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We respect
We listen

NHS
Stockport
NHS Foundation Trust

Stockport NHS Foundation Trust

Job description and person specification
Community Staff Nurse

Making a difference every day

www.stockport.nhs.uk

Job Title: **Community Staff Nurse -District Nursing Service**		**AfC Reference No:** TGCH/NM/CS/013
Business Group: **Integrated Care Business Group**		**Band:** **5**
Staff Group *Please indicate ✓* *This section must be completed*	*Administrative Services* *Allied Health Professionals* *Health Science Services*	✓ *Nursing and Midwifery Support Services*
Hours or Programmed Activities: **Variable hours**	**Base:** **Various locations across Stockport**	
Accountable to: **District Nurse Team Leader**		
Responsible to: **District Nurse Caseload Holder**		
Professionally Accountable to: **District Nurse Team Leader**		

Job Summary:
The Community Staff Nurse works as part of a within a multi-disciplinary team, working closely with Social Care Colleagues, developing collaborative, needs based care plans, through assessment, planning, implementation and evaluation.
They provide excellent professional, skilled and effective person centred, evidence-based nursing care. They are actively involved in promoting self-care and promoting independence. They are visible and accessible to patients, families and carers working together to ensure efficient, effective and caring services.
They contribute to achieving all performance indicators, essential standards and quality outcomes They contribute to the education and development of the workforce and students. They contribute to staff appraisals and support personal development plans.
They safely administer medication following Trust policies and practice guidelines and provide compassionate care that is based on empathy, kindness, respect and dignity.

Organisation Chart

Director of Integrated Care

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Head of Borough Wide & District Nursing Services

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District Nurse Pathway Lead

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District Nurse Clinical Lead

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District Nurse Caseload Holder

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Staff Nurse

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Assistance Practitioner / Nurse Associate

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Health Care Assistant

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DN Admin Officer

JOB DESCRIPTION

Main Duties and Responsibilities

Undertake holistic patient assessment and reassessment; develop appropriate individual care plans for patients.

Implement and evaluate individual treatment plans for patients.

Produce and maintain accurate records both written and electronic in a timely manner. To abide by all relevant policies including Information governance, confidentiality and data protection.

Understand own responsibilities and accountability in the delivery of care to patients, working within own competence and professional code of conduct.

To communicate with patients, carers and staff as part of effective patient care. To lead the team in the absence of the Caseload Holder.

To undertake Professional Development Reviews with lower bands of staff in the team after appropriate training.

To act as Assessors or Supervisors for Pre-Registration Nursing Students, Trainee Nurse Associates / Trainee Assistant Practitioners and other learners in practice as appropriate.

To act as preceptor for newly qualified registered general nurses.

To undertake a minimum of one clinical ‘link nurse’ role within the team.

Communications

To communicate with patients, carers and staff as part of effective patient care. To lead the team in the absence of the Caseload Holder.

Produce and maintain accurate records both written and electronic in a timely manner. To abide by all relevant policies including Information governance, confidentiality and data protection.

To demonstrate effective communication skills with patients and carers, using a range of methods e.g. verbal, written use of interpreter.

To engage in partnership working with patients / carers and families to facilitate patient choice.

Attend multidisciplinary / multi agency team meetings and communicate key patient information effectively.

Responsibility for Patient Care

To deliver nursing care in the patient's home, residential care homes or treatment room setting.

To engage in partnership working with patients/carers and families to facilitate person centred holistic care.

Understand own responsibilities and accountability in the delivery of care to patients, working within own competence and the NMC Code (2015)

To have an understanding of the health conditions of patients and to recognise common signs of deterioration or exacerbation of those conditions.

To take appropriate actions in the event of deterioration or exacerbation in patient condition.

Adhere to the local and professional policies and guidelines in relation to the safe administration of medications.

Be aware of and adhere to local guidelines in relation to patient care and ensure that care prescribed and practised is in compliance with them.

Be aware of the Safeguarding Vulnerable Adults Policy and apply the principles to practice.

Demonstrate ability to gain informed consent before any nursing intervention. Acting appropriately if patient lacks mental capacity and apply principles of the Mental Capacity Act (2005) and have an awareness of Deprivation of Liberty Safeguards in practice.

Apply principles of health promotion and promote self-care, to teach and advise patients and carers as appropriate.

Planning and organising

Undertake holistic patient assessment and reassessment; develop appropriate individual care plans for patients.

Implement and evaluate individual treatment plans for patients.

Organise and manage own workload, prioritising patient care based upon clinical need.

Demonstrate ability to work autonomously, evidencing clinical decision-making skills

Responsibilities for Physical and / or Financial Resources

Responsible for the effective and efficient use of resources taking into consideration financial, personnel and quality components.

To be responsible for confirming bank / agency staff final working hours and absences with DN team lead

Responsibility for Policy and Service Development and Implementation

The post holder will at all times demonstrate a knowledge of, and behave in a manner consistent with the NMC The Code (2015), and uphold the Stockport NHS Foundation Trust Behaviours and Values.

Adhere to local and professional policies and guidelines in relation to the safe custody, control and administration of medications.

Demonstrate knowledge of relevant trust policies and procedures and ensure these are followed accordingly.

To offer constructive views on how the existing service and teamwork can be evaluated and improved upon.

Responsibilities for Human Resources and Leadership

Raising awareness of and promoting implementation of Trust and Department Policies, contributing appropriately to their developments as required.

Plan and delegate work to other team members, taking into account competence levels

Participate in development reviews for self and junior staff.

Maintain continued professional development

Being responsible/accountable to his/her own clinical/professional development including the review process.

Responsibilities for Teaching and Training

To assess clinical competencies and provide training/education and support as necessary to staff.

Participate in induction of new staff including bank and agency staff.

Act as an assessor / supervisor to new staff.

Attend Mandatory training in line with training schedule.

Attend all necessary training and updates for safe use of equipment.

Ensure hand written and electronic patient records are maintained for all aspects of patient care.

To accurately and contemporaneously input patient information on the electronic patient record (EMIS)

Research, Development and Audit

To assist in research, development and audit. Demonstrating an ability to use current research findings to develop practice and critically evaluate current practice.

Physical Skills and Effort

Flexibility to change places of work as required by the needs of the service.
Mental effort to exert frequent concentration where work pattern is unpredictable.
Emotional effort. The post holder will be exposed to frequent distressing and occasionally highly distressing and emotional circumstances.
May be exposed to highly unpleasant working condition/some exposure to hazards

General Duties for all employees

Hand Hygiene

To assist the Trust in reducing healthcare acquired infections (HCAI's) all staff should be familiar with all the Trust's Infection Prevention policies which are appropriate to their role. You are required to attend mandatory training in Infection Prevention and be compliant with all measures known to be effective in reducing HCAI's"

Safeguarding

All Stockport Foundation Trust employees are required to act in such a way that at all times safeguards and promotes the health and well-being of children, young people and vulnerable adults. Familiarisation with and adherence to the policies and procedures relating to child protection and safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns and they must therefore be aware of child and adult safeguarding procedures and who to contact within the Trust for further help and guidance. It is an essential requirement of all employees as is participation in mandatory safeguarding training in accordance with the employee's roles and responsibilities.

Prevention

To actively work with patients/clients/service users to identify appropriate opportunities in Making Every Contact Count for preventative interventions which may reduce the risk of future harm to health and wellbeing and to provide brief advice and refer or signpost to sources of further information and support which may include advice on lifestyle behaviour and social care needs as well as safety and management of long term conditions.

Data Protection, Confidentiality and Information Governance

The post holder must abide by all relevant Trust and departmental policies including information governance, confidentiality and data protection and, undertake the annual data security awareness mandatory training. The post holder is reminded that any breach of the Trust's information governance and security policies and procedures, including data protection legislation, will result in disciplinary action.

Data Protection Legislation – the post holder is required to process all personal data relating to patients and staff, whether in paper, electronic or other media, in accordance with the Data Protection Act 2018 and the General Data Protection Regulations (GDPR), ensuring the security and confidentiality of data at all times.

The post holder must not for their own benefit or gain, or to divulge to any persons, firm or other organisation whatsoever, any confidential information belonging to the Trust or relating to the Trust's affairs or dealings which may come to their knowledge during employment.

Health & Safety

Under the Health and Safety at Work Act 1974, the Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. Equally the post holder is required to work within the Trust Health & Safety Policy and fulfil a proactive role towards the management and control of risk. This entails the identification, assessment and the immediate reporting, using the Trust Incident Reporting System, any incident, accident, hazard or near miss involving patients, service users, carers, staff, contractors or members of the public.

The Post holder has a personal responsibility to adhere to a statutory and departmental duty of care for their own personal safety and that of others who may be affected by their acts or omissions at work

Harassment & Bullying

As a member of staff, you have a personal responsibility to ensure you do not discriminate, harass or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination, harassment or bullying by others.

Dignity & Respect

All employees have a duty to promote a harmonious working environment in which all persons are treated with dignity and respect, whilst fulfilling our legal obligations under equality legislation and associated codes of practice.

The Trust takes the right of the patient/service user to be treated with dignity and respect seriously. We will treat every patient/service user and carer as a valued individual, with respect for his/ her dignity and privacy. Our aim is to give each patient/service user the care we would want for our families and ourselves.

Quality Improvement

Our mission is to make a difference every day helping people to live their best lives. We have a trust wide approach to quality improvement and we expect everyone to contribute to improving our services by always learning and continually improving our services. For all staff, it is about learning from what has worked well as well as what has not, being open to change and improvement and working in smarter and more focused ways to improve our services. The Trust encourages and provides opportunities for staff at all levels to engage in the Trust's approach to quality through quality improvement projects, clinical audit, innovation and quality assurance.

No Smoking Policy

The Trust operates a No Smoking Policy which states that smoking is prohibited within all Trust premises and on the site. This includes entrances, exits, cars, lease cars, car parks, pavements and walkways, areas hidden from general view and residences. As an employee of the Trust you are expected to comply with this policy, failure to do so may result in disciplinary action being taken under the Trust’s Disciplinary Policy & Procedure.

To undertake any other duties which is deemed appropriate to the band when requested by Senior Staff.

The above indicates the main duties of the post which may be reviewed in the light of experience and development within the service. Any review will be undertaken in conjunction with the postholder

Date:

Manager's Signature: _____

Postholder's Signature: _____

PERSON SPECIFICATION

The person specification sets out the essential qualifications, experience, skills, knowledge, personal attributes and other requirements which the post holder requires to perform the job to a satisfactory level. Without these qualities' applicant cannot be appointed to the post.

Post: **Community Staff Nurse**

Band: 5

Requirements	Essential (E) / Desirable (D)	Assessment Method – Application Form (AF) / Assessment Centre (AC) / Interview (I) / References (R)
Education & Qualifications		
Current 1st level registration with NMC	E	**AF**
Grade C / 4 (or equivalent) in GCSE English	E	**AF**
Diploma in Nursing Practice or degree	D	**AF**
Evidence of Health-related study at level 6/7	D	**AF**
Teaching and Assessing Certificate	D	**AF**
Knowledge		
Demonstrate knowledge of current local and national health agenda and developments.	E	**AF / I**
Awareness of current clinical issues in out of hospital care	E	**AF / I**
Demonstrate an understanding of an implication of an issue which could impact on community service provision.	D	**AF / I**
Experience		
Delivery of patient care and working in a clinical area.	E	**AF / I / R**
Evidence of teaching and assessing students and junior members of staff.	D	**AF / I**
Developing areas of expertise in community related practice. Tissue Viability/ Frailty/ end of life care	D	**AF / I**
Experience of audit involvement in project work.	D	**AF / I**
Skills & Abilities		
Effective time management.	E	**AF / I / R**
Ability to work under pressure	E	**AF / I / R**
Ability to work in a team.	E	**AF / I / R**
Use own initiative	E	**AF / I / R**
Computer literate.	E	**AF / I / R**
Demonstrate an awareness of patient dignity and respect.	E	**AF / I / R**
	E	**AF / I / R**

Flexible and adaptable		**AF / I / R**
Work Related Circumstances Occupational Health Clearance Car owner/driver or supported driver Ability to travel and be based at different locations. Mental effort to exert frequent concentration where work pattern is unpredictable. Emotional effort. The post holder will be exposed to frequent distressing and occasionally highly distressing and emotional circumstances. May be exposed to highly unpleasant working condition/some exposure to hazards.	 E E E E D D	