

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | **Stroke Early Supported Discharge Team Specialist Nurse** |
| **Reports to** | **Stroke Early Supported Discharge Team Lead** |
| **Band** | **6** |
| **Department/Directorate** | **Medicine** |

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| **JOB PURPOSE** |
| To join the other registered staff in responsibility for coordinating, delivering and maintaining a high standard of day-to-day clinical care for all patients in the Stroke Support Team case load.  The overall job purpose of the Band 6 nurse is to provide clinical expertise within the multi-disciplinary team. This includes acting as an expert practitioner, liaising, guiding and advising the multidisciplinary team and external agencies in the provision of optimum nursing care for stroke patients.  This will require regular review of the clinical records of patients under your sphere of responsibility, to evaluate the effectiveness of the standard of care planning and delivery, and to use the results to work with the team to improve patient outcomes.  You will be expected to maintain direct working relationship with the Stroke Consultant, leading weekly medical board rounds and facilitating remote joint consultations with patients.  You will also be expected to play a proactive role in quality and service improvement, working closely with the team lead and multi-disciplinary team and to assist in the auditing of clinical standards of care within the clinical area.  **K** |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| **Leadership:**  As nursing team leader and expert practitioner, liaise guide and advise the multi-disciplinary team in the provision of optimum patient nursing care.  Under the direction of the team lead, ensure that clinical and therapeutic processes are responsive to the changing needs of patients and their carers recognising the importance of privacy, dignity and diversity.  On a daily basis ensure role modelling in practice, working alongside and supervising the team in a clinical capacity. This includes facilitating a culture of continuing professional development and practice development.  As part of your development, assist on specified and agreed directorate and Trust wide Nurse/Midwife Development Projects.  Liaise with community nursing colleagues to enhance good communication and shared practice.  **Clinical & Professional standards:**  As clinical leader of the nursing team be responsible as appropriate for completion and/or maintenance of:  Benchmarking Essence of Care in practice  Hand hygiene compliance charts  Pressure ulcer assessments  Falls risk assessments  Pain assessments  NEWS2 Scores  PPE policy and adherence  Standards of documentation  Clinical observations / interventions which are recorded accurately and responded to effectively  Standards for drug administration  For monitoring effective patient assessment and evaluation processes within their sphere of responsibility  Other quality indicators within their sphere of responsibility  **Undertake care in a manner that is consistent with:**  Evidence based practice and / or clinical guidelines  Multi-disciplinary team working  Legislation, policies, procedures  Patient centred care  Compliance with the local delivery of infection control practice as defined by national recommendations and local policies including the implementation of the Saving Lives Initiatives  An environment that is fit for purpose in delivering safe and effective patient care and is responsive to the needs of patients and their carers recognising the importance of individual privacy and dignity.  **Contribute to quality improvement, and take appropriate action, informing the team lead when there are concerns in the areas of:**  Conduct of Care  Scope of Professional Practice  Multidisciplinary Team Working  Data & Information Gaps  Ineffective Systems  Poor communication  Workload issues  Poor individual or team practice  Complaints  Financial and resource implications  Health and safety deficits  Patient Flow Infection Control rates Pressure Ulcer rates  **Departmental & Staff Organisation:**  Maintain effective communication channels between the team, primary care and external agencies within your sphere of responsibility.  Ensure processes are in place to facilitate effective communication with all disciplines, patients and relatives, that meets individual needs  Actively seek patient / carer feedback and ensure this is fed back to the team lead and team members.  In conjunction with the team lead deal with complaints in a calm and courteous manner, ensuring that wherever possible complaints are dealt with efficiently and satisfactorily and resolved in the local clinical area  With the team lead and other band 6 staff, lead team meetings and actively involve members of the team to contribute with innovative ideas on how the planning and organisation of work can improve the patient’s journey.  Contribute to the recruitment selection of the team in line with Trust policies as part of the retention strategy ensuring that the workforce is fit for purpose.  Be responsible for adhering to relevant HR policies  Support and keep the team involved and motivated in service improvement initiatives utilising suggestions from the team.  **Delivery Plan:**  In collaboration with the team lead, ensure ward/departmental teams contribute to the delivery of the Directorate’s strategic and operational plan focusing on the following specific areas:  Staff competencies  Directorate objectives and targets  Service development initiatives relevant to his/her area  **Resources:**  Continually review with teams the resource allocation and spend in relation to their sphere of responsibility.  In collaboration with the team lead, identify appropriate action plans to resolve any resource problems  Identify to the team lead any areas of potential cost improvement or service efficiency.  Demonstrate an awareness of local and Trust wide financial and budgetary guidelines.  Authorise nurse bank expenditure within financial framework.  **Risk & Governance:**  Promote, monitor and maintain best practice for health, safety and security. This responsibility includes:  Be aware of and promote adherence to agreed policies to maximise safety within the work environment.  Identify within his/her work area, any risk that could affect the safety of patients, the public and staff members.  Offer team members appropriate channels to feedback any concerns they may have over health, safety and security.  Facilitate attendance at essential training ensuring 100% compliance.  Ensure all staff are aware and comply with timely incident reporting in line with the Trust policy. Identify persistent risk issues, and address these with team members to reduce / remove the risk, ensuring that any concerns are passed on to the team lead within an appropriate time span.  **Patient & staff involvement:**  Seek feedback from patients and their families on the standard of care that they have received.  Attempt to resolve concerns and complaints in partnership with patients, carers and their family and other healthcare professionals.  Be aware of potential areas for discrimination in the workplace and take positive action.  With team lead, use PALS and complaints feedback to review practice within own area  Support the team in understanding principles of equality and diversity and ensure team employ a culture of fairness.  Assist the team lead in developing systems that focus on equality and diversity within their work area, and continually strive to provide best practice in partnership working, user involvement, sharing best practice, significant event audits and open reflective feedback  **Service Improvement:**  Assist the team lead with service improvement initiatives by applying change management strategies, and ensuring staff involvement.  Encourage the team to develop constructive suggestions for service improvement ensuring that the matron is aware of any impact that such initiatives may have on patient care provision.  Involve the team in benchmarking exercises and encourage feedback from patients  **R&D, Education and Training:**  Have responsibility for developing clinical skills of the nursing team. This includes:  Providing day-to-day support to enhance role of link nurses identified to support mandatory training e.g. manual handling, infection control etc.  Acting as role model / resource to team members within their remit.  Taking an active part in developing on-job learning opportunities. These include:   * Reflective practice. * Shadowing. * Professional supervision. * Coaching/mentoring others.   Seeking development opportunities for the team outside their workplace. These include:   * Networking. * Private study. * Distance learning. * Formal courses. * Action learning sets.   Being aware of and supporting team members with regard to legislation, policies and procedures.  Assisting the team lead in producing the annual training needs analysis for all staff members under their remit  Encouraging staff to participate in, and help facilitate Clinical Supervision sessions for team members.  Being aware of the correct process for study leave as per Trust Policy.  Identifying issues that are restricting the staff’s opportunities to develop effectively, and communicate these to the matron.  Being proactive in seeking alternative ways of development when resource issues restrict learning such as remote TEAMS meetings and online learning  **Strategy:**  In support of the Directorate Manager, Service Manager, Team Lead and Senior Matron contribute at a local level to the review of the Directorate’s service and business strategy, including the equality & diversity strategy. |
| **KEY WORKING RELATIONSHIPS** |
| Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Stroke Support interdisciplinary team * Lead Clinician: Stroke * Stroke Unit nursing team * Community nursing teams | * GPs * Care Agencies | |  |  | |  |  | |  |  | |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| Report and manage untoward incidents such as complaints, clinical emergencies, and injury or drug administration errors as detailed in Trust-wide and local protocols and procedures.  Demonstrate an awareness of and compliance with health and safety regulations/procedures that apply to staff, patients, and visitors within Trust premises including reporting any discrepancies in equipment, furnishings or matters of hygiene. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| Communicate effectively with colleagues, patients and carers so that information is shared in order to meet patients’ needs  Demonstrate empathy and skill in working with patients with communication impairment  Develop and maintain constructive working relationships and liaise effectively with all members of the multidisciplinary team so that patients’ needs are met. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| Regularly prioritise the nursing needs on a day-to-day basis for all patients in Stroke ESD. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| Maintain an accurate diary of visits and submit completed travel and other claim forms monthly. |
| **PATIENT/CLIENT CARE** |
| Plan, monitor and evaluate programmes of care for stroke patients within their own homes, without supervision in order that the best possible care is delivered. Ensure that colleagues do the same  Handle and administer medicines according to professional and organisational guidelines to ensure safety and efficacy. Deliver prescribed medication following patient assessment, with responsibility and accountability for risk management, and with-holding medication when appropriate and notifying GP.  Ensure appropriate secondary prevention medications are prescribed before transfer home. Liaise with Community Pharmacists as appropriate.  Identify and inform prescriber of appropriate wound care products  Inform the Team Leader of any concerns with patients, relatives or staff that may compromise patient care and, act on these concerns  Be alert to any instances in which patients’ or colleagues’ safety or comfort may be compromised and take appropriate action, to ensure safety on the team at all times  Act as a role model in the promotion of person-centred practice, and challenge practice which is not person-centred, so that a person-centred culture is maintained  To be an active participant in the inter-professional working of the Stroke ESD, and input into the complete patient pathway, including acting as a key worker, in reaching, carrying out welcome home and discharge visits, plus activity setting and outcome measurement.  Practise, role model and promote safe and effective skills in helping patients with dysphagia to eat and drink.  Ensure that patients with changed medical needs (and their families) are managed appropriately  Demonstrate a commitment to evidence-based practice and clinical excellence and play an active role in the introduction of this evidence to improve patient centred care.  Practice and role-model a consistent level of courtesy and consideration to patients, their relatives and visitors so that a person-friendly culture is maintained  Take a lead role in relevant clinical issues in order that clinical practice can be developed |
| **POLICY/SERVICE DEVELOPMENT** |
| Assist the team lead with service improvement initiatives by applying change management strategies, and ensuring staff involvement.  Encourage the team to develop constructive suggestions for service improvement ensuring that the matron is aware of any impact that such initiatives may have on patient care provision.  Involve the team in benchmarking exercises and encourage feedback from patients  In conjunction with other team members, participate in quality monitoring and improvements via involvement in audits and standard setting. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| Assist in the effective management of Stroke Support Team and its budget |
| **HUMAN RESOURCES** |
| Participate in the training, support and supervision of Health Care Assistants, Associate Practitioners and Students and preceptor ship of newly qualified nurses to ensure that learning occurs and standards are met.  Participate in appraisal for junior colleagues, as appropriate  Provide support and guidance for junior colleagues  Act as an assessor for pre-registration students, ensuring that their practice meets the standards required  Participate in the induction of new staff so that they understand acceptable practice and standards. Work with other professions in the team so that the SST can deliver the best standards of care with a patient centred focus. |
| **INFORMATION RESOURCES** |
| To keep accurate records and handle patient data in accordance with Trust information governance policies. |
| **RESEARCH AND DEVELOPMENT** |
| Maintain personal and professional development to meet the changing demands of the job, participate and initiate appropriate training activities within the team.  Take part in reflective practice in order to develop practice both personally and within SST.  Seek to extend stroke knowledge and expertise to ensure evidence-based practice  Participate in appraisal and agree a personal development plan within the KSF framework  Undertake training and education as necessary (including mandatory training) to ensure own personal and also organisational needs are met. |
| **PHYSICAL SKILLS/EFFORT** |
| Practise, role model and promote safe and effective moving and handling and positioning skills specific to stroke care as laid down in training sessions to ensure the safety of patients and colleagues. This will include the use of specialist equipment.  Use equipment in the approved manner and ensure it is kept in good condition so that resources are used effectively and efficiently |
| **MENTAL EFFORT** |
| Manage and prioritise competing tasks on a daily basis  Working in unpredictable patterns where needed |
| **EMOTIONAL EFFORT** |
| Work with patients in the aftermath of life altering events  Work with patients with mood disorders and challenging behaviours |
| **WORKING CONDITIONS** |
| Maintain personal safety by following lone working policy in accordance with trust and team guidelines.  Respect property and equipment within the working environment.  Ensure access to road worthy vehicle with appropriate car insurance, and valid driving licence.  Demonstrate awareness and ability to drive within the geographical area in a safe and appropriate manner. |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  Contribute to and work within a safe working environment  You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources. * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. * Undertake a Display Screen Equipment assessment (DES) if appropriate to role. |
| **DISCLOSURE AND BARRING SERVICE CHECKS** |
| This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check. |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call 01392 207462.  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.  The post holder is expected to comply with Trust Infection Control Policies and conduct him/her at all times in such a manner as to minimise the risk of healthcare associated infection. |

PERSON SPECIFICATION

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| **Job Title** | **Stroke Early Supported Discharge Team Specialist Nurse** |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Current RN registration with NMC  Relevant post graduate qualification.  Knowledge and application of nursing assessment and outcome measures.  Relevant Management / Leadership Course  Documented evidence of CPD  Previous experience of staff development and performance management  Evidence of ward management/teaching (formal and informal) experience and change management.  Nurse Prescriber | Y  Y  Y  Y | Y  Y  Y  Y |
| **KNOWLEDGE/SKILLS**  Stroke skilled experience  Community experience  Critical appraisal skills  Interpersonal skills  Effective leadership and team building skills.  Excellent communication skills (verbal and non verbal)  Articulate and knowledgeable in current health care issues  Ability to gather data, compile information, and prepare reports.  Skill in organizing resources and establishing priorities.  Ability to develop, plan, and implement short- and long-range goals  Ability to develop and maintain record keeping systems and procedures.  Ability to make clinical decisions and judgments  Ability to serve on task forces and/or committees  Experience of working in stroke care  Experience of working in the community | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y | Y  Y  Y |
| **EXPERIENCE**  Minimum 3 years’ experience as a registered nurse  Experience in managing unregistered nursing staff  Stroke nursing skills  Community nursing skills  Multi-disciplinary team working | Y  Y  Y | Y  Y |
| **PERSONAL ATTRIBUTES**  Strong interpersonal skills  Strong presentation skills  Effective communicator both orally and on paper  Skills in motivating  Skill in working with cross-functional teams  Project management skills  Well-developed influencing skills across hierarchies and disciplines  Good management skills  Ability to act and ensure delivery  Responsive and flexible attitude and approach  Confident car driver with access to car during working hours and appropriate driving license and insurance  Ability to work autonomously and to set own priorities  Excellent interpersonal skills  Positive and enthusiastic attitude  Flexible and adaptable  Commitment to openness, honesty and integrity in undertaking the role | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y | Y  Y  Y |
| **OTHER REQUIREMENTS**  Car driver.  Member of relevant Special Interest Group | Y | Y |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | Y |  | x |  |  |
| Contact with patients | Y |  |  |  |  |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | Y |  |  | x |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | N |  |  |  |  |
| Animals | Y |  | x |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | Y |  | x |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | x |
| Heavy manual handling (>10kg) | Y |  |  | x |  |
| Driving | Y |  |  |  | x |
| Food handling | Y |  | x |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  | x |  |  |
| Mental Effort | Y |  | x |  |  |
| Emotional Effort | Y |  |  | x |  |
| Working in isolation | Y |  |  |  | x |
| Challenging behaviour | Y |  | x |  |  |