

JOB DESCRIPTION

Job Title:	Falls Prevention Practitioner
Band:	7
Directorate:	Corporate Nursing
Reporting to:	Deputy Director of Nursing
Accountable to:	Director of Nursing
Location:	Royal Shrewsbury Hospital and Princess Royal Hospital

Job Purpose

Working autonomously the Falls Practitioner will take an active role in developing preventative care service to patients who have fallen in the Trust, evaluate and deliver specialist advice and guidance for clinical staff, act as a resource of evidence based knowledge to enable timely identification of need through assessment, treatment and management for all those who have fallen or are at risk of falls. To develop, implement and evaluate education programs on falls prevention, assessment and management. The post holder will monitor and evaluate trends of patient falls as well as organise and participate in a range of audits to provide assurance to the Trust, that falls are being managed appropriately.

The Falls Practitioner will develop action plans to prevent further avoidable incidences of falls in liaison with the Falls Steering Group and relevant clinical leads including safeguarding. To achieve this, the post holder will deliver training, education and support to link workers to help with embedding practice at ward and department level with all staff across the Trust

The Falls Practitioner will ensure staff provide safe falls practice that is in line with the latest national guidance and best practice. They will review falls information and look at common themes embedding good best practice at ward level. They will ensure that all patients' falls are reported correctly, lessons are learnt and good practice shared throughout the Trust.

- Take the leading role and effectively contribute to the Trust reaching its vision, strategic objectives and key work programmes, specifically in relation to falls and the delivery of the falls prevention plan.
- Evaluate and improve clinical pathways relating to falls across the Trust
- Facilitate improved outcomes for patients evidenced by audit in relation to the management and the reduction of falls.
- Act as change agent ensuring that all staff that have received training, implement the evidence based knowledge in their work area.

Key Working Relationships

Internal: Consultant Lead for Falls
 Consultant and medical staff
 Care Group Heads of Nursing
 Matrons and Ward managers
 Allied Health Professionals
 Deputy Director of Nursing/Corporate Nursing Team
 Falls Steering Group members
 Clinical Effectiveness Team
 Patient Safety Team
 Corporate Education

External: Relevant staff in Clinical Commissioning Group
 Falls Practitioners in local health economy, regionally and nationally

NHSE/I Specialist Falls Leads
Other NHS organisations

Main Duties and Responsibilities

Clinical Responsibilities:

- To develop efficient and effective clinical pathways for patients at risk of falls within the Trust
- To devise, monitor and progress patient centred treatment plans for the individual using advanced clinical reasoning skills and broad based knowledge to utilise a range of treatment/management options.
- To work with clinical and therapy practitioners to provide effective care to patients with a diverse range of clinical conditions to reduce their risk of falling and risk of suffering harm as a result of their fall.
- To support the Deputy Director of Nursing to monitor trends and significant issues related to falls and to reduce the incidence and impact of falls within the Trust by identifying and targeting high risk areas.
- To monitor, review and audit the effectiveness and implementation of multi-factorial specialist falls assessments across the Trust.
- To advise managers and employees on current practices and specific falls problems for care planning.
- To advise on the falls aspects of new projects and equipment purchasing.
- To support Link Nurses on all wards and at meetings to identify specific education needs and education and goals with them.
- To assist the Deputy Director of Nursing with writing regular reports, information and feedback to relevant managers.
- To support investigations and root cause analysis in which patients have sustained fracture & serious injury; working with the legal services, complaints and health & safety teams
- To work across boundaries in partnership with primary and community care clinicians
- To maintain clinical and professional skills and standards.
- Contribute towards developing a falls prevention approach that is responsive to need, and using national guidelines
- To attend Trust Falls Steering Group meetings and other meetings as appropriate, providing specialist advice and guidance on falls prevention issues.
- To provide highly specialised advice to other clinical specialists, advising managers and staff.
- Provide education in the specialist field to Patients /clients/ carers and relatives.
- Ensure that information and records of events are documented.

Managerial:

- To provide sound knowledge, evidence based practice and motivation for staff. Develop orientation and training programs.
- Work within the boundaries of clinical governance as defined by the Trust.
- To respond appropriately to a rapidly changing environment within the organisation whilst being aware of priorities within this role and the wider organisation.
- Professional accountability for all actions and recognise limitations of the role in accordance with professional organisation's codes of conduct.
- Assist with the investigations of complaints, participate in the risk management processes, critical incident reporting.
- Attend the Nursing Incident Quality Assurance Meeting and participate in the process for the sign off of falls serious incidents
- Evaluation and dissemination of required changes in practices.

- Motivates encourages and supports staff in treating others with dignity and respect.

Education & Project work

- To facilitate development and learning of competencies relating to falls prevention, in conjunction with the clinical practice education team.
- Maintain and enhance own knowledge through current NHS initiatives.
- Participate with education programs delivering direct teaching as required, to all disciplines of staff.

Patient Care

- To practice clinically, coordinating and supervising nursing, medical & AHP practice. Ensuring that all patients have their needs assessed, that programs of care are developed to meet these needs and are delivered in accordance with agreed policies and procedures.
- To be a competent practitioner, leading innovation and demonstrating clinical expertise.
- To deliver all aspect of care relative to their patient group.
- To ensure the use of approved manual handling techniques in delivery patient care using procedures taught by the manual handling team, including the safe use of mechanical and non-mechanical manual handling aids.
- To monitor and work collaboratively in the review of clinical standards and practice within their clinical area, with particular attention paid to the drive for evidence-based practice.
- To be aware of the quality performance indicators and the Deputy Director of Nursing in implementing action plans to address areas for improvement.

Communication and Relationships

- To ensure that all team members report changes in patient progress effectively, both verbally and in written form. Ensure that accurate, legible and holistic records according to NMC /or HPC guidelines.
- Where appropriate interpret and present clinical information to patients and their relatives, demonstrating highest levels of interpersonal and communication skills ensure that patients and their carer's have sufficient relevant verbal and written information during the patient's stay.
- To actively support staff working with highly distressing / highly emotional levels of illness.
- To respond appropriately to ineffective communication techniques and styles used by staff.
- To present sensitive, complex and contentious information in classroom setting presenting to large groups of people, presenting at meetings, being able to be empathetic on matters.
- Ensure patients and relatives are provided with relevant and accessible written information regarding falls in accordance with Trust standards.
- Supporting the Deputy Director of Nursing on first line performance management action in the event of continued issues, escalate any continued issues to Ward Mangers, Matrons, Hospital @ Night.
- To demonstrate sensitivity in dealing with complex and confidential information from patients, families and colleagues, giving advice and support when necessary. Respond appropriately to the information given.
- Will actively contribute towards Ward / departmental meetings.
- To ensure that information / decisions are cascaded appropriately to junior staff using tools forums and communication strategies as identified by the ward/ department manager.
- Maintain collaborative working relationships and effective communications between all members of the multidisciplinary team, resolving conflict and working within the team to ensure a high standard of co-ordinated patient care.

Education, Professional Development and Training

- To take every reasonable opportunity for maintaining, developing and acquiring competencies and skills for self-development.
- To support the implementation of an effective appraisal system, ensuring that all staff has set objectives that identify and support individual development and training needs.
- Be actively involved in the supervision, training and effective mentorship of all staff, student nurses and health care assistants.
- Identify the training and educational needs for all staff, contributing to the development and provision of the yearly training plan and educational training programs and opportunities.
- To participate in informal and formal training sessions with staff, delivering orientation programs for new staff and provide relevant feedback to all members of the team.
- To acquire a broad level of knowledge and processes within the specific field, to acquire in-depth techniques and experience in this specific field.
- To influence and raise Organisational matters within the specialised area, giving advice to other specialist, and non-specialists within and outside the organisation.
- To attend workshops, study days and short course to embed experience and pass on knowledge from other sources within your field.

Planning and Organisational Skills

- To devise and develop training plans to promote the specialist field to all staff on wards departments, other Trusts and services.

Other Duties

- The job description is not comprehensive but contains the main responsibilities and functions of the post. Other reasonable duties may be required, in accordance with departmental need, particularly from the Head of Clinical Governance and Patient Safety.

Mental Effort

- The applicant will be required to analyse large amounts of textual and numerical information for long periods of time.
- The applicant will be required to produce reports to predefined and unexpected timescales.

Emotional Effort

- The applicant will be required to work to timescales for the tracking of project activities and to supply data to predefined timescales. They will also have unplanned requests that it will be necessary to comply with, that could cause emotional stress.
- The post holder will also be required to manage situations where staff /patients and or relatives/carers are distressed owing to the events that are being investigated.
- The post holder will undertake other duties as may be required to achieve the Trust's objectives, commensurate with the grading of the post.

Flu Pandemic or Major Incident

- In the event of a flu pandemic or major incident, the post holder may be asked to undertake other duties not necessarily commensurate to the banding of this role. This could include duties in any part of the hospital. Prior to undertaking any duties, the member of staff will have full training and induction. No member of staff will be asked to undertake duties for which they are not competent or where they feel unsafe in their environment or could put patients or themselves at risk.

Public Service user and carer involvement

Under Section 11 of the Health and Social Care Act we have a duty to involve patients and the public at all levels within the organisation. The post-holder will be required to recognise and value the benefits of listening and responding to patients and recognise that the patients experience is the catalyst for doing things differently to improve the way we deliver services.

Untoward Incidents

The post-holder must take responsibility for incident and near miss reporting and must ensure they adhere to all departmental policies and procedures.

Health & Safety

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff; and
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

Safeguarding Children and Vulnerable Adults

- We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.
- As an employee of the Trust you have a responsibility to ensure that:
 - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

Social Responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous improvement

- Continuous improvement is a key aspect of daily work to be evidenced by personal commitment to contributing to the implementation of the Transforming Care Production System (TPCS) including the development and use of standard work.
- The Trust commitment to one continuous improvement method TPCS should be reflected in individual's continuing professional development plans (CPD) and all SaTH leaders are required to complete the lean for leaders training.
- As an employee you should be able to demonstrate how you continuously use the TCPS to improve patient care and staff experience supporting the Trust to deliver its organisation strategy

Job Description Agreement

I have read and understood the duties that are expected of me.

Manager Name	Post holder Name
Signature	Signature
Date	Date