|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation Name**  *Free text/cut and paste from a word document* |  | | |
| **Title of Job**  *Free text or if chosen automated population from a chosen*  *transferable role template* | Transition Coordinator: Children to Adult Services | | |
| **Scope of Job**  sets the context, job profile  *Free text or from automated population from chosen TRT* | This Role includes a range of activities at Level 5 which will be required to support a young person with learning disabilities in the transition to adult services. The provision of this support may be only one aspect of the overall job carried out by a worker. Support for the transition to adult services may be provided by several members of an integrated care team and/or by a range of agencies. A successful transition requires a person centered approach with four key elements, namely Early Planning, Communication, Multi-agency Coordinated Working and Preparation for Adulthood.   The activities in this Role are linked to National Occupational Standards (NOS). NOS define the knowledge, understanding required and the criteria for competent performance of each activity. The NOS within this Role have been taken from the Learning Disability Transition Pathway Competency Framework developed by Health Education England in the West Midlands in partnership with Skills for Health.  The lists of NOS within this role refer to the function of supporting transition to adult services and they do not necessarily include all of the other activities which a person supporting transition may carry out when performing other aspects of their job. The lists of NOS are intended as a guide to commissioners, leaders and education providers and articulate the skills required at Level 5 within a team/service in order to support a young person with learning disabilities in the transition to adult services. | | |
| **Responsible to**  *Free text* |  | | |
| **Accountable to**  *Free text* |  | | |
| **Contract type and**  **working hours**  *Free text* |  | | |
| **Pay Grade**  *Free text* |  | | |
| **Career Framework Level**  *Short descriptor from Career Framework automated population from chosen TRT* | People at level 5 will have a comprehensive, specialised, factual and theoretical knowledge within a field of work and an awareness of the boundaries of that knowledge. They are able to use knowledge to solve problems creatively, make judgements which require analysis and interpretation, and actively contribute to service and self-development. They may have responsibility for supervision of staff or training. | | |
| **Key Areas of Responsibility**  *Free**text* |  | | |
| **Level 5 Core Competences / National Occupational Standards:** | | | |
| **Underpinning Principle** | **Reference Function** | | **Competence** |
| **1. COMMUNICATION** | 1.2 | Communicate effectively | GEN97 Communicate effectively in a healthcare environment  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3001) |
| **2. PERSONAL & PEOPLE DEVELOPMENT** | 2.1.1 | Develop your own practice | GEN13 Synthesise new knowledge into the development of your own practice  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/376) |
|  |  |  | CFAM&LAA3 Develop and maintain your professional networks  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3770) |
|  | 2.1.2 | Reflect on your own practice | GEN23 Monitor your own work practices  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/2051) |
|  |  |  | SCDHSC0033 Develop your practice through reflection and learning  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3415) |
|  | 2.2.1 | Support the development of the knowledge and practice of individuals | SCDHSC0043 Take responsibility for the continuing professional development of yourself and others  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3481) |
| **3. HEALTH SAFETY & SECURITY** | 3.5.1 | Ensure your own actions reduce risks to health and safety | IPC2.2012 Perform hand hygiene to prevent the spread of infection  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3309) |
|  |  |  | PROHSS1 Make sure your own actions reduce risks to health and safety  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3327) |
|  |  |  | PMWRV1 Make sure your actions contribute to a positive and safe working culture  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/4027) |
|  | 3.5.2 | Protect individuals from abuse | SCDHSC0024 Support the safeguarding of individuals  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3518) |
| **4. SERVICE IMPROVEMENT** | 4.6 | Promote service improvement | CFAM&LCA1 Identify and evaluate opportunities for innovation and improvement  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3783) |
| **5. QUALITY** | 5.1.1 | Act within the limits of your competence and authority | GEN63 Act within the limits of your competence and authority  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/85) |
|  | 5.1.2 | Manage and organise your own time and activities | HT4 Manage and organise your own time and activities  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/2501) |
| **6. EQUALITY & DIVERSITY** | 6.1 | Ensure your own actions support equality of opportunity and diversity | SCDHSC0234 Uphold the rights of individuals  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3506) |
|  | 6.2 | Promote equality of opportunity and diversity | SCDHSC3111 Promote the rights and diversity of individuals  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3540) |
| **B. HEALTH INTERVENTION** | B2.1 | Obtain information from individuals about their health status and needs | CHS169 Comply with legal requirements for maintaining confidentiality in healthcare  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/2820) |
| **D. INFORMATION MANAGEMENT / INFORMATION AND COMMUNICATION TECHNOLOGY** | D2.4 | Maintain information / record systems | CFA\_BAD332 Store and retrieve information using a filing system  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/4104) |
| **H. MANAGEMENT & ADMINISTRATION** | H1.3.1 | Contribute to the effectiveness of teams | SCDHSC0241 Contribute to the effectiveness of teams  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3509) |
|  | H1.3.2 | Develop relationships with individuals | CFAM&LDD1 Develop and sustain productive working relationships with colleagues  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3787) |
|  | H2.6 | Receive and pass on messages and information | ESKITU020 Use digital communications  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/4150) |
| **Role Specific Competences / National Occupational Standards:** | | | |
| **Underpinning Principle** | **Reference Function** | | **Competence** |
| **1. COMMUNICATION** | 1.5 | Provide information, advice and guidance | CHS174 Advise and inform others on services  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/2316) |
|  |  |  | CHS177 Advise on access to and use of services  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/2320) |
|  |  |  | SCDHSC0026 Support individuals to access information on services and facilities  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3536) |
| **2. PERSONAL & PEOPLE DEVELOPMENT** | 2.1.1 | Develop your own practice | GEN12 Reflect on and evaluate your own values, priorities, interests and effectiveness  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/375) |
|  | 2.2.1 | Support the development of the knowledge and practice of individuals | GEN132 Support and challenge workers on specific aspects of their practice  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3898) |
|  | 2.2.2 | Support the development of knowledge and practice of teams and agencies | GEN40 Contribute to the development of the multidisciplinary team and its members  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/2213) |
|  |  |  | SFJ HF26 Contribute to the development and promotion of the organisation and its services  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/4182) |
| **3. HEALTH SAFETY & SECURITY** | 3.5.2 | Protect individuals from abuse | SCDHSC0034 Promote the safeguarding of children and young people  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3416) |
|  |  |  | SCDHSC0035 Promote the safeguarding of individuals  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3417) |
|  |  |  | GEN134 Contribute to the prevention and management of abusive, aggressive and challenging behaviour  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3927) |
| **4. SERVICE IMPROVEMENT** | 4.2 | Develop strategies for improving services | PSL9 Implement and evaluate joint operational policies and care pathways  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/1898) |
|  | 4.3 | Implement strategies for improving services | GEN117 Monitor, evaluate and improve processes for delivering health and wellbeing services to a population  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3883) |
| **5. QUALITY** | 5.2.5 | Evaluate the quality of healthcare services | SCDHSC0442 Evaluate the effectiveness of health, social or other care services  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3581) |
|  | 5.2.5 | (Contd..) Evaluate the quality of healthcare services | GEN126 Monitor, evaluate and improve inter-agency services for addressing health and wellbeing needs  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3892) |
| **A. ASSESSMENT** | A2.1 | Plan assessment of an individual's health status | CHS52 Plan inter-disciplinary assessment of the health and well-being of individuals  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/2229) |
|  | A2.3 | Assess an individual with a suspected health condition | CHS229 Assess individuals' needs and circumstances and evaluate the risk of abuse, failure to protect and harm to self and others  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3856) |
|  | A2.7 | Undertake a risk assessment in relation to a defined health need | CHS230 Assess the need for intervention and present assessments of individuals' needs and related risks  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3857) |
| **B. HEALTH INTERVENTION** | B1.1 | Obtain valid consent for interventions or investigations | CHS167 Obtain valid consent or authorisation  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/2818) |
|  | B3.1.2 | Enable individuals to make health choices and decisions | PE1 Enable individuals to make informed health choices and decisions  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/2101) |
|  | B3.4.2 | Refer individuals to services for treatment and care | GEN123 Work with others to facilitate the transfer of individuals between agencies and services  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3889) |
|  |  |  | SCDHSC0386 Assist in the transfer of individuals between agencies and services  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3936) |
|  | B4.2 | Evaluate the delivery of care plans to meet the needs of individuals | CHS53 Evaluate the delivery of care plans to meet the needs of individuals  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/2230) |
|  | B4.3 | Evaluate treatment plans with individuals and those involved in their care | CHS233 Contribute to the assessment of needs and the planning, evaluation and review of individualised programmes of care for individuals  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3860) |
|  | B16.3 | Assist individuals in undertaking activities | SCDHSC0347 Support individuals to access employment  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3451) |
|  | B16.4 | Support individuals to retain, regain and develop the skills to manage their lives and environment | SCDHSC0349 Support individuals to access housing and accommodation services  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3453) |
|  |  |  | SCDHSC0382 Support individuals to manage change in their lives  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3468) |
|  |  |  | SCDHSC0383 Support individuals to move into new living environments  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3469) |
|  | B17 | Work in collaboration with carers in the caring role | SCDHSC0387 Work in partnership with carers to support individuals  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3472) |
|  |  |  | SCDHSC0427 Assess the needs of carers and families  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3495) |
| **C. HEALTH PROMOTION & PROTECTION** | C2.4 | Enable people to address issues relating to their health and wellbeing | SCDHSC0330 Support individuals to use services and facilities  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3441) |
|  |  |  | SCDHSC0366 Support individuals to represent their own wishes and needs at decision-making events  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3459) |
|  | C2.4 | (Contd..) Enable people to address issues relating to their health and wellbeing | CS11.2015 Support young people to prepare for and make the transition to adult healthcare services  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/4001) |
|  |  |  | CS12.2015 Support young people to adapt to adult healthcare services  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/4002) |
| **H. MANAGEMENT & ADMINISTRATION** | H1.1.5 | Provide leadership | CFAM&LBA2 Provide leadership in your area of responsibility  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3777) |
|  | H1.3.1 | Contribute to the effectiveness of teams | GEN39 Contribute to effective multidisciplinary team working  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/2212) |
|  |  |  | GEN41 Identify team members need for psychological support  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/2217) |
|  |  |  | SCDHSC3100 Participate in inter-disciplinary team working to support individuals  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3420) |
|  |  |  | CFAM&LDC5 Help individuals address problems affecting their performance  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3743) |
|  |  |  | CFAM&LDB2 Allocate work to team members  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3791) |
|  | H1.3.2 | Develop relationships with individuals | CFAM&LDD1 Develop and sustain productive working relationships with colleagues  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3787) |
|  | H1.3.2 | (Contd..) Develop relationships with individuals | CFAM&LDD2 Develop and sustain productive working relationships with stakeholders  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3788) |
|  | H1.3.3 | Manage multi-agency collaborative working | CFAM&LDD4 Develop and sustain collaborative relationships with other organisations  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3752) |
|  |  |  | GEN122 Enable workers and agencies to work collaboratively  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3888) |
|  |  |  | SFJ\_CCAA1 Work in co-operation with other organisations  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/4057) |
|  |  |  | SFJ\_CCAA2 Share information with other organisations  [Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/4058) |
| **Facets of Role (National Occupational Standards):** | | | |
| **Underpinning Principle** | **Reference Function** | | **Competence** |
|  |  | None Assigned |  |
| **Locality Specific Competences / National Occupational Standards:** | | | |
| **Underpinning Principle** | **Reference Function** | | **Competence** |
|  |  | None Assigned |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Specification** | | | |
| **Criteria** | **Essential**  (pre-requisite for job) | **Desirable** | **Evidence**  **Application and/or Selection process**  **A and /or S** |
| **Physical requirements** |  |  |  |
| **Knowledge and skills required for post**  Education/ Qualification |  |  |  |
| **Experience,** **Previous experience relevant to the post.** |  |  |  |
| **Skills in communication, mathematics and use of IT**  (Employability Skills Matrix, Skills for Health 2014) | | | |
| **Communications and Customer Care**   * Communicate clearly, effectively and confidently with people in the workplace following detailed and/or multi-step instructions. Respond constructively to queries and complaints Take full part in formal and informal discussions, ensuring contributions meet the needs of the audience, ask questions to clarify understanding and persuading and influencing people in a way that builds team confidence Read and understand, writing effectively for a range of contexts and situations. |  |  |  |
| **Mathematics**   * Select, compare and discuss information from lists, tables, diagrams and charts and use appropriate mathematical method and tools to solve identified problems and assist with clinical trials, audits or research projects as required. |  |  |  |
| **Use of IT**   * Use IT to meet identified needs and plan and evaluate the work of the team effectively, maintaining confidentiality. |  |  |  |
| **Team working skills and attributes**  (Employability Skills Matrix, Skills for Health 2014) | | | |
| **Working with Others**   * Work with others towards achieving shared goals, learning from mistakes and being open to the opinion of others including service users Receive and give constructive feedback. |  |  |  |
| **Solving Problems**   * Assess situations and identify the root cause of problems Evaluate different points of view on the basis of facts.  Use theoretical and practical knowledge to solve problems and make decisions. |  |  |  |
| **Personal: personal skills, qualities, values and behaviours**  (Employability Skills Matrix, Skills for Health 2014) | | | |
| **Demonstrate positive attitudes, values and behaviours**   * Demonstrate honesty, integrity care and compassion at all times, and maintain the dignity and confidentiality of the service user. Take care of your personal health, including hygiene and appearance. Show interest in work and identify and suggest alternative ways of getting the job done.  Present a positive image, recognise and reflect on your own work and value other peoples. |  |  |  |
| **Be responsible**   * Be responsible and accountable for your own actions, including effective leadership. Manage your work/life balance, and attend work as required on time. Understand your rights and responsibilities at work, lead on health and safety policies, practices and procedures. Be able to implement best practice in terms of equality of opportunity and valuing diversity in the workplace. Understand your responsibility to identify and raise any issues relating to the service with more senior staff. Understand and respect confidentiality in relation to your work Plan and manage time and resources to achieve personal and team goals  Assess, weigh and take steps to minimise and manage risk. |  |  |  |
| **Be adaptable**   * Carry out multiple tasks or projects. Be open and respond constructively to change. Seek help when necessary. |  |  |  |
| **Learn continuously**   * Take responsibility for your own learning and be willing to continuously learn and grow, reflecting on own practice and encouraging others to reflect on their practice. Assess personal strengths and areas for development, set own learning goals and work towards their achievement. Identify, access and make use of appropriate learning sources and opportunities. |  |  |  |