



Person Specification

1. JOB TITLE: DISCHARGE OFFICER

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Educated at diploma levels or equivalent• Relevant IT skills to include, E-mail, Excel, Window Word (equivalent to RSA 3, European Driving Licence)	
Experience	<ul style="list-style-type: none">• Experience working within a busy hospital setting.• Excellent written and verbal communication skills• Sound knowledge base in order to challenge decision making• Multi-disciplinary working and ability to participate in inter-disciplinary decision making.	<ul style="list-style-type: none">• Knowledge of patient flow and bed management
Knowledge	<ul style="list-style-type: none">• Comprehensive knowledge of issues relating to discharge planning• Evidence of understanding and insight into current issues in the Trust• Awareness of legislation relevant to post• Some knowledge of infection control• Sound understanding of data protection	<ul style="list-style-type: none">• Knowledge of research and audit.



	<ul style="list-style-type: none">• Knowledge of health and safety issues• Knowledge of Adult Safeguarding	
Skills	<ul style="list-style-type: none">• Excellent Organisational and time management skills.• Ability to analyse complex problems and situations and deliver pragmatic solutions• Customer Care skills• Able to prioritise• Influencing skills• Problem-solving/decision making skills	
Personal Skills	<ul style="list-style-type: none">• Articulate & Flexible• Enthusiastic/highly motivated• Able to work under pressure• Able to work on own initiative• Team Player• Self motivated• Energetic/good physical stamina• Ability to manage change• Willingness to work flexibly• Willingness to work a shift pattern	Staff development skills