

DERBYSHIRE HEALTHCARE NHS FOUNDATION TRUST

JOB DESCRIPTION

Post Title:	Care Transition Nurse
Grade:	Band 6
Responsible to:	Bed Manager/Area Service Manager
Professionally Accountable to:	Associate Director of Nursing
Base:	Hartington Unit Campus (Main) and Radbourne Campus

1. Job Summary

As a registered practitioner, you are personally accountable for your professional practice and have a legal/professional responsibility to service users, colleagues, employers and self. The post holder will provide strong clinical leadership, ensuring evidence-based practice is delivered to shape and improve the quality of services. The post holder will be responsible for establishing operational and clinical service mechanisms that support safe high quality care. The post holder will present a professional image to promote a positive image for the trust to service users, carers and the community as a whole.

As a Care Transition Nurse, you will be working to support the Discharge function; providing flexible, responsive, proactive and interactive assessment, care and management to individuals who require funding to enable discharge from acute in patients services. Ensuring empowerment of the service user and their carers / family throughout the process.

The post holder will be able to sustain a respectful, consistent and reliable therapeutic relationship with service users that enhance their ability to build social networks and work in partnership with Housing Association, Mental Health Teams, Support Networks, Primary Health Care Teams and other Statutory, Voluntary and Independent agencies, ensuring social inclusion for service users. In particular the post holder will work in close partnership with Social Care, local commissioners and other service providers.

The post holder will have a broad understanding of the operational responsibilities within the Bed Management Team, relevant Trust policies and procedures, local Commissioning instructions and National Initiatives. This includes assuming the full range of responsibilities and accountabilities of the Bed Manager in their absence as per rota. A key aspect of this duty will be to ensure that Derbyshire people assessed as requiring an acute inpatient bed have a purposeful plan for admission and treatment and are able to access a bed within Derbyshire closest to their usual place of residence. Proactive bed management across the campuses will be crucial.

2. Dimensions (including financial responsibility)

The post holder will provide a professional role model for the delivery of high quality care.

Ensure National based practice are followed as the foundation for the assessment, planning, funding and placement applications, inclusive of health and social care policy.

Maintain and develop knowledge of advances in professional practice, or theory in practice and act as the catalyst for innovation.

Promote service user and carer involvement, ensuring autonomy and choice are embedded into the philosophy of the care.

Be responsible for ensuring that opportunities are provided to support service user/carers involvement in decision-making processes.

Ensure appropriate evidence based clinical risk assessments are updated by the clinical team responsible for the patients care.

Ensure all service users have an up to date evidenced-based care plan that meets their needs.

The postholder will be aware of and work within all legislative requirements (Mental Health Act, Code of Practice, Human Rights Act, Disability Discrimination Act etc).

Ensure good practice is maintained by taking the lead in challenging practice that requires change or development, or that which does not meet required standards.

The post holder will demonstrate 'Expertise Knowledge' in Continuing Healthcare Commissioning, ensuring this is disseminated in a constructive and effective way.

Use effective interpersonal skills that relate to service users, carers and team and other service members on an equal basis.

Ensure a multi-professional/agency approach to care is maintained, valuing the interface of professional roles and responsibilities.

Communicate and coordinate with multidisciplinary teams, internal and external agencies, service users and carers, in the inpatient and community settings.

Facilitate service user responsibility and choices for healthy living, and the ability to determine their own lifestyle within the notion of health promotion and health protection.

Post holder will maintain a high clinical profile providing an overview of all care packages within a defined area.

Ensure trust professional guidelines are maintained for record keeping.

Post holder will ensure the Trust Policy for Clinical Supervision is implemented; this will include providing and receiving Clinical Supervision. You will have supervisory role for junior staff members within the team.

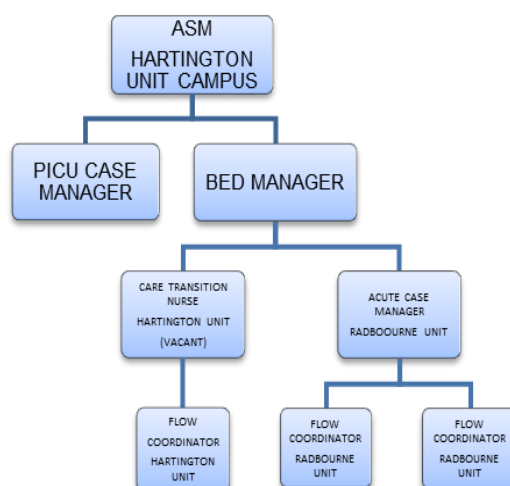
The post holder will ensure person-centred care is delivered; ensuring gender, ethnic, cultural and spiritual needs of service users are adhered to.

Ensure where necessary the Child/Adult Protection Procedures are followed.

Exercise professional accountability and responsibility, taking into account the actions of other professional who are responsible/ accountable to you.

Demonstrate ability to weigh up the interests of service users in complex situations using professional knowledge, judgements and skills to enable you to account for the decisions you make, and the clinical leadership you provide for others.

3. Organisational Chart



4. Leadership & Management

Demonstrate the ability to apply leadership/managerial theory as appropriate.

Demonstrate an understanding of and the ability to apply change management processes and theory.

Empower all team members to participate in implementing change by using problem solving, considering potential conflicts and planning resolution.

Proactively manage conflict within a multi-professional team, ensuring the needs of service users are maintained.

Nurture a culture of respect for others, and an environment that values and is pro-actively respectful of ethnicity, gender, culture and individuality for service users and staff.

Ensure Trust policies, procedures, and legislative directives are adhered to, E.g. Equal Opportunities, Human Rights Act, Disability Discrimination Act, Race Relations, Sex Discrimination etc.

Ensure service users/carers participate in developing and shaping the service where possible.

Ensure that awareness of clinical and resource management information is used analytically to inform decisions that meet service user, team and organisational objectives.

To support the budget to ensure all resources are managed effectively e.g. financial, staff, equipment, stock control etc.

Develop strategic thinking skills, promoting an umbrella view of clinical situations for the multi-professional team.

Chair clinical and non-clinical meetings as required.

Take the lead in Clinical Practice Development Project Groups.

Post holder will ensure good communication systems are in operation within all clinical area that support and enhance high quality care.

Post holder will deputise for the Bed Manager during periods of annual/sick leave as required.

The post holder will take the lead in ensuring clinical and non-clinical risk management systems are operational within the clinical area, including Health & Safety at Work issues.

Post holder will support the development of Improving Working Lives Initiatives.

Post holder will ensure the Complaints Procedure is followed.

5. Knowledge, Skills and Experience

Clinical Governance/Quality Assurance

Support and contribute to the development and delivering the clinical governance agenda/plan.

Facilitate the development of evidence-based standards of care that include service users, carers and team members.

Support the development of the PALs Service and Service User Monitoring.

Identify and when necessary take the lead in developing audit and research activity.

Ensure that reporting systems are in place for Performance Management issues.

Education and Development

Demonstrate the ability to monitor personal practice and uphold professional body's education/development requirements.

Promote a culture of Life-Long Learning.

Ensure personal professional development promotes good practice, prevents poor practice and intervenes in unacceptable practice.

The post holder will ensure those responsible/accountable to them, function within the

parameters of their professional role, extending and expanding these where appropriate to meet the service users needs.

The post holder will support the development of annual skills profiling of their team.

The post holder will be responsible for developing a learning environment/ culture ensuring adequate teaching opportunities are in place.

The post holder will receive and where necessary co-ordinate Appraisals and supervision.

Other Issues

This job description will be reviewed annually with the postholder; alteration will only be made after consultation and agreement

The post holder may be asked to undertake duties not directly highlighted within this job description. This will only be done when the skills and experience of the post holder meet the requirements of the role

All employees must fulfill their responsibilities with respect to the Trust's Health & Safety Policy as outlined in paragraph 4.7 of the Trust's Policy

6. Key Result Areas (Main Duties/Responsibilities)

Establish the role within all Acute Inpatient Areas by attending weekly clinical meeting and appropriate ward meetings.

To identify present in-patients who would benefit from an alternative placement /or package of care to enable an early discharge from in patient care.

To work closely within the in patient service, community and other professionals involved with an individual's care.

To introduce placement and community package options to service users and carers/ family.

To support the clinical team to complete and update the required paperwork as part of funding applications. To ensure timescales are determined and adhered to. The post holder will also be expected to participate in the completion of the required documentation.

The post holder to submit completed documentation to the relevant agencies and will follow up on progress of application and offer regular updates to clinical team.

The post holder may be involved in some co-ordination of attendees of the care team to the appropriate funding panel.

The post holder may at times need to address conflict of opinion over appropriate placement/ packages with professionals, the clinical team and patients, carers and families.

Due to the broad geographical area this post covers the post holder will need to be a car

driver or to demonstrate that they can travel within the area, transporting Service Users as needed.

To contribute to the training, development and supervision of students.

Provide training to professional colleagues as requested and maintain Decision Support Tool (DST) file in all clinical areas, and where able to also provide consultation re the appropriate funding processes to community teams.

Safeguarding – The action we take to promote the welfare of children and vulnerable adults and protect them from harm

SAFEGUARDING CHILDREN & VULNERABLE ADULTS IS EVERYONE'S RESPONSIBILITY

All staff working within Derbyshire Healthcare NHS Foundation Trust who come into contact with children, young people and/or their families/carers, including those who are non-clinical and those who work predominantly with adults has a duty within their role and responsibility to ensure that they understand what is required of them as an individual and as part of the wider organisation in order to keep children and vulnerable adults safe.

Information Governance

The Derbyshire Healthcare NHS Foundation Trust always requires its staff to comply with Information Governance related standards and policies when dealing with confidential information, which includes any information relating to the business of the Trust and its service users and employees.

All NHS employees are bound by a duty of confidentiality and must conduct their duties in line with the NHS Confidentiality Code of Practice, GDPR and Freedom of information Act.

Post-holders must maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately and kept up to date. The post-holder must only access information, whether paper, electronic or in other media, which is authorised to them as part of their duties.

All Information obtained or held during the post-holder's period of employment that relates to the business of the Trust and its service users and employees will remain the property of the Trust. Information may be subject to disclosure under legislation at the Trust's discretion and in line with national rules on exemption.

Any breach of confidentiality or computer misuse could lead to disciplinary action, and in serious cases could result in dismissal. Breaches after the post-holder's employment has ended could result in the Trust taking legal action against them.

Post-holders must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction programme.

Infection Control

All staff have a responsibility to appraise themselves of how the prevention of the spread of infection relates to their role. They have a responsibility to ensure they are aware of Trust policies and procedures in relation to infection prevention and control and ensure that they comply with them in fulfilling their role. There is a high risk of transmission of the COVID-19 virus, particularly in inpatient settings. Enhanced cleaning has been agreed locally with the domestic teams in order to maintain cleanliness and reduce the risk of contamination. Staff are adhering to strict hand hygiene practice and are wearing a fluid resistant mask at all times, with gloves and aprons being used on an as required basis for direct care or when additional risks have been identified. Staff will be required to ensure they also abide by Infection control measures specific to the area/location they are visiting.

Trust values

As an employee of Derbyshire Healthcare NHS Foundation Trust, you are required to adhere to the Trust's overriding value of putting "patients at the heart of everything we do". In recognising both the values expressed in the NHS Constitution and the Trust Values you will:

- *Take pride in the Trust, show loyalty and commitment.*
- *Build and maintain trust in all our relationships.*
- *Treat everyone with respect, recognise people's differences.*
- *Value everyone, listen to others and respond accordingly.*
- *Be positive, honourable and honest but also sensitive*
- *Be respectful, welcoming, polite and courteous.*
- *Put quality at the centre of all we do.*
- *Educate and develop ourselves to perform to the highest standards*

7. Communications And Working Relationships

INTERNAL

EXTERNAL

8. Demanding nature of the Job

Ability to access & communicate accurate, timely clinical information, across a large geographical area.

Developing & maintaining links with other agencies

Potential to feel isolated from the team due the large geographical area covered.

The post-holder will be expected to travel large distances in carrying out their job.

The post holder will be working with Service Users who have a severe mental illness and this can be challenging and demanding. They will therefore have to adopt appropriate support strategies.

The postholder is responsible for ensuring that they utilize local support systems as necessary e.g. manual handling, management of violence and aggression, lone worker policy, supervision etc.

Expected to initiate co-working with other specialist providers in accordance with assessed need e.g. Learning Disabilities, Interpreter Services. The post-holder will be frequently required to work autonomously without direct supervision. They will be expected to seek advice from clinical leads and managers.

9. Job Description Agreement

Job Holder's Name

Signature Date

Senior Officer/Head of
Department Name

Signature Date