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## Home First

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Date: 22 December 2020

Ref No: SSOTP-NU-1126

**JOB TITLE:** Senior Nurse Co-ordinator

**BAND** 6

**HOURS:** 37.5

**DEPARTMENT:** Home First

**LOCATION:** With the ability to travel to allocated work base. To provide patient visits across Stoke-on-Trent and North Staffordshire

**REPORTS TO:** Clinical Leads

**ACCOUNTABLE TO:** Integrated Team Leader

**RESPONSIBLE FOR:** Integrated North Home First Manager

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### WORKING RELATIONSHIPS

**INTERNAL:** Integrated Service Manager, Leads, Physiotherapists, Occupational Therapists, Care Staff and Admin

**EXTERNAL:** UHMS ward staff, GP's, Community Care Teams

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### JOB PURPOSE.

The post holder will be a Registered Nurse (RN12-NMC) responsible for patients allocated to them and will assess, manage, plan and deliver care, including being professionally and legally accountable. The post holder will support their peers and team leader and be an effective team member whilst working on their own initiative. They will supervise pre-registration students. They will have a commitment to collaborative working and actively supporting and liaising with other health and social professionals and agencies.

The Home First Team prides themselves on the delivery of quality care to community patients, many with complex needs. All staff promote the philosophy of self-care and the promotion of independence whilst offering the facilities of rehabilitation and assessment. The ethos of the team is to support people to remain in their own home and to avoid unnecessary hospital admissions.

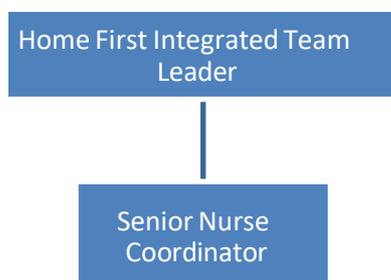
The team also work to facilitate safe hospital discharges for patients leaving acute care and to offer them nursing support in their own home environment.

The service operates as a multi-disciplinary team including Occupational Therapists, Physiotherapists and Rehabilitation Support Staff, with close links to social care.

The North Home First Team covers the whole of North Staffordshire and Stoke-on-Trent and provides clinical support for patients in the community to either avoid potential hospital admissions or to support people to return home through the discharge to assess pathway following a period of acute care in hospital.

## **ORGANISATIONAL STRUCTURE**

- *Include an organisational chart that clarifies accountability and reporting arrangements in relation to the job.*



## **KEY RESPONSIBILITIES**

### **Main duties and responsibilities**

- To act as a role model and motivate team members in working towards innovative and high standard of practice.
- To participate in the development of an effective team and the development of productive working relationships throughout the Trust.
- To actively promote integrated health professional working internally and externally.
- To facilitate the development of a positive and 'supportive' team culture by taking responsibility for dealing effectively with potential conflict.
- To take an active interest in working parties and groups within the Trust to develop and improve on service delivery, protocols and guidelines.
- Triage referrals for the discharge to assess pathway in line with the referral criteria.
- Holistic complex assessment, planning, implementation and evaluation of care. For example, Chronic Disease Management, Tissue Viability, Palliative Care.
- Providing public health, health promotional programmes to improve health and reduce inequalities.
- Further professional knowledge will have been gained through accredited courses workshops, study and in house training programmes.
- To be responsible, and accountable, for service delivery to clients/patients.
- To be able to assess, plan and implement rehabilitation plan of care in conjunction with, patients/carers and other agencies to meet the complex needs of patients with a variety of conditions. This includes chronic, acute and palliative care within own competencies, recognising own limitations and seeking advice when necessary. This will include continuously evaluating and acting on outcomes. Undertake regular monitoring and evaluation of outcomes.



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- To be able to initiate referrals to other health professional specialist services and agencies. To establish and monitor good working relationships with other health and social care professionals, statutory and voluntary organisations.
- To provide patients and relatives with information and education thus ensuring they have meaningful choices that promote dignity, independence and quality of life
- Maintaining contemporaneous written and computerised records.
- To co-ordinate patients' rehabilitation programmes.
- Provide advice, support and guidance to colleagues and other professionals on issues relating to the discharge to assess pathway.
- Liaise closely with all professionals to ensure safe and timely discharges from Home First Services.
- Maintain accurate and up to date patient documentation in line with NMC guidelines on records and record keeping ensuring that quality information is available.
- Advise Clinical Lead/ Team Leader of any issues that may affect the patient or the service.
- Delegate and supervise the activities of support workers to utilise the resources creatively and effectively.
- To provide mentorship and plan learning programmes as appropriate to the needs of students and others.
- Participate in the planned induction, training and support of other members of the multi-disciplinary team
- To teach and supervise junior staff members in performing clinical and technical procedures.
- Assist in the collection of the statistical data and provide accurate information to senior Trust managers and colleagues.
- Work collaboratively with all agencies to minimise delays and resolve difficulties in the service provision
- Attend Locality Lead meetings and professional meetings, feedback to your team and the organisation via the two way process in order to enhance communication.
- To manage clinical risk effectively and ensure that local health and safety policies are met, including the safe storage of supplies and equipment within the department and in patient's homes.
- To identify and report clinical incidents and accidents, including near misses, following Organisation policies and procedures, taking any remedial action to prevent reoccurrence.
- To oversee the ordering and issuing of supplies and equipment, in line with eligibility criteria whilst being mindful of resource constraints.
- Participate in audit activities as requested
- Assist the Clinical Lead with any internal investigations in line with the Trust policy
- Support the team to demonstrate compliance to the national discharge to assess pathway in order to meet the national targets and timescales.
- Contribute to the development of quality standards and assist in the implementation of patients/carer satisfaction questionnaires, working within clinical governance frameworks.
- Assist in the recruitment and retention of staff.
- To ensure that confidentiality is maintained at all times in conjunction with the Trust policy.
- To assume responsibility and maintain own level of professional development and clinical competence and exercise awareness of professional responsibility by reading current relevant literature and by taking opportunities for personal and professional development in accordance with Continuing Professional development guidelines and changing requirements of the service.
- To use evidence based practice to develop and maintain high quality clinically effective and cost effective community nursing service.
- To exercise duties and responsibilities associated with the continuous improvement in quality and standards (the clinical governance agenda).
- To participate in clinical supervision and facilitate the same for other members of the North Home First Team

**JOB STATEMENT**

<b>Infection Control</b>
Maintain an up to date awareness of the infection control precautions relevant to your area of work and implement these in practice. As a minimum, this must include hand hygiene, the use of personal protective equipment, the use and disposal of sharps and communicating the importance to patients, prison staff and other health care staff you are working with. Details of the precautions and sources of advice and support to assess and manage infection control risks are provided through mandatory training which all staff must attend at intervals defined in the Trust policy on mandatory training and can be found in the Trust's infection control policies and national guidance, such as that published by NICE.
<b>Learning and Development</b>
As an employee of the Trust, you have a responsibility to participate, promote and support others in undertaking learning and development activities. This includes a proactive approach to ensuring you meet the statutory/mandatory training requirements of your role, and engaging in PDC / appraisal processes in line with Trust policy and guidance.
<b>Health and Safety</b>
As an employee of the trust you have a responsibility to abide by the safety practices and codes authorised by the trust. You have an equal responsibility with management, for maintaining safe working practices for the health and safety of yourself and others.
<b>Constitution, Competence and Capability</b>
As an employee of the Trust you have a responsibility to promote and abide by the rights and responsibilities outlined in the NHS Constitution. You are additionally expected to adhere to Organisational/National/Regulatory Codes of Practice relevant to the role you are employed to undertake. At all times it is expected that you will limit the scope of your practice to your acquired level of competence and capability.
<b>Dignity at Work Statement</b>
Midlands Partnership NHS Foundation Trust is committed to treating all of our staff with dignity and respect. You are responsible for behaving in a way that is consistent with the aims of our Equality and Diversity Policy. This includes not discriminating unfairly in any area of your work and not harassing or otherwise intimidating other members of staff.
<b>Safeguarding Children and Vulnerable Adults</b>
All Trust employees are required to act in such a way that at all times safeguards (and promotes) the health and well-being of children and vulnerable adults. Familiarisation with and adherence to Trust Safeguarding policies is an essential requirement of all employees as is participation in related mandatory/statutory training.