

## Job Description

### 1. Job Details

Job Title:	<b>RNLD Clinical Assessor</b>
Band:	<b>Band 6</b>
Team:	<b>CAPT</b>
Location:	<b>Work Across Coventry &amp; Warwickshire Sites</b>
Responsible to:	<b>Complex Case Manager</b>
Accountable to:	<b>Clinical Commissioning Manager</b>

### 2. Job Purpose

The post holder will be responsible for facilitating multi-disciplinary assessments and patient reviews in line with standard operating policy and procedures. The postholder will also hold case management responsibility ensuring that safe & effective care is commissioned to meet the individual's needs. The post holder will always adhere to the National Framework and guidance for Continuing Healthcare, NMC Code of Professional Conduct and work within established policies, procedures, protocols, and systems ensuring quality standards and performance as directed by the Complex Case Manager /Clinical Commissioning Manager.

### 3 Structure

As part of the ICB which commissions health care for the population of Coventry and Warwickshire; Adult Continuing Healthcare spans the 3 disciplines of Learning Disability, Mental Health, and Physical Disability. This role is within the LD team of adult CHC.

## 4. Core Duties and Responsibilities (Key Result Areas)

To facilitate multi-disciplinary assessments and patient reviews in line with standard operating policy and procedures. This will include face to face and virtual assessments/reviews.

Support the Complex Case Manager/Clinical Commissioning Manager and the wider team to ensure that the workstream is planned and managed effectively and ensure successful delivery.

To be responsible for management of cases as directed by the Management Team.

To case manage a clinical caseload (end to end) including, but not limited to, resolving issues with funding, placements, invoices, and complaints.

To ensure Continuing Healthcare guidance is followed and that services are delivered to maximise patient safety.

To support in the development across the organisation in the personalisation

To support the pathway delivery for Personal Health Budgets within NHS Continuing Healthcare.

To identify and support the arrangement of services required to meet the needs of individuals who qualify for NHS Continuing Healthcare and for the healthcare element of a joint care package as appropriate.

To undertake investigations, as required, into an individual's eligibility for NHS Continuing Healthcare following an individual challenge or dispute.

To act as Duty Clinician as required.

Ensure data systems are kept up-to-date and maintained in line with standard operating policy and procedures. To comply with the Data Protection Act 1998 and Code of Practice on confidentiality and data protection.

To participate in ongoing professional development and clinical supervision in line with NMC guidelines and ensure revalidation of professional registration is maintained.

To provide cover for other Nurse Practitioners as appropriate.

To ensure that communication always remains professional and appropriate.

To support the Clinical Assessment & Placement Team in working towards the Team's goals and objectives.

Required to maintain constructive relationships with a broad range of internal and external partners/stakeholders.

Communicate information, risks, issues, and dependencies, including briefings and reports.

To work closely with all care providers involved in delivering the service.

Provide coordination of and participate in relevant meetings, reporting attendance and providing information advice and support where requested.

Ensure that data collected is reported as appropriate and monitor the processing of data and information.

Provides relevant and timely specialist advice and guidance on functional and information matters relating to CHC and associated services.

The post holder will be required deliver specialist associated services pertaining to their skillset.

To provide accurate and legible recording of information.

To assist/support individuals and representatives in relation to the NHS Continuing Healthcare process.

Operate within and provide enhancements to current management information, reporting to enhance decision making processes.

Contribute to the development of performance and governance strategies and the development and implementation of improvement programmes.

Deliver against objectives, performance targets, achieving quality outcomes, prioritising own workload, and working to tight deadlines.

Support training and induction of new staff.

Undertake research and development as directed.

To carry out other appropriate delegated duties as required.

To ensure compliance with all statutory and mandatory training

The post holder will carry out any other duties as may reasonably be required by their line manager.

This may include assessments and reviews for patients with an element of health funding, joint funding, or alternative funding streams.

The role will also include elements of supporting

- Disputes management, transitional bed process,
- SEND, Safeguarding

The job description and person specification are an outline of the tasks, responsibilities and outcomes required of the role. The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the Department and the Organisation.

## **5. Effort and Environment**

Used to working in a busy environment.

Adaptability, flexibility, and ability to cope with uncertainty and change.

Willing to engage with and learn from peers, other professionals, and colleagues in the desire to provide or support the most appropriate interventions.

Professional calm and efficient manner.

Effective organiser, influencer, and networker.

Demonstrates a strong desire to improve performance and make a difference by focusing on goals.

## **6. Supplementary Duties & Responsibilities**

### **Mobility**

Employees may be required to work at any of the other sites within the organisation subject to consultation. The organisation is in a period of rapid change due to developments and rationalisation of services. This will lead to modification of structures and job descriptions. The post holder will be expected to co-operate with changes subject to consultation, at any time throughout the duration of your contract

**Please note this is not a home working/remote working only position.**

### **Health and Safety**

Employees have a legal responsibility not to endanger themselves, fellow employees and others by their individual acts or omissions. The post holder is required to comply with the requirements of any policy or procedure issued in respect of minimising the risk of injury or disease.

### **Data Protection and Confidentiality**

All employees are subject to the requirements of the Data Protection Act 1998 and must maintain strict confidentiality in respect of patient, client, and staff records.

### **Smoking and Health**

The organisation has a no smoking policy throughout its premises, including buildings and grounds.

### **Equality and Diversity**

The organisation is committed to promoting equal opportunities to achieve equity of access, experience, and outcomes and to recognising and valuing people's differences. This applies to all activities as a service provider and as an employer

### **Information Management and Technology (IM&T)**

All staff are expected to utilise the relevant national and local IM&T systems necessary to undertake their role.

### **Flexible Working**

The organisation is committed to offering flexible, modern employment practices, which recognise that all staff need to strike a sensible balance between home and work life. All requests to work flexibly will be considered.

### **Clinical Supervision**

It is mandatory for all professionally qualified staff and clinical support staff to actively participate in clinical supervision as an integral part of their professional development for a minimum of four sessions per year. Clinical Supervision will be monitored via an annual Performance and Development Review (PDR).

### **Reasonable Adjustments**

The organisation is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.