

Job description



Job title: Nurse Assessor

Responsible to: Home Manager

Our Values

- ❖ Fulfilling Lives is our core purpose
 - ❖ Every one of us makes a difference is the belief that drives us
 - ❖ Caring, Passionate and Teamwork are the values that underpin everything we do
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Job Summary

You will work closely with the discharge coordinators to ensure that there is clear communication with regard to admissions and discharges. Carry out assessments within 24 hours of the referral to reduce the risk of bed blocking in the hospitals.

Key Responsibilities

- Be responsible for carrying out all the assessments for the referrals received for the rehab/step down beds in the home working very closely with the therapy team for CLCH in Harrow to ensure that the home can meet their needs and that referrals are suitable for the rehab programme.
- Be responsible for ensuring that colleagues at the home are fully briefed.
- Be responsible for ensuring that a daily call is undertaken with the team at the CLCH.
- Ensure that KPI information is collected, collated and submitted on a monthly basis in accordance with the contract terms.
- Attend the weekly MDT meeting with the CLCH team and the GP.
- Ensure that there is a seamless discharge process in place to maintain the flow of available beds in accordance with the Guide.
- Work with the teams on the rehab/step-down unit to ensure they are supporting the rehab goals and care plans.
- Meet with the CLCH team on a monthly basis to monitor progress highlight what is what is working well / not so well and ensure that issues are resolved before problems arise.
- Provide leadership and support for clinical and care colleagues and act as a champion for residents' safety and dignity.

General Responsibilities:

- Maintain skills and knowledge and ensure that care is delivered according to latest guidelines and best practice evidence available.
- Comply with the clinical governance framework and all activities related to it. This includes participation in the clinical audit programme.
- Develop monitoring and reporting systems which promote the delivery of safe, effective and high quality services.
- Ensure that clear and accurate records and communication systems relating to clinical and care delivery are maintained and effectively used by colleagues.
- Act as a role model for good clinical practice championing a coaching style to support quality outcomes for our residents at all times.

Ensure that clear and accurate records and communication systems relating to clinical and care delivery are maintained and effectively used by colleagues

- Ensure colleagues are aware of company policies and procedures and that these are incorporated into practice.
- Audit, monitor and regularly undertake spot checks of TMAR's and all other clinical charts to ensure correct completion and the early identification of any risks or errors.
- Facilitate and encourage a culture where mistakes are used as learning opportunities where possible supporting colleagues to identify and rectify any errors through coaching methods to improve practice and promote individual accountability.
- Ensure effective and clearly documented handover systems are in place and that they facilitate the effective transfer of information between colleagues.
- Support the completion of any CQC notifications by the Home/Deputy Manager, in accordance with regulatory requirements and ensure that all accidents and incidents, including serious incidents are reported, recorded and investigated in line with company policy. This includes root cause analysis reports for clinical incidents.
- Ensure that all colleagues are aware of the safeguarding vulnerable adults' procedures and that these are implemented within the home.
- Organise Team Meetings and ensure that minutes are taken and disseminated.
- Provide information to residents and relatives in relation to care delivery, being mindful of data protection and Caldicott requirements.

Act as a role model for good clinical and care governance practice

- Act at all times within own competence and knowledge in line with NMC registration requirements.
- Report any concerns regarding poor performance or unsafe practice via line management.
- Intervene immediately in situations where there is significant risk to residents.
- Assist the Home/Deputy Manager to meet all relevant regulatory, contract and good practice standards.
- Maintain resident's confidentiality; at all times being mindful of Caldicott requirements and following the Nursing and Midwifery Council code of conduct.
- Participate in continuous professional development to ensure requirements of the Nursing and Midwifery Council (NMC) for revalidation are met.

Infection Control

- Comply with the Care UK's Infection Prevention and Control Policies, in order to prevent and/or control the spread of infection throughout the Home and wider healthcare community.

Safeguarding of Vulnerable Adults / Mental Capacity Act

- To complete training on Safeguarding of Vulnerable Adults and the Mental Capacity Act and be able to understand and implement SVA and MHA policies and procedures taking responsibility for reporting any safeguarding concerns to the senior person on duty or on-call Regional Director.

Health and Safety

As an employee of Care UK, the post holder has a duty under the Health and Safety at Work Act 1974, to:

- Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
- Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the organisation, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.
- To ensure that adequate measures are taken to protect the health and safety of all staff including the maintenance and upkeep of a safe environment.

Data Protection

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act 2018 and the company's ISO27001 accreditation. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

- ❖ This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.
- ❖ This job description is subject to regular review and appropriate modification.

Person specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • NMC Registered Nurse • Evidence of personal and professional development 	<ul style="list-style-type: none"> • Degree or post graduate diploma
Experience	<ul style="list-style-type: none"> • Experience of working with older people • Experience of continual assessments within hospital and care home settings • Knowledge and use of clinical assessment tools e.g. Waterlow, • Understand care planning processes and have experience of writing care plans 	<ul style="list-style-type: none"> • Experience of working in the care home environment • Experience of working with individuals with dementia • Leadership experience • Experience of working within a rehabilitation & step down facility
Technical Skills	<ul style="list-style-type: none"> • Good organisational skills • Good supervisory skills • Good communication skills both written and verbal • Ability to contribute to, monitor and implement changes that improve service delivery and outcomes for residents • Ability to plan allocate and delegate work appropriately • IT Literate 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to be flexible with regard to working hours • Builds effective and credible relationships both internally and externally • Works collaboratively with others sharing ideas and information at all times • Effectively builds trust with a consistent approach between actions and words • Has the ability to raise standards through innovation and new ideas • Will take responsibility for issues and resolve them. • Able to cope in difficult situations with tact and diplomacy • Ability to build rapport and positively influence others • Ability to inspire professionalism in colleagues 	