



## **Information for applicants**

**CARE HOME PRACTICE  
LINK NURSE**

**SCARBOROUGH**



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## 1. Background

Haxby Group is a high-quality, community-based healthcare organisation, with general practice at its heart. We deliver exceptional care from 10 GP surgeries across York, Scarborough, and Hull, serving more than 95,000 patients. Haxby Group has been rated Outstanding by the Care Quality Commission (CQC) in York and Hull. It has been rated as Good in Scarborough.

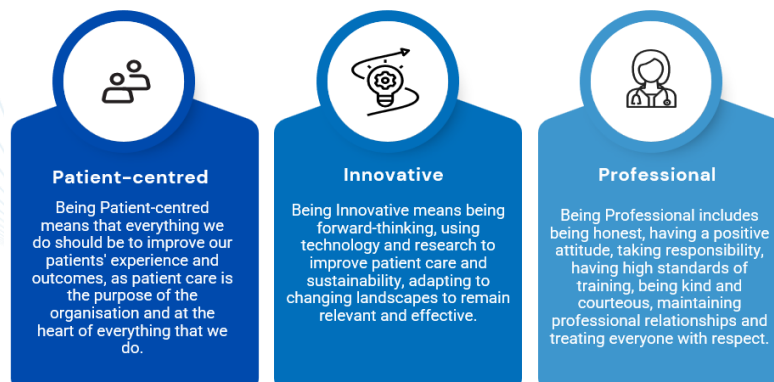
We are dedicated to improving the health of the communities we serve and have an innovative approach to ensuring we provide outstanding care. We are actively involved in research projects with the aim of improving patient care, and our digital-first ethos has contributed to reducing waiting times for access to services.

Our large and diverse team of Doctors, Nurses and Advanced Practitioners have decades of expertise, providing a range of care in a safe, friendly environment, with support from highly experienced Health Care Assistants, Clinical Pharmacists, and other non-GP clinicians. Supporting the patients and our clinical team are the large front of house and back-office teams ranging from Patient Services, Care Navigators, Clinical Administration Support and more.

Alongside the full range of NHS GP services, we provide minor surgery, vasectomies, and contraceptive procedures as well as providing some non-NHS services.

As the host for the Workforce and Training hub in Humber North Yorkshire, we offer training services through Haxby Group Training. We are committed to training all our staff, from Clinical Administration and Call Handlers, through to our Nursing team, and including all stages of undergraduate and postgraduate medical education. As a Primary Care Training and Workforce Hub in Humber Coast and Vale, we also provide support for a growing network of local practices, co-ordinating local schemes on behalf of Health Education England.

We have a clear mission "To deliver high quality, compassionate care to our local communities with an innovative and ethical mindset" and we achieve this by applying our organisational values:



More information can be found at [www.haxbygroup.co.uk](http://www.haxbygroup.co.uk)



## 2. Job Description

**Job Title:** CARE HOME PRACTICE LINK NURSE

**Reports to:** LEAD CLINICAL NURSE

**Structure:**

Lead Clinical Nurse > Head of Nursing > Chief Executive Medical Officer

**Job Summary:**

You will be a Registered Nurse, responsible for delivering high-quality nursing care for residents in aligned care and nursing homes. The aim of this role is to minimise hospital admissions by ensuring timely care reviews and support efficient, patient-centred care planning. This role involves assessing, planning, and coordinating the healthcare needs of residents, providing clinical advice and education to care home staff, and supporting the integration of care. You will work closely with the practice clinical teams to ensure that appropriate care is provided.

You must work at all times within your own competence and professional code of conduct as regulated by the Nursing and Midwifery Council (NMC). You should use your own judgement, knowledge and common sense in your day-to-day activities.

**Care Home Link Nurse Responsibilities:**

- Act as the primary point of contact for aligned care homes building effective working relationships with care home staff, residents and families.
- Lead and coordinate multidisciplinary team (MDT) reviews.
- Develop and update personalised care and support plans.
- Conduct comprehensive nursing assessments, including for long-term conditions and frailty.
- Identify, diagnose, and manage treatment plans for at-risk patients.
- Support patients and carers with treatment adherence and health promotion.
- Respond to urgent or emergency situations and initiate appropriate care.
- Identify and manage early signs of health deterioration.
- Implement and support vaccination and immunisation programmes.
- Assess and refer patients with mental health needs as per guidelines.
- Communicate sensitively and effectively with patients, carers, and colleagues.
- Collaborate with GPs and primary care professionals to manage caseloads.
- Make informed decisions about care pathways and resource deployment
- Actively contribute to the primary care team, including service improvement and research.



- Lead on prevention and early intervention initiatives.
- Undertake clinical duties as directed such as wound care, immunisations, chronic disease management, and phlebotomy where required.
- Deliver proactive care, including health promotion and preventative healthcare for residents.
- Liase with and refer to the appropriate services for ongoing patient care management.
- Contribute to audits and quality improvement projects aimed at enhancing care for care home residents.

### **Business Responsibilities:**

- Gather statistics and information as required.
- Undertake assigned tasks, project support, or development.
- Maintain accurate documentation and records using IT as per Haxby Group protocol.
- Follow agreed policies and protocols, seeking guidance from Team Leaders and Managers if required.
- Promote service uptake within the community.
- Uphold and promote Haxby Group's ethos and culture.
- Ensure resource rationalisation.
- Assist in expanding the business's professional offerings.
- Attend in-house governance, educational, and staff meetings.
- Plan, develop, and support new working processes to enhance quality.
- Train staff for optimal performance.
- Build and maintain relationships with other healthcare professionals and external bodies.
- Always behave professionally.

### **Safeguarding:**

- Commit to safeguarding Adults at risk (vulnerable adults), children, and young people.
- Adhere to legislation and policies on Child Protection and Safeguarding Adults and be aware of your duties and responsibilities.
- Recognise signs of abuse and neglect.
- Inform the Safeguarding Lead of any concerns promptly.
- Stay up to date with safeguarding training requirements.

### **Learning and Development:**

- Participate in training programmes, performance reviews, and personal/professional development.



- Act as a role model and mentor within the team.
- Participate in teaching, assessment, and ongoing professional development.
- Develop and use a Personal Development Plan.
- Utilise learning opportunities and share knowledge with the team.
- Undertake mandatory and statutory training.

### **Team Working:**

- Assist and support your line manager in providing a quality service.
- Provide cover during team members' absences.
- Support and facilitate change.
- Undertake additional tasks as required.
- Work effectively as a team member, supporting others.
- Accept delegation from senior staff and manage time effectively.
- Participate in team activities to improve patient care.
- Contribute to team effectiveness by reflecting on activities and making suggestions.
- Support local projects as agreed.
- Delegate duties safely and competently.

### **Confidentiality:**

- Respect patients' privacy and maintain confidentiality.
- Access and share information only with authorised persons as per policies.

### **Health & Safety:**

- Promote and maintain health, safety, and security per the Health & Safety Policy.
- Use personal security systems and manage work risks effectively.
- Keep up with training to update knowledge and skills.
- Use infection control procedures and maintain tidy, hazard-free work areas.
- Report potential risks and accidents promptly and as per the policy.

### **Equality and Diversity:**

- Support equality, diversity, and rights of patients, carers, colleagues and visitors.
- Respect the privacy, dignity, and beliefs of all individuals.
- Behave in a welcoming, non-judgmental manner.

### **Quality:**

- Strive for quality within Haxby Group.
- Alert the team to quality and risk issues.
- Manage time, workload, and resources effectively.



- Work within limitations and cooperate with audits.
- Contribute to achieving high quality standards and initiate improvement projects.
- Work with the Registered Manager to meet CQC standards.
- Collaborate with other agencies to meet patients' needs.

**Communication:**

- Communicate effectively with team members, patients, carers and visitors.
- Recognise and respond to alternative communication needs.

**Other:**

- This job title and job description is neither exhaustive nor exclusive and is subject to periodic review and amendments.

**3. Person Specification**

	Essential	Desirable
<b>Physical Requirements</b>	Able to undertake the requirements of the post.	Reliable. Flexible. Excellent attendance record.
<b>Knowledge/Qualifications/Skills</b>	Registered with NMC or HCPC; degree-level education.  Minimum 3 years post-registration experience.  Strong assessment, care planning, and clinical decision-making skills.  Ability to lead MDT reviews and coordinate integrated care.  Skilled in core nursing duties (e.g., wound care, immunisations, chronic disease management).  Good IT and digital record-keeping skills.	Primary care nursing, community nursing, or care home setting experience.  Prescribing qualification, specialist training (e.g., diabetes, COPD, mentorship)  Experience with clinical software  Experience in end-of-life or palliative care.  Experience with long-term conditions, frailty, and early deterioration.  Training in frailty assessments.



	<p>Clear, adaptable communication skills.</p> <p>Knowledge of safeguarding, infection prevention, and health &amp; safety.</p>	<p>Knowledge of quality improvement or audit process.</p>
<p><b>Competencies/ Qualities/ Attributes</b></p>	<p>Able to work autonomously within professional boundaries.</p> <p>Strong prioritisation, caseload management, and risk-assessment skills.</p> <p>Effective multidisciplinary working and referral skills.</p> <p>Ability to contribute to service development and implement change.</p> <p>Compassionate, patient-centred, and professional.</p> <p>Highly organised, flexible, and proactive.</p> <p>Strong team player with positive interpersonal skills.</p> <p>Honest, accountable, and committed to high-quality care.</p>	<p>Competent in teaching and supporting colleagues.</p> <p>Experience leading small projects or service improvements.</p> <p>Confidence in representing the service externally.</p> <p>Motivated to contribute to research or innovation.</p>
<p><b>Other</b></p>	<p>Commitment to safeguarding and ongoing mandatory training.</p> <p>Willingness to travel to aligned care homes.</p> <p>Adherence to organisational values, policies, and confidentiality standards.</p>	<p>Flexibility, reliability, and a good attendance record</p> <p>Non-smoker</p> <p>Car driver/clean licence</p>



		Willingness to take on additional responsibilities as the role evolves.
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#### 4. Terms and Conditions

**Salary:** Your salary will be dependent on skills and experience. Pay progression will be dependent upon annual performance appraisal.

**Annual Holiday:** 27 days plus bank holidays (pro rata for part-time staff). Holiday entitlement will increase as a reward for loyalty and service.

**Training:** Induction training plus other annual training subject to an agreed personal development plan.

**Working hours:** Full-time 37.5 hours per week over 5 days. (Saturdays on a rota)

The Surgeries will be open 7.30am to 8pm weekdays and until 1 pm Saturdays. Your exact weekly hours will be agreed according to service and individual needs. These hours may vary as dictated by service or individual requirements. To facilitate communication and training you will also be required to attend evening meetings, events and training that fall outside your normal working hours. These will be reimbursed as overtime paid at the normal hourly rate, or as time taken in lieu.

**Benefits:** Several additional benefits including NHS Pension, reimbursement of NMC or other and Medical Defence fees and the Well-being Simply Health Plan will be offered after your six-month probation period.

**Other benefits include:**

- Full induction package with reviews
- Annual reviews
- Annual training day
- Regular training and updates
- Social functions



## **5. Application**

To apply you must complete an application form.

Human Resources contact details:

Address: HR Department, Haxby Group, 109-119 Front Street, Acomb, York, YO24 3BU.

Or E mail: [HR.Team@haxbygroup.co.uk](mailto:HR.Team@haxbygroup.co.uk) Tel: 01904 928077 / 928076

All applications will be acknowledged however previous applicants need not apply.

For more information regarding the post please contact the HR Team on the above numbers.