

PERSON SPECIFICATION

Discharge Coordinator

	Essential	Desirable	Measured By
Qualifications	<p>Degree level qualification or significant equivalent experience</p> <p>Registered Clinical or Social work professional qualification (RN, RMN, AHP, HCPC registration)</p>	<p>Evidence of willingness to undertake further personal development.</p> <p>Evidence of continuing professional development</p>	<p>Certificates, Document Check Application form</p>
Experience Knowledge, Behaviours and Experience	<p>Demonstrable experience of contact with patients both in an acute and community setting</p> <p>Experience of working with multidisciplinary health and social care teams.</p> <p>Experience of developing systems, processes and new ways of working to optimise patient flow</p> <p>Experience in working in NHS, local authority or health and social care sector</p> <p>Excellent communication skills</p> <p>Ability to work as part of a team</p> <p>Good organisational skills</p> <p>Ability to demonstrate initiative and prioritise workload under pressure</p> <p>Ability to Multi-task</p> <p>Exercise sensitivity and empathy when dealing directly with patients / family members particularly when dealing with highly emotional issues - analysing and resolving any problems</p> <p>Understanding of current mental health legislation and</p>	<p>Have an awareness of need for confidentiality in accordance with both the Data Protection Act and national / local guidelines</p> <p>Experience of discharge coordination processes</p> <p>Comprehensive Health, social or therapy Assessments</p> <p>Understanding of the frail and complex patient</p> <p>Experience in the community setting. E.g. domiciliary care or care homes.</p> <p>Individual goal planning. Support patients to achieve their own personal goals in the recovery from a hospital stay.</p> <p>Good knowledge of the Hospital Discharge Requirements, Discharge to Assess, Care Act, and Mental Health Act.</p>	<p>Application Form, interview</p>

	safeguarding processes		
Skills	<p>IT skills in the use of Microsoft products (Word, Excel, Outlook, Publisher, Powerpoint etc)</p> <p>Ability to use a range of office equipment ie printer, photocopier</p> <p>Ability to analyse administration systems, implement change as directed and evaluate effectiveness in order to promote quality services</p> <p>Exercise judgments and initiative in highly sensitive areas when problems arise by taking appropriate action to resolve the problems or referring to the appropriate person</p> <p>Able to prioritise and meet deadlines effectively</p> <p>Ability to think and work creatively to resolve problems.</p>	Working knowledge of delayed discharge criteria and barriers to discharge	Application Form, interview
Specific Job Requirements	<p>Able to meet travel requirements of the post and work across both RSH and PRH sites</p> <p>The employer of this post is Shrewsbury & Telford NHS Trust the contract is substantive, however should there be any future changes for example to funding, organisational change or service redesign your role is underwritten (supported) by The Shropshire, Telford and Wrekin Health and Social Care system and remains substantive. This means that another role will be found for you, this will be done by working with you to ensure the best fit for you personally and</p>		Application Form, interview

	<p>professionally. This arrangement also means that you have the option to explore development opportunities and other roles across the system. We are committed to providing you with a positive employment experience.</p>		
<p>Other</p>	<p>Excellent communication and interpersonal skills</p> <p>Ability to work effectively within a team</p>		<p>Application Form, interview</p>