

Job Title: Bank Community Staff Nurse
Band: 5
Responsible to: District Nursing Team Lead
Accountable to: Community Service Manager
Base: South Westminster Centre for Health

JOB PURPOSE

- To provide skilled nursing care working under the supervision of the District Nurse (DN) team lead as part of the Primary Health Care Team to patients in a variety of community settings between the hours of 0830 and 2100 hours.
- To monitor, maintain and develop the service provided.
- With support, to take responsibility for managing the caseload and the team in the absence of the DN team lead. This will include access to another team lead for clinical and practice advice.

MAIN DUTIES AND RESPONSIBILITIES

Clinical

- 1.1 To provide skilled, effective and evidence based nursing care to patients in a variety of community settings.
- 1.2 To act as a Named Nurse with the support and supervision of the DN team lead. This includes the first assessment, and ongoing assessment, planning, implementing and evaluation of care given to individuals, groups of patients and their families.
- 1.3 To undertake comprehensive assessment of the physical, psychological and social care needs of patients using the Single Assessment Process. To include the needs of carers.
- 1.4 To act as the patient's advocate and to facilitate the patient's own choices with regard to nursing care, promoting independence and self care, as appropriate.
- 1.5 To identify and record new problems and other relevant information reporting back to the DN team lead as appropriate.
- 1.6 To liaise with, and where appropriate initiate referrals, to ensure adequate care and support to patients and carers.
- 1.7 To provide information and support to patients, relatives and other carers that promotes and optimises positive health.
- 1.8 To undertake health promotion and disease prevention activities such as flu immunisation, advice on stopping smoking, falls prevention, dietary advice and foot health.
- 1.9 To have knowledge of, and be able to effectively use local services and resources to promote patient care. For example specialist services.
- 1.10 To ensure the safe handling of body fluids and contaminated sharps.
- 1.11 To be alert to the needs of vulnerable adults including risk assessment and taking appropriate action when required.

- 1.12 To develop and utilise specialist nursing skills such as leg ulcer assessment and management, syringe driver set up, intravenous drug administration, continence assessment, and palliative care.
- 1.13 To support patients and their carers with managing their medicines and undertaking medicines management reviews as directed.
- 1.14 To provide care to people with long term conditions undertaking reviews in accordance with the individual patient care plan and with support of more experienced colleagues as required.
- 1.15 To undertake nutritional assessments and advice and support patients with their nutritional needs. For example PEG feeds.

Managerial

- 2.1 To establish and maintain good working relationship with colleagues, the primary health care team and other health and social services providers, so as to provide a comprehensive service to patients and carers.
- 2.2 To organise and prioritise own work without direct supervision, reporting any issues, concerns or personal limitations to the team lead.
- 2.3 To participate in the supervision and co-ordination of the work of junior staff on a day to day basis and in the absence of the DN team lead.
- 2.4 To attend and participate in team, Locality and other relevant meetings.
- 2.6 To take appropriate action in regard to any accident or incident to patient, staff or visitor within the scope of the post holder's responsibility and in line with Trust guidelines.
- 2.7 To be responsible for the care and safe keeping of equipment issued for personal and team use and to report any defect or loss.
- 2.8 To be a member of working parties and groups considering aspects of the service and professional practice as required.
- 2.9 Applies equal opportunities in practice taking into account own behaviour and the needs of patients, carers and colleagues.
- 2.10 To participate in service development activities, identifying areas for improvement as appropriate.

Quality and Performance

- 3.1 To contribute to the implementation, monitoring and reporting of performance outcome measures, alerting team leads and managers of any shortfalls
- 3.2 To complete statistical returns as required by the Trust including entering data onto the computerised system within the required time frames
- 3.3 Ensure the timely and correct entry of clinical and statistical data onto the RIO system.

Educational

- 4.1 To actively participate in the teaching and support of junior staff and act as a preceptor for new staff in the Locality.
- 4.2 To act as a mentor to student nurses and support staff, for example Health Care Assistants.
- 4.3 To provide training and support to nursing colleagues and others, for example allied health professionals.
- 4.4 To actively participate in Clinical Supervision on a regular basis in line with Trust guidelines.
- 4.5 To participate in an annual appraisal and maintain a Personal Development Plan.

- 4.6 To participate in research projects and audit to ensure the development of effective and innovative practice and maintenance of standards.

Professional

- 5.1 To participate in the implementation and monitoring of the Trust's clinical and operational guidelines and policies.
- 5.2 To be aware of, and act in accordance with, the Trust's Organisational and Clinical Guidelines and Policies.
- 5.3 To be aware of, and act in accordance with the NMC Code of Conduct and other professional Guidelines.
- 5.4 To maintain appropriate and up-to-date knowledge and skills by undertaking continuing education in accordance with personal and service needs.
- 5.5 To be responsible for own professional development through active learning and reflective practice.
- 5.6 To maintain accurate and contemporaneous records in accordance with Trust and NMC guidelines.
- 5.7 To apply a problem solving approach to practice, seeking resolution to problems with an awareness of own personal limitations of knowledge and practice.
- 5.7 To maintain high professional standards acting as a positive role model for the profession and service.
- 5.8 To be courteous and respectful to patients and colleagues including adhering to a dress code appropriate to the work situation.

General

- 6.1 To meet the needs of the service and patients all nurses working within the district nursing service may at times be required to work with teams other than their own. The nurse may also be required to work from a different work base.
- 6.2 This post is subject to the terms and conditions of employment of Westminster PCT.
- 6.3 To undertake any other duties commensurate with the grade and in line with the requirement of this post.
- 6.4 The postholder is required to comply with the Trust's Equal Opportunities Policy and all equality legislation, promoting equality of opportunity at all times
- 6.5 Westminster Primary Care Trust premises are smoke free.
- 6.6 The postholder is required to comply with the requirements of the Health & Safety at Work Act and other relevant Health & Safety legislation and make positive efforts to promote his/her own personal safety and that of others by taking reasonable care of work, by carrying out requirements of the law or following recognised codes of practice and co-operating with safety measures provided or advised by the Primary Care Trust to ensure safe working.
- 6.7 All employees of the Primary Care Trust must not, without prior permission, disclose any information regarding clients, carers or staff. In instances where it is known that a member of staff has communicated information to unauthorised persons, those staff concerned will be liable to dismissal. Moreover, the Data Protection Act 1984 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.
- 6.8. The postholder will have access to confidential information and is expected to ensure that the highest level of confidentiality is maintained at all times.

- 6.9 All staff must comply with the Trust's Staff Code of Conduct. Senior Managers must also comply with the NHS Code of Conduct for Managers, based on the Nolan principles of public accountability.
- 6.10 If you are employed in an area of work, which requires membership of a professional body in order to practice (e.g. NMC registration for nursing staff), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice.
- 6.11 These duties and responsibilities may be subject to change from time to time, in discussion with the postholder.

ADDITIONAL INFORMATION

Trust Vision, Values and Behaviours

The Trust has a clear strategic vision in place: **to lead out-of-hospital community Healthcare**. The post-holder is expected to have a good understanding of how this post contributes to the achievement of the Trust vision.

The Trust expects all staff to share the values which are important to the Trust and to behave in a way that reflects these values.

The Trust values are:

- **We put quality at the heart of everything we do**
- **We value our relationships with others**
- **We deliver services we are proud of**
- **We make a positive difference in our communities**

Our values and behaviours:

QUALITY:

We put quality at the heart of everything we do.

1. I take responsibility for the standard and outcomes of my work
2. I provide services which are safe, effective and deliver a good experience
3. I use best practice and feedback to innovate and constantly improve my service

RELATIONSHIPS:

We value our relationships with others.

1. I work collaboratively and in partnership
2. I am caring compassionate and kind
3. I support the development of skills talents and abilities

DELIVERY:

We deliver services we are proud of.

1. I treat people with courtesy dignity and respect
2. I work hard to achieve the aims of my service and the organisation
3. I make the best use of resources and provide value for money

COMMUNITY:

We make a positive difference in our communities.

1. I am visible accessible and approachable
2. I ensure people, partners and purchasers are actively engaged in planning service and care
3. I embrace difference, diversity and fairness

Professional Standards

All staff must comply with the Central London Community Healthcare (CLCH) NHS Trust Staff Code of Conduct and demonstrate the Trust's Values and Behaviours. Senior Managers must also comply with the NHS Code of Conduct for Managers, based on the Nolan principles of public accountability. All staff employed in recognised professions are required to ensure they work to the professional standards and/or Codes of Practice set out for their professional group. In addition staff are required to demonstrate the Customer Care Standards of the organisation.

Equal Opportunities and Dignity at Work

It is the aim of CLCH NHS Trust to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, creed, nationality, ethnic or national origin, sex, marital status or on the grounds of disability or sexual preference, or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job. To this end CLCH NHS Trust has an Equal Opportunities Policy and it is for each employee to contribute to its success. All staff should treat other staff, patients and the public with dignity and respect.

Performance Appraisal and Development Review (PADR)

All staff will actively participate in the annual Performance Appraisal and Development Review (PADR) process with their line manager. All staff should have SMART objectives and a personal/professional development plan. Objectives and personal development plans should be reviewed together on an ongoing basis through regular one to ones and/or supervision. In conjunction with their manager, all staff should actively identify and pursue agreed learning and development opportunities. All managers are required to carry out annual Performance Appraisal and Development Reviews with their direct reports and support their appraisee to achieve their objectives through ongoing management supervision and one to one meetings.

Safeguarding

CLCH NHS Trust is committed to safeguarding and protecting children and vulnerable adults. All health employees have a responsibility for safeguarding and promoting the welfare of children and young people in accordance with "Working Together to Safeguard Children" HM Gov 2006. This applies to employees with both direct and indirect contact with children and families.

Employees who do not provide specific services for children and families or vulnerable adults require basic knowledge of their responsibilities to identify and refer concerns appropriately. All employees must undertake training in safeguarding children and vulnerable adults but will have different training needs to fulfil their responsibilities depending on their degree of contact with vulnerable groups and their level of responsibility.

Confidentiality and Data Protection

Employees will have access to confidential information and will be required to ensure that the highest level of confidentiality is maintained at all times, adhering to all policies relating to confidentiality.

Employees are required to obtain, process and/or use person identifiable information in a fair and lawful way. The use of such information is governed by the Data Protection Act 1998 (DPA) and includes both manual and electronic records. Staff are expected to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose, and to disclose data only to authorised persons or organisations as instructed, in accordance with the Data Protection Act 1998.

Access to Health Records

All staff who contribute to patients' health records are expected to be familiar with, and adhere to CLCH's NHS Trust Records Management Policy. Staff should be aware that patients' records throughout CLCH NHS Trust will be the subject of regular audit. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act 1998. All staff that have access to patients' records have a responsibility to ensure that these are maintained and that confidentiality is protected in line with CLCH NHS Trust Policy.

Health and Safety

All staff are required to comply with the requirements of the Health and Safety at Work Act and other relevant health and safety legislation and CLCH NHS Trust Policies and Procedures. All staff are required to make positive efforts to promote their own personal safety and that of others by taking reasonable care at work, by carrying out requirements of the law or following recognised codes of practice and co-operating with safety measures provided or advised by CLCH NHS Trust to ensure safe working.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the appropriate Committee if resolution has not been satisfactorily achieved.

All staff must ensure that waste produced within CLCH NHS Trust is disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the policy.

Infection Control

All staff are required to follow CLCH NHS Trust infection control policies and comply with all measures known to be effective in reducing infection risk. All staff must complete infection control training at induction, and all staff whose duties involve patient contact must also complete infection control refresher training annually.

No Smoking Policy

There is a no smoking policy in operation in CLCH NHS Trust. In accordance with this policy smoking is positively discouraged and is not permitted in any areas.

Engaging patients and the public

CLCH NHS Trust is committed to putting patients, their carers and the public at the heart of everything we do. **Engaging People is everybody's responsibility – regardless of the job that you do.**

Everyone is responsible for encouraging people to be engaged in decisions about their care and treatment, through providing information and responding to concerns. All staff should seek people's views about services, respond to feedback and actively involve people to find solutions to meet expectations, where possible. All staff should take part and promote Trust-wide activity, such as Patient Reported Experience Measures (PREMs) and promoting the recruitment of new Foundation Trust members. All staff should take a note of any feedback that you receive from patients and feed this back to your manager or through complaints and compliments procedures.

Job Description

The above list of duties is not intended to be exhaustive and you will be required to undertake any other duties commensurate with the grade and in line with the requirements of the post. The duties and responsibilities may be subject to change, which will be done in discussion with the postholder.

Person Specification
Job Title: Bank Community Staff Nurse

Factors	Criteria	Assessment
Education/Qualification		
Essential	<ul style="list-style-type: none"> RGN / RN / EN with current registration (if EN qualification prepared to undertake conversion to RN programme) Evidence of recent professional education and training Mentor training – or prepared to work towards 	AF/IV
Experience		
Essential	<ul style="list-style-type: none"> Negotiating and liaising within a multidisciplinary team Working with people with complex health needs Supporting students and other learners e.g. HCAs Teaching others in the practice environment Applying evidence-based care in practice Undertaking comprehensive health needs Assessment and writing care plans 	AF/IV
Skills and Knowledge		
Essential	<ul style="list-style-type: none"> Ability to work in a team Competence in a range of basic clinical nursing skills Able to work with minimal supervision. Can assess a situation, identify risk and act appropriately Able to problem solve a situation and take appropriate action Communicates effectively both verbally and in writing Able to identify own learning and development needs and actively seek ways to meeting those needs Basic keyboard and computer skills NMC Code of Professional Conduct and other professional guidance Personal Development Planning. Primary Health Care and the role of the community nursing service The audit process Accessing information and guidance on evidence based practice Clinical governance and application to practice Clinical supervision How equal opportunities and implemented in practice 	AF/IV/T
Other		
Essential	<ul style="list-style-type: none"> Able to carry out the duties of the post Able to negotiate stairs Able to travel around the district (car/bike/public transport/foot) 	AF/IV
<p>* Assessment will take place with reference to the following</p> <p>AF – Application Form, IV – Interview, P – Presentation, T-Test, C Certificate</p>		

Terms & Conditions of Service

Post Title	Bank Community Staff Nurse
Base	Various
Band	5
Contract Type	Bank
Hours	Various shifts or long-term assessments
Salary	£ 13.79 + HCAS + 12.07% Holiday pay
Pensions	You will automatically join the NHS Pension Scheme, but it is possible to opt out and make your own private pension arrangements.

Probation Period:

All posts in CLCH are subject to a 6 month probationary period, during which time you will be expected to demonstrate your suitability for the post. This does not apply to current employees.

Nationality:

This post is open to UK nationals, EU and certain non-EU citizens. Other nationals must be free from any restriction to reside or take up employment in the UK, in order to be considered for this post.

Method of Payment:

Weekly direct credit transfer into bank or building society.

No smoking policy:

The Trust has a no smoking policy.