

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Community Staff Nurse
<b>BAND:</b>	5
<b>DEPARTMENT:</b>	Adult Service
<b>DIRECTORATE:</b>	Community Health Services ( <b>Bedfordshire</b> , Newham and Tower Hamlets)
<b>REPORTING TO:</b>	Team Leader
<b>ACCOUNTABLE TO:</b>	Director of Nursing for Integrated Care

### JOB SUMMARY

The post holder will provide high quality nursing care to patients in The Primary Care Home Team (PCH) in Bedfordshire (East London Foundation Trust). The PCHT team is a multidisciplinary team made up of Community Nurses, Physiotherapists, and Occupational Therapists etc. The operating hours vary depending on the area of service this role is advertised. However, the service runs 365/366 days a year.

### KEY RESPONSIBILITIES

1. Work as an autonomous practitioner to provide nursing care to patients in their own home.
2. The post holder will be responsible for the planning, implementation, and evaluation of individualised nursing care in a range of settings.
3. The post holder will provide health education to enable patients to self-manage, and achieve optimum independence following deterioration or a period of ill health.
4. The post holder is a member of the integrated locality nursing team where this is in existence.
5. To participate in the training of students, the induction of new staff and others that have contact with our services.
6. The post holder will be required to support the senior nursing team in the maintenance of efficient and effective delivery of services.
7. The post holder may be required to take responsibility for the team and caseload in the absence of senior staff.
8. Use a broad range of nursing knowledge, interventions and skills, to prevent, where possible and appropriate, an unnecessary admission to hospital.
9. Develop good communication links with patients and carers and joint working with other services across professional and organisational boundaries in order to provide a patient-centred, holistic and seamless service.
10. The post holder will be required to travel throughout the service area according to the needs of the service e.g. **Bedfordshire**, Newham and Tower hamlets.

### MAIN DUTIES AND RESPONSIBILITIES

Patient Care	<ul style="list-style-type: none"> <li>• To ensure that the principles of first-class care underpin the care provided to all patients.</li> <li>• Undertake person centered and evidence-based care for patients, in line with individual care plan.</li> </ul>
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	<ul style="list-style-type: none"> <li>• To embed a philosophy that embraces a holistic approach to the treatment and support of patients, carers and relatives.</li> <li>• To liaise with a range of internal and external staff concerning patient admissions and/or discharge utilising transfer of care documents to ensure continuity of care.</li> <li>• To liaise with specialist nurses to ensure that effective and timely treatment regimens are in place for patients on the community nursing caseload.</li> <li>• To recognise and report child and vulnerable adult abuse and to initiate Child / Vulnerable Adult Protection Procedures in accordance with Trust Policy and Procedures including provision of reports.</li> <li>• Appropriately act as the patient's advocate, raising their concerns about services and/or other agencies.</li> <li>• Be aware of and consider the impact on care of mental capacity and deprivation of liberty guidance, undertake appropriate assessments, acting on findings as required.</li> <li>• Promote and ensure that patient/client confidentiality is maintained at all times.</li> <li>• Maintain a professional approach at all times. In times of difficulty ensure patients are able to receive the best care, at the right time, in the most appropriate place or care setting.</li> <li>• To safely travel between patients' homes and other venues when working with clinical care at home and community nursing teams, adhering to relevant policies and guidelines.</li> <li>• To use tact and diplomacy to communicate complex and sensitive information.</li> <li>• To involve patients and carers in the planning of care programs and encourage self-management where appropriate.</li> <li>• To ensure all patients and their relatives cultural wishes are respected and any mental and physical needs are met.</li> <li>• The post holder will have an awareness of the potential barriers to communication and an understanding of how to overcome these to ensure that effective communication is achieved.</li> <li>• Act as an advocate and support to patients to ensure that they are involved in decisions regarding their health and well-being.</li> <li>• Communicate effectively and compassionately with patients who may demonstrate challenging behaviours such as dementia and learning difficulties.</li> <li>• To provide emotional support to patients and carers using sensitive communication skills often undertaken in difficult family situations or circumstances.</li> </ul>
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	<ul style="list-style-type: none"> <li>Communicate difficult or sometimes distressing information effectively on some occasions.</li> <li>Provide on-going support on a daily basis to patients, families and carers where there may be emotional, physical and life-threatening conditions. Provide support to other team members in relation to this work.</li> </ul>
Clinical	<ul style="list-style-type: none"> <li>The post holder must ensure that they have a sound knowledge of drugs, side effects and contra-indications and have due regard for security and administration of these.</li> <li>Undertake training in wound care/leg ulcer management and attend annual update sessions as appropriate.</li> <li>To develop specialist skills and knowledge by participation in group work, committees and workshops, including Link Nurse/Facilitator roles.</li> <li>Be proactive in the delivery of health promotion and education programmes for patients and carers. Actively promote health with regard to disease management and reducing the impact of ill-health e.g. healthy eating and smoking cessation.</li> <li>Regularly undertake the moving and positioning of patients and equipment adhering to a manual handling policy.</li> <li>Undertake clinical procedures e.g. giving injections subcutaneously, IV, insertion and removal of catheters etc. within own scope of competency.</li> <li>To perform diagnostic tests and interpret and action the results as appropriate reporting to Team Leader / supervisor and or GP.</li> <li>To be responsible for identifying risk and participate in risk assessment for the benefit of self, colleagues and clients, in line with the Risk Management Policy and Health &amp; Safety at Work Act 1974, particularly in relation to the Lone Worker Policy.</li> <li>To ensure all identified risks are reported appropriately using agreed systems and processes including Datix.</li> <li>To be an influential member of the Multidisciplinary team using knowledge and skills to provide high standards of nursing care.</li> <li>To participate in assessments, implementation and evaluation of individualized evidence based care plans.</li> <li>To contribute to the audit programme and take responsibility as appropriate for the submission of safety thermometer and infection control information on a monthly basis.</li> <li>Maintain a high standard of infection control ensuring safe disposal of materials.</li> <li>Adhere to policies and procedures with regards to COVID 19.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide safe clinical care in a variety of settings, working within variable conditions, some undesirable and potentially hazardous. In addition, delivering care in health centres, GP surgeries and community venues as required.</li> <li>• Deliver high quality evidence based care in a variety of settings some of which may be unpredictable or undesirable.</li> <li>• Prioritise workload effectively to minimise disruptions and ensure care and organisational deadlines are met in a timely manner.</li> <li>• Be responsible for planning own workload and managing time effectively in conjunction with the allocated mentor/supervisor in each work area.</li> <li>• Initiate, facilitate and participate in appropriate health enhancing activities including Making Every Contact Counts (MECC) in order to meet the needs of patients, promoting self-care.</li> <li>• Support junior staff in the planning and managing of their workload.</li> <li>• To provide clinical leadership for junior staff and promote collective leadership.</li> <li>• The post holder will be required to manage their own patient list with support from the Team Leader - re-prioritising when necessary.</li> <li>• To maintain own knowledge and competence underpinned by research evidence/best practice, taking every opportunity to develop and expand the role.</li> <li>• To identify and address short falls in his/her own skills and knowledge – to participate in self-appraisal and performance review.</li> <li>• To participate in the induction of all new staff as required and appropriate.</li> <li>• Participate in student nurse placements.</li> <li>• To support junior and pre-registration staff in day-to-day clinical activities.</li> <li>• To remain compliant with mandatory training requirements at all times.</li> <li>• Communicate effectively with all members of the Primary Health Care Team and support team working generally.</li> <li>• To ensure effective communication between health, statutory and voluntary services including patient forums.</li> <li>• To communicate and work with other teams within provider services, to ensure optimum patient centred care.</li> <li>• To effectively apply all forms of communication, to include oral, written, electronic or other verbal or non-verbal methods.</li> </ul>
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	<ul style="list-style-type: none"> <li>To maintain accurate nursing records, this will include EMIS / SystmOne, Cerner Millennium. RiO electronic patient records and any other relevant documentation.</li> <li>Participate in working group activity and co-production to enhance clinical care and share promote code signing.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>To have adequate keyboard skills and knowledge of IT systems and software provided by the Trust</li> <li>To maintain accurate nursing records, this will include EMIS / SystmOne, Cerner Millennium, RiO electronic patient records and any other relevant documentation.</li> </ul>
Management	<ul style="list-style-type: none"> <li>Take responsibility for own continuous professional development, maintaining a sound level of professional knowledge and competence in line with the Personal Development Plan agreed at annual appraisal.</li> <li>Ensure attendance and completion of all required (mandatory) training.</li> <li>Take all reasonable steps to ensure that advice and treatment given is up-to-date and evidence based, bringing new ideas/evidence-based practice to the team for discussion.</li> <li>Deputise or take charge, in the absence of senior nurse and work within own scope while escalating issues as necessary.</li> <li>Participate in managing and coordinating the work of the junior staff, offering support and development as appropriate.</li> <li>Work autonomously at weekends/out of hours in order to continue the provision of care/treatment to patients, including the assessment and triage of new referrals.</li> </ul>
Human Resources	<ul style="list-style-type: none"> <li>Provide day to day supervision to allocated staff, students and demonstrates own duties to new starters.</li> <li>Contribute to the selection of staff for the team and to participate in induction and orientation programmes as appropriate.</li> <li>Contribute to the training of other staff of equivalent grade or lower grades through the demonstration of duties and observation of clinical procedures prior to competence assessment by a senior nurse.</li> <li>Act up within the team as required to cover annual leave, sickness and study leave.</li> <li>Act as a resource for multi-professionals, in particular staff in primary and secondary care and Social Services.</li> <li>Provide advice and support to the generic work force of Community Support Workers.</li> <li>Assist in the operation, development, and monitoring of clinical</li> </ul>

	pathways.
Performance and Quality	<ul style="list-style-type: none"> <li>• Maintain current registration in line with Trust Policy and follow The Code: Professional Standards of Practice and Behaviour for Nurses and Midwives (2015).</li> <li>• Attend regularly and participate actively in supervision in line with Trust Policy, sharing the facilitation roles as agreed, following appropriate training.</li> <li>• Participate in Reflective practice and shared lesson sessions in line with Directorate guidelines</li> <li>• Ensure the Policies and Procedures of the Trust are implemented and adhered to at all time.</li> <li>• Be prepared to participate in the Trust Emergency Plan in response to a major incident.</li> <li>• Participate in multi-agency working in relation to patient care. Attend staff meetings, case conferences and other professional meetings as required.</li> <li>• Maintain a high standard of both manual and computerised documentation within agreed guidelines, ensuring a clear understanding of the related Policy.</li> <li>• To evaluate current practice and service delivery, initiating and participating in research, audit and related projects.</li> <li>• To be aware of current trends/ best practice in each of the areas of rotation and take responsibility for own professional updating.</li> <li>• Ensure accurate and timely data is entered by all team members.</li> <li>• To ensure effective utilisation of scheduling and tasking.</li> <li>• Provide analytical information when required for audit purposes and participate in audit and research as requested.</li> <li>• Develop communication links around patient records with other services in line with Caldicott Principles</li> </ul>
Financial and Physical Resources	<ul style="list-style-type: none"> <li>• Be aware of Health and Safety at all times, ensuring that equipment is well maintained in a safe and hygienic way.</li> <li>• Ensure equipment is prescribed appropriately.</li> <li>• Be aware of and utilise appropriate resources in the provision of total patient care.</li> <li>• Be aware of the financial implications around patients who are frequent attendees at A&amp;E, or patients with chronic diseases who have frequent admissions into hospital and implement planned preventative strategies to reduce admissions and improve the patient's pathway.</li> </ul>

## JOB DESCRIPTION AGREEMENT

This job description is intended as a guide to the main duties of the post and is not intended to be a prescriptive document. Duties and base of work may change to meet the needs of the service or because of the introduction of new technology. This job description may be reviewed from time to time and changed, after consultation with the post holder..

### Statement on Employment Policies

In addition to the requirement of all employees to co-operate in the implementation of Employment related policies, your attention is drawn to the following individual employee responsibilities:-

<b>Health and Safety</b>	Under the Health & Safety at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work, and to co-operate with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
<b>Equal Opportunities</b>	ELFT is committed to equality of opportunity for all employees, job applicants and service users. We are committed to ensuring that no one will be discriminated against on the grounds of race, colour, creed, ethnic or national origin, disability, religion, age, sex, sexual orientation or marital status. The Trust commits itself to promote equal opportunities and value diversity and will keep under review its policies, procedures and practices to ensure that all employees, users and providers of its services are treated according to their needs.  For management posts, to ensure that within their service area fair employment practice and equality of opportunity are delivered.
<b>Dealing With Harassment/ Bullying In The Workplace</b>	The Trust believes employees have the right to be treated with respect and to work in a harmonious and supportive working environment free from any form of harassment and / or bullying.  The Trust has taken positive steps to ensure that bullying and harassment does not occur in the workplace and that procedures exist to resolve complaints as well as to provide support to staff. It is your responsibility as an employee to abide by and support these steps so all employees can work in a harmonious, friendly and supportive working environment free of any harassment or intimidation based on individual differences.  Disciplinary action will be taken against any member of staff found to be transgressing the Dignity at Work Policy.
<b>No Smoking</b>	To refrain from smoking in any of the organisations premises not designated as a smoking area. 'East London Foundation Trust is a Smoke free Trust – this means that staff must be smoke free when on duty or otherwise in uniform, wearing a badge or identifiable as ELFT staff or undertaking trust business.'
<b>Alcohol</b>	To recognise that even small amounts of alcohol can impair work performance and affect one's ability to deal with patients and the public in a proper and acceptable manner. Consumption of alcohol during work hours is not permitted.
<b>Confidentiality</b>	As an employee of the Trust the post-holder may have access to confidential information. The post holder must safeguard at all times, the confidentiality of information relating to patients/clients and staff and under no circumstances should they disclose this information to

	<p>an unauthorised person within or outside the Trust. The post-holder must ensure compliance with the requirements of the Data Protection Act 1998, Caldicott requirements and the Trust's Information and IM&amp;T Security Policy.</p> <p>To safeguard at all times, the confidentiality of information relating to patients/clients and staff.</p>
<b>General Data Protection Regulation (GDPR)</b>	<p>To maintain the confidentiality of all personal data processed by the organisation in line with the provisions of the GDPR.</p> <p>As part of your employment with East London Foundation Trust, we will need to maintain your personal information in relation to work on your personal file. You have a right to request access to your personal file via the People &amp; Culture Department.</p>
<b>Safeguarding</b>	<p>All employees must carry out their responsibilities in such a way as to minimise risk of harm to children, young people and adults and to safeguard and promote their welfare in accordance with current legislation, statutory guidance and Trust policies and procedures. Employees should undertake safeguarding training and receive safeguarding supervision appropriate to their role.</p>
<b>Service User and Carer Involvement</b>	<p>ELFT is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work.</p>
<b>Personal Development</b>	<p>Each employee's development will be assessed using the Trust's Personal Development Review (PDR) process. You will have the opportunity to discuss your development needs with your Manager on an annual basis, with regular reviews.</p>
<b>Quality Improvement</b>	<p>The Trust encourages staff at all levels to engage in the Trust's approach to quality through quality improvement projects and quality assurance.</p>
<b>Professional Standards</b>	<p>To maintain standards as set by professional regulatory bodies as appropriate.</p>
<b>Conflict of Interests</b>	<p>You are not precluded from accepting employment outside your position with the Trust. However such other employment must not in any way hinder or conflict with the interests of your work for the Trust and must be with the knowledge of your line manager.</p>
<b>Risk Management</b>	<p>Risk Management involves the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. Every employee must co-operate with the Trust to enable all statutory duties to be applied and work to standards set out in the Risk Management Strategy.</p>
<b>Personal and Professional Development/Investors in People</b>	<p>The Trust is accredited as an Investor in People employer and is consequently committed to developing its staff. You will have access to appropriate development opportunities from the Trust's training programme as identified within your knowledge and skills appraisal/personal development plan.</p>
<b>Infection Control</b>	<p>Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all Healthcare Associated Infections including MRSA. In particular, all staff have the following key responsibilities: Staff must observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after following all patient contact. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations.</p>

	<p>Staff members have a duty to attend infection control training provided for them by the Trust as set in the infection control policy.</p> <p>Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.</p>
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## PERSON SPECIFICATION

<b>JOB TITLE:</b>	Community Staff Nurse
<b>BAND:</b>	5
<b>DEPARTMENT:</b>	Adult Service
<b>DIRECTORATE:</b>	Community Health Services ( <b>Bedfordshire</b> , Newham & Tower Hamlets)
<b>REPORTING TO:</b>	Team Leader
<b>ACCOUNTABLE TO:</b>	Director of Nursing for Integrated Care

ATTRIBUTES	CRITERIA	ESSENTIAL/ DESIRABLE	SELECTON METHOD (S/I/T)
<b>Education/ Qualification/ Training</b>	<ul style="list-style-type: none"> <li>Registered General Nurse</li> <li>Demonstrate evidence-based practice and up-to-date clinical skills.</li> <li>Evidence of post-basic professional development</li> <li>Post-registration qualification in a relevant clinical field.</li> <li>Relevant teaching/mentorship qualification or commitment to undertake</li> <li>Post-registration nursing experience, including community experience</li> </ul>	<ul style="list-style-type: none"> <li>E</li> <li>E</li> <li>D</li> <li>D</li> <li>D</li> <li>D</li> </ul>	<ul style="list-style-type: none"> <li>S</li> <li>S/I</li> <li>S/I</li> <li>S</li> <li>S</li> <li>S</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Evidence of and commitment to multi-professional working.</li> <li>Understanding of the interface between primary and secondary care.</li> <li>Comprehensive understanding of the roles of others in health and social care</li> </ul>	<ul style="list-style-type: none"> <li>E</li> <li>E</li> <li>E</li> </ul>	<ul style="list-style-type: none"> <li>S/I</li> <li>I</li> <li>I</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Literate in IT/Computer Skills</li> <li>Evidence of knowledge of clinical governance.</li> <li>Knowledge of the principles of Safeguarding of Vulnerable Adults and Children.</li> <li>Demonstrate an understanding of national government initiatives in health care.</li> <li>Knowledge of the principles of health promotion and prevention of illness.</li> <li>Good oral communication skills based on fluency in English language</li> </ul>	<ul style="list-style-type: none"> <li>E</li> <li>E</li> <li>E</li> <li>D</li> <li>E</li> <li>E</li> </ul>	<ul style="list-style-type: none"> <li>S</li> <li>I</li> <li>S/I</li> <li>I</li> <li>I</li> <li>S/I</li> </ul>
<b>Freedom to act</b>	<ul style="list-style-type: none"> <li>Work within clearly defined clinical and professional policies</li> <li>Ability to work independently seeking appropriate support and advice as necessary.</li> <li>Works within codes of practice and professional guidelines</li> </ul>	<ul style="list-style-type: none"> <li>E</li> </ul>	<ul style="list-style-type: none"> <li>I</li> </ul>

<b>Physical/Mental and Emotional Effort</b>	<ul style="list-style-type: none"> <li>• Ability to mobilise and stands for most of shift; and kneels and crouches to deliver clinical care e.g. dress wounds.</li> <li>• Ability to concentrate on providing clinical care such as drug calculations, carrying out tests and managing interruptions and unpredictable patient/client /carer behavior</li> <li>• Occasional distressing or emotional circumstances such as imparting unwelcome news, care of terminally ill or safeguarding issues</li> <li>• Post holder could work in occasional unpleasant conditions during home visits and could come across unpleasant body odours, dust, noise/ Body fluid or even verbal aggressions</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> </ul>	<ul style="list-style-type: none"> <li>• I</li> <li>• I</li> <li>• I</li> <li>• I</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Current UK driving license and access to a car</li> <li>• Ability to travel across sites and across Trust boundaries to meet patient needs and attend meetings, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> </ul>	<ul style="list-style-type: none"> <li>• S</li> <li>• S</li> </ul>

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