

**Band 6**

**Senior Nurse Assessor – Funded Care Team**

<b>GJob Title:</b>	Senior Nurse Assessor
<b>Band:</b>	Band 6
<b>Responsible to:</b>	Manager
<b>Accountable to:</b>	Head of Service/Department

**1. Job Purpose**

To provide comprehensive nursing / health assessments to determine the eligibility of clients for full NHS funded care. Ongoing case management / co-ordination for clients receiving full NHS continuing health care funding and NHS funded nursing care.

**2. Main Duties and Responsibilities**

- Provide a skilled and specialist comprehensive assessment of care needs for and to clients.
- Act as patient advocate for complex and vulnerable client group.
- Monitor and review care for own case load, and work closely with the Associate Nurse Assessor.
- Undertake to provide care plans where appropriate with consultation from other professionals.
- Ensure care is appropriately delivered by reassessing in all settings i.e. hospital, nursing, residential or at home.
- Liaise with acute sector, community services, social services, voluntary agencies as appropriate.
- Work in partnership with patients and carers to enable them to make informed choices about care and treatment to promote their health and wellbeing.
- To work in a collaborative manner with, Health & Social care colleagues in the co-ordination and best interest of the client.
- To work in collaboration with the private sector Care Homes to facilitate their staff in accessing appropriate education opportunities.
- To work with the Associate nurse assessors to ensure the initial and review of clients in receipt of NHS funded care within the care home setting.
- Collaborate with the professional Manager and other nurse assessors in all aspects of research activity to ensure the benefits of research are identified.
- Participate in the research projects, as required ensuring that any beneficial results are implemented on an agreed basis.
- Participate in local and strategic health authority policy development within BNSSG.

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- Ensure that robust systems for communication within the team are followed.
- Maintain clear and concise and up to date records of care, in line with approved standards.
- Proactively raise issues and provide solutions in partnership with other colleagues in relation to change management, working across agencies to enhance seamless care.
- Assist in creating clear audit pathway for all NHS funded health care cases.
- To assist in developing future strategies for on-going multi-disciplinary training.
- Contribute to the efficient budget management by optimising the use of resources.
- To process allocated applications for full NHS funded care in a concise and timely manner, ensuring a robust system is in place at all times.

### 3. Person Specification and Supporting Evidence

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Factors	Description	Essential	Desirable	Assessment
<b>Knowledge, Training and Experience</b>	Educated to degree level in relevant subject or equivalent level of experience of working at a similar level in specialist area	√		A/I
	Further training or significant experience in project management, financial management or supporting change management processes	√		A/I
	Experience and understanding of evaluating and measuring the performance of health services.	√		A/I
	Experience in communications and stakeholder management	√		A/I
	Comprehensive knowledge of project management <b>and/or</b> health information systems development		√	A/I
	Workforce development knowledge and experience		√	A/I
	Working knowledge of Microsoft Project ECDL		√	A/I
	Previous experience in similar role in public sector		√	A/I

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	A good understanding of the health and social care environment and roles and responsibilities within it		√	A/I
<b>Communication skills</b>	Clear communicator with excellent writing, report writing and presentation skills; capable of constructing and delivering clear ideas and concepts concisely and accurately for diverse audiences	√		A/I
	Evidence of success in efficient and effective project and programme management	√		A/I
	Skills for communication on complex matters and difficult situations, requiring persuasion and influence.	√		A/I
	Skills for nurturing key relationships and maintaining networks.	√		A/I
<b>Analytical</b>	Ability to analyse and interpret information, pre-empt and evaluate issues, and recommend an appropriate course of action to address the issues	√		A/I
	Problem solving skills and ability to respond to sudden unexpected demands	√		A/I
	Strategic thinking – ability to anticipate	√		A/I
	Attention to detail combined with the ability to extract key messages from complex analysis	√		A/I
	Independent thinker with demonstrated good judgement, problem-solving and analytical skills	√		A/I
	Takes decisions on difficult and contentious issues where there may be a number of courses of action.		√	A/I
<b>Planning Skills</b>	Skills for project management	√		A/I

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	Previous experience in project management and planning		√	A/I
<b>Management Skills</b>	Ability to engender trust and confidence and demonstrate integrity in the provision of advice and support	√		A/I
	Skills for managing projects ensuring they meet financial targets.	√		A/I
<b>Physical Skills</b>	Skills for manipulating information. Intermediate keyboard skills	√		A/I
<b>Autonomy</b>	Ability to work on own initiative and organise own workload without supervision working to tight and often changing timescales	√		A/I
<b>Equality and Diversity</b>	Understanding of and commitment to equality of opportunity and good working relationships	√		A/I
<b>Other</b>	An ability to maintain confidentiality and trust	√		A/I
	Used to working in a busy environment	√		A/I
	Adaptability, flexibility and ability to cope with uncertainty and change	√		A/I
	Commitment to continuing professional development	√		A/I
	Professional calm and efficient manner Effective organiser	√		A/I
	Demonstrate a strong desire to improve performance and make a difference by focusing on goals.	√		A/I

\*Assessment will take place with reference to the following information

A=Application form

I=Interview

T=Test

C=Certificate

## **SAFER RECRUITMENT**

### **General Duties and Responsibilities**

#### **1 Job Description Review**

This job description is not a complete list of duties, but is intended to give a general indication of the range of work undertaken. It will vary over time as demands and priorities within the NHS change. Significant changes in the range of work undertaken will be made only following consultation with the post holder. This job description will be kept under review to ensure that it remains up to date.

#### **2 Information Governance and Confidentiality**

It is a contractual requirement for the post holder to ensure that they have or acquire the necessary skills to implement good practice in all matters relating to information governance and in particular the processing of personal data, special categories of personal data and personal confidential data whether they can be attributed to an identifiable individual or not. Staff must also be aware of their obligations with regard to the processing of commercially confidential information.

The post holder must adhere to information governance and related policies and procedures and be aware of the need for their compliance to the relevant Data Protection Legislation including the Data Protection Act 2018 (DPA 2018), the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), the Law Enforcement Directive (LED) (Directive (EU) 2016/680), regulations made under the DPA 2018 and any applicable national Laws implementing them as amended from time to time. This includes all applicable Laws concerning privacy, confidentiality or the processing of personal data including but not limited to the Human Rights Act 1998, the Health and Social Care (Safety and Quality) Act 2015, the common law duty of confidentiality and the Privacy and Electronic Communications (EC Directive).

Managers have a responsibility to ensure that their staff are equipped with the necessary tools to use in the implementation of good information governance practices.

#### **3 Health and Safety/Security**

The organisation recognises its duties under the Health and Safety at Work Act 1974 to ensure, as far as it is reasonably practical, the Health, Safety and Welfare at Work of all its employees and, in addition, the business of the organisation shall be conducted so as to ensure that all individuals having access to organisational premises and facilities are not exposed to risk to their health and safety.

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

#### **4 Quality and Clinical Governance**

BNSSG promotes an open, learning culture ensuring appropriate governance systems and processes are in place to support and develop this culture. Employees are responsible for ensuring that they are aware and compliant with policies and procedures that govern their work; and if something goes

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wrong, employees have an obligation to report it so lessons can be learned from mistakes, incidents and complaints.

If an employee has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a senior member of management.

## **5 Codes of Conduct**

All Employees will work in accordance with the principles and standards as set out in managerial and professional codes of conduct.

## **6 Dignity at Work Statement**

BNSSG is committed to treating all employees with dignity and respect. An employee is responsible for behaving in a way that is consistent with the aims of our Equality and Diversity agenda in Employment Policies. This includes not discriminating unfairly in any area of your work and not harassing or otherwise intimidating other members of staff. The organisation will not tolerate any forms of bullying or harassment in the workplace.

## **7 Equality Statement**

Employees must act in a way that is consistent with organisational procedures and the law relating to equality, diversity and rights, and to treat everyone with whom you come into contact equitably, with respect and without discriminating.

To recognise and appreciate that people, both colleagues and service users are different and to act in ways that are consistent with their needs and preferences.

To ensure that practices and processes operated by your team are fair and provide equitable treatment for all, and to take effective action to deal with any discrimination or unfair treatment that you have become aware of.

## **8 Public Involvement and Engagement**

Employees will work collaboratively with other organisations in the local health community on issues of common interest and contribute to partnership working with local authorities, other statutory organisations and the non-statutory sector as required.

Employees will promote effective patient, public, user and carer involvement in all elements of work.

## **9 Risk Management**

All employees will follow risk management policies and procedures at all times. All employees are personally responsible for risk management issues in respect of themselves and colleagues. Employees who identify a potential hazard should report it to a manager/supervisor at once using the organisational incident reporting process.

## **10 Safeguarding Children and Vulnerable Adults**

All employees are required to act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults. Familiarisation with and adherence to the Safeguarding policies is an essential requirement of all employees, as is participation in related mandatory/statutory training. The organisation believes that it is always unacceptable for a child, young person or vulnerable adult to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all, by a commitment to practice which protects them.

## **11 Infection Control**

All employees have a responsibility to adhere to policies and procedures in relation to infection control. BNSSG encourages all staff to make their voice heard in respect of preventing and controlling infection and maintaining and improving environmental cleanliness. This includes sharing good practice and raising problems and issues encountered.

## **12 Delivering Resilience**

BNSSG supports the delivery of health services in times of emergency and where business continuity is affected as a Category 1 responder. Examples may include; extreme weather or local mass casualty situations. In these instances, as an employee, you will be required to provide flexibility around location or role in order to continue to deliver safe services and support as required.

## **13 Policies and Procedures**

Employees are expected to follow organisational policies, procedures and guidance as well as professional standards and guidelines. Copies of policies can be accessed via the staff intranet or external website or via your manager.

The organisation operates a policy which promotes a smoke free environment.

## **14 Appraisal and Personal Development**

BNSSG is committed to lifelong learning for all staff and has put in place an appraisal and development infrastructure. All employees have a responsibility to participate in an annual appraisal with their line manager and to identify performance standards for the post. As part of the appraisal process employees have a joint responsibility with their line manager to identify any learning development needs in order to meet the agreed performance standards.

## **15 Records Management**

Employees have a responsibility to adhere to the standards defined within policies in the creation, use, closure, retention, and disposal of records. The types of record held may consist of patient or staff records, administrative records, photographs, microfiche, audio and tapes, e-mails, electronic and scanned records and text messages.

## **16 Partnership Working**

BNSSG is committed to partnership working and staff involvement, underpinned by the values of openness, trust, staff involvement, development, diversity at work, commitment to modernisation and delivering the highest standards of performance.

## **17 Financial Instructions**

Budget management and control is an element of each employee where they are designated as being budget holders. Employees must comply with the Financial Standing Orders, Standing Financial Instructions and Scheme of Delegation as appropriate to this role.

## **18 Sustainability/Carbon Footprint**

BNSSG is committed to promoting sustainable development and reducing the harmful effects of its activities on the environment. Employees are expected to promote and embrace the principles of

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sustainable development in their daily duties; specifically, to ensure that they use energy and other natural resources as efficiently as possible to minimise their carbon footprint.

## **19 General Terms and Responsibilities**

Contribute to the work of specific project groups within the organisation and across the local health community as required.

To undertake any other duties that may be reasonably requested of the post holder to help the department run smoothly.