

## Job Description

Job Title: Community Nurse	Band: 5
Division:	Team:

Responsible to: Team lead
Contact with:
Principal objectives: To contribute in the delivery of high standards of health care to patients within their own homes, residential care homes, and in clinics, by assessing, planning, implementing and evaluating care.

**Working Pattern:** The service operates between 8am and 6pm and you will be required to work shifts between these times.

You may be required to work a 24 hour shift pattern in the future, should this service be commissioned by the Trust

### Key Responsibilities:

- To assess, plan and deliver healthcare for patients, for example with long term conditions, palliative care and rehabilitation needs, to achieve quality of life and independence where possible.
- To work within the integrated team to facilitate early discharge from hospital.
- To work within the integrated team to prevent unnecessary admission to hospital.
- To work with all health care professionals, and statutory/non-statutory agencies to provide a seamless, integrated service to our service users.

### Main Responsibilities:

Clinical

You will:

- Triage, assess, plan, implement and evaluate all aspects of patient care, and develop care plans which may need to be delivered from a range of options.
- Ensure informed consent is obtained and documented prior to initiating interventions.
- Following a holistic assessment, devise an individualised, evidence-based plan of care for each patient, modifying it as required.
- Assess patients' holistic needs, communicating complex and sensitive information to patients and carers.
- Use tactful and persuasive skills to gain the patient's co-operation in their care management plan.
- Liaise with GPs, Social Services, inpatient teams, other allied health care professionals and the voluntary sector to ensure identified needs are met and care co-ordinated.
- Maintain skills with regards to latest technology
- Participate in multi-disciplinary/multi-agency meetings as appropriate, e.g. Gold Standard Framework.
- Ensure own workload is planned and prioritised according to patient needs.
- Ensure patient held records are completed for each visit, and that SystmOne inputting is completed on a daily basis.
- Demonstrate dexterity and co-ordination when using specialist equipment and fine tools, advanced sensory skills, manual and mobilising skills.
- Contribute to the requisitioning of supplies and equipment through electronic ordering systems.
- Will be exposed to bodily fluids, infected material, blood products on a daily basis, therefore must

utilise universal precautions and adhere to infection control policies.

### **Professional**

You will:

- Actively contribute to multidisciplinary team meetings and other meetings.
- Support all team members within the integrated team, respecting them, their roles and contributions.
- Be responsible for safe use and maintenance of equipment and supplies and be aware of budgetary constraints and work within these.
- Be accountable for own professional actions as determined by the Nursing and Midwifery Council code.
- Provide advice / training to less experienced staff and supervise / support staff and students, contributing to the induction process for new staff/students.
- Comment on draft policies.
- Maintain own continuous professional development and attend training as required to develop job role
- Be accountable for work you have delegated to others within the team, ensuring staff are competent to undertake delegated work.

### **Organisational**

You will:

- Ensure adherence to Trust policies, and procedures.
- Undertake mandatory training as required.
- Undertake Personal Development Plans for junior staff members.
- Be aware of Trust's behaviour framework and ensure behaviours are embedded in role.
- Ensure Trust's behaviour framework is utilised when managing and supervising staff, and that behaviours are embraced and embedded within the team.
- Take part in clinical supervision as per Trust Policy.
- Demonstrate own duties to students, new starters and/or less experienced staff
- Provide mentorship for students undertaking pre/post registration course.
- Provide Preceptorship to new staff as appropriate
- Contribute to clinical audit as required.
- Complete risk assessments and incident forms as required.

### **Research & Development**

- May be required to undertake surveys or audits, as necessary to own work; may occasionally participate in R&D, clinical trials or equipment testing.

### **General - All Clinical and Non-clinical staff:**

- To be responsible for complying with Trust Infection Control policies and clinical guidelines.
- To be responsible for complying with Trust and local Safeguarding policies and procedures.
- You must at all times be aware of the importance of maintaining confidentiality of information gained by you during the course of your duties. This will, in many cases, include access to personal information relating to service users. You must treat all information in a discreet and confidential manner and keep it secure.
- To prepare and actively participate in Trusts annual Performance Development Review process

and progress reviews.

- Ensure training and development needs detailed in your personal development plan are followed up and the effectiveness of the acquired training and development evaluated in term of self, patient and service.
- To be responsible for the quality of data recorded. The data should be accurate, legible (if hand written), recorded in a timely manner, kept up to date and appropriately filed.
- All employees must comply with the ESNEFT Equal Opportunities and Diversity Policy and must not discriminate on the grounds of gender, gender reassignment, colour, race, ethnic or national origins, marital status, age, disability, sexual orientation or religious belief.
- Employees have 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 ESNEFT. The Trust seeks to establish a safe and healthy working environment for its employees and operates a non-smoking policy.
- All employees have the right to work in an environment which is safe and to be protected from all forms of abuse, violence, harassment and undue stress. All employees are responsible for helping to ensure that individuals do not suffer harassment or bullying in any form. All employees will be personally accountable for their actions and behaviour in cases of complaint of harassment or bullying.
- All staff have a responsibility to contribute to a reduction in the Trust's carbon footprint and should pro-actively reduce and encourage others through own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste etc.
- The Trust is committed to taking appropriate action to pursue those who commit fraud, bribery and corruption. Any allegations of fraud, bribery and corruption will be investigated in line with the Trust's Counter Fraud policies and procedures. Anyone who reports fraud is protected under these policies and the Trust's Raising concerns/freedom to speak up Policy.
- You must at all times be aware of the importance of maintaining confidentiality of information gained by you during the course of your duties. This will, in many cases, include access to personal information relating to service users. You must treat all information in a discreet and confidential manner and keep it secure.

#### **Ward / Department Deputy**

- To support the Ward Manager/Team Leader in ensuring that Personal Development Reviews and Appraisals take place for all staff and that identified training needs are met.
- To be responsible for the quality of data recorded. The data should be accurate, legible (if hand written), recorded in a timely manner, kept up to date and appropriately filed.'

Prepared By:

Date:

#### **Note:**

**This job description is issued as a guide to your principal responsibilities. It may be varied from time to time to meet new working requirements and does not form part of your Contract of Employment**

## Person Specification

**Job Title:** Community Nurse

**Band:** 5

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• RN Qualification (Part 1 of register) or equivalent.</li> <li>• Current NMC registration</li> </ul>	<ul style="list-style-type: none"> <li>• Leg Ulcer Management</li> <li>• IV Administration / cannulation</li> <li>• ENB 998/mentorship preparation or equivalent</li> <li>• Mentorship qualification is essential for the post, but not essential at interview.</li> <li>• Previous experience working in the community.</li> </ul>
<b>Skills, Abilities and Knowledge</b>	<ul style="list-style-type: none"> <li>• Good communication skills which demonstrate tact, diplomacy, empathy and sensitivity</li> <li>• Able to communicate effectively using the English language (written and verbal)</li> <li>• Highly motivated</li> <li>• Able to provide high standards of care</li> <li>• Ability to use own initiative</li> <li>• Effective observational and reporting skills</li> <li>• Ability to manage stressful situations</li> <li>• Ability to be focussed undertake patient care and input accurate data/patient records</li> <li>• Good time management skills</li> <li>• Good interpersonal skills</li> <li>• A team player</li> <li>• Able to work flexibly to accommodate patient/service needs</li> <li>• IT and standard keyboard skills</li> <li>• Able to kneel, bend and stoop and work in cramped environments.</li> <li>• Able to use specialist equipment requiring a high level of dexterity</li> <li>• Able to manoeuvre limbs of around 5-6 kg</li> <li>• Able to manoeuvre patients using handling aids</li> <li>• Leadership Skills</li> <li>• Ability to provide your own transport</li> <li>• Clinical reasoning skills</li> <li>• Able to communicate effectively where there are barriers to understanding</li> </ul>	