

JOB DESCRIPTION

POST: Resettlement/Community Integration Manager

LOCATION: Muckamore Abbey Hospital

BAND: 8A

REPORTS TO: Service Manager

RESPONSIBLE TO: The Director of Adult Social & Primary Care Services

Job Summary / Main Purpose

Muckamore Abbey Hospital provides in-patient services for adults with a learning disability for the populations of four HSC Trusts. It also provides in-patient care for people with a learning disability and forensic needs on behalf of the region.

Within the hospital, there are still a number of patients who have lived in the hospital for a long period and need resettled into community settings. The successful applicant will be responsible for working collaboratively within the Hospital setting and across the region to resettle these people into person centred placements in the community, in line with ministerial strategic direction and the Bamford Vision.

Main Duties / Responsibilities

For each of the following, the postholder will:

Work collaboratively with internal and external partners and stakeholders, including patients, their families and carers to achieve appropriate, and person centred placements. The placements, which will be tailored to each patient, will represent betterment and meet the patients assessed level of need.

Demonstrate measurable achievements of delivering an agreed consistent process of person centred care planning in line with the agreed action plan and individual processes for community integration and against the Trust's targets for resettlement and those delayed in their discharge.

He/she will work with ward teams and the multi-disciplinary team to ensure the delivery of assessments, and care planning, to support the transition to the agreed community placement.

He/she will participate in on call rota and support the duty officer as required ensuring safe and effective care and communication over a 24-hour period.

Professional

For each of the following, the postholder will;

- Comply with all the relevant policies, procedures and protocols, whilst ensuring Safeguarding Adults policies and procedures underpin all actions.
- Work collaboratively across the region with Learning Disability and Mental Health colleagues to contribute to the provision of safe effective compassionate and person centered care.
- Work effectively as part of the Multidisciplinary team and Senior Nursing Team in Muckamore Abbey Hospital.
- Participate in the agreed system of staff appraisal and personal development.
- Comply with NMC professional code of conduct.
- Provide effective clinical leadership.
- Maintain a professional attitude, work in accordance with the NMC Code of Conduct, and continually gather evidence to support Revalidation.
- Be aware of own learning needs and limitations and to maintain professional expertise by embracing the concept of lifelong learning.
- Participate in own supervision arrangements both clinical and management.
- Be aware of national developments, which may affect local practice.

General Responsibilities

Employees of the Trust are required to promote and support the mission and vision of the service for which they are responsible and:

- At all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.
- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- Comply with the Trust's Smoke Free Policy.
- Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
- Adhere to Equality and Good Relations duties throughout the course of their employment.
- Ensure the ongoing confidence of the public in-service provision.
- Maintain high standards of personal accountability.
- Comply with the HPSS Code of Conduct.

Information Governance

All employees of Belfast Health & Social Care Trust are legally responsible for all records held, created or used as part of their business within the Belfast Health and Social Care Trust, including patient/client, corporate and administrative records whether paper based or electronic and also including e-mails. All such records are public records and are accessible to the public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004, the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Employees are required to be conversant, to comply with the Belfast Health and Social Care Trust policies on Information Governance including for example the ICT Security Policy, Data Protection Policy and Records Management Policy, and to seek advice if in doubt.

For further information on how we use your personal data within HR, please refer to the Privacy Notice available on the HUB or Your HR

Environmental Cleaning Strategy

The Trusts Environmental Cleaning Strategy recognizes the key principle that “Cleanliness matters is everyone’s responsibility, not just the cleaners” Whilst there are staff employed who are responsible for cleaning services, all Trust staff have a responsibility to ensure a clean, comfortable, safe environment for patients, clients, residents, visitors, staff and members of the general public.

Infection Prevention and Control

The Belfast Trust is committed to reducing Healthcare associated infections (HCAIs) and all staff have a part to play in making this happen. Staff must comply with all policies in relation to Infection Prevention and Control and with ongoing reduction strategies. Standard Infection Prevention and Control Precautions must be used at all times to ensure the safety of patients and staff.

This includes-

- Cleaning hands either with soap and water or a hand sanitiser at the appropriate times (WHO ‘5 moments’);
- Using the correct ‘7 step’ hand hygiene technique;
- Being ‘bare below the elbows’ when in a clinical environment;
- Following Trust policies and the Regional Infection Control Manual (found on intranet);
- Wearing the correct Personal Protective Equipment (PPE);
- Ensuring correct handling and disposal of waste (including sharps) and laundry;
- Ensuring all medical devices (equipment) are decontaminated appropriately i.e. cleaned, disinfected and/or sterilised;
- Ensuring compliance with High Impact Interventions.

Personal Public Involvement

Staff members are expected to involve patients, clients, carers and the wider community where relevant, in developing, planning and delivering our services in a

meaningful and effective way, as part of the Trust's ongoing commitment to Personal Public Involvement (PPI).

Please use the link below to access the PPI standards leaflet for further information.

http://www.publichealth.hscni.net/sites/default/files/PPI_leaflet.pdf

Clause: ***This job description is not meant to be definitive and may be amended to meet the changing needs of the Belfast Health and Social Care Trust.***

PERSONNEL SPECIFICATION

JOB TITLE / BAND:

DEPT / DIRECTORATE:

Notes to applicants:

1. You must clearly demonstrate on your application form under each question, how you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria.
2. Shortlisting will be carried out based on the essential criteria set out below, using the information provided by you on your application form. Please note the Trust reserves the right to use any desirable criteria outlined below at shortlisting. You must clearly demonstrate on your application form how you meet the desirable criteria.
3. Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.

ESSENTIAL CRITERIA

The following are **ESSENTIAL** criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

Factor	Criteria	Method of Assessment
Experience Qualifications Registration	Registered Nurse on the live NMC Register Part 1 (Learning Disability or Mental Health) and Five years' experience post NMC registration and Two years experience at Band 7 or above	Shortlisting by Application Form
Other (e.g. Driving etc.)	Hold a full current driving license valid for use in the UK and have access to a car on appointment Where disability prohibits driving, this criteria will be waived if the applicant is able to organise suitable alternative arrangements	Shortlisting by Application Form

Knowledge Skills Abilities	The successful applicant will have at least two years experience of resettlement/Community Integration work with patients and service users, at Band 6 level or above.	Application Form And Interview
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DESIRABLE CRITERIA

Desirable criteria will **ONLY** be used where it is necessary to introduce additional job related criteria to ensure files are manageable. You should therefore make it clear on your application form how you meet these. Failure to do so may result in you not being shortlisted.

Factor	Criteria	Method of Assessment
Experience Qualifications Registration		Shortlisting by Application Form
Other (e.g. Knowledge Skills Abilities)		Shortlisting by Application Form And / Or Interview / Test

NOTE:

Where educational/professional qualifications form part of the criteria you will be required, if shortlisted for interview, to produce original certificates *and* one photocopy of same issued by the appropriate authority. Only those certificates relevant to the shortlisting criteria should be produced. If educational certificates are not available, an original letter *and* photocopy of same detailing examination results from your school or college will be accepted as an alternative.

If successful, you will be required to produce documentary evidence that you are legally entitled to live and work in the United Kingdom. This documentation can be a P45, Payslip, National Insurance Card or a Birth Certificate confirming birth in the United Kingdom or the Republic of Ireland. *Failure to produce evidence will result in a non-appointment.*

Where a post involves working in regulated activity with vulnerable groups, post holders will be required to register with the Independent Safeguarding Authority.

Healthcare Leadership Competencies

Candidates who are shortlisted for interview will need to demonstrate at interview that they have the required competencies to be effective in this demanding leadership role.

The competencies concerned are set out in the NHS Healthcare Leadership Model, details of which can be found at:

<http://www.leadershipacademy.nhs.uk/resources/healthcare-leadership-model>.

Particular attention will be given to the following:

- Inspiring shared purpose
- Leading with care
- Evaluating information
- Connecting our service
- Sharing the vision
- Engaging the team
- Holding to account
- Developing capability
- Influencing for results

HSC Values

Whilst employees will be expected to portray all the values, particular attention is drawn to the following values for this role

What does this mean?	What does this look like in practice?
 <p>Working together</p> <p>We work together for the best outcome for people we care for and support. We work across Health and Social Care and with other external organisations and agencies, recognising that leadership is the responsibility of all.</p>	<ul style="list-style-type: none">• I work with others and value everyone's contribution• I treat people with respect and dignity• I work as part of a team looking for opportunities to support and help people in both my own and other teams• I actively engage people on issues that affect them• I look for feedback and examples of good practice, aiming to improve where possible.
 <p>Excellence</p> <p>We commit to being the best we can be in our work, aiming to improve and develop services to achieve positive changes. We deliver safe, high quality, compassionate care and support.</p>	<ul style="list-style-type: none">• I put the people I care for and support at the centre of all I do to make a difference• I take responsibility for my decisions and actions• I commit to best practice and sharing learning, while continually learning and developing• I try to improve by asking 'could we do this better?'
 <p>Openness & Honesty</p> <p>We are open and honest with each other and act with integrity and candour.</p>	<ul style="list-style-type: none">• I am open and honest in order to develop trusting relationships• I ask someone to help when needed• I speak up if I have concerns• I challenge inappropriate or unacceptable behaviour and practice.
 <p>Compassion</p> <p>We are sensitive, caring, respectful and understanding towards those we care for and support and our colleagues. We listen carefully to others to better understand and take action to help them and ourselves.</p>	<ul style="list-style-type: none">• I am sensitive to the different needs and feelings of others and treat people with kindness• I learn from others by listening carefully to them• I look after my own health and wellbeing so that I can care and support others.