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| **JOB DESCRIPTION** |  |
| **Job Title:** | **Falls Practitioner** |
| **Band:** | **Band 6 (subject to formal matching)** |
| **Responsible To:** | **Patient Safety Lead** |
| **Accountable To:** | **Patient Safety Lead** |
| **Section/Department/Directorate:** | **Corporate Nursing** |

**Job Purpose:**

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| This post is designed to support the lead role in delivering a sustained reduction in the falls rate of patients and their levels of harm across the Trust.  The role will provide specialist advice, teaching and guidance for the clinical areas and act as a resource of evidence based knowledge to enable appropriate and timely identification, assessment, treatment and management for those who have fallen or are at risk of falling.  The post holder will promote a culture of enhancing independence, maintaining or improving functional ability and encouraging a culture of embracing risk to enable patient choice. The post holder will place an emphasis on promoting mobility, movement and strength amongst our patients and work with multi-disciplinary team members.  The job will involve:   * To support the implementation & monitoring of the Falls policy to reduce and manage the number of falls. * To support a proactive, multifaceted approach to falls prevention and management across the Trust. * Support the delivery of education for the multi professional staff on falls. * Support accurate recording of data, reviewing trends and identifying the need for improvement areas. Assist with the collating and results of audits, including the CQUIN, through formal reports and/or presentations * Assist in the provision of guidance regarding the management of complex patients with falls related problems and support appropriate management. * Adhere to professional code of conduct, acting as a role model at all times through the promotion of visible leadership. * To actively involve patients in providing feedback on their experience and use the information to assist in practise changes. * Ensure that learning is shared. * The post holder will be required to work flexibly and be highly visible in clinical areas. * It is expected that the post holder will maintain professional credibility through working clinically. | |
| **Context:** |
| To be a member of, actively participate in, and work within the guidelines of the relevant MDT.  The Falls Practitionerwill be based in the acute hospital, either RDE or NDDH although there will be requirements to travel to other sites on a regular basis for visits and meetings.  The post holder will fulfil all tasks and work as part of a team.To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager.   |  | | --- | | **Key Working Relationships:**  The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media | |

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| **Organisational Chart:** |
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| **Key Result Areas/Principal Duties and Responsibilities**   * To support the implementation and monitoring of the Falls Policy to reduce and manage the number of falls. * To be compliant with the National Falls & Fragility Audit programme, RCP and NHS England updated guidance for acute hospitals. To support a pro-active multifaceted approach to falls prevention and management primarily within the Trust, liaising with, Safeguarding team, Dementia Admiral Nurse, Back Care Team, Ward teams, Community teams and relevant health & social care professionals. * Support the delivery of education for the multi-professional staff on falls prevention to ensure implementation of the agreed pathways of care and to reduce the risk/ incidence and management of falls * Support accurate reporting of data, providing reports on the number of falls, falls per bed days and falls outcomes. Reviewing trends and identifying the need for improvement and work with the clinical teams to achieve this. * Assist in the provision of guidance regarding the management of complex patients with falls related problems and provide specialist assessment and advice on the appropriate management of patients including effective risk prevention strategies * In conjunction with the ward sister, therapy team and Matron carry out root cause analysis on patient falls and develop action plans for recommendations for future practice changes, ensuring that learning is shared throughout the trust. * Develop systems in which information gathered from complaints, legal claims and coroner’s reports can be collated to enable the Trust to identify areas of concern and develop strategies to address them. * Work clinically one day a month.   This is not an exhaustive document and may be reviewed in consultation with the post holder at any time and be subject to changes. |
| **Communication and Relationship Skills**  To communicate effectively between departments and Trusts to ensure patients journey is seamless.  Work closely with multidisciplinary teams, governance co-ordinators, clinical audit, clinical nurse specialists, quality improvement team, medical education team and the clinical tutors and to promote and facilitate high quality care for all in the scope of falls.  Excellent interpersonal skills to enable the post-holder to develop and maintain robust working relationships with multi-professional staff groups in the Trust and partners in the local health and social care community.  Excellent written, oral and presentation skills to allow effective communication.  Develop and promote excellent working relationships with individuals and teams focusing on the relationship of leadership, teamwork, civility and culture around falls.  Motivate, inspire and share skills with teams to engage and support quality improvement activities regarding falls that are meaningful and encourage celebration of successes.  **Analytical and Judgement Skills**  Complex facts or situations requiring analysis, interpretation, comparison of a range of options. Requires skills for assessing and interpreting specialist acute and other patient conditions and taking appropriate actions.  To monitor and review the effectiveness of interventions with the patient and colleagues and modify this to meet changing needs and established goals of care regarding falls.  Contribute to monthly reports for Patient Safety Operational Group.  To provide advice and support to clinical teams regarding falls measures required for improvement and identify possible contributory factors for emerging themes.  To support with the collation, analysis of complex falls data using appropriate data analysis to present for improvement, deep dive reports and any investigations.  To assist with reporting and discuss progress with falls and the lead for falls in the Trust and  participation in internal meetings, e.g. Patient Safety Operational Group, community team meetings.  To effectively use supervision and appraisal to reflect on own practise and performance.  **Planning and Organisational Skills**  Identify opportunities for increasing the level of patient safety in respect of falls prevention.  Ensure best practice is shared and celebrated.  Assist in the provision and receive complex information, gaining agreement and co-operation of key stakeholders regarding falls.  Assist with the communication of results of audits, including the CQUIN , through formal reports and presentations to senior management and clinical teams.  Manage own caseload. Be able to prioritise and ability to re-prioritise at short notice with incoming of urgent issues.  **Physical Skills**  High degree of competence and dexterity in practical skills, providing a supporting role in the inpatient and outpatient setting.  Must hold driving licence and be able to travel to locations throughout the trust  Keyboard skills.  Participate in clinical work across wards when required to support teams in times of escalation.  Deliver falls training in a variety of settings / teams as required.  **Responsibility for Patient and Client Care**  To support patients in meeting their own health and wellbeing through providing expert information, advice and support.  Ensure a focus on falls and improvement objectives which contribute to the highest standards of staff experience and patient care.  Work closely with the patient experience team to encourage co-design of quality improvement projects.  **Responsibility for Policy and Service Development**    Working with the quality improvement team regarding falls, facilitate improvement techniques to individuals, teams and departments within the Trust through training and supporting as required.  Develop a working environment and culture that actively improves independence, health and safety.  Review, analyse and interpret governance data to monitor standards for service improvement and safety with regard to falls prevention.  **Responsibility for Financial and Physical Resources**  The post holder has a personal duty of care in relation to equipment and resources.  There may be small budget responsibility within the Patient Safety and Improvement Team.  **Responsibility for Human Resources**  To undertake the supervision, development and appraisal of staff as delegated by the Patient Safety Lead.  Mentoring and coaching colleagues regarding falls.  Act as role model and leading by example in developing and demonstrating a professional set of behaviours in line with Trust values and foster a culture of safety and continuous improvement  **Responsibility for Information Resources**  To document all patient contacts and maintain patients records as per Trust Documentation Policy  Review of relevant DATIX incident reporting system and levels of harm regarding falls including near misses.  Review / collect Audit data on Meridian and assist with the development of audits for key indicators and assurance.  **Responsibility for Research and Development**  To maintain own and others’ awareness of relevant research evidence related to the speciality and work with others in applying this to practice  To identify areas of potential research relating to the speciality and to participate in relevant research activities  To participate in local and national research and audit projects and service evaluation as requested in order to improve standards of patient care.  Provide feedback from audit data and ensure learning is captured and communicated across teams.  **Decision Making**  Ability to assess, sift, analyse and collate falls data in different formats in order to identify patterns and trends for informed decision-making and planning for improvements.  To use a variety of data to identify any patient safety themes and trends requiring action.  **Physical Effort**  High degree of competence and dexterity.  To carry out manual handling/clinical risk assessments and implement subsequent actions and maintain competence with manual handling techniques, equipment and training.  Frequent travel to other sites for meetings and teaching.  Light or occasionally moderate physical effort such as carrying equipment for workshop or to team meetings may be required  **Mental Effort**  Actively participate in strategic service planning & development.  Numerate and computer-literate, including the ability to use a number of information systems for falls analysis.  Excellent organisational skills, including personal time management to manage and prioritise an unpredictable workload and the need to multi-task whilst completing tasks to short deadlines and progressing longer-term projects;  **E motional Effort**  Emotional intelligence and personal resilience to maintain a high level of performance even when working under stressful conditions.  Potential exposure to distressing and upsetting falls or patient safety incidents.  **Working Conditions**  Occasional working with hazardous substances (cytotoxic drugs, bodily waste and fluids) when in clinical setting.  Working under pressure with schedules, changing and conflicting priorities and numerous deadlines with frequent interruptions whilst supporting services delivered across hospital sites.  The work will involve some office based tasks and the post-holder is a Display Screen Equipment user.  Management of large and diverse workload, including competing priorities and constantly bearing in mind issues of precedent which may have implications across the Trust. |

**GENERAL**

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.

The Trust operates a 'non smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Equality Act 2010.

**SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

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.

**STAFF HEALTH AND WELLBEING**

You must take responsibility for your workplace health and wellbeing:

* Be physically active at work (i.e. take breaks away from your desk, taking the stairs where possible)
* 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.

If you are a line manager, in addition to the above, it is expected you will:

* Champion health and wellbeing.
* Encourage and support staff engagement in delivery of the service.
* Encourage staff to comment on development and delivery of the service.
* Ensure during 1:1’s / supervision with employees you always check how they are.

**HEALTH AND SAFETY AT WORK**

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

**CONFIDENTIALITY**

You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

**JOB DESCRIPTION AGREEMENT**

**Job holder’s Signature: .....................................................................................**

**Date: .....................................................................................**

**Manager’s Signature: .....................................................................................**

**Date: .....................................................................................**

**PERSON SPECIFICATION**

**POST : Falls Practitioner**

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| REQUIREMENTS | E/D\* | HOW TESTED?  Application Form/Interview/Reference/Test | INTERVIEW COMMENTS | SCORE  (1 Low – 10 High) |
| QUALIFICATIONS/SPECIAL TRAINING :  Registered Nurse or Allied Health professional  Post-registration qualification in falls or equivalent experience  Evidence of teaching/training experience  Evidence of continuing professional development | E  E  D  D | Application/  interview/  certificates |  |  |
| KNOWLEDGE/SKILLS:  Strong leadership skills  Excellent interpersonal skills  Excellent organisational and communication skills  Excellent written and verbal communication  and presentation skills  Effective facilitation, negotiation and influencing skills  Self starter  Ability to deal with a complex and rapidly changing environment  Competent in the use of a problem solving approach   |  | | --- | |  | | E  E  E  E  D  D  D  D | Interview  Application |  |  |
| EXPERIENCE:  Experience of working at Band 5 (minimum of 2 years) or above  Evidence of working with multidisciplinary teams  Demonstrates a desire to develop specialist knowledge and can evidence this in their practice.  Evidence of expertise in improving practice  Knowledge and understanding of NHS policy drivers  Understanding why we monitor patient safety and quality standards  Good level of presentation skills and experience of public speaking | E  E  E  E  E  D  D | Interview  Application |  |  |
| PERSONAL REQUIREMENTS:  Good interpersonal skills,  Good communication skills,  Ability to be empathetic,  Ability to handle difficult or emotional situations,  Excellent organisational skills  Motivation  Ability to adapt and change to meet the needs of the service  Able to work as a team member  Able to be assertive when necessary and remain calm in stressful/emergency situations  Enthusiastic, highly motivated and committed to developing the service  Willingness to undertake training for specialist job specific roles. | E  E E  E  E  E  E  E  E  E  E | Interview  Application |  |  |
| OTHER REQUIREMENTS:  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Ability to travel to other locations as required  Flexible working practice if required  Motivated to further personal development and professional development of others | E  E  E  E | Interview  Interview  Application/ interview  Application/ interview |  |  |

\*Essential/Desirable

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| **HAZARDS :** | | | | | |
| Laboratory Specimens  Proteinacious Dusts |  | Clinical contact with patients |  | Performing Exposure  Prone Invasive Procedures |  |
| Blood/Body Fluids |  | Dusty Environment |  | VDU Use |  |
| Radiation |  | Challenging Behaviour |  | Manual Handling |  |
| Solvents |  | Driving |  | Noise |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in Isolation |  |