

JOB DESCRIPTION

Job Title: Community Stroke Coordinator
Base: Countywide
Agenda for Change banding: 5
Hours of Work: Full/Part Time
Details of Special Conditions:
Managerial Accountability & Professional Accountability: Matron for Neurology and Stroke

MAIN PURPOSE OF THE POST

The community stroke nurse offers advice information and support to individuals on discharge from the acute hospital. You will act as a point of contact and help facilitate a seamless service from the acute into the community. You will be responsible for making relevant referral to health and other services and facilitate the understanding of stroke and secondary prevention to the individual and their families. Coordination and completion of six month stroke assessments is also part of this role.

RESPONSIBILITIES

A) Clinical responsibilities

1. Act in all times in accordance with the NMC code of conduct
2. Facilitate a seamless transfer of care from hospital to community at the earliest opportunity.
3. Meet with patients and their relatives / carers within the community to advise, support and refer onwards as necessary.
4. To be responsible for facilitating the review of individuals at key milestones to ensure wellbeing in line with the requirements of the stroke sentinel national audit programme.
5. To undertake reviews of patients and communicate findings to relevant personnel
6. Develop the knowledge of individuals with stroke and their carers about the management and symptoms associated with stroke.
7. Ensure patients receive health promotion to promote self-management of stroke and prevention of complications
8. To signpost onwards to statutory and non-statutory organisations in order to meet the needs of stroke patients and their carers.
9. Initiate and make referrals directly to health care professionals, social services and other appropriate organisations

10. To maintain accurate, legal and contemporaneous written records to the Trust standards of record keeping. Support and monitor others in doing this.
11. Ensure appropriate risk assessments are carried out.
12. To carry out the duties of the post in accordance with the Healthcare Trusts Diversity Policy
13. To have highly developed communication skills in order to discuss a variety of issues with patients, that may be emotive in content. This may occasionally result in a response that is hostile, antagonistic and challenging for the post holder.
14. Establish and maintain links with other stroke nurses, coordinators and networks to share/ update knowledge and good working practices.
15. Establish and maintain effective communication systems with patients, relatives, carers and other professionals across health, social services and voluntary organisations.
16. Attend stroke MDT meetings as required on the acute wards, and other stroke community services (ESD, neuro rehab team)
17. To ensure that each stroke patient in the community has a stroke portfolio and monitor and report to the appropriate staff regarding the use and completion of the document. Contribute to the review of the document as appropriate.

B) Managerial

1. Work autonomously managing and prioritising own workload exercising high levels of judgement, discretion and decision making. Report any difficulties to the team lead.
2. To adhere to the lone working policy as the majority of work will be working alone
3. To work in a variety of settings including hospitals, both acute and community, patients' homes, residential and nursing homes, stroke clubs etc.
4. Responsible for ensuring all individual activity data is collected. Assist the team lead with interpreting the data and help produce timely documents and reports to meet deadlines.
5. Input data directly onto databases as required capturing relevant data.
6. Take enquires from out of the service area, assist where able or facilitate contact with appropriate professional
7. Ensure own and others working practices are in line with team, service and organisational policies and protocols.
8. Comment on service policy, procedure and proposals as required.
9. Report on a regular basis to the team lead giving general operational information.
10. Access various computer systems (RIO, CRS) and maintain confidentiality at all times.
11. Ensure all incidents are reported in line with the Trust Risk management Strategy.
12. Have an understanding of how to deal with serious concerns in the absence of the team lead.
13. Assist where appropriate in the dealing of any complaints that arise ensuring they are dealt with professionally and in a timely manner according to Trust policy.

14. To actively develop and promote in partnership with stakeholders, stroke services and support for service users across health, social and voluntary sectors.
15. To establish effective working relationships with other services within the Trust, the voluntary sector and other relevant organisations.
16. To promote the Stroke Service with all relevant Health and Social Care providers; this may include speaking at local and regional events and presenting information that may be prepared by the post holder to widely differing audiences.
17. Assist with facilitating, developing, implementing and evaluating policies procedures guidelines relevant to the management of those with stroke in the community.
18. Evaluate service delivery, identify areas for improvement, facilitate and initiate change in line with local need and national policy.
19. Utilise all resources responsibly.

C) Personnel

1. Provide information and support to members of the community stroke nurse team.
2. Assist in the training of colleagues and other staff about area of practice.
3. Provide support and guidance to new staff members.
4. Have a role in fostering and maintain a healthy working environment and staff morale.
5. Act as a resource for other professionals and support staff to access services.

D) Professional development

1. Maintain own and professional development.
2. Participate in the annual personal development review.
3. Attend mandatory updates.
4. To seek out and utilise personal and professional support and clinical supervision.
5. To identify and access relevant training to further develop the role.
6. Ensure own understanding of all necessary work routines relevant to the community stroke nurse role.
7. Identify and utilise ways to share knowledge with others.
8. Provide training to others about area of own practice, using visual aids and hand-outs as appropriate.
9. Participate in appraisal and continuous development in accordance with the Trust policy.
10. Ensure personal development is maintained through attending relevant training courses, national and local conferences and other meetings.

ORGANISATION CHART

Matron Neurology & Stroke



Community Stroke Coordinator

ADDITIONAL INFORMATION**Trust Values**

ADDITIONAL INFORMATION**Health and Safety at Work Act**

The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with Buckinghamshire Healthcare NHS Trust to ensure that statutory and departmental safety regulations are adhered to.

Confidentiality

The post holder has a responsibility to maintain confidentiality and ensure the principles of the Data Protection Act 1998, the Confidentiality: NHS Code of Practice and Trust policy on confidentiality and Data Protection are applied to patient, staff and Trust business/information.

Equal Opportunities

The Trust welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgemental service at all times.

Managing Risk: Maintaining skills and learning from problems

Reducing risk is everyone's responsibility. All staff in the Trust must attend training identified by their manager, or stated by the Trust to be mandatory. The Trust uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them. The Trust has designated the prevention and control of infection as a core issue in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:-

- i) Follow consistently high standards of infection control practice, especially with reference to hand hygiene and aseptic techniques,
- ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.

SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS

During your employment with the Trust, you have a responsibility to safeguard children and vulnerable adults. You are required to complete statutory and mandatory training and take appropriate action as set out in the Trust's policies and procedures.

Governance

Post holders will aim to ensure that areas of the trust under their responsibility comply with "Standards for Better Health" Core and Developmental Standards and bring deficiencies to the attention of their Director"

Information Management/ Data Quality

The post holder must ensure that Trust records are documented, secured, stored and disposed of appropriately and in accordance with the Records Management: NHS Code of Practice and Trust policy. In addition, information recorded must be fit for purpose - accurate, relevant, up to date and complete.

Freedom of Information

The post holder must be aware that any information held by the Trust in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies.

Travel to other sites

You may be required to travel to other Trust locations. Please complete travel expense using the online system. Details of allowances can be obtained from the Human Resources Department.

Smoking statement

Smoking is not permitted in any premises or grounds managed, leased or owned by the Trust. Smoking is not permitted in Trust vehicles or in any vehicle parked on Trust premises.

General

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade. Should you have any queries or concerns relating to the contents of this letter, please contact the Recruitment team, Amersham Hospital, Whielden Street, Amersham, Bucks, HP7 0JD.