

Candidate Information Pack



Message from Ben Travis, Chief Executive

Thank you for your interest in working at Lewisham and Greenwich NHS Trust and for taking the time to read this information pack. You will be joining the organisation at an important time. We are proud of how our staff have met the demands of the Covid-19 pandemic over the last two years, and we continue to work hard to reduce waiting lists for vital non-Covid services.

As an organisation, we've made significant improvements for patients and staff in the last two-and-a-half years. This is reflected in our most recent Care Quality Commission (CQC) inspection (from February 2020), which found improvements across the organisation and gave us an improved rating of "Good" in the Well-Led and Effective domains, in addition to the rating of "Good" that we had already achieved in the Caring domain.

We've laid the foundations to achieve more transformational change and are at the start of delivering our five-year strategy, "Caring for our local communities". This was agreed with staff and partners in November 2020 and provides clarity about our role in the local health and care system. First and foremost, we will be a community focused provider of consistently high quality local and acute care. We will work with our partners to play a more active role in contributing to the vitality of local communities and in reducing inequalities.

Our staff culture change programme has been key to the Trust's improvement journey, as we've stabilised our workforce by reducing vacancy rates and improving staff retention.

As a local employer and anchor institution we work closely with our community to recruit locally and we welcome applications from the widest variety of people to ensure our workforce are reflective of the local communities which we serve. We encourage all suitable candidates to apply including if you are Black, Asian or other ethnic minorities, live with a disability (visible or not) or are LGBT+. We have a number of active staff networks including Disability, LGBT+, Multicultural Inclusion and Women's staff networks to bring staff together and celebrate diversity across our whole workforce.

I am very proud to work for Lewisham and Greenwich NHS Trust and I hope you are excited by the opportunity of joining us.

Ben Travis
Chief Executive

A handwritten signature in black ink, appearing to read 'Ben Travis', with a long horizontal flourish extending to the right.

Our vision, values and priorities

Our vision

To work together to provide high quality care to every patient, every day.

Our priorities



Quality

Continually improve safety and quality



Patients

Put patients at the heart of everything we do



People

Support and develop our workforce to live our values every day



Partnership

Work effectively with partner organisations



Money

Ensure we spend every penny wisely

Our values



We treat our colleagues with respect and compassion



We take responsibility for our actions



We learn, develop and share knowledge



We work together for patients and colleagues



We work as a team to improve quality

General Information

Review of this job description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder on a regular basis.

Confidentiality

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the General Data Protection Regulation 2018, the Caldicott Principles and the Common Law Duty of Confidentiality. The postholder must follow the record keeping guidelines established by the Trust to ensure compliance with the Freedom of Information Act 2000.

General Data Protection Regulation 2018

All staff who contributes to patients' care records are expected to be familiar with, and adhere to, the Trust's Corporate Records Management and Medical Records Management Policies. Staff should be aware that patients' care records throughout the Trust will be subject to regular audit.

All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Trust's Medical Records Management Policy.

All staff have an obligation to ensure that (care) records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the General Data Protection Regulation 2018. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line the General Data Protection Regulation 2018.

Systems and IT skills requirements

All Trust staff needs to have the essential IT skills in order to use the Trust Clinical Information Systems as well as other required IT related applications in their jobs. Initial and on-going IT applications and IT skills training will be provided to underpin this requirement.
Health & safety

All staff must comply with all Trust Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Professional registration

- i) If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for nurses), 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. Your manager will be able to advise you on which, if any, professional body of which you must be a member.
- ii) You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.
- iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.
- iv) If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

Risk management

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical and information governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receives appropriate training that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Risk Management Group and

Strategic Risk Management Committee.

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 Clinical Risk Management Group and Strategic Risk Management Committee if resolution has not been satisfactorily achieved.

Infection Control

All 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 the Trust.

Financial Regulations

All staff are responsible for the security of the property of the Trust, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform to the requirements of the Standing Orders, Standing Financial Instructions or other financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

Safeguarding

All staff must be familiar with and adhere to Trust adult and child protection procedures and guideline

JOB DESCRIPTION

Post Title:	Community Staff Nurse
Department:	Adult community services
Accountable to:	Neighbourhood Nurse Lead/Head of Adult Community Nursing
Responsible to:	Community Sister/Charge Nurse
Band:	5
Hours:	37.5 per week (Permanent working, weekends and bank holidays)
Shifts:	08.00 – 16.00 or 12.00 – 20.00

Job Summary:

The community staff nurse works within a district nursing service delivering high quality nursing care to patients in a defined neighbourhood. This includes employing the nursing process to assess, plan, implement and evaluate nursing interventions at all times without direct supervision.

They will work in partnership and communicate effectively with patients, their families, members of the multi-disciplinary and multi professional teams, social care, therapists, General Practice, voluntary organisations and others to ensure the best outcomes for patients.

The community staff nurse manages risks in practice and maintains safety of self and others at all times. The role requires attending regular reflective sessions to reflect on and in practice.

The expectation is that the community staff nurse participates in continuous professional development; increasing knowledge, skills and competence to meet the changing needs of the community and provide up-to-date evidence based practice.

The post holder is accountable for his/her own practice within the NMC Code (2015) and should ensure that registration is current at all times.

Main duties

- Develops confidence, competence and capabilities to influence the health and lifestyle of individuals, families and communities
- Ensures patients best interests are at the centre of nursing care; challenging others where patients' needs are not being met or when things go wrong
- Provides consistent, effective, holistic support and high quality nursing care to patients in their own homes

Clinical

- Uses the nursing process framework to assess, plan, implement and evaluate nursing care in partnership with patients and their families.
- Ensures safe and effective nursing interventions at all times to improve patient outcomes

- Demonstrates and utilises a wide range of skills such as: wound management, compression therapy, VAC therapy, syringe driver management, administration of medication's, IVAB, PEG management, catheterisations etc.
- To work with patients to maintain effective communication and involvement in care programmes offering support and advice, teaching nursing care that can be safely carried out in the absence of the nurse. Demonstrates skills in carrying out a new patient first assessment.
- Develops nursing care plans with clear objectives and timeframes to meet the health needs of allocated patients in a timely way.
- Involves patients in the planning and implementation phase of their care plans, listening actively to any needs patients may have.
- Reviews and evaluates patients' progress, discussing any significant changes with the district or senior nurse
- Supports the complex care pathway by providing nursing interventions as directed by the clinical lead
- Manages chronic conditions in collaboration with the clinical lead, being proactive in preventing complication of long term conditions
- Takes responsibility for planning and organising own workload
- Maintains accurate and contemporaneous records at base and in patients' homes, recording interventions in a timely way or according to the Trust and NMC records keeping procedures

Health Promotion

- Provides health promotion messages to improve health outcomes of patients in areas such as nutrition, activity, smoking cessation and others
- Participates in health promotion activities and event as appropriate
- Participates in immunisation programmes such as the Autumn Influenza campaign having the competence to administer vaccines or injections as per individual prescriptions or patient group directives
- Enables and promotes self-care and self-management in patients to facilitate rehabilitation

Quality and Clinical Effectiveness

- Works within the Nursing and Midwifery Council Code (2015)
- Makes appropriate and timely decisions backed by clear rationales
- Ever on the lookout for and manages all manner or risks in practice; reporting all clinical and non-clinical incidents on the Trust reporting system
- Escalates all risks and incidents to the line manager as soon as they are identified
- Complies with infection control policies including hand hygiene and "below the elbow" strategy
- Disposes of clinical waste and sharps as per Trust Guidelines for the community
- Works within the local, regional and National Adult Protection procedures and acts to safeguarding patients who may be vulnerable

- Attends regular reflective sessions to review practice and uses the latest evidence to underpin nursing practice
- Recognises own level of knowledge, skills and operates within level of competence; seeking appropriate advice where needed
- Leads on an area of special interest, for example, nutrition, and updates team members on latest research and developments

Records Keeping

- Maintains accurate, contemporaneous patient records immediately after nursing interventions in line with the Trust and NMC Code for record keeping therefore ensuring safety and continuity of patient care
- Contemporaneously records all communications with other professionals relating to patient care
- Develops outcome focused care plans with clear timeframes and review dates
- Reviews and audits patient records within the team to ensure compliance with the Trust and NMC records keeping standards and to improve practice

Work force

- The community staff nurse understands health and social care needs of the adult patient; providing effective nursing interventions underpinned by clinical and technical knowledge based on research and evidence.
- Has the strength and vision to innovate and embraces new ways of working
- Mentors and provides workplace learning to pre-registration students, new members and skill mix staff
- Keeps up to date with mandatory and statutory training
- Takes responsibility for developing own knowledge, skills and competence
- Keeps up to date with appraisals, having a personal development plan in place to support personal and professional development to meet the service objectives

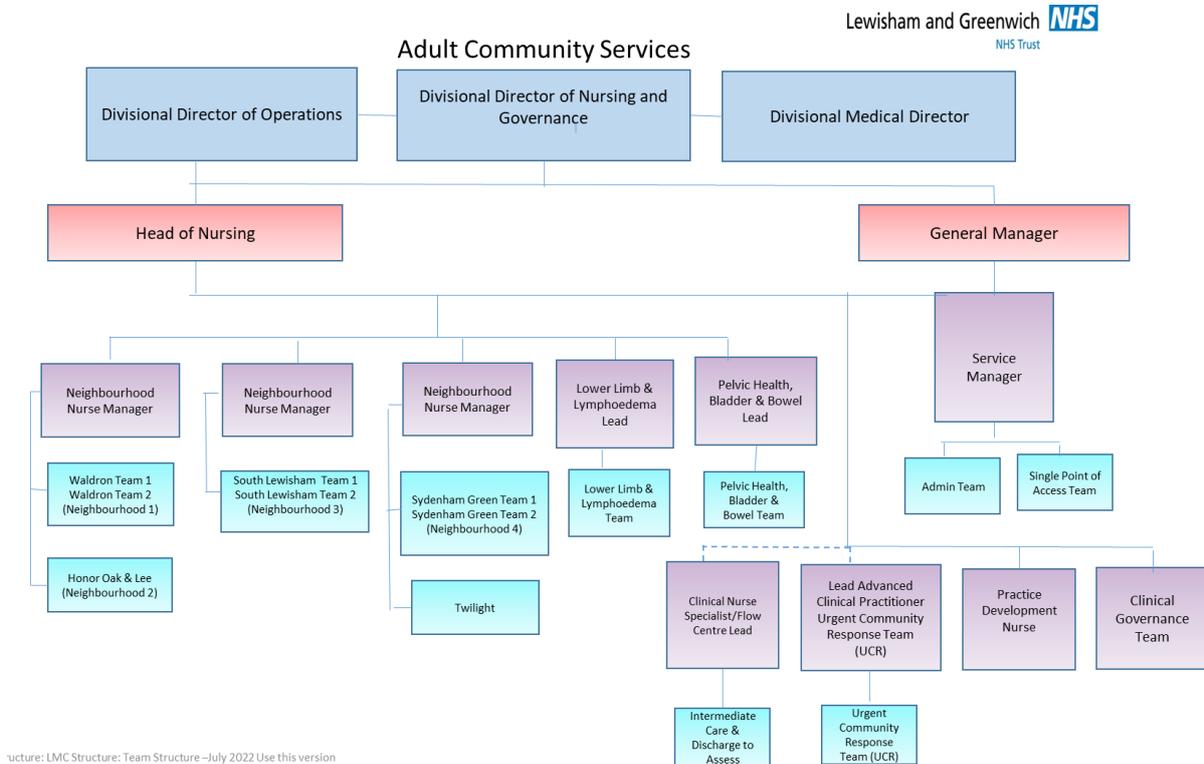
Financial

- Ensures economic effective and appropriate use of resources; time, materials and equipment
- Manages and ensures safekeeping of equipment, reporting any defects or loss

Partnerships, Communications and Relationships

- Works in partnership with the multi-disciplinary and multi-professional teams to ensure the best outcomes for patients
- Introduces self and greets patients in a friendly and courteous manner
- Communicates effectively with patients and/or their families about their care, updating on progress as necessary
- Advocates and coordinates services for patients with other agencies by being the lead professional
- Ensures access to information and services for all patients by providing interpreting services, language line etc. where required

- Attends team, service and neighbourhood meetings regularly, participating in the sharing of information
- Demonstrates compassionate in practice through empathy, respect and dignity by developing care plans tailored to each individual needs
- Actively listens and consults with patients when making decisions about their nursing care



General Information

The post holder may be required to work at any of the Trust's sites in line with the service needs. The post holder must at all times carry out his/her responsibilities with due regard to the Trust's Equal Opportunities Policy.

All staff has a responsibility to participate in the Trust's Performance Appraisal Scheme and to contribute to their own development and the development of any staff that they are responsible for appraising.

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Data Protection Act

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Safeguarding Children & Vulnerable Adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role. They are therefore expected to comply with the Trust's Safeguarding Children and Adults policies, procedures and protocols.

Valuing Diversity

It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end the Trust has a Single Equality Scheme and it is for each employee to contribute to its success.

No smoking policy

There is a smoke free policy in operation in the Trust. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

Designated smoking areas or smoking rooms are not permitted. Support is provided for staff members who wish to stop smoking.

Review of this Job Description

This job description describes responsibilities, as they are currently required. It is anticipated that duties will change over time and the job description may need to be reviewed in the future.

Modelling NHS Values and Behaviours

Respect and dignity:	We value each person as an individual, respect their aspirations and commitments in life, and seek to understand their priorities, needs, abilities and limits. We take what others have to say seriously. We are honest about our point of view and what we can and cannot do.
Commitment to quality of care	We earn the trust placed in us by insisting on quality and striving to get the basics right every time: safety, confidentiality, professional and managerial integrity, accountability, dependable service and good communication. We welcome feedback, learn from our mistakes and build on our successes.

Compassion:	We respond with humanity and kindness to each person's pain, distress, anxiety or need. We search for the things we can do, however small, to give comfort and relieve suffering. We find time for those we serve and work alongside. We do not wait to be asked, because we care.
Improving lives:	We strive to improve health and well-being and people's experiences of the NHS. We value excellence and professionalism wherever we find it - in the everyday things that make people's lives better as much as in clinical practice, service improvements and innovation.
Working together for patients:	We put patients first in everything we do, by reaching out to staff, patients, carers, families, communities, and professionals outside the NHS. We put the needs of patients and communities before organisational boundaries
Everyone counts:	We use our resources for the benefit of the whole community, and make sure nobody is excluded or left behind. We accept that some people need more help, that difficult decisions have to be taken - and that when we waste resources we waste others' opportunities. We recognise that we all have a part to play in making ourselves and our communities healthier

PERSON SPECIFICATION
Community Staff Nurse Band 5

	Essential	Desirable
Qualifications and Training	<p>Registered Nurse – Adult on the Nursing and Midwifery Register</p> <p>Evidence of continuous professional development</p> <p>To meet the numeracy literacy and clinical competency requirements of the role</p>	<p>Evidence of other post registration education and training</p> <p>Clinical specific post registration courses such as; wound, diabetes, continence care, including leg ulcer management and/or other nursing interventions</p> <p>Mentor qualification or equivalent (ENB 997/998 or SLICE)</p>
Experience	<p>Experience of communicating and working in partnership with other professionals and agencies</p>	<p>Teaching experience including facilitating groups for delivering health promotion</p> <p>Experience of mentoring students</p> <p>Experience of working in a community setting</p> <p>Experience of undertaking assessments</p>
Knowledge	<p>Knowledge of current reforms and developments in community care</p> <p>Understands the importance of promoting self care and rehabilitation for the housebound patient</p> <p>Aware of Trust equality, diversity and inclusion standards</p> <p>Knowledge and awareness of principles of audit, research and clinical governance</p> <p>Works within the NMC Code</p> <p>Understands the value of timely record keeping and accurate recording of nursing interventions</p>	
Skills and Attributes	<p>Ability to develop SMART care plans to deliver quality nursing care to patients</p> <p>Ability to deliver a broad range of practical nursing tasks to monitor and manage patients' conditions</p> <p>Excellent listening, written and verbal communication skills</p> <p>Aware of when to escalate issues and who to</p>	<p>Currently or in processes of becoming competent in a variety of nursing tasks such as; catheterisation, venepuncture, wound care, Doppler Assessment, Four Layer Bandaging, Syringe Drivers, Intravenous Therapy etc.</p>

	<p>Ability to provide evidence based nursing care that is responsive to patients' need</p> <p>Ability to identify deteriorating patients</p> <p>Ability to use own initiative, work autonomously as well as in a team</p> <p>Excellent IT skills</p>	
Personal Qualities	<p>Ability to work flexible hours including Weekends and Bank Holidays.</p> <p>Ability to manage own workload and the flexibility to respond to the varying demands of the team caseload</p> <p>Enhances the patient experience by demonstrating a positive, caring and patient centred approach to nursing care</p> <p>Is always punctual and tidy in appearance</p> <p>Ability and willingness to travel across the borough to provide patient care.</p>	<p>Ability to plan and allocate the team workload in the absence of the district nurse</p> <p>Demonstrates a positive approach to managing conflict and challenging situations</p> <p>Takes time to reflect in and on practice</p> <p>Ability to work under pressure, recognising and prioritising potential risks of working in the community and performing risk assessments as required</p>
Occupational Health	Does this post require EPP clearance?	

Post Holder's name/s:

Post Holders' Signature/s: **Date:**

Manager's Name:

Manager's Signature: **Date:**