

# Assessor

<b>Location:</b>	
<b>Service Type:</b>	Discharge to Assess
<b>Responsible to:</b>	Team Leader
<b>Accountable to:</b>	Regional Manager
<b>Appraisal Role Level:</b>	Level 1-2

## Main Purpose

To work as part of Hilton Nursing Team to provide short pathways to patients being discharged from hospital. Deliver care to support future independence or arrangements into longer term social care.

To undertake assessments of each patient, ensuring all documentation is detailed and completed with a high level of English spelling and grammar. Support the Personal Nursing Assistants with providing direct care under the person-centred plan as required.

## Hilton Nursing Partners Values

The post holder is required to uphold and model Hilton's values in everything they do.

- **Communication** How we communicate effectively with our partners.
- **Respect** How we show respect for our partners.
- **Teamwork** How we work within our teams, including internal and external partners.
- **Quality** How we ensure that we are working to a high standard.
- **Partnership** How we represent HNP and work with others to maintain high quality care.

Hilton Nursing Partners ensure they embed the "6c's" into daily practice, which is a set of values that underpin **Compassion in Practice**:

- **Communication** Communicating effectively to deliver high quality care.
- **Care** Caring for the wellbeing of your patients.
- **Compassion** Trying to understand how your patient may be feeling.

- **Commitment** Dedicated to do your best for your patients.
- **Competence** Making sure that you have the right skills and knowledge to care for your patients.
- **Courage** Making sure your patients are safe and trying new things to meet your patient's needs.

### Main Responsibilities

- Complete 'Meet and Greet' assessments for new patients; a comprehensive assessment of need including Risk Assessments, identification of required support and planning of care.
- Complete recommendation assessments identifying future care requirements with referral to appropriate services.
- Timely completion of all required assessments, ensuring KPI timescales are achieved.
- Involve patients and their representatives at each step of the service, putting them at the centre of their care.
- Manage a caseload of patients as agreed with the Line Manager, carrying out regular review visits where required to ensure a full and comprehensive assessment and service is provided.
- Liaise proactively with office coordination staff, line management, patients and other bodies and actively source outcomes as directed within the service.
- Supporting patient's rehabilitation returning home from a stay in hospital providing proactive and responsive support to prevent patient's admission or re-admission into hospital.
- To encourage and promote patient participation in the planning and delivery of their care, supporting a degree of independence and activity appropriate to their abilities.
- Adhere to, review and report the effectiveness of the patient's care plan.
- Assisting patients with personal care duties promoting dignity and privacy.
- To support patients with food preparation and the monitoring of food and fluid intake.
- Assistance with medication management including MAR (Medication Administration Records) charts as per policy.
- Supporting higher dependency patients with complex needs e.g. patients with greatly reduced mobility.
- Undertaking additional care skills; catheter care, stoma care, monitoring of vital signs (once trained and assessed as competent).
- Comply with Manual Handling legislation when moving patients.
- To go above and beyond to provide "the Hilton Extra" in that no task is too small to support any patient.
- Report immediately and appropriately any significant changes in health or social circumstances of the patients, as part of the monitoring process.
- In emergency and crisis situations being able to make sound decisions and act responsibly.
- Planning the day; ensuring the most time efficient route, in line with prioritising the needs of each patient.
- Being adaptable to the needs of the patients, working independently and as part of a team.
- Completing electronic documentation accurately and clearly with attention to detail adhering to data protection requirements.
- Maintain regular communication with Team Leader.

- Communicate effectively and share information appropriately with internal and external partners.
- To follow Hilton Nursing Partners business and system processes, reporting accurately and in a timely manner e.g. incidences, raising concerns.
- Using selected system to “tag in and out” of each patient’s home.
- Attend and engage in regular team meetings, supervisions and appraisals.
- Participate in reflective evaluations of care on an individual basis and as part of a team and actively support the development of services.
- Maintain mandatory training requirements within specified timescales.
- Undertake additional appropriate learning and development activities as required for the job role.
- Supporting the organisation as a whole; providing flexible cover for colleagues in the event of annual leave or sickness.
- Comply with all Hilton Nursing Partners guidelines, policies and procedures and adhere to and actively promote the organisation’s Equal Opportunities policy.

### Communication and Partnership Working

Stakeholders	
<b>Internal</b>	Personal Nursing Assistants Occupational Therapist Team Leaders Regional Managers Senior Management Board Members Discharge Co-ordinators Registered Nurses Training and Development Members IT
<b>External</b>	NHS Third Party Caring organisations GP’s Family Members District Nurses Community Occupational Therapists Pharmacists Mental Health Practitioners Social Services Hospice Hot Meal Service

### Personal Specification

	Essential	Desirable
<b>Experience</b>	Experience of working within the Health and Social Care setting	Experience of completing comprehensive assessment of health and/or social care needs
<b>Knowledge</b>	Understanding of different roles	Up to date knowledge of

	<p>and responsibilities within the Health &amp; Social Care sector and how they work in partnership</p> <p>Awareness of local support services and how to access them</p> <p>Data protection and confidentiality</p> <p>MCA 2005 and Safeguarding Adults</p>	<p>developments and changes within the sector</p>
<p><b>Skills</b></p>	<p>Excellent IT skills with previous experience of a variety of databases</p> <p>Excellent communication skills including verbal and written skills using various platforms.</p> <p>Written communication demonstrates good spelling and grammar with attention to detail</p> <p>Ability to build and maintain strong and trusting relationships with patients, representatives, colleagues and other professionals</p> <p>Time management with the ability to prioritise and meet deadlines</p> <p>Self-motivated, able to work autonomously and manages caseloads efficiently</p> <p>Uses initiative and works in a proactive way</p> <p>Understands role expectations to support organisational goals</p> <p>Able to take responsibility for own actions; using knowledge, experience and support of others to inform decision making.</p> <p>To have resilience in daily working life and able to support others</p> <p>Demonstrates compassion in interactions with others</p>	<p>Mentoring new or inexperienced team members</p>
<p><b>Qualifications</b></p>	<p>A relevant level 3 qualification</p>	<p>GCSE in Maths (or equivalent)</p>

	<p>GCSE in English (or equivalent)</p> <p>Maintains own professional development (with evidence) and seeks new learning opportunities</p>	<p>Health and Social Care qualification</p> <p>Certified Care Certificate</p>
<p><b>Hilton Values &amp; Other</b></p>	<p>Being able to demonstrate Hilton's Values</p> <p>Own transport</p>	