

Salford Care Organisation

Job Description & Person Specification



Choose to make a Difference

Be developed • Be supported • Be inspired • Be empowered • Be rewarded • Make a difference

We're thrilled you're thinking of joining us!

Our new Northern Care Alliance NHS Group unites five local hospitals to deliver high quality care across the North East of Greater Manchester.

The Alliance provides the benefits of scale but delivers this locally through multiple hospital sites which make up four new Care Organisations – Bury/Rochdale, North Manchester, Oldham and Salford. Using our mantra of 'Saving lives, Improving lives', the aim is for our Care Organisations to work closely with the communities they serve to deliver safe, high quality and reliable care, which are trusted, connected and pioneering.

Our Care Organisations are designed to operate within our group arrangement of hospitals, community and healthcare services which bring together over 17,000 staff and the services of The Pennine Acute Hospitals NHS Trust and Salford Royal NHS Foundation Trust. Our size and geographical reach means we are creating an environment each individual will be inspired and empowered by to be the best they can be. This is a really exciting time to join our new team.

Salford Royal NHS Foundation Trust was rated an 'Outstanding Trust' for the second time by the Care Quality Commission (CQC) in 2018. This achievement marked Salford Royal as the only NHS acute and community Trust in the UK to be rated as

Outstanding on two consecutive occasions.

The Trust is consistently rated as one of the best places to work in the NHS and here are just a few of the reasons why:

- Major teaching hospital for the Universities of Salford & Manchester.
- Recent investment of £200 million to develop our main hospital site.
- Leading Major Trauma Centre for Greater Manchester, largest Dermatology Centre in Europe, leading UK centre for Neurosciences, leading centre for clinical trials and other studies.
- Identified as a Global Digital Exemplar, a key part of the NHS Driving Digital Maturity programme.

The Trust has many nationally and internationally renowned clinicians who are pioneering the latest techniques and treatments. The Trust has an excellent reputation for quality and innovative clinical services, teaching and research.

In Salford the NCA was proud to be able to develop one of the country's first integrated health and social care services. This joins up the best of health, social care and support within the integrated care division of Salford Care Organisation. Focussing on person centred approaches for better outcomes, improved service user experience and utilising local resources to support people to live independently and with the highest possible quality of life.

Our Values

We have four core values which are a focus for how our staff and volunteers work with each other to provide care for our patients and service users. We think of our values as a set of guiding principles to refer to when making decisions and interacting with people and they help us to work together to continuously improve the organisation and ourselves.

These core values form part of the Organisations Performance Framework which regularly reviews how staff are performing.

Patient & People Focus

This value enables us to place the patient and service user first with everything we do.

All staff are required to demonstrate that they:

- Communicate effectively with patients, service users, families and colleagues
- Pro-actively personalise the service, connecting with patients and carers
- Adopt and practice the 'safe, clean, personal' ethos.

Continuous Improvement

This value ensures that the organisation including individual staff are always moving forwards and improving the ways things are done.

All staff are required to demonstrate that they:

- Look at ways of measuring and auditing improvements
- Pro-actively develop goals and objectives in support of the Trust's vision
- Identify opportunities to reduce waste and inefficiency.

Accountability

This value enables us all to recognise our own part in keeping our organisation 'safe, clean and personal' in the way we care for people.

All staff are required to demonstrate that they:

- Are transparent and results focused
- Display personal accountability towards problem-solving
- Recognise and accept accountability beyond job role.

Respect

This value is about respecting patients and colleagues alike, and also the on-going reputation of the organisation.

All staff are required to demonstrate that they:

- Are supportive and empower staff involvement
- Are consistent and understanding of others and their needs

Job Description

Job Title: CSW

Band: 2

Reports to: Ward Manager

Responsible to: RGN

Base/Department: M3

Main purpose of the job: To deliver personal care to dermatology/Rheumatology patients. Assisting patients with their nutritional needs. Once fully competent with applying topical treatments will be rotated into Dermatology daily dressings

(Please provide a short paragraph (3 to 4 lines) which summarises the salient aspects of the job role)

Main Tasks & Overview of Responsibilities

Delivering quality personal care to Medical, Dermatology and Rheumatology patients. Patients will require you to apply treatments which will be taught.

Support Patient with Personal Hygiene needs

Assist and Support patients with personal cares

Assist and support patients with their nutritional needs

Provision of Holistic care needs

Support and assist patient safety

To be an advocate for patients and carers

Communications and Relationships

The ideal candidate will be able to work as a part of a multidisciplinary team, they will possess excellent communication skills, be proactive, able to find solutions, lead by example. The ideal candidate will have a key-skills in literacy and math

Physical Skills

Some keyboard/computer skills are required to input patient data

Responsibility for Patient Care

To assistance patients with hygiene needs and treatments and all aspects of personal care, based on their individual care plans

Assist Patients with Nutritional requirements

Partnership Working

Will work as part of a Muti-disciplinary team within the division of dermatology, on occasion you may be required to work at one of our Dermatology off site locations

Equality and Diversity

As well as the general duty to ensure compliance with policies on equality and diversity. Indicate specific areas either relating to staff or patients that the role has regarding equality and diversity.

Making Every Contact Count

To be included in all job descriptions

Front line staff are in an ideal position to offer support and advice on how to improve health and wellbeing

Staff should use their interactions with the public to give them additional advice on health and wellbeing

Staff will be given training and support to help them to signpost people to other

services which may improve their health and wellbeing.

Health & Safety

As well as the general duty of care, any specific responsibilities relating to staff or patients on health & safety and any hazards associated in the normal course of the role.

*To be included in all job descriptions (**Please delete as appropriate**)*

All people (including consultants) who manage others

You are accountable for the effective deployment of activities that ensure that your department/ward/clinical team is reducing hospital acquired infection. You will ensure that you and your staff comply with the Trust's policies on infection, prevention and control. You will ensure that you and your staff receive the training required to maintain competence to execute the Trusts policies on infection, prevention and control. You have a responsibility to bring deficiencies in the deployment of such policies to the attention of your line manager.

General Staff (including junior doctors/volunteers/contractors/honorary contract holder/locums/agency bank

You have a personal responsibility to support your department/ward/clinic in reducing hospital acquired infection. You must comply with the Trust's policies on infection, prevention and control and maintain your competency to effectively discharge your responsibilities. You must bring deficiencies to the attention of your manager.

Safeguarding

To be included in all job descriptions

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. You will be expected to fulfill your mandatory safeguarding training at

the level applicable to this role.

Electronic Patient Record

To be included in all Clinical job descriptions

Salford Royal uses an Electronic Patient Record (EPR). All Clinicians must use EPR as the primary patient record. It supports delivery of Safe, Clean and Personal patient care. Paper is used only for clinical record components (e.g. fluid charts) that do not at present have an EPR replacement.

The majority of clinical documentation is entered directly on the EPR including health issues, case histories and continuation notes, condition specific structured records and risk assessments. EPR also provides systems for prescribing, requesting most tests and some services, and for viewing results, a local integrated record and correspondence.

Access to this comprehensive EPR is via a unique login and password. All Clinicians working at Salford Royal must receive EPR training.

Code of Conduct

Professional staff that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Staff who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.

Person Specification

	Specification	Criteria		Evidence
		Essential	Desirable	
Registration	<i>Does the post require registration, if so detail here</i>			
Essential Qualifications	<i>Detail what qualifications and at what level are <u>required</u> for the job</i> <i>eg. NVQ level 2, BTEC, HNC, Diploma, Degree</i>		Health care certificate	
Knowledge, Skills, Training and Experience	<i>Detail any previous experience, required to undertake the post.</i> <i>Indicate any specialist knowledge required for the post.</i>		Previous health care training	

Physical & Mental Requirements

<p>Physical effort:</p> <p><i>This factor measures the nature, level, frequency and duration of the physical effort which might include a combination of sitting, standing and walking</i></p>	<p>Emotional effort:</p> <p><i>Level, frequency and duration demands of the emotional effort required to undertake clinical or non-clinical duties that are generally considered to be distressing and/or emotionally demanding. Exposure to distressing or emotional circumstances.</i></p>
<p>Mental effort:</p> <p><i>The nature, level, frequency and duration of the mental effort required e.g. concentration, responding to unpredictable work patterns, interruptions and the need to meet deadline etc.</i></p>	<p>Working conditions:</p> <p><i>Level, frequency and duration of demands arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise, and fumes. Exposure to unpleasant working conditions. frequent requirement to use road transportation. Frequent requirement to work outdoors</i></p>