**Job Description**

**Job Title:** ICS I.R. Community Nurse Consultant

**Reports to:** ICS International Recruitment lead

**Salary:** Agenda for Change Band 7

**Hours:** 15 hours per week - Fixed Term/Secondment for one year

**Location:** Base work from home / offices in Welwyn Garden City with some limited travel throughout Hertfordshire & West Essex

**Background:**

Hertfordshire and West Essex Integrated Care System (ICS) comprises of three CCGs, three acute hospitals, one ambulance Trust, three community and mental health trusts and two County Councils. The ICS is responsible for providing health and social care services for a population of 1.5 million.

An opportunity has arisen for an enthusiastic, motivated and knowledgeable individual to advise and support the retention and recruitment of international nurses in the community for Hertfordshire & West Essex ICS. This is an exciting time to join the ICS and support the development of International Nurses within a community setting

**Job Purpose:**

Working with the ICS international recruitment lead and project manager for nursing transformation the post holder will assist in providing advice and support for the design, delivery and sustainability of the system wide recruitment of international nurses into community settings.

The post holder will establish and maintain key stakeholder relationships and develop resources to be used system wide to deliver a consistent experience to international nurses.

**STRUCTURE CHART**

Programme Director of Workforce Transformation

Project Manager Nursing Transformation

ICS International Recruitment Lead

ICS International Recruitment Community Nurse consultant

**Core Responsibilities:**

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| * To provide highly specialist advice and support to the development, implementation and co-ordination of the International Nurse Recruitment (IR) Community project management at the Herts and West Essex ICS.
* To advise the International recruitment team around best practice for nurses in a community setting
* To work closely with HR colleagues across the ICS to ensure all compliance requirements for internationally recruited nurses are fulfilled.
* To co-ordinate and assist with the identification of training, assessment and pastoral support for International Nurses
* The post holder will need to remain up to date and advise on NMC regulations
* The post holder will be responsible for keeping up to date on changes to practice including restrictions around Covid 19 or any other infectious disease concern
* To provide support for the development of induction programmes for internationally recruited nurses, including OSCE preparation and training.

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| * To identify key elements of community nurse practice so that this can be built into the induction process.
* To maintain good working relationships with community teams and International nurses and act as a mentor where required.
* To attend the Community International Nurse Recruitment Steering Group meetings.
* To consistently deliver a client focussed service, which promotes excellent patient care and effective working relationships.
* Be a lead specialist in Community Mental Health
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**Operational Responsibility:**

* Daily management of relationships with the IR recruitment teams to ensure a consistent flow of communication, raising any risks and issues with the International nurse recruitment lead
* Providing updates on information and feedback to the IR team and project manager for nursing transformation
* Managing the information provided to key stakeholders in a timely manner
* Assist in the development of a pastoral system of support so that all international nurses feel part of a community and are supported throughout their first 12 months.
* Forge links with partner organisations to identify new and suitable locations for rotational placements.
* Lead on and participate in key developments relating to specialty nursing so that high quality patient focused services are promoted
* Source new opportunities for training and development in dedicated fields such as Mental Health, Social Care and Home Care

**Financial and Physical Resources Responsibility**

* To identify any cost pressures with the ICS international recruitment lead.

**Human Resource Responsibility**

* Cultivate positive, trusting working relationships with health and social care colleagues, encouraging collaboration and ensuring they are aware of current issues and mitigating actions.
* Provide specialist education and training to clinical educators and teams where required
* Work closely with other colleagues to ensure an overall drive for improvements in quality with respect to meeting local workforce challenges
* Maintain excellent working relationships with the International Nurse Advocates and International recruitment Lead

**Information Management Responsibility**

* Handle sensitive data/information in keeping with all Data Protection policies and procedures.
* Record personally generated information
* Provide regular updates to the team and wider ICS when requested
* Identify key issues and implement initiatives with partners to manage change.
* Able to work with complex facts or situations requiring analysis , interpretation , comparison or a range of options

**Planning and Organisation Responsibility**

* To contribute to the continual improvement of international nurse recruitment to the community
* Plan and organise complex activities or programmes, requiring formulation, adjustment
* Provide highly specialised advice concerning care
* To ensure there is adequate cover provided during times of annual leave, training and sickness.

**Policy and Service Development Responsibility**

* To be aware of policies and procedures relevant to international nurse recruitment across the ICS
* Propose policy or service changes where applicable
* As required, attend local and national Workforce, recruitment, TRAC and NHS jobs networking events & trainings, updating the team with the content on return.

**Research and Development Responsibility**

* Provide information to aid in the development of processes and policies across the ICS
* Undertake research in own specialist area to support the growth and development of the programme

**Communication Responsibility**

* Maintain excellent relationships with a broad range of internal and external stakeholders working across organisational boundaries to engage with ICS stakeholders
* Provide and receive complex sensitive information
* Liaise with wider ICS team to share best practice
* To attend meetings/forums/boards present verbal and or written reports regarding the programme as required.
* To represent the ICS at events or meetings which may include service users, carers, voluntary organisations and other health and social care partners.

**Personal Professional Development**

* Take every reasonable opportunity to maintain and improve self-development including professional knowledge and competence
* To participate in regular supervision and personal objective setting, including the development of a Personal Development Plan (PDP).
* This job description is not intended to be exhaustive; the post holder will therefore be expected to adopt a flexible attitude towards these duties, which may be varied subject to the needs of the department and in keeping with the general profile of the post.

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| **Person Specification**

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| **Job title:**  | ICS International Community Nurse Consultant |
| **Directorate:**  | Hertfordshire and West Essex ICS |
| **Department:**  | Nursing Transformation  |
| **Pay band:**  | 7  |

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|  | **Essential** | **Desirable** | **Evidenced by**  |
| **A)Qualifications** |  |  |  |
| BSC/1st degree (health related) or equivalent qualification/training and experience Evidence of professional/clinical knowledge in area supplemented by specialist clinical, managerial training and CPD  | **√** |  | **A/C** |
| Mentorship/Teaching Qualification Post registration qualification in or demonstrate relevant experience and competence (appropriate area of speciality) |  | **√** | **A/C** |
| Evidence of professional/clinical knowledge in a community setting supplemented by CPD | **√** |  | **A/I** |
| Statutory registration RN1/ RN2/ RN12 or RN Child Registered Nurse on the NMC register. To hold the appropriate level for the area of speciality. | **√** |  | **A/I** |
| **B)Knowledge** |  |  |  |
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| Significant previous experience of workingIn a number of settings including community  |

 | **√** |  | **A/I** |
| Experience of supervising junior staff  | **√** |  | **A/I** |
| Up to date knowledge of current clinical and professional issues. Knowledge of evidence based practice. | **√** |  | **A/I** |
| Previous experience of a maintaining a high standard of updating medical records | **√** |  | **A/I** |
| In depth drugs knowledge | **√** |  | **A/I** |
| Ability to administer prescribed medication including transfusion of blood and blood products | **√** |  | **A/I** |
| An understanding of audit and research based nursing practice | **√** |  | **A/I** |
| Highly developed specialist knowledge, underpinned by theory and experience  | **√** |  | **A/I** |
| Able to understand and advise on risk factors within the workplace and whilst out on visits | **√** |  |  |
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| Experienced and knowledge gained inPhysical health monitoring |

 | **√** |  | **A/I** |
| **C)Skills & Abilities** |  |  |  |
| **Communication/Relationship skills**Ability to deal sensitively with staff, patients and stakeholders in person and on the telephone.  | **√** |  | **A/I** |
| Ability to communicate effectively and to promote a positive impression of the team and the ICS | **√** |  | **A/I** |
| Excellent communication and interpersonal skills and ability to create and maintain effective working relationships  | **√** |  | **A/I** |
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| **Analytical and Judgement skills**Awareness of the importance of confidentiality – ability to work withinappropriate boundaries.  |

 | **√** |  | **A/I** |
| Ability to use good judgement skills when dealing with enquiries and problems  | **√** |  | **A/I** |
| Innovative with analytical ability and capacity for problem solving.  | **√** |  | **A/I** |
| **Planning & Organisational skills**: Ability to plan workload, manage diaries, organise appointments, planning workload associated with key dates and deadlines | **√** |  | **A/I** |
| Ability to work to tight deadlines and deal with conflicting demands  | **√** |  | **A/I** |
| Ability to work under pressure and take responsibility | **√** |  | **A/I** |
| Flexible approach – willing to work as part of a team and assist colleagues  | **√** |  | **A/I** |
| **IT Skills**Knowledge and experience of working with Microsoft Packages | **√** |  | **A/I** |
| Ability to learn and utilise new IT systems | **√** |  | **A/I** |
| **D) Approach/Values:** |  |  |  |
| Demonstrate support for the values and beliefs of the Care Group and those of the ICS | **√** |  | **I** |
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| Demonstrate an understanding of the practices of Human Rights in the delivery of this role  |

 | **√** |  | **I** |
| Commitment to providing a quality service within a team  | **√** |  | **I** |
| Ability to travel across sites  | **√** |  | **I** |
| Punctual and flexible across hours | **√** |  | **I** |

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| *To be evidenced by key:*  | *A – Application*  | *C - Certificate*  | *I – Interview*  | *T - Test*  |

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