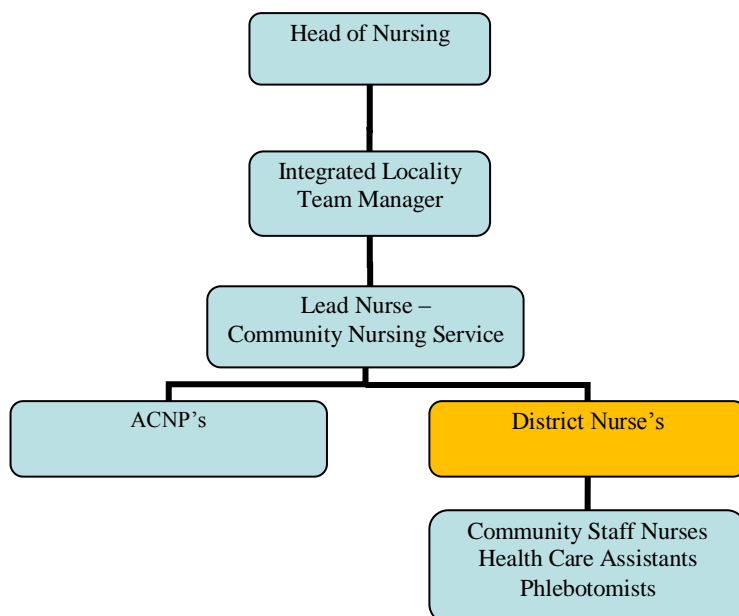


Job Description

Job Ref:	22-104
Job Title:	District Nurse - Trainee
AfC Pay Band:	Band 5
Number of hours:	37.5
Division:	Out of Hospital Division
Department:	Community Nursing Service
Location:	With East Sussex Healthcare NHS Trust
Accountable to:	Head of Nursing – Out of Hospital Division
Reports to:	Lead Nurse

Job purpose	<p>To manage a clinical caseload and day to day co-ordination of a Community Nursing Service Team for nominated Primary Care Practices. This includes receiving referrals, carrying out assessments and deciding the most appropriate pathway for care delivery.</p> <p>Support the Integrated Locality Team Manager and Lead Nurse in the continuing implementation and development of integrated health and social care Locality Teams.</p> <p>To administer nursing care in different environments, appropriate to locality working.</p> <p>To deputise for the Lead Nurse to cover absence, sickness, annual leave as required.</p> <p>The post holder will be a qualified District Nurse with significant community nursing experience to provide clinical advice and support to the Community Nursing Team, partner agencies and stakeholders as required.</p>
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Department Structure



Communications and Working Relationships

With Whom	Frequency	Purpose
Team members including Lead Nurse, District Nurses, Community Staff Nurses, HCA's, Phlebotomists and Students	Daily	To provide team management, supervision, clinical advice and support
Relatives & Carers	Daily / as required	To carry out treatment / care plans.
Manager / Supervisor	Daily / Weekly / or as required	Supervision, work planning, advice and support. To be aware of and liaise regarding delegated budgetary responsibilities e.g. non-medical prescribing, Continence products, ICES etc
Senior Management Team and divisional colleagues	As required	To support team working and the delivery of service developments for continual learning and service improvement.
Colleagues from other health and social care agencies	As required	To support team working across multi-disciplinary hospital and community services. Ensuring patient care

		is delivered safely and effectively and changes to patient conditions and care needs are communicated and documented accordingly.
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Key duties and responsibilities

1. To co-ordinate the clinical delivery and day to day management of a Community Nursing Service Team for nominated Primary Care Practices within a designated locality. This includes receiving referrals, carrying out assessments and deciding the most appropriate pathway for care delivery.
2. To provide evidence based effective nursing care and interventions in line with relevant clinical policies, procedures and protocols.
3. To participate in peer supervision and the appraisal process with line manager.
4. To undertake peer audits.
5. To undertake mandatory training as per organisational guidelines.
6. To be responsible for own professional development.
7. To keep a diary for the purpose of planning and recording all work.
8. To deal with telephone and e-mail queries from clients, GPs, managers within the organisation and outside agencies.
9. .
10. To undertake any other duties at the request of the line manager, which are commensurate with the role, including project work, internal job rotation and absence cover.
11. To be cognisant of the organisations emergency planning processes and (with appropriate training) to play a part as necessary in the event of any sudden unexpected incidents.
12. To facilitate the patient/clients and their carers to achieve their optimum progress to independence in line with best practice and Government initiatives i.e. the NSF for Long Term Conditions.
13. To provide one to one emotional and practical support to carers and relatives in potentially stressful and difficult situations. Dealing with terminally ill patients and their families with complex needs.
14. To have the ability to make instant decisions/judgements as an autonomous lone worker in relation to changing clinical situations, unpredictable deterioration in health or condition, as well as health and safety considerations of client(s) and self, analysing the situation and responding to the needs.
15. To support the Locality Lead Nurse in the setting and monitoring of standards of care and to assist in the development of responsive and innovative practice within the community nursing service as part of the ethos of community care.

16. To have responsibility for the cost effective delegation of staff to meet service needs, recognising the need for appropriate skill mix to maximise resources.
17. To take responsibility for the teaching and supervision of staff and student nurses, including regular staff appraisals using effective leadership skills.
18. To participate in recruitment and retention processes for staff in line with Organisation policies.
19. To support the development of team members according to the principles of the Organisations Learning and Development Policy to promote best practice and evidence based care and maximise opportunities for the personal and professional development of staff.
20. To provide health education, advice and training for patients and carers ensuring that all information is up to date and evidence based.
21. Reflect on and in practice, identify own clinical supervision needs and assist team members to identify their needs. Facilitate clinical supervision sessions if appropriate. Ensure team member's clinical supervision requirements are met.
22. To assist the Locality Lead Nurse in the implementation of human resources policies within the team as required.
23. To assist the Locality Lead Nurse in the regular monitoring of performance and activity levels of team members, action planning as appropriate.
24. Achieve and maintain own core competencies and assist the Locality Lead Nurse in ensuring that the core competencies of team members are achieved, monitored and maintained.
25. To participate in meetings and case conferences as appropriate to add knowledge and expertise to assist in improving the patient experience.
26. To contribute to national and local health promotion initiatives as appropriate, bringing local services to local people.
27. To participate in groups and projects to promote the development of the service in order to maintain skills, evidence base, and the evolving role of community nursing service.
28. To work within the standards of care, protocols and guidelines laid down by the Organisation and the Nursing and Midwifery Council (NMC).
29. To administer drugs in accordance with Organisation protocols and guidelines with reference to NMC Guidelines for the Administration of Medicines and record keeping.
30. As a nurse prescriber, acts responsibly in regard to the Organisation prescribing budget and non-medical prescribing policies.
31. To identify, through risk management, potentially hazardous or threatening situations, to ensure safety to staff and service users at all times.
32. To maintain accurate and contemporaneous records in accordance with the

Organisation and NMC guidelines for record keeping.

33. To complete and maintain statistical returns facilitating audit, quality assurance, and research and performance management, contributing to the organisations objectives in relation to contractual requirements.
34. To report accidents, complaints, and untoward incidents, to the Locality Lead Nurse in line with organisational policy.
35. To manage confidential information and overcome potential barriers to communication such as language/disability and occasional resistance from patients to the treatment prescribed.
36. The post holder will be required to assess the appropriateness of referrals into the District Nursing service, according to the Core Specification, and signpost inappropriate referrals to referrer.

General Duties & Responsibilities applicable to all job descriptions

- To be familiar with and adhere to the policies and procedures of the Trust.
- Behave and act at all times in accordance with the Trust Values, of Working Together, Respect and Compassion, Engagement and Involvement and Improvement and Development
- To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- To participate fully in the performance and development review (appraisal) process and undertake Continuing Professional Development as required.
- To participate in surveys and audits as necessary in order to enable the Trust to meet its statutory requirements.
- To be aware of the Trust's emergency planning processes and follow such processes as necessary, in the event of an unexpected incident.
- This job description is not exhaustive. Staff may be required to undertake any other duties at the request of the line manager, which are commensurate with the band, including project work, internal job rotation and absence cover.

Working Environment:

Driving	√	Lifting		Verbal aggression	√
Use of PC/VDU	√	Physical support of patients		Physical aggression	
Bending/kneeling	√	Outdoor working		Breaking unwelcome news to others	√
Pushing/pulling		Lone working	√	Providing professional emotional support	√
Climbing/heights		Chemicals/fumes		Dealing with traumatic situations	√
Repetitive movement		Contact with bodily fluids	√	Involvement with abuse cases	
Prolonged walking/running		Infectious materials	√	Care of the terminally ill	√

Controlled restraint		Noise/smells	√	Care of mentally ill & challenging patients	√
Manual labour		Waste/dirt	√	Long periods of concentration i.e. hours	
Food handling		Night working		Working in confined spaces (eg roof spaces)	

Statement

1. This job description will be agreed between the jobholder and the manager to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.
2. The information being handled by employees of East Sussex Healthcare NHS Trust is strictly confidential. Failure to respect the confidential nature of this information will be regarded as a serious breach of regulations, which will result in action under the Disciplinary Procedure, including possible dismissal. This includes holding discussions with colleagues concerning patients in situations where the conversation may be overheard. It is the employee's personal responsibility to comply with the Data Protection Act.
3. It is the employee's responsibility to ensure all records (computerised or manual) are accurate and up to date, and that errors are corrected or notified as appropriate.
4. It is the manager's role to monitor and assure the quality of any data collected or recorded by or in his/her area of responsibility.
5. Employees must take reasonable care, and be aware of the responsibilities placed on them under the Health & Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.
6. All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000.
7. In addition to any specific responsibility for risk management outlined in the main body of this job description, all employees must ensure they are aware of the key responsibilities applicable in relation to risk management as identified in the Trust's Risk Management Strategy.
8. All staff will note the Trust's responsibilities under the Civil Contingencies Act 2004, and NHS Major Incident Plans Guidance (DoH 1998 and 2004)
9. All employees are responsible for ensuring they attend the relevant mandatory training as identified in the Trust's Education Strategy and as agreed with their manager/supervisor.
10. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.
11. For posts which involve contact with patients, it is required that the postholder receives satisfactory clearance from the Disclosure and Barring Service.

Person Specification

Job Title: District Nurse - Trainee		Grade: Band 5	
Department: Community Nursing		Date: March 2022	
*Assessed by: A= Application I= Interview R= References T= Testing C = Certificate			
Minimum Criteria	*	Desirable Criteria	*
Qualifications RN part 1 on NMC register Mentorship module, or commitment to undertake	A/I A/I	Evidence of further study at Diploma/Degree/Masters level NVQ assessor	A/I
Experience Teaching in a clinical setting Experience of supervising a team Experience of caseload management Experience of multidisciplinary working	A/I A/I A/I A/I	Long Term Condition Recruitment and selection process Experience of managing change and developing teams	A/I A/I A/I
Skills / Knowledge / Abilities Awareness of Health & Safety issues Commitment to undertake Health & Safety training Knowledge of NMC professional codes, standards and Re-validation requirements Understanding the management of long-term conditions as identified in the NSF Knowledge of protocols for the administration of medicines Understands the principles of Adult & Child protection Knowledge of health education and the promotion of health An understanding of clinical governance	A/I A/I A/I A/I A/I A/I A/I	Demonstrates a sound understanding of community developments and priorities both locally and nationally Skills in staff appraisal Ability to facilitate innovative practice	A/I A/I A/I

Knowledge of current nursing trends and changes in the NHS	A/I		
Physical assessment skills or working towards	A/I		
Presentation and teaching skills Good written and verbal communication skills	A/I		
Excellent interpersonal skills	A/I		
Excellent time management skills	A/I		
Ability to use own initiative, make decisions and prioritise	A/I		
Leadership skills	A/I		
Ability to supervise staff, delegate and organise workload and refer to appropriate services/agencies	A/I		
Ability to assess, develop, implement and evaluate programmes of care	A/I		
Skilled in the use of reflective practice and proactive clinical supervision	A/I		
Ability to manage the conflicting demands of the role	A/I		
Flexibility and innovation in approach to the development of staff and services	A/I		
Basic IT skills	A/I		
Other			
Reliable work record	A/I		
DBS clearance	T		
Evidence that personal behaviour reflects Trust Values	AIR		
Ability to travel easily in mixed geographical areas ensuring a timely delivery of patient care	A/I		
Must be able to safely carry essential equipment and provide transport to others involved in community nursing business e.g. students/colleagues	A/I		

Managers Signature

Date

Postholder's signature

Date