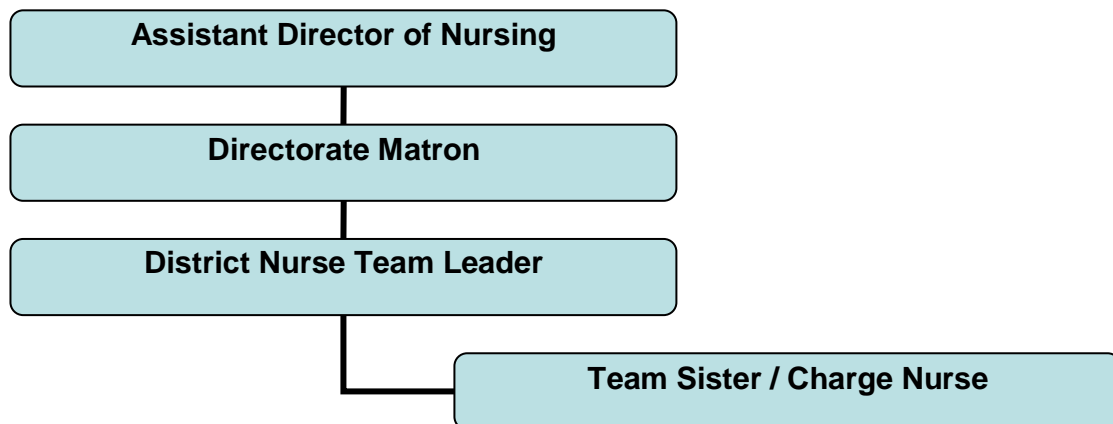


JOB DESCRIPTION

POST TITLE	Team Sister (District Nursing)
BAND	6
DIVISION	Community and Intermediate Care
BASE	Community
REPORTS TO	Clinical Team Leader
RESPONSIBLE FOR	Community Staff Nurses

ORGANISATION CHART



JOB SUMMARY

The post holder, with the support of the Clinical Team Leader, is responsible for the organisation and management of the District Nursing Team including the delivery of high-quality patient care and the assessment, planning, implementation, and evaluation of care for patients thus ensuring comprehensive service delivery for a defined population.

S/he will provide leadership, support, and line management to ensure high standards of clinical practice and professional conduct and activity that is consistent with service/organisational objectives including communication and collaboration with key partners and stakeholders in order to secure care closer to home and positive outcomes for patients.

The post holder will be expected to contribute to the Sister cover across the service between 07.30 and 22.00 hours and will have designated responsibility for a defined area of work for example staff development, safeguarding, governance in support of the locality clinical team leaders.

MAIN DUTIES

1. Work within the model of the community team, providing leadership, support, and line management to ensure high standards of clinical practice and professional conduct.
2. Responsible for the caseload and the management, organisation and delivery of care to patients in a variety of settings including care homes.
3. Ensure own leadership style facilitates effective communication, collaboration and motivation of team members.
4. Actively promote a team focus on patient self-care/management to reduce reliance on services and increase levels of independence within the patient population
5. Ensure systems are in place to receive and prioritise referrals to the team and delegation to staff members with the level of skill and competence required to meet patient need, collaborating with the Clinical Team Leader where necessary.
6. Assess, plan, implement and evaluate care and interventions for patients whose needs may frequently be complex and multi-factorial in nature, seeking support from medical colleagues where the patient's presentation is beyond the post-holder's scope of professional practice and competence.
7. Utilise prescribing skills and competence in keeping with current policy to ensure timely response to patient need, improve their care and ensure efficient and effective use of resources.
8. Embed the case management approach into the practice of the team to ensure the ongoing support and management of those patients with complex needs and/or potential for avoidable hospital admission is co-ordinated, robust and involves the necessary disciplines, agencies and skill mix consistent with need.
9. Maintain effective mechanisms for contact and communication with General Practitioners regarding patients admitted to and discharged from the caseload.
10. Ensure robust systems of onward referral are in place within the team for those patients whose needs require additional assessment and/or intervention from other professionals or services.
11. Provide a responsive service for patients at risk of avoidable hospital admission and mobilise/negotiate interventions in conjunction with the GP and others to maintain patients in their own home environment where this is achievable.
12. Recognise and anticipate the changing needs of the caseload, by regular review, evaluation, and adjustment of care-plans, ensuring all observations and communication is clearly recorded.
13. Work in collaboration with the integrated team and wider primary health care team to provide information, prepare patients and their families/carers for changes in the patients' condition and actively encourage and support decision making and choice for end-of-life care including the use of fast track and CHC processes.
14. Prioritise and manage own workload delegating within the team to ensure responsive care/interventions by staff with the level of skill and competence to meet patient need and provide advice and support to team members regarding the care/management plan.
15. Manage the continuity of care through the achievement of staff rotas that provide an optimum service over the seven-day period.
16. Manage the performance of the team and individuals within it, undertaking reviews and supportive interventions including supervision in keeping with organisational and HR related policies for example sickness absence and performance management.
17. To support and develop team members to undertake holistic assessments, deliver and evaluate care in conjunction with other professionals.
18. To lead and be proactive in the assessment, management, and reduction of risks to patients, families, team members, and others.

COMMUNICATION

1. Establish and maintain effective communication with patients, formal/informal carers, the primary health care team and partner professionals and agencies.
2. Utilise well developed communication skills that is consistent with peoples' level of understanding, culture, background, and preferred ways of communicating to effectively impart information to patients and their carers/families and in situations where there may be complex needs and/or barriers to understanding/acceptance.
3. Communicate with patients, formal and informal care providers and partner professionals and agencies in circumstances that may be highly sensitive and contentious including the safeguarding of vulnerable adults.
4. Remain professional and calm in situations of conflict, seeking support from others in keeping with organisational systems and policies.
5. Ensure written communication complies with all relevant legal and professional requirements including for e.g., Record Keeping, Caldicott and Storage policies and produce accurate, complete, and contemporaneous records of any communication using both written and electronic systems.
6. Communicate and collaborate with team members to ensure delivery, continuity and review of care and interventions are achieved and patient discharge or effective transfer of care takes place where this is deemed appropriate.
7. Ensure systems are in place within the team for information sharing, cascade and supervision including team meetings.
8. Collaborate and work in partnership with team members, managers, and others to enhance service standards, facilitate and drive developments and market ELHT services at all opportunities.
9. Produce reports in support of service delivery and development on an occasional basis as required by the division.
10. Ensure the highest standard of customer care underpins all activity and interventions.

TRAINING AND DEVELOPMENT

1. Ensure own compliance regarding mandatory training and revalidation requirements, maintaining records of training and development undertaken.
2. Undertake and engage in training and development opportunities to achieve the essential requirements of the post and to support service developments and effective management of patient care.
3. Participate in the performance development review process in keeping with the KSF for the post and service/organisational objectives and ensure systems are in place for completion of appraisals for all team members.
4. Lead and/or participate in the induction, training and development of new and existing staff and students from across the localities, wider organisation, and partners.
5. Ensure systems for the supervision and monitoring of staff performance and clinical practice are effective and deliver the required outcomes.
6. Apply research-based findings to own practice and the future development of the service.
7. Identify the extent and limitations of own and others knowledge, skills and competencies, challenging practice where it is not in the patient/public interest.

8. Ensure the team structure and environment is consistent with requirements for student placements and that mentors are updated annually and active in their role.

ORGANISATIONAL RESPONSIBILITIES

1. In conjunction with the Clinical Team Leader, develop and support the team's ability to contribute to the prevention of avoidable hospital admissions and delivery of care and interventions in accordance with patient choice and preferred place of care.
2. Contributes to alternative systems of work in times of high demand and service pressures including enactment of emergency planning measures and supports the team to be able to work flexibly across the service/division to address peaks and troughs in demand.
3. Ensure patients' records are maintained and that documentation reflects the care provided in accordance with organisational policy, NMC guidance and code of conduct.
4. Contribute to the investigation of incidents and complaints providing information as required by the organisation.
5. Demonstrate a high level of commitment to the achievement of service objectives and actively work within the governance framework/requirements of the division/organisation.
6. Lead/contribute to the recruitment, selection, and retention of staff.
7. Maintain the discipline necessary within the team for effective service delivery and manage performance issues in conjunction with HR and Clinical Team Lead.
8. Attend and/or lead and contribute to meetings relevant to the role and service provision as required by the division for example team meetings, supervision, service review and development, significant event meetings.
9. Contributes to audit, benchmarking and service review, development and project work as required by the division/organisation.
10. Ensure compliance with policies, procedures and clinical guidelines for self and others and participate in their development, implementation, and review.
11. Promote people's equality, diversity and rights and act as a role model within and beyond own team.
12. Continually monitor standards of care and lead on any improvements required within the team improvement of care.
13. Comply with organisational requirements in relation to timely data submissions and activity reporting and manage the performance of the team in relation to this.
14. Follow and promote the use of all organisational policy and health and safety regulations including the reporting of incidents, assessment and management of risk and the use of all personal, protective equipment issued by the organisation.
15. Monitors the ordering and authorisation of supplies for the team with consideration of budgetary pressures and restrictions raising any concerns with line manager

PROFESSIONAL RESPONSIBILITIES

1. Continually review, evaluate, and develop own clinical practice in order to reflect service need and provide quality outcomes for patients.
2. Demonstrate leadership, support, and supervision for others in relation to team and patient management.
3. Act always in accordance with NMC Code of Conduct and Professional Practice, take responsibility for maintaining active NMC registration and the maintenance of a personal, professional portfolio.
4. Gain valid consent to assessment, interventions, and onward referral in accordance with the legal framework and organisational policy.
5. Work at all times as a role model for others in the delivery of high standards of evidenced based practice, leadership and compliance with organisational policy.

6. Share good practice and promote active learning and development within a supportive environment.
7. Engage in clinical and organisational supervision in keeping with organisational policy and in support of optimum standards of care for patients
8. Ensure standards of conduct and dress are maintained within the team to sustain public confidence in keeping with organisational policy.
9. Responsible for own practice and that of team members in relation to the prevention and control of health care associated infections and the promotion of best practice in keeping with organisational policy for e.g., High Impact Interventions.
10. Utilise and develop own knowledge of the Mental Capacity Act, safeguarding policies and guidance related to vulnerable adults and work at all times in the best interests of the patient.
11. Maintain up to date clinical skills, knowledge and understanding of professional issues including an awareness of political and economic factors influencing service delivery and development.
12. Promote a climate of acceptance and respect for the differing values, beliefs and cultures inherent within the wider team and caseload and work with others to address attitudes or behaviour which compromise this.
13. Utilise and develop own knowledge of the Mental Capacity Act, safeguarding policies and guidance related to vulnerable adults and work at all times in the best interests of the patient.

EMPLOYMENT ACTS AND CODES OF PRACTICE

All employees are required to comply with employment legislation and codes of good practice.

Equality and Diversity

We are an Equal Opportunities employer and will do all we can to make sure that job applicants and employees do not receive less favourable treatment because of their age, sex, marital status, faith, race, disability or sexual orientation, or for any other reason that is not justified.

Health and Safety

In accordance with the Health and Safety at Work Act 1974, and other supplementary legislation, all employees are required to follow Trust Health and Safety policies and safe working procedures, take reasonable care to avoid injury during the course of their work, and co-operate with the Trust and others in meeting statutory requirements.

Infection Control

All employees must comply with Prevention and Control of Infection policies and attend any related mandatory training.

Sustainability and Corporate Social Responsibility

The Trust attaches great importance to Sustainability and Corporate Social Responsibility. It is the responsibility of all members of staff to ensure that the Trust's resources are used efficiently with minimum wastage throughout their daily activities

Risk Management

Employees are required to report every incident where the health and safety of self or others has been jeopardised (including near misses) and to carry out or participate in investigations into such incidents as required.

Safeguarding

All employees have a responsibility for safeguarding and promoting the welfare of children and adults. Further guidance can be sought from your Line Manager.

Data Protection Act

All members of staff are bound by the requirements of the Data Protection Act 1998.

Rules, Regulations, Policies, Standing Orders and Financial Instructions

All employees are required to comply with the rules, regulations, policies, standing orders and financial instructions of the Trust.

Research and Development Projects

Whenever you decide to undertake a piece of research, either as a Principal Investigator or Local Researcher, or Assistant Researcher, you must comply with the principles of Clinical Governance and the Research Governance Framework.

Development Review

Key performance objectives, development needs and compilation of a Personal Development Plan will be discussed and agreed at Annual Development Review meetings.

Training

Post holders are required to attend any relevant and mandatory training for the post.

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 East Lancashire Hospitals Trust. In accordance with legislation on working time, it is a condition of employment that all staff must inform their line manager before taking up any private practice, work for outside agencies or other employers, other work for this Trust (including bank work) and / or voluntary work. This is to ensure there is no conflict of interest with your NHS duties.

Review of Job Description

This is not intended to be a comprehensive description of the duties of the post. Due to the Trusts commitment to continuous improvement, it is likely that the post will develop over time. These duties will be subject to regular review and any amendments to this job description will be made in consultation and agreement with the post holder

STANDARDS OF CONDUCT

Conduct duties with regards to values underpinning the Trust's Vision to be widely recognized for providing safe, personal, and effective care.

Our Values:

- Put patients first
- Respect the individual
- Act with integrity
- Serve the community
- Promote positive change

Underpinning the Trust's vision and values are the following objectives and operating principles that influence the way in which the Trust does business:

Our Objectives:

- Put safety and quality at the heart of everything we do
- Invest in and develop our workforce
- Work with key stakeholders to develop effective partnerships
- Encourage innovation and pathway reform and deliver best practice

Our Operating Principles:

- Quality is our organising principle
- We strive to improve quality and increase value
- Clinical leadership influences all our thinking
- Everything is delivered by and through our clinical divisions
- Support departments - support patient care
- We deliver what we say we will deliver
- Compliance with standards and targets is a must
- This helps secure our independence and influence

We understand the world we live in, deal with its difficulties, and celebrate our successes

Post holders are expected to work flexibly within their pay band. They should only be expected to carry out activities for which they are competent. Alternatively, they may carry out the additional duties if they are receiving support or training in order to obtain the recognised level of competence.

The Trust operates a Tobacco Control Policy.

ACCEPTANCE OF JOB DESCRIPTION

I confirm I accept the duties contained in the above job description.

NAME: (PRINT)	
SIGNED:	
DATE:	

