

## JOB DESCRIPTION

### JOB DETAILS

**Job title:** District Nurse / Senior Community Nurse  
**Band:** 6  
**Location:** Countywide in Integrated Community Teams  
**Accountable to:** **Community Nursing Lead**

### JOB PURPOSE

- To Practice as a senior member of the community nursing team, working within the Integrated Community Teams (ICTs)
- To provide a case management approach to care for an identified number of patients working closely with GPs, the ICTs and other Statutory and Voluntary agencies.
- To provide advice, information and education to patients and carers with the aim of enabling patients to enjoy maximum independence, health and wellbeing.
- To creatively manage the holistic and clinical needs of patients with acute, sub-acute and long term conditions, enabling people to live well at home
- To complement the urgent care services to support admission avoidance principles and the development of innovative systems approaches to care which facilitate care in the right place at the right time
- To support operational managers to resource the service and understand the professional and clinical decisions which underpin procurement decisions
- To enable patients living long term physical health challenges to live well within their communities, with a focus on not only their physical health needs but also their wider holistic needs, e.g. mental health, learning disabilities, psychological needs, social needs and spiritual needs.

### DIMENSIONS

Responsible for direct patient care delivery, professional leadership and operational management of the Community Nursing Service.

### CORE KEY RESPONSIBILITIES

#### Clinical:

- Lead Multidisciplinary Team meetings as appropriate and other meeting as required. This will include attendance at GP supported clinical meetings such as Gold Standards Framework or Case Management reviews
- Communicate and liaise with the Multidisciplinary ICT, other colleagues within Gloucestershire

Care Services (GCS) and Gloucestershire County Council, Gloucestershire Hospitals NHS Foundation Trust as well as other referring acute and community hospitals

- Discuss patient's conditions with them / carers and families as appropriate and relay information accurately and contemporaneously back to colleagues both within the ICT and other organisations detailed above.
- Has responsibility for the expert assessment, planning, implementation and evaluation of programmes of evidence based nursing care to meet complex health care needs to individuals and their carers within the defined caseload across the community setting
- To support any adult who requires care at home through a diverse range of pathways which support wellness and promote independence where the patients care can only or is best delivered within the home environment
- Assess, review and minimise clinical risk and avoid crisis where possible or take appropriate measures or escalation to ensure risk is both known, explored and understood by the relevant staff
- Embraces an open approach to clinical care which upholds evidence based care and underpins the quality and governance expectations of the organisation
- Will participate in, identify areas for and support others to work with audit plans and acquisition of data required for any audits hosted by the organisation
- Will work with and support the wider ICT with the delivery of Public Health initiatives including the management of long term conditions and to collaborate with other statutory, voluntary and private care providers in setting up and monitoring care packages.
- Will maintain and promote accurate record keeping and documentation following national, professional and local protocols and policies via both paper and electronic platforms and across organisational structures
- To demonstrate, teach and supervise individuals and their carers/family members in providing care that they can safely undertake themselves, advising and giving support as necessary (e.g. teaching a newly diagnosed diabetic or their carer/family how to administer Insulin).
- To provide health promotion and education to patients, carers and families giving advice on promotion of wellness (e.g. Flu Vaccination programmes) and prevention of accidental injury (e.g. Falls Prevention).
- To assess patients' needs for aids / equipment or assistive technology which may promote their quality of life, safety or independent functioning and to undertake acquisition / ordering of relevant equipment.
- To work within a case management approach and provide a spectrum of clinical care in addition to the wider holistic assessment and needs identification processes.
- To undertake extended clinical skills competently such as venepuncture, cannulation, intravenous drug administration, syringe driver management and vacuum assisted closure and to support colleagues to develop competency with such skills
- Respond appropriately to feedback from patients and carers about the service, using the open approach of the organisation and within Duty of Candour expectations

- Work according to the Nursing and Midwifery Council (NMC) Code of Professional Conduct and relevant professional guidelines as a named nurse or key worker taking responsibility for the assessment of care and health education needs
- Work across shift patterns to deliver care across core hours of service which includes weekends, evening & bank holidays.

#### **Leader:**

- Contribute to the health, safety and security of self and others through reporting and providing information in response to clinical incidence or near misses.
- Act as role model for colleagues or student learners.
- Assist in the implementation of policies, procedures and documentation.
- Contribute to the effectiveness and development of the team.
- Take responsibility for the daily management of own and the wider caseloads supported by Team Managers and Professional Leads
- Assist with recruitment and retention processes
- Contribute towards the development of the service for the future.
- Order, store, maintain and protect all resources and materials used in the community.
- Undertake appraisals for direct reports with a clear focus on achievement, objectives and personal and professional development.
- Undertake clinical and operational supervision for direct reports both formally and informally to support their wellness and progression.
- Provide opportunities for learning within the team, enabling others and leading them towards increased confidence and competence.

#### **Teacher:**

- Contribute to the development of students and learners through participation in teaching programmes and supporting individuals in practice.
- Provide patients and carers with education and support to promote shared care, leading to wellbeing and self-management.
- Assess own performance and with guidance, plan how to meet personal learning and development needs.

#### **Researcher:**

- Contribute to the audit of own and team practice.
- Expand own knowledge of specialist interest areas through evidence based research and link roles.
- Participate in clinical supervision for self and members of the team as a means of sharing learning.
- Participate in the implementation of new evidence and innovations to promote better outcomes and efficiency.
- To ensure safety thermometer and other nationally mandated audits are completed on time and submitted according to organisational policy requirements

#### **Communicator:**

- Creating and fostering relationships with colleagues across the health and social care community. This will include working across professional boundaries liaising with a number of different agencies.
- Communications will include face to face, verbal, electronic and written.
- The post holder will be expected to establish effective communications with multiple stakeholders in order to create and deliver individualised solutions to needs.

### **Responsible for and involved in:**

### **Quality Standards:**

- Dealing with sensitive information and adhering to Trust and professional policies and guidelines.
- Awareness of Clinical Governance and their role within this.
- Understanding of the clinical policies and procedures in support of practice.
- Contribute to incident reporting for the benefit of trust learning and patient safety.
- To contribute towards data collection for nationally mandated and local review of quality such as CQUINs, quality priorities and service quality reviews.

### **Logistics:**

- The post holder will be delivering nursing care to people in their own homes. This will include contact with bodily fluids on a regular basis.
- The administration of drugs and treatments regularly. This may include the handling of cytotoxic drugs.
- Setting up of some equipment to assist in the delivery of care in the home.
- Low level working in peoples own homes in unpredictable environments.
- Assisting with the moving and handling of patients in their own (unpredictable) environments.
- Ensuring risk assessments are conducted, recorded and acted upon.
- The post holder will be travelling independently in a car to visit patients
- Due to the nature of dealing with the public in their own home and frequently on their own, there is potential for the risk of being subject to verbal and physical abuse.

### **Information and clinical recording:**

- The post holder will be expected to maintain patient clinical records. They will also be expected to oversee the standard of records created by student learners and colleagues.
- The post holder will be expected to input data to electronic recording systems, clinical records, web portals, emails, spreadsheets etc.

### **Managing Resources:**

- The post holder will be ordering and using medical and surgical supplies and will be responsible for using this in accordance with policy, whilst following agreed care plans.
- Manage the staffing resources available in the most effective manner, contributing to demand and capacity management
- Support the Team Managers in operational management of the off duty, annual leave requests, time owing and other leave requirements

#### **Service Development:**

- Involved in team related discussions to help inform service progression and improvement.
- Contribute to clinical practice development for members of the team and students.

#### **Health safety and security:**

- Practice and conduct themselves in such a manner as to promote a safe and efficient working environment
- Identify and escalate any risks or safeguarding concerns to senior colleagues and actively seek to reduce or eliminate those concerns identified in a positive manner.
- To implement any directives from senior colleagues which seek to promote staff safety or reduce organisational risk
- To embrace safeguarding mechanisms and support staff, patients and families during such as time when safeguarding principles may be applied

#### **Equality & Diversity:**

- Respond to patient and carers with fairness, addressing the diverse needs of the practice population.

#### **Facilities:**

- The post holder will contribute to the use of all facilities in accordance with employer policy.

#### **Developing others:**

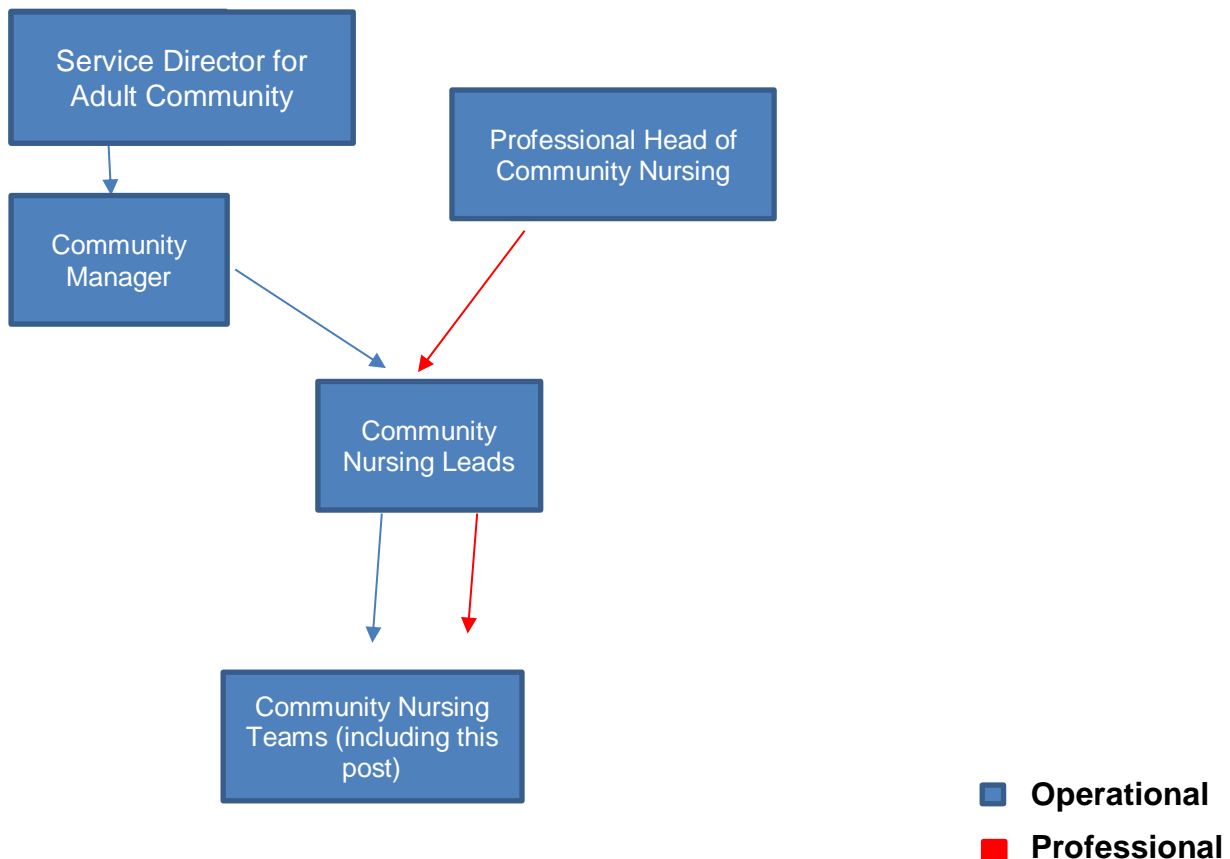
- The post holder will contribute to the development of colleagues through teaching in small groups and on one to one basis. They will also undertake some appraisals.
- The post holder will support student learners in practice and act as a mentor for them.

### **SPECIFIC KEY RESPONSIBILITIES**

- Direct management and leadership of a caseload of patients attached to affiliated GP practices.

- Direct management and leadership of a team of nurses and unregistered colleagues in the delivery of outstanding community nursing care
- Acting as a pivotal part of the Multidisciplinary Team within the Integrated Community Teams

## ORGANISATIONAL CHART



## COMMUNICATIONS AND WORKING RELATIONSHIPS

- Service users and carers
- Multidisciplinary teams across primary and secondary care
- Other specialist teams both within and outside the Trust
- Professional leads and Heads of services
- Inpatient staff
- Community staff
- Voluntary and statutory agencies including employment, education, housing and leisure services
- Police and probation services and county and district councils services
- Educational departments
- Accident & Emergency Department

- Safeguarding colleagues
- Social Care colleagues
- Care sector colleagues in care homes and working with agencies
- Transport providers

### **EFFORT AND HEALTH & SAFETY FACTORS**

- Lone working independently in the community
- Delivering invasive and sometimes intimate procedures which may have an associated risk of injury and infection
- Occasional exposure to body fluids
- Possible exposure to infectious diseases
- Disposal of clinical waste
- Use of computer and VDU equipment

### **MOST CHALLENGING PART OF THE JOB**

- Lone working
- Re-prioritisation of clinical and administrative tasks throughout the day based on urgency of need
- Implementing risk assessments and management plans on a daily basis and working with service users with severe and enduring mental health problems who are frequently distressed and emotionally disturbed, frequent exposure to violent or aggressive behaviour
- Working within a rapidly changing service, within budgetary limits

### **GENERIC RESPONSIBILITIES – ALL POST / ALL EMPLOYEES**

The following are applicable to all posts and all employees:

#### **Trust Values**

The post holder will be expected to work in line with the Trust values which are:

- Working together
- Always improving
- Respectful and kind
- Making a difference

#### **General Duties**

To undertake any other reasonable duty, which is appropriate to the band when requested by senior staff.

To be familiar with and comply with all Trust and departmental policies, procedures, protocols and guidelines.

To demonstrate an understanding and commitment to Trust values and Staff Charter.



## **Professional and Personal Development**

All staff must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction programme.

All staff will have a formal appraisal with their manager at least every 12 months. Once performance/training objectives have been set, the staff member's progress will be reviewed on a regular basis so that new objectives can be agreed and set, in order to maintain progress in the service delivery.

Those with management/supervisory responsibility are required to ensure that their direct reports have an appraisal in line with Trust policy.

All staff will be expected to take responsibility for their own professional development and will be supported by the Trust to achieve development opportunities as appropriate.

## **Infection Control**

All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to and to support the Trust's commitment to preventing and controlling healthcare associated infections (HAI).

## **Health and Safety**

All staff have a responsibility to maintain health and safety of self and others within the performance of duties in accordance with Trust health and safety policies, and to undertake specific health and safety responsibilities as directed. All staff have a responsibility to adhere to the Trust's Risk Management Policies & Procedures.

All staff are required to contribute to the control of risk, and must report immediately any incident, accident or near miss involving patients, service users, carers, staff, contractors or members of the public using the Trust Datix system.

## **Confidentiality**

All staff may gain or have access to confidential information about the diagnosis or treatment of patients, information affecting the public, private or work related staff information, or Trust matters. A breach of confidentiality will have occurred where any such information has been divulged, passed (deliberately or accidentally) or overheard by any unauthorised person or person(s). Breaches of confidentiality can result in disciplinary action, which may involve dismissal.

All staff must maintain a high standard of quality in corporate and clinical record keeping, ensuring information is always recorded accurately, appropriately and kept up to date. Staff must only access information, whether paper, electronic or in other media which is authorised to them as part of their duties.

All staff must ensure compliance with the data protection legislation.

## **Safeguarding: Adults and Children (Section 11 of the Children Act 2004)**

Safeguarding: Adults (Care Act 2014) and Children (Section 11 of the Children Act 2004)

Every member of staff has a responsibility to be aware of and follow at all times, the relevant national and local policy in relation to safeguarding children and safeguarding adults. This includes keeping up to date with relevant training and seeking supervision.

## **Freedom of Information**



All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000. The Act gives individuals or organisations the right to request information held by the Trust. Staff must manage information they hold in such a way that meets the requirements of the Act. All requests for disclosures under the Act must be passed to the Freedom of information Officer.

### **Working on Non-Trust Premises**

All staff when working on non-Trust premises are bound by Trust policies and procedures, including home working policy; IT security policy; email and internet acceptable use policy information.

### **Smoke Free Premises**

The Trust is committed to protecting and improving the health and welfare of staff, service users, carers, visitors and contractors, and protecting smokers and non-smokers from the health dangers of second-hand smoke. Therefore all Trust premises are 'smoke free' and staff (and external contractors and visitors) must refrain from smoking in Trust buildings, vehicles and grounds.

### **Diversity and Promoting Dignity at Work**

The Trust recognises the contribution of all employees to deliver responsive and quality services. We expect staff to value and respect the diversity of those who use or contact our services and to respond to the differing and diverse needs of others. We aim to have an environment free of bullying or harassment which would create an intimidating and unpleasant atmosphere impacting on staff wellbeing and service delivery. We want staff to be able to report issues knowing they will be dealt with promptly and sensitively.

All forms of bullying and harassment are unacceptable and will not be tolerated.

This job description seeks to provide an outline of the duties and responsibilities of the post. It is not a definitive document and does not form part of the main statement of Terms and Conditions. The job description will be reviewed as part of the annual appraisal process and will be used as the basis for setting objectives.

### **Data Quality**

The Trust recognises the role of reliable information in the delivery and development of its services and in assuring robust clinical and corporate governance. Data quality is central to this and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high quality mental health services. It is therefore the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the Trust's Policy and Procedures for Data Quality

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### **Physical Intervention Descriptors**

## **Working Well Pre-employment Assessment**

**Breakaway** – Practical training in Breakaway techniques is intended to enable staff to reduce the likelihood, and risk of personal injury due to aggressive verbal or physical behaviour of others by providing evasion and self-protection strategies (**clinical and non-clinical**). Training involves a degree of physical exertion; trainees are required to stand for the duration of the practical training session and to make controlled body movements. This will include the ability to adopt a stable body position to prevent being pulled or pushed off balance, be able to shift body weight rapidly, and to achieve some limited rotation of the torso.

**Positive Behaviour Management (PBM)** – Practical training in the implementation of Physical Intervention techniques that are designed to temporarily gain control of a service user's behaviour at a time when they are placing either themselves or others at risk of injury. Training involves a degree of physical exertion; trainees are required to stand for the duration of the practical training session. Depending on the technique each trainee will be able to adopt a 'stable stance'; balanced to prevent being pulled or pushed off balance, be able to shift body weight rapidly, and to achieve some limited rotation of the torso. They will also be able to safely achieve a controlled movement to and from the floor in support of a service user.

**Prevention and Management of Violence and Aggression (PMVA)** – Practical training in the implementation of Physical Intervention techniques that are designed to temporarily gain control of a service user's behaviour at a time when they are placing either themselves or others at risk of injury. Training involves a degree of physical exertion; trainees are required to stand for the duration of the practical training session. Depending on the technique each trainee will be able to adopt a 'stable stance'; balanced to prevent being pulled or pushed off balance, be able to shift body weight rapidly, and to achieve some limited rotation of the torso. They will also be able to safely achieve a controlled movement to and from the floor in support of a service user.