****

**JOB DESCRIPTION**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | **JOB DETAILS** |  |
|  |  |  |
|  | **Job Title:** **Specilaist Continuing Healthcare Assessor** |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **Responsible To:** | **Lead Nurse Continuing Healthcare** |
|  | **Professionally Accountable To:** | **To be determined** |
|  | **Section/Department/****Directorate:** | **Provider Services****Northern Devon Health Care Trust**  |

|  |  |
| --- | --- |
|  | **Job Purpose:** |
|  | * The completion of Health Assessments and Continuing Healthcare Tools to determine the eligibility for Continuing NHS Healthcare and Funded Nursing Care working within the National Framework.
* To work within the target timeframes as set out within the NHS Framework.
* To ensure that the process is implemented in a timely, efficient and transparent manner in accordance with the National Framework for Continuing Healthcare and Funded Care 2022.
* Health Assessments, checklists and Decision Support Tools to be undertaken for clients in their own homes, residential care homes, community and other settings as directed by line manager.
* The client group have highly complex needs and requires specialist in depth assessment of their health care needs
* Provision of specific advice and guidance on the National Framework to the individual, relatives, independent sector, NHS and Social care staff.
* To maintain a high and consistent standard of assessment.
* Promote closer working relationships between the independent sector and the NHS and disseminate good practice
* To undertake case management and case co-ordination for those within care homes or with high complex health needs.
* To seek appropriate consent and undertake Best Interest Meetings as needed
* Monitor and report on the quality of care delivery within nursing/care homes, liaising with regulatory bodies as necessary.
 |

|  |  |  |
| --- | --- | --- |
|  | **Key Working Relationships:** |  |
|  |  |  |
|  | Devon CCG Continuing Healthcare Team (Head of Continuing Healthcare Team, Professional Lead, Lead Nurses, Nurse Assessors, Administration Support)The Health Service OmbudsmanNHS England Complex Care TeamsCommunity Nursing and Community TeamsClinical and non-Clinical personnel at Acute and Community HospitalsGeneral PractitionersAdult and Community ServicesDevon Partnership TrustPatients/Carers/Representatives/publicLegal Advisors and solicitorsIndependent Complaints Advisory ServicePatient Advisory Liaison Service for New Devon CCG and NDHTCare homes with and without nursingIndependent and voluntary sector providers |
|  |  |  |  |

|  |  |
| --- | --- |
|  | **Key Result Areas/Principal Duties and Responsibilities:** |
|  |  |  |
|  |

|  |
| --- |
| The post holder will be required to:**Communication and Relationship Skills** Work in partnership with patients, relatives, carers and other agencies in the multi-disciplinary team Liaise with Independent Sector and Adult and Community Services Experience with multi-agency procedures and policies**** Apply an empathic approach to the issues faced by patients who about to or who are already living in long term care, particularly those with enduring mental health/illness problems Convey sensitive, specialist and complex clinical information to patients, relatives, public on an individual basis, in groups and across organisations To liaise with local Nursing Homes regarding eligible residents for Continuing Healthcare and Funded Nursing Care**Analytical and Judgement Skills** Assessment of highly complex health needs of individuals in the community  Determine the level of nursing intervention required for those resident in nursing homes Referral to other specialist professionals as required Give written evidence to support rationale to assist verification in determining the eligibility for NHS Continuing healthcare.**Planning and Organisational Skills** To manage own caseload To access and input to Care Track/Carefirst6 system ensuring that information is kept up to date To liaise with care brokerage as appropriate Good organisational skills Ability to work alone, organises own appointments etc. Flexible and adaptable to the needs of the service**Physical Skills**  Have excellent verbal, written and communication skills Driving skills are required, or the ability to travel around the county and beyond. The post-holder must be computer literate in order to type his/her own documentation and reports - it is important that these are accurate. **Responsibility for Patient and Client Care** * To work within the standards set out by the appropriate regulatory body i.e. N.M.C Code of Professional Practice

Holistic and robust health based assessments.* Provision of specific advice and guidance on the National Framework to the person, relatives, independent sector, NHS and Social care staff.
* Attribute to the health and social well being of the older person/person over 18yrs of age that requires nursing care
* Observe standard of care
* To act as case manager for some CHC patients as directed by line manager
* To participate in and gather information for safeguarding vulnerable processes.

**Responsibility for Policy and Service Development**Desire to work in new ways, innovative* To keep abreast of professional practice and research
* To be responsible for own professional development and to keep up to date with current issues in the professional field
* To be responsible for ensuring the completion of annual review process in line within policy

**Responsibility for Financial and Physical Resources** Has no budgetary responsibility but will work in line with the financial controls of Devon CCG**Responsibility for Human Resources*** Act as an advisor to students and staff in the independent sector
* To support band 5 nurses and band 4 staff within their role.
* Teaching the principles of the National Framework to NHS and Social Care staff

**Responsibility for Information Resources******** To input care plans and outcome statements onto Care Track Politically and legally aware To maintain confidentiality of information regarding patients and relatives at all times**Responsibility for Research and Development** **** The post-holder may be required to participate in surveys and audits**** To use evidence based practice in their work.**Freedom to Act****** The post-holder is responsible for their own workload and is guided by standard operating procedures and policies. **** Assessment to be completed within a given timescale**** Ability to work alone **** To provide specialist advice on individual clients that are not on caseload but within the complex care/cluster team. **** The post-holder is managed rather than supervised and interprets a broad range of policy in establishing standards.**Physical Effort** Can spend long periods at the computer which maybe up to several hours per assessment**** Can spend long period travelling by car to client’s homes and other settings**** There is a requirement to lift and carry patient notes between locations.**Mental Effort** The post-holder is required to concentrate for long periods on completing and reviewing Health needs Assessments and Decision Support Tools Updating on all aspects of CHC Dealing with negative and unpleasant reactions to situations regarding decisions on a regular basis both in the public and private sector**Emotional Effort** Regular meetings with clients/relatives to carry out assessments Imparting/receiving distressing information to/from patients/families**Working Conditions** Ability to adapt and function within a wide range of environments: Care Homes, Community Hospital, client’s own homes. The post-holder will be required to use a computer on a very regular basis, and to be prepared to drive within and outside the Devon area Occasional verbal aggression is to be anticipated |

 |

|  |  |
| --- | --- |
|

|  |
| --- |
|  **GENERAL*** This is a description of the job as it is at present constituted. It is the practice of this organization 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 organizations’ 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 neighboring healthcare agencies and professionals.
* Each registrant is expected to evidence as part of their KSF review the clinical audit and service level review activity undertaken by them individually or as part of a team in relation to the services they deliver. This can include a wide range of activity from more formal clinical audit activity to more routine evaluation of clinic activity or undertaking service user feedback exercises.
* 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 recognize 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 Devon PCTs 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 Disability Discrimination Act.
 |

 |

|  |  |
| --- | --- |
|  | **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.**INFECTION CONTROL**It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice. All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes: * Attending mandatory and role specific infection prevention education and training.
* Challenging poor infection prevention and control practices.
* Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

**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: .....................................................................................** |