

Doncaster Single Discharge Pathway Coordinator

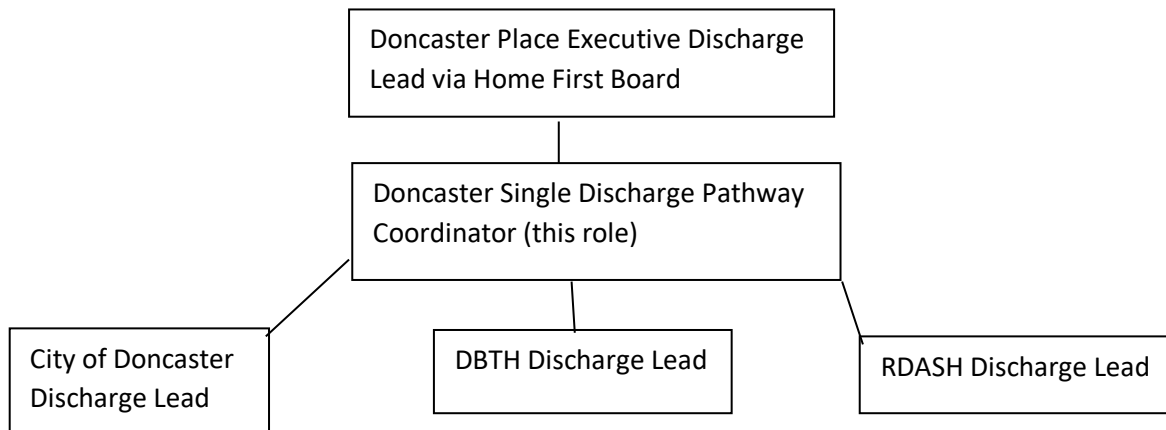
Outline Job Description:

Job Purpose:

This is a key senior leadership role in the implementation of the Hospital discharge and community support guidance (2023) across Doncaster. There is an expectation that provider organisation discharge leads/ teams will work collaboratively with the post holder, recognising the high level of accountability that this post holds. As the discharge pathway for Doncaster continues to evolve, so too may the job purpose and key descriptors of this role. The current main purpose of the role, is outlined below

- Be the accountable lead for the development and accountability of the discharge pathway across Doncaster Place through the implementation of the Hospital discharge and community support guidance (2023)
- Through strong clinical leadership, progress the ongoing development of the Transfer of Care Hub for Doncaster
- Ensure the shared vision of a discharge to assess/ home first approach, is embedded and followed in provider organisations as part of the discharge process.
- Ensure safe and timely discharge on the appropriate pathway through strong operational accountability with the provider discharge leads. This requires strong leadership to address blockages and where necessary, change processes at a micro or macro level.
- Direct discharge support services in the acute and community, utilising conflict management skills that best serve our population.
- Provide reports on key performance indicators and work streams to the executive discharge lead
- Line Management Duties – daily operational coordination of ToCH staffing, escalating risks with providers and accountable Boards;
- Budget responsibility – Identify and link with providers/ System to establish necessary budget for development of ToCH, to fulfil evolving role

Structure



Main Duties & Responsibilities:

Communication:

- Develop strong communication links between ToCH team, provider teams and relevant Boards and committees for which ToCH is accountable
- Manage complex issues with high level of emotional intelligence and political astuteness
- Communicate clearly and effectively with staff to ensure they are kept up to date with operational and strategic plans.

Leadership & Management:

- Utilise service improvement models, to support the development and testing of pathway change implementation, involving key stakeholders throughout the process.
- Develop clear structure and lines of accountability between staff in ToCH and providers, to deliver the aims
- Provide professional support and guidance for staff in ToCH
- Support and where appropriate lead on recruitment of staff in ToCH; work closely with provider management to support staff development and retention

Education & Training:

- Support the education & training of relevant staff & teams to ensure alignment to the common vision of a discharge to assess/ home first approach to patient discharge, such as positive risk taking

Clinical Governance, Quality & Standards:

- Develop and have oversight of a governance structure including:
 - Risk assessment
 - Response to incidents and learning
 - Implement key quality indicators linked to appropriate guidance/ standards
- Ensure audit and evaluation completed to provide assurance to appropriate Boards/ groups/ committees
- Support the expansion of digital records access as appropriate to the agreed discharge pathways

Budgets:

Research, Evaluation and Reporting Accountability:

- Ensure all providers are aware of research and best practice and are supported to embed into practice
- Develop a reporting structure, agreed between providers and executive lead, to which accountability and assurance will be gained.

Person Specification:

Job title:	Doncaster Single Discharge Pathway Coordinator
Directorate:	
Department:	Profile
Pay band:	8a

	Essential	Desirable	Evidenced by
A – Qualifications			
Educated to degree level with a relevant qualification or equivalent experience.	✓		
Clinical/management post graduate qualification or equivalent	✓		A
B – Knowledge/Experience			
Extensive experience of and demonstrable achievement in managing health/social care services.	✓		A
Management of resources and good track record with change management, efficiency savings and financial recovery plans.	✓		A / I
Experience of modernising services without additional resources.	✓		A / I
Experience of developing and maintaining effective partnerships with stakeholders in the redesign of services.	✓		A / I
Experience of project management and imaginative planning.	✓		A / I
Experience of managing a diverse practitioner team /s	✓		A
Measurable track record in involving and motivating staff to improve performance.	✓		A
Experience of investigating serious incidents and complaints		✓	A
C – Skills			
Knowledge of the key drivers and transformation agenda within NHS/ Social Care context.	✓		A / I / T
Ability to provide and receive complex and emotive information with staff, service users, carers and other stakeholders	✓		A / I / T
Ability to present information clearly.	✓		A / I / T
An open and facilitative style of leadership which can be adapted when necessary to ensure delivery of objectives.	✓		A / I

Able to hold professionals and peers to account.	✓		A / I
An understanding of effective systems for integrated governance and the management of clinical and non-clinical risks.	✓		A / I
	Essential	Desirable	Evidenced by
Evidence of project management skills and the ability to see through tasks to their successful conclusion within timescales and budgets	✓		A / I
Evidence of performance management skills combining clarity around expectations, direction and holding others to account.	✓		A / I
Ability to analyse and interpret performance and financial information, excellent numerical and presentational skills.	✓		C
D – Approach/Values			
Ability to travel across Doncaster	✓		I
Can use constructive criticism and openly seeks to review and reflect on own style and presentation.	✓		I
Resilient and self-motivated with drive and vision that is able to work on own initiative and manage a range of priorities across competing agendas.	✓		A / I
Commitment to the aims and values of the NHS & Social Care combined with high personal integrity.	✓		I
Empathy towards the needs of people using services, and a vision of how services can make step changes for improvement.	✓		I
Demonstrate an understanding of the practices of Human Rights in the delivery of this role	✓		I
Knowledge and use of computer software such as Microsoft office / word / excel with report writing experience	✓		A/T