



JOB DESCRIPTION / SPECIFICATION

Post: Care Homes Impartial Nurse Assessor - Team Leader (Watford General)

Reporting To: Chief Executive– Sharon Davies

Main Purposes of the Job:

Improve hospital discharge arrangements from Watford General Hospital to Care Homes/Social Care:

- a. Reduce time from patient becoming medically fit to arriving at care homes
- b. Reduce misunderstandings and miscommunications between hospital and care settings.

Assist Care Setting Managers with Assessment Process

- a. Provide liaison where there is a potential change of needs
- b. Reduce the need for social care staff to visit hospital.

2. Test effectiveness of new system.

These posts are funded by Herts Valley CCG –the employer is HCPA

Pay: £32,000 pro rata fixed (12 months funded post)

Contract Terms: 33.75 hours per week (4.5 days) over 7 days

Hours 9am-5pm (days will be agreed and scheduled by the team leader and will be worked on a rota basis covering 7 days per week. Mon-Sun. Fixed days may be agreed by both team members)

Bank Holidays must be covered by the team of two.

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This is a new and exciting position for someone to extend their **nursing** and **care assessing** skills

It is essential that this candidate:

- Has passion and enthusiasm to raise the standard of quality of care
- Has a proven experience of assessing patients in a care home setting
- Has a full RGN PIN
- Has the ability to build rapport and negotiate

Specific Responsibilities:

1. Work within the hospital discharge team based at Watford General Hospital to act on behalf of care homes to support and facilitate timely and safe discharges from hospital to care settings. Leading the team of trusted assessors, managing the rotas and providing support and supervision for the team.
2. Design and work with agreed assessment formats. IT knowledge is essential
3. Undertake assessments and re-assessments on behalf of care providers in Hertfordshire

4. Check the discharge documentation and medication are in place to accompany the resident on discharge
5. Liaise with the care settings about the discharge arrangements to streamline the process
6. Act as a point of contact when residents are admitted to hospital from care settings to monitor progress
7. Work in partnership with care settings and the hospital to find solutions to current challenges including equipment issues
8. Work with 'ACSIS', the Local Authority patient management system, and 'Herts Care Home Finder', bed booking system – full training will be given
9. Provide statistics for reporting purposes on assessments, information dissemination, discharges, bed days saved
10. Write up monthly project monitoring reports
11. This post may extend to also supporting the Care Homes on the Complex Care Premium around areas of best practice, therefore travel to homes during 'down' times in assessing may be part of the role.

If you would like to speak to someone to find out more about this role we can put you in touch with the Impartial Assessor Team Leader at Lister who is already in post. Tel: 01707 536020

Person Specification:

- Must have own transport with insurance for business use is essential for this role as travel around Hertfordshire may be required
- Must have current RGN PIN
- Must have experience in working within the Social Care Sector and assessing
- Excellent communication skills both written, IT and verbal
- Motivated and passionate about providing best solutions for all stakeholders
- Willing to learn new skills and to develop current knowledge
- Excellent time keeping: A conference call set each day must be responded to.
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*These posts will receive management supervision from HCPA and clinical supervision from the CCG as it is a joint project.
Please note: These posts are **not** under NHS terms and conditions – the employer is HCPA a not-for-profit organisation.*

Hours of Work:

Days as stated above - 9am until 5:00pm with a half-an-hour break Monday- Thursday and 9am-12.45 Friday (with a 15 minute break), although will be required to be flexible to meet business needs. Head Office based in Welwyn Garden City – work base Watford General Hospital.

To apply – Application Pack is available on our website : http://www.hcpa.info/Recruitment/Working_For_HCPA
Telephone: 01707 536020 email: jobs@hcpa.info