



POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

<u>JOB DETAILS</u>	
Job Title:	Primary & Community Care Frailty Nurse
Pay Band:	7
Hours of Work and Nature of Contract:	To be completed on recruitment
Service Group:	Primary Care, Community & Mental Health
Department:	Nursing
Base:	To be completed on recruitment
<u>ORGANISATIONAL ARRANGEMENTS</u>	
Managerially Accountable to:	Lead Frailty Nurse Practitioner in Primary and Community Care
Professionally Accountable to:	Lead Frailty Nurse Practitioner in Primary and Community Care
<u>VALUES & BEHAVIOUR</u>	
	<p>Our Values and Behaviours are demonstrated through our 'Health Care Strategy' centred on the Needs of the Individual' through Respect, Trust, Integrity, Working Together, Kindness and Caring and Fairness and Equality.</p>

JOB SUMMARY / PURPOSE:

Provide expert advice and specialist nursing knowledge to people living in North Powys with severe frailty, their families, and carers.

Work with families in clinic and community settings. Provide comprehensive liaison consultation to other professional bodies and agencies. Use own initiative, make clinical decisions, and provide clinical direction for the Primary Care and Community Frailty team. Adhere to own professional body statutory requirements.

Develop plans to ensure those with additional complex needs are enabled to access health promotion initiatives and health care effectively and appropriately.

Work in close collaboration with Public Health Wales, Health Champions, and Primary Care to develop initiatives to identify and effectively respond to the health needs of people with severe frailty to improve health literacy, health outcomes and enhance the experience of healthcare services for service users and their families and carers.

Responsible for the continual development of the Frailty Team ensuring that service delivery is of a high professional standard in line with Health Board policies and procedures.

Responsible for reviewing all policies in relation to the Primary and Community Care Frailty Nurse service.

Responsible for leading on the improvement Cymru action plan agenda.

This post will comprise of a clinical caseload, educational duties and provide clinical direction for the Frailty team.

DUTIES & RESPONSIBILITIES

Work within the policies, procedures and guidelines set out by the Health Board and professional bodies. Operate within the guidelines set by the NSF, Clinical Governance, Risk Management and NICE guidelines.

Establish and maintain effective care through the holistic and comprehensive assessment of service users' needs, planning, implementation, and review in accordance with PTHB and relevant nursing policy and procedures.

Complete comprehensive geriatric assessments, risk assessment and risk management plans in accordance with Health Board policy and guidance.

Identify the health needs of individuals with severe frailty using an identified process.

Ensure multi-disciplinary working by utilising other professionals to enhance care and provide information and feedback for multi-disciplinary review and referral meetings.

Promote a value-based service which meets the needs of service users, promoting active engagement, developing life skills and roles promoting choice, empowerment, independence and ensuring that their wishes are respected.

Support the Clinical Lead to develop the service in line with national directives to ensure service delivery follows agreed pathways and evidenced based practice.

Maintain own work schedule daily, including reprioritisation to respond to crisis situations for clients and carers.

Provide advice and consultancy for other professionals at all levels, statutory and non-statutory agencies.

Support training around Frailty to other PTHB colleagues in North Powys.

Provide leadership on the health needs of people with severe frailty in health promotion and access to Primary Care.

Work collaboratively with Public Health Wales, Primary and Community Care staff, families, carers, and individuals with frailty.

Input into the development of health promotion initiatives and promote health checks.

Support Primary and Community Care colleagues to identify individuals with severe frailty who may benefit from the service.

Support Primary Care services to maintain appropriate registers and records of individuals with severe frailty.

Audit compliance to standards and outcomes expected within the pathway.

Disseminate and share good practice e.g. Capacity and Consent.

Input into the identification of barriers to access and develop action plans to eliminate these barriers, in partnership with Public Health Wales and Primary Care.

Educate people with severe frailty regarding their rights and health checks.

Work within a multi-disciplinary and multi-agency environment.

Promote and champion the rights of people with severe frailty working within the current service philosophy and values.

Maintain appropriate comprehensive clinical records and provide reports as required.

Support Primary Care services to develop and utilise accessible information for individuals with severe frailty.

Support and provide advice to Primary and Community Care services and colleagues, families, and carers to implement reasonable adjustments to reduce health inequalities experienced by individuals with severe frailty.

Support carers and providers to develop champion roles within their organisations to promote the health needs of individuals with severe frailty and support access to services.

Ensure Primary Care staff have access to contact, information and advice which will assist them to effectively respond to the health needs of people with severe frailty with additional specialist support if required.

Provide support to individuals to enable them to access generic services, particularly health services. This may be with the provision of the information and advice along with promoting skills and knowledge. Liaison with GPs, Consultants, Community and specialist Nurses, AHPs, PAVO and Third Sector organisations.

Developing and delivering health promotion for people with severe frailty in line with government and local guidelines.

Evaluate service and performance ensuring the delivery of an appropriate and needs led service, including the participation in clinical care reviews.

Advocate on behalf of the clients to ensure the most appropriate service delivery possible.

Develop evidence-based practice, monitor, and improve the standards of care through clinical audit and clinical governance.

Provide teaching for groups of staff and carers relating to severe frailty.

Undertake clinical risk assessments to ensure client's needs are met within the service provided and develop plans with care staff on how to best manage risk safely.

Assess capacity, gain valid informed consent, and could work within a legal framework with patients who lack capacity. Adhere to PTHB Consent Policy

Information Resources

Regularly produce complex reports and presentations based on a range of information from a variety of sources.

Writing and presenting reports to a wide range of groups including Health Boards and local and national groups, as required.

Ensure appropriate compliance with information governance.

Secure and use information from providers and PTHB systems, including patient identifiable information.

Handle financial information appropriately.

Ensure the clinical records are up to date, legible and follow best practice.

Staff

Assume line management responsibility, manage the multidisciplinary team and resources and co-ordinate the team to provide an integrated service provision as required.

Aware of the professional responsibilities of all staff employed within the team and conform to their Professional Codes of ethics and professional conduct.

Monitor and ensure standards of care are maintained, ensuring that all staff abide by agreed standards, policies, procedures, and protocols to protect client, team, and service.

Allocate, delegate, and have overview of the day-to-day work of the team, ensuring that work is allocated to appropriate staff in line with their experience, skill and discipline.

Exercise strong and effective leadership within the team, to ensure standards and quality of care and to develop professional practice within the multi-disciplinary team.

Manage and provide professional advice and support to staff with their workload aiding their development and ensuring that a consistent approach is adopted to patient care, policy, and procedures.

Undertake individual staff reviews to enable the setting of Personal Development Plans annually and ensure ongoing professional development.

In conjunction with their manager produce a Learning Needs Analysis for the team and produce an annual Team Development Plan to include a periodic review of the service Operational Policy.

Provide mentorship/preceptorship to the team as appropriate.

Contribute to the education, training, and development of the team in identifying learning needs, organising training, ensuring regular updating of knowledge and skills development.

Ensure that all staff have equal opportunities to attend appropriate in-service training and study days.

Managerial

Deputise in the absence of the Lead Frailty Nurse Practitioner in Primary and Community Care.

Responsibility for ensuring that all equipment is maintained and kept in full working condition and that staff are conversant with and competent in its use.

Ensure that the Lead Frailty Nurse Practitioner and Operational Manager are kept up to date with the development, progress, and relevant issues within the team.

Contribute to policy development and changes in practice including those that may impact on other areas.

Promote good relationships in line with Health Board Policies and procedures.

Respond to and investigate complaints regarding service delivery or professional conduct.

Be involved in the planning and development of Primary and Community care frailty services and Annual Service Review Plan.

Participate in programmes of quality and audit.

Regularly undertake professional and clinical supervision with a named supervisor to maintain and improve standards of care, in line with PTHB policy.

Undertake regular caseload reviews and managerial supervision with other colleagues.

Responsible for health & safety of others in accordance with Health & Safety at Work Policy, Health Board Policies, reporting any Health and Safety matters to the nominated manager.

Professional Responsibilities

Act as a role model, demonstrating high standards of professional proficiency as appropriate to their professional background.

Maintain and update own knowledge and skills, PADR, maintain a professional portfolio, aid professional development and professional registration compliance and Clinical Governance requirements.

Demonstrate reflective practice, updating skills, using research. Demonstrate leadership skills and maintain professional knowledge.

Maintain individual personal development profile and maintain professional registration as per professional requirements.

Maintain awareness of current frailty developments and related legal frameworks.

Carry a caseload, to ensure continued professional development, and jointly act as Care Co-ordinator in appropriate cases, to maintain professional competence and demonstrate expertise.

Be aware of the implications of NICE guidelines and adhere to these accordingly, with a clear emphasis on clinical governance.

Administration

Develop and maintain service databases to collect required statistics for audit purposes and ensure that all staff update their records on a frequent basis.

Provide appropriate Welsh Government and Cluster statistical returns.

Responsible for the keeping of accurate records, including client's notes, WCCIS systems, ESR, annual leave, staff attendance, sickness, personal records, training, team business meetings, development plans and invoices etc.

Responsible for safe storage of records, notes etc as per Health Board policy and procedures.

PERSON SPECIFICATION			
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<p>Registered Nurse –/ current NMC registration</p> <p>Relevant master’s degree or equivalent level of knowledge, skills, and experience to academic level</p> <p>Evidence of continuing professional development at degree level</p> <p>Working knowledge of legislation relevant to field</p> <p>Knowledge or experience of the principles of person-centred planning processes</p> <p>Knowledge or experience of the principles of clinical governance and how it affects professional practice</p> <p>Knowledge or experience of the Equality and Diversity agenda</p> <p>Knowledge or experience of the health inequalities faced by people with frailty</p> <p>Knowledge or experience of Best Practice in relation to decreasing the health inequalities faced by people with severe frailty</p> <p>Knowledge of physical and mental health issues relevant to individuals with severe frailty</p> <p>Development of SOPs for Liaison service</p>	<p>Clinical examination and clinical diagnostics</p> <p>L7 modules</p>	<p>Pre-employment checks</p> <p>Application Form</p>
Experience	<p>Significant experience of working with people who have frailty</p> <p>Post registered experience working with people with frailty</p> <p>Developing training plans for frailty nursing colleagues</p>		<p>Application Form and Interview</p>

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Experience cont'd	<p>Excellent consultation & liaison skills and ability to develop / deliver presentations and teach others</p> <p>Current knowledge of local and national drivers for community frailty services</p> <p>Experience of working as part of a team</p> <p>Experience of providing training to others</p> <p>Experience and confidence in lone working with patients in a community setting</p>		
Aptitude and Abilities	<p>Risk assessment</p> <p>Nursing assessment skills</p> <p>Analytical skills</p> <p>Demonstrate situations where effective leadership skills have been used</p> <p>Tact and diplomacy when working with others</p> <p>Evidence of undertaking presentation to groups</p> <p>Excellent verbal and written communication skills</p> <p>Able to identify and plan to manage risk</p> <p>Practice based on evidence, evaluation and reflection</p> <p>Act as an advocate for people with severe frailty</p> <p>Commitment to multi-agency working</p> <p>Personal integrity</p>	<p>Ability to speak Welsh</p> <p>Experience of partnership working</p>	<p>Interview</p> <p>Application Form</p>

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Aptitude and Abilities cont'd	Plan and organise own work and recognise the need to seek advice and guidance when required Flexible to meet the demands of a developing service Think clearly in stressful situations		
Values	Demonstrate PTHB Values Highly self-motivated Team player, innovator, and completer/finisher Able to direct and develop others Work autonomously and on own initiative Life-long learner Catalyst to promote change		Interview Application Form
Other	Ability to travel within geographical area		Application Form and Interview

GENERAL REQUIREMENTS

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with their organization's Compliance Notice under the Welsh Language Standards, as well as any local policies with regards the Welsh language; as well as taking every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.

- **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have **direct contact** with patients / service users /vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhanced Disclosure Check as part of the HB/Trust's pre-employment check procedure.
- **Safeguarding Children and Adults at Risk:** Powys Teaching Health Board is fully committed to safeguarding people. Employees and workers (including agency and bank workers) are responsible for ensuring they understand what actions to take if they have reasonable cause to suspect that a child or an adult is at risk of harm and mandatory safeguarding training is completed in line with their role specific competencies.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.

- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.
- **Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Organisational Chart



