



JOB DESCRIPTION

JOB TITLE:	Prevention Facilitator
SALARY:	£23,000, plus £2,000 car allowance
REPORTS TO:	Support & Performance Manager
LOCATION:	Home Working/Head Office
HOURS:	37.5 Hours per week, Fixed-term contract until November 2023

Introduction

Living Well Taking Control (LWTC) is a joint venture between charities Health Exchange and Westbank Care Services to provide prediabetes services. The vision of the partners is to grow both vertically and horizontally increasing our area of business throughout UK. LWTC is investing in and operating National to deliver the Healthier You NHS Diabetes Prevention Programme (NHS DPP).

Company Aim

LWTC intends to deliver high quality, efficient, cost effective services, targeted at the specified requirements but sympathetic to the changing needs of its clients, commissioners and the local community.

Job Summary:

- Support referral generation from General Practices into the NHS DPP.
- Raise awareness of NHS DPP amongst Primary Care staff.
- Improve the quality of referrals by uncovering existing barriers to referral and working with General Practice to overcome these challenges.

Principal Responsibilities

- Raise awareness of the NHS DPP, attending primary care meetings and forums (e.g. GP forums, Practice Nurse and Practice Manager meetings and forums) to explain how the programme works and who it is appropriate for.
- Support and engage with PCN's, General Practice and Primary Care Networks to ensure the agreed level of patient referrals.
- Identify and work to overcome issues concerning the quality of referrals made by General Practice onto the NHS DPP.
- Offering primary care referrers advice on how to increase referrals by using alternative referral pathways.
- Supporting practices to use the NHS DPP electronic templates and to record outcomes onto EMIS/ VISON Web clinical systems.
- Attending and contributing to the Derbyshire Diabetes delivery group.
- Obtain and disperse patient case studies and other good news stories to encourage referral into the NHS DPP and raise awareness of the programme at the same time.

- Communicate identified patient issues to the LWTC Management Team and to the CCG as appropriate.
- Manage and monitor the appropriate level of incoming referrals to each individual Locality Coach to ensure they meet their overall retention targets.

This job description is subject to periodic revision, following discussion with the job holder.

Responsible for overall supervision of all staff/direct management of:

Not applicable

Main Areas of Influence

- General Practice
- Senior commissioners within CCGs, Local Authorities
- Primary Care Networks
- Other health providers and partners
- Other stakeholders and voluntary sector providers
- Local patient participation groups

As the attached job description outlines the main duties and responsibilities of this post, so the person specification lists the requirements necessary to perform the job. Candidates will be assessed according to the extent to which they meet the specification. It is therefore important that applicants pay close attention to all aspects of the person specification when deciding if their skills, experience and knowledge match these requirements.

	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications/Education:			
Bachelor's degree or equivalent	X		A & C
At least three A-Levels or equivalent	X		A & C
Health and Social Care level 5 diploma or equivalent		X	A & C
Experience:			
Engaging and support General Practice in referral generation	X		A & I
Analysing and interpreting statistical performance information and acting upon it	X		A & I
Experience of working within primary care or public health to deliver health and wellbeing services	X		A & I

	ESSENTIAL	DESIRABLE	EVIDENCE
Experience of communicating with individuals within senior roles, as well as those delivering the frontline service	X		A & I
Experience of reporting issues and patient feedback		X	I
Experience of using General Practice clinical systems including EMIS, Vision and System One		X	I
Knowledge:			
Knowledge of local and national NHS issues or proven ability to learn about detailed and complex issues	X		I
Knowledge of the NHS DPP	X		I
Knowledge of how primary care works and the roles key to referring patients to services	X		I
Knowledge of referral pathways and referral quality issues		X	I
Key Skills/Abilities:			
Excellent interpersonal, verbal and written communication skills	X		A & I
Clear and concise style of writing	X		I
Ability to prioritise workload and work to deadlines under pressure	X		I
Ability to work on own initiative and as part of a team	X		I
Ability to work in a confidential way	X		I
A flexible and adaptable approach with a willingness to work outside normal hours	X		I
Owns a car and has full clean driving license	X		A & C
Ability to work flexibly and travel across the region	X		I

	ESSENTIAL	DESIRABLE	EVIDENCE
Physical Skills:			
Computer literate with working knowledge of Microsoft Word, Excel, Internet and e-mail applications	X		A & I
Good keyboard skills	X		A & I

Key: A = Application Form, I = Interview, T = Test, C = Certificate