

Job Description

Job Title	Assistant Commissioning Nurse
Corporate Function	All Age Continuing Care
Band	5
Responsible to	Head of Service(s)
Accountable to	Associate Director of Quality and Improvement
Budgetary responsibility	None
Manages	None
Direct reports	None
Indirect reports	None

Purpose and remit

Cheshire and Merseyside ICB is a highly complex organisation serving a population of over 2.5 million people across nine Places (Boroughs including local Authorities), 17 NHS Provider organisations, 51 PCNs plus North West Ambulance service as well as third sector and voluntary organisations. Cheshire and Merseyside is the third largest ICS in the country, and in regard to scope of organisations the ICS is double the size of the next largest ICS.

From a demographic perspective, there are some real challenges within Cheshire and Merseyside. 33% of the population of Cheshire and Merseyside live in the most deprived 20% of neighbourhoods in England. In addition, the population overall suffers from some of the poorest health outcomes in England.

The post holder will play a key role in supporting the All Age Continuing Care Service across the Cheshire and Merseyside area. Working within the remit of the National Frameworks for Continuing Healthcare, the post holder will deliver an effective and competent level of service and consistency deliver a client focussed service.

The post holder will provide specialist nursing assessment and review for adults presenting with long term care needs who may be eligible for Continuing Healthcare (CHC), Funded Nursing Care and jointly funded packages of care. In doing so, this will provide assurance around quality and commissioned care packages and reporting of safeguarding in accordance with agreed reporting procedures.

Key responsibilities

This will be varied and will adapt over time as both the ICB/S develops. However, the postholder is expected to fulfil the following key functions:

- Review eligibility for the NHS Continuing Healthcare and NHS Funded Nursing Care in a variety of settings including patients own home, care home or other care facility.

- Review the care planning, to ensure that all care needs are being met safely and effectively.
- Monitor and influence the quality of care that is provided to patients; drawing on previous skills and knowledge to improve the patient experience of care.
- Provide professional advice to patients, carers and multi-agency colleagues, including signposting to appropriate services and resources.
- Triage new referrals as part of duty desk cover

Key working relationships

The post holder will have regular contact with a wide range of staff at all levels within the ICB/S, with senior and other representatives of local stakeholders, as well as with patients and their representatives. Some of the key direct relationships include:

- Cheshire and Merseyside ICB/S executive teams
- Cheshire and Merseyside ICB leadership teams
- Chief Information Officers / Digital Leads
- Clinical Leaders
- Colleagues within NHSE/I
- Senior leaders across Cheshire and Merseyside, NHS, local authorities and other third sector organisations

Main duties and responsibilities

- First point of contact for referrals to service and provide duty nurse cover on allocated days
- Understanding of PHBs
- Co-ordinating assessment for NHS Funded Nursing Care and NHS Continuing Healthcare as close to the service user as feasible
- To provide clinical commissioning oversight to applications and assessments concerning joint funded packages of care
- Seek authorisation of eligibility recommendations via Line Manager
- Case management as allocated by the Line Manager
- On-going review of service users eligible for CHC, NHS funded care in accordance with National Framework for NHS Funded Care, and Joint funded care packages of care
- Undertake urgent reviews of service users, where quality and safety concerns have been identified and report in a timely manner
- To prepare and complete comprehensive documentation/tools to enable the level of NHS funding to be determined within the parameters of the National Framework for Continuing Healthcare and Funded Nursing Care and Joint Funding arrangements locally
- Accurately input information onto departmental databases and tools used in Continuing Healthcare adhering to NMC standards for record keeping
- To quality assure external recommendations for CHC/FNC

- Completing Continuing Healthcare Checklists, where appropriate, and that these are processed following service operating procedures
- To provide assurance with regard to quality of care of individual packages by undertaking reviews as agreed
- To support the delivery of local discharge to assess processes
- To actively promote communication and partnership working between the statutory, independent and voluntary sectors
- To communicate relevant information and to provide advice and support on funded nursing/continuing health care to service users and carers
- To liaise with other health professionals on clinical matters as part of the assessment process
- To maintain professional confidentiality in all matters relating to patient care
- To participate in informal and formal education and training as requested
- To participate in clinical supervision and performance and development reviews
- To promote positive awareness of the health and social care needs of adults and older people in conjunction with colleagues from the ICB/Community Trust and Local Authority
- To contribute to team function by sharing own clinical skills/expertise and knowledge
- To identify the training needs within the independent and statutory services and ensure this information is fed back appropriately
- To promote understanding of the role and function of the team
- To support ways of improving nursing assessment/care of adults and older people
- To participate in clinical audit within the service
- Mentoring and supervision of students as required
- To support the development of, and participate in clinical supervision, evidence based and reflective practice in order to develop self and the team
- To line manage staff as requested, ensuring HR policies and procedures are followed
- To ensure any staff that are line managed by the post holder receive appropriate supervision
- Ensure personal access to best practice including up to date research evidence e.g. through NICE, in discharging professional responsibilities
- To support the development of agile working, by updating assessments and uploading data securely, from alternative areas of work other than the operational base.
- The job description and person specification are an outline of the task, responsibilities and outcomes of the role. The post holder will carry out any other duties as may reasonably be required by their line manager. The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the department and organisation

- All staff are expected to adhere and complete the NHS Continuing Healthcare Competency Framework on an annual basis.

The main duties and responsibilities described above are not exhaustive and the post holder can expect to take on other responsibilities or specific tasks as required.

Further, over time it is likely the remit and requirements of the role will evolve and the post holder will be expected to adjust their working approach and style to accommodate these. As a new post within the organisation, to reflect the above, it is expected that this job description would be reviewed regularly, by agreement.

Person specification

<p>Experience</p>	<ul style="list-style-type: none"> • Knowledge of National Framework for NHS Continuing Healthcare and NHS-funded Nursing Care • Understanding of Local Authority functions • Conversant with national and local guidance on continuing care/NHS Funded Care for adults • Understanding of the operational management and clinical role of the NHS • Understanding of the patient experience agenda & its contribution to quality • Knowledge & understanding of the current NHS agenda and of primary care • Experience of working effectively with clinicians, Health and Social Care colleagues and other partner agencies • Ability to self-manage and organise workload • Previous experience of working within a busy environment with ever changing priorities
<p>Qualifications</p>	<ul style="list-style-type: none"> • Educated to degree level or equivalent level of qualification or experience of working at a similar level in specialist area. • Evidence continued professional development. • Current NMC Registration or other appropriate professional body.
<p>Skills</p>	<ul style="list-style-type: none"> • Highly developed communication skills both verbal & written • Ability to communicate with clinical and all levels of staff effectively • Capability to work across boundaries and foster close collaboration • Demonstrated capabilities to manage own workload effectively and make informed decisions in the absence of required information, working to tight and often changing timescales • Demonstrated capability to act upon incomplete information, using experience to make inferences and decision making • IT Skills, ability to use Microsoft Office programmes (Word, Outlook) including accurate data entry and text processing skills • Dependable and reliable • Numerate and articulate, verbally and in writing

	<ul style="list-style-type: none"> • Responsible, self-motivated and committed • Manage stressful situation and self • Determination, perseverance, and resilience • Flexible and approachable • Calm and resolute under pressure • Ability to work flexibly across the geographical area of Cheshire and Merseyside • Able to be flexible on working hours
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Effort, skills and working conditions

Physical skills	<ul style="list-style-type: none"> • Physical skills obtained through practice • Driving between locations • Dexterity and accuracy required
Physical effort	<ul style="list-style-type: none"> • Frequent moderate effort for long periods
Mental effort	<ul style="list-style-type: none"> • Frequent concentration in providing clinical care • Work pattern can be unpredictable • Interruptions to deal with unpredictable patient/client behaviour
Emotional effort	<ul style="list-style-type: none"> • Occasional/frequent distressing or emotional circumstances • Occasional/frequent highly distressing or emotional circumstances • Imparts unwelcome news, possible safeguarding issues • Some challenging behaviour
Working conditions	<ul style="list-style-type: none"> • Frequent unpleasant conditions • Occasional/frequent highly unpleasant conditions • Office or similar environment

Supplementary Duties & Responsibilities

Generic Clauses for all Job Descriptions

- To ensure own actions contribute to the maintenance of a quality service provision
- To be responsible for the self-development of skills and competencies through participation in training and development activities and to maintain up to date technical and professional knowledge relevant to the post
- To participate in the ICB performance and development review and to undertake any identified training and development related to the post
- To undertake statutory and mandatory training as deemed appropriate by the ICB
- To develop and maintain effective working relationships with colleagues
- To adhere to all ICB policies and procedures
- The post holder shall, as necessary, provide cover for and undertake duties of absent colleagues

Information Governance, Data Protection & Confidentiality

All staff are expected to:

- Ensure the confidentiality and security of all information that is dealt with in the course of performing your duties in accordance with the requirements of the Data Protection Act 2018 and adhere to the principles of Caldicott
- Be aware that breaches of ICB Information Governance procedures and codes of conduct could be regarded as gross misconduct and may result in serious disciplinary action being taken, up to and including dismissal
- Comply with and keep up to date with the requirements of legislation such as the Freedom of Information Act 2000 and Computer Misuse Act 1990
- Ensure that your staff maintain that the confidentiality and security of all information that is dealt with in the course of performing their duties is in accordance with the requirements of the Data Protection Act 2018 and the principles of Caldicott and
- Ensure that your staff are aware of their obligations under legislation such as the Freedom of Information Act 2000 Computer Misuse Act 1990, and that staff are updated with any changes or additions relevant to legislation

Health & Safety

In accordance with the Health and Safety at Work Act 1974 and other supplementary legislation, you are required to take reasonable care to avoid injury during the course of work and co-operate with the ICB and others in meeting statutory regulations

- To comply with safety instructions and ICB policies and procedures
- To use in a proper safe manner the equipment and facilities provided
- To refrain from wilful misuse of or interference with anything provided in the interest of health and safety and any action which might endanger yourself and others
- To report as soon as practical any hazards and defects to your senior manager
- To report as soon as practical accidents and untoward incidents and to ensure that accident forms are completed

Risk Management

You are required to contribute to the control of risk and use the incident reporting system to alert the ICB of incidents or near misses that may compromise the quality of services

Infection Control

All staff have a duty to comply with policies and guidelines in relation to Infection Prevention and Control. You have a duty to ensure that you minimise the risk of infection and infectious diseases. This responsibility includes minimising the risk by highlighting any concerns you may have to the appropriate person as identified in the policies and guidelines and challenging inappropriate infection control and hygiene practice

Equality & Diversity

The ICB is committed to equality and diversity and works hard to make sure all staff and service users have access to an environment that is open and a free from discrimination. As an ICB we value the diversity of our staff and service users, and therefore recognise and appreciate that everyone associated with the ICB is different and so should be treated in ways that are consistent with their needs and preferences

In support of this all staff are required to be aware of the ICB's Equality and Diversity Policy and the commitments and responsibilities the ICB has to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

We firmly believe that it makes good business sense to have a workforce representative of the communities we serve and so encourage applications from all sections of the community

Safeguarding Children and Adults

The ICB has a zero-tolerance approach to the abuse of children, young people and vulnerable adults. All staff must ensure they adhere to the ICB's safeguarding children and adults policy and comply with the Local Safeguarding Children and Adult Board procedures. They must be mindful of their responsibility to safeguard children and adults in any activity performed on behalf of the ICB in line with the requirements of statutory guidance and legislation. Staff must keep up to date with safeguarding knowledge and skills by undertaking mandatory safeguarding training as specified in the ICB safeguarding policies, which includes understanding and recognising the signs of abuse and knowing how to raise concerns when those signs of abuse are noticed in a person.

Codes of Conduct and Accountability

You are required to comply with codes of conduct and accountability and any relevant codes of conduct dependent on profession (eg N&M/NHS Managers/Allied Health Profession etc)

External Interests

Each member of the ICB's staff is responsible for ensuring that any external interest they have does not conflict with the duties of their posts and they must disclose the external interest if this is likely to occur, or if they are in doubt about a possible conflict of interest.

Sustainability

All employees will help deliver sustainability as outlined within [NHS Cheshire and Merseyside's Green Plan](#) to help the NHS achieve its net zero goals:

- For the emissions we control directly (the NHS Carbon Footprint), we will reach net zero by 2040, with an ambition to reach an 80% reduction by 2028 to 2032
- For the emissions we can influence (our NHS Carbon Footprint Plus), we will reach net zero by 2045, with an ambition to reach an 80% reduction by 2036 to 2039

All employees are expected to undertake the following:

- Engages in sustainable practices while in the workplace - accepts and follows the Sustainability Policy and Procedures - the employee should try to reduce the environmental impact of their work
- Involvement in improving the directorate's/ office's/ ward's sustainability - seeks methods to make departmental functions more sustainable and takes an active role to initiate change in this direction
- Partakes in sustainability training
- Seeks ways to reduce waste, water, paper, and energy usage