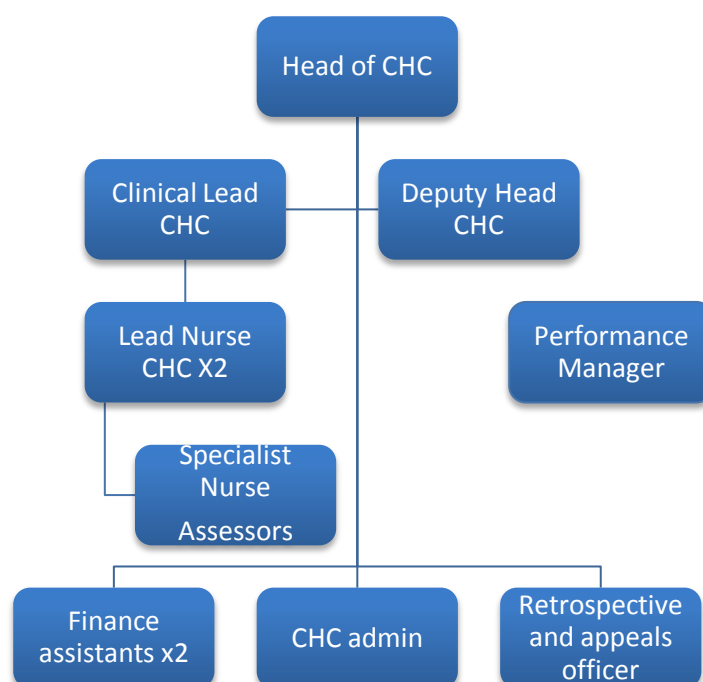


JOB DESCRIPTION

Job Title:	Specialist Nurse Assessor Continuing Healthcare
Band/Pay:	Band 6
Department:	Continuing Healthcare

Continuing Healthcare (CHC)



Job overview

The Continuing Healthcare team manages a caseload of approximately 750 clients.

The post holder will be responsible for the specialist Continuing Healthcare assessment of the health needs of individuals either in their own homes, residential accommodation or within the hospital setting. They will also manage the Fast Track process and complex care management for clients eligible for Continuing Healthcare ensuring that all health needs are fully met. When assessing for Continuing Healthcare they will be required to give written evidence to support rationale in determining the eligibility.

Main duties of the job

- To ensure that individuals who receive packages of care are able to choose how, and where they receive that care
- To allow people who are being assessed for health funding to have a voice, whether directly or through representation from a chosen advocate
- To respect diversity, striving always to make adjustments in order to achieve equality in health and care delivery
- To value every individual as autonomous, allowing them to make their own decisions about how they choose to live, even when those choices carry with them a level of risk
- Undertake case management for complex clients to ensure high standards of care are provided that meet the assessed needs
- Agree Fast track applications and ensure that an appropriate Package of care is in place
- Monitor and report on the quality of care delivery within Nursing Homes, Residential Homes and within Domiciliary Care providers
- To ensure that the CHC process is implemented in a timely, efficient and transparent manner in accordance with the National Framework
- Support the acute and community hospital with requests for discharge to nursing and specialist placements
- Promote close working relationships between the Local Authority and the NHS and disseminate good practice
- Provision of specific advice and guidance on the National Framework to clients their representatives, relatives, independent sector, NHS and Social care staff
- Acting with care and compassion when planning care provision
- Making every effort to respect the wishes of people at the end of their lives
- Maintaining working relationships and treating colleagues of all disciplines with respect
- To promote the role of CHC Nurse assessor as a multi-skilled specialist Nursing role and an integral part of the MDT
- Support and teach nursing students on placement within the team
- To maintain a good consistent standard of assessment
- Undertake retrospective CHC applications/Rapid Deterioration process as agreed

About your new team and department

The continuing healthcare team is a mix of clinical and non-clinical staff. We have an office base in Newton Abbot. Admin staff are based there full time but clinical staff have a mix of home and office base

Detailed job description and responsibilities

Communication and Working Relationships

- The post holder needs to be able to communicate with a diverse range of individuals working in partnership with patients, relatives, carers and other agencies in the multi-disciplinary team. The post holder will be required to work in small group settings communicating effectively and have an experience of multi-agency procedures and policies
- They will be required to convey sensitive, specialist and complex clinical information to patients/ representatives on an individual basis, in groups and across organisations. This may include discussing clients with representatives who have a legal background. This will require an empathic approach to the issues faced by individuals who are about to or who are already living in long term care, particularly those with enduring mental health/illness problems. This will also be relevant for clients within the hospital setting who may be required to be discharged into the care system. They will be required to liaise with local nursing homes regarding eligible residents for Continuing Healthcare which will include Fast Track eligibility, Funded Nursing Care and Interim Health Funding. In addition, they will be required to take an active part in the Appeal process and involvement in Local Review Meetings and Local Review Panels
- They will also be required to support colleagues within the wider health and social care teams. This will be through co-ordinating and advising on the CHC process, but also with case management of those people whose care is commissioned by the clinical commissioning group

Planning and Organisation

- The post holder will be required to manage their own caseload incorporating planned assessments and reviews and fast track applications, being flexible and adaptable in order to meet the needs of the service. This will be in addition to caseload management which can be unpredictable in nature. They will need to ensure that assessments are completed in an acceptable time frame incorporating hospital discharge arrangements. In addition, they will need to prioritise workload depending on the health presentation and social needs of each client. In accessing care, they will be required to liaise with care brokerage. They will be required to complete accurate and timely documentation within health and social care IT systems

Responsibility and Accountability

- The post holder will be required to work within the standards set out in the N.M.C Professional standards of practice and behaviour. They will be responsible for the completion of holistic and robust health-based assessments. They will provide specific advice and guidance on the National Framework to the client/representatives, NHS and Social care staff and the Independent sector. They will be required to consider the health and social well-being of the older person/person over 18yrs of age, whose care has a health component, providing support for health care professional in relation to clients within residential/nursing homes and signposting as required. They will act as case manager/care coordinator for some Continuing Healthcare clients, as directed by line manager. They will be expected to provide a lead role in safeguarding vulnerable individuals through a knowledge safeguarding legislation. They will be expected to take part in safeguarding investigations

for certain individuals following this process through to completion. They will be expected to ensure assessments take into account the Mental Capacity Act and its requirements. When visiting care homes, they will observe standards of care, highlighting best practice and will be required to work with the Quality Teams within the Trust and partnering organisations. It is essential that then post holder utilises evidence-based practice at all times. There will be a requirement to remain up to date with best practice in CHC work. This will include a number of health funding pathways, with which the post holder will be expected to become familiar

Policy and Service Responsibility

- The post holder will be required to keep up to date with nursing practice and research. They will be responsible for their own professional development/revalidation, keeping up to date with current issues in their professional field. They will need to ensure that mandatory training is kept updated and that they complete additional training that is relevant to their role. They will be responsible for ensuring the completion of their Achievement Review in line with Trust policy. The post holder will be expected to adhere to Trust Policy and guidelines within all aspects of their work

Responsibility for Finance, Equipment and Other Resources

- The post holder will have no budgetary responsibility but will need to have an awareness of the scheme of delegation regarding the costs of care provision and how high cost packages of care are approved. This will include presentation to the Complex Care Panel with follow-up and review. Thus, balancing the need to ensure cost effective packages of care with a person-centred approach. The post holder will be expected to become familiar with Personal Health Budgets as a way of individuals having more autonomy around their care provision

Responsibility for Supervision, Leadership and Management

- Follow policies and procedures as detailed by Torbay and South Devon NHS Trust. This will include engaging in absence review meetings when appropriate. Also engaging in supervision as a way to ensure own wellbeing

Information Technology and Administrative Duties

- The post holder will be required to have knowledge of a number of IT systems used within the team and be able to access and input information as indicated. There will be a requirement to complete care plans and outcome statements to inform care. Maintaining confidentiality and Data sharing in line with NMC code and Trust policies is essential. There will also be an expectation that the post holder, with support will be able to utilise video calling and conferencing software that can be used when the service requires this

PERSON SPECIFICATION

Attributes	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • RN/RMN qualification • Current NMC registration • Nursing Degree or willingness to work towards this qualification • Working towards HEAC342 Enhancing the care and support of the person with Dementia and their carer. • Teaching qualification – ENB 998/Mentorship/Practice Supervisor/Assessor or equivalent or willingness to work towards • Further professional or relevant qualifications at Diploma or Degree level 	
Knowledge and experience	<ul style="list-style-type: none"> • Excellent nursing assessment skills • Excellent verbal and written communication skills • Comprehensive understanding of National Framework for NHS Continuing Healthcare, Funded Nursing Care, Joint Health and Social Care of the elderly • General/mental health nursing knowledge and skills • Knowledge of End of Life Care 	

	<ul style="list-style-type: none"> • Knowledge of long-term conditions 	
Specific Skills	<ul style="list-style-type: none"> • Previous relevant nursing experience • Appropriate experience post registration • Experience of integrated and multi-agency working • Analytical and Judgmental skills • Good clinical teaching practices 	<ul style="list-style-type: none"> • Community experience • Hospital Discharge experience
Requirements due to work environment/conditions	<ul style="list-style-type: none"> • Car driver with own transport • Will be required to travel across Torbay and South Devon and occasionally outside the Trust boundaries. 	

Physical skills	<ul style="list-style-type: none"> • There is a requirement to lift and carry patient notes between locations
Physical effort	<ul style="list-style-type: none"> • Can spend long periods at the computer which maybe up to several hours per assessment • May need to travel longer distances in order to complete assessments in client's homes and other settings
Emotional effort	<ul style="list-style-type: none"> • Regular meetings with clients/relatives/legal representatives to carry out assessments which can be lengthy and require concentrated effort. • Imparting/receiving distressing information to/from patients/families • Dealing with negative and unpleasant reactions to situations regarding decisions on a regular basis both in the public and private sector
Mental effort	<ul style="list-style-type: none"> • The post-holder is required to concentrate for long periods on completing and reviewing Health needs Assessments and Decision Support Tools • Updating on all aspects of CHC