

Person Specification

Job Title: Complex Discharge Co-ordinator **Division:** Out of Hospital Care Collaborative

Job Requirements		Weighting
QUALIFICATIONS/TRAINING <ul style="list-style-type: none"> Level of education Professional qualifications Vocational Training Post basic qualifications Training and learning programmes/courses 	<ul style="list-style-type: none"> Registered first level nurse or AHP or social care Diploma/degree level relevant qualification Mentoring and assessing qualification Evidence of continuing professional development in the last year 	E E D E
EXPERIENCE <ul style="list-style-type: none"> Length and type of experience Level at which experience gained 	<ul style="list-style-type: none"> Significant post registration experience in an acute hospital setting or equivalent or community setting Experience in effectively contributing and sustaining change Experience with working with electronic systems 	E E E
SKILLS/KNOWLEDGE <ul style="list-style-type: none"> Range and level of skills Depth and extent of knowledge 	<ul style="list-style-type: none"> Demonstrates excellent communication and interpersonal skills Demonstrates IT skills Knowledge of the key legislation, best practice and health/social care policy and guidelines relating to own professional practice Able to apply research and best practice operationally Able to manage, prioritise and organise own workload effectively Can demonstrate characteristics of effective credible leadership 	E D E D E D

	<ul style="list-style-type: none"> • Demonstrates up to date knowledge in the field of patient discharge • Is innovative, positive and has ability to apply critical and lateral thinking • Able to plan and achieve targets and to meet deadlines • Act as a positive role model/expert in complex patient discharge • Demonstrates ability to sensitively challenge conventional thinking • Demonstrates experience of multi-disciplinary and collaborative working • Ability to facilitate change effectively and motivate others 	E E E E E E E
PERSONAL QUALITIES <ul style="list-style-type: none"> • Sometimes called attributes 	<ul style="list-style-type: none"> • Able to achieve individual and team objectives • Demonstrates enthusiasm for integrated working • Able to work both autonomously and within a team • Demonstrates commitment and self-motivation • Committed to and demonstrates ability to teach successfully 	E E E E D
OTHER JOB REQUIREMENTS <ul style="list-style-type: none"> • Physical attributes • Specific job circumstances such as unsocial hours • Special requirements such as car driver 	<ul style="list-style-type: none"> • Demonstrates understanding of relevant national strategy /policy and how this relates to the service • Commitment to maintain own fitness for profile of practice • Understanding of confidentiality in the workplace • Good health • Reliable/punctual/flexible • Maintain an organised clean working environment • Car driver with transport • Will to work across all hospital and third sector providers • Willing to travel when required locally/nationally 	E E E E E D E E E

* Notes on Completion	
JOB REQUIREMENTS The job requirements are in effect the person specification, in that they specify the person who could do the job competently.	WEIGHTING Please indicate for each criteria whether it is Essential or Desirable .