

JOB DESCRIPTION

JOB DETAILS

Job title: Community Staff Nurse
Job code: N/A
Band: 5
Location: Integrated Community Teams – Cheltenham ICT
Accountable to: District Nurse / Senior Community Nurse

JOB PURPOSE

- To work as a member of the Community Nursing Team within an Integrated Community Team (ICT) delivering care to patients resident within an Integrated Care Team population.
- To provide a high standard of skilled nursing care to people in their own homes or clinic settings.

DIMENSIONS

- To manage the Community Nursing Team and Nursing Caseload in the absence of the Team Leader - District Nurse / Senior Community Nurse (for annual leave, study leave & sickness).

CORE KEY RESPONSIBILITIES

Practitioner & Collaborator:

- Assess patient and carers needs through strength based assessment,
- Develop individual care plans in partnership with patients and carers. This will include information, advice, sign-posting and education.
- Regularly evaluate care plans to ensure they are up to date and appropriate, reporting clinical changes or areas of concern to the appropriate member of the team.
- Provide skilled nursing care interventions, support and advice to colleagues, patients and carers.
- Work to reduce unwarranted variation in clinical practice, providing evidence based interventions which effectively enable people.
- Discuss issues relating to care and support of individual patients with other disciplines and agencies, and refer to those who can better meet their needs.
- Collaborate with colleagues in the Integrated Community Teams and other aligned services to enable people within their communities, maximising their potential and promoting their independence.

- Administer and monitor medications consistent with policies and procedures.
- Contribute to the prioritisation of workload, taking responsibility for a delegated caseload of patients.
- Assist in providing consistently high standards of evidence based care that meets the patient's requirements and satisfaction.
- Maintain accurate patient documentation on the electronic clinical recording system.
- Respond appropriately to feedback from patients and carers about the service, using the open approach of the organisation and within Duty of Candour expectations.
- When suitably experienced, to act as a Named Nurse, providing care oversight for a defined cohort of patients managed in the ICT Community Nursing caseloads.
- When suitably experienced, to act as a clinical triage nurse within the centralised Community Nursing referral centres, providing clinical review of patients and engaging with health and care professionals to enable effective patient flow and referral management.

Leader:

- Contribute to the health, safety and security of self and others through reporting and providing information in response to clinical incidence or near misses.
- Advocate a learning culture within the service, where colleagues are enabled to reflect, learn and adapt.
- Act as role model for experienced colleagues or student learners.
- Assist in the implementation of policies, procedures and documentation.
- Contribute to the effectiveness and development of the team.
- Deputise for the senior nurse (District Nurse or Senior Community Nurse) as required taking responsibility for the daily management of own and the wider caseload.
- Assist with recruitment and retention processes
- Contribute towards the development of the service for the future.
- Order, store, maintain and protect all resources and materials used in the community.
- When suitably experienced, act as a supervisor for nominated colleagues, supporting their wellbeing at work, development and growth.

Teacher:

- Contribute to the development of students and learners through participation in teaching programmes and supporting individuals in practice through shadowing and mentoring.
- Through better conversations, provide patients and carers with education and support to promote shared care, leading to wellbeing and self-management.
- Reflect upon and assess own performance and with guidance, plan how to meet personal learning and professional development needs.

Researcher:

- Contribute to the audit of own and team practice.
- Expand own knowledge of specialist interest areas through evidence based research and link roles.
- Participate in clinical supervision for self and members of the team as a means of sharing learning.
- Participate in the implementation of new evidence and innovations to promote better outcomes and efficiency.

Communicator:

- Creating and fostering relationships with colleagues across the health and social care community. This will include working across professional boundaries liaising with a number of different agencies.
- Communications will include face to face, verbal, electronic and written.
- The post holder will be expected to establish effective communications with multiple stakeholders in order to create and deliver individualised solutions to needs.

Responsible for and involved in:**Quality Standards:**

- Under supervision, dealing with sensitive information and adhering to Trust and professional policies and guidelines.
- Awareness of Clinical Governance and their role within this.
- Understanding of the clinical policies and procedures in support of practice.
- Contribute to incident reporting for the benefit of trust learning and patient safety.

Service Development:

- Involved in team related discussions to help inform service progression and improvement.
- Under supervision contribute to clinical practice development for members of the team and students.

Logistics:

- The post holder will be delivering nursing care to people in their own homes and clinic settings. This will include contact with bodily fluids on a regular basis.
- The administration of drugs and treatments regularly. This may include the handling of cytotoxic drugs.
- Setting up of some equipment to assist in the delivery of care in the home.
- Low level working in peoples own homes in unpredictable environments.
- Assisting with the moving and handling of patients in their own (unpredictable) environments.
- Ensuring risk assessments are conducted, recorded and acted upon.
- The post holder will be travelling independently in a car to visit patients

- Due to the nature of dealing with the public in their own home and frequently on their own, there is potential for the risk of being subject to verbal and physical abuse.

Information and clinical recording:

- The post holder will be expected to maintain patient clinical records. They will also be expected to oversee the standard of records created by student learners and colleagues.
- The post holder will be expected to input data to electronic recording systems, clinical records, web portals, emails, spreadsheets etc.

Managing Resources:

- The post holder will be ordering and using medical and surgical supplies and will be responsible for using this in accordance with policy, whilst following agreed care plans.

Facilities:

- The post holder will contribute to the use of all facilities in accordance with employer policy.

Developing others:

- The post holder will contribute to the development of colleagues through teaching in small groups and on one to one basis. They will also undertake some appraisals. Responsibilities for hospital wide issues of bed management, staff deployment, fire coordination etc.

ORGANISATIONAL CHART



COMMUNICATIONS AND WORKING RELATIONSHIPS

- Patients and carers
- Multidisciplinary teams within the community setting
- Primary care colleagues
- Social care colleagues
- Other specialist teams both within and outside the Trust
- Professional leads
- Inpatient staff
- Voluntary and statutory agencies including employment, education, housing and leisure services
- Police and probation services and county and district councils services
- Educational departments
- Governance and quality team
- Hospital based services
- Safeguarding services
- Transport providers

EFFORT AND HEALTH & SAFETY FACTORS

- Contact with blood and body fluids, respiratory sensitizers, and skin sensitizers.
- Potential of violence and aggression from services users and/or their families.
- Conversations of a sensitive nature which may be upsetting to service users and their families.
- Exposure to distressing and emotional situations.
- Long periods of intense concentration are required regularly throughout the shift.
- Use of computer and VDU equipment.

MOST CHALLENGING PART OF THE JOB

- Re-prioritisation of clinical and administrative tasks throughout the day based on urgency of need.
- Implementing risk assessments and management plans on a daily basis and working with service users who are sometimes distressed.
- Working within a rapidly changing service, within budgetary limits.
- Assessing and working with service users that are presented with self-harm and who are not supported by Mental Health Services.

GENERIC RESPONSIBILITIES – ALL POST / ALL EMPLOYEES

The following are applicable to all posts and all employees:

Trust Values

The post holder will be expected to work in line with the Trust values which are:

- Working together
- Always improving
- Respectful and kind
- Making a difference

General Duties

To undertake any other reasonable duty, which is appropriate to the band when requested by senior staff.

To be familiar with and comply with all Trust and departmental policies, procedures, protocols and guidelines.

To demonstrate an understanding and commitment to Trust values and Staff Charter.

Professional and Personal Development

All staff must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction programme.

All staff will have a formal appraisal with their manager at least every 12 months. Once performance/training objectives have been set, the staff member's progress will be reviewed on a regular basis so that new objectives can be agreed and set, in order to maintain progress in the service delivery.

Those with management/supervisory responsibility are required to ensure that their direct reports have an appraisal in line with Trust policy.

All staff will be expected to take responsibility for their own professional development and will be supported by the Trust to achieve development opportunities as appropriate.

Infection Control

All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to and to support the Trust's commitment to preventing and controlling healthcare associated infections (HAI).

Health and Safety

All staff have a responsibility to maintain health and safety of self and others within the performance of duties in accordance with Trust health and safety policies, and to undertake specific health and safety responsibilities as directed. All staff have a responsibility to adhere to the Trust's Risk Management Policies & Procedures.

All staff are required to contribute to the control of risk, and must report immediately any incident, accident or near miss involving patients, service users, carers, staff, contractors or members of the public using the Trust Datix system.

Confidentiality

All staff may gain or have access to confidential information about the diagnosis or treatment of patients, information affecting the public, private or work related staff information, or Trust matters. A breach of confidentiality will have occurred where any such information has been divulged, passed (deliberately or accidentally) or overheard by any unauthorised person or person(s). Breaches of confidentiality can result in disciplinary action, which may involve dismissal.

All staff must maintain a high standard of quality in corporate and clinical record keeping, ensuring information is always recorded accurately, appropriately and kept up to date. Staff must only access information, whether paper, electronic or in other media which is authorised to them as part of their duties.

All staff must ensure compliance with the data protection legislation.

Safeguarding: Adults and Children (Section 11 of the Children Act 2004)

Safeguarding: Adults (Care Act 2014) and Children (Section 11 of the Children Act 2004)

Every member of staff has a responsibility to be aware of and follow at all times, the relevant national and local policy in relation to safeguarding children and safeguarding adults. This includes keeping up to date with relevant training and seeking supervision.

Freedom of Information

All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000. The Act gives individuals or organisations the right to request information held by the Trust. Staff must manage information they hold in such a way that meets the requirements of the Act. All requests for disclosures under the Act must be passed to the Freedom of information Officer.

Working on Non-Trust Premises

All staff when working on non-Trust premises are bound by Trust policies and procedures, including home working policy; IT security policy; email and internet acceptable use policy information.

Smoke Free Premises

The Trust is committed to protecting and improving the health and welfare of staff, service users, carers, visitors and contractors, and protecting smokers and non-smokers from the health dangers of second-hand smoke. Therefore all Trust premises are 'smoke free' and staff (and external contractors and visitors) must refrain from smoking in Trust buildings, vehicles and grounds.

Diversity and Promoting Dignity at Work

The Trust recognises the contribution of all employees to deliver responsive and quality services. We expect staff to value and respect the diversity of those who use or contact our services and to respond to the differing and diverse needs of others. We aim to have an environment free of bullying or harassment which would create an intimidating and unpleasant atmosphere impacting on staff wellbeing and service delivery. We want staff to be able to report issues knowing they will be dealt with promptly and sensitively.

All forms of bullying and harassment are unacceptable and will not be tolerated.

This job description seeks to provide an outline of the duties and responsibilities of the post. It is not a definitive document and does not form part of the main statement of Terms and Conditions. The job description will be reviewed as part of the annual appraisal process and will be used as the basis for setting objectives.

Data Quality

The Trust recognises the role of reliable information in the delivery and development of its services and in assuring robust clinical and corporate governance. Data quality is central to this and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high quality mental health services. It is therefore

the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the Trust's Policy and Procedures for Data Quality

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PERSON SPECIFICATION

JOB DETAILS

Job title: Community Staff Nurse
Job code: N/A
Band: 5
Location: Integrated Community Teams – Cheltenham
Accountable to: District Nurse / Senior Community Nurse

QUALIFICATIONS	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
<ul style="list-style-type: none"> Registered Nurse with NMC Degree or Diploma in Nursing or equivalent Willingness to undertake additional training as required. 	Essential	Application

LENGTH AND / OR NATURE OF EXPERIENCE	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
<ul style="list-style-type: none"> Experience of working without direct supervision Experience of working with student learners in practice 	Essential	Application
<ul style="list-style-type: none"> Previous experience of community nursing practice Evidence of post-registration education & training. Holistic health assessment course (or equivalent) Teaching & assessing qualification 	Desirable	Application

PROFESSIONAL / MANAGERIAL / SPECIALIST KNOWLEDGE	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
<ul style="list-style-type: none"> Ability to work on own initiative, assess patients competently and report back to Team Leader (or appropriate health care professional) relevant changes in patient's condition. Ability to effectively manage the workload, prioritise and delegate work in the absence of the Team Leader - District Nurse / Senior Community Nurse Ability to liaise effectively within the Primary Health Care Team and with other professionals / agencies 	Essential	Application & Interview

<ul style="list-style-type: none"> • Demonstrable skills in risk assessment and management 	Desirable	
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PERSONAL SKILLS ABILITIES AND ATTRIBUTES	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
<ul style="list-style-type: none"> • Approachable and flexible. • Good communication skills (written and verbal). • Be able to prioritise tasks and manage time effectively. • Ability to work under pressure. • Ability to assimilate new concepts and approaches to care. • Ability to engage positively with service users. • Ability to work effectively as a team member. • Ability to undertake all statutory and mandatory training. • Working knowledge of Microsoft Office packages e.g. Word, Excel, PowerPoint, Publisher and Outlook. 	Essential	Application & Interview

OTHER REQUIREMENTS	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
<ul style="list-style-type: none"> • Ability to travel around the locality as requested, independently and efficiently. (If you have a full driving licence there will be an expectation to drive trust vehicles where required) • Able to attend and participate in all mandatory and statutory training events 	Essential	Application & Interview