

## JOB DESCRIPTION

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**POST TITLE:** Community Nursing Sister/Charge Nurse

**BASE:** Wokingham Community Hospital

**BAND:** Band 6 – 37.5 hours per week (x 2 Post)

**LINE MANAGER:** Community Nursing Team Leader

**PROFESSIONAL ACCOUNTABILITY:** Head Schedule Care Lead Manager and Team Manager for Wokingham Community Nursing Service

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### OUR VISION AND VALUES

Our **vision** is to **be a great place to get care, a great place to give care.**

Our values are:

- **Caring** for and about you is our top priority
- **Committed** to providing good quality, safe services
- working **Together** with you to develop innovative solutions

### JOB SUMMARY

The role of the Community Nursing Sister/Charge Nurse is fundamental to the success of Community Nursing Teams. The post holder will be able to demonstrate the competencies required to perform at this level and role model the Trust's core values as well as exhibit the behaviours required as part of those values.

The Community Nursing Sister/Charge Nurse/SPQ will manage clinical caseload under the delegation of the team leader as well as exercising leadership and management of a defined community DN team to ensure good clinical practices and high standards of care are maintained to meet service demand.

**KEY WORKING RELATIONSHIPS:**

- Team Leaders/ Community Nurses/ Ward and Service Managers
- Integrated Care Teams
- Statutory and Voluntary Agencies
- Primary Care Staff/ GPs/ CCGs.

- Community Matrons- Care/ Case Coordinators
- Clinical Governance and Patient Safety Manager.
- Acute Sector/ Secondary Care
- Local Authority / Intermediate Care
- Continuing Health Care
- Specialist Nurses
- Learning and Development Team

## **RESPONSIBILITIES**

### Clinical:

- Maintain required competencies, as identified in the Band 6 Community Nurse Competency framework, in order to effectively undertake patient assessment, care planning and immediate care needs.
- Support staff to complete holistic assessment and reassessment of all health and nursing needs, ensuring that every patient has an overview of health and nursing need recorded.
- Identify and plan preventative measures and anticipatory care needs.
- Refer patients to the relevant professional/agency in response to identified need.
- Support teams to provide information to patients, their families and carers both formal and informal, so that they can make informed choices about current and future care needs.
- Support and teach patients to self-manage their condition where possible and empower carers to actively participate in the treatment plan.
- Adopt a public health approach to all areas of practice to reduce ill health.
- Prevent avoidable hospital admissions and promote healthier lifestyles.
- Develop, implement and evaluate nursing plans in response to the identified needs of the individual, carers and community in partnership with clients.
- Identify health needs in the community and Practice Population; participate in programmes of Health Education and Prevention.
- Work in collaboration with the Primary Care Team and statutory and voluntary agencies to provide care for patients and their families and informal carers in their own home, within given resources.

- Work in partnership with the Community Matrons, Specialist Nurses and Social Care to support patients to self-manage their condition where possible and to teach patients and carers accordingly.
- Provide clinical support, leadership and guidance to all staff to ensure that evidence based care and clinical practice are maintained in Community Nursing Teams.
- Meet service demand by: prioritising visits; applying contingency plans; flexing service resources and escalating to Team Leaders in crisis situations.
- Instigate treatments and interventions using advanced diagnostic and assessment skills to help identify underlying pathology.

Support all trained staff to provide and co-ordinate high technological services including intravenous therapy, chemotherapy and continuous pain relief for terminally ill patients within the community.

- Identify and plan preventative measures and anticipatory care needs.
- Confidently and competently assess and provide treatments to patients that require urgent intervention to avoid hospital admission.
- Support all staff to manage End of Life Care and work in partnership with health, social and voluntary agencies to ensure patients are treated with dignity and respect and to support their families and carers.
- Prepare the patient and their family/carer for changes in the patient's condition and support choice for end of life care.
- Prescribe medication according to competency (Nurse Prescriber or Non-Medical Prescriber) and evaluate its clinical and cost effectiveness.
- Effectively triage referrals.
- Ensure patient records are accurate and contemporaneous and that relevant information is captured on RiO.
- Identify and manage health and safety issues and undertake risk assessments to minimise incidents.
- Ensure that clinical equipment is satisfactorily maintained and train other service users (staff or patients) to use it safely.
- Regularly peer review staff in conjunction with the District Nurse to support development and the delivery of a quality service.
- Identify opportunities for developing innovative practice to promote service development and improve patient care.

#### **Education:**

- Support, monitor and assess nursing staff in practice.
- Be an educational resource for colleagues to meet their learning needs.

- Act as a sign off Mentor for the service and supervise mentors with appropriate skills to become sign off mentors.
- Where appropriate, undertake designated service projects and/or teaching within BHFT.
- Support new staff through mentorship and preceptorship.
- Support and assess nurses who are undertaking return to practice programmes.
- Support the student learning experience and offer advice and guidance as appropriate; promoting high standards of learning and development within the Community Nursing Service.
- Participate where appropriate in any professional groups set up for the development of policies, protocols, standards, audit and community needs, and influence the agenda.

#### Leadership & Management:

- Manage a clinical caseload under the delegation of the team leader.
- Support staff in attending clinical supervision and produce evidence of compliance for their supervision group.
- Promote user involvement in both service planning and delivery.
- Utilise systems to ensure timely and accurate collection of required data.
- Submit audits ensuring that they are conducted in accordance with Governance requirements.
- Engage with appropriate systems and processes for the identification, development and assessment of clinical skills within the team.
- Promote a co-ordinated approach to hospital discharge that facilitates a seamless service leading to improved health outcomes.
- Manage workload through appropriate delegation to a skill mix team whilst maintaining overall responsibility for care provision.
- Undertake risk assessment to minimise clinical and non-clinical risk in the workplace and take appropriate action.
- Be a role model for students and nursing colleagues, demonstrating positive behaviours and best practice.
- Regularly peer review staff to support development and the delivery of a quality service in accordance with Governance requirements.
- Prepare reports, participate and/or organise multi-agency planning meetings as required.
- Report safeguarding referrals to the local authority and track the progression of each case

- Actively participate in the Trust's appraisal and personal development planning process, conducting regular clinical supervision as dictated within policy.

**Service Development:**

- Take an active role in supporting, developing and delivering specific programmes of professional development.
- Promote and engage in multi-professional education and training opportunities across professional groups and organisations.
- Encourage a culture of lifelong learning and development.
- Support staff in achieving and maintaining competencies and expected standards relevant to their banding.
- Submit statistical and contractual monitoring returns within agreed time scales and ensure all members of the team adhere with the requirement.
- Undertake clinical audits to ensure optimum standards of practice are achieved.
- Ensure standards of practice and practice development to meet the changing needs of the students and the services in which they work.
- Contribute to the strategic development of BHFT.

**Continuing Professional Development:**

- Responsible for keeping professionally updated and registered with the NMC.
- Working according to the NMC Code of Conduct and professional practice and the relevant legislative framework and exercise professional accountability at all times.
- Maintain evidence of professional growth and development in relation to the clinical and mentorship role in accordance with the NMC guidelines.
- Maintain Nurse Prescriber competencies and training requirements.
- Maintain compliancy with statutory, mandatory and essential training requirements.
- Access appropriate and relevant training opportunities that will enhance both personal and professional development.
- Participate in clinical supervision and the appraisal process.
- Participate where appropriate in Clinical Development Group (CDG) meetings to influence service provision.
- Continuously review practice and implement change as appropriate and defined within the trust policy and service specification.

## **GENERAL**

1. This is a varied role where you'll be expected to undertake the range of responsibilities specified above, working together with your line manager and colleagues to ensure that the activities of this post make a real difference to our patients. Your line manager may ask you to undertake other reasonable duties to facilitate the smooth running of your service or team.
2. We are an equal opportunities employer and you'll be expected to role model equality of opportunity, live the values and always operate in accordance with our Equal Opportunities Policy.
3. Health and Safety at work is important to us and we would like you to role model the highest standards of behaviour and go above and beyond by adopting excellent practice where it links to the health and wellbeing of our colleagues. It is important that you cooperate with us to ensure that statutory and departmental safety regulations are adhered to.

## **BEHAVIOURS**

In addition to the responsibilities and requirements outlined in this job description, you should refer to the associated and expected behaviours that are relevant to this role - your line manager will be able to provide you with this detail.

Our values define the behaviours we are all expected to display during the course of our work and they underpin our organisational recruitment, appraisal, reward and development processes.

## **LOCATION/MOBILITY**

We may require you to work at or from a different work base or location from time to time, to meet service demands and deliver an operational service. Given the geographical nature of the Trust, you may be required to travel between Trust premises as part of your role.

We also may need to change your work base on a permanent basis and if this is the case, we will consult with you in line with our policies and procedures.

## **FLEXIBILITY**

We may need to amend your job description and/or your duties from time to time in order that we can continue to provide the best possible service to our patients. It is important that you work with us to deliver our services, by complying with lawful and reasonable instructions, by adapting to new ways of working, and by attending training courses as requested from time to time.

## **CONTINUING PROFESSIONAL DEVELOPMENT**

You'll be expected to attend and contribute to staff meetings and forums, supervision sessions, training courses, seminars and workshops, all of which will contribute to the development and enhancement of our current working practices.

You will also be expected to participate in all personal review meetings and to take responsibility for your own personal and professional development and the professional accountability for your role.

## **DATA PROTECTION ACT**

We are all expected to be aware of the Data Protection Act and to follow the local Codes of Practice to ensure appropriate action is taken to safeguard confidential information.

## **HEALTH & SAFETY**

We all have a responsibility for health and safety, risk assessment and workplace inspections, and you will be expected to take reasonable care for your own health and safety and that of others.

You will also be expected to co-operate with your colleagues to ensure that statutory regulations, policies, codes of practice and departmental safety procedures are adhered to, and to attend any training programmes that we consider to be relevant.

## **INFECTION CONTROL**

We all have a responsibility to make sure that Infection Control remains a priority in terms of attention and resources. If you work in a role that provides direct patient care then you'll be expected to follow our policies and procedures which are designed to reduce the risk of passing on the organisms that can cause infections.

We all, collectively and individually, have a duty of care to follow best practice and adhere to any guidelines which underpin the management of Infection Control.

## **CONFIDENTIALITY**

We all have a responsibility to make sure that we don't disclose any information of a confidential nature relating to the services we provide or in respect of any service user, client or third party. This applies both during and after your employment.

You must not remove or copy any documents or tangible items including software which belong to the Trust or which contain any confidential information unless you have specific permission to do so. When you leave our employment, or if you are asked, you must return all documents and tangible items which are in your possession or are under your control, but which belong to us or contain or refer to any confidential information.

You should be aware that a breach of confidentiality may result in your dismissal and that, regardless of any disciplinary action that we may take, a breach of confidence could result in civil action for damages.

## **DATA QUALITY**

We are all responsible for making sure that our data and electronic records are updated, accurate, relevant, reliable, and completed in line with our record keeping standards and policies.

## **CLINICAL GOVERNANCE**

We aim to provide the highest standards of care. To help us achieve this aim, you are expected to follow acceptable working practices as defined in our policies and guidelines. You also have a personal responsibility to your colleagues and patients to keep yourself up to date with any changes to policies and to report any practice that you consider to be unacceptable through the appropriate channels.

## **ASYLUM & IMMIGRATION ACT 1996 AND AMENDMENTS**

We need to make sure that we comply with the Asylum and Immigration Act 1996. To do this, we check the documentation of all applicants to confirm that they have the right to work in the UK. We won't offer employment to any applicant who does not have valid leave to remain and work in the UK or whose leave is subject to conditions which prevent them from taking up employment with us.

If your leave to remain and/or right to work status changes during the course of your employment, we will determine what impact this may have on our ability to continue employing you.

## **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

We all have a responsibility for safeguarding individuals who come into contact with our services, whether they are a child or young person, a person with Learning Disabilities or an older or vulnerable adult.

We adhere to the Berkshire Local Safeguarding Children Boards Child Protection Procedures, which places a duty of care and responsibility on us all to safeguard and promote the welfare of children.

## **SMOKE FREE**

We operate a smoke free policy which means that smoking is not permitted on any of our sites. This also applies when you are travelling in vehicles (including owned and lease cars) whilst on official business, parked on our premises in privately owned vehicles, or transporting services users or visitors. We will not support taking additional breaks during the working day to smoke off site. Further information can be found in the Staff Smoke Free policy.

**PERSON SPECIFICATION**

CATEGORY	ASSESSMENT METHOD		
<p><b>1. Education/Qualifications /Training</b></p> <ul style="list-style-type: none"> <li>• Registered Nurse – Adult</li> <li>• Specialist Practitioner qualification (DN Degree, diploma or Certificate in District Nursing)</li> <li>• Non-Medical Prescriber/Nurse Prescriber Qualification</li> <li>• Active on the Mentor Register</li> <li>• Evidence of Leadership &amp; Management development</li> <li>• Recognised coaching qualification or willing to undertake</li> </ul>	<p>Application Form Essential or Desirable</p> <p style="text-align: center;">E D D E E E</p>	<p>Interview Essential or Desirable</p> <p style="text-align: center;">E D D E E E</p>	<p>Selection Tool</p> <p style="text-align: center;">E D D E E E</p>
<p><b>2. Continuous Professional Development</b></p> <ul style="list-style-type: none"> <li>• Evidence of continuing professional development (CPD)</li> <li>• Evidence of a current CPD portfolio</li> </ul>	<p style="text-align: center;">E E</p>	<p style="text-align: center;">E E</p>	<p style="text-align: center;">E E</p>
<ul style="list-style-type: none"> <li>• <b>Previous Experience</b></li> <li>• Experience in mentoring and assessing both pre and post reg. nurses in a community setting.</li> <li>• Evidence of clinical leadership within a</li> </ul>	<p style="text-align: center;">E</p>	<p style="text-align: center;">E</p>	<p style="text-align: center;">E</p>

<p>community nursing environment including;</p> <ul style="list-style-type: none"> <li>• Mentoring/assessing in practice</li> <li>• Coaching</li> <li>• Recruitment and selection</li> <li>• Risk and Incident Reporting (Root Cause Analysis) and supporting teams in learning from findings.</li> <li>• Clinical Leadership course or willingness to undertake</li> <li>• Clinical Leadership course or willingness to undertake</li> <li>• Able to manage own workload and support others</li> <li>• Able to conduct courageous conversations and support staff with performance related issues</li> <li>• At least 2 years Community Nursing experience at Band 6.</li> <li>• Experience of leadership within a team.</li> </ul>	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p><b>3. Knowledge, Skills &amp; Abilities</b></p> <ul style="list-style-type: none"> <li>• Understanding of the role of Community Nursing</li> <li>• Able to work autonomously</li> <li>• Good organisational skills.</li> <li>• High levels of effective communication, influencing and interpersonal skills.</li> <li>• Able to motivate self and teams to positively manage change</li> <li>• Reinforce within the service the need to view users holistically and promote self-care and independence.</li> <li>• Work collaboratively with their counterparts from teams in other provider organisations to develop a seamless service.</li> <li>• Effective role model and motivates staff within the service by being highly visible, approachable and</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

<p>communicative at all levels; utilising effective written, oral and presentation skills.</p> <ul style="list-style-type: none"> <li>• Develops strong interpersonal relationships, ensuring that staffs are given the support to develop and grow into roles.</li> <li>• Ability to support staff to undertake clinical duties, implementing evidence-based practice.</li> <li>• Ability to influence and problem solve.</li> <li>• Creative and innovative approach to service development</li> <li>• Applies policies and procedures effectively to manage risk</li> <li>• Demonstrates cultural awareness</li> <li>• Demonstrates flexibility to deal with the needs of unscheduled services and able to prioritise workloads and work under pressure.</li> <li>• Understands the business needs of the organisation and shares all available information with the service ensuring people understand latest developments and their relevance</li> <li>• Knowledge of current DH documents/government legislation and recommendations.</li> <li>• Willingness to undertake further qualifications and develop expertise in identified areas.</li> <li>• Participation in audit.</li> <li>• Able to utilise IT and various media in order to support data collection</li> </ul>	<p>E</p>	<p>E</p>	<p>E</p>
<p><b>Additional Requirements</b></p> <ul style="list-style-type: none"> <li>• Able to demonstrate recent innovative practice.</li> <li>• Able to work flexibly across service areas to enhance quality of service provision.</li> </ul>	<p>E</p> <p>E</p>	<p>E</p> <p>E</p>	<p>E</p> <p>E</p>

<ul style="list-style-type: none"><li>• Valid full UK licence with confidence to drive during and in unusual environments with use of car for work purposes.</li><li>• A degree of agility and the ability to manoeuvre light to moderate loads.</li><li>• Able to work bank holidays, weekends and unsocial hours to meet service needs.</li><li>• Able to work in challenging environments.</li></ul>	E	E	E
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