

## Job Description, Person Specification & Supplementary Information Agreement Form

### Post Title: **Advanced Nurse Practitioner – Complex Discharge**

The attached job description, person specification and supplementary information will be used as part of the Agenda for Change job matching/evaluation process.

We the undersigned agree the attached document is an accurate reflection of the duties of the post, and the person specification indicates the skills and knowledge, which is required of the post holders. The supplementary information provides accurate information of additional job related factors.

<b>Name of Post Holder(s):</b> (Attach List if appropriate)			
<b>Department:</b>			
<b>Contact number:</b>			
<b>Signature:</b>		<b>Date:</b>	

<b>Line Manager's Name:</b>			
<b>Signature :</b>		<b>Date</b>	
<b>Contact number:</b>			
<b>General Manager / Service Director's Name:</b>			
<b>Signature</b>		<b>Date</b>	
<b>New Role / Vacancy (PLEASE DELETE AS NECESSARY)</b>	<b>YES</b>	<b>NO</b>	

If this post is a new role or vacancy with no member of staff currently in post there is no requirement to have it signed by a post holder.

**Please e-mail a copy of the job description to:**

██████████, Head of Pay Modernisation, ██████████

**Please also send a signed paper copy with this form to:**

██████████, Head of Pay Modernisation, Hywel Dda Health Board, HR Department, Hafan Derwen, Parc Dewi Sant, Carmarthen, Carmarthenshire, SA31 3BB

**If this is a re-banding please refer to the re-evaluation of pay band policy and submit with the necessary documentation.**

## JOB DESCRIPTION

### JOB DETAILS

<b>Job Title:</b>	Advanced Nurse Practitioner - Complex Discharge
<b>Pay Band:</b>	
<b>Hours of Work:</b>	Contracted hours
<b>Directorate:</b>	Planning, Performance & Delivery
<b>Base:</b>	Carmarthen County

### ORGANISATIONAL ARRANGEMENTS

**Accountable to:**

1. (Managerially) Community Services Nurse Manager
2. (Reporting) Senior Nurse Managers; Ward Sisters on a daily basis
3. (Professionally) County Head of Nursing; Director of Nursing

**Responsible for:** The leadership and development of a County wide specialist service that provides expert nursing in relation to complex discharge planning.

### Key Relationships:

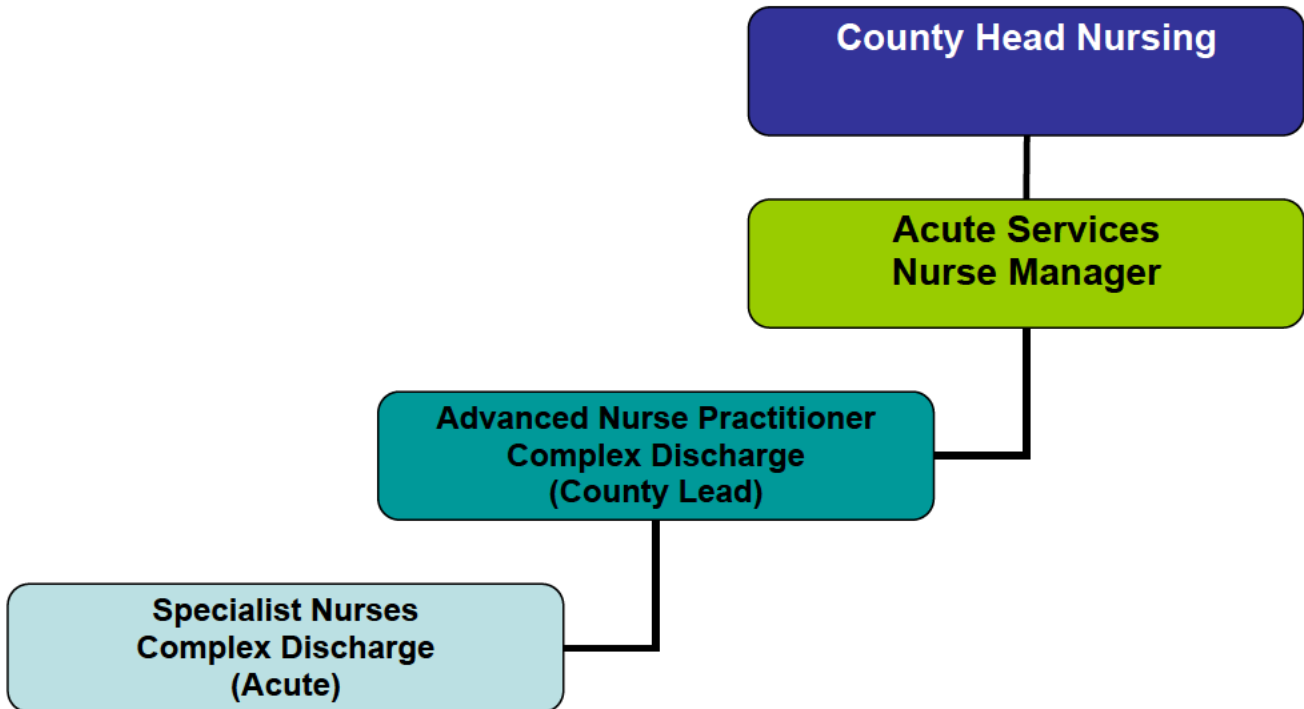
Internal

Patient/relatives/carers  
Ward Sisters  
Consultants  
Ward based MDT's  
Senior Nurse Manager's  
Site Manager /Patient Flow team  
Relevant Specialist Nurses

External

GP's  
CRT; ART; MAST  
Chronic Disease Mgt teams  
Twilight Service  
Social services  
Voluntary Sector  
Transport/Ambulance liaison  
External agencies eg.Canllaw,

**Organisation chart:**



**JOB SUMMARY / PURPOSE**

- To work as an advanced practitioner and effectively lead and deliver an expert nursing service in relation to complex discharge planning across an integrated model of health and social care.
- To manage a caseload of patients/clients with complex discharge needs.
- To act as the patients advocate, ensuring that patients and their families are fully informed and supported.
- To assist in the development of evidence informed clinical nursing practice in line with current research and guidelines.
- To provide expert specialist knowledge of all aspects of the discharge process, to patients, relatives, ward staff and other multidisciplinary team members.
- To act as facilitators and coordinators, supporting the wider multidisciplinary team to ensure safe, effective and timely discharge and avoid unnecessary readmissions.

**Key outcomes:**

To facilitate the management of complex discharges ensuring all relevant services are coordinated to ensure timely, appropriate and safe discharge.

To reduce unnecessary delays and escalate potential problems.

To maximise the utilisation of inpatient beds and reduction in length of stay.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **1.0 CLINICAL PRACTICE**

- 1.1 To identify patients across the County with complex discharge planning needs at an early stage in order to prevent avoidable delays and minimise the potential for conflict to arise.
- 1.2 Provide specialist nursing assessment for patients with complex discharge needs, with due consideration of their human rights with regard to Mental Capacity Act, Protection of Vulnerable Adults, Deprivation of Liberty, Independent Mental Capacity Advocate.
- 1.3 To accept responsibility for own patient caseload, ensuring all patients have a clearly documented and accurate plan of care for discharge or transfer of care, which reflects the assessment undertaken and incorporates the issues and recommendations made.
- 1.4 Co-ordinate a seamless service through the development of enhanced Multidisciplinary team (MDT) processes and communication.
- 1.5 Attend and ensure that all patients with complex discharge needs that are on the caseload are discussed at the weekly / regular MDT meeting.
- 1.6 Chair multidisciplinary team meetings and case conferences as appropriate.
- 1.7 Take a lead role and oversee the Continuing NHS Healthcare assessment process where appropriate and for example, attend Continuing Health Care panel meetings as requested.
- 1.8 Develop strong links with local community, social services, care homes, housing and voluntary organisations in order to develop ongoing working relationships to ensure quality and minimise risks for patients.
- 1.9 Maintain an extensive knowledge of services available in the community to support discharge and transfer of care and provide advice to frontline teams to facilitate access to those services.
- 1.10 Ensure patients identified on the complex caseload receive the relevant information to enable patients and their relatives to make an informed choice about their treatment and future care.
- 1.11 Facilitate effective and safe transfer from hospital to enable continuity of the care plan beyond transfer of care.
- 1.12 Take a lead role on introducing and implementing proposed changes to discharge policy and procedures.
- 1.13 Actively involve service users in providing feedback of their experience of the current service and suggestions for improvements.
- 1.14 Mediate in the best interests of the patient in situations where there are challenging relationships and conflicts of interest.
- 1.15 Produce and provide all patients within their caseload with relevant and accessible written information regarding their discharge planning in accordance with agreed standards.
- 1.16 Escalate to appropriate senior line manager's issues that they are unable to resolve in the best interest of the patient.
- 1.17 Ensure that an accurate record of actions and interventions related to complex care are appropriately recorded and comply with local policy.

### **2.0 EDUCATION AND RESEARCH**

- 2.1 Work with other clinical staff to identify knowledge gaps in relation to specialist complex discharge and ensure staff are appropriately educated.

- 2.2 Devise, deliver and evaluate programmes of education and training in complex discharge according to the identified needs of clients, carers and others, including front line staff and students.
- 2.3 Contribute to the development of nursing practice in relation to discharge and transfer of care management, promoting innovative problem solving that maximises the patients opportunity to maintain independence.
- 2.4 Promote practice development at ward level, including involvement in the delivery of ward based teaching for front line staff.
- 2.5 Actively participate in education events provided by the health and social care community.
- 2.6 Attend meetings and conferences as appropriate ensuring that you are fully conversant with current issues both within the Health Board and within the specialist services locally and nationally.
- 2.7 Promote and facilitate evidence informed practice and clinical audit within the Health Board, raising the profile and enhancing the contribution of nursing to patient care and informing business and service development plans.
- 2.8 Participate in and assist with any appropriate/relevant Health Board approved research projects as appropriate.
- 2.9 Promote nursing research and evidenced informed practice relevant to the specialist area.

### **3.0 MANAGEMENT**

- 3.1 To take a lead role for any relevant initiatives in relation to discharge management, providing expert advice to the organisation.
- 3.2 Develop, implement and monitor an effective referral system to manage complex discharge referrals.
- 3.3 Contribute positively to the development of nursing leadership, acting as an effective role model and mentor for junior staff.
- 3.4 Establish and maintain regular and effective communication as appropriate with governing and inspecting bodies, e.g. CSSIW, HIW in relation to standards of care.
- 3.7 Actively contribute to the management of legal challenge in relation to discharge and transfer of care, seeking support through corporate legal services with the support and direction of senior managers.
- 3.8 Network with the team of specialist nurses and relevant advanced practitioners within the Health Board to evaluate, develop and promote the advanced nurse practitioner role.
- 3.9 Utilise and maintain information systems to aid audit and to provide regular activity analysis reports.
- 3.10 Maintain contemporaneous and accurate records of activity relating to complex discharge planning and transfer of care, submitting relevant statistics, reports and activity data as requested.
- 3.11 Maintain a County database relating to Delayed Transfer of Care (DToC) and submit monthly census reports to WAG as required.
- 3.12 Lead on the evaluation of the service in terms of clinical effectiveness, clinical excellence and value for money.
- 3.13 Ensure the best use of available resources is used within agreed budget to provide a cost effective service.
- 3.14 Participate in recruitment, selection and interviewing.
- 3.15 Monitor and record staff sickness and absence in relation to Health Board policy as appropriate.
- 3.16 Appraises the performance and facilitates the personal development of others as delegated.

#### **4.0 PROFESSIONAL**

- 4.1 Be aware of and abide by all Health Board policies, procedures and guidelines relevant to the specialty.
- 4.2 Abides by the legal requirements and statutory rules relating to practice. Maintains standards of conduct to sustain public confidence in accordance with The Code (NMC 2008).
- 4.3 Achieve the clinical competencies required for the role under the Knowledge and skills framework, including knowledge of Court of Protection, Power of Attorney and Mental Capacity.
- 4.4 Keep up-to-date with current literature and research in relation to complex care management.

#### **HEALTH, SAFETY AND SECURITY**

- Act within legislation, policies and procedures relating to information governance.
- Attend statutory/mandatory training.
- Responsibility for ensuring the Health & Safety policies and procedures are implemented in their designated area of responsibility.

#### **EQUALITY AND DIVERSITY**

- To ensure that equality and diversity issues are recognised and addressed in accordance with legislation, policies and procedures.
- Actively promotes equality of opportunity and diversity in own area of responsibility. It is intended to go beyond compliance with equality legislation and move towards a situation where there is awareness in your area of and active commitment to the need to ensure equality of opportunity and the benefits of diversity.

#### **NHS CODE OF CONDUCT FOR MANAGERS**

- The post holder will be expected to adhere to the standards laid down in the NHS Code of Conduct for Managers and at all times act in a manner that reflects and promotes the values of the HB.
- The post holder must ensure all activity and service objectives are effectively met in compliance with HBs standing orders and SFIs, scheme of delegated authority and employment legislation.

#### **COMPETENCE**

- The post holder is required to participate in the Hywel Dda PDR process and work towards meeting identified development needs.
- The postholder is required to demonstrate on-going continuous professional development.
- At no time should the postholder work outside their defined level of competence. If the postholder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The postholder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

## **REGISTERED HEALTH PROFESSIONAL**

All staff who are members of a regulatory body must comply with standards of professional practice/conduct. It is the postholders responsibility to ensure they are both familiar with and adhere to these requirements.

## **RISK MANAGEMENT/HEALTH & SAFETY**

- The postholder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Hywel Dda. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.
- The postholder has the responsibility for monitoring the progress on action plans in relation to risk, health and safety.
- The postholder has the responsibility for the development of risk profiles and a risk register within their area of responsibility.
- The postholder has the responsibility for developing systems to monitor performance against agreed performance indicators.

## **HARRASSMENT & BULLYING**

The HB condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff is requested to report any form of harassment and bullying to their line manager or to any Director of the HB.

## **RECORDS MANAGEMENT**

The postholder has the responsibility for timely and accurate record keeping and where appropriate in accordance with professional guidelines.

The postholder has the responsibility for the creation and maintenance of records in accordance with Hywel Dda policy and the data protection act.

## **FLEXIBILITY STATEMENT**

The developing and rapidly changing nature of the organisation will require considerable flexibility from the post holder. This job description indicates the main functions and responsibilities for the post and is not intended to be a fully inclusive list and the duties and responsibilities specified in this job description are subject to change as the needs of the HB evolve. On agreement with the post holder, this job description will be amended, as necessary, in the event of future organisational and professional changes and/or personal development.

## **CONFIDENTIALITY**

All staff may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and /or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

## **GENERAL**

The postholder needs to ensure they are familiar with their terms and conditions of service,

## **EQUAL OPPORTUNITIES**

It is the aim of the Hywel Dda HB to ensure that no job applicant or employee receives less favourable treatment on grounds of gender, religion, race, colour, sexual orientation, nationality, ethnic or national origins or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, the HB has an Equal Opportunities Policy and it is for each employee to contribute to its success.

## **OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS**

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of the HB.

## **ENVIRONMENTAL**

The Hywel Dda Health Board is committed to its environmental responsibilities. The Board recognizes that its activities, including energy consumption, waste generation, transportation emissions, water use and resource consumption, have a significant impact on the environment. As an integral part of its commitment to ensure high quality patient care, all staff have a responsibility to adhere to environmental policy and procedure at both an organisational level and within their own area of work to ensure legal compliance. Staff will do its utmost to minimize the environmental impacts of Health Board activities and services, and seek to continually improve operations to minimize their environmental effects. Staff should take note of relevant communications and attend mandatory training when required.

## PERSON SPECIFICATION

**Job Title:** Advanced Nurse Practitioner – Complex Discharge

**Department:** Planning, Performance & Delivery

Attributes	Essential	Desirable	Method of Assessment
<b>Qualifications &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>⤴ Level 1 Registered Nurse (Adult)</li> <li>⤴ Current NMC Registration</li> <li>⤴ BSc in a health related/ relevant subject</li> <li>⤴ MSc in a health related subject/ working towards or working at same level with relevant experience</li> <li>⤴ Relevant post registration qualification</li> <li>⤴ Evidence of continuing professional development</li> <li>⤴ Knowledge of NMC Codes of Practice</li> <li>⤴ Expert knowledge issues relating to older persons</li> </ul>	<ul style="list-style-type: none"> <li>⤴ Teaching qualification</li> <li>⤴ Understanding of Human Rights, Mental Capacity legislation and Continuing Health Care Policy</li> <li>⤴ Awareness of Clinical Governance</li> <li>⤴ Awareness of topical issues in health and social care</li> </ul>	NMC Registration Certificates Application form and interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>⤴ Minimum 4 years post registration experience in an acute or community setting</li> <li>⤴ Experience of working with older persons</li> <li>⤴ Experience of complex assessment and clinical decision making skills</li> </ul>	<ul style="list-style-type: none"> <li>⤴ Supervisory management experience</li> <li>⤴ Experience of rehabilitation and onward care planning</li> <li>⤴ Experience in research and audit programmes</li> <li>⤴ Experience of teaching</li> </ul>	Application form
<b>Aptitude &amp; Abilities</b>	<ul style="list-style-type: none"> <li>⤴ Ability to undertake advanced assessments skills and to form a management plan or willingness to develop these skills.</li> <li>⤴ Excellent role model</li> <li>⤴ Excellent oral and written communications</li> </ul>	<ul style="list-style-type: none"> <li>⤴ Evidence of undertaking presentation to groups</li> <li>⤴ Facilitation skills</li> <li>⤴ ECDL</li> <li>⤴ Well presented</li> <li>⤴ Welsh speaker</li> </ul>	Application form and interview.

	<p>skills</p> <ul style="list-style-type: none"> <li>⤴ Able to develop rapport with patients and the MDT</li> <li>⤴ Ability to communicate complex and sensitive information to relatives/carers</li> <li>⤴ Able to demonstrate tact and diplomacy when working with others</li> <li>⤴ Able to demonstrate situations where effective leadership and management skills have been used</li> <li>⤴ Able to work independently and as part of the MDT</li> <li>⤴ Ability to provide specialist clinical advice within the MDT</li> <li>⤴ Ability to problem solve</li> <li>⤴ Ability to delegate and prioritise work</li> <li>⤴ Time management skills and ability to work under pressure</li> <li>⤴ Ability to respond effectively to change</li> <li>⤴ Ability to use a computer for work processing, entering data into excel spreadsheet and using patient administration systems and databases</li> <li>⤴ Effective influencing and negotiating skills</li> <li>⤴ Willingness to develop Advanced Practitioner role</li> </ul>		
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>⤴ Flexible in working hours</li> <li>⤴ Across County working</li> <li>⤴ Reliable work record</li> <li>⤴ Driving license</li> </ul>		Application form
<b>Other</b>	Ability to travel between secondary and community care sites		Interview

## SUPPLEMENTARY JOB DESCRIPTION INFORMATION

**Job Title:    Advanced Nurse Practitioner- Complex Discharge**

Effort Factors	If Yes, frequency:						Example
	Y	N	Daily	Weekly	Monthly	> Monthly	
<b>Physical Effort</b>							
Working in uncomfortable/unpleasant physical conditions		N					
Working in physically cramped conditions		N					
Lifting weights/equipment with mechanical aids		N					
Lifting weights/equipment without mechanical aids		N					
Making repetitive movements	Y		√				
Climbing or crawling		N					
Manipulating objects		N					
Manual digging		N					
Running		N					
Standing/sitting with limited scope for movement for long periods		N					
Kneeling, crouching, twisting, bending or stretching		N					
Standing/walking for substantial periods of time		N					
Heavy duty cleaning		N					
Pushing/pulling trolleys or similar	Y		√				E.g. Pushing a patient in a wheelchair
Working at heights		N					
Controlled restraint i.e. jobs requiring training/certification in this		N					

Effort Factors	Y	N	If Yes, frequency:				Example
			Daily	Weekly	Monthly	> Monthly	
<b>Mental Effort</b>							
Carry out formal student/trainee assessments		N					
Carry out clinical/social care interventions	Y		√				<ul style="list-style-type: none"> <li>▲ Undertake comprehensive patient assessments and formulate management plans</li> <li>▲ Make referrals to other services/ external agencies</li> </ul>
Analyse statistics	Y						<ul style="list-style-type: none"> <li>▲ Analyse performance reports such as DTOC and provide reports</li> </ul>
Operate equipment/machinery		N					
Give evidence in a court/tribunal/ formal hearings		N					
Attend meetings (describe role):	Y			√			<ul style="list-style-type: none"> <li>▲ Attend Professional Nurse forum</li> <li>▲ Discharge planning meetings</li> <li>▲ Chair MDT meeting relating to patient discharge</li> </ul>
Carry out screening tests/ microscope work		N					
Prepare detailed reports	Y				√		Write reports relating to patient assessments or delayed transfer of care issues
Check documents	Y	√					<ul style="list-style-type: none"> <li>▲ Check nursing documents</li> <li>▲ Check reports</li> </ul>
Drive a vehicle	Y			√			<ul style="list-style-type: none"> <li>▲ Cross County cover WWGH &amp; PPH</li> <li>▲ Possible travel within the community</li> </ul>
Carry out calculations		N					

Carry out clinical diagnosis		<b>N</b>					
Carry out non-clinical fault finding		<b>N</b>					

Effort Factors	Y	N	If Yes, frequency:				Example
			Daily	Weekly	Monthly	> Monthly	
<b>Emotional Effort</b>							
Processing (e.g. typing/transmitting) news of highly distressing events		<b>N</b>					
Giving unwelcome news to patients/ clients/carers/staff	<b>Y</b>				√		Communicating difficult news relating to housing for example
Caring for the terminally ill		<b>N</b>					
Dealing with difficult situations/ circumstances	<b>Y</b>			√			Dealing with difficult issues relating to continuing care; housing; family conflict Provides emotional support to families , relatives and staff in distressing and emotional situations
Designated to provide emotional support to front line staff		<b>N</b>					
Communicating life changing events	<b>Y</b>			√			Dealing with issues that require change in patients home situation as a result life changing physical injury/illness
Dealing with people with challenging behavior	<b>Y</b>			√			Dealing with patients with leaning disabilities; mental capacity issues
Arriving at the scene of an accident		<b>N</b>					

Effort Factors	Y	N	If Yes, frequency:				Example
			Daily	Weekly	Monthly	> Monthly	
<b>Working Conditions</b>							
Inclement weather		N					
Excessive temperatures		N					
Unpleasant smells/odours		N					
Noxious fumes		N					
Excessive noise &/or vibration		N					
Use of VDU more or less continuously		N					
Unpleasant substances/non-household waste		N					
Infections Material/Foul Linen		N					
Body fluids, faeces, vomit		N					
Dust/dirt		N					
Humidity		N					
Contaminated equipment or work areas		N					
Driving/being driven in normal situations	Y						
Driving/being driven in emergency situations		N		√			Driving between WWGH & PPH or community settings
Fleas or lice		N					
Exposure to dangerous chemicals/ substances in/not in containers		N					
Exposure to aggressive verbal behaviour where there is little/no support		N					
Exposure to aggressive physical behaviour where there is little/no support		N					

Effort Factors	Y	N	If Yes, frequency:				Example
			Daily	Weekly	Monthly	> Monthly	
<b>Freedom to Act</b>							
Does the postholder generally work with the supervisor/manager close by/available		N					Advice available during normal business hours
Does the postholder generally work with the supervisor/manager contactable by telephone	Y						
Is the postholder the lead specialist in their field	Y						
How often on average is guidance/advice given						√	
How often is your work checked/monitored/assessed						√	