

## **JOB DESCRIPTION**

**JOB TITLE:** Community Staff Nurse

**BAND:** Band 5

**REPORTS TO:** District Nurse

**RESPONSIBLE TO:** Operations Manager

**LOCATION:** Hull

### **JOB PURPOSE**

To deliver the prescribed care as indicated in the patient care plan and to promote best practice of the District Nursing Service. To undertake within scope of practice initial patient care assessments and plan care.

### **DUTIES & RESPONSIBILITIES**

#### **Communication**

- Ensure effective communication is maintained between members of the multi-disciplinary team to ensure appropriate individuals are informed of changes to the patient's condition or treatment plan
- Communicate effectively when dealing with difficult situations in the absence of more senior staff
- Ensure unpleasant/sensitive news is communicated sensitively and in an appropriate manner
- Demonstrate empathy and effective communication skills when dealing with patients with terminal and life threatening illnesses, and their relatives
- Communicate effectively understood language to patients/relatives with special needs where there may be barriers to understanding
- Communicate effectively with all partner agencies to ensure appropriate care delivery. Develop networks for effective communication between partnership agencies including statutory and voluntary services
- Use tact and diplomacy to provide and communicate complex, sensitive information where motivational, negotiating, empathetic and reassurance skills are needed, where barriers exist to understanding, maintaining confidentiality within CHCP CIC policies

#### **Analytical Tasks**

- Develops a systematic approach to delivery of care to carry out holistic assessments to determine the most appropriate nursing intervention for patients with a variety of needs
- Exercise judgement when dealing with patient enquiries, analyse and resolve patient problems

- Judgement required to formulate solutions and recommend the best course of action/treatment, taking into account complex patient related information

### **Planning and Organisational Skills**

- Plan and organise own time and that of junior staff
- Contribute to the provision of professional input to influence development of nursing care

### **Physical Skills**

- Commute around CHCP's geographical area whilst visiting patients
- Physical skills required for the safe moving and handling of patients
- Standard keyboard skills
- Undertake skills using speed and accuracy e.g. injections, venepuncture, IV drugs, syringe drivers

### **Responsibility for Patient Care**

- Provide a high standard of professional conduct and nursing care at all times in accordance with the NMC and local policy guidelines
- Responsible for assessing, developing and implementing programmes of nursing and clinical care
- Ensure that the patient's needs and preferences are known and communicated at the right time to the right people and that this information is used to guide the delivery of safe, appropriate and effective care
- Develop and maintain the service users control over decision making, assess the patients commitment to jointly determine plan of care, and fosters personal responsibility for health
- Demonstrate ability to work autonomously within the team
- Ensure appropriate reporting of clinical incidents
- Maintain accurate patient records in accordance with the NMC guidelines

### **Policy and Service Development Implementation**

- Professionally responsible for adherence to CHCP policies and procedures
- Participate and support with practice and service developments
- Participate in the practical implementation of policies
- Contribute clinical perspective in reviewing, developing and monitoring clinical policies within District Nursing Services

### **Responsibilities for Financial and Physical Resources**

- Contribute to the process of ensuring all necessary resources are available to maintain a quality service
- Contribute to the effective use of resources

- Contribute to the maintenance of physical assets
- Participate in the maintenance of physical resources

### **Responsibilities for Human Resources**

- Identify own training and development needs through the Development Review process in partnership with the Team Leader and/or the Clinical Manager
- Demonstrate a flexible approach to duties and responsibilities as the need arises to provide an effective service delivery
- Assist in the supervision, development and monitoring of junior staff
- Develop skills in mentorship, preceptorship and monitoring of students

### **Responsibilities for Information Resources**

- Responsible for ensuring adequate, personally generated, documentation of patient records is maintained in line with the NMC Professional Code of Conduct e.g. patient care plans, medication sheets
- Be responsible for record management and security in accordance with CHCP policy and MNC guidelines for record keeping

### **Responsibilities for Research and Development**

- Occasionally participates in undertaking audit using research methodology to improve areas of service e.g. benchmarking essence of care, documentation and record keeping

### **Freedom to Act**

- Manage own day-to-day workload within the scope of professional practice and defined agreed procedures and policies pertaining to the work place under periodic supervision
- Demonstrates and practices skills and abilities required for lawful, safe and effective practice without direct supervision
- Works within the NMC Code of Conduct and a wide range of nursing procedures and professional guidelines
- Undertake professional decisions regarding nursing care and staff management in the absence of the Team Leader recognising occasions where more senior input is required

## STANDARD PARAGRAPHS

1. City Health Care Partnership CIC is embedding a culture of restorative practice (RP) throughout the organisation. This is known as the CHCP way. All staff are expected to embrace RP which embodies a set of values and principles and a way of working with people that provides a common language and approach that enables collaborative working and respect for each other within the organisation.
2. City Health Care Partnership CIC is committed to providing high quality care within all services and therefore expects all employees to follow the nationally recognised seven values – care, compassion, courage, communication, competence, commitment and candour. These values, known as the Seven C's, are embedded within the culture and working practices of all services regardless of whether the service provides direct patient care or not.
3. It is the responsibility of each member of staff to maintain confidentiality at all times and abide by the CHCP policies and procedures.
4. Staff must be aware of and adhere to the provisions of the Health and Safety at Work Act and any associated legislation in order to ensure their own safety and that of colleagues, patients and visitors. Staff must also be aware of the action to be taken in the event of fire and must complete Fire Awareness Training on an annual basis.
5. Basic moving and handling training must be attended on induction. Staff who are required to move patients are also required to attend further training in addition to this, and will be required to refresh at this level bi-annually. Other mandatory training requirements that are relevant to the post must be decided during Personal Development Review and a training plan developed.
6. Staff should be aware of their individual responsibilities under the Equality Policy and ensure that they comply to the policy which requires that all colleagues and service users are treated with respect.
7. CHCP CIC is committed to a policy of zero tolerance of abuse. The organisation recognises its responsibility to prevent the abuse of vulnerable adults at risk and all employees have a duty of care to safeguard those in their care. Staff should ensure that their actions support the aims of the organisation and ensure that all children up to the age of 18 are protected from significant harm, abuse and neglect within the framework of multi-agency Child Protection services established in the Guidelines and Procedures issued by the Local Safeguarding Children Board and must comply with the responsibilities identified in Section 11, Children Act 2004. All staff have a duty to contribute to the detection, reporting and prevention of abuse and to safeguard those in our care. Safeguarding is everybody's business and is core business for CHCP CIC.
8. **Infection Control (these paragraphs relate to clinical staff)**  
Maintain and enhance standards of patient care, through the implementation of continuous quality improvement initiatives such as NICE Guideline 139 and associated quality standards to support

the prevention of Health Care Associated Infections and compliance with the Health & Social Care Act 2008 Code of Practice for health and adult social care on the prevention and control of infections and related guidance July 2015.

Ensure high standards of environmental cleanliness are maintained across the Organisation through involvement in audit and regular feedback through service governance frameworks and liaison with the Domestic contact Monitoring Officer.

**9. Infection Control (this paragraph relates to both clinical and non-clinical staff)**

Infection Prevention and Control is everybody's responsibility. All staff, both clinical and nonclinical are required to adhere to CHCP's Infection Control policies and make every effort to maintain high standards of infection control at all times, thereby reducing the burden of Health Care Associated Infections. Staff have a responsibility to ensure they attend mandatory infection control training provided by CHCP.

**10.** This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the post. It may be subject to change in the light of developing organisational and service needs and wherever possible change will follow consultation with the post holder.

## **EFFORT AND ENVIRONMENT**

**Effort criteria – the frequency with which the post holder is expected to deal with the following areas should be indicated e.g. average over a day, a week, a month or a year**

### **Physical Effort**

- Ongoing requirement to exert frequent moderate physical effort e.g. moving patients with mechanical aids including hoists, carrying equipment
- Walks or stands for most of shift
- Kneel and crouch whilst delivering patient care

### **Mental Effort**

- Frequent requirement for concentration where the work pattern is predictable e.g. calculating drug dosages, patient assessments

### **Emotional Effort**

- Frequent exposure to emotional and distressing circumstances e.g. end of life care, family situations, patients with chronic conditions/diseases
- Occasionally dealing with patients displaying challenging behaviour e.g. unable to accept diagnosis, mental health problems

### **Working Conditions**

- Frequent exposure to unpleasant working conditions e.g. bodily fluids
- Use of VDU on a daily basis

**PERSON SPECIFICATION  
COMMUNITY NURSE**

	Essential	Desirable	How assessed
Qualifications			
Degree in Nursing Studies / First level Registered Nurse or working towards final assessment to achieve first level registration	X		Application Form and Interview
Post-registration qualifications		X	
Mentorship qualification		X	

	Essential	Desirable	How assessed
Knowledge			
Demonstrate an understanding of the role of a community nurse	X		Application Form and Interview
Knowledge of legislation impacting on service delivery	X		
Knowledge of the modernisation agenda	X		
Demonstrate an understanding of evidence based practice	X		
Knowledge of local initiatives	X		
Demonstrate an understanding of the MDT	X		
Basic IT skills	X		
Knowledge and skills in the assessment process	X		
Able to mentor students		X	

Evidence of professional development		X	
Have a working knowledge and understanding of First Visit Criteria		X	

	Essential	Desirable	How assessed
Experience			
Basic health and safety awareness	X		Application Form and Interview
Experience of working within a healthcare setting	X		
Experience of working with families and carers	X		
Experience of working in a team	X		
Experience of working with computerised recording systems	X		
Experience of multi-agency working		X	
Experience of working within a community setting		X	
To have recently worked within a nursing capacity		X	
To be able to provide education to patients, carers, staff and other health care professionals		X	

	Essential	Desirable	How assessed
Personal Attributes			
Conversant in the 7 C's – Care, Compassion, Competence, Communication, Courage, Commitment and Candour and the values of the organisation	X		Application Form and Interview



Ability to communicate complex and sensitive communication using appropriate communication tools	X	
Ability to work as part of a diverse team	X	
Flexible approach to duties	X	
Willingness to continue to learn and develop	X	
Able to seek advice and assistance where appropriate	X	

	Essential	Desirable	How assessed
Personal Circumstances			
Ability to commute between various sites, using a suitable means of transport	X		Application Form and Interview
Ability to work flexibly to meet the needs of the service, including Band Holidays and Weekends	X		

Job Holder Signature ..... Date .....