

## **BLACKPOOL TEACHING HOSPITAL**

### **JOB DESCRIPTION**

<b><u>JOB TITLE:</u></b>	Community Staff Nurse
<b><u>BAND:</u></b>	5
<b><u>BASE:</u></b>	Great Eccleston
<b><u>RESPONSIBLE TO:</u></b>	District Nursing Team Leader
<b><u>ACCOUNTABLE TO:</u></b>	Integrated Service Manager

### **JOB SUMMARY**

Principle Function of Community Staff Nurse

**Assists the District Nursing Sister/Charge Nurse in the co-ordination and delivery of care in line with District Nursing Strategy nationally and locally.**

### **DUTIES AND RESPONSIBILITIES**

1. Assess, plan, implement and evaluate the individual requirements of patients and carers referred to District Nursing Service.
2. Provide a high standard of evidence based nursing care to patients in the Community.
3. Support Team Leader when they are present. Designated to take charge of and lead the team in the absence of the Team Leader/Caseload holder, including day to day supervision of other team members, delegation of work and monitoring of nursing care. Provide support, guidance and clinical expertise as required.  
N.B. Absence includes when team leader is on duty but, for example, at meetings or otherwise occupied
4. Use a high level of communication skills with patients and their families, including those with English as a second language or learning disabilities, to communicate condition-related information.
5. Actively seek to promote health both individually and to patients and carers.

6. Administer drugs within NMC guidelines.
7. Attend team briefing and staff meetings, representing team in absence of Team Leader.
8. Keep nurse management aware of any factors which may affect treatment given to patients and produce reports in writing when requested. Report and assist in investigation of patient complaints.
9. Participate in achieving measurable standards of care and to participate in Clinical Audit.
10. Maintain accurate records in line with NMC guidelines.
11. Liaise with Primary Care Team, Professions Allied to Medicine and outside agencies in the delivery of care (including voluntary organisations/advocacy services) and refer as appropriate and attend Case Conferences deputising for Caseload Holder.
12. Responsible for safe use and authorisation of loans equipment use, following risk assessment, for example, pressure relief mattresses, hoists, etc. Safe use of specialised equipment, e.g. Doppler's, digital cameras, ear syringes.
13. Offer telephone advice, using a problem solving approach, and follow up visits if necessary, to patients and relatives.
14. Record accurate and contemporary records on EMIS computer system.
15. Follow policies and comment on policies and protocols to inform line manager of limitations, deficits or improvements. Has opportunity to sit on specific policy groups to represent grade or team.
16. To be fully involved in all activities of Clinical Governance.
17. Expected to work on own initiative as a lone worker in an unpredictable working environment, potentially with no land line phone available or mobile phone/signal.

18. Aware of recent developments, e.g. Gold Standard Framework, Single Assessment, Integration agenda, N.S.F. and to contribute to the implementation of these initiatives.
19. Aware of financial restraints and ensure equipment etc. is used efficiently.
20. Collect and transport prescriptions including controlled drugs, when no other alternative available.

### **EDUCATIONAL**

1. Active in extending own knowledge in line with N.M.C. requirements of current trends, professional matters and new development in Community Nursing.
2. Participate in research quality initiatives as required in areas agreed by the Line Manager. Participate in producing and carrying through ideas and plans for the future development of Community Nursing.
3. Attend staff training sessions.
4. Participate in training for Dip He (RN) (Degree) Students, induction of new staff and others.
5. Encourage reflective practice by helping Team members make more effective use of professional portfolios.
6. Participate in identifying the development needs of the Team, make recommendations for meeting them and to provide mentorship/preceptorship – participate in Clinical Supervision within an environment which is conducive to professional development.
7. Participate in initiatives to develop the DN Service in relation to national and local initiatives.

### **PERSONNEL**

1. Report to Team Leader and Clinical Services Coordinator all incidents of injury to patients or self. Complete incident forms within twenty four hours or in the case of weekends and Bank Holidays as soon as is practicable.

2. Ensure that all statistical returns, time and expense sheets are submitted promptly.
3. Notify Team Leader of any sickness/absence and report return to work immediately in accordance with Trust Policy.
4. Assist with the organisation of duty rotas, off duty and holidays in order to facilitate the continuity of provision of care.
5. Participate in acting up duties whenever necessary.
6. Participate and contribute to Staff Development Reviews and revalidation requirements.

The above list of duties and responsibilities is not intended to be fully comprehensive and may be amended to take account of changing circumstances or requirements following consultation with the post holder.

**Where necessary relevant training in the operation of new or unfamiliar equipment, software or procedures will be provided or arranged.**

### **CONFIDENTIALITY**

**In the course of your duties you 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. The Trust has in place a 'Whistleblowers Policy' for staff wishing to express concerns.**

### **DATA PROTECTION/FREEDOM OF INFORMATION ACTS**

Carry out any requirements within the duties applicable to the Data Protection Act, 1998 and the Freedom of Information Act 2000.

### **HEALTH AND SAFETY AT WORK ACT, 1974**

Observe all responsibilities and carry out all duties, whether general to all employees or specific to the post, relating to Health and Safety in accordance with the Trust and Departmental Safety Policies and any statutory requirements.

### **INFECTION PREVENTION AND CONTROL**

Infection prevention and control is the responsibility of all Trust staff. All duties relating to the post must be carried out in accordance with the Trust hand hygiene and infection control policies and procedures.

### **QUALITY ASSURANCE**

Every employee is personally responsible for the quality of the work, which they individually perform. It is their duty to seek to attain the highest standards achievable both individually and collectively within their knowledge, skills and resources available to them in furtherance of the Trust's philosophy of pursuing quality in all its services.

### **OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS**

If you have other work or outside interest, this must not conflict with your duties and responsibilities or your attendance for work as an employee of this Trust.

It is a condition of appointment that you must inform your manager before taking up post of any private practice, work for outside agencies or other employers, other work for this Trust (including bank work), voluntary work or outside interest you have or propose to have. This is to ensure there is no question of it creating a 'conflict of interest' with your NHS duties. You must also therefore seek your manager's approval before taking on any such other work or outside interest at any time after entering the Trust's employment.

### **WORKING TIME DIRECTIVE**

You are required to comply with the regulations governing working time and to any locally agreed associated arrangements.

### **CLINICAL NEGLIGENCE (CLINICAL POST HOLDERS ONLY)**

NHS Indemnity will cover that part of your work, which results from your contract of employment. Aspects, which are not covered, will be explained to you at induction and you are advised to make other arrangements to protect yourself in respect of work deemed to be outside of your contract.

## **HARASSMENT AND BULLYING**

The Trust condemns all forms of harassment and bullying and is actively seeking to promote a work place where employees are treated with dignity, respect and without bias.

### **EQUAL OPPORTUNITIES**

The Trust actively promotes equality of opportunity for all its employees. (In all the foregoing text any reference to one gender whether direct or implied equally includes the opposite gender unless specifically stated to be otherwise).

### **FIRE TRAINING**

Each member of the Trust's staff has a statutory obligation to attend a Fire Lecture each year. It is the responsibility of each member of staff to ensure that they comply with this legal requirement.

## **NO SMOKING POLICY**

The Trust has adopted a policy, which aims to ensure that all its premises are smoke free.

## **DISCLOSURE & BARRING SERVICE**

This post is subject to an **Enhanced** Disclosure and Barring Service check with Vulnerable Adult List.