

Lead Assistant Practitioner

Job Description

Job ID	ID-621b
Pay band	Band 5
Department/Section	Transitional care and Flow
Job purpose	<p>This post will support the Transitional care and Flow service with an aim of promoting a speedier discharge process from a hospital or transitional care bed setting. The postholder will be leading a team of Band 4, 3 and 2 colleagues and supporting their clinical decision making, ensure all Flow tasks are supported by the team, building strong links and communicating with stakeholders.</p> <p>The postholder will be responsible for overseeing the process of referrals received and triaged from both acute and community settings and assessing their appropriateness for the service, whilst liaising with other system partners to determine correct pathway for discharge. The postholder will require therapy understanding to ensure there is a rehabilitation need for the patient to accept input from a therapy based team.</p> <p>Additionally, the postholder will be identifying capacity issues for the service; oversee arrangement and contact between junior colleagues and receiving services. Ensuring the transitional care beds, Transfer of Care Hub and D2A referrals are allocated as per patient need. Lead on any identified issues to resolve in a timely manner.</p> <p>The postholder will line manage junior members of staff, including reporting sickness, completing appraisals and supervision and discussing with their supervisor any performance management issues.</p> <p>This is a very fast paced role with a lot of on-the-spot decision making. Previous experience of triaging referrals would be beneficial.</p>

	<p>Additionally, there may be the need to complete clinical duties with patients. This will include completing initial assessments and working closely with all teams within the transitional care portfolio for best patient outcomes.</p>
Main tasks, duties and responsibilities	<p>Lincolnshire Community Health Service requires all staff to safeguard children, young people and adults. All staff are required to access the organisational policies, also the Local Safeguarding Children Board and the Local Safeguarding Adults Board policies and procedures that underpin the safeguarding agenda. The safeguarding policies to be followed are found at www.lincolnshirecommunityhealthservices.nhs.uk and www.lincolnshire.gov.uk.</p> <p>LCHS policies, procedures and guideline - It is a condition of your employment that as an employee you are expected to adhere to our policies, procedures and guidelines. These can all be found on the Trust's website.</p> <ul style="list-style-type: none"> • To work effectively as part of a team to lead and supervise the flow and Transfer of care hub teams. Completing effective allocation of referral to LCHS services. • To support the acute and community hospitals with discharge planning and acute admission avoidance with emergency support for individuals to promote patient wellbeing and flow. • To ensure all tasks are allocated within the Flow team and all patient needs are met during the transition into services. • Develop and maintain stakeholder relationships to ensure consistency of care for patients. • To work with a plethora of registered professionals regarding patient placement and take on regular reviews ensuring the patient is placed in the most appropriate service. • Review and monitor plans with the individuals and the team, making appropriate adjustments as necessary • To maintain clinical records on individuals using electronic patient record system, to ensure the team is also being held accountable for this. • Support with reporting and auditing the service as required. • To support the service in co-ordinating project development to improve patient flow

Reporting to	Clinical Team Lead
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Person Specification

Criteria	Essential <i>It is expected that applicants will meet all the essential criteria to be considered eligible for appointment.</i>	Desirable <i>Enhance a person's capacity to do the job and can be acquired / learnt once in post.</i>
Qualifications	<ul style="list-style-type: none"> • Level 4 or above qualification in relevant subject such as a Diploma, Higher National Certificate or a vocational qualification • Grade A-C GCSE English and maths or equivalent (ie functional skills) • Understanding of a range of procedures / practices many of which will be non-routine • Higher level knowledge of IT systems – ie Microsoft Office, Word, Outlook, Powerpoint, Excel • Training in areas relevant to setting, such as dementia care, rehabilitation 	<ul style="list-style-type: none"> • Care certificate
Skills/competencies	<ul style="list-style-type: none"> • Ability to prioritise own workload and that of others • Time and organisational management • Analytical and evaluation skills • Effective communication skills • High level problem solving skills 	<ul style="list-style-type: none"> • Supervisory experience of students / peers • Ability to deal with non-routine and unpredictable nature of workload
Knowledge	<ul style="list-style-type: none"> • Ability to establish rapport and engage different services and multidisciplinary colleagues • Intermediate level of theoretical knowledge • Knowledge of different Health Care • Professions and their boundaries 	<ul style="list-style-type: none"> • Knowledge of external agencies, including statutory, voluntary • Understanding of the Discharge to Assess and transitional care and flow principles

	<ul style="list-style-type: none"> • Ability to build effective working relationships • Ability to motivate and engage self and others • Knowledge of discharge planning and / or therapy experience 	
Experience	<ul style="list-style-type: none"> • Experience of working as an AHP Support Worker / Assistant Practitioner • Experience of working with Adults in a Health and Social Care setting • understanding of promoting independence • Project / team work • Being an autonomous worker 	<ul style="list-style-type: none"> • Experience of working in a community setting • Experience of building relationships with external agencies
Special attributes/specific requirements	<ul style="list-style-type: none"> • Able to demonstrate professional leadership qualities • Ability to achieve effective outcomes from challenging situations • Ability to motivate and support peers and other professionals • 	
Personal qualities	<ul style="list-style-type: none"> • Able to act as a role model • Ability to travel • Willing to undertake further education, training and development relevant to the post • Flexible approach to work 	

I declare that I have read and understood the Job Description and Person Specification of the role.

Post holder name:

Date:

Line manager name:

Date: