

# JOB DESCRIPTION

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<b>POST TITLE:</b>	Community Staff Nurse
<b>BASE:</b>	
<b>BAND:</b>	Band 5
<b>LINE MANAGER:</b>	Community Nurse Band 6
<b>PROFESSIONAL ACCOUNTABILITY:</b>	Heads of Adult Services/Locality Managers

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## OUR VISION AND VALUES

Our **vision** is to **be a great place to get care, a great place to give care.**

Our values are:

- **Caring** for and about you is our top priority
- **Committed** to providing good quality, safe services
- working **Together** with you to develop innovative solutions

## JOB SUMMARY

The post holder is responsible for contributing to the development, implementation and evaluation of evidenced based programmes of care, working in collaboration with the Team Leaders and Community Matrons as a member of the Primary Health Care Team.

The post holder is designated to take charge in the absence of the Community Nurse Band 6 who has continuing responsibility.

The post holder will be a participative member of the community nursing team.

## RESPONSIBILITIES

### Clinical

- To work in conjunction with the Team Leader/ Community Nursing Band 6/ Community Matron and all staff within the team to holistically assess the needs of patients and carers, and to work in partnership with the patient and family to plan, implement and evaluate programmes of nursing care.

- To be able to undertake first visits and take any immediate action, reporting back to the Team Leader/Community Nursing Band 6/Community Matron for further discussion and/or assessment.
- To establish working relationships with other professionals and voluntary agencies to achieve health aims.
- To undertake practice assessor and supervisor training support students and new staff to the service.
- Provide care according to the available evidence of best practice and the support of others in the development of evidence based practice.
- To be actively involved in promoting self-care for patients and building Health Promotion into care.
- To develop and participate in planned teaching programmes for patients,
- To demonstrate knowledge and skills including assessment, reassessment, medication management, bladder bowel care, tissue viability, care, use and administration of treatment using specialist equipment, palliative care and symptom control, managing acute episodes of care, reducing hospital admissions, as per band 5 competency document.
- To provide care to people with long term conditions undertaking reviews in accordance with the individual patient care plan and with support of more experienced colleagues as required.

## **Professional**

- Work according to the NMC Code of Conduct and professional practice and the relevant legislative framework.
- To exercise professional accountability at all times.
- To be responsible for keeping professionally updated and registered with the NMC.
- To participate in research and audit as and when required.
- To understand the issues of confidentiality that is inherent within the role
- To enter patient data on the RIO system in a timely manner using where necessary the Team Planner, Daily Diary and Progress notes.
- To participate in appraisal process using the Knowledge and Skills Framework, to maintain current mentor record to be reviewed at annual appraisal and to maintain a portfolio.
- To maintain detailed, accurate and confidential patient records according to Trust policies.
- Be aware of, and act in accordance with, the Trust's Organisational and Clinical Guidelines and Policies.
- Maintain appropriate and up-to-date knowledge and skills by undertaking continuing education in accordance with personal and service needs.
- To be responsible for own professional development through active learning, reflective practice and participation in the appraisal process.
- Apply a problem solving approach to practice, seeking resolution to problems with an awareness of own personal limitations of knowledge and practice.
- Maintain high professional standards acting as a positive role model for the profession and service.

## **Organisational**

- To work within BHFT Policies, Procedures and Guidelines.
- To ensure accurate and timely reporting of accidents, incidents and near misses. To work within BHFT Policies, Procedures and Guidelines

- To be responsible for reporting incidents using the DATIX system within 2 working days of the incident; in the event of the post holder reporting a serious untoward incident (SIRI) this must be done the same day, following Trust policy and procedures.
- To submit statistical and contractual monitoring returns within agreed timescales.
- To be responsible for ensuring Mandatory and Statutory training is booked and completed within time scales.
- To be able to access and operate all IT systems relevant to job role.
- To be responsible for booking and taking annual leave as laid down in Trust policy and Standard Operating Procedures.
- To participate in clinical supervision

## **Leadership**

- To act up in the absence of the Community Nursing Band 6 and to be aware of Band 6/7 cover at all times and methods of contact.
- To organise and prioritise own work without direct supervision, reporting any issues, concerns or personal limitations to the Community Nursing Band 6.
- To attend and participate in team, Locality and other relevant Trust meetings.
- Ensure you apply equal opportunities in practice taking into account the individual needs of patients, carers and colleagues.
- To participate in service development activities, identifying areas for improvement as appropriate.

## **Communication**

- Establish and maintain effective relationships with patients, carers and the multi-disciplinary team in order to facilitate patient choice and independence
- To effectively communicate complex and sensitive patient information to colleagues within the district nursing service and to multi-disciplinary team members involved with patient care.
- To maintain positive and effective communication and working relationships with patients, their families, carers and all other professionals to enhance a dignified and high standard of care provision
- At all times have an awareness of potential barriers to communication and an understanding of how to overcome these barriers to ensure effective communication occurs, maintaining equity of service provision

## **GENERAL**

1. This is a varied role where you'll be expected to undertake the range of responsibilities specified above, working together with your line manager and colleagues to ensure that the activities of this post make a real difference to our patients. Your line manager may ask you to undertake other reasonable duties to facilitate the smooth running of your service or team.
2. We are an equal opportunities employer and you'll be expected to role model equality of opportunity, live the values and always operate in accordance with our Equal Opportunities Policy.
3. Health and Safety at work is important to us and we would like you to role model the highest standards of behaviour and go above and beyond by adopting excellent practice where it links to the health and wellbeing of our colleagues. It is important that you cooperate with us to ensure that statutory and departmental safety regulations are adhered to.

## **BEHAVIOURS**

In addition to the responsibilities and requirements outlined in this job description, you should refer to the associated and expected behaviours that are relevant to this role - your line manager will be able to provide you with this detail.

Our values define the behaviours we are all expected to display during the course of our work and they underpin our organisational recruitment, appraisal, reward and development processes.

## **LOCATION/MOBILITY**

We may require you to work at or from a different work base or location from time to time, to meet service demands and deliver an operational service. Given the geographical nature of the Trust, you may be required to travel between Trust premises as part of your role.

We also may need to change your work base on a permanent basis and if this is the case, we will consult with you in line with our policies and procedures.

## **FLEXIBILITY**

We may need to amend your job description and/or your duties from time to time in order that we can continue to provide the best possible service to our patients. It is important that you work with us to deliver our services, by complying with lawful and reasonable instructions, by adapting to new ways of working, and by attending training courses as requested from time to time.

## **CONTINUING PROFESSIONAL DEVELOPMENT**

You'll be expected to attend and contribute to staff meetings and forums, supervision sessions, training courses, seminars and workshops, all of which will contribute to the development and enhancement of our current working practices.

You will also be expected to participate in all personal review meetings and to take responsibility for your own personal and professional development and the professional accountability for your role.

## **DATA PROTECTION ACT**

We are all expected to be aware of the Data Protection Act and to follow the local Codes of Practice to ensure appropriate action is taken to safeguard confidential information.

## **HEALTH & SAFETY**

We all have a responsibility for health and safety, risk assessment and workplace inspections, and you will be expected to take reasonable care for your own health and safety and that of others.

You will also be expected to co-operate with your colleagues to ensure that statutory regulations, policies, codes of practice and departmental safety procedures are adhered to, and to attend any training programmes that we consider to be relevant.

## **INFECTION CONTROL**

We all have a responsibility to make sure that Infection Control remains a priority in terms of attention and resources. If you work in a role that provides direct patient care then you'll be expected to follow our policies and procedures which are designed to reduce the risk of passing on the organisms that can cause infections.

We all, collectively and individually, have a duty of care to follow best practice and adhere to any guidelines which underpin the management of Infection Control.

## **CONFIDENTIALITY**

We all have a responsibility to make sure that we don't disclose any information of a confidential nature relating to the services we provide or in respect of any service user, client or third party. This applies both during and after your employment.

You must not remove or copy any documents or tangible items including software which belong to the Trust or which contain any confidential information unless you have specific permission to do so. When you leave our employment, or if you are asked, you must return all documents and tangible items which are in your possession or are under your control, but which belong to us or contain or refer to any confidential information.

You should be aware that a breach of confidentiality may result in your dismissal and that, regardless of any disciplinary action that we may take, a breach of confidence could result in civil action for damages.

## **DATA QUALITY**

We are all responsible for making sure that our data and electronic records are updated, accurate, relevant, reliable, and completed in line with our record keeping standards and policies.

## **CLINICAL GOVERNANCE**

We aim to provide the highest standards of care. To help us achieve this aim, you are expected to follow acceptable working practices as defined in our policies and guidelines. You also have a personal responsibility to your colleagues and patients to keep yourself up to date with any changes to policies and to report any practice that you consider to be unacceptable through the appropriate channels.

## **ASYLUM & IMMIGRATION ACT 1996 AND AMENDMENTS**

We need to make sure that we comply with the Asylum and Immigration Act 1996. To do this, we check the documentation of all applicants to confirm that they have the right to work in the UK. We won't offer employment to any applicant who does not have valid leave to remain and work in the UK or whose leave is subject to conditions which prevent them from taking up employment with us.

If your leave to remain and/or right to work status changes during the course of your employment, we will determine what impact this may have on our ability to continue employing you.

## **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

We all have a responsibility for safeguarding individuals who come into contact with our services, whether they are a child or young person, a person with Learning Disabilities or an older or vulnerable adult.



We adhere to the Berkshire Local Safeguarding Children Boards Child Protection Procedures, which places a duty of care and responsibility on us all to safeguard and promote the welfare of children.

## **SMOKE FREE**

We operate a smoke free policy which means that smoking is not permitted on any of our sites. This also applies when you are travelling in vehicles (including owned and lease cars) whilst on official business, parked on our premises in privately owned vehicles, or transporting services users or visitors. We will not support taking additional breaks during the working day to smoke off site. Further information can be found in the Staff Smoke Free policy.

**PERSON SPECIFICATION**

CATEGORY	ASSESSMENT METHOD		
	Application Form Essential or Desirable	Interview Essential or Desirable	Selection Tool
<b>Education/Qualifications/Training</b> <ul style="list-style-type: none"> <li>Registered General Nurse (RGN)</li> <li>NMC Registration</li> </ul>	<p>E</p> <p>E</p>		
<b>Continuous Professional Development</b> <ul style="list-style-type: none"> <li>Evidence of CPD</li> <li>Mentorship training</li> </ul>	<p>E</p> <p>D</p>	<p>E</p>	
<b>3. Previous Experience</b> <ul style="list-style-type: none"> <li>Experience of undertaking general assessment by utilising evidence based care.</li> <li>Community nursing Experience</li> <li>Evidence of effective team working</li> <li>Ability to demonstrate and show evidence of effective clinical skills</li> <li>Experience of teaching relatives and carers across all areas of care</li> </ul>	<p>D</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p>	
<ul style="list-style-type: none"> <li><b>4. Knowledge, Skills &amp; Abilities</b></li> <li>Well-developed written and verbal communication skills</li> <li>Ability to assess, plan, implement and evaluate care.</li> <li>Ability to identify risks and act accordingly with regard to safety of oneself, patients and others using the appropriate aids.</li> <li>Able to demonstrate use of own initiative and ability to work alone</li> <li>Ability to demonstrate organisational skills</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	

<ul style="list-style-type: none"> <li>• Time management skills</li> <li>• Ability to demonstrate an understanding of LTC's and the concept of self-management</li> <li>• Ability to participate in standard setting and audit</li> </ul>	E D  E	E D  E	
<b>Additional Requirements</b> <ul style="list-style-type: none"> <li>• IT skills – including Excel, PowerPoint</li> <li>• Able to travel across multiple sites in Berkshire</li> <li>• Ability to demonstrate professional behaviours and attitudes</li> <li>• Full UK driving license and access to own car</li> <li>• Able to work flexibly across 7-day service requirement</li> </ul>	E  E  E  E  E	E  E  E  E  E	

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