

## Ward Discharge Flow Team Member

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**Department:** Health and Community Services

**DIVISION:** Intermediate Care

**Reports to:** Discharge Co-Ordinator Manager

**JE Reference:** HCS1073

**Grade:** CS06

**JE Date:** 20/12/2021

### Job purpose

To work in conjunction with the Discharge Co-Ordinators in supporting the multi -disciplinary Team in the safe, effective and well led transfer of care of patients from hospital to their destination on discharge.

### Job specific outcomes

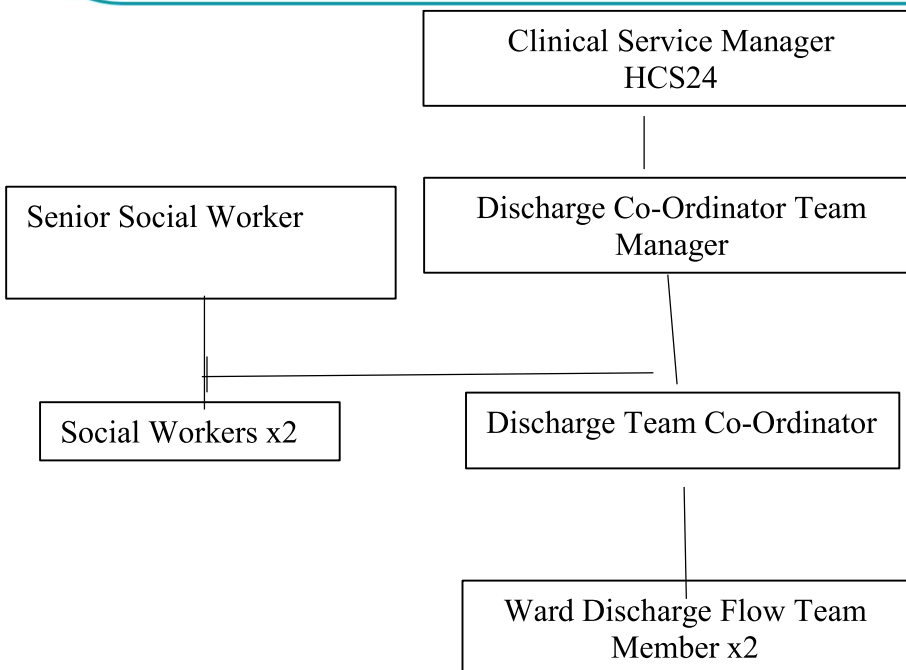
1. Provide support in order to facilitate safe, effective and timely transfer of patient care from the Hospital to the most appropriate setting in the community to meet the needs of the patient.
2. Promote discharge planning which delivers an effective service
3. Actively promote patient discharge to the multi professional team as soon as the patient's condition is suitable for transfer of care to the community
4. Identify delays in the patients discharge process, to challenge and escalate to the Discharge Co-Ordinators
5. Participate in the co-ordination of the patient discharge with the multi professional team members and to ensure all onward referrals are undertaken or that any support services are arranged prior to discharge.
6. Liaise with clinical teams and other relevant stakeholders that are involved in the patients discharge planning process to ensure timely discharge
7. To attend and participate in Multi-Disciplinary Team meetings

### Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

**Organisation chart**



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<ul style="list-style-type: none"> <li>• Good General Education</li> </ul>	Health or social care related qualification
<p><b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge <b>required</b> to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<ul style="list-style-type: none"> <li>• Good understanding of local health and community services</li> <li>• Understanding of the different types of discharge processes</li> </ul>	
<p><b>Technical / Work-based Skills</b> <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<ul style="list-style-type: none"> <li>• Fluent in English</li> <li>• Good documentation skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to communicate in Portuguese, Polish or Romanian</li> </ul>
<p><b>General Skills/Attributes</b> <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<ul style="list-style-type: none"> <li>• Understanding of common clinical conditions that may impact on discharge planning</li> <li>• Effective written And verbal communication skills.</li> <li>• IT literate.</li> <li>• Ability to manage own work load and to prioritise effectively.</li> <li>• Ability to work in scope of own knowledge/</li> </ul>	

	<p>ability</p> <ul style="list-style-type: none"> <li>• Demonstrate competence in explaining processes and procedures to patients</li> <li>• Time management skills Ability to communicate with a wide range the public and multi professional team members.</li> </ul>	
<p><b>Experience</b> <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<ul style="list-style-type: none"> <li>• Previous work experience in a hospital or social care setting.</li> <li>• Team working.</li> </ul>	
<p><b>Criteria relating to Safeguarding</b> <i>Other requirements needed to confirm suitability to work with vulnerable people e.g. attitudes, skills, experience etc.</i></p>		<p>Applied knowledge, training and experience of safeguarding.</p>

### Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 4 core accountabilities attributes and behaviour indicators.