

## Stroke Nurse - Highland Job Description

<b>Job Location:</b>	Caithness General Hospital
<b>Responsible to:</b>	Lead Stroke Nurse
<b>Responsible for:</b>	None

### 1. The Department of Services

Our mission is to be the community of support, kindness and challenge where people can help each other, can secure the expert help they need, and collectively advocate for the care that matters to them. To do this we will provide the following services:

- Clinical and Partnership Services that ensure medical and clinical services are delivered well and in a person-centred way
- Life support services that enable our people to live well with their condition beyond the formal public services delivered by the NHS, social care and other partners
- Consultancy services – engagement of the service user voice, inputs to redesigning service using best practice health improvement techniques

The top line statistics on our conditions are:

- One in ten people in Scotland affected by chest, heart and stroke conditions
- **Stroke:** 8902 strokes annually
- **Heart Attack:** 10,784 heart attacks annually
- **Chest:** the data is incredibly poor
- **Living with stroke:** 121,109
- **Living with heart disease:** 231,820
- **Living with COPD:** 123,826

### 2. Job Purpose

The aim of the Stroke Nurse is to facilitate a smooth transition from hospital back into the community, for people who have had a stroke and their families. The Stroke Nurse helps them adjust to the changes associated with the stroke, through the provision of information, advice and support.

The holder of this position will have unsupervised one to one contact as part of their normal duties with adults at risk, therefore this position is subject to a PVG Scheme check.

### 3. Key Challenges

- Managing a geographically widespread and diverse caseload
- Maintaining a high level of skills and knowledge in the developing environment of stroke management

#### **4. Key Responsibilities**

##### **Service Provision and Quality**

- Provide information, advice and support for stroke patients and their families resident in Highland
- Be an active member of the stroke multidisciplinary team
- Follow up patients and their families after discharge, to identify needs and facilitate solutions to their problems. This might involve referring patients to the hospital based team or the Primary Health Care Team, or voluntary organisations
- Follow up patients who have attended Neurovascular Clinic either locally or in Hospital
- Follow up patients who are discharged to Nursing or Residential Homes, offering support to patients, their families, and Care Home staff
- Maintain confidential records of all referrals and update CHSS Stroke Nurse Database
- Provide monthly reports and contribute to an annual report on the work undertaken
- Raise public awareness of stroke/TIA and its prevention
- Ensure awareness of the existence and function of the Stroke Nurse & the Charity
- Apply evidence based knowledge to achieve best practice
- Keep up-to-date in advances in stroke care and attend study days where appropriate
- Assist NHS Area with the input of local data to the Scottish Stroke Care Audit (SSCA)
- Be involved, as appropriate, in the training of others involved in the care of patients with stroke (in liaison with NHS Highland Stroke Coordinator)
- Assist in the evaluation of the post, ensuring continuous quality improvement
- Assist with the review and development of CHSS patient information resources
- Liaise regularly with the Lead Stroke Nurse

##### **External Representation**

- Act at all times as a visible, confident and credible ambassador for the organisation externally, promoting organisation-wide interests
- Participate with key groups within NHS Highland Stroke MCN, and associated subgroups as required
- Work in effective partnerships with health professionals from primary and secondary care, statutory agencies and voluntary organisations

##### **General**

- Undertake other duties from time to time as directed by the Lead Stroke Nurse
- Participate in CHSS departmental, regional & organisational meetings
- Comply fully with CHSS Policies and Procedures
- Participate in the CHSS appraisal and support & development process
- Attend training sessions, continuing professional development and other activities as required

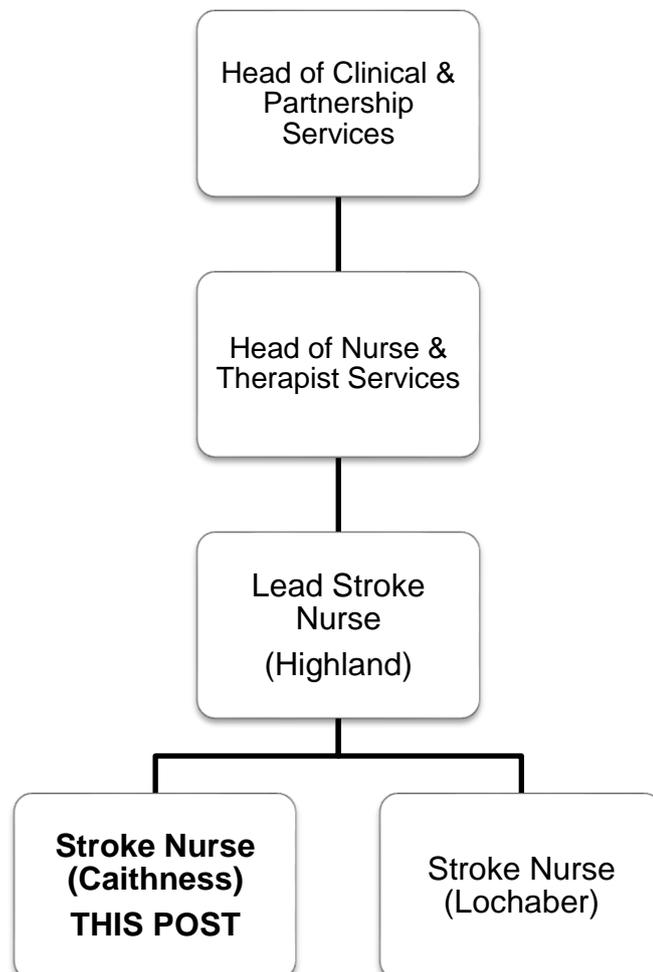
## 5. Dimensions

### Contacts: **(Internal)**

Rehabilitation Support Regional Manager (North)  
Lead Rehabilitation Support Coordinator  
Fundraising Manager (North)  
Other Services Department staff  
Other CHSS staff

### **(External)**

Patients, families, carers and the general public  
Health & Social Care professionals  
Statutory and third sector organisations



*The above job description is not exhaustive and is clarified to include broad duties inherent in the post. Evaluation and development of this post may, in time, indicate a need to revise duties herein.*

## Person Specification

	Essential	Desirable
<b>Education and Knowledge</b>	<p>Current 1st level Nursing professional registration</p> <p>Evidence of Continuing Professional Development [CPD] in relevant field</p> <p>Driving licence (and access to a car) – confident driver</p>	<p>Attainment/working towards relevant degree/equivalent professional qualification</p> <p>Knowledge of geographical area</p>
<b>Previous Experience</b>	<p>4 years post-registration experience</p> <p>Liaising with statutory and voluntary services</p>	<p>Community/rehabilitation post</p> <p>Working with stroke patients and their families.</p>
<b>Skills Aptitudes Abilities</b>	<p>Good communication skills</p> <p>Ability to work on initiative / as part of a team</p> <p>Ability to work under pressure</p> <p>Good organisational skills</p> <p>Good time management</p> <p>Confident IT use:</p> <ul style="list-style-type: none"> <li>• Word</li> <li>• Internet/E-mail</li> </ul>	<p>IT Experience with:</p> <ul style="list-style-type: none"> <li>• Excel</li> <li>• Access</li> </ul>
<b>Disposition</b>	<p>Commitment to ethos of the voluntary sector</p> <p>Commitment to equal opportunities</p> <p>Person centered approach to support embracing the principles of enabling and empowerment</p> <p>Willingness to work flexibility</p>	

## Summary of Terms and Conditions of Employment

<b>Term:</b>	Fixed Term contract until 30 September 2019
<b>Salary:</b>	Grade 3 (ii), Points 27-34, £25,344 – £31,405 pro rata. (AfC band 6 equivalent)  <i>New appointments are normally placed at the base of the salary scale unless there are exceptional circumstances.</i>
<b>Hours of work:</b>	Up to 20 hours per week (CHSS full-time is 32.5 hours)
<b>Review of Work:</b>	The postholder is subject to the CHSS objective setting, supervision and appraisal process.
<b>Travel:</b>	You will be required to use your own car on CHSS business, which is reimbursed at the current rate per mile. All other reasonable travel, subsistence and other necessary expenses are reimbursed.
<b>Annual Leave:</b>	CHSS leave year runs from 1st April to 31st March. Employees are entitled to 36 days annual leave in their first year of service (including public holidays). An employee will be awarded one extra day's annual leave for each complete year of service up to a maximum of 42 days (including public holidays). These allowances are pro-rated for part time employees and further pro-rated for those who join or leave CHSS during the leave year.
<b>Pension scheme:</b>	<p>CHSS offers a Group Personal Pension Plan, which has been established with Aviva. The Plan is a money purchase arrangement. You can choose at what rate you wish to contribute (subject to a minimum age related contribution) and how to invest your own contributions and those made by CHSS. The emerging fund at the point that you wish to take the benefits is then used to purchase a pension that is paid for the rest of your life.</p> <p>Employee's and Employer's Contributions are paid on the portion of the employee's salary which is above the National Insurance contributions threshold (the Lower Earnings Limit). Employees who meet the relevant criteria are "automatically enrolled" in the scheme.</p> <p>There are also schemes which provide death-in-service benefit and permanent health insurance.</p>
<b>Equal Opportunities:</b>	CHSS is committed to equality of opportunity and to no discrimination on the grounds of race, religion or belief, age, sex, marital or civil partnership status, disability, sexual orientation, transgender status, pregnancy or maternity.