

## Job Description

|                        |                                  |
|------------------------|----------------------------------|
| <b>Job Title:</b>      | Community Nurse                  |
| <b>Band:</b>           | 5                                |
| <b>Responsible to:</b> | District Nursing Sister          |
| <b>Department:</b>     | Neighbourhood Team               |
| <b>Directorate:</b>    | Older People and Adult Community |

### Our Values

|                        | <b>Behaviour</b>  | <b>How we will demonstrate this behaviour</b>   |
|------------------------|---|---|
| <b>Professionalism</b> | We will maintain the highest standards and develop ourselves and others | By demonstrating compassion and showing care, honesty and flexibility                               |
| <b>Respect</b>         | We will create positive relationships                                   | By being kind, open and collaborative   |
| <b>Innovation</b>      | We are forward thinking, research focused and effective                 | By using evidence to shape the way we work  |
| <b>Dignity</b>         | We will treat you as an individual                                      | By taking the time to hear, listen and understand   |
| <b>Empowerment</b>     | We will support you   | By enabling you to make effective, informed decisions and to build your resilience and independence |

### Job Purpose

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| <ul style="list-style-type: none"> <li>• To work as an autonomous practitioner within the integrated multi-professional team, neighbourhood teams.</li> <li>• To be accountable for assessing, interpreting, planning, implementing and evaluating treatment to patients within professional guidelines, with the support of the multidisciplinary team.</li> <li>• To keep the patient at the centre of care, ensuring patient and carer participation in decision making.</li> <li>• Provide support and education to peers, new staff non-registered staff and students.</li> <li>• To provide a high standard of care.</li> <li>• To provide a high standard of nursing intervention within a patients own home this includes lone working, with access to Specialist and Advanced Practitioners when</li> </ul> |
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required.

- Will be expected to work as part of a 24/7 service
- To identify patient needs, agree goals and to provide appropriate holistic nursing interventions, to refer to other services and provide or order equipment.

## **Key Responsibilities**

### **Clinical / Service Specific**

1. To be professionally and legally accountable for all aspects for your own and delegated work.
2. To work within codes of practice and professional guidelines.
3. To undertake holistic assessment (including those with complex presentations and multi pathologies) making use of clinical reasoning skills.
4. To use evidence-based practice, to ensure clinical care is effective and appropriate.
5. To promote independence and wherever possible to avoid hospital admission and reduce inpatient length of stay to ensure those patients receive the appropriate care in the most appropriate setting.
6. Organise and manage own time, delegating work appropriately.
7. Contribute to risk assessments and health and safety assessments and including immediately reporting any changes/newly identified risks.
8. To demonstrate the importance of gaining patient and carer consent in all interventions.
9. To effectively communicate verbally with patients, carers and colleagues using tact and persuasive skills. This may involve using skills where patients have difficulties in communication, e.g. hearing loss, diminished sight, depression, speech problems, cognitive impairment, behavioural problems and pain.
10. To contribute to and work towards the service/organisational aims and objectives of the Neighbourhood Teams and the new model of care.
11. To work effectively within the neighbourhood team structure and liaise appropriately with members of the MDT and other agencies by attending MDT meetings, case reviews.
12. To ensure that accurate and timely written records are kept which comply with the Trust policy and NMC guidance, reporting on any issues as appropriate.
13. To inform/update all members of the multi-disciplinary team, service users and appropriate others, of changes involving current care plans, patients progress and other relevant matters that pertain to the care of the patient.
14. To support the Community nursing team with day to day planning and delivery of a high quality care.
15. To support the neighbourhood team with case management model.
16. To provide skilled nursing care of a high standard as delegated by the district nursing sister/ charge nurse.
17. To support, educate and advise formal and informal carers with the nursing care which they can provide.
18. To act as a patient advocate, providing information, health education and support to facilitate patient choice with regard to nursing care, promoting independence.
19. To ensure that medications are stored and recorded according to the rules relating to the drugs policy of cpft.

20. To administer immunisations and vaccinations to adults in accordance with agreed protocols for patients on the current caseload.

### **Research & Service Evaluation**

1. To inform/update all members of the multi-disciplinary team, service users and appropriate others, of changes involving current care plans, patients progress and other relevant matters that pertain to the care of the patient.

### **Information Technology**

1. To inform/update all members of the multi-disciplinary team, service users and appropriate others, of changes involving current care plans, patients progress and other relevant matters that pertain to the care of the patient.
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### **Financial Responsibility**

1. All staff will support their managers to make efficient and effective use of resources.
2. All staff must ensure they use resources in a manner consistent with organisational objectives and policies, ensuring that resources are realistic, justified and of clear benefit to the organisation.

### **Training & Development**

- To participate in regular supervision in accordance with good practice guidelines and Trust policy.
- To participate in the Trust's annual Appraisal process.
- To attend all relevant mandatory training as and when required to do so.

### **Quality & Patient Safety**

- Protection of Children & Vulnerable Adults – To promote and safeguard the welfare of children, young people and vulnerable adults.
- Implementation of NICE guidance and other statutory / best practice guidelines. (if appropriate)
- Infection Control - To be responsible for the prevention and control of infection.
- Incident reporting - To report any incidents of harm or near miss in line with the Trust's incident reporting policy ensuring appropriate actions are taken to reduce the risk of reoccurrence.
- To contribute to the identification, management and reduction of risk in the area of responsibility.
- To ensure day to day practice reflects the highest standards of governance, clinical effectiveness, safety and patient experience.
- To ensure monitoring of quality and compliance with standards is demonstrable within the service on an ongoing basis.

- To be aware of the responsibility of all employees to maintain a safe and healthy environment for patients/ clients, visitors and staff.

### **General**

- To maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health.
- To comply with the Professional Codes of Conduct and to be aware of changes in these. To maintain up to date knowledge of all relevant legislation and local policies and procedures implementing this.
- To ensure that all duties are carried out to the highest standard and in accordance with currently quality initiatives within the work area.
- To comply with all relevant Trust policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information and to be aware of any changes in these.
- To comply at all times with the Trust's Information Governance related policies. Staffs are required to respect the confidentiality of information about staff, patients and Trust business and in particular the confidentiality and security of personal identifiable information in line with the Data Protection Act. All staff are responsible for ensuring that any data created by them is timely, comprehensive, accurate, and fit for the purposes for which it is intended.

### **Equality & Diversity**

The Trust is committed to equality and diversity and works hard to make sure all staff and service users have access to an environment that is open and a free from discrimination. As a Trust we value the diversity of our staff and service users, and therefore recognise and appreciate that everyone associated with the Trust is different and so should be treated in ways that are consistent with their needs and preferences.

Therefore all staff are required to be aware of the Trust's Equality and Diversity Policy and the commitments and responsibilities the Trust has to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

We firmly believe that it makes good business sense to have a workforce representative of the communities we serve and so encourage applications from all sections of the community.

### **To be noted:**

- This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.
- This post is subject to the Rehabilitation of Offenders Act 1974 (Exemption Order 1975) and as such it will be necessary for a submission for disclosure to be made to the Criminal Records Bureau to check for previous criminal convictions. The Trust is

committed to the fair treatment of its staff, potential staff or users in line with its Equal Opportunities Policy and policy statement on the recruitment of ex-offenders.

## Person Specification

|                        |                         |
|------------------------|-------------------------|
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| <b>Band:</b>           | 5                       |
| <b>Responsible to:</b> | District Nursing Sister |
| <b>Department:</b>     | Neighbourhood Team      |

| Criteria                   | Essential   | Desirable  |
|----------------------------|---|--|
| Education / Qualifications | <ul style="list-style-type: none"> <li>• RGN level 1, RGN level 2</li> <li>• Evidence of professional development</li> </ul>  | <ul style="list-style-type: none"> <li>• Mentorship qualification or equivalent.</li> <li>• Management of leg ulcer qualification</li> </ul> |
| Experience                 | <ul style="list-style-type: none"> <li>• Community experience</li> </ul>  | <ul style="list-style-type: none"> <li>• Primary care experience and experience in wound care.</li> </ul>                                    |
| Skills & Abilities         | <ul style="list-style-type: none"> <li>• Able to demonstrate commitment to high quality care and service provision</li> <li>• Ability to work flexibly as part of a team.</li> <li>• Good communication skills</li> <li>• Good documentation skills</li> <li>• Able to assess plan and implement care and formulate care plans.</li> <li>• Support Integrated Care Workers and teach and support student nurses and HCA's.</li> <li>• Computer/ IT skills</li> <li>• Time Management and prioritisation Skills.</li> <li>• Ability to safeguard and promote welfare of children and young people/ vulnerable adults.</li> <li>• Demonstrates understanding</li> </ul> | <ul style="list-style-type: none"> <li>• Understanding of clinical supervision</li> </ul>  |

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|                                      |  |  |
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|                                      | <p>of safeguarding issues.</p> <ul style="list-style-type: none"> <li>• Appreciates the significance of safeguarding and interprets this accurately for all children and young people/ vulnerable adults whatever their life circumstances.</li> </ul>   |  |
| <p>Knowledge &amp; Understanding</p> | <p><b>Working within professional boundaries</b></p> <ul style="list-style-type: none"> <li>• Accepts responsibility and accountability for own work and can define the responsibilities of others</li> <li>• Recognises the limits of own authority within the role</li> <li>• Seeks and uses professional support appropriately</li> <li>• Understands the principle of confidentiality</li> <li>• Demonstrates professional</li> <li>• Curiosity</li> <li>• Responsible for maintaining registration with NMC and/or other professional bodies</li> </ul> <p><b>Emotional Awareness</b></p> <ul style="list-style-type: none"> <li>• Demonstrates empathy for the concerns of others.</li> <li>• Listens to and understands directly and indirectly expressed feelings.</li> <li>• Encourages others to express themselves openly</li> <li>• Manages strong emotions and responds constructively to the source of problems.</li> <li>• Shows respect for others feelings views and circumstances</li> <li>• In highly stressful situations keeps own feeling in check, takes constructive action and calms others down.</li> <li>• Has a range of mechanisms for dealing with stress, can recognise when to use them and does so.</li> </ul> <p><b>Self Awareness</b></p> |  |

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|-----------------------|---|--|
|                       | <ul style="list-style-type: none"> <li>• Has a realistic knowledge of personal strengths and areas for development.</li> <li>• Can demonstrate flexibility of approach</li> <li>• Shows a realistic appreciation of the challenges of working with the client group.</li> </ul>   |  |
| Physical Requirements | <p>The ability to:</p> <ul style="list-style-type: none"> <li>• Kneel, bend &amp; stoop, and work in cramped environments</li> <li>• Move and manoeuvre people and equipment</li> <li>• Manoeuvre patients using safe techniques in accordance with care plan.</li> <li>• Travel around work base locality</li> </ul>   |  |
| Other                 | <ul style="list-style-type: none"> <li>• Recognise peoples right to privacy and dignity, treating every person with respect</li> <li>• Willingness to embrace integrated model and new ways of working.</li> <li>• Flexibility to work over seven days per week</li> <li>• Willingness to be flexible in approach and attitude</li> <li>• Good attendance record</li> <li>• Ability to travel across the county sometimes at short notice.</li> <li>• Subject to criminal records disclosure</li> </ul> |  |

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The Trust believes in treating everyone with dignity and respect and encourages applications from all sectors of the community. We guarantee an interview to candidates with disabilities who meet the minimum essential criteria.