

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Community Staff Nurse</b>
<b>BAND:</b>	Band 5
<b>LOCATION:</b>	Blandford
<b>ACCOUNTABLE TO:</b>	Director of Community Services
<b>LINE MANAGER:</b>	Nurse in charge/District Nurse Team leader
<b>KEY RELATIONSHIPS:</b>	Patients and carers Community Nursing staff Community rehab team Community Hospital staff Social services Voluntary agencies
<b>HOURS OF WORK:</b>	37.5 Hours The post holder may be required to work flexibly to meet the needs of the service.
<b>JOB PURPOSE:</b>	Work as a registered nurse as and when required with community nursing teams, providing evidence based, high quality, holistic nursing care for patients in their own homes. Carrying out nursing assessments, treatment and care and liaising with other agencies as appropriate.

## MAIN DUTIES AND RESPONSIBILITIES:

### 1. CLINICAL

- 1.1 To assess, plan, deliver and evaluate nursing care for patients to meet their specific needs.
- 1.2 To assess the needs of patients in a variety of settings and formulate a plan of care. This may involve liaison with carers, other health professionals, GP's, consultants, hospital nurses, social workers, hospice staff, specialist nurses, voluntary and statutory workers.
- 1.3 To provide evidence based nursing care to a defined patient caseload with the support of the District Nurse.
- 1.4 Evaluation of individualised care packages in all environments, to ensure efficacy.

- 1.5 Provide clinical advice and support to the Community Nursing Team and other agencies.
- 1.6 Contribute to the identification of health needs and service provision for the practice population.
- 1.7 Referral and liaison with local authorities other NHS providers, independent care sector providers, voluntary agencies, relatives and patients this often means dealing with complex information, which can be of an emotional, sensitive or controversial nature.
- 1.8 Provide health promotion advice to patients and carers, with ongoing referral if required.
- 1.9 Involvement in the management of medicines with housebound patients.

## **2. MANAGERIAL**

- 2.1 Respect and care for patients' property and ensure the economical use of nursing equipment
- 2.2 To submit all claims and work returns promptly
- 2.3 To ensure that all equipment provided is maintained in good order

## **3. ADMINISTRATIVE**

- 3.1 To maintain accurate, legible records of care provided, based upon the care plan incorporating all relevant communication and liaison
- 3.2 To record all care given on relevant documentation (including electronic), at the time given

## **4. HUMAN RESOURCES/WORKFORCE**

- 4.1 To regularly work without supervision for all of the shift
- 4.2 To undertake clinical supervision in line with Trust Policy, to further develop competence and clinical practice
- 4.3 Counsel and support as appropriate following discussion with senior colleagues

## **5. FINANCE/RESOURCES**

- 5.1 Awareness of budgetary constraint when ordering stores of equipment for patients.
- 5.2 Ordering and monitoring equipment and stores taking into account budget

restrictions.

## **6. RESEARCH & DEVELOPMENT**

- 6.1 Assist and participate in quality audits, implement recommended changes and report on the results
- 6.2 To participate in research programmes as necessary

## **7. POLICY & SERVICE DEVELOPMENT**

- 7.1 Contribute to the development and planning of the service provided by the District Nursing Team to ensure the health needs of the practice population are met.

## **8. INFORMATION / DATA RESPONSIBILITIES**

- 8.1 To complete Information/Data returns as required

## **9. PROFESSIONAL RESPONSIBILITIES**

- 9.1 To be accountable for ones own professional actions within the NMC Code of Conduct.
- 9.2 Confidential and personal information related to staff, patients and the Trust must not be disclosed or outside the place of work except in the proper discharge of duties.
- 9.3 Responsible for adhering to policies in relation to defined caseload or locality in the community.
- 9.4 Registered nursing competency in a community setting.
- 9.5 Attend meetings and training sessions as necessary to ensure professional competency is maintained.

## **10. GENERAL**

- 10.1 The responsibility of the post will change over time and will be the subject of ongoing review between the post holder and line manager

## **11. ENVIRONMENTAL**

- 11.1 Working conditions in the community are likely to provide exposure to unpleasant conditions, e.g., smells, noise, dust, body fluids, faeces, vomit, emptying bed pans, urinals and catheter bags, and aggressive behaviour

- 11.2 There may be a frequent requirement for physical effort whilst performing physical examinations or manoeuvring patients.
- 11.3 The post holder may be required to concentrate for sustained periods
- 11.4 The post holder may be required to process distressing information relating to service users

## **12. TERMS & CONDITIONS OF SERVICE**

- 12.1 The Trust has a range of clinical, operational, financial, health & safety, risk management, human resource, equality & diversity and other policies and procedures. The post holder is expected to be aware of all policies which apply to them and to observe their provisions at all times. Copies of all Trust policies can be found on the Intranet or obtained from the line manager or the Human Resources Department.
- 12.2 Employment in this post is subject to Criminal Records Bureau Disclosure. The post holder may be required to undertake a Disclosure at any time during employment.
- 12.3 Staff are not permitted to smoke on Trust premises, either inside or outside, or inside Trust vehicles.
- 12.4 Staff are expected to undertake all mandatory training and refresher training appropriate to their role, which may include Physical Intervention, Breakaway and Cardio-Pulmonary Resuscitation. If in doubt about which mandatory training applies to this post, advice should be sought from the line manager.
- 12.5 All clinical and hotel services staff who are required to handle food and drink other than for their own consumption must comply with the Food Safety (General Food Hygiene) Regulations 1995. Relevant staff are issued with a 'Food Handlers: Fitness to Work' document on commencement of employment.
- 12.6 The Trust is committed to promoting the welfare of children and vulnerable adults. Staff are expected to be aware of, and comply with their roles and responsibilities in relation to safeguarding vulnerable groups.
- 12.7 Staff are expected to observe the highest standards of care and conduct and to engage constructively with managers, colleagues, service users/carers and others in the course of their duties.

## **13. CHANGES**

This document represents a description of the job at the date of issue. The Trust will periodically review this job description to ensure that it continues to meet service needs and will involve the post holder in the review process with the aim of reaching agreement on any reasonable changes which may be required. In the event that agreement is not achieved, the Trust reserves the right to insist on reasonable changes following consultation with the post holder.

**POST OF COMMUNITY STAFF NURSE BAND 5**

CATEGORY	CRITERIA	RANK	SCORE	HOW ASSESSED
<b>EDUCATION, QUALIFICATIONS &amp; TRAINING</b>	Registered General \Nurse Evidence of recent Study Teaching qualification ENB 998 Desirable IT, Microsoft Software	3		
<b>EXPERIENCE</b>	Community experience would be an advantage	1		
<b>SKILLS, ABILITIES &amp; KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Planning and organisational skills</li> <li>• Good communication oral and written skills</li> <li>• Good time management/prioritisation skills</li> <li>• Effective and willing team player</li> <li>• Teaching or an interest in teaching at a variety of levels</li> <li>• Adaptable to working in a variety of settings</li> <li>• Current driving licence</li> <li>Access to use of a car</li> </ul>	3		
<b>Additional skills held by post holder</b>	<ul style="list-style-type: none"> <li>• Current wound care and palliative care knowledge</li> <li>• Evidence of leadership skills</li> </ul>	2		
<b>Total short listing score:</b>				

**RANKING**

Criteria in each section are ranked in order of importance 1 - 3, with 3 being the most important

152-C573.23