



Job description and specification



Bank 0–19 Community Nurse Band 5



JOB DESCRIPTION

JOB TITLE: Bank 0-19 Community Nurse

BAND: 5

RESPONSIBLE TO: Appropriate Senior Manager

KEY RELATIONSHIPS:

Internal	External
Own Team Line Manager Nursing colleagues Operational Lead Specialist Nurses Allied Health professionals	GP Collaborative Care Social Services Acute Hospital Voluntary Services

CONTROLS ASSURANCE STATEMENT:

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is clearly identified and carried out under clear lines of accountability.

Aim of the role:

The post holder will be expected to support their team, department and organisation to achieve the Trust's Values in their day to day work. These are the 5P's:

- Putting people first
- Prioritising quality
- Being progressive, innovative and continually improve
- Being professional and honest
- Promoting what is possible – independence, opportunity and choice

The post holder will be a Registered Nurse (RN12-NMC) who will work as part of a skill mix 0-19 team promoting holistic mental and physical health & social well-being with the community. The post holder will provide public health information & interventions to the whole family providing the 0-19 pathway. This is a developmental role with the expectation of undertaking further training.



Key Responsibilities:

1. Assist the 0-19 Team in their duties where appropriate.
2. Support and assist Nursery Nurses as required.
3. Participate in the development of skill mix within the 0-19 Team.
4. Participate in Health Education programmes and health promotion activities on a multi-disciplinary basis as agreed with the 0-19 team.

Leadership

1. Begin to develop the necessary skills to be an effective leader and role model for successive programme participants.

Clinical Skills

1. Undertake interventions as directed by the Specialist Community Practitioner, e.g. immunisation and vaccination, screening.
2. Assess the health needs of the child and community involving the carer and/or child in the process of meeting those health needs.
3. Monitor the health of the child and to involve the carers in promoting optimum health and development of the child.
4. Liaise with other statutory and voluntary agencies and maintain good working relationships, making referrals and consulting as necessary with the informed consent of clients and within the policies of the Trust. Liaising with the Specialist Community Practitioner prior to referrals made.
5. Be aware of the deviations from the norm in health and behaviour and to intervene to protect vulnerable children by prompt action, by referral and working with other colleagues and agencies as part of a specialist team. Examples include Child Abuse Interventions, Special Needs Assessment and Referral.
6. Assist the 0-19 Teams in establishing and evaluating a community profile, which is annually updated, in order to monitor the degree to which health objectives have been met in the previous year, and to set appropriate goals for the coming year.
7. Ensure good communication channels are maintained within the Team.
8. Assist the Specialist Community Practitioner at Child Health Clinics monitoring the growth of babies and children, advising parents on aspects of parenting within his/her knowledge base and referring to the Specialist Community Practitioner where there are problems or more detailed advice is required.
9. Undertake New Birth Visits when trained to do so.
10. Undertake developmental assessments when trained to do so.
11. Carry out home visits as delegated by the Specialist Community Practitioner as follows:-
12. Support visits to parents where appropriate.
13. Feeding advice as per breastfeeding/weaning policy.
14. Transfer into the area visits as selected by the Specialist Community Practitioner.
15. Advise on aspects of care and management as directed by the Specialist Community Practitioner e.g. play and behaviour management.
16. Visits to review speech or other aspects of development as directed by the Specialist Community Practitioner.
17. Following up immunisation defaulters and offering to undertake opportunistic immunisation when trained to do so and accompanied by another member of staff.
18. Follow up visits following attendance at A & E Departments or Minor Injuries Units as selected by the Specialist Community Practitioner.



19. Undertake pre-school contact as directed by the Specialist Community Practitioner and handover to the School Nurse Team.
20. Liaise with the GP and other members of the Primary Care Team as appropriate.
21. Undertake routine blood spot result giving when trained to do so.
22. Assist the Specialist Community Practitioner in planning, assessment and care of children on the child protection register when trained to do so.

Computer/Administration

1. Collect information as requested.
2. Use the Child Health Information System as necessary.
3. Use IT facilities to support the writing of letters, emails, reports and for audit purposes.

Communication

1. Contribute to effective working within the multidisciplinary team and the wider community.
2. Maintain contemporaneous, accurate and legible records, complete and signed according to Trust Policy.
3. Keep a diary for planning and recording all work.
4. Attend staff meetings, team briefings and act as a deputy at other meetings as requested by the relevant Specialist Community Practitioner.
5. Maintain a good relationship with professional colleagues and the general public.
6. Ensure the results of interventions are communicated to parents/clients/patients.

Training

1. Assist with the induction of new staff as appropriate.
2. Participate in the education and training of pre-registration Student Nurses.
3. Participate in appraisal and the development of PDP's.
4. Attend relevant in-service training sessions to gain and maintain professional knowledge and meet mandatory training requirements.
5. Attend other training as identified within the PDP.
6. Expected to keep updated on all matters related to Trust Policy.
7. Reflect on practice regularly and plan professional development in order to achieve growth and development. Access Clinical and managerial supervision to enhance reflection on practice.



Additional Information

Health & Safety

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) and subsequently published regulations to ensure that the Trust's Health and Safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

Infection Control

Each staff member has a duty to take personal responsibility for the prevention and control of infection, in accordance with Trust Infection Prevention and Control Policies, which reflect the statutory requirements of the Health Act 2006 – Code of Practice for the Prevention and Control of Healthcare Associated Infection. They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAs.

Risk Management

You will be responsible for adopting the Risk Management Culture and ensuring that you identify and assess all risks to your systems, processes and environment and report such risks for inclusion within the Trust Risk Register. You will also attend mandatory and statutory training, report all incidents/accidents including near misses and report unsafe occurrences as laid down within the Trust Incidents

Safeguarding Children and vulnerable adults

North East London NHS Foundation Trust (NELFT) is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults and families in their care. Staff are required to comply with Trust policies on Safeguarding.

Standards of Business Conduct & Conflict of Interest

The NHS Code of Conduct and Standards of Business conduct for NHS Staff require all employees to declare all situations where you or a close relative or associate has a controlling interests in a business [such as a private company, public organisation or other NHS or voluntary organisation] or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. All such interests must be declared in the Trust's register of interests either on appointment or when such interests are gained.

As an employee you are required to make yourself aware of and adhere to the Trust's governance policies, such as Standing Orders and Standing Financial Instructions.

Sustainability

All staff has a responsibility for delivering high quality healthcare in a low carbon environment, where energy is used wisely and not wasted. It is the responsibility of all staff to minimise the Trust's environmental impact by recycling where possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.



Smoking Policy

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within the Trust buildings and vehicles.

Codes of Conduct

North East London NHS Foundation Trust (NELFT) requires the highest standards of personal and professional conduct from all of its employees. All employees must comply with the Code of Professional Conduct appropriate to their professional governing body.

As an NHS employee, you are required to observe the following principles:

- Make the care and safety of patients my first concern and act to protect them from risk;
- Respect the public, patients, relatives, carers, NHS staff and partners in other agencies;
- Be honest and act with integrity;
- Accept responsibility for my own work and the proper performance of the people I manage;
- Show my commitment to working as a team member of working with all my colleagues in the NHS and the wider community;
- Take responsibility for my own and continuous learning and development

Data Protection

Personal data is protected under the Data Protection Act (1999) and the post holder will ensure that it is securely held and that the requirements of the Act are followed. It is the responsibility of all staff whose jobs requires them to record information in Trust Computer systems (e. g RIO and ESR) to ensure that the data entered into these systems is of high data quality and that information is recorded correctly and in a timely manner. Failure to adhere to this requirement could be considered a disciplinary matter

Information Security and Confidentiality

All employees are required to observe the strictest confidence with regard to any patient/client information that they may have access to, or accidentally gain knowledge of, in the course of their duties.

All employees are required to observe the strictest confidence regarding any information relating to the work of the Trust and its employees.

You are required not to disclose any confidential information either during or after your employment with the Trust, other than in accordance with the relevant professional codes.

All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with NHS Confidentiality Guidelines [Caldicott] and the Data Protection Act 1998 unless explicit written consent has been given by the person identified, or where information sharing protocols exist.

Failure to comply with these regulations whilst in the employment of the Trust could result in action being taken under the Trust Disciplinary Policy and Procedure.



Equality and Diversity

North East London NHS Foundation Trust (NELFT) is committed to the implementation of the Equality and Diversity at Workplace policy which ensures equal opportunities for all. NELFT is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. The Trust will ensure that it provides equal and fairness for all, and not to discriminate on the grounds of gender, marital status, race/ethnicity, disability, sexual orientation, religion, transgender or gender reassignment status, age, marriage or civil partnership/same sex marriage, and because of you being pregnant or being on maternity/paternity leave. All staff are required to observe this policy in their behaviour to employees and patients/service users.

Key Performance Indicators (KPI)

Each individual and service will be set KPIs and achievement against these will be regularly reviewed. Performance against individual and service KPI's will be routinely monitored by your manager.

Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

Other Duties

There may be a requirement to undertake other duties as may reasonably be required to support the Trust. These may be based at other Trust managed locations.



Person Specification

	Essential	Desirable	Measurement
Demonstration of Trust Values			
Putting people first	✓		Application Form Interview Assessment
Prioritising quality	✓		Application Form Interview Assessment
Being progressive, innovative and continually improve	✓		Application Form Interview Assessment
Being professional and honest	✓		Application Form Interview Assessment
Promoting what is possible, independence, opportunity and choice	✓		Application Form Interview Assessment
Qualifications			
NVQ level 2 or equivalent standard of literacy and numeracy	✓		Application Form Assessment
RGN	✓		Application Form Interview
Current NMC Registration	✓		Application Form Interview
Experience			
Demonstrate some post registration experience working with children or in the community or knowledge required to work with this group.	✓		Application Form Interview Assessment
Knowledge			
An awareness of NHS Plan, NSF and clinical governance priorities	✓		Application Form Interview Assessment
Demonstrate keen interest in public health and working in the community	✓		Application Form Interview Assessment
Clear commitment to undertake further training with the potential to undertake BSC Community Specialist Practice Public Health	✓		Application Form Interview Assessment
Evidence of continuing professional development	✓		Application Form Interview Assessment



Experience of audit		✓	Application Form Interview Assessment
Skills			
Basic awareness of IT and IT skills	✓		Application Form Interview Assessment
Flexible approach to team and autonomous working, acknowledging own limitations	✓		Application Form Interview Assessment
Ability to deal psychologically and emotionally with potentially distressing situations e.g. bereavement and specific critical incidents.	✓		Application Form Interview Assessment
Adaptable to modernisation and service development	✓		Application Form Interview Assessment
Good communication and interpersonal skills	✓		Application Form Interview Assessment
Enthusiastic	✓		Application Form Interview Assessment
Team player	✓		Application Form Interview Assessment
Other			
To be aware and demonstrate the Trust Values	✓		Application Form Interview Assessment
To be able to travel efficiently throughout the area	✓		Application Form Interview

