

**SWANSEA NHS TRUST**

**DISTRICT NURSING SERVICE**

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Community Staff Nurse
<b>BAND:</b>	5
<b>DIVISION:</b>	Community Nursing
<b>MAIN LOCATION:</b>	
<b>HOURS:</b>	
<b>MANAGERIALLY ACCOUNTABLE TO:</b>	District Nursing Sister/Team Leader/Service Manager District Nursing
<b>PROFESSIONALLY ACCOUTNABLE TO:</b>	Executive Nurse Director

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**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 District Nursing Sister, and through close collaboration with the multi disciplinary team members:

Health Visitors, District Nurses, General Practitioners, Community Psychiatric Nurses, 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.**

**COMMUNITY NURSING – DISTRICT NURSING**

**COMMUNITY NURSE - BAND 5**

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Qualification</b> <ul style="list-style-type: none"><li>▪ NMC Registration, adult branch</li><li>▪ 1 year post basic experience.</li><li>▪ Degree Community Nursing or equivalent experience.</li></ul>	4 4	4	Application Form Certificate/Portfolio Interview
<b>Experience</b> <ul style="list-style-type: none"><li>▪ Experienced in mentorship.</li><li>▪ Acted as mentor for junior staff/students.</li><li>▪ Participated in Clinical Supervision.</li><li>▪ Mentorship course</li><li>▪ Preceptorship course.</li><li>▪ Clinical Supervision course</li></ul>	4 4 4	4 4 4	Application Form Certificate/Portfolio Interview
<b>Knowledge and Skill</b> <ul style="list-style-type: none"><li>▪ Willingness to undertake competency based training specific to community nurse role.</li><li>▪ Course attended in – male catheterisation, venepuncture, anaphylaxis management, wound management.</li></ul>	4	4	Application Form Certificate/Portfolio Interview
<b>Personal Attributes</b> <ul style="list-style-type: none"><li>▪ Ability to work on own initiative as a lone worker.</li><li>▪ Ability to contribute and work as part of a team.</li><li>▪ Highly developed communication skills.</li><li>▪ Previous experience as lone worker.</li></ul>	4 4 4	4	Application Form Interview
<b>Other</b> <ul style="list-style-type: none"><li>▪ Flexible and adaptable.</li><li>▪ Full driving licence.</li><li>▪ Car owner/driver.</li></ul>	4 4 4		Application Form Certificate Interview



STANDARD	ESSENTIAL PRACTICE
<p><b>1. Management Responsibilities</b></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 District Nursing Sister.</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 District Nursing Sister within 24 hours.</p>

STANDARD	ESSENTIAL PRACTICE
<p><b>2. Clinical Responsibilities</b></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>

STANDARD	ESSENTIAL PRACTICE
<b>3. Quality Assurance/Research</b>	<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>
<b>4. Personal and Professional Development</b>	<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 Trust/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 IPR process to ensure that the Personal Development Plan is being implemented.</p>

STANDARD	PRACTICE
<p><b>5. Communication skills</b></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>

STANDARD	ESSENTIAL PRACTICE
<p><b>6. Health &amp; Safety</b></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 Trust Policies and Procedures.</p>	<p>6.1 To understand the importance of individual compliance with all Trust/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 Trust's Health &amp; Safety Policy.</p> <p>6.4 To have knowledge of and adhere to the Trust Risk Management Strategy.</p> <p>6.5 To comply with all Trust Policy and Procedures and attend update sessions where relevant.</p> <p>6.6 To undertake mandatory training to comply with Trust Policies.</p>