# NHS_Fife_faxlogo

**Fife Health and Social Care Partnership**

## JOB DESCRIPTION

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| **1. POST DETAILS** |
| Post Title: Care Home Liaison Nurse  Job Holder: 1  Immeidate Senior Officer: CHLN Team Leader/Senior Charge Nurse  Location: Fife wide  Banding: RN/RMN Band 6  Date of Review: November 2022 |

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| **2. JOB PURPOSE** |
| To liaise with independent provider and local authority Care Home staff, GP Practices, Community Nursing, Advanced Nurse Paractitioners, Infection Prevention and Control Team, Health Protection Team, Community Mental Health Services and other partners regarding the safe and effective care of residents in care home settings.  To provide professional support, education and supervision of training for staff who are working in care homes across Fife.  To provide expertise to support the implementation of improvement work through education and the sharing of best practice.  To support the development of the care home sector to improve practice and work collaboratively across health and social care boundaries |

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| **3. DIMENSIONS** |
| Currently, NHS Board Directors have accountability for assuring of quality of care, leadership and support to care homes across Scotland.  There are 75 care homes in Fife, caring for over 2500 residents with a variety of often complex needs. There are 43 nursing homes and 32 residential, 7 of which are managed within Fife HSCP.    The post holder will provide a crucial role in the support and delivery of services to Care Homes and will give enhanced support and advice to care home staff to ensure high standards of care and to allow care home staff to enhance the independence and quality of life for all residents.  This team has bases within Lynebank and Stratheden hospital and provides a Fife wide service. |

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| **4. ORGANISATIONAL CHART** |
| Health and Social Care Partnership  Associate Director ofNursing  Head of Nursing  Care Home Support and Assurance  Lead Nurse  Care Home Support and Assurance  CHLN Team Leader    **Care Home Liaison Nurse**    Band 2 HCSW |

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| **5. ROLE OF THE CARE HOME SUPPORT AND ASSURANCE TEAM** |
| The role of the Care Home Liaison Team, within the Nursing Directorate is to assure the safe and effective care of residents living in care home settings. The Care Home Support Team provide and co-ordinate multi-disciplinary and agency care and support to independent and local authority care home providers. The team works collaboratively with colleagues across the range of health and social care services.  The Care Home Support Team provide a multi-disciplinary hub and spoke approach with collaboration from Social Work and Commissioning, Public Health and Health Protection Teams, Infection Prevention and Control, Care Inspectorate, Community Nursing, GPs, Palliative Care, Mental Health Care Home Liaison Team and Scottish Care, amongst others. |

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| **6. KEY AREA RESULTS** |
| To assist in the implementation and supporting of nursing practice ensuring that high quality patient centred care is delivered within own sphere of clinical practice, ensuring compliance with standards set by the Nursing & Midwifery Council, Fife HSCP and National legislation.  To support Care Home Managers in ensuring high quality care by developing training and improvements specifically tailored to their needs.    To work closely with Care Home Managers and care home staff implementing the National standards of care for people with specialist nursing health and social care needs residing in care homes.  To support people admitted to care homes from an in-patient facility and help to prevent re‑admission to hospital.  Actively demonstrate knowledge and skills in adhering to the infection prevention and control guidelines, wearing of PPE and coronavirus symptoms presenting in the older adult.  Care Home Liaison Nurse role will support care home staff with the knowledge, skills and confidence to undertake roles such as Venepuncture, Cardio Pulmonary Resuscitation, Anaphylaxis training, Confirmation of death, Immunisations, Care & Comfort rounds, Skin assessment and pressure area management, risk assessment for falls, nutritional and fluid intake, Anticipatory Care planning, palliative and end of life care etc.  Support care home staff to know how to contact other services for additional support to help achieve the best outcome for individuals - assessment, treatment options and place of care.  Attend and contribute to multidisciplinary meetings and care reviews concerning residents where additional support is required.  Liaise and maintain joint working practices with Health and Social Care Partnerships, Independent, Voluntary and Private Agencies to optimise care and ensure efficient service delivery.  **Education and Research**  To assist in the assessment and analysis of educational need and be active in the delivery and monitoring of nursing practice in all care homes.  Act as a role model, and build relationships with Care Home providers to access and support staff with education, training and supervision.  Develop and participate in quality improvement methodologies to develop alternative ways of working  Provide evidence of current research and national reports to enhance delivery of best practice  Contributes to the planning, delivery and evaluation of evidence based training for staff working within Care Homes.  Signpost staff to the latest evidence and guidance in providing compassionate care and management of people receiving palliative care and as they approach death.  Provide relevant evidence / information for staff to use when supporting family and friends, on complex sensitive issues.  **Leadership and Management**  To provide leadership and effective line management for all staff reporting directly to the  post-holder in order that staff are enabled, supported, directed appropriately and  developed in fulfilling their roles against agreed performance targets and reviews. This  includes the carrying out of regular e-KSF/PDP review  Collate statistical information related to the role delivery, planning and development of the service, compiling service reports as and when necessary.  Act as a practitioner demonstrating advanced clinical competence and keeping up‑to‑date with evidence to support clinical practice.  Promote the philosophy of working together to meet staff, residents’ and families’ needs.  Establish an effective course of action for self and others to accomplish goals.  Develop communication links and networks within and outwith NHS Fife |

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| 7a. EQUIPMENT AND MACHINERY |
| Responsible and knowledgeable in the safe use of all clinical and non clinical equipment used although may not have daily clinical involvement.  Telephone and answering machine  Laptop  Printer  Educational equipment – projectors, flip charts  Car  PPE  Clinical Equipment e.g. Blood glucose monitors, venepuncture equipment, sphygmomanometer, thermometer, PEG, Catheters  **Note:** New equipment may be introduced as the organisation and technology develops, however training will be provided. |
| **7b. SYSTEMS**  MS Teams  Microsoft Outlook, Office and Excel  TURAS  Internet/Intranet  Datix  Works as a practitioner within the NMC Code of Conduct  Maintains records in accordance with NMC and NHS Fife requirements  **Note:** New systems may be introduced as the organisation and technology develops, however training will be provided. |

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| **8. ASSIGNMENT AND REVIEW OF WORK** |
| The postholder will be expected to demonstrate a high degree of initiative, independence and personal organisation and planning. with responsibility to the Care Home Liaison Nurse Team Leader who will provide guidance and professional management, work review and formal appraisal of performance.  The day to day delivery of work will be through discussion and supervision with the Care Home Liasion Nurse Team Leader  The post holder will have a professional and personal development plan, which is reviewed annually by the CHLN Team Leader |

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| **9. DECISIONS AND JUDGEMENTS** |
| Clinically and professionally expected to make decisions without direct supervision on a daily basis including provision of advice to care home staff to support clinical decision making.  Participate in the investigation and review of incidents and support production of written reports with recommendations where necessary.  Work within knowledgebase and experience and seek advice from senior team members when required.  Prioritise own workload.  Risk assessing and managing on a daily basis.  Crisis Management |

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| 10. MOST CHALLENGING PART OF THE JOB |
| To be a point of contact for care staff in Care Homes who are experiencing variety of challenges in providing optimal care for residents in their care.  To establish close working relationships with staff in Care Homes who previously have not engaged with role.  To identify areas of sub optimal practice within care homes and discuss areas of improvement with staff  To set up and run education programmes for care home staff who have limited knowledge of health illnesses in old age and general Infection prevention and control procedures processes.  To promote care home support service to Care Home Managers, staff and residents  To work alongside fellow care home liaison nurse post holders and provide a level of cover when required.  To work with a wide variety of organisations who may operate with differing policies and procedures. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| Demonstrate a high level of interpersonal skills, providing and receiving complex and sensitive information regarding care home residents and staff where there may be significant barriers to understanding or acceptance.  Develop and establish good working relationships with key care home managers and staff and health and social care colleagues  Liaise with the multi-disciplinary team regarding service needs and requirements daily and share knowledge and expertise face-to-face, by telephone, by e-mail and letter.  Maintain effective communication and reporting through the care home support team line management arrangements and ensure that effective communication is established and maintained across all professional involved in the care and treatment of care home residents.  Other relevant lines of communication will encompass the following internal and external groups to ensure the gathering and dissemination of information as appropriate. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Mental**  Frequent requirement for concentration for carrying out the duties of the post e.g. attending meetings, delivering training, undertaking audit, report writing etc.  Determination and persistence in achieving successful team working where there may be competing priorities.  Develop and maintain level of clinical and leadership skills and knowledge necessary to lead development initiatives.  Reflect on own practice and encourage reflective practice in others.  Be able to make judgements involving complex facts or situations, analyse and interpret and compare a range of options to recommend a course of action.  Managing and analysing data and numerical reasoning.  Subject to frequent interruptions e.g. telephones, working in care homes environment.  Concentration required when maintaining records, analysing data and preparing reports  **Emotional**  Coping with the constraints of the role in a demanding and pressurised environment  Discuss sensitive issues with care home staff related to care delivery issues, supporting resident and staff wellbeing  Working with care home residents who may be physically and mentally unwell, distressed, anxious, challenging, or memory impaired.  Advising staff to change aspects of their working practice or priorities, ocassionaly involving confronting staff with information about unacceptable levels of care  **Physical**.  Writing reports  Keyboard/computer  Demands of community location e.g. staircases, rural community settings etc.  Manual handling.  **Environmental**  Occasional exposure to body fluids whilst visiting care homes  Potential exposure to challenging behaviours and aggression by residents    Exposure to risks inherent in care homes e.g. environmental  Requirement to travel in rural and urban areas in all weather conditions. |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| **Essential**  First Level Registered Nurse  Skills and competencies gained with substantial clinical experience.  Experience of infection prevention and control procedures in practice  Degree and /or eqivalant as evidenced by continued professional development  Evidence of excellent written and verbal communication skills  Good IT skills  Evidence of good presentation skills.  The ability to travel throughout Fife  **Desirable**  Previous community nursing and/or Care Home experience  Relevant post registration qualification e.g. Public Health/ IPC  Influencing skills  Evidence of service development or project management skills. |

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| **14. JOB DESCRIPTION AGREEMENT** | |
| Job Holder’s Signature:  Line Managers Signature: | Date:  Date: |

RECRUITMENT AND SELECTION STANDARDS



PERSON SPECIFICATION FORM

Post Title/Grade**: Care Home Liaison Nurse - Band 6**

Department/Ward: HSCP Nursing

Directorate Nursing

Date: October 2022

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|  | **ESSENTIAL** | **DESIRABLE** | **MEASURE** |
| **Experience** | Caseload management  Assessment and Care planning  Experience gained through post registration experience  Varied experiences in nursing. | Lone working  Community/ care home working  Working with older adults  Liaison work  Experience of quality improvement | Application form Interview |
| **Qualifications/**  **Training** | Registered Nurse  Degree level or equivalent.  Post basic qualification or skills gained through experience at Band 5  Evidence of continued professional development | Community related qualification | NMC registration + evidence from further education establishments  Interview |
| **Knowledge** | Up to date knowledge of legislation, policies and procedures  Assessment techniques Multi agency working  Adults with Incapacity (Scotland) Act 2000  Recent Scottish Government guidance | Computer skills  Local community resources  Research / Audit | Application form Interview |
| **Skills** | Relevant skills and competencies gained through post registration experience  Interpersonal, organisational and communication skills  Problem solving  Time management  Leadership abilities | Presentation skills  Training and Education  Service development  Supervision | Application Form  Interview |
| **Aptitude** | Calm under pressure  Ability to work autonomously  Degree of initiative  Ability to be an effective role model |  | Application form Interview |
| **Other**  **e.g. Team Player, Be able to travel** | Assertive  Collaborative working  Ability to travel to meet the demands of the role |  | Application form Interview |

**KEY** 1. Does not meet minimum requirements 2. Meets minimum requirements

3. Above average 4. Very Good