

ABM UNIVERSITY NHS HEALTH BOARD

JOB DESCRIPTION

JOB TITLE:	Community Staff Nurse
GRADE:	Band 5
DIVISION:	Primary and Community Services Unit
MAIN LOCATION:	Integrated Community Hubs
HOURS:	
MANAGERIALLY	Caseload Holder/ Community Nurse Clinical Lead/ Integrated Hub Manager
ACCOUNTABLE TO:	Primary Care unit Nurse Director
PROFESSIONALLY	
ACCOUNTABLE TO:	Executive Nurse Director

JOB SUMMARY

The provision of a comprehensive package of nursing care in the patients/client's own home under the direction of, but without direct supervision of the Caseload Holder, and through close collaboration with the multi disciplinary team members:

Health Visitors, District Nurses, Chronic Conditions Nurses, General Practitioners, Community Psychiatric Nurses, Community Resource Team, Learning Disabilities Nurses, Social Services, Hospitals, Voluntary and other external Agencies.

(The post holder is required to hold current NMC registration and a full driving licence for this post).

The job descriptions are as follows:

1. Management Responsibilities
2. Clinical Responsibilities
3. Quality Assurance/Research
4. Personal and Professional development
5. Communication skills
6. Health & Safety

This job description is an outline of the main duties of this post and will be reviewed annually with the post holder to ensure that it incorporates current changes in practice and meets the PDP and Service needs.

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STANDARD	ESSENTIAL PRACTICE
<p>1. Management Responsibilities</p>	<p>1.1 To take responsibility for all aspects of ongoing nursing care required by a group of patients/clients and their families as allocated by the Caseload Holder.</p> <p>1.2 To report any risks or hazards that the post holder identifies and assist in developing and establishing methods and procedure to prevent/minimise the risk.</p> <p>1.3 To be responsible for ensuring the health, safety and welfare of self, colleagues, patients/clients, carers and all other persons involved in their field of practice.</p> <p>1.4 To maintain accurate and comprehensive records for audit purposes.</p> <p>1.5 To ensure stock kept is in optimum supply and used on a rotational basis.</p> <p>1.6 To comply with data protection guidelines in all aspects of record keeping.</p> <p>1.7 To conduct interim first visit/patient contact, which will be re-assessed by the Caseload holder within 24 hours.</p> <p>1.8 Signpost individuals to appropriate community services to meet their ongoing needs</p>
	1.2

STANDARD	ESSENTIAL PRACTICE
<p>2. Clinical Responsibilities</p>	<p>2.1 To assist in the assessment, planning, implementation, evaluation and monitoring of the nursing needs of the patient/client/relatives.</p> <p>2.2 To carry out complex nursing interventions commensurate with the competencies acquired through on the job training and other educational seminars/courses.</p> <p>2.3 To safely administer prescribed medication by a variety of routes, including the administration of injections in line with the anaphylaxis policy e.g. Zoladex, IVF treatments, vaccinations.</p> <p>2.4 To undertake effective wound management involving the intricacies of removing sutures, clips and staples.</p> <p>2.5 To undertake specialised bandaging techniques and wound dressings e.g. 4 layer bandaging.</p> <p>2.6 To undertake male/female catheterisation techniques in accordance with the individualised care plan.</p> <p>2.7 To undertake diagnostic and monitoring interventions e.g. venepuncture.</p> <p>2.8 To provide effective care to terminally ill patients/clients and providing support and advice to relatives through the stages of bereavement.</p>

	<p>2.9 To provide education, support and ongoing monitoring for individuals with long-term conditions</p> <p>2.10 To undertake medication usage reviews with patients and act on findings</p> <p>2.11 To promote self-care and maximise independence for individuals in the community setting</p>
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STANDARD	ESSENTIAL PRACTICE
<p>3. Quality Assurance/Research</p>	<p>3.1 To participate, develop and promote quality studies to enhance the quality of the service.</p> <p>3.2 To undertake annual clinical audit.</p> <p>3.3 To assist in the evaluation of the effects of research/clinical audit.</p> <p>3.4 To implement change in practice or procedure in line with current research/clinical audit findings.</p> <p>3.5 To adhere to quality measures indicated in Service Level Agreements/Contracts with Local Health Boards.</p>
<p>4. Personal and Professional Development</p>	<p>4.1 To provide mentorship and pre and post registration students as allocated by the School of Health Sciences.</p> <p>4.2 To teach patients/clients/carers aspects of self-care to promote dignity and independence.</p> <p>4.3 To facilitate and participate in the training and support of junior and newly appointed staff in the primary care setting.</p>

	<p>4.4 To complete mandatory training/education sessions in accordance with Health Board/Community Services requirements.</p> <p>4.5 To ensure that NMC registration is maintained by meeting PREP requirements.</p> <p>4.6 To participate in Clinical Supervision.</p> <p>4.7 To participate in the PDR process to ensure that the Personal Development Plan is being implemented.</p>
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STANDARD	PRACTICE
<p>5. Communication skills</p>	<p>5.1 To instigate and maintain close liaison with General Practitioners, Multi disciplinary, personnel and external agencies as may be appropriate on a regular basis.</p> <p>5.2 To overcome barriers to understanding by ensuring effective communication using a variety of communication techniques e.g. verbal, non-verbal, passive and active communication.</p> <p>5.3 To take an active part in Case conferences/discharge planning meetings.</p> <p>5.4 To impart complex and contentious information re issues of care.</p> <p>5.5 To undertake presentations to colleagues in the multi disciplinary team following attendance at seminars/study days.</p> <p>5.6 To maintain accurate and contemporary clinical records in line with NMC guidelines.</p>

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STANDARD	ESSENTIAL PRACTICE
<p>6. Health & Safety</p> <p>Undertake all duties in a manner that maintains a safe working environment in adherence to the Health and Safety At Work Act 1974 and all other National and Health Board Policies and Procedures.</p>	<p>6.1 To understand the importance of individual compliance with all Health Board/National safe working practices.</p> <p>6.2 To work in accordance with the Health and Safety at work Act 1974.</p> <p>6.3 To comply at all times to the Health Board’s Health & Safety Policy.</p> <p>6.4 To have knowledge of and adhere to the Health Board Risk Management Strategy.</p> <p>6.5 To comply with all Health Board Policys and Procedures and attend update sessions where relevant.</p> <p>6.6 To undertake mandatory training to comply with Health Board Policies.</p>

COMMUNITY NURSING – DISTRICT NURSING

COMMUNITY NURSE - Band 5

PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment
Qualification <ul style="list-style-type: none"> ▪ NMC Registration, adult branch ▪ 1 year post basic experience. ▪ Degree Community Nursing or equivalent experience. 	✓	✓ ✓	Application Form Certificate/Portfolio Interview
Experience <ul style="list-style-type: none"> ▪ Experienced in mentorship. ▪ Acted as mentor for junior staff/students. ▪ Participated in Clinical Supervision. ▪ Mentorship course ▪ Preceptorship course. ▪ Clinical Supervision course ▪ Experience of patient education and promotion of self-care ▪ Experience of managing individuals with long term conditions 	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	Application Form Certificate/Portfolio Interview
Knowledge and Skill <ul style="list-style-type: none"> ▪ Willingness to undertake competency based training specific to community nurse role. ▪ Course attended in – male catheterisation, venepuncture, anaphylaxis management, wound management. ▪ 	✓	✓	Application Form Certificate/Portfolio Interview
Personal Attributes <ul style="list-style-type: none"> ▪ Ability to work on own initiative as a lone worker. ▪ Ability to contribute and work as part of a team. ▪ Highly developed communication skills. ▪ Previous experience as lone worker. 	✓ ✓ ✓	✓	Application Form Interview
Other <ul style="list-style-type: none"> ▪ Flexible and adaptable. ▪ Ability to travel between sites in a timely manner 	✓ ✓	✓	Application Form Certificate Interview