

## WHY WORK WITH US?

- Positive 2020 NHS Staff Survey results
- The Care Quality Commission (CQC) rates our quality of services as good with outstanding features
- Stunning locations in Sussex, surrounded by the South Downs and the coast
- A great working environment in the community, in patients' homes and our community hospitals
- Excellent training and development opportunities
- Real Living Wage Employer, with great rates of pay
- Flexible working options, including job sharing, annualised hours, career breaks, parental leave and adoption leave
- Supportive team environments
- Cost-effective and convenient workplace nurseries
- Thriving BAME, Disability and Wellbeing, LGBT+ and Religion and Belief staff networks
- Accredited Level 3 Disability Confident Leader, committed to creating inclusive workplaces

## OUR VALUES

We encourage and expect all staff to actively promote and adhere to our values in every aspect of their work.

### Compassionate care

Caring for people in ways we would want for our loved ones.

### Achieving ambitions

For patients and service users, colleagues, our teams and our organisation.

### Working together

Forging strong links with our patients, the public and our health and care partners, so we can rise to the challenges we face together.

### Delivering excellence

Our patients and partners deserve nothing less.

**Why not join an organisation that is inclusive, vibrant and celebrates success?**



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## JOB DESCRIPTION

<b>Job title:</b>	Community Staff Nurse
<b>Grade:</b>	5
<b>Directorate:</b>	Operations
<b>Division:</b>	Adults
<b>Service:</b>	Community Services

### 1. Job summary

- a) To deliver high quality care in the community, working with patients towards rehabilitation, self-management and independence throughout the continuum of care. To participate in a team of colleagues supporting evidence based care, facilitating staff learning and development.

### 2. Communication and working relationships

- a) Working in partnership, the post-holder communicates effectively with patients and their carers, the multi-disciplinary team and other key stakeholders on a range of complex health care matters, issues, ideas and situations.
- b) Acts as an information resource for patients, multi-disciplinary colleagues and other stakeholders. Responsible for signposting and referring individuals, families, carers and communities to the most appropriate agencies/services to support their needs.
- c) The post-holder may experience challenge in gaining concordance with the patient, families, or carers for any treatment plan. They may also experience resistance from other colleagues to an agreed action, or treatment option. Strong negotiating and influencing skills may be required.

### 3. Key responsibilities

- a) Holistically assess, plan, monitor, evaluate and discharge patients whilst working in an integrated manner with the multi-disciplinary team.
- b) Empower patients to work as partners in their care, respecting individual choice and difference and encouraging self-care where able. Support patients in a programme of self-care/enablement.
- c) Facilitates patients and their families to plan for the future and improve end of life care ensuring that choices are reflected in personalised care plans.



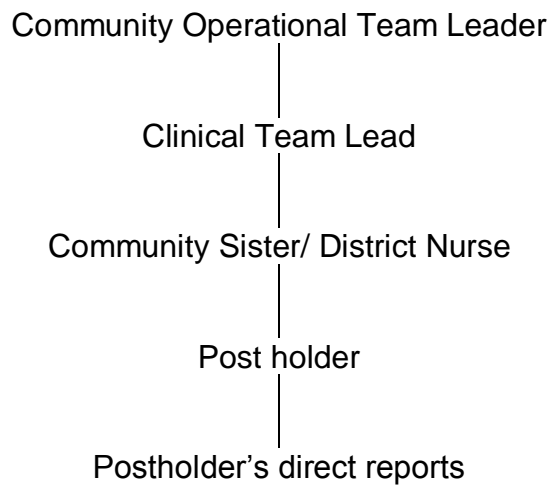
- d) Identify significant change in patient's physical, psychological and social status, acting on findings, seeking guidance and/or reporting to the appropriate member of the multi-disciplinary team.
  - e) Demonstrate effective time management by prioritisation and delegation of patient care, promoting continuity whenever possible and working in collaboration within the Community Team.
  - f) Demonstrate commitment to continual professional development, participating in clinical supervision and working within NMC code and Sussex Community NHS Foundation Trust policies demonstrating awareness of personal accountability for own actions.
  - g) Demonstrate a high standard of clinical information collation and documentation, adhering to Trust and national guidelines pertaining to the collection and storage of clinical data.
  - h) To attend all mandatory and statutory training as appropriate to role.
  - i) Timescales for meeting standards of performance relating to the duties and responsibilities identified in this job description will be agreed with the post-holder via the annual appraisal process.
  - j) You will be expected to take part in the processes for monitoring and improving the quality of care provided to patients. This includes risk management and clinical audit. If you engage in clinical research you must follow Trust protocols and ensure that the research has had ethical approval. You will be expected to ensure that patients receive the information they need and are treated with dignity and respect for their privacy.
  - k) The post-holder must co-operate with carrying out risk assessments and must adhere to safe systems of working. This includes understanding and adhering to the reporting procedures for clinical and non-clinical incidents/near misses. To take a proactive role in contributing to risk identification and management and be responsive to lessons learnt from incidents and near misses. Proactively manages risk to vulnerable adults.
  - l) To undertake the safe handling and administration of medicines as part of an overall plan of care.
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#### 4. Main tasks

- a) Holistic assessment and care planning.
- b) Individualised care and the promotion of self-care.
- c) Safe and effective review and referral to the appropriate member of the multidisciplinary team.
- d) Effective delegation and prioritisation of workload.
- e) Professional development as required to maintain area of practice, and as negotiated in supervision.
- f) An awareness of health, safety and security risks
- g) Engagement in service provision and change.
- h) Acts as a practice supervisor for staff and students



## 5. Organisation chart



- a) The post holder may have tasks or responsibilities delegated to them, appropriate to their level of competence. They may also be expected to delegate tasks or responsibilities to other staff, as appropriate.
- b) The Delegation Policy sets out the expectation of staff regarding the safe delegation of clinical care and therapeutic interventions to unregistered practitioners and support workers.

## 6. Flexibility

- a) This job description is intended to provide a broad outline of the role. The post holder may be required to carry out other duties commensurate with their banding and competence.

## 7. Policies and procedures

- a) The post holder is required to familiarise themselves with all Trust policies and procedures and to comply with these at all times.

## 8. Confidentiality and data protection

- a) The post holder must maintain the confidentiality of information about patients, staff and other health service business and meet the requirements of the Data Protection Act (2018) and General Data Protection Regulation (2018) at all times.
- b) The post holder must comply with all Trust information and data protection policies at all times. The work of a NHS Foundation Trust is of a confidential nature and any information gained by the post holder in their role must not be



communicated to other persons except where required in the recognised course of duty.

## **9. Health, safety and wellbeing**

- a) Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and must follow these in full at all times, including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment for patients, visitors and colleagues.
- b) The Trust is committed to support the health and wellbeing of all its employees. The post holder is required to familiarise themselves with the organisation's range of health and wellbeing support and report stress and ill health as early as possible.

## **10. Equality, diversity and inclusion**

- a) The Trust aims to grow inclusive teams in which you feel like you belong, we encourage a culture of learning from different points of view. We want to support you to be courageous and to overcome bias and challenge prejudice.
- b) We are a Level 3 Disability Confident Leader. We go the extra mile to make sure disabled people get a fair chance. As well as paid employment we offer work experience and apprenticeships for disabled people.

## **11. Use of technology**

- a) The Trust is making increased use of computer technology. The majority of employees (both clinical and non-clinical) should expect to use automated information systems in their work in order to improve quality and coordination of services, and enable faster and more certain communication within the Trust. Necessary training will be provided.

## **12. No smoking policy**

- a) SCFT operates a no-smoking policy, in line with government legislation. This applies to all staff, visitors and patients. It is a condition of employment for staff that they do not smoke whilst on duty or in uniform or anywhere on Trust premises. This includes electronic cigarettes.
- b) Whilst we do not discriminate against employing smokers, they are expected to adhere to this policy and all prospective employees should be aware of this.

## **13. Professional registration**



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- a) All employees who are required to be a member of a professional body are required to hold relevant registration and must comply with the standards and guidelines of their professional practice, education and conduct and must act at all times within the boundary of the code of conduct.

#### **14. Infection prevention and control**

- a) Infection prevention and control is everybody's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's Infection Prevention and Control Policy and make every effort to maintain high standards of infection prevention and control at all times thereby reducing the burden of healthcare-associated infections (HCAI).

#### **15. Safeguarding children, young people and vulnerable adults**

- a) SCFT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. Rigorous recruitment checks are carried out and successful applicants may be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS).

#### **16. Quality**

- a) Excellent care at the heart of the community is our Trust vision. To make sure our care meets this high standard all staff must ensure that the three themes of quality care are provided in every encounter they have with our patients. The three themes are safe care, effective care, and patient-centred care.
- b) All staff, clinical and non-clinical, are expected to ensure that quality is a key consideration in all we do. This includes reviewing practice and being open to feedback on our performance, being open and honest, and seeking to identify, resolve, and appropriately escalate issues and risks.



## PERSON SPECIFICATION

This person specification lists the requirements necessary to perform the job. Candidates will be assessed according to the extent to which they meet, or have the potential to meet the specification. It is therefore important that applicants pay close attention to all aspects of the person specification when deciding if their skills, experience and knowledge match these requirements.

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<b>Service:</b>	Community Nursing

Criteria	Essential or desirable	Method of assessment
<b>Qualifications and/or professional registration</b>		
RN qualification / degree or diploma ENB 998 or equivalent or work towards Evidence of a range of clinical competencies	E E D	A
<b>Experience</b>		
Good numeracy and literacy skills Good communication and negotiation skills Motivational interviewing skills Demonstrates competency in a range of clinical skills e.g. wound management, Catheterisation skills, medicines management and administration, palliative and end of life care including management of syringe drivers. Is able to demonstrate the application of research based practice Knowledge of current local policies informing community health and social care services A clear understanding of the role of the Community Staff Nurse Promote independence and choice in undertaking patient care IT literate or willing to achieve within an agreed period Knowledge of Clinical Governance, clinical audit and clinical supervision, Professional codes of Conduct Ability to demonstrate knowledge/ understanding of boundaries of role Practice supervisor	E E  D  E  E  E  E  E  E	A/I

Criteria	Essential or desirable	Method of assessment
<b>Skills and knowledge</b>		
Demonstrate ability to reflect and learn from situations Demonstrate a commitment to lifelong learning and development Identifies difficulties as challenges and works with others to identify solutions Demonstrate a high level of understanding of self, able to identify personal limitations and shows openness to address them Car Driver with access to a vehicle for work purposes.	<b>E</b>	<b>A/I</b>
<b>Other requirements</b>		

**Good luck with your application!**



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