

## **JOB DESCRIPTION**

<b><u>Job Title:</u></b>	Patient Flow Co-ordinator
<b><u>Band:</u></b>	3
<b><u>Hours of Duty:</u></b>	Full time – 37.5hrs per week
<b><u>Post Type:</u></b>	Fixed Term Contract – 12 months
<b><u>Location:</u></b>	The Royal Shrewsbury Hospital or The Princess Royal Hospital, Telford.
<b><u>Managerially Accountable to:</u></b>	Acute Medicine Ward Manager
<b><u>Key Relationships:</u></b>	All staff within Acute Medicine Service, The Emergency Departments, the Capacity Team, and other specialties across the Trust.

### **Role Summary:**

The post holder will be a member of the Acute Medicine Team working directly with the AMU and SDEC Nurse Co-ordinators (NiC) supporting the management of all attendances, admissions and discharges for Acute Medicine patients by facilitating an efficient, effective and timely management of patient's diagnostics, decisions and utilisation of beds and resources.

Successful applicants will be based primarily at one of Shrewsbury and Telford Hospital NHS Trust's 2 sites, The Royal Shrewsbury Hospital or Princess Royal Hospital Telford. However, at times to ensure safe patient care we may request that colleagues work cross site to support adequate cover.

### **Key Areas**

#### **Discharge/Admission Liaison Services**

- To work directly with the NiC to support the safe and effective flow of patients through the department, supporting the ED 4 hour patient safety standard.
- To monitor performance in all areas of Acute Medicine, in particular SDEC. This will include chasing diagnostic results to support clinical decision-making as appropriate.
- Escalation of unnecessary delays to the relevant departments to support patient flow
- To support performance in relation to Care Quality Indicators, with appropriate escalation to NiC, Acute Physicians, and Departmental Management Team.
- To liaise with inter-disciplinary team regarding discharge / admission arrangements of patients.

- To ensure that Internal Professional Standards (IPS) are adhered to – initially contacting speciality doctors directly and escalating to NiC, Acute Physicians, and Departmental Management Team when standards are not adhered to.
- To collate information in relation to non-compliance by speciality teams to IPS.
- To liaise with other agencies and carers as required to provide effective communication and thus to enable timely discharge / transfer of patients out of the Acute Medicine Service.

### **Communication & Relationships Skills**

- To gain respect of and develop close working relationships with clinical and non-clinical staff to assist with the provision of effective management of patients and bed utilisation.

### **Administrative and Clerical**

- To assist in the accessing diagnostic results and escalate delays to the NiC, Acute Physicians, and Departmental Management Team.
- To receive patients, visitors and staff in a calm, friendly and efficient manner
- To obtain documentation of previous attendances when required.
- To maintain records and gather data for statistical purposes.
- Answer telephone and resolve queries from relatives of patients when appropriate and answer queries from other hospital departments.
- Provide timely and accurate information regarding bed availability and ensure that this information is made available to the NiC.
- Generate reports as requested by the Operational Management team.
- The post holder will have the ability to communicate clearly and effectively.
- The post holder will maintain a visible and active presence in Acute Medicine.
- Work with other centres to ensure the most efficient use of beds to deliver smooth, efficient and timely patient pathways.

### **Knowledge, Training & Experience**

- Evidence of working within a busy acute hospital.
- Knowledge of hospital terminology.
- Accuracy and data entry skills.
- Experience of managing patient admissions and discharges.
- Awareness of National Access Targets and Care Quality Indicators.

### **Analytical and Judgement Skills**

- To participate in Trust projects and initiatives, as appropriate.
- The post holder will be required to analyse, assess and make amendments in order to produce effective and accurate reports in relation to breaches saved and action taken.
- To report concerns, errors or inaccuracies to the NiC, Acute Physicians, and Departmental Management Team.
- Collate data regarding demand and capacity and be proactive in establishing systems for problem solving.

## **Planning & Organisational Skills**

- Support the delivery and achievement of care quality indicators, both those agreed locally and dictated by national policy.
- Excellent organisational skills are essential as the post holder will be required to work under the direction of the NiC and manage their own day to day work load in such a way that they are able to meet deadlines.
- Work within Acute Medicine to establish an effective system for the management of patients in all areas and the beds to ensure efficient patient throughput.
- Identify and predict potential issues to the NiC, Acute Physicians, and Departmental Management Team.

## **Physical Skills**

### **Patient/Client Care**

- Patient / Client contact will be incidental
- The post holder will support the Acute Medicine Service in efficient management of patients and bed utilisation, ensuring appropriate patient pathways are followed.

### **Policy and Service**

- Make an effective contribution to groups concerned with the management of Emergency Department patients and admissions/discharges.
- Contribute to the organisation and development of the Acute Medicine Service by attending team briefings and department meetings.
- The post holder will follow and work within the guidelines as set out by Trust policies and procedures.

### **Physical, Mental and Emotional Demands of the Post**

- To handle emotive and challenging situations, using influential negotiating and motivational skills to achieve desired outcomes.
- To cope with frequent interruptions whilst in periods of concentration.
- Excellent use of Microsoft office programmes, particularly Excel
- Frequent walking of the Acute Medicine Service to obtain patient status.

### **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**

The Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower staff at all levels to have the confidence, capability, passion and knowledge, to test changes and make improvements at the Trust and the communities we serve. Following a successful five-year partnership with the Virginia Mason Institute in the USA, the Trust continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you to make improvements, whilst also providing training at various stages of your time at the organisation, as part of your continuing professional development.

### **Review**

This job description is an outline of the principal areas of responsibility and may be subject to periodic change. The job title is not restrictive and the job holder may at any time be required to undertake other duties within their competence beyond the confines of this job description.

The post may change over time to reflect the developing needs of the Trust and its services, as well as the personal development of the job holder. All changes will be discussed with the post holder.

**Job Description Agreement**

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

Signed Employee \_\_\_\_\_ Print \_\_\_\_\_

Signed Manager \_\_\_\_\_ Print \_\_\_\_\_

Date \_\_\_\_\_