

JOB DETAILS:

Job Title	Community Staff Nurse
Pay Band	5
Hours of Work and Nature of Contract	As Per Job Advert
Division/Directorate	Primary Care & Localities
Department	District Nursing
Base	Bridgend / Merthyr / Rhondda Locality

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Head of Nursing
Reports to: Name Line Manager	District Nurse Team Leader
Professionally Responsible to:	Senior Nurse (District Nursing)

MAE EIN GWERTHOEDD YN EIN HELPU NI I FOD AR EIN GORAU

OUR VALUES HELP US BE AT OUR BEST

RYDYN NI'N GWRANDO, YN DYSGU AC YN GWELLA

WE LISTEN, LEARN AND IMPROVE

RYDYN NI'N TRIN PAWB A PHARCH

WE TREAT EVERYONE WITH RESPECT

RYDYN NI I GYD YN CYDWEITHIO FEL UN TIM

WE ALL WORK TOGETHER AS ONE TEAM

Our values and behaviours are fundamental to the way we do things at Cwm Taf Morgannwg University Health Board. They are everything we stand for and aspire to. That includes the way we behave, how we perform our roles and the way we recruit new talent. We look forward to exploring how your values align with ours. This is how we work:

We listen, learn and improve
We treat everyone with respect

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We all work together as one team

To find out more about our values, visit: <https://cwmtafmorgannwg.wales/we-are-cwm-taf-morgannwg/>

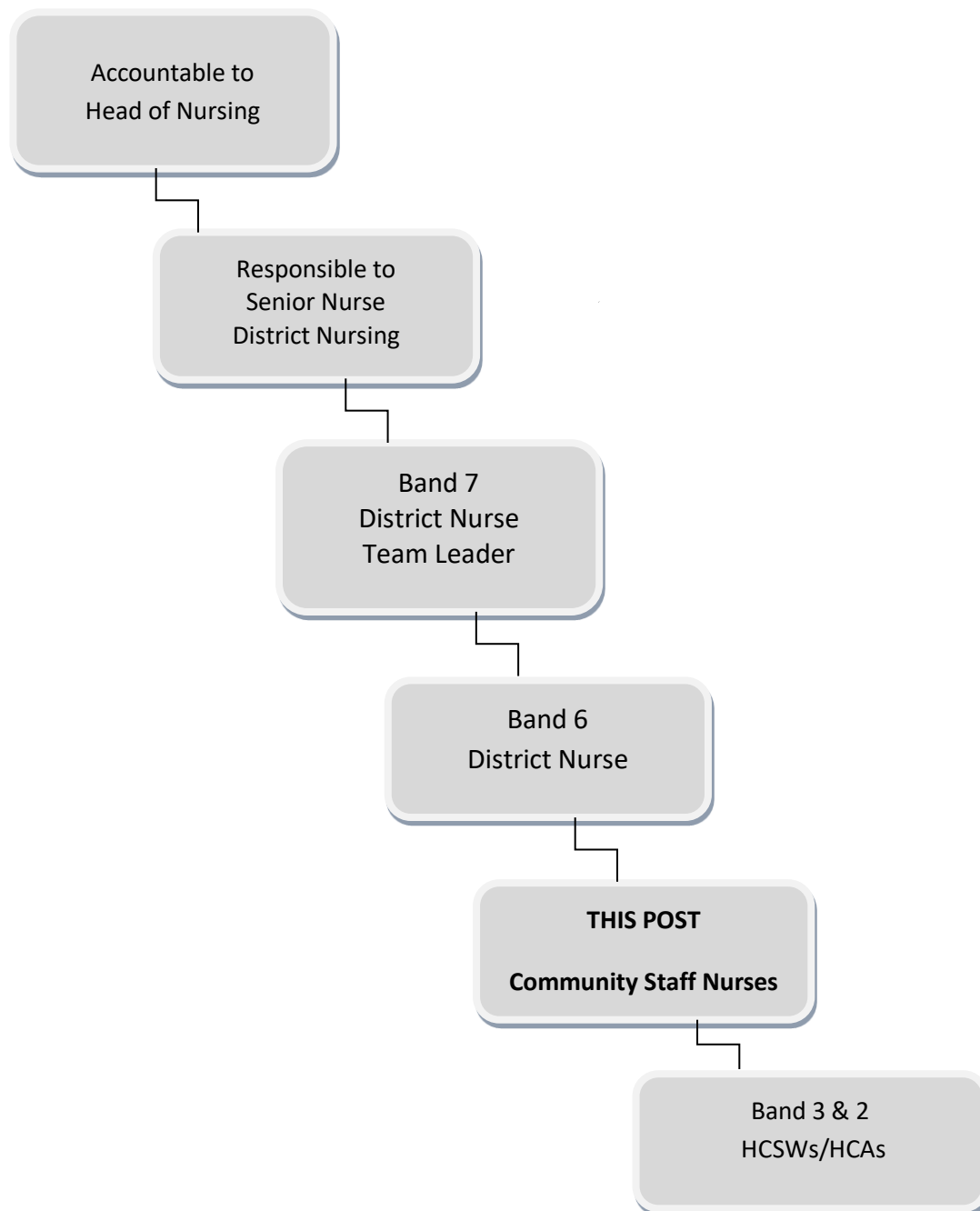
Job Summary/Job Purpose:

The Community Staff Nurse is responsible for the delivery of prescribed nursing care to patients on a day to day basis. This would include the holistic assessment of patient care needs and the development, implementation and evaluation of evidence based care. The post holder will be autonomous in their clinical practice while acknowledging their limitations and actively seek advice as necessary.

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Organisational Chart



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DUTIES/RESPONSIBILITIES

Principal Duties

The post holder will be responsible for providing support to the District Nursing Team in the day to day management of multidisciplinary/multi-agency packages of scheduled and unscheduled care for patients with multiple, complex and palliative care needs. This will ensure that an efficient and effective service is delivered to the practice population.

The post holder will be responsible for prioritising their own delegated home visits according to the patients' clinical need and geographical location.

Skills and Responsibilities

The post holder must be a Registered Nurse and provide evidence of both continuing professional development and completion of Core Skills Training.

As a Registered Nurse the post-holder is personally accountable for their actions and omissions in clinical practice.

Critically appraise research and other relevant literature to influence best clinical practice.

Demonstrate autonomy and critical decision making in relation to responsibilities of the role.

The Community Staff Nurse must recognise and work within the limits of their competence actively seeking the appropriate skills for self as well as all members of the nursing team. This will ensure that knowledge and skills acquired are evidence-based and proficient to provide a safe and effective level of practice to enable patients with complex needs to be discharged safely into the community setting.

To provide evidence-based, highly skilled nursing care encompassing a broad range of clinical interventions to all adult patients including the transitional cohort where necessary. The anticipated outcome in all cases will be a promotion of quality of life and end-of-life care, maximising independence and minimising the effects of debilitating conditions.

Liaise with GPs and/or other colleagues to review patients in line with advanced care directives and completion of a DNAR (do not attempt resuscitation).

Recognise triggers of deterioration/increased need of patients, informing the District Nurse/Team Leader of the possible need to commence the Continuing Healthcare/NHS Funded Nursing Care assessment process.

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Contribute to the nursing assessment for Continuing Health Care/NHS Funded Nursing Care of patients with complex needs to assist with the preparation of electronic care plans and Decision Support Tools as required by the District Nurse/ Team Leader.

Demonstrate excellent communication and negotiation skills in situations which may be highly sensitive and emotive. All communication will be underpinned by the principles of data protection, dignity and confidentiality.

Adopt and promote the highest level of verbal, non-verbal, written and electronic communication skills. Be open and honest, act with integrity and uphold the reputation of the profession as directed by the Nursing Midwifery Council (NMC, 2015).

Contribute to open discussion with statutory and voluntary agencies and all members of the wider multi-disciplinary team reporting to District Nurse and/or Team Leader as appropriate.

As delegated by the Team Leader, source patients/relatives/carers' views and feedback on their experience of District Nursing Services in order to influence and inform future service provision.

Communicate complex and highly sensitive information to staff, patients and others as required.

Ensure effective communication to support continuity of care on transfer between hospital, community, residential and nursing care settings and vice versa.

To attend meetings as required and ensure that information is fed back to the District Nurse/Team Leader.

Demonstrate working knowledge of incident reporting, risk management, safeguarding, concerns and wider governance related issues with completion of the relevant documents as required.

Be able to recognise actual and potential risks to patient safety ensuring the completion of relevant documentation, reporting to the District Nurse/ Team Leader as appropriate.

Have the knowledge and skills to recognise safeguarding issues and have the ability to initiate the formal safeguarding process taking into account the Deprivation of Liberty Safeguards and Mental Capacity Act requirements.

Be able to identify and assist with the management of risk and exposure to hostile environments.

In conjunction with the multi-disciplinary team, plan and implement programmes which promote and protect health, for example, immunisation, chronic disease management and health promotion.

Be able to identify opportunities for health promotion for families at home, in residential and clinic settings contributing to public health initiatives.

Advise, encourage and motivate patient's and their families to develop strategies to manage their own health.

Have the necessary dexterity to manipulate and manage intricate procedures, for example chest drains, complex dressings and other procedures. Other clinical interventions range from screening activities to complex interventions i.e. calculating drug doses on multiple medications for infusions; caring for central and mid lines, and administering cytotoxic drugs.

Be physically able to undertake activities that require fine dexterity eg. keyboard skills, computer skills/IT literacy and some specialised aspects of wound care etc.

The Community Staff Nurse is responsible for ensuring that all patients/carers/relatives are treated with respect and dignity. The post holder will act as an advocate for those in their care particularly those who lack capacity or the ability to consent and are deemed vulnerable. There may be a requirement to seek advice from the wider disciplinary team.

To contribute to the implementation and audit of policies, guidelines and procedures ensuring practice is evidence-based and patient centred.

Assist the District Nurse/ Team Leader with the implementation of all University Health Board's policies/guidelines and procedures within the Nursing Team.

Will assess patients' need for relevant equipment to assist with their care, completion of requisitions ensuring that regular reviews are undertaken and equipment is upgraded or downgraded to meet the changing clinical need of the patients on the caseload.

Ensure the cost effective requisition of stores/ONPOS whilst maintaining minimum and maximum stock levels.

To ensure personal development and education and the maintenance of own expertise by attending relevant study days, courses and undertaking self directed learning.

Assist with the delivery of a comprehensive induction programme for new staff members.

Ensure personal responsibility to prepare and contribute to their Personal Development Reviews (PDR) and relevant development/individual training requirements in line with NMC Revalidation and Pay Progression requirements.

Responsible for providing a suitable learning environment for both pre and post registration nurses and actively participate in their mentorship to develop their competence and confidence.

Contribute to the promotion of team morale, recognising and preventing conflict within the team by adopting an open and honest approach in order to seek resolve.

To identify and provide learning opportunities for patients/relatives/carers providing instruction and demonstration of nursing interventions as appropriate.

Ensure the use of electronic mobile devices to improve efficacy and patient care/safety.

Demonstrate a working knowledge and understanding of all relevant software programs eg. Adatastra, Myrddin, WCP, Vision, ESR.

To maintain accurate patient records, both written and electronic, in accordance with NMC guidelines and Health Board Policy having regard to information governance, confidentiality and safekeeping.

To input statistical information by electronically recording daily activity, ensuring each contact/activity is recorded in real time.

Take ownership of learning needs in relation to all aspects of information technology related to the role.

Maintain own ESR record in a timely manner.

Will participate in research and development projects within the clinical field, embracing opportunities to develop knowledge by undertaking further study whilst sharing initiatives with others.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	Registered Nurse. Evidence of continuing professional development.	Working towards Diploma/Degree/Masters qualification in CHS [District Nursing] Specialist Practitioner DN. Working towards Supplementary Nurse Prescriber qualification. Mentorship qualification.	Certificates. Application Form.
Experience	Experience in a wide range of clinical skills.	Competence and confidence in a wide range of clinical skills including palliative care, chronic disease management and wound management.	Application Form. Interview. References.
Aptitude and Abilities Skills	A high level of interpersonal and communication skills. Ability to engage members of the public. Ability to work independently and as part of a team. Standard keyboard skills and IT literacy.	Local knowledge of statutory and voluntary services.	Application Form. Interview. References.

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Personal Qualities	<p>Ability to diffuse difficult/threatening situations.</p> <p>Ability to deal with complex/stressful situations.</p> <p>Able to work in a multi-disciplinary/multi-agency arena.</p> <p>Excellent organisational skills.</p>	The ability to speak or learn Welsh to a satisfactory level.	<p>Interview.</p> <p>References.</p>
Circumstances	<p>Flexible working pattern.</p>		<p>Application Form.</p> <p>Interview.</p> <p>Occupational Health Questionnaire.</p>
Other	<p>Post is community base, be able to travel between sites in a timely manner</p> <p>Satisfactory DBS check.</p>		

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GENERAL REQUIREMENTS

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.

- **Welsh Language:** In line with Welsh Language legislation and in compliance with the Welsh Standards, the health board must actively seek to employ staff with Welsh language skills to meet the needs of the Welsh speaking public. Please click [here](#) to assess whether a post requires staff to speak Welsh. Alternatively, prospective employees should be encouraged to learn Welsh to a satisfactory level if Welsh skills are deemed necessary to the job requirements. For further information on Welsh language skills requirements, please contact the health board's [Welsh Language Unit](#).
- **Confidentiality of Information:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users. The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect without bias. All staff are requested to report and form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **Safeguarding Children and Vulnerable Adults:** The organisation is committed to safeguarding children and vulnerable adults. All staff must therefore attend Safeguarding Children training and be aware of their responsibility under the Adult Protection Policy.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **DBS Disclosure Check:** In this role you will have * direct / indirect contact with* patients / service users / children / vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau *Standard / Enhance Disclosure Check as part of the Trust's pre-employment check procedure. *Delete as appropriate. The post holder does not require a DBS Disclosure Check. *Delete as appropriate.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.
- **Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Signed: (Post Holder) _____ Date: _____

Signed: (Directorate Manager) _____ Date: _____

Signed: (Divisional Manager) _____ Date: _____

Date Job Description compiled: _____

Date for Review: _____

Job Title: ____ **Community Staff Nurse** _____

Supplementary Job Description Information

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

Physical Effort

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included**'

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
The post holder will be required to transport an electronic mobile device, nursing bag, equipment and supplies as necessary to the role.	Each shift	Duration of shift	
Adopt a safe system of work by utilising Safer Handling Guidelines in relation to using a mobile device within the patients' home.	Each shift	Duration of shift	

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The post holder will be required to exert frequent, moderate, physical effort, including bending, stooping and kneeling eg. when undertaking specific treatments and interventions.	Each shift	Per patient intervention	
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Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
There is a frequent requirement for concentration eg. administering complex medication regimes and driving under stressful conditions.	Each Shift		
There is a frequent requirement for concentration when using a mobile device.	Each Shift		
The post holder may be frequently interrupted and may be called upon at short notice to deal with and manage an untoward incident.	Each Shift		

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Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non-clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
The post holder will experience frequent exposure to distressing emotional circumstances from a patient and staff perspective and will be required to demonstrate their ability in managing complex or stressful situations eg. caring for bereaved relatives and dealing with safeguarding issues.	Each Shift	Varies	

Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

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Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - ***Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
The post holder will be frequently and unavoidably exposed to unpleasant working conditions eg. contact with bodily fluids; visiting patients in unkempt housing; travelling during extreme and inclement weather including snow, icy conditions and excess heat.	Each Shift	Varies	
The post includes regular use of display screen equipment and an electronic mobile device, often in environments that are ergonomically challenging.	Each Shift	Varies	
Some properties are isolated with restricted access and there will be a requirement to exercise caution when visiting.	Each Shift	Varies	
A working knowledge of The Lone Worker Policy and Risk Assessment processes is essential.	Each Shift	Varies	

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