

## SHEFFIELD CHILDREN'S NHS FOUNDATION TRUST

### JOB DESCRIPTION

#### 1. JOB IDENTIFICATION

Job Title: Transition Co-ordinator  
Department: Nursing / Transition  
Responsible to: Clinical Nurse Specialist in Transition Lead  
Accountable to: Deputy Divisional Manager  
Band: 5

#### 2. JOB PURPOSE

- Work alongside CNS to advise and support young people and their families in their Transition process from children to adult services.
- Act as lead link worker for young people, parents/carers and specialities in Transition.
- Work with CNS to co-ordinate and manage all complex case referrals (patients involved in 3 or more specialities) via the transition referral system.
- Assist and support the transition team to develop and deliver transitional pathways packages and strategies.

#### 3. MAIN DUTIES/RESPONSIBILITIES

- To support and work with the MDT in the delivery of individualised care to young people and their families by providing administrative support to clinical teams in the efficient delivery of transition clinics, including providing correct information and support regarding relevant transition policies and updates.
- Work with CNS to provide support for each individual referral, to organise MDT's etc that is received through complex case referral system.
- Undertake housekeeping duties include maintain and order stock.
- Provide support to young people and their families' in preparation of transition to adult services, and to signpost where appropriate to follow on services.
- To effectively respond to telephone enquiries, by liaising with relevant colleagues , and to work closely and maintain communication channels with key stakeholders by keeping up to date with national transition guidelines, policies, procedures, pathways and materials.
- To assist in the organisation and co-ordination of the internal and external trust-wide meetings, set agendas and take minutes.
- To assist the organisation and take part in trust wide transition events and to support and feed into youth forum and local campaigns.
- To support and work with the CNS and clinical lead in delivering essential transition training including trust mandatory training to all members of staff where appropriate.
- Support specialities in using transition tools with the CNS; such as ready steady go and

health passport.

- Support staff and engage with various specialities to deliver a joint approach to transition.
- Contribute to transition team audit processes by evaluating practice and contribute to development, implementation and promotion of departmental working practices, policies and procedures, overseen by the clinical lead.
- Highlight barriers during transition process and pathways.
- Engage, motivate, support and encourage teams in development and application of transition pathways.
- Deal with highly sensitive information and patient data.
- Maintain confidentiality regarding children and families at all times.
- Raise Safeguarding concerns within appropriate knowledge base to ensure that child protection and raise issues to the safeguarding team where appropriate.

#### **Training & Staff Development**

- Support and work with the CNS and clinical lead in providing essential transition training including Trust mandatory training to all members of staff where appropriate to role.
- Support the induction of any new members of staff who are employed into team.
- Support specialities in using transition tools such as Ready Steady Go and Health Passport.
- Support staff and engage with various specialities to deliver a joint approach to transition.

#### **IT & Reporting**

- Responsible for developing trust wide E-system's live plans and gathering reports
- Maintain a transition information system of all complex patients to produce reports
- Use a range of IT applications to create reports.
- Support CNS and Clinical lead with undertaking relevant audits.
- Conduct relevant audit and GAP analysis trust wide supporting specialities
- Work with CNS to provide written documentation/ reports in relation to audit and quality standards.
- Accurately record personally generated information on the patient record, using both paper and computerised systems.

## **4. SCOPE AND RANGE**

### **Internal Relationships**

The post holder will work across all sites of the Sheffield Children's Hospital Trust and be an integral member of the transition team.

Co-ordinate the running of the Youth Forum alongside with Communications Team.

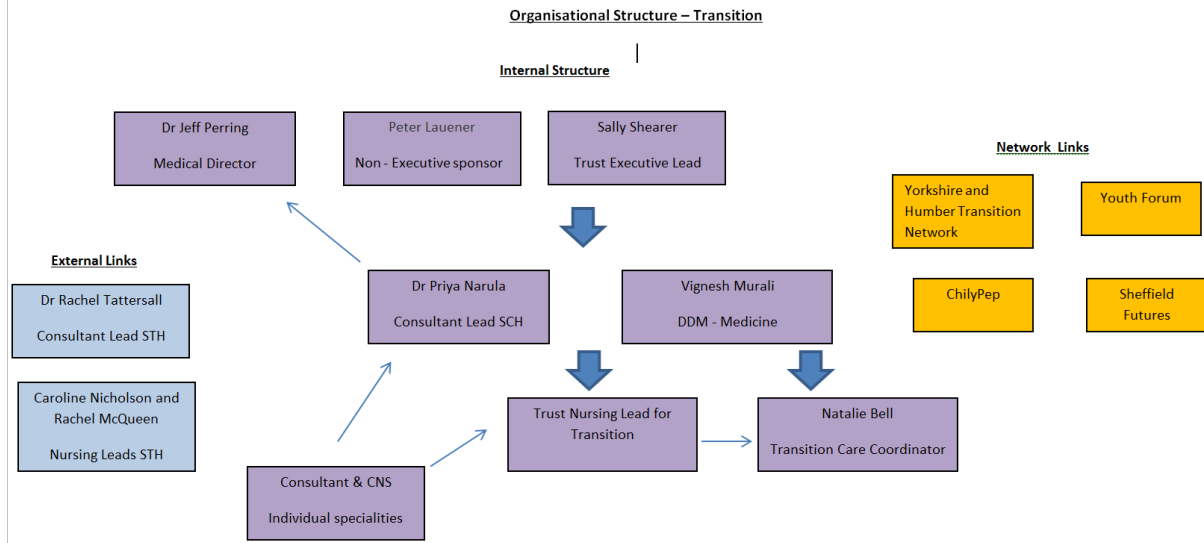
### **External Relationships**

The post holder will work across trust, organisation boundaries and locations such as SCH STH and peripheral hospitals communicating and supporting the transition pathway with the transition team.

This post holder will be responsible for holding key links with Yorkshire and Humber Transition Network – this involves attending meetings and working with key personnel to develop Transition Pathways with oversight of CNS and DDM.

This Post holder will hold links to Local Charities such as Chillypep and Sheffield futures, creating pathways for young people to access key medical services and ensure transition pathways are responsive.

## 5. ORGANISATIONAL POSITION



## 6. JOB DESCRIPTION AGREEMENT

Job Holder's Signature:

Date:

Manager's Signature:

Date:

### TRUST VALUES

Our Values express what it is like to work in our organisation and our employees should make these a part of everything we do.

*Keeping children, young people and families at the heart of what we do*

#### Compassion

- We are led by kindness for all – for our patients, their families and our colleagues
- We will show empathy and understanding, treating everyone with dignity and courtesy
- We will respect each other and those we care for

#### Accountability

- We always strive to do the right thing
- We own responsibility for our successes, failures and understand where we need to improve
- We will create a supportive working environment where everyone takes responsibility for their own actions

#### Respect

- We value differences and treat everyone fairly and consistently

HR Use only

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- We will actively tackle inequality and will foster a culture of inclusion

**Excellence** 

- We will seek to improve the way we work and deliver a high quality standard of care

We will be open to new ideas, through innovation, partnership, research and education locally, nationally and internationally

**Together we care**

**SHEFFIELD CHILDREN'S NHS FOUNDATION TRUST**

**PERSON SPECIFICATION – Transition Co-ordinator – Band 5**

Assessment Criteria	Essential	Desirable	How assessed
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Degree level in healthcare or equivalent relevant experience</li> <li>• Demonstrate evidence of maintaining a professional portfolio for development.</li> </ul>	Training in working and communicating with Young People.	AF AF
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working within a multidisciplinary team</li> <li>• Experience of working with children and young people.</li> </ul>	Caring Responsibilities Working within health service Evidence of working in a supervisory role.	Af Af Af Af In
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Understanding of the impact of disability and illness on children and their families/carers</li> <li>• Maintaining a safe environment</li> <li>• Good communicator</li> <li>• Able to work well within a team</li> <li>• Good organisational and planning skills</li> <li>• Good written and numeracy skills</li> <li>• Experience of writing reports.</li> <li>• To have basic key board / I.T. skills to effectively use hospital information systems, including inputting data/using database to input information.</li> </ul>	Infection Control Caring for the Young Person	Af In Af In Af In
<b>Personal Attributes</b>	Commitment to: Caring environment Flexible working Access to a car for commuting between sites and around city	Demonstrate ability to be innovative	Af In Af In Af In



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	Able to work independently		Af In Af In
<b>Demonstrates Trust Values</b>	C – Compassion A – Accountability R – Respect E - Excellence		Af In Ref Af In Ref Af In Ref

Key for How Assessed: AF = Application form, In = Interview, P = Presentation, T = Test, REF= Reference

