

Job Description

Job Details

Job Title:	Community Nurse
Band:	5
Ward / Department:	Downham Market and Swaffham PCN Team
Directorate / Locality:	West Locality
Essential Qualifications:	<ul style="list-style-type: none"> • Diploma or 1st level degree • RN Qualification • Current NMC registration • ENB 998/mentorship preparation or equivalent • For Preceptorship posts only: Mentorship qualification is essential for the post, but not essential at interview, however should be undertaken within the first year of employment

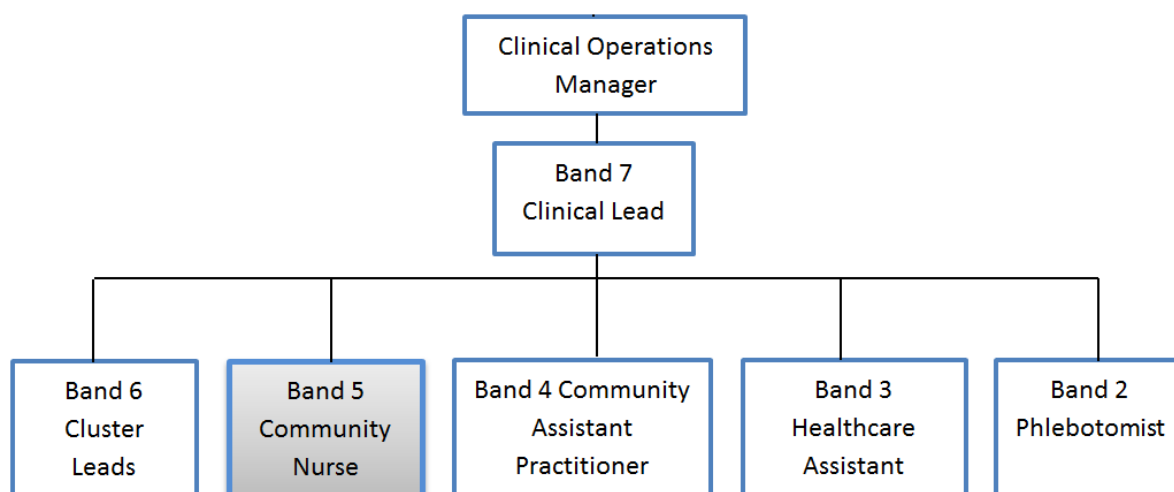
Job Purpose

- To contribute in the delivery of high standards of health care to patients within their homes, care homes, the travelling community and in clinics, by assessing, planning, implementing and evaluating packages of care.

Organisational Arrangements

Accountable To:	Locality Assistant Director
Reports To:	Clinical Operations Manager

Structure Chart



Main Duties & Responsibilities

Working Pattern:

The service operates between 08:00 and 20:00 hours and you will be required to work shifts between these times.

You may be required to work a 24 hour shift pattern in the future, should this service be commissioned by the Trust.

Key Areas of Responsibility

1. To assess, prescribe and deliver care packages for patients, for example with long term conditions, palliative care and rehabilitation needs, to achieve quality of life and independence where possible.
2. To work within the integrated team to facilitate early discharge from hospital
3. To work within the integrated team to prevent unnecessary admission to hospital
4. To work with all health care professionals, and statutory/non statutory agencies to provide a seamless, integrated service to our service users.

Clinical

The post holder will:

1. Assess, plan, implement and evaluate all aspects of patient care, and develop care plans, using clinical reasoning skills that may need to be delivered from a range of options.
2. Following a holistic assessment, devise an individualised, evidence-based care programme for each patient, modifying it as required.
3. Assess patients' holistic needs, communicating complex and sensitive information to patients and carers as to their assessment, diagnosis, prognosis and treatment plan.
4. Where there are barriers to understanding, such as hearing impairment, mental capacity impairment and other difficulties in comprehension, explanations require adjustments in order to gain understanding, consent and concordance.
5. Be required to use tact and persuasive skills in order to gain the patient's co-operation in their care management plan.
6. Liaise with GPs, Social Services, inpatient teams, other allied health care professionals and the voluntary sector to ensure identified needs are met and care co-ordinated appropriately.

7. Be aware of assistive technology and utilise where appropriate.
8. To participate in multi-disciplinary/multi-agency meetings as appropriate, e.g. Gold Standard Framework.
9. Ensure own caseload is planned and prioritised according to service targets and patient need.
10. Ensure patient held records are completed for each visit, and that SystmOne inputting is completed on a daily basis.
11. Demonstrate dexterity and co-ordination when using specialist equipment and fine tools, advanced sensory skills, manual and mobilising skills.
12. Contribute to the requisitioning of supplies and equipment through electronic ordering systems.
13. Ensure informed consent is obtained prior to initiating interventions.
14. Will be exposed to bodily fluids, infected material, blood products on a daily basis, therefore must utilise universal precautions and adhere to infection control policies.

Trust Values



Community

- As one Trust, we enhance the lives of our patients through our commitment, support and working together
- We are proud to serve our local Community by providing integrated quality services with our partner organisations
- We respect and value the trust we are given to enter our patients' homes and lives



Compassion

- We provide compassionate, co-ordinated and personalised quality care that is safe and effective
- We empower and educate our patients and their carers in the effective delivery and management of their own independence, health and wellbeing
- We are dedicated to holistic, compassionate care and demonstrate this through our commitment to our personal and professional development



Creativity

- Our expertise, commitment and creativity are key to the successful delivery of our services
- We are always open to new ideas that support us in delivering effective compassionate care to our patients
- We continuously innovate and implement efficient delivery of care

Trust Behaviour Framework

- All post holders are required to adhere to the Trust's Behaviour Framework in the undertaking of their duties.



Care Respect and Dignity	We strive to understand each individual patient, service user, carer and customer's total needs as well as valuing and respecting our peers and colleagues.
Working Together for the Community	We are one team, whether working in teams locally, across NCH&C or with our partners for the benefit of our patients and services.
Integrity	We maintain high ethical standards, showing integrity and fairness in dealings with colleagues, partners and patients.
Taking Ownership	We take responsibility for our own performance, the success of our colleagues, our teams and the wider organisation.
Innovation, Flexibility and Resilience	We continuously seek more innovative ways of delivering care to patients and persevere in the face of challenging situations.

Research & Development

- May be required to undertake surveys or audits, as necessary to own work; may occasionally participate in R&D, clinical trials or equipment testing.

Safeguarding Clause

- Norfolk Community Health and Care NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. Rigorous recruitment checks are carried out and where applicable to the role successful applicants will be required to undertake a criminal records check via the Disclosure and Barring Service (DBS).

Infection Control

- Norfolk Community Health and Care NHS Trust staff are responsible for protecting themselves and others against infection risks. All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by Norfolk Community Health and Care NHS Trust.

Health and Safety

- Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974), to ensure the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.
- To ensure that the Trust's Health and Safety Policies are understood and observed and that procedures are followed.
- To ensure the appropriate use of equipment and facilities and the environment is maintained in good order.
- To take the necessary precautions to safeguard the welfare and safety of themselves, patients, staff and visitors, in accordance with the Health and Safety at Work Act.
- To undertake appropriate Health and Safety training to support safe working practice including, where appropriate, its management.

General

- All staff are required to respect confidentiality of all matters that they learn as a result of the employment with the Trust, including matters relating to other members of the staff and members of the public/patients.
- Maintain appropriate patient and clinical records in line with the Trusts policies and procedures, and in line with the agreed service specification.
- The post holder will be expected to participate in an annual appraisal of their work where the job description will be reviewed and objectives set. In line with the annual personal development plan the post holder will be expected to undertake any training or development required to fulfil their role.

- Ensure that all patients, clients and colleagues are treated at all times in an equitable manner, respecting diversity and showing an understanding of diversity in the workplace.
- The post holder must carry out their responsibilities with due regard to the Trust's Equality and Diversity Policies, Procedures and Schemes and must ensure that equality is promoted at all times.

This job description is not exhaustive and may be amended from time to time in consultation with the post holder. The post holder will be required to undertake any other duties as may be required for the effective performance of the post.

Person Specification

Criteria	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> Diploma or 1st level degree RN Qualification Current NMC registration ENB 998/mentorship preparation or equivalent For Preceptorship posts only: Mentorship qualification is essential for the post, but not essential at interview, however should be undertaken within the first year of employment 	<ul style="list-style-type: none"> Leg Ulcer Management 	<ul style="list-style-type: none"> Certificates
Experience	<ul style="list-style-type: none"> Experience of working within a clinical setting 		<ul style="list-style-type: none"> Application Form Interview
Skills, Abilities and Knowledge	<ul style="list-style-type: none"> Highly motivated Able to provide high standards of care Tact & diplomacy Empathy & sensitivity Ability to use own initiative Good observational & reporting skills Ability to manage stressful situations Concentrate when undertaking patient care & inputting data/patient records Good time management skills Good interpersonal skills A team player Work flexibly to accommodate patient/service needs Have basic IT and standard keyboard skills. Able to kneel, bend & stoop, and work in cramped environments Able to manoeuvre limbs of around 5-6 kg Able to manoeuvre patients using handling aids 	<ul style="list-style-type: none"> Knowledge of additional specialist areas through in-house training & short courses, including: <ul style="list-style-type: none"> Palliative care Long term conditions Diabetes management Be aware of Assistive Technology 	<ul style="list-style-type: none"> Application Form Interview
Communication	<ul style="list-style-type: none"> Able to communicate effectively using the English language in both verbal and written forms 		<ul style="list-style-type: none"> Application Form Interview
Personal and People Development	<ul style="list-style-type: none"> Ability to manage stressful situations A team player 		<ul style="list-style-type: none"> Application Form Interview

Personal Attributes / Behaviours (linked to the Trust's Behaviour Framework)	<ul style="list-style-type: none"> • Able to identify with the Trust's commitment to safeguarding and promoting the welfare of children and young people/vulnerable adults 		<ul style="list-style-type: none"> • Application Form • Interview
Other	<ul style="list-style-type: none"> • Must hold a full and valid driving licence and have access to a vehicle 		<ul style="list-style-type: none"> • Document Check

Supplementary Information

Please indicate in the boxes whether the post holder will be expected to work in or be directly exposed to the following factors:

FREEDOM TO ACT

		YES	NO
1.	Does the post holder generally work without close supervision?	X	
2.	Does the post holder work without direct access to a manager?	X	
3.	Does the post holder work without access to a manager by telephone?		X
4.	Is the post holder the lead specialist in their field?		X

Each YES response requires completion in the 'Further Information' Section

How often on average does the post holder give guidance and advice to others?

Daily: ☒ Weekly: ☐

Other frequency (please comment)

Daily: ☐ Weekly: ☐

Other frequency (please comment)

PHYSICAL EFFORT

	YES	NO		YES	NO
1. Working in uncomfortable conditions		X	9. Standing / sitting with limited scope for movement		X
2. Working in physically cramped conditions	X		10. Kneeling, crouching, twisting, bending, stretching	X	
3. Making repetitive movements		X	11. Walking for long periods		X
4. Lifting weights / equipment without mechanical aid	X		12. Heavy duty cleaning		X
5. Climbing or crawling		X	13. Pushing / pulling trolleys or similar equipment		X

6. Manipulating objects	<input type="checkbox"/>	<input checked="" type="checkbox"/>	14. Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Manual Digging	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15. Controlled restraint ie in post requiring training/certification	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Running	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16. Moving patients	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Each YES response requires completion in the 'Further Information' Section
MENTAL EFFORT

	YES	NO		YES	NO
1. Carry out formal student / trainee assessments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Prepare detailed reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Carry out clinical / social care interventions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. Check documents	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Analyse statistics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. Drive a vehicle	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Operate equipment / machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11. Perform calculations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Give evidence in court / tribunal / formal hearings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12. Make clinical diagnoses	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Attending meetings (if yes, describe role in 'Further Info')	<input checked="" type="checkbox"/>	<input type="checkbox"/>	13. Carry out non-clinical fault finding	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Carry out screening tests / microscope work	<input type="checkbox"/>	<input checked="" type="checkbox"/>			

Each YES response requires completion in the 'Further Information' Section

EMOTIONAL EFFORT

	YES	NO
1. Processing (e.g. typing / transmitting) news of highly distressing events	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Giving unwelcome news to patients / clients / carers / staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Caring for the terminally ill	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Dealing with difficult situations / circumstances	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Designated to provide emotional support to front line staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Communicating life-changing events	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Dealing with people with challenging behaviour	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Attending scenes of accidents	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Each YES response requires completion in the 'Further Information' Section
WORKING CONDITIONS

	YES	NO		YES	NO
1. Inclement Weather	X		11. Humidity		X
2. Extreme Temperatures	X		12. Contaminated equipment / work area	X	
3. Unpleasant Smells	X		13. Driving / Being Driven (normal conditions)	X	
4. Noxious Fumes		X	14. Driving / Being Driven (emergency conditions)		X
5. Excessive noise / vibration		X	15. Fleas / Lice / Infestation	X	
6. Continuous use of VDU equipment		X	16. Dangerous Chemicals - Substances in Containers	X	
7. Unpleasant Substances	X		17. Dangerous Chemicals - Substances (uncontained)		X
8. Infectious Material	X		18. Exposure to verbal aggression (little/no support)	X	
9. Body fluids, Faeces / Vomit	X		19. Exposure to physical aggression (little/no support)	X	
10. Dust / Dirt	X				

Each YES answer requires completion in the 'Further Information' Section
FURTHER INFORMATION
Please enter details of YES responses

Element (e.g. Mental Effort)	Ref No	Details of frequency & intensity
Freedom to Act	1	Lone Working.
	2	Mobile Phone Link, Lone Working.
Physical Effort	2	Going into patient's homes, may be cramped conditions.
	4	Nursing Bags and Clinical Equipment.
	10	Kneeling, Crouching etc. to get to patient's legs, feet etc.
Mental Effort	1	Supporting students in a community placement.
	2	Fulfilling Band 5 Job Role
	3	Evidence Based Practice
	4	Hoist, Syringe Drivers, Operating Electronic Beds, BP Machine, Ear Thermometer, SATS

		Machine.
	5	If the need arose, Coroners Court.
	6	Attending Staff Meetings.
	8	Datix, RCA's, Medical Records.
	9	Medical Records, Drug Charts, Clinical Documentation.
	10	Driving to and from patient's homes to enable you to complete visits.
	11	Medicine Management
	12	Clinical Nurse Observations.
	13	Car & Working Environment.
Emotional Effort	1	End of Life Patient Documentation / Incidents.
	2	Palliative Patients / Care of End of Life Patients.
	3	Palliative Patients / End of Life Care
	4	Triaging, Nursing Care, Managing Patient Needs, Maintaining Personal Safety in Patients Homes.
	6	Handling and Communicating Sensitive Information Appropriately.
	7	Patients with Challenging behaviour / Relatives / Carer
Working Conditions	1	Mobile Working in the Community Setting.
	2	Dress Appropriately, Maintain Car, Take Extra Precaution when Driving.
	3	Dealing with Personal Care.
	7	Bodily Fluids.
	8	Bodily Fluid and Infectious Material.
	9	Bodily Fluids.
	10	Household Dust/Dirt
	12.	Bodily Fluid and Infectious Material.

	13	Mobile Working, Lone Worker.
	15	Infestation in Patient Homes.
	16	Chemo, Drugs, Blood.
	18	Mobile Working, Lone Working, Mobile Phone, Checking in with Base at the beginning and End of Shift.
	19	Mobile Working, Lone Working, Mobile Phone. Checking in with Base at the beginning and End of Shift.

Manager responsible for completion of this document

Name:

Member of Staff to whom this document relates:

Date Completed:

Review Date:

Post Holder's Signature

Manager's Signature

Date Job Description Agreed

DISTRIBUTION: One copy to member of staff, one copy to personal file.
Please ensure Job Description is agreed and signed by both manager and employee