

Job Description

1. JOB DETAILS

Job Title: Community Staff Nurse

Accountable to: District Nursing Sister/Charge Nurse

Location: Allerdale Community Nursing

2. JOB SUMMARY

All staff are expected to work to the Trust Values:



Kindness – Kindness and compassion cost nothing, yet accomplish a great deal.



Respect - We are respectful to everyone and are open, honest and fair – respect behaviours.



Ambition – We set goals to achieve the best for our patients, teams, organisations and our partners.



Collaboration – We are stronger and better working together with and for our patients.

The post holder will work as a registered Community Staff Nurse accountable for providing evidence based, holistic nursing care of patients.

The majority of visits will be undertaken by the post holder on their own and unsupervised. You will be expected to manage your own time and caseloads.

You will have responsibility to carry out first visits/assessments and develop case management skills for patients with long term conditions.

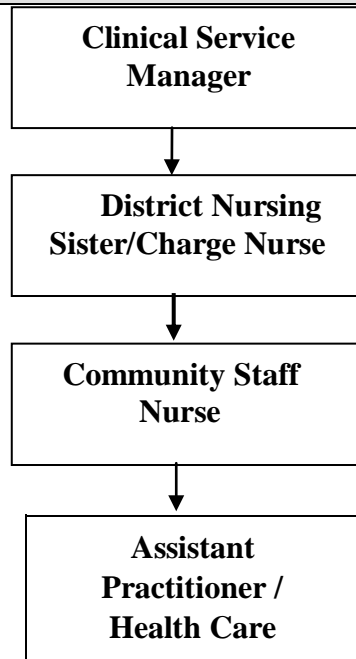
You will be expected to support the Sister/Charge Nurse in leading the team supervising, directing staff and delegating workload according to skills and staff within the team.

3. ROLE OF DEPARTMENT

The role of Community Staff Nurse sits in Community Nursing within Community Services Care Group. This area has responsibility to provide

quality patient centred care by adopting a holistic approach to care within the community. The aim being to maximise the health potential of not only the individual client, but also addresses the wider health care needs of various clients and their carers.

4. ORGANISATIONAL CHART



5. KEY WORKING RELATIONSHIPS

As a Community Staff Nurse you will have direct and indirect contact with patients, their family and carers at each contact or as the need arises to deliver nursing care/education.

You will have responsibility to work with and refer to other care providers of Acute/GP's /mental health/statutory and out of hours services to ensure needs of the individual are met appropriately and safely.

You will be expected to offer reciprocal cover and support to the wider District Nurse teams.

6. DUTIES AND RESPONSIBILITIES OF THE POST

Care Delivery

- To prioritise referrals and manage workload
- To assess, monitor and continually evaluate risk management of situation and environment for both patient/carer/family and staff and deal with safety issues as identified.
- To assess, deliver and evaluate all aspects of clinical nursing care based on best practice.
- Use of equipment/technology to aid appropriate assessment of patient condition and delivery of treatment such as Doppler, Syringe Driver, enteral feed system, moving and handling equipment
- To carry out a range of clinical duties that involve dealing with body fluids e.g. venepuncture, wound dressings, catheterisation and tracheostomy care.
- To undertake and obtain samples for diagnostic purposes e.g. venepuncture, wound swabs, urinary and faecal sampling.
- To support and educate patients/carers in promoting independence and rehabilitation in timely approach using case management model of working.
- To deliver care in promoting comfort for patients who are terminally ill following recognised care pathway.
- To have sound knowledge base of medication and effects on conditions.
- To be responsible for appropriate and cost effective nurse prescribing.
- To administer medications reviewing and monitoring effects.
- To communicate closely with patients and all parties involved in delivery of services.
- To order and ensure effective management of specialist nursing equipment.

Clinical Leadership

- Demonstrate ability to prioritise workload appropriately.
- To support and participate in the training/development of other staff and students.
- To act as mentor/assessor/preceptor and role model for new staff and students.
- To support the Sister/Charge Nurse providing leadership, peer support and direction for the team.
- Promotion of high professional standards of care and management by maintaining and developing knowledge of current clinical practice using best available evidence.
- To undertake off duty for team.
- Link Nurse Role e.g. infection control, long term conditions, Wound, Palliative Care, Continence.
- Participate in staff appraisal.
- Take responsibility and initiate planning to update mandatory training.

Organisational

The post holder will be competent and have responsibility to be involved in.

- Procedure for risk assessments.
- In putting of clinical data onto IT systems.
- Ensuring a high standard of record keeping and documentation using Single Assessment process and agreed trust documentation.
- Report on incidents/near misses to enable systems/processes to be reviewed and measures put in place to ensure effective risk management.

- To be involved in support mechanisms for staff such as clinical supervision.
- Participate in collection and collation of patient information to inform caseload review on regular basis.
- Participate in accurate record keeping and monitoring review of any equipment issued to patients.
- To use all resources effectively as possible within the care package outlined for patient.
- To be actively involved in audit to support evidence based practice and effective service delivery.
- To participate in annual Personal Development Review.
- To maintain professional competence and development and provide up to date evidence in support through KSF.

7. WORK SETTING AND REVIEW

As a Community Staff Nurse you are accountable for the care you deliver.

You have a responsibility to the District Nurse Sister of the team referring to him/her as required.

The majority of contacts and care delivered will be undertaken on your own and unsupervised you will have responsibility to review care each visit altering frequency of visits as care needs alter. You will also have responsibility to undertake 1st visits and assessments dependant on complexity of patient and communicating outcomes to team colleagues.

You will be expected to record accurately and clearly decisions made rational behind decisions and planned outcomes using agreed model of nursing.

8. INDIVIDUAL RESPONSIBILITIES

The post holder is expected to

- adhere to Trust policies and procedures and relevant legislation including the requirements of the any professional bodies
- attend mandatory training as identified by the Trust
- adhere to Trust infection prevention policies, procedures, audits in line with the Health Act 2006, to actively reduce Health Care Associated Infections

9. CONFIDENTIALITY

The post holder must maintain the confidentiality of information about patients' staff and Trust business in accordance with the General Data Protection Regulations (GDPR), Data Protection Act 2018 and Caldicott principles.

10. HEALTH AND SAFETY

Employees must be aware of the responsibilities placed upon them under the Health & Safety at work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

11. RISK MANAGEMENT

All staff have a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly and when requested to co-operate with any investigations undertaken.

12. EQUALITY AND DIVERSITY

All employees of the Trust have responsibility to:

- Act in ways that support equality and value diversity.
- Treat everyone with whom they come into contact with dignity and respect.
- Act in ways that are in accordance with Trust's Single Equality Scheme, Equality and Diversity policy, and Dignity in the Workplace policy.

13. SAFEGUARDING

All employees have a duty for safeguarding and promoting the welfare of children and adults at risk. Staff must be familiar with the trusts Safeguarding Policy and the process for raising concerns about the welfare of anyone with whom they have contact. Staff must also ensure they receive the appropriate level of safeguarding children and adult training depending on their role in the Trust.

Staff are expected to access supervision and support from their line managers and/or the locality based safeguarding team when managing complex cases where applicable to their role.

14. INFORMATION GOVERNANCE

The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively.

It is important that the post holder processes personal identifiable information only in accordance with the Trust Data Protection Act notification to the Information Commissioner. The post holder must check with the Data Protection Officer before creating new systems to process person identifiable information to ensure that this is carried out within the scope of the Data Protection Act 2018 notification.

The post holder must manage the records they create or hold during the course of their employment with the Trust in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. Data Protection Act 2018, Freedom of Information Act 2000, General Data Protection Regulations, Caldicott Guidelines NHS Confidentiality Code of Conduct 2003, and professional codes of conduct on confidentiality.

The post holder must maintain the confidentiality of information about service user staff and organisational business in accordance with the new Data Protection Act 2018 and Caldicott principles.

It is likely that the post holder will be in contact at some time with a form of information system, and therefore is responsible for implementing and maintaining data quality. The post holder, when making entries into records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that information recorded within records

either on paper, in an electronic format or both paper and electronic is accurate, complete and relevant.

15. GREEN STATEMENT

Across the North East and North Cumbria we are working together to deliver our ambition to be the greenest region in England by 2030. There is an expectation for all staff to support this by familiarising yourself with the Trust's sustainability initiatives such as waste and recycling, going paperless, videoconferencing, sustainable transport and others.

We encourage you to think about what you can do as an individual and within your team to contribute in to embedding carbon reduction into the everyday running of our organisation.

POST TITLE: **Community Staff Nurse**

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> □ Level 1 registered nursing qualifications 	<ul style="list-style-type: none"> • Post registration qualification in teaching/assessing (ENB 998/NST 307) or equivalent • Post registration qualification in Acute/Chronic Disease Management • Nurse Prescribing
Experience	<ul style="list-style-type: none"> • Demonstrable recent community nursing experience. • Ability to use initiative, prioritise effectively. • Demonstrate evidence to work as part of a team. • Demonstrate evidence to motivate team/peers. • Evidence of Clinical/professional development. 	<ul style="list-style-type: none"> □ Knowledge of changing health agenda and impact for community nursing
Knowledge	<ul style="list-style-type: none"> • Demonstrable understanding of the extent of the role. • Broad knowledge base of acute and chronic conditions. 	<ul style="list-style-type: none"> □ Knowledge of changing way health services are being planned and delivered
	<ul style="list-style-type: none"> □ Understanding of scope of professional practice. 	

	<ul style="list-style-type: none"> <input type="checkbox"/> Understanding of reflective practice and its application. <input type="checkbox"/> Self-awareness and appreciation of limitations. <input type="checkbox"/> Demonstrate ability of change management. <input type="checkbox"/> Problem solving skills 	
Skills and Aptitudes	<ul style="list-style-type: none"> <input type="checkbox"/> Excellent communication and interpersonal skills. <input type="checkbox"/> Ability to delegate effectively. <input type="checkbox"/> Ability to maintain confidentiality. <input type="checkbox"/> Enthusiasm and ability to work as part of a team. <input type="checkbox"/> IT skills. 	
Personal Circumstances	<ul style="list-style-type: none"> <input type="checkbox"/> Demonstrates flexibility to meet needs of service. <input type="checkbox"/> Able to travel independently of public transport 	<ul style="list-style-type: none"> <input type="checkbox"/> Current driving licence with access to own vehicle.
Other requirements		

Experience can be considered as comparable to qualifications quoted but should be clearly detailed on the application in order to demonstrate equivalence.