

## JOB DESCRIPTION

### JOB DETAILS

**Job Title:** District Nurse

**Pay Band:** 6

**Directorate:** Community & Primary Care

**Department:** Community Nursing

### ORGANISATIONAL ARRANGEMENTS

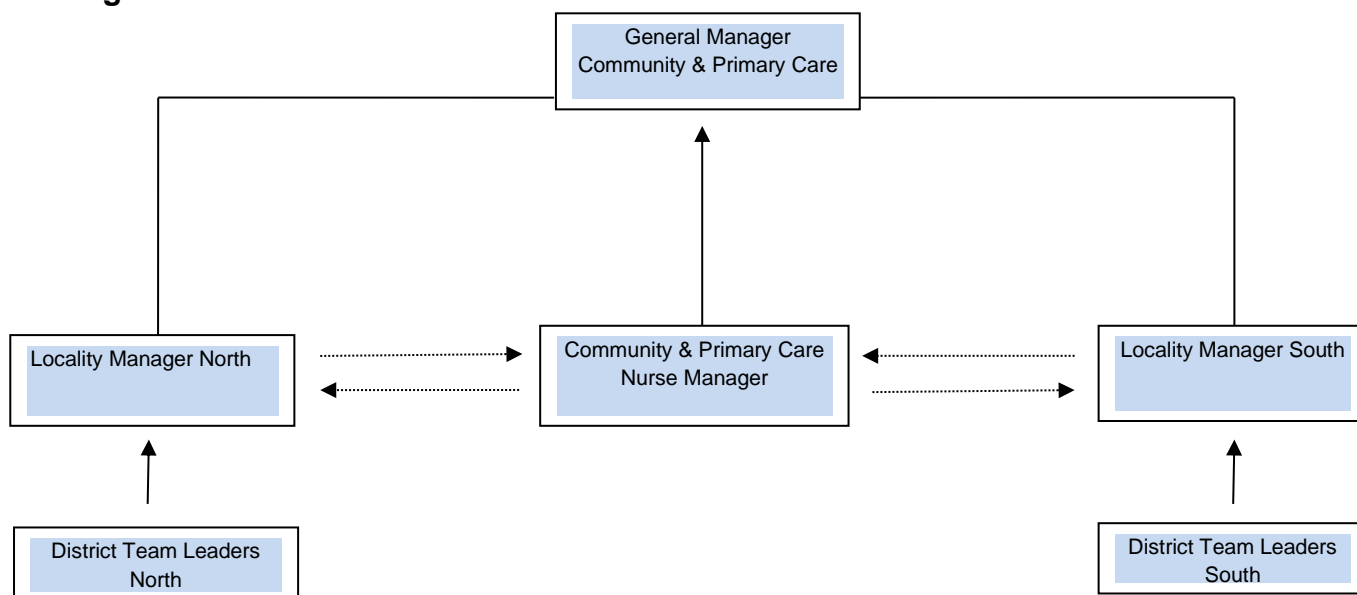
**Managerial Accountable to:** Community Team leader

**Reports to:** Clinical Lead Nurse

**Professionally Responsible to:** Head of Community Nursing

**Responsible For:**

#### Organisation chart:



## **JOB SUMMARY / PURPOSE**

As a Band 6 Registered Nurse you will gain experience in caseload profiling and management of the Community Team.

The post holder will be accountable, without direct supervision, for the delivery of a high standard of cost effective nursing care in the community to those patients who have require nursing care.

You will be able to work in a multidisciplinary arena linking in with acute hospital sites to facilitate safe discharges and prevent unnecessary admissions.

You will promote and develop evidence based practice in line with legal requirements including Clinical Governance, statutory rules and Health Board policies relating to practice and the NMC Code of Conduct.

You will ensure that patients receive safe, individualised and effective standards of care by assessing, planning, implementing and evaluating their care. This will include caring for patients at home or in residential homes. You will actively encourage effective communication at all times between the immediate multi-disciplinary team and other relevant agencies.

You will be responsible for nurturing the progressive development of the team philosophy.

You will support the Band 7 and in her/his absence takes charge of the caseload and be responsible for the efficient delegation of the work and delivery of care. You may also be required to deal with human resource issues.

## **MAIN DUTIES AND RESPONSIBILITIES**

Delegated responsibility for accepting appropriate referrals onto District Nursing Caseload, redirects inappropriate referrals to the relevant service provide / agency. Those referrals accepted will be in relation to the treatment and nursing care of conditions requiring:-

- Palliative and terminal care
- Complex packages of care
- Wound Management
- Medical care
- Post surgical care
- Continence management
- Oncological conditions
- Chronic Conditions, e.g. motor neurone disease, multiple sclerosis, arthritis
- Haematological conditions
- Skin disorders
- Genito/urinary disorders
- Paarenteral feeding
- Enteral feeding
- These procedures require accuracy, concentration and mental acuity in often distressing and challenging environments.

On receipt of the referral the District Nurse decides which grade of staff is the most appropriate to assess care needs, delegates accordingly according to complexity of need, in the absence of the Team Leader.

Assessment of nursing needs, deciding on the use of appropriate assessment tools. This enables the nurse to identify need, plan and prescribe appropriate nursing care, to include the decision on frequency of visits, grade of staff to provide care, and deciding when care should be reviewed. The altering for the care plan/prescription is necessary to ensure successful outcomes designed and adapted to meet individual need. All care provision must be underpinned by robust evidence/based clinical research.

To provide specialist knowledge and expertise with regard to treatment and nursing care of patients in the community. To be responsible for caring for patients under distressing and emotional circumstances. To be accountable for the imparting unwelcome news to terminally ill and palliative patients on a frequent basis that can be both sensitive and demanding. Provide reassurance and empathic understanding of patient situations.

The provision of complex nursing procedures will include titration of medication in the use of syringe drivers for pain relief in terminal care, use of Doppler ultrasound scanner in disconnections of chemotherapy and care of central and peripheral lines on a regular basis. These procedures require accuracy, concentration and mental acuity in often distressing and challenging environments.

The District Nurse often has to practice in difficult working conditions as the environment cannot be totally controlled by Health & Safety measures.

Provide complex and receive contentious and confidential information to patients, primary health care team members.

Ensure that liaison and communication for the planning and delivery of patient care between all multi-disciplines and agencies is undertaken. Information shared may often be complex and an understanding of difficult situations is needed to provide appropriate care packages in the community. Examples for this process are case conferences, multi-disciplinary/agency team meetings, primary care meetings, social services liaison meeting for co-ordination of care packages.

To be responsible and accountable for legible and contemporaneous nursing records using appropriate documentation. To be responsible for inputting accurate nursing activity into the CONIS System and other computerized systems.

Undertake nurse prescribing in relation to Nurse Prescribing Formulary and in accordance with the Health Board's Nurse Prescribing Policy. To decide if procedures can be performed within the criteria of Patient Group Directives for example administering influenza vaccination, tetanus etc.

To be responsible for arranging and giving advice on the use of equipment within the home. Moving and Handling is an essential requirement of the role and the postholder will need to ensure attendance of mandatory manual handling training as moderate physical effort will be necessary for several short periods in all shifts.

Provide health promotion and health education for individuals and groups of individuals in the community.

To participate in clinical supervision and clinical audit and provide nursing care within set standards.

To undertake nursing assessments of patient in residential and nursing care establishments to determine if funding us for residential or nursing care with the Social Services Department.

To act as Link Nurse within the team for different clinical specialties.

To monitor the progress of patients along their care pathway and to report any variance from the pathway.

### **Service Management**

Be aware of all Health Board Policies, Procedures and Guidelines and in particular those relevant to the specialty and assist with the dissemination of updated information.

Manage the patient referrals and staff rotas and allocate the calls according to skill mix and level of complexity.

In partnership with the patient, assess, plan, implement and evaluate care. Initiate assessment and care planning for patients with complex health needs or those who may require specialist interventions in a range of community settings.

May be requires to undertake Performance Development Review for some team members and self participate in process ensuring that a plan of personal and professional development is achieved in line with service and Health Board wide aims and objectives.

Constantly evaluate whether the patient's physical and psychological needs are met and take appropriate action, acting as an advocate if required. Provide patients and carers with details of health care information and how they may access services. Communicate effectively with patients and carers to ensure an individualised, patient centered approach.

Profile the health needs within the caseload and manage accordingly.

### **Service Improvement**

Evaluate the standard of care provided by the Community Team.

Manage the total nursing care competently, linking in with the acute hospital sites facilitating safe effective discharges and preventing unnecessary hospital admissions.

### **Communications**

Communicate with other members of the multidisciplinary team to ensure that effective high quality care is given to achieve goals.

Attend and participate in meetings and case conferences and ensure that all relevant information is exchanged and shared with appropriate agencies. In partnership formulate and implement complex healthcare plans.

Contribute to a culture, which supports patients and carers as partners and actively seek their views on the services provided. All complaints must be dealt with according to Health Board Policy.

### **Finance and Resources**

Have due regard for economy and use of resources whilst maintaining standards at all times. This is of particular relevance to nurse prescribing and when re-assessing care needs which require funding.

Empower patients and others to take responsibility for the broader and social economic factors which affect promotion of health and prevention of illness.

### **Personal and People Development and People Management**

You will be required to develop and support reflective practice within your environment both formally and informally.

Facilitate and co-ordinate a conducive learning environment in the clinical area. Ensure that all team members attend statutory and mandatory training. You will be required to undertake staff appraisals and identify personal learning needs in conjunction with revalidation requirements.

Participate in the selection and recruitment of staff and provide mentorship on appointment.

### **Information Processing**

Participate in the research process and collate the findings. Assist with the setting of standards and nursing audit.

Demonstrate and confirm good practice in record keeping, investigate problems and take appropriate action.

Maintain confidentiality of information during working and non- working hours.

### **Health, Safety and Security**

All employees of the Hywel Dda Health Board have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are 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.

### **Quality**

Identify situations that may be detrimental to the health and wellbeing of the patient and intervene accordingly.

### **Effort and Environmental**

You will have the ability of attaining high levels of concentration in order to provide prescribed care and interventions in a diverse evolving community.

You will be required to provide emotional support that may be required in some distressing circumstances within practice for which clinical supervision will be available.

Identify the potential risks of exposure to certain unpleasant working conditions and work within the specific policies.

## PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications and Knowledge</b>	<p>RGN Level 1 with current NMC registration</p> <p>Completion of post registration degree in District Nursing (Specialist Practice Qualification)</p> <p>Completion of Management/Leadership training</p> <p>Evidence of continuing professional development</p> <p>Undertaken Practice Supervisor/Practice Assessor/ Mentorship training</p> <p>Awareness of NMC Codes of Practice</p> <p>Working knowledge of Hywel Dda Policies Procedures and Guidelines</p> <p>Experience of speciality</p> <p>Able to relate theory to practice</p> <p>Maintain their personal and organisational professional development</p> <p>Provide specialist clinical advice within the multidisciplinary team</p>	<p>Leadership/Management modules</p> <p>Nurse prescribing</p> <p>Current knowledge of Topical issues in Health and Social Care</p> <p>Knowledge of Clinical Governance</p>	<p>NMC Registration Certificates</p> <p>Portfolio</p> <p>Interviews</p>
<b>Experience</b>	<p>Experience of management of teams and clinical areas</p> <p>Experience and understanding of managing staff including HR processes such as sickness and</p>		<p>Application form</p> <p>Interview</p> <p>Reference</p> <p>Portfolio</p>

	<p>absence, PADR, recruitment / interviewing</p> <p>Evidence of substantial community experience in a relevant setting</p> <p>Able to demonstrate sound knowledge of relevant speciality</p> <p>Statutory and mandatory training</p>		
<b>Language Skills</b>		<p>Welsh Speaker (Level 1)</p> <p><i>Full details around the expectations associated with level 1 may be found at the bottom of this page</i></p>	Application form and interview
<b>Aptitude and Abilities</b>	<p>Ability to assess, plan, implement and evaluate care</p> <p>Excellent written and verbal communication skills</p> <p>Ability to prioritise work</p> <p>Excellent interpersonal skills</p> <p>Able to maintain high standards of care</p> <p>Record keeping</p> <p>Very good teaching skills</p> <p>Able to manage time effectively</p> <p>Able to work in a team</p> <p>Able to work without supervision</p> <p>Excellent decision making skills in an unpredictable environment</p> <p>Demonstrate a willingness to develop their role.</p>	IT skills	<p>Application form</p> <p>Interview</p> <p>Certificates</p> <p>Reference</p> <p>Portfolio</p>



	<p>Be competent in the use of equipment</p> <p>Self motivator / enthusiastic</p> <p>Able to maintain confidentiality</p> <p>Supportive of Senior Sister/Charge Nurse</p> <p>Dynamic and innovative</p> <p>Able to work on own initiative / independently</p> <p>Recognises own limitations</p>		
<b>Values</b>	<p>Ability to embrace the following personal values and behaviours on a daily basis -</p> <ul style="list-style-type: none"> <li>• Dignity, Respect and Fairness</li> <li>• Integrity, Openness and Honesty</li> <li>• Caring, Kindness and Compassion</li> </ul> <p>Ability to demonstrate a commitment to our organisational values -</p> <ul style="list-style-type: none"> <li>• Working together to be the best we can be</li> <li>• Striving to develop and deliver excellent services</li> <li>• Putting people at the heart of everything we do</li> </ul>		
<b>Other</b>	<p>Ability to travel between sites in a timely manner</p> <p>Flexible approach to the needs of the service</p>		<p>Application form</p> <p>Interview</p> <p>Document check</p>

## **Level 1 Welsh**

*(Please note that for this particular post level 1 in spoken Welsh is desirable but not essential)*

**Listening/Speaking:** Pronounce Welsh words, place names, department names, etc. Greet and understand a greeting. Use basic every day words and phrases, e.g. thank you, please, excuse me, etc. Understand / pass on simple verbal requests of a routine / familiar / predictable kind using simple language, e.g. 'May I speak to...'. State simple requests and follow up with extra questions / requests in a limited way.

**Reading/Understanding:** Understand simple key words and sentences on familiar / predictable matters relating to own job area, e.g. on signs, in letters.

**Writing:** Fill in simple forms, note down simple information, e.g. date and venue of a meeting, Welsh address, etc.

## **GENERIC STATEMENTS**

### **REGISTERED HEALTH PROFESSIONAL**

All staff who are members of a regulatory body must comply with standards of professional practice/conduct. It is the postholders responsibility to ensure they are both familiar with and adhere to these requirements.

### **COMPETENCE**

The post holder is required to participate in the Hywel Dda PDR process and work towards meeting identified development needs. The postholder is required to demonstrate on-going continuous professional development. At no time should the postholder work outside their defined level of competence. If the postholder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The postholder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

### **TEAM BRIEF**

The post holder is required to actively participate in Hywel Dda Team Briefing in order to aid communication within the Health Board. Managers and supervisors will regularly deliver the Team Brief verbally to their own staff teams by means of a Core Brief and additional departmental information.

### **RISK MANAGEMENT/HEALTH & SAFETY**

The postholder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Hywel Dda. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice. The postholder has the responsibility for monitoring the progress on action plans in relation to risk, health and safety. The postholder has the responsibility for the development of risk profiles and a risk register within their area of responsibility. The postholder has the responsibility for developing systems to monitor performance against agreed performance indicators.

### **HARRASSMENT & BULLYING**

The HB condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff is requested to report any form of harassment and bullying to their line manager or to any Director of the HB.

## **RECORDS MANAGEMENT**

The postholder has the responsibility for timely and accurate record keeping and where appropriate in accordance with professional guidelines. The postholder has the responsibility for the creation and maintenance of records in accordance with Hywel Dda policy and the data protection act.

## **FLEXIBILITY STATEMENT**

The developing and rapidly changing nature of the organisation will require considerable flexibility from the post holder. This job description indicates the main functions and responsibilities for the post and is not intended to be a fully inclusive list and the duties and responsibilities specified in this job description are subject to change as the needs of the HB evolve. On agreement with the post holder, this job description will be amended, as necessary, in the event of future organisational and professional changes and/or personal development.

## **CONFIDENTIALITY**

All staff may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. 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.

## **EQUAL OPPORTUNITIES**

Hywel Dda University Health Board is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff, patients and others reflects their individual needs and that individuals or groups will not face discrimination, harassment or victimisation, or be treated less favourably on the basis of sex, pregnancy and maternity, gender reassignment, disability, race, age, sexual orientation, religion and belief, family circumstances including marriage and civil partnership. To this end, the UHB has an Equality and Diversity Policy and Equality Impact Assessment Policy and Procedure and it is for each employee to contribute to enacting these policies.

## **OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS**

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of the HB.

## **ENVIRONMENTAL**

The Hywel Dda Health Board is committed to its environmental responsibilities. The Board recognizes that its activities, including energy consumption, waste generation, transportation emissions, water use and resource consumption, have a significant impact on the environment. As an integral part of its commitment to ensure high quality patient care, all staff have a responsibility to adhere to environmental policy and procedure at both an organisational level and within their own area of work to ensure legal compliance. Staff will do their utmost to minimize the environmental impacts of Health Board activities and services, and seek to continually improve operations to minimize their environmental effects. Staff should take note of relevant communications and attend mandatory training when required.

## **SMOKE FREE POLICY**

All Health Board sites and premises and grounds are designated as smoke free areas. This policy applies to all staff, contractors/service providers, patients\*, visitors and the public.

## **SAFEGUARDING ADULTS AND CHILDREN**

Every employee of the Health Board, whatever their job, role, profession, status or place of work, paid or voluntary, has a responsibility for Safeguarding both adults and children. Staff must:

- Understand the nature of abuse and how children and adults might be at risk of harm and neglect.
- Understand their own safeguarding responsibilities and what actions they may need to take.
- Know where they can access local policies and procedures in relation to Safeguarding Children and Safeguarding Adults.
- Report allegations or suspicions of abuse to their line manager, including suspicions about a colleague or manager, irrespective of their status, profession or authority. This includes whistle-blowing
- Know how to make a Safeguarding referral to Social Services and/or the Police for both adults and children to report allegations or if they have concerns.
- Know what services, advice and support are available locally to vulnerable children and adults and how to access help needed.

## **INFECTION CONTROL**

"The document Commitment to Purpose: Eliminating Preventable Healthcare Associated Infection: A Framework of actions for healthcare organisations in Wales stipulates that all staff must understand their responsibility and accountability for Infection Prevention & Control and the Health Board must be assured of this on an ongoing basis". IP&C is the personal and individual responsibility of all Health Board staff. All staff have a responsibility to protect and safeguard 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; and best practice guidance in order to maintain high standards of Infection Prevention & control.

## **GENERAL**

The postholder needs to ensure they are familiar with their terms and conditions of service.