

Candidate Brief Community Nurse 2023



Candidate Brief

Job title: Community Nurse

Division: Surrey Downs Health & Care Community Services

Band: Agenda for Change Band 6

Contract: Permanent

Hours: All hours considered

Date: 2023

Surrey Downs Health and Care (SDHC) deliver care closer to people's own communities through our Primary Care Networks and our innovative partnership of local NHS organisations.

Surrey Downs Health and Care has a track record of providing person centric care that goes beyond organisational boundaries to do what is best for the individual. This partnership includes:

- The three GP federations GP Health Partners, Dorking Health Care and Surrey Medical Network representing practices that operate in the Surrey Downs area
- CSH Surrey
- Epsom and St Helier's University Hospitals NHS Trust
- Surrey Council County

Historically, there have been boundary lines between the organisations that provide care to people in their homes, in GP surgeries and in hospitals, but we have always been united in our mission to provide great care to the people who need us.

It's on those grounds that the Surrey Downs Health and Care was formed – we want local people to receive the care that they need in the right environment. By bringing together our expertise, we can improve patient care and enable local people to access the right support, care and treatment more easily than ever before.

In bringing this partnership together, we are working to the same set of values that will translate into better care for our residents.

Our shared purpose

Developed by our patients and staff in the Your Voice Your Values project, 2018.



All of us who work at Epsom and St Helier

Choosing to work at Epsom and St Helier means I choose to sign up to our values, behaviours and expectations.

-  Respect and value other people's views, experience and skills
-  Develop myself to be a great role model of our behaviours
-  Treat patients with respect and as equal partners in their care
-  Treat everyone fairly regardless of protected characteristics, profession, role or level
-  Speak up whenever I have a concern, give feedback respectfully, receive feedback gracefully, admit mistakes, resolve issues together
-  Respect myself, looking after my own health and wellbeing
-  Create a respectful environment free from disrespectful behaviour
-  Respect my role, doing a good job to meet my objectives as they change, and doing the best I can with available resources.

Our ambition is to provide an outstanding level of care to our patients and communities.

Above all we value respect. This means everyone at the Trust – whether a member of staff, a patient or their loved ones – can expect to be treated with respect, whatever their role or background. This ensures kind, positive, professional teamwork, delivering great care to every patient, every day.

By choosing to work here, you also choose to value and role model respect. This means having respect for the Trust and your roles and responsibilities, as well as colleagues, patients and anyone who interacts with the Trust.



About us

At Epsom and St Helier – we run high performing hospitals with a strong track record in providing high quality care, delivering operational standards and meeting our financial targets. In addition to that, we are proud to host joint ventures with our partners in mental health, social care, community health and GPs in Surrey Downs and Sutton, providing adult community, children's therapy and sexual health services as part of Sutton Health and Care, and adult community services as part of Surrey Downs Health and Care. We are committed to providing seamless joined up care for the 500,000 people we serve as their local hospitals and community services. We also have the privilege of running the South West London Elective Orthopaedic Centre at Epsom Hospital and a GP practice in Leatherhead.

Our future looks very bright and there has never been a better time to join our team. In September 2019, the Government announced a £500 million investment into our Trust to develop a new major specialist emergency care hospital. This investment will allow us to create a state-of-the-art hospital facility for our sickest patients. We are planning for this to open in 2025. This money also provides us with the funds to finish the refurbishment of our hospital buildings on both the Epsom and St Helier sites, and support our workforce to provide great care to our patients, every day.

We have been rated Good by the CQC and welcome applications from individuals committed to being part of the team to maintain and build on this.

We know that all of our achievements are only possible because of the commitment, team work and expertise of our staff – and we truly value the dedication our teams show. As a result, we want Epsom and St Helier to be an outstanding place to work where staff are treated with, and treat others with, respect at all times.

There is simply no place for bullying, racism, discrimination or other poor behaviours in our hospitals and we work together to ensure that respect is at the heart of every interaction we have with one another and our patients.

By choosing to work here, we all also choose to be role models of respect. We can make this commitment thanks to a recent comprehensive review of the culture of our organisation (including more than 3,000 pieces of feedback from our staff and patients and thousands of us going through bespoke training and workshops), which showed us that 'above all we value respect' and gave us the tools to make sure we can live by this powerful value.

So if you want to be part of creating a truly integrated health and care service, where hospital staff, community health staff, mental health teams, primary care staff and social care teams work closely together; help us to develop a brand new specialist emergency care hospital; and do it in an increasingly respectful environment, then we are the place to come and develop your career.

We offer an extensive range of services, including cancer, pathology, surgery, and gynaecology to 500,000 people in south west London and north east Surrey. We operate two busy general hospitals, Epsom Hospital and St Helier Hospital, and run services from other locations, including Sutton Hospital.

St Helier Hospital is home to the South West Thames Renal and Transplantation Unit and Queen Mary's Hospital for Children, while Epsom Hospital is home to the South West London Elective Orthopaedic Centre (SWLEOC). Both Epsom and St Helier hospitals have Accident and Emergency departments (A&E) and Maternity services (Obstetrics).

We also play an active role in the local healthcare economy, and are the lead provider in two innovative health and care partnerships.

In Surrey Downs (that's the Epsom, East Elmbridge and Dorking areas), we have partnered with CSH Surrey, the three GP federations in the Surrey Downs area, and Surrey County Council (who are an associate member), to provide adult community health services. This innovative partnership is called **Surrey Downs Health and Care**. You can visit our website <https://surreydownshealthandcare.nhs.uk>

In Sutton, we have joined forces with the London Borough of Sutton, Sutton GP Services and South West London and St George's Mental Health Trust to provide adult and children's community health services and sexual health services to local people. Together, we are called Sutton Health and Care – you can visit our website www.suttonhealthandcare.nhs.uk.

Surrey Downs Health and Care

Job Description

Job Title:	Community Nurse
Responsible to:	District Nurse
Accountable to:	Operations Manager
Working within:	Surrey Downs Health & Care (SDHC)
Contract:	Permanent
Grade	Band 6

Role Summary

The post holder is responsible with the continuing management of the patients and/or staff within their clinical setting, without supervision alongside their team lead and taking the chain of command in the absence of their team lead.

This includes the assessment of care needs, the development, implementation and evaluation of programmes of care, the setting and maintaining of standards and the supervision and deployment of staff, if appropriate.

The post holder will undertake facilitation of educational programmes for basic, post basic and in-service training, in close liaison with the Learning and Development Team.

To work closely with the senior team member to facilitate patient focused, innovative research based practice, in line with Surrey Downs Health and Care objectives.

Principle Duties to include:

- Work as a role model within the team undertaking lead responsibilities providing skilled nursing care to patients, assessing their immediate and long term needs and that of their family/carers, by informing, preparing and reviewing plans of care.
- Participate in and promote nursing research and project work within the clinical area to promote the delivery of skilled high quality care within the team and encourage others within the team to diversify their skill set. Maintain own professional and clinical integrity in line with NMC guidelines.
- Treat all patients as individuals, respecting their privacy and dignity at all times involving, supporting, informing and educating family/carers where appropriate
- Take every opportunity to promote the health and wellbeing of the patient
- In the absence of the senior team member, be responsible for planning cover, appropriate staffing and skill mix ensuring adequate cover at all times, deputising as appropriate

- Ensure continuity of care between all clinical settings through appropriate timely planning and good communication through all available channels
- Be responsible for individual timely data entry and as well ensuring wider corporate team's data entry is maintained and supporting other team members to ensure their outcoming is delivered timely.
- Maintain clear and comprehensive, signed and contemporaneous records according to Surrey Downs Health and Care procedures.
- Ensure up to date knowledge in all aspects of clinical practice, and act as a resource and provide support and guidance for other staff.
- Be responsible for ensuring that policies and procedures and standards of care, are adhered to at all times
- Support Surrey Downs Health and Care's process of clinical supervision for self and team member. Carry out monthly one-to-ones with the team including appraisals.
- Support the team lead where appropriate and assisting with delegated tasks and duties requested to support the service needs.
- Plan, participate in and evaluate teaching programmes for all levels of staff in liaison with the team lead and liaising with the Learning and Development Team to ensure competencies are maintained.
- Identify staff training and development needs and facilitate a good clinical learning environment for all members of the nursing team.
- Act as an assessor and mentor to qualified and unqualified staff. You will be the main support network for all new staff members within your team.
- Work within the budget allocated and ensure economic use of resources. Identify and monitor consumable levels with the administration team and approve usage of off-formulary requests.
- Participate in the recruitment and selection process when appropriate.
- Ensure maximum effectiveness of care by facilitating a multi-disciplinary approach, this includes holding team meeting in the absence of the team lead and responsible for forwarding on minutes to absent team members to ensure they are briefed.
- Be aware and act upon, when necessary procedures that are in place to protect vulnerable individuals. Liaising with safeguarding team and social services and support other team members in this process.
- Participate in the Surrey Downs Health and Care Clinical Governance Strategy, facilitating and instigating clinical audit and monitoring of care. Supporting Team Leads with Datix investigations and facilitating and supporting within Rapid Response Reviews (RRR's).
- Participate in the Surrey Downs Health and Care Risk Management Strategy, ensuring that all processes are adhered to and reporting any identified risks to the team lead or operational manager.
- Undertake any such other duties as may be required from time to time as are consistent with responsibilities of the post
- Team members who are employed to work within Surrey Downs Health and Care localities and may be reasonably requested to move base temporarily or on a more permanent basis, as requested by service needs.

This job description is subject to review and development from time to time in liaison with the post holder. As an employee of SDH&C you will be required to adhere to all the organisations policies and procedures.

Standards of Business Conduct

The post holder will be required to comply with SDH&C Leadership behaviours, corporate and financial policies and any relevant Codes of Conduct eg: for NHS Managers. S/he is required, at all times, to deal honestly with the organisation, with colleagues and all those who have dealing with the organisation including patients, relatives and suppliers.

Confidentiality

The post holder is required to:

- ensure confidentiality in all matters relating to clients, to employee personnel issues and to information obtained during the course of employment
- not release such information to anyone else other than acting in an official capacity
- Comply with the regulations of the Data protection Act and Freedom of Information Act.

Safeguarding of children and vulnerable adults

It is the responsibility and duty of all staff to safeguard children and vulnerable adults and promote their welfare.

Child protection and vulnerable adult safeguarding issues when identified or areas of concern must be referred by you promptly in accordance with SDH&C policy and procedures. Details of Leads on Safeguarding are detailed in the SDH&C procedures. Please ask your line manager or HR for details.

Performance Review

This job description only covers the key result areas and as such does not intend to provide a comprehensive list of objectives. Specific objectives will be subject to annual review in consultation with the postholder and may develop to meet changing needs of the service. The SDH&C Performance Development Review includes a review of leadership behaviours.

Equal Opportunities

The organisation aims to maintain the goodwill and confidence of its own staff, service users and the general public. To assist in achieving this objective, it is essential that at all times employees carry out their duties in accordance with the organisations Equal Opportunities Policy respecting the differing backgrounds of colleagues and clients.

Infection Control and Prevention

SDH&C is committed to minimising any risks of healthcare associated infection to patients, visitors and staff. All employees are required to be familiar with and comply with Infection Prevention and Control policies relevant to their area of work.

Health and Safety

The post holder will be required to observe local Health and Safety arrangements and take reasonable care of himself/herself and persons that may be affected by his/her work ensuring compliance with the requirements of the Health and Safety at Work Act (1974):

1. To follow and promote safe working practices and to comply at all times with the Health and Safety at Work Act 1974, and Manual Handling Operations Regulations 1992, and SDH&C policies and procedures
2. To assist in the regular monitoring and maintenance of equipment in accordance with health and Safety regulations.
3. To act immediately on safety notices, hazard warning notices and any other notifications in relation to equipment used/prescribed by the organisation.
4. To take reasonable care of the health and safety of yourself and other persons who may be affected by your acts or omissions at work and to co-operate with SDH&C to ensure that statutory and departmental regulations are adhered to.
5. To report all clinical and non-clinical incidents or near misses promptly and when required to co-operate with any investigations undertaken.

Security

1. It is a condition of employment that identification badges be worn at all times.
2. All employees have a responsibility for security and the proper care of property. In accordance with standing financial instructions all managers have a particular responsibility for security and loss prevention arrangements in their areas of responsibility.

Continuous Improvement

SDH&C has a full programme of learning and development opportunities to support continuing professional development, statutory and mandatory training and personal development.

Registered Health Professionals

All co-owners who are members of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements and maintain their professional membership to the relevant body.



Person Specification

As the attached job description outlines the main duties and responsibilities of this post, so the person specification lists the requirements necessary to perform the job. Candidates will be assessed according to the extent to which they 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.

	Essential	Desirable	Assessment Method
Qualifications	<ul style="list-style-type: none"> • 1st level registration. • Teaching qualification • Evidence of continued professional development post registration • Relevant specialist courses • Nurse prescribing course if appropriate to role 	<ul style="list-style-type: none"> • Educated to Level 3 	Application Form & Certificate
Experience/ Knowledge	<ul style="list-style-type: none"> • Post rep experience • Role model to others in both clinical and team cohesiveness. • Evidence of experience of team management and multi-disciplinary working • Relevant post registration experience • Mentorship/teaching / assessing experience • Participation in research and clinical audit and knowledge of current professional issues • Awareness of clinical governance agenda • Knowledge of Change Management • Awareness of the current and wider NHS issues • Risk management agenda 	<ul style="list-style-type: none"> • Specialist knowledge of the role • Willingness to develop area of specialist interest • Experience of appraisal and clinical supervision 	Application Form & Interview
Skills	<ul style="list-style-type: none"> • Leadership skills • Interpersonal and communication skills both verbal and written • IT skills and timely data entry • Autonomous and team worker • Ability to prioritise • Presentation skills • Ability to assess, deliver, evaluate and benchmark quality care • Ability to deal with conflict in a professional manner 	<ul style="list-style-type: none"> • Resource management skills • Critical analysis skills • Negotiation skills 	Application Form & Interview
Other	<ul style="list-style-type: none"> • Flexible • Reliable • Ability to work under pressure • Well organised • Car driver with clean UK License 		Application Form & Interview

Disability Discrimination Act (1995)

Please note that some flexibility may be exercised in the application of the criteria outlined above where a disabled candidate covered by this Act is unable to meet certain parts of the specification by reason of their disability. If you believe this applies to you please outline the details on your application form. Each case will be assessed on an individual basis at shortlisting and/or interview with advice from the Human Resources Centre.