

# Recruitment Information Pack

2020/21 to  
2023/24



## About KCHFT

We are one of the largest providers in England, serving a population of Kent and 600,000 in East Sussex and London. 5,000 staff, including doctors, community dietitians and many other healthcare

We firmly believe our trust belongs to our we care for and the people who work here. valued asset and the best resource we have required of us. They shoulder enormous of patients and their working life must reflect trusted, have compassionate leadership and their contribution.

We provide wide-ranging NHS care for people in the community, in a range of settings including people's own homes; nursing homes; health clinics; community hospitals; minor injury units and in mobile units.



NHS community health about 1.4 million across We employ more than nurses, physiotherapists, professionals.

people – both the people Our people are our most to deliver all that is responsibility for the lives this; they should be be duly recognised for

## Our values

KCHFT colleagues are expected to be kind and responsive, professional and informative and to contribute to the quality of our services by demonstrating our 'CARE' values:

### Compassionate



This is about putting our patients and service users at the heart of everything we do so that the way we deliver our services empowers them, meets their expectations and caters for their needs. It is characterised by having a positive attitude, being kind and polite, understanding diversity and demonstrating respect, patience and tolerance. It is equally about making staff feel truly valued so they feel cared for and are engaged with our vision and values and display these values to each other, whatever their role in the trust.

### Aspirational



This is about empowering and being aspirational for ourselves and our patients and service users. It is seeking and supporting continuous improvement, a focus on research, generating ideas and innovations and being adaptable to change. Sharing information, resources and ideas to deliver excellent outcomes. It is characterised by openness, transparency, and thinking creatively.

### Responsive



This is about listening and acting and is characterised by effective relationships, communicating clearly, doing what we say we will when we say we will, asking and taking account of opinions, planning with patients and service users and working across organisational boundaries. It is about working with and being responsive to our commissioners and stakeholders and designing services with them. It is also about effective working relationships within teams and across internal boundaries to deliver outcomes that improve our patients' experience. It is equally about applying these principles every day, working with staff so they feel valued and empowered.

### Excellent



This is about striving to deliver the best care we can. It is about providing high quality services and wanting the best for our patients. It is also about leading by example and supporting and growing a culture of excellence in our teams. It is characterised by challenging complacency, tackling inappropriate and challenging behaviour and striving for continuous improvement.

## Band 6 Clinical Sister Community Hospitals

### Job Description

AFC Banding:	Band 6	Base:	<b>Faversham Community Hospital</b>
Hours:		Contract Type:	Permanent
Responsible to:	Matron	Locality/Directorate:	Community Hospitals

### Role overview

Under the direction of the Matron, you will be responsible and accountable for the holistic care of a named group of patients.

You will regularly take charge of the Ward and the Hospital in the absence of the Matron.

You will delegate for the matron at Trust clinical forums and meetings.

Provide clinical and managerial leadership to nurses and health care assistants.

You will be expected to participate in 24-hour internal rotation and undertake other duties where requested which are compatible with the grading of the post

You will be expected to move to other Community Hospital sites to cover the needs of the service.

### Service overview

Our inpatient care and management is overseen by a Matron along with a team of Registered Nurses, Healthcare assistants, Physiotherapists, Occupational therapists Rehabilitation assistants, Care management staff, a Pharmacist and our visiting medical officers.

Community hospitals provide a range of comprehensive healthcare services for patients over the age of 18 and in some sites also outpatient services.

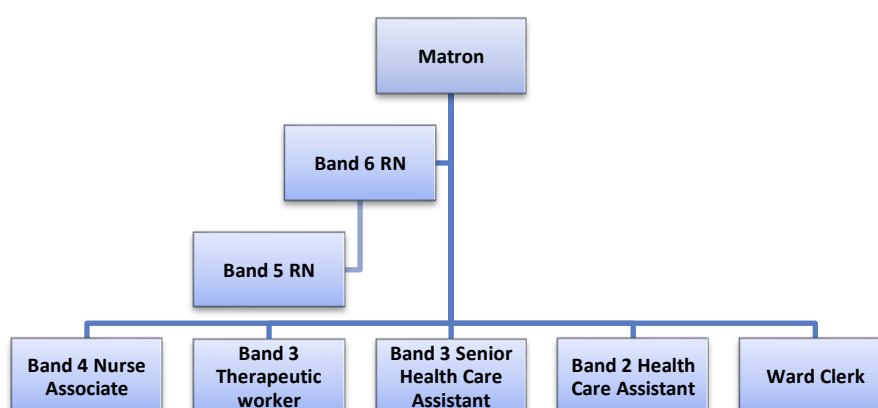
The units predominantly provide rehabilitation and end of life support for palliative patients and their families

Patients are referred to the ward either from the acute setting to allow a further period of rehabilitation and assessment or directly from home via their GP or local community nursing teams.

### Key working relationships

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Internal: Patients, families, carers, health professionals, management team  
External: Visitors, general public, outside agencies, other hospitals or NHS organisations

### Organisational chart



## Job Summary

- **DIMENSIONS**

- Manage, with support of the Matron, a team of Registered Nurses, Healthcare Assistants and Therapy Assistants, including supervision of student nurses on placement and supporting orientation programmes for new staff and undertaking staff appraisals.
- Participate and provide in-house teaching sessions for colleagues and students as appropriate to their experience.
- Assist Matron to ensure mandatory study days are undertaken by all staff.
- Be aware of cost implications of equipment, supplies and bank or agency staff usage in line with establishment and set budget.
- Expected to ensure correct use of confidential and sensitive information.
- Able to interpret and comply with Professional Codes of Conduct and Trust Operational Policies and Procedures.
- To ensure that holistic high-quality care is provided to the patients.
- To work in a team structure, liaising with colleagues, nurse specialists, specialist community teams and other members of the multi-professional team to ensure a high standard of timely patient care is delivered.
- To participate and support the Matron in the on-going development and evaluation of the team.
- Provide a comprehensive assessment of patient's rehabilitation needs and development of rehabilitation programmes
- On-going evaluation of patient's rehabilitation and nursing needs
- To ensure and monitor the completion of Datix in line with Health and Safety Guidelines.
- To investigate and act on verbal and written complaints in line with Trust Policies and Procedures and report findings to the Matron.
- To report to and keep the Matron up-dated with any issues/concerns, which may affect the day-to-day running of standards of care within the unit.

□ **KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

- First Level Registered Nurse
- Minimum of 2-years' experience at Band 5
- Diploma and evidence of working towards level 3 learning post qualifying
- Recent experience of working within a rehabilitation environment is desirable
- ENB998, Mentor course
- Experience supervising a unit/ward and staff
- Evidence of leadership skills/knowledge
- Sound understanding of the Five year forward view and application to practice
- Sound knowledge of multidisciplinary working
- Sound knowledge of Intermediate Care and Rehabilitation Care, in particular partnership working across organisational boundaries especially health and social care
- Excellent communication and interpersonal skills
- Evidence of recent management experience relevant to post
- Ability to motivate and organise others to ensure best practice
- Awareness of professional issues and recent developments in the NHS and Primary Care including Clinical Governance, NICE, SAFER and their impact on practice
- Able to interpret, then participate in the implementation of local and National agendas for Health

## **SPECIFIC KEY RESULT AREAS**

### **Clinical Leadership and Team Co-ordination**

- Management of the team in the absence of the Matron, ensuring patients initial assessments are carried out within 24-hrs as a minimum standard.
- To ensure and monitor and take the lead in working closely with all team members of the multi-professional team, intermediate care services, nurse specialists, specialist community teams and Social Services.
- To ensure close working with all members working in West Kent Community Hospitals

### **Communication**

- To take the lead and attend all multi-professional meetings in relation to planning patient care.
- To attend and facilitate meetings to ensure effective communication with patient's relatives and allied health professions, including case conferences, team meetings, unit meetings and any other considered appropriate by the Matron

### **Personal and People Development**

- Manage and support the staff within the team on a daily basis.
- Management of junior staff within the team, including responsibility for their individual development review.
- To support the Matron in identifying best practice and identifying areas where improvements to practice is required.
- Act as a mentor to students and support the Matron in monitoring and maintaining an effective learning environment.
- Maintain a high standard of clinical and professional competencies by keeping up-to-date with nursing and health care trends and developments by reading clinical/professional literature and research, undertaking mandatory and professional study days/courses.

### **Quality**

- Participate and lead where required in the education of qualified and unqualified staff in gaining rehabilitation knowledge and experience, including the maintenance of fundamental nursing skills.
- Monitor and ensure that records are kept up-to-date and evaluated, including the safeguard of patient's confidentiality by being aware of legal ethical responsibilities. Ensure adherence to Trust Clinical Governance requirements, NICE guidelines and Professional Codes of Conduct

Working Conditions	
Physical Effort	<ul style="list-style-type: none"> <li>• There will be a requirement for a combination of sitting, standing, bending, stooping and walking</li> <li>• There may be some requirement for physical effort in relation to patient care, in regards to frequent use of aids to support moving people.</li> <li>• Occasional short periods of computer use.</li> </ul>
Mental Effort	<ul style="list-style-type: none"> <li>• Predictable work pattern, necessitating an ability to adapt to a changing workload in the course of a day.</li> <li>• Periods of concentration are required on a daily basis, especially when undertaking assessments.</li> </ul>
Emotional Effort	<ul style="list-style-type: none"> <li>• Regular requirement to deal with emotional or distressing situations, including working with terminally ill patients and dealing with difficult family situations.</li> </ul>
Freedom to Act	<ul style="list-style-type: none"> <li>• Resolving routine enquires or where appropriate, using initiative to follow procedures to make judgements on the most relevant referral point for requests made via phone, email, letter or face-to-face, from patients, visitors, staff and others.</li> </ul>
Working Conditions	<ul style="list-style-type: none"> <li>• Occasional exposure to bodily fluids, smells, noise and violent or aggressive behaviour via telephone calls or face to face contact.</li> <li>• Required to use a computer periodically throughout the day</li> </ul>

This is an outline job description designed to summarise the key responsibilities of the role and is not intended to cover every task that may be required. The post holder will be expected to be flexible to respond to change and organisational need.

Job description agreement	
Job holder's name:	
Job holder's signature:	
Date:	
Line managers name and title:	
Line managers signature:	
Date:	



Person Specification		
	Essential	Desirable
Qualifications	<p>Registered health care professional (NMC or HCPC registration) / minimum of 3 years of experience in health improvement environment (delete as appropriate)</p> <p>Health related degree and evidence of relevant post graduate development at Level 6</p> <p>Evidence of Specialist qualifications relevant to area of practice (examples –: non-medical prescribing; mentorship, coaching, clinical expertise)-:</p>	<p>PRINCE 2 or equivalent project management training</p> <p>PTLLS/DTLLS, PGCE or Certificate in Education</p> <p>Management or supervisory qualification or experience of study</p> <p>Working towards Master level study</p>
Experience	<p>Minimum of 5 years' experience in area of practice</p> <p>Practical experience in managing health related projects/complex caseloads</p> <p>Supporting others (mentor / educator / supervisor) experience</p>	<p>Experience of leading and managing teams</p> <p>Experience with the use of Microsoft Office and</p>
Knowledge	<p>Understanding of National Service Frameworks and NICE guidance to relevant to care setting and its application across health care services</p> <p>Evidence of continued relevant professional development and implementation in practice within the last 12 months</p>	
Skills & abilities	<p>Understanding of training needs in relation to post</p> <p>Ability to manage time effectively, priorities and work under pressure to meet deadlines</p> <p>Ability to work effectively with a variety of people at all organisational levels across different sectors including areas of social deprivation</p> <p>Ability to communicate complex, sensitive information to individuals and groups</p> <p>Strong influencing and negotiating skills</p>	
Personal attributes	<p>Ability to motivate and organise others to ensure best practice.</p> <p>Ability to manage and lead change</p> <p>Ability to work under pressure</p> <p>Flexible and adaptable</p>	
Ability to manage	<p>Able to support the implementation of local and national agendas for health under the guidance of the senior Practitioner</p> <p>Ability to prioritise care delivery in a professional manner, taking into account Trust policies and procedures.</p> <p>Ability to manage own time effectively.</p>	
Additional requirements		<p>Experience of using a variety of IT packages (E-Pay / E-roster/ TAPS/ Rio)</p>

Additional Information	
Standards of Business conduct	<p>The post-holder will be required to comply with the Trust's Standing Orders and Standing Financial Instructions, and at all times deal honestly with the Trust, with colleagues and all those who have dealings with the Trust, including patients, relatives and suppliers.</p> <p>All Trust staff may be involved directly or indirectly with people who are receiving a health service. Therefore, the Trust is exempt from the Rehabilitation of Offenders Act (1974) and this post may be subject to a Criminal Records Bureau disclosure.</p> <p>It should also be stated here if the post holder is expected to adhere to any professional guidelines or codes of conduct, for example the Nursing and Midwifery Council Code of Professional conduct.</p>
Risk Management	<p>The post-holder will ensure compliance with the Trust's risk management policies and procedures. These describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm, and stress that all staff have a responsibility to minimise risk.</p>
Governance Standards	<p>Comply with the relevant governance standards applicable to the Trust as communicated to the post-holder from time to time.</p>
Data Protection	<p>To comply with Trust Policies and the Data Protection Act in all respects, with particular relevance to the protection and use of patient information.</p>
Confidentiality	<p>Trust employees are required to ensure that information about patients and staff is safeguarded to maintain confidentiality and is kept securely in accordance with General Data Protection Regulations (GDPR), Data Protection Act 2018 (DPA18), the Caldicott Principles 1998 and the National Data Guardian Data Security Standards. The trust's Data Security and Protection policy and the Cyber, Network and Information Systems policy provide guidance on how this can be achieved.</p>
Child/Adult Safeguarding	<p>All staff must be familiar with and adhere to Trust child/adult safeguarding procedures and guidelines, in conjunction with Kent Safeguarding Children/Vulnerable Adults Board procedures and supporting policies/guidelines. All staff are required to attend child/adult safeguarding basic awareness training and additional training regarding child /adult safeguarding, commensurate to their position and role.</p>
Records Management	<p>To maintain Trust and patient records (both paper and electronic) in accordance with Trust policies to facilitate clinical care and effective administration.</p>
Freedom of Information	<p>To provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with Trust Freedom of Information procedures.</p>



Security	To comply with Trust policies to ensure there is a safe and secure environment that protects patients, staff and visitors and their property, and the physical assets and the information of the organisation.
Infection Control	The post holder will ensure compliance with the Trust's Infection Prevention and Control policies and procedures and the Health Act 2006, ensuring that the risk of healthcare associated infection to service users and staff is minimised.
Freedom to Speak Up (Whistleblowing)	The post holder has responsibility for patient and staff welfare and should raise any concerns relating to a breach of NHS policies and procedures with their manager or refer to the Freedom to Speak Up Policy for alternative options.
Environmental Impact	The post holder will ensure compliance with the Trust's environmental management policies and procedures. These describe the Trust's commitment to climate change and carbon management, the recognition that our aim is to protect the environment and the use of natural resources that all staff have a responsibility towards.
Performance review	<p>This Job Description will be used as a basis for individual performance review between the post holder and the manager.</p> <p>The Job Description covers only the key result areas and, as such, does not intend to provide a comprehensive list of objectives. Specific objectives will be reviewed each April, and may develop to meet the changing needs of the service. The post holder will need to take due account, in the way they achieve the key result areas, of Trust policies and procedures.</p>
Equality and Diversity	The Trust aims to maintain the goodwill and confidence of its own staff, service and users and the general public. To assist in achieving the objective it is essential that at all times employees carry out their duties in a courteous and sympathetic manner. The post holder will carry out their duties in accordance with the Trust's Equal Opportunities Policy respecting the differing backgrounds of colleagues and clients.