

HR Directorate
Airedale General Hospital
Skipton Road Steeton
Keighley West Yorkshire
BD20 6TD
Facsimile: 01535 294362
Direct Line: 01535 294864
E-mail: human.resources@anhst.nhs.uk

POST REF NO:

POST: COMMUNITY NURSE (BAND 5)

BASE: COLLABORATIVE CARE TEAMS, AIREDALE NHS FOUNDATION TRUST

SALARY: £27,055 - £32,934

HOURS: 37.5hrs HOURS PER WEEK

JOB DESCRIPTION

POST TITLE Community Nurse – Collaborative Care Teams
(THE COLLABORATIVE CARE TEAMS)

DIRECTORATE Community Services

RESPONSIBLE TO Team Leader

ACCOUNTABLE TO: Director of Nursing

JOB PURPOSE

To deliver high quality, personalised, time limited programmes of care to individuals within intermediate care services. The post will require individuals to work in the community; providing a care co-ordination and care delivery role to support people with older age and long term conditions, and rehabilitation to patients who need short term support. The successful candidate will be required to support the development of the team and provide a consistently high standard of care to patients.

In pursuing these duties the post holder will ensure compliance with the NHS Constitution and be familiar with the NHS England Guidance 'Understanding the new NHS' (details of which can be found in the links section of NHS Jobs).

COMPETENCES REQUIRED

CORE VALUES

- Contribute to the vision, goals and values of Airedale NHS Foundation Trust
- Knowledge of information and clinical governance
- Acknowledge individual beliefs and identity
- Demonstrate sensitivity to the cultural, religious, language and sexuality of all people in the working environment
- Promote people's rights and choices
- Take personal responsibility for following and promoting the policies and procedures of Airedale NHS Foundation Trust

KEY ROLE - MANAGE CARE

- Work in collaboration with the Team Leader, and other members of the team to assess individuals' health and social care needs,
- Provide time limited programmes of care for individuals:
- to prevent unnecessary admission to hospital or
- to facilitate early discharge from hospital or
- to meet rehabilitation needs to promote and maintain independence
- Contribute to the planning, implementation, monitoring and review of programmes of care for individuals with the Team Leader, and other members of the team and ensure a smooth transition of care to other providers e.g. District Nurse, Home Care
- Manage and Co-ordinate caseload in absence of Team Leader or Sister.
- Assess risk, which affects the health and safety of individuals, and care givers.
- Ensure agreed standards of care are achieved
- To support individuals in self-management of long term conditions
- Promote people's equality, diversity and rights.
- Enable people to manage disability, loss and change.
- Contribute to the protection of individuals from abuse.
- Develop innovative approaches to engage traditionally hard to reach and challenging groups
- Work in collaboration with other agencies to develop pathways of care for individuals to facilitate early discharge from hospital or prevent unnecessary admissions to hospital.

KEY ROLE - CONTRIBUTES TO KEY MANAGEMENT OF CARE SERVICES

- Contribute to developing, monitoring, evaluating and reviewing the delivery of the service
- Contribute to the planning, evaluating and reviewing professional activities.
- Evaluating, prioritising and reviewing demands for services.
- Contribute to the implementation of change in work activities and services.

KEY ROLE - PROMOTE HEALTH

- Enable individuals, families, groups and communities to address issues, which affect their health and social well-being.
- Represents individuals, and families, groups and communities' interests when they are not able to do so for themselves.

KEY ROLE - MANAGE PEOPLE

- Participate in appraisal process.
- Develop one's own knowledge and practice to meet objectives/changes in service.
- Promote and ensure effective communications and relationships.
- Contribute to the development of the knowledge and practice of others.
- Access Clinical Supervision.
- Act as a Mentor/Preceptor or Clinical Supervisor

KEY ROLE - MANAGE LEARNING/EDUCATION

- Contribute to the education of others.
- Facilitate learning.
- Assess achievements of learners.

KEY ROLE - MANAGE RESOURCES

- Employ current resources in innovative ways.
- Support the efficient use of resources.
- Contribute to the planning, monitoring and control of resources.

KEY ROLE - MANAGE AND USE INFORMATION

- Use IT skills to inform current practice.
- Obtain, analyse, share and use current information for decision making.
- Make recommendations to raise standards of practice and in service delivery.
- Develop patient's records and care plans, and oversee high standards of record keeping in the team.
- Ensure service activity is monitored and recorded

In pursuing these duties the post holder will ensure compliance with the NHS Constitution and be familiar with the NHS England Guidance 'Understanding the new NHS' (details of which can be found in the links section of NHS Jobs).

Collaborative Working

Airedale NHS Foundation Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate we are working differently, innovating and driving forward change to deliver the highest quality care. By working for Airedale Trust this is your opportunity to be a part of that change.

WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership's ambition is for everyone to have the best possible health and wellbeing, and the work of WYAAT, and each individual trust, supports that ambition.

Professional Registration/Codes of Conduct

Be aware of and comply with the relevant codes of conduct and practice set up by your professional regulatory body and maintain up to date professional registration appropriate to the post. Any breach of these codes may lead to action by the Trust independent of any taken by the regulatory or professional body.

Safeguarding Children & Adults

Understand and work within policies and local procedures relating to Safeguarding Children and the Protection of Vulnerable Adults.

Health & Safety

You are required to: co-operate with supervisors, managers and other employees to achieve a healthy and safe environment, to take reasonable care of your own health and safety and that of other persons who may be affected by your actions, to carry out your responsibilities in ways that help to ensure a safe and healthy place of work.

In the course of your work you are to bring to the attention of your supervisor or manager:

- Any situation which reasonably could be considered to represent a serious or immediate danger to the health and safety of any person.
- Any matter which reasonably could be considered to represent a shortcoming in the Trust's health and safety protection arrangements.

Manual Handling

Manoeuvre **heavy** goods and equipment and assist people to move, in accordance with manual handling regulations and good practice.

Right Care Values

Responsible for embodying, and encouraging in others, the Right Care Values, using the behaviours identified for each value as a basis for decision making and your behaviour.

Equal Opportunities

Carry out your duties in line with Trust Equality policies and procedures, including relevant legislation, to deliver and promote equity of access to healthcare and equality of opportunity at work at all times.

Infection Prevention and Control

Be familiar with and follow the Trust Infection Control Policies and designated hand hygiene procedures appropriate to your post. In addition you should take action to report to your manager or appropriate person any incidents or poor practice that may result in the spread of infection.

Mandatory Training

Be aware of and undertake mandatory and other training requirements necessary for the successful and safe performance of your job, including relevant updates.

Information Governance

Maintain and process all information concerning patients, staff, contractors or the business of the Trust to which the post holder has access, without divulging such information to any third party or make use of information gained in the course of employment, except where this is clearly within the remit of the post holder and the other party's responsibility.

The Trust recognises the importance of reliable information. The quality of this data is crucial in that it should give a complete, accurate and timely representation of events to support patient care, clinical governance, monitoring performance, management and service agreements for healthcare planning and accountability. All information entered onto any record whether manual or electronic or any other media (film, tape etc.) should be accurate, timely, complete, valid, defined, appropriately sought, appropriately recorded and should be stored securely and confidentially. Further information on the Trust's "Health Records Policy" can be obtained from the Trust's Intranet site.

Any other duties necessary for the successful performance of the role.

Restriction on Smoking

The Trust is "Smokefree". You may not smoke in Trust owned buildings or grounds except in the designated smoking zones.

The Trust is committed to supporting staff in balancing their work and home lives and encourages staff to discuss their individual needs with their department in order to arrive at mutually satisfactory working arrangements.

This job description is a reflection of the current position and may change in emphasis or detail in light of service developments. It will be reviewed annually as part of the appraisal/performance development review process.

PERSON SPECIFICATION

TITLE OF POST	COMMUNITY NURSE
BAND	5
DEPARTMENT	COLLABORATIVE CARE TEAMS
LOCATION	AIREDALE GENERAL HOSPITAL

REQUIREMENTS	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
KNOWLEDGE	Knowledge of the NHS Constitution & 'Understanding the New NHS' An awareness of current health and social care policy Cultural and racial awareness Understanding of interagency working Knowledge of long term conditions Demonstrate an understanding of the role of intermediate care and Crisis Response in the community Research Awareness	Knowledge/experience of working in a multi-cultural community Future developments of Intermediate Care.	Application Form Interview Portfolio/Prep documents
SKILLS	Demonstrate competent communication and interpersonal skills Demonstrate level of self-awareness, i.e. strengths and weaknesses, personal qualities and skills	IT skills Ability to utilise information to inform practice and service need. System One IV competencies	Presentation Application form Interview
QUALIFICATIONS	Registered Nurse (Adult) Current NMC registration Thorough understanding of the NHS Constitution and its implications Post qualification clinical experience	Teaching/Assessing qualification Diploma in a relevant health care topic/working towards	Application Form NMC Registration Interview Portfolio/Prep Documents

<p>EXPERIENCE</p>	<p>Experience of working as part of a multi disciplinary team</p>	<p>Palliative care experience Wound management Community nursing experience Phlebotomy experience Post registration experience Cannulation experience Blurred boundary working</p>	<p>Application Form Interview Portfolio/Prep documents</p>
<p>PERSONAL ATTRIBUTES</p>	<p>Willingness to undergo education and training for both practice and service need Willingness to work towards professional and performance objectives Contribute to education/training of others Demonstrate motivation, reliability and commitment to team working. Can demonstrate an ability to value other opinions Flexibility and adaptability. Demonstrates Right Care Behaviours Car driver with own vehicle which can be used for work</p>	<p>Understand the Right Care Behaviours</p>	<p>Application Form Interview Portfolio/Prep documents</p>
<p>OTHER</p>	<p>Able to accommodate flexible working Access to your own transport for work purposes</p>		<p>Application Form Interview References</p>