Health Care Professional Link Role

Terms Of Reference: Thank you for agreeing to undertake the role of the Link Nurse/Health Care Professional (HCP). This document provides some details about the expectations of the role that you are undertaking and the support you can expect.

Link nurses/HCP require energy and resources (staff and time) to undertake their role

AIM:
- To establish networks of appropriately trained links within healthcare and allied disciplines
- To use the network to monitor standards and improve the care of the service users within your area
- To share and implement information distributed by the specialist team.
- To escalate any concerns to your manager or specialist team.
- To share and monitor safe evidenced based current practice in your area.

REQUIREMENTS TO JOIN:
- Working in an environment that is allied to healthcare or social care.
- Be enthusiastic, willing to learn with an interest in the specialty
- Possess good communication skills
- To be in a position to be a change agent (with the support of your manager)
- To have a basic understanding of the specialty and a desire to deepen and expand this knowledge
- To act as a role model for colleagues, service users, their visitors and carers
- To be able to attend link training days/meetings or send a deputy if unable to attend.

ROLE
- Act as a competent role model and be an advocate within that speciality
- Provide a visible presence and be accessible/contactable in the workplace to clinical teams, patients and service users
- Enable individuals and their teams to learn and develop their specialist practice. Work alongside team members and students to generate creative opportunities for learning
- Network with other link advisors.
- Promote and monitor safe practice in your area of work
- Act as a point of liaison and support for your team
- Provide positive feedback to members of your team to support the celebration of success.
- In liaison with your specialist practitioner, develop a culture where improvements are made by learning from incidents / complaints, and reflect on the learning. Become involved with generating action plans for your team as required.
- Support your specialist practitioner by attending and contributing to link meetings and disseminating information back to your team.
• Update and maintain a resource file which is readily available for your team to access

**MANAGEMENT SUPPORT:**

Division and the relevant Head of Nursing/AHP and ISD Matron. Attendance by links will be sent to your Professional Lead three times a year (Twice a year for childrens’ services- Infection and Prevention Control- IPC).

At local level management support is essential. Your manager is asked to sign the competency framework and you are advised to retain a copy for future reference and discussion at your PDR. This management signature is a commitment to support you by allowing attendance at meetings and time within the working day for you to conduct your link responsibilities (this must be negotiated locally).

The Specialists will support the link nurse system through mentorship, education and communication. The Specialist and your manager will support you with extended training provided through attendance at link study days and meetings.

**TISSUE VIABILITY**

**FUNCTION OF THE TISSUE VIABILITY LINK NURSE STUDY DAYS:**

- To provide a safe confidential environment that facilitates discussion around the specialism with other Tissue Viability Links
- To allow specialist staff to be accessible to Tissue Viability Link staff.
- To provide education to Tissue Viability Link staff
- To network with other Tissue Viability Links
- To share good practice.
- To raise and discuss issues with the specialist team
- To share new national evidence based guidelines, local policies and best practice statements

**COMPETENCIES TO SUPPORT THE TISSUE VIABILITY LINK NURSE:**

The Tissue Viability Link Nurse competences are considered the essential skills for the link nurse. This competency framework can be used to show development in the role as staff progress towards achieving a level of proficiency within your professional development as agreed with your Speciality link and line manager.

**ROLE**

- Support local audit thereby ensuring evidence based quality care. Facilitate ownership of audits by your team supported by your Specialist team and Manager

**INFECTION PREVENTION & CONTROL TEAM**

**Expected outcomes of our IPC link advisor : We model on the RCN competencies.**

- Develop a core knowledge base in infection prevention & control.
- Able to demonstrate the application of infection control to your own environment.
- Promote and monitor safe IPC practice.
- Able to dedicate time to undertake IP&C audits
- To perform local audit as part of the IP&C Annual Audit Plan and develop and implement action plans in conjunction with your manager and review outcomes.
- To attend the 2 day IP&C Link training course within 12 months of accepting the role
- To attend link advisor meetings or send a deputy if unavailable. Attendance at meetings will be reported to your line manager and Professional lead. Failure to attend a minimum of 2 meetings a year will result in your position as link being reviewed.

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• Ability to negotiate time with your manager to attend training / Link meetings.
• Share any learning / information from IPC meetings or training sessions with your teams e.g. feedback at team meetings ensure you have a regular agenda slot, use notice boards, IP&C resource folder.

FUNCTION OF THE IPC TRAINING SESSIONS:
• To provide a safe confidential environment that facilitates discussion around infection prevention and control with other IP&C Links
• To share new national evidence based guidelines, local policies and best practice statements
• To share good practice.
• To raise and discuss issues with the IP&C Team
• To prepare you on how to conduct IP&C audits in your area and feedback audit results and suggested learning
• To be accessible to all IP&C Link staff.
• To provide education to IP&C Link staff
• To network with other IP&C Links

FALLS PREVENTION

FUNCTION OF THE FALLS PREVENTION LINK HCP STUDY DAYS, QUATERLY LOCALITY & INPATIENT MEETINGS
• To provide peer support with the Falls Prevention link HCP
• To allow specialist staff to be accessible to Falls Prevention Link HCP’s
• To provide education in Falls Prevention & Osteoporosis risks
• To network with other Falls Prevention Link HCP’s
• To network with partner organisations with an interest in Falls Prevention
• To share & celebrate good practice.
• To raise and discuss concerns with the specialist Falls Prevention team
• To share new national evidence based guidelines, local policies and best practice statements

COMPETENCIES TO SUPPORT THE FALLS PREVENTION LINK HCP:
The Falls Prevention Link HCP competences are considered the essential skills for the link HCP. This competency framework can be used to show development in the role as staff progress towards achieving a level of proficiency within your professional development as agreed with your Speciality link and line manager. It is expected that the Link HCP will complete the Royal College of Physicians online falls training.

ROLE
• Act as a source of clinical expertise for the assessment, intervention and management of patients who have fallen or who are at risk of falling
• Act as a source of knowledge for the assessment of osteoporosis risk factors.

• Take a lead for implementing all falls documentation, liaising with the falls prevention coordinator
• Where appropriate work with the community matron and team administrator to ensure monthly provision of falls data from SCAS/SECAMB referrals to falls prevention coordinator
• Support local audit there by ensuring evidence based quality care. Facilitate ownership of audits by your team supported by your Specialist team and Manager

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CONTINENCE TEAM

FUNCTION OF THE CONTINENCE LINK HCP
- To provide a safe confidential environment that facilitates discussion around the specialism with other continence nurse links
- To allow specialist staff to be accessible to the continence link health care professional
- To provide education to continence link staff
- To network with other continence links
- To share good practice.
- To raise and discuss issues with the specialist team
- To share new national evidence based guidelines, local policies and best practice statements

COMPETENCIES TO SUPPORT THE CONTINENCE HCP LINK
The HCP link competencies are considered the essential skills for the link nurse. This competency framework can be used to show development in the role as staff progress towards achieving a level of proficiency within your professional development as agreed with your Speciality link and line manager.

ROLE
- Act as a source of clinical expertise for the assessment, intervention and management of patients with continence problems
- Act as a source of knowledge for the assessment of continence
  
Support local audit thereby ensuring evidence based quality care. Facilitate ownership of audits by your team supported by your Specialist team and Manager

Statement by line manager.
I have read the document below and agree that (name of link HCP) would make an appropriate link HCP.

I agree to support protected time at the direction of the manager to enable the role of link HCP to be undertaken.

Signature. Date.