



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: CHC Nurse Co-ordinator

GRADE: Band 7

RESPONSIBLE TO: Joint Commissioning Lead

Overall Objectives of the Post:

To lead and co-ordinate Multi-Disciplinary Teams in applying the Continuing Healthcare eligibility criteria to individuals healthcare needs to reach a decision with regards to eligibility for fully funded Continuing Health Care and NHS Funded Care.

- To act as a resource for all members of the multi-disciplinary team, providing expert nursing advice concerning aspects of patient management.
- To promote joint working between agencies by recognising and acknowledging the abilities and constraints of Health and Social Services in identifying and responding to Continuing Healthcare needs.
- To advise the Clinical Lead/AHP Lead for Clinical Support Services on the outcome of assessment and to make recommendations i.e. decision/outcome of eligibility for continuing healthcare.
- To manage fast track patients, in line with policy and procedure.
- To manage and monitor the review process and re-evaluate rationale for placement, appropriateness and funding.
- To provide continuing responsibility in the absence of the Team Lead and to act up as appropriate.
- To collate information from Check Lists for patient's with learning disabilities and to lead MDTs and reviews for these patients where the issues are considered to be standard rather than complex.
- To undertake care management duties, in order to meet the assessed needs of patients who receive NHS Continuing Care funding, communicating and working in partnership with GPs, social services and other statutory and voluntary organisations including service users.
- To co-ordinate and ensure timely and effective discharge from hospital in patient services whilst ensuring appropriate risk management is undertaken.
- To review the identified care package provision in line with the individuals needs, value for money and Standards for Better Health.
- You will undertake work on an ad-hoc or special projects at the request of the Head of Integrated Commissioning and the Joint Commissioning lead.

Key Tasks of the Post:

Assessment and Clinical Component

1. To action check lists which have been allocated by the Clinical Lead . Lead and to decide whether an MDT meeting to complete a Decision Support Tool (DST) is necessary.
2. To co-ordinate the information and assessments required to enable the MDT to proceed and to offer relatives / carers the opportunity to contribute information prior to the MDT.
3. To lead and Chair MDTS and to report the outcome as appropriate.
4. To ensure that Fast Track Check Lists are actioned appropriately.
5. To ensure that annual reviews are undertaken in an appropriate and timely manner.
6. To act as an expert Nurse in providing advice to Nursing Staff in Nursing Homes about professional issues in relation to patient care.
7. To alert safeguarding issues as appropriate and to follow up as required.
8. To alert the Band Clinical Lead to issues which are contentious or complex.
9. To support nursing audits, practice developments and staff development in Continuing Health Care and NHS Funded Care.
10. To provide clinical expertise and advice to other staff and to be a role model.

Communication:-

1. To communicate with colleagues in the CCGs, Local Authority, Acute Trusts, Carers/ Relatives and Nursing Homes.
2. To communicate directly with a range of professional colleagues and relatives/carers to co-ordinate the assessments of patients who may be eligible for Continuing health Care or NHS Funded Care.
3. To provide senior advice and information regarding nursing practice as appropriate.
4. To demonstrate the ability to communicate complex, sensitive and contentious information to patients and their relatives / carers and colleagues from the local Authority in relation to the decisions made about funding the ongoing and future care of patients.
5. To contextualise information to enable patients and their relatives / carers to understand decisions.
6. To attend and participate in relevant meetings.

Documentation:-

1. To ensure that up to date written and electronic records and activity data are maintained in accordance with professional and trust standards.
2. To compile written reports and assessments.

Professional:-

1. To ensure all work is undertaken within the Nursing & Midwifery Council Code, Trust and National Standards.
2. To respect the individuality, values, cultural and religious diversity of patients and carers and contribute to the provision of services sensitive to these needs.

Teaching/Training:-

1. To Support training/ teaching regarding Continuing Healthcare and NHS Funded Care as appropriate.
2. To support the induction and training of new staff and students.
3. To work in partnership with Social Services, the Voluntary and Private sectors to disseminate current knowledge and inform safe practices.
4. To contribute to wider teaching/training initiatives both within or external to the trust.

Leadership and Supervision:-

1. In line with local guidelines to review and reflect on own practice and performance through effective use of professional and operational supervision and appraisal.
2. To support an effective supervision framework for key staff ensuring that their educational and development needs are being met.
3. To be accountable for own professional actions and act as a role model.

Service Development and Delivery:-

1. To work with the AHP Lead for Clinical Support Services and Clinical Leads to inform the Service Business Plan and Service Improvement Plans.
2. To participate in the operational planning and implementation of policy and service development within the team.
3. To ensure both trust policies and procedures are adhered to at all times.

Professional Development:-

1. To apply specialist skills and knowledge in order to establish professional competence and fitness to practice.
2. To demonstrate ongoing personal development through participation in internal and external development opportunities, recording learning outcomes in a portfolio.
3. To utilise opportunities to maintain continued professional development.
4. Take responsibility for personal/professional development in conjunction with the Clinical Lead.
5. To maintain an up to date awareness of professional issues.

Clinical Governance:-

1. To assist in the delivery of the Directorate's and the team's clinical governance arrangements and quality agenda, including the setting and monitoring of practice standards.
2. To apply and advise on guidelines/legislation relating to Continuing Health Care and NHS Funded Care.

Research and Practice Development:-

1. To undertake research and/or audit projects relevant to Continuing Health Care and NHS Funded Care.
2. To participate in integrated audit and to ensure that action plans are developed and that agreed actions are implemented.

Managerial:-

1. To drive service development alongside the Clinical Lead.
2. To play an active role in the development, implementation and monitoring of the Continuing Health Care and NHS Funded Care Business Plan identifying and facilitating service developments.
3. To be responsible for the collation and evaluation of data.
4. To attend and contribute to service meetings.
5. To be familiar with and adhere to current legislation/policies to facilitate the smooth running of the service.
6. To participate in staff recruitment and selection.

General Professional Duties:

- To support training and development.
- To maintain personal professional competency and appropriate development.
- To carry out the duties and responsibilities of the post in accordance with Trust policies.
- To comply with all relevant national and local statutory and mandatory requirements including Health & Safety and Infection Control
- An integral part of the role will be the identification and management of risk in relation to individual health needs and the review of the management of the care will be completed by this post liaising with other professionals the patients and their relatives as necessary to provide holistic care.

To line manage the case managers and ensure the management of care provision within commissioning guidelines/policy.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: SG/CL

Date: 6.03.20