

JOB DESCRIPTION

(Core job description for Community Nursing)

JOB DETAILS

Job Title: Community Nurse

Pay Band: 5

Directorate: Community

Department: Community Nursing

ORGANISATIONAL ARRANGEMENTS

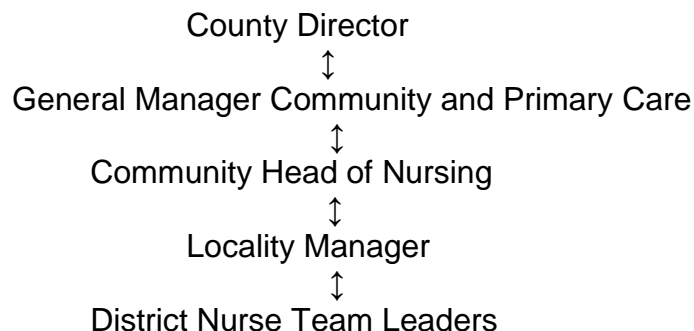
Managerial Accountable to: District Nurse Team Leader

Reports to: District Nurse Team Leader

Professionally Responsible to: Head of Community Nursing

Responsible For: In the absence of the District Nurse Team Leader and District Nurse may have responsibility for Health Care Assistants

Organisation chart:



JOB SUMMARY / PURPOSE

Provide and be accountable for the provision of a high standard of cost effective, safe, individualised nursing care to patients in the community setting through the assessing, planning, implementing and evaluating of patient care. This will be based upon evidence based practice in line with legal requirements and health board policies relating to practice and the NMC Code.

Provide care to adult patients in their own home, residential or nursing care home, clinic setting or holiday accommodation with any medical/ nursing condition.

Have delegated responsibility for assessment, planning, implementation and evaluation of nursing care packages and contribute to the application process for continuing health care funding.

Deputise for the District Nurse in their absence and support them in the efficient running of the caseload.

Contribute to the induction and training of new staff members, student nurses, pre and post basic students.

Be flexible, adaptable in order to accommodate the needs of the service, be able to contribute to the performance of the community nursing team and develop professionally within the role.

Work alone and with confidence to make decisions without supervision. Work in line with the Health board Lone Worker policy.

MAIN DUTIES AND RESPONSIBILITIES

Clinical Responsibilities

Delegated responsibility for accepting appropriate referrals onto District Nursing Caseload. Referrals will be in relation to the treatment and nursing care of conditions requiring

- Palliative and terminal care
- Complex packages of care
- Wound management
- Medical care
- Orthopaedic care
- Post-surgical care
- Continence management
- Oncological conditions
- Chronic conditions, e.g. motor neurone disease, multiple sclerosis, arthritis.
- Haematological conditions
- Skin disorders
- Genito/urinary disorders
- Parenteral feeding & Enteral feeding
- Venepuncture

- These procedures require accuracy, concentration and mental acuity in often distressing and challenging environments.

Assessment of nursing needs, deciding on the use of appropriate assessment tools, to plan appropriate nursing care, deciding on frequency of visits, deciding when care should be reviewed, altering care plan accordingly, in conjunction with the District Nurse Team Leader. This will ensure successful outcome for appropriate care designed and adapted to meet individual need. All care provision based on robust evidence based clinical research.

Provide care for patients often under distressing and emotional circumstances. Providing reassurance and empathic understanding of patient's situations.

The provision of nursing procedures which could include titration of medication in the use of syringe drivers for pain relief in terminal care, use of Doppler ultrasound scanner, performing Venepuncture, disconnection of chemotherapy and care of central and peripheral lines. These procedures require accuracy, concentration and mental acuity in often distressing and challenging environments.

The community nurse often has to practice in difficult working conditions as the environment cannot be totally controlled by health and safety measures.

Be responsible and accountable for legible and contemporaneous nursing records using appropriate documentation. To be responsible for inputting accurate nursing activity into the relevant information system and any other computerized systems.

Perform nursing procedures within the criteria of Patient Group Directions for example administering Influenza vaccination, tetanus, etc.

Be responsible for arranging and giving advice on the use of equipment within the home. Moving and handling is an essential requirement of the role, the post-holder will need to attend mandatory manual handling training as moderate physical effort will be necessary for several short periods in all shifts.

Provide health promotion and health education for individuals.

Participate in clinical supervision and clinical audit and provide nursing care within set standards.

Assist in the induction and training of new and less experienced staff in own work area.

In the absence of the District Nurse Team Leader/District Nurse may be required to ensure the team functions effectively on a day to day basis.

In the absence of the District Nurse Team Leader/District Nurse, may need to ensure effective recording of sickness and absence within the team in undertaking and ensuring effective rostering.

Be aware of complaints procedure within the Health Board.

Ensure practice is within the Health Board Policies and procedures.

Contribute to the development of nursing practice and role expansion, promoting evidence-based practice, for example leg ulcer clinics / clubs. Be involved in audit and research activities that will add to the knowledge base of the specialty.

May be required to manage frequent periods of concentration as patient need dictates.

Educational/Professional Responsibilities Accept personal responsibility for the identification of learning need and continuous professional development.

Identify own training needs. Once identified ensure that training needs are met and also contribute to the education of nurses in both theory and practice on issues pertaining to the specialty.

Act as mentor/preceptor to nursing staff and students: both pre and post-basic students. Support other team members to competently provide supervisory skills.

Ensure that own skills and clinical knowledge are up to date. Specific courses will be undertaken to support patient care in addition to Essential Qualifications, for example, Wound management modules, Palliative Care Modules. Support innovation and the application of research programmes into current practice, through physical and technical skills.

Service Management

Assist in the induction and training of new and less experienced staff in own work area.

In the absence of the District Nurse Team leader/District Nurse may be required to ensure the team functions effectively on a day to day basis.

In the absence of the District Nurse Team leader/District Nurse, may need to ensure effective recording of sickness and absence within the team in undertaking and ensuring effective rostering.

Participate in effective communication both within the team and external to it, attending relevant meetings as required by the Team Leader.

Ensure that a plan of personal development is achieved by participating in Performance Appraisal Development Review. Under the PADR system develop objectives with the District Nurse Team Leader in line with Health Board and Service objectives.

To be aware of complaints procedure within the Health Board.

Ensure practice is within the Health Board Policies and procedures.

Contribute to the development of nursing practice and role expansion, promoting evidence-based practice, for example leg ulcer clinics / clubs. Be involved in audit and research activities that will add to the knowledge base of the specialty.

May be required to manage frequent periods of concentration as patient need dictates.

Service and Quality Improvement

Participate in the collection of data and information for a range of audit, research and service performance purposes in order to identify areas for improvement and/or to monitor progress against agreed actions

Contribute to the capture of data for the nursing dashboard.

Communications

Communicates complex and sensitive information to service users, including patients with special needs/learning disabilities or other barriers to communication. This will involve persuasive, motivational, negotiating, empathic and reassurance skills recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating.

Communicate effectively at all times and in conjunction with other team members and member of the wider multidisciplinary and Primary Health Care teams, patients, carers and families.

Communicate empathetically with patients, relatives and their carers when discussing/explaining clinical conditions and/or giving potentially distressing and sensitive information overcoming any barriers that exist.

Contribute to the liaison and communication in regards to the planning and delivery of patient care between all multi-disciplines and agencies, attending relevant meetings as required by the Team Leader.

Ensure effective handover of patients between shifts / health care professionals, effectively using a range of communications aids such as verbal handover/written documentation/referral letters and requests.

Ensure effective communication with all members of the nursing and multidisciplinary teams, external agencies, patients and their carers' and relatives.

Maintain accurate documentation providing up to date risk assessments, care plans and complete accurate patient records.

Act as a Link nurse within the team for differing clinical specialties, ensuring that knowledge gained, is shared amongst the teams.

Finance and Resources

Have due regard for economy whilst maintain standards of care.

The community nurse contributes to the safe use of equipment, and may maintain stock control, maintenance of equipment and security of stock.

Personal and People Development and People Management

Ensure that a plan of personal development is achieved by participating in Performance Appraisal Development Review. Under the PADR system develop objectives with the District Nurse Team Leader in line with Health Board and Service objectives.

Ensure eligibility to practice by maintaining registration with the NMC.

Accept personal responsibility for the identification of learning need and continuous professional development.

Identify own training needs. Once identified ensure that training needs are met and also contribute to the education of nurses in both theory and practice on issues pertaining to the specialty.

Act as mentor/preceptor to nursing staff and students: both pre and post-basic students. Support other team members to competently provide supervisory skills.

Ensure that own skills and clinical knowledge are up to date. Specific courses will be undertaken to support patient care in addition to Essential Qualifications, for example, Wound management modules, Palliative Care Modules. Support innovation and the application of research programmes into current practice, through physical and technical skills.

Information Processing

Maintain accurate patient information and ensure that confidentiality is observed.

Develop the knowledge and skills required to use the relevant IT systems required in the clinical area e.g. E-roster, ESR, Oracle.

Store nursing data and patient information safely and correctly.

Health, Safety and Security

Be aware of the impact of stress on self and others and seek support/help when necessary.

Be responsible for reporting and monitoring actions in relation to risk, health and safety.

Be aware and understand the Health Board Lone worker policy and its implications with regard to community nursing.

Equality and Diversity

Recognise the importance of people's rights and maintain own knowledge base to ensure that all actions are in accordance with legislation, policies and procedures.

Promote and support the rights, responsibilities and diversity of patients and their families/carers and relate with kindness and empathy to all concerned.

Respect the privacy, dignity, needs, beliefs, choices and preferences of patients and carers, supporting the development of the care environment to be able to appropriately respond quickly and discretely to those with particular needs/protected characteristics

Ensure current knowledge base is maintained in relation to potential need to access spiritual/multi-cultural faith support for patients/carers/staff

Act as a patient advocate at all times

Effort and Environmental

Patients' home environments cannot always be controlled

The environment of the home often dictates that nurses have to adapt their practice and is not an ideal clinical situation.

Medical conditions of patients in community often dictates that moving and handling

Use of hoists, slide sheets, etc., is common practice

Repetitive movements include venepuncture and bandaging techniques.

To provide nursing procedures and care for patients at home

Liaise and communication in regards to patient care between all multi-disciplines and agencies & team meetings.

Prepare legible and contemporaneous nursing records and prepare reports from these as required for case conferences and court.

The post requires daily use of a car.

Frequently tending to terminally ill at home.

Deals with unexpected difficult situations that arise in the home frequently.

There is a potential for contact with all types of behavior on a daily basis. Although risk assessments are completed it is not always possible to know who will be in the home when visiting

Exposure to body fluids and foul linen on a regular basis.

Equipment in patients' homes can become soiled.

Chemotherapy disconnected in the home in line with policy and procedure.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and Knowledge	<p>Level 1 Registered Nurse (Adult)</p> <p>Current NMC Registration</p> <p>Evidence of personal continuing development, statutory and mandatory training</p> <p>Awareness of Health Board policies, procedures and guidelines</p> <p>Ability to relate theory to practice</p> <p>Understanding of primary health care working</p>	<p>Postregistration experience, in acute services.</p> <p>Teaching and assessing</p> <p>Understanding of clinical governance, health & safety, risk management awareness</p> <p>Community experience</p> <p>Willing to undertake further training as necessary.</p> <p>Evidence of post- registration education – Diploma / Degree Level</p>	Application form
Experience	<p>Ability to demonstrate sound knowledge of NMC Code (2018)</p> <p>Able to relate theory to practice through reflective skills.</p>	<p>Relevant community experience</p> <p>Ability to demonstrate sound knowledge of the community</p>	Application form and interview.
Language Skills		<p>Welsh Speaker (Level 1)</p> <p><i>Full details around the expectations associated with level 1 may be found at the bottom of this page</i></p>	Application form and Interview
Aptitude and Abilities	<p>Ability to embrace the following personal values and behaviours on a daily basis</p>	<p>IT skills</p> <p>Knowledge of audit</p> <p>Preceptorship/mentorship</p>	Application form and interview

	<p>Ability to assess, plan, implement and evaluate care</p> <p>Able to work as part of a multidisciplinary team</p> <p>Excellent communication skills</p> <p>Time management skills</p> <p>Negotiation skills</p> <p>Organisational skills</p> <p>Ability to maintain high standards of care</p>	skills	
Values	<p>Ability to embrace the following personal values and behaviours on a daily basis -</p> <ul style="list-style-type: none"> • Dignity, Respect and Fairness • Integrity, Openness and Honesty • Caring, Kindness and Compassion <p>Ability to demonstrate a commitment to our organisational values -</p> <ul style="list-style-type: none"> • Working together to be the best we can be • Striving to develop and deliver excellent services • Putting people at the heart of everything we 		

	do		
Other	Professional awareness Able to work alone or as part of a team Able to work on own initiative Flexible approach to needs of the service Reliable The ability to travel between patient homes in a timely manner is required 7 day working is required		Application form and interview

Level 1 Welsh

(Please note that for this particular post level 1 in spoken Welsh is desirable but not essential)

Listening/Speaking: Pronounce Welsh words, place names, department names, etc. Greet and understand a greeting. Use basic every day words and phrases, e.g. thank you, please, excuse me, etc. Understand / pass on simple verbal requests of a routine / familiar / predictable kind using simple language, e.g. 'May I speak to...'. State simple requests and follow up with extra questions / requests in a limited way.

Reading/Understanding: Understand simple key words and sentences on familiar / predictable matters relating to own job area, e.g. on signs, in letters.

Writing: Fill in simple forms, note down simple information, e.g. date and venue of a meeting, Welsh address, etc.

GENERIC STATEMENTS

NHS CODE OF CONDUCT FOR MANAGERS

**** For Managers only:**

The post holder will be expected to adhere to the standards laid down in the NHS Code of Conduct for Managers and at all times act in a manner that reflects and promotes the values of the HB. The post holder must ensure all activity and service objectives are effectively met in compliance with HBs standing orders and SFIs, scheme of delegated authority and employment legislation.

REGISTERED HEALTH PROFESSIONAL

**** For Registered Health Professionals only:**

All staff who are members of a regulatory body must comply with standards of professional practice/conduct. It is the postholders responsibility to ensure they are both familiar with and adhere to these requirements.

HEALTHCARE SUPPORT WORKERS

**** For Healthcare Support Workers only:**

All healthcare support workers should be familiar with and must comply with the Code of Conduct for Healthcare Support Workers in Wales.

COMPETENCE

The post holder is required to participate in the Hywel Dda PDR process and work towards meeting identified development needs. The post holder is required to demonstrate on-going continuous professional development. At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The post holder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

OUR VALUES

Hywel Dda University Health Board is a values driven organisation. The post holder is expected to uphold our values of dignity, respect, fairness, integrity, honesty, openness and caring, kindness & compassion underpin a behaviour framework which are supported by our organisational values of

- Putting people at the heart of everything we do
- Working together to be the best we can be
- Striving to deliver & develop excellent services

TEAM BRIEF

The post holder is required to actively participate in Hywel Dda Team Briefing in order to aid communication within the Health Board. Managers and supervisors will regularly deliver the Team Brief verbally to their own staff teams by means of a Core Brief and additional departmental information.

RISK MANAGEMENT/HEALTH & SAFETY

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Hywel Dda. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice. The post holder has the responsibility for monitoring the progress on action plans in relation to risk, health

and safety. The post holder has the responsibility for the development of risk profiles and a risk register within their area of responsibility. The post holder has the responsibility for developing systems to monitor performance against agreed performance indicators.

HARRASSMENT & BULLYING

The HB condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff is requested to report any form of harassment and bullying to their line manager or to any Director of the HB.

RECORDS MANAGEMENT

The post holder has the responsibility for timely and accurate record keeping and where appropriate in accordance with professional guidelines. The post holder has the responsibility for the creation and maintenance of records in accordance with Hywel Dda policy and the data protection act.

FLEXIBILITY STATEMENT

The developing and rapidly changing nature of the organisation will require considerable flexibility from the post holder. This job description indicates the main functions and responsibilities for the post and is not intended to be a fully inclusive list and the duties and responsibilities specified in this job description are subject to change as the needs of the HB evolve. On agreement with the post holder, this job description will be amended, as necessary, in the event of future organisational and professional changes and/or personal development.

CONFIDENTIALITY

All staff may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and /or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

EQUAL OPPORTUNITIES

Hywel Dda University Health Board is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff, patients and others reflects their individual needs and that individuals or groups will not face discrimination, harassment or victimisation, or be treated less favourably on the basis of sex, pregnancy and maternity, gender reassignment, disability, race, age, sexual orientation, religion and belief, family circumstances including marriage and civil partnership. To this end, the UHB has an Equality and Diversity Policy and Equality Impact Assessment Policy and Procedure and it is for each employee to contribute to enacting these policies.

OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of the HB.

ENVIRONMENTAL

The Hywel Dda Health Board is committed to its environmental responsibilities. The Board recognizes that its activities, including energy consumption, waste generation,

transportation emissions, water use and resource consumption, have a significant impact on the environment. As an integral part of its commitment to ensure high quality patient care, all staff have a responsibility to adhere to environmental policy and procedure at both an organisational level and within their own area of work to ensure legal compliance. Staff will do their utmost to minimize the environmental impacts of Health Board activities and services, and seek to continually improve operations to minimize their environmental effects. Staff should take note of relevant communications and attend mandatory training when required.

SMOKE FREE POLICY

All Health Board sites and premises and grounds are designated as smoke free areas. This policy applies to all staff, contractors/service providers, patients, visitors and the public.

SAFEGUARDING ADULTS AND CHILDREN

Every employee of the Health Board, whatever their job, role, profession, status or place of work, paid or voluntary, has a responsibility for Safeguarding both adults and children. Staff must:

- Understand the nature of abuse and how children and adults might be at risk of harm and neglect.
- Understand their own safeguarding responsibilities and what actions they may need to take.
- Know where they can access local policies and procedures in relation to Safeguarding Children and Safeguarding Adults.
- Report allegations or suspicions of abuse to their line manager, including suspicions about a colleague or manager, irrespective of their status, profession or authority. This includes whistle-blowing
- Know how to make a Safeguarding referral to Social Services and/or the Police for both adults and children to report allegations or if they have concerns.
- Know what services, advice and support are available locally to vulnerable children and adults and how to access help needed.

INFECTION CONTROL

"The document Commitment to Purpose: Eliminating Preventable Healthcare Associated Infection: A Framework of actions for healthcare organisations in Wales stipulates that all staff must understand their responsibility and accountability for Infection Prevention & Control and the Health Board must be assured of this on an ongoing basis". IP&C is the personal and individual responsibility of all Health Board staff. All staff have a responsibility to protect and safeguard patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing, Health Board Infection Prevention & Control Policies and procedures; and best practice guidance in order to maintain high standards of Infection Prevention & control.

GENERAL

The post holder needs to ensure they are familiar with their terms and conditions of service.