

**Person Specification**

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

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

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

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