations

Key Responsibilities:

Clinical

To be responsible for assessing, planning and implementing COVID care programmes with patients in order to maximise independence and encourage patients to achieve their full potential. This will include:

- Being professionally and legally responsible and accountable for all aspect of own work.
- Undertake a comprehensive examination and assessment of patients including those with diverse presentation/multi pathologies using specialised clinical reasoning skills.
- Working autonomously to formulate and be responsible for, clinical decision making and treatment plans for patients in their own homes or in the community setting.
- Co-ordinate the care for the patient, checking the patients have accessed the treatment plan agreed at the assessment and facilitating this as needed.
- Organise and prioritise own workload and delegate responsibilities appropriately.
- Complete holistic virtual Long COVID assessments being able to discuss at Long COVID MDT, refer to other agencies as appropriate.
- Assess paediatric Long COVID patients as necessary
- Using a range of verbal and non-verbal tools to communicate effectively with patients and carers to progress rehabilitation and treatment programmes. This will include patients who may have difficulties in understanding or communicating e.g. patients who may be dysphasic or hard of hearing.
- Communicating effectively verbally and non-verbally with all members of multi-disciplinary team (MDT) e.g. Doctors, nurses, social workers, allied health professionals, and outside agencies.
- Working within organisation and professional guidelines and codes of conduct.
- Work autonomously with reference to line manager as and when appropriate.
- Being responsible for the supervision, education and evaluation of performance of students to graduate standard of practice ensuring that teaching standards are met.

Professional

- To be responsible for maintaining own competency to practice through CPD activities and maintain a portfolio which reflects professional and personal development.
- To maintain and develop current knowledge of evidence-based practice.
- To participate in the staff appraisal scheme and be responsible for complying with the agreed objectives and personal development programmes.
- To participate in the staff appraisal scheme as an appraiser of junior staff and assistants.
- To undertake as directed the collection of data for use in service audit and research projects.
- To provide specialist advice within the clinical area.

Management and Leadership

- Have delegated responsibility for the deployment, supervision and monitoring of staff within the respiratory team, taking into account staffing needs of other teams.
- Delegate appropriate duties to team members, taking into account the individual experience and expertise of each team member.
- Assist with the recruitment and induction of staff.

- Be responsible for supporting and developing staff through personal development reviews and clinical supervision.
- Be responsible for ensuring that team members are kept up to date on all new policies and directives from the Trust and Department of Health to ensure best patient care.
- Organise caseloads anticipating fluctuation in workflows to achieve best use of resource.
- The post holder will also be required to deputize for the team manager in his/her absence. This will include taking overall responsibility for the management of Respiratory teams covering a defined locality and a defined population.
- Be aware of the key performance indicator (KPIs) requirements of the service and ensure resource is used effectively and efficiently to achieve these.
- Be aware of the financial controls within the service and contribute to remaining within financial balance.

Organisational

- Be responsible for monitoring case load and the delivery of a cost-effective efficient service.
- To be responsible for the supervision of junior staff, students and assistants as appropriate.
- To be responsible for organising and planning own and team's caseload to meet service and patient priorities.
- Be able to readjust plans as situations change/arise on a day-to-day basis. E.g. changing work priorities due to an acute exacerbation which would require urgent assessment.
- Changing assistant plans as necessary and appropriate.

Working conditions and effort

- Working alone assessing patients in their own home
- Working in cramped conditions within patients' home environments.
- Occasional exposure to verbal and physical aggression.
- Virtual video assessments can be completed from home.

OTHER

There may be a requirement to undertake other duties as reasonably required to support the organisation, which may include work at other organisations managed locations. This may also include work outside of the postholder's normal sphere of activities, including functions not detailed within this job description or working within another location, environment or NHS organisation. However, the postholder will not be required to undertake any function for which he or she is not trained or qualified to perform. Normal health & safety procedures would continue to apply, and accountability remains with Provide.

This job description is not intended to be exhaustive but indicates the main functions of the post as presently constituted. Periodic reviews should be carried out to ensure that the job description reflects the job being performed and to incorporate any changes. It is hoped that agreement can be reached with regards to any reasonable changes. If this is not possible, the organisation reserves the right to make changes to the job description after consultation with the postholder.

The postholder must familiarise his or her self with, and adhere to, all Provide policies and procedures, including (but not exhaustively):

- Equality and Diversity,
- Health and Safety,
- Risk Management,
- No Smoking policy
- Information Governance including Data Protection
- Business Continuity/Civil Emergencies

Copies of these documents/policies can be found on the staff intranet under both the Workforce and Trust Policies sections.

Infection Prevention & Control

The post holder is accountable and responsible for the prevention and control of healthcare associated infections and must comply with the standards set by the Health Act 2006: *Code of Practice for the prevention and control of healthcare associated infections* (revised January 2008).

Safeguarding Children, Young People & Vulnerable Adults

Safeguarding is a key priority of this organisation. Staff must always be alert to the possibility of harm to children, young people and vulnerable adults through abuse and neglect. This includes being aware of the adults who may find parenting difficult. All staff should be able to recognise the indicators of abuse and know how to act on them, including the correct processes and decisions to be undertaken when sharing information. The depth of knowledge you work from must be commensurate with your role and responsibilities. All staff must follow the Safeguarding policies and guidelines, know how to seek specialist advice and must make themselves available for training and supervision as required.

PERSON SPECIFICATION

JOB TITLE: Long COVID Care Co-ordinator, Band 6

FACTOR	ESSENTIAL	DESIRABLE
QUALIFICATIONS & EDUCATION	<p>Diploma/degree in Physiotherapy, HPC registration and portfolio evidence of postgraduate learning and experience</p> <p>Or</p> <p>Registered Nurse on part 1 of the NMC plus 2 years post graduate experience</p>	<ul style="list-style-type: none"> • Management Qualification • Management education development, including in supervision/ teaching/team management • MIPPS course • Independent/supplementary prescriber
WORK RELATED KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none"> • Understanding of the role specialist nurse. • Experience of respiratory medicine. • Knowledge of the national public health agenda. • Knowledge of the local health agenda. • Knowledge of the financial framework for specialist teams. • Good understanding of external influences creating changes in NHS Knowledge of primary and community care issues and political changes. 	<ul style="list-style-type: none"> • Awareness of national health care issues • Experience of Pulmonary rehabilitation • Understanding of Long COVID • Experience in assessing Long COVID patients
SKILLS & APTITUDES	<ul style="list-style-type: none"> • Ability to work under pressure • Able to work autonomously in a 	<ul style="list-style-type: none"> • Experience of using spreadsheets and other software for clinical and non-clinical activity.

	<ul style="list-style-type: none"> nurse led service. • Sound organizational skills • Ability to manage all resources to maximum capacity. • Able to work with people at all levels. • Ability to build collaborative relationships across disciplines • Clinically up to date and able to demonstrate innovative practice. • Computer literate able to use system one 	<ul style="list-style-type: none"> • Presentation skills • Clinical supervision skills
EXPERIENCE	<ul style="list-style-type: none"> • Recent community experience • Experience of initiating and implementing patient focused clinical or professional change • Interpretation of vital signs, including pulse-oximetry and chest examination/ auscultation 	<ul style="list-style-type: none"> • Experience of successful multi agency working • Experience of negotiation and influence to achieve change. • Spirometry • Blood gas sampling (capillary) and analysis. • Blood sugar monitoring. • Knowledge of pharmacology. • Venepuncture • Smoking cessation counselling • Experience in respiratory medicine • Experience in community nursing • Experience in Long COVID • Experience in paediatrics • Experience with virtual video consultations
CIRCUMSTANCES	<ul style="list-style-type: none"> • Car driver. • Full driving license 	
	<ul style="list-style-type: none"> • Leadership Qualities 	

PERSONAL ATTRIBUTES	<ul style="list-style-type: none">• Highly motivated• Good communicator• Flexibility• Team player• Approachable• Able to manage time effectively.• Able to work in new ways and complex situations.	
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emselves available for training and supervision as required.