

Job Description

Job Details	
Job Title:	Community Staff Nurse
Business Unit:	Community Services
Department/Ward:	District Nursing
Location:	Trustwide
Pay Band:	Band 5
CAJE No:	COM1075
Main Purpose of the Job	
<ul style="list-style-type: none"> Community Staff Nurses are integral members of the district nursing team providing clinical care to a range of patients with acute and chronic health problems. The post includes the performance of a range of clinical procedures and assessments within a primary health care and community settings. To role model compassionate and inclusive leadership in order to shape the creation of a collective leadership culture within the trust. This means demonstrating a consistent leadership style which (a) engages, enables and empowers others (b) uses coaching to promote ownership of learning and quality improvement and (c) facilitates team working and collaboration within teams / departments and across organisational boundaries. 	
Dimensions	
<ul style="list-style-type: none"> The Community Staff Nurse works in partnership with patients and carers in the community, providing health education and nursing care within the Scope of Professional Practice. The post-holder is an integral member of the community nursing team working with colleagues to delivery clinical care to patients living in their own homes and within residential care homes. Although the post holder has access to advice he / she is expected to work largely unsupervised. In addition, the post-holder is expected to supervise the work of others including auxiliary nurses and student nurses on placement. 	
Organisational Chart	
<div style="text-align: center;"> <p>Senior Manager</p> <p>↓</p> <p>Operations Manager</p> <p>↓</p> <p>Locality Lead</p> <p>↓</p> <p>District Nurse</p> <p>↓</p> <p>Staff Nurse (This Post)</p> </div>	

<p>1. Communications and Relationships</p> <ul style="list-style-type: none"> • Work in partnership with diverse groups of patients and carers. • Develop collaborative networks with members of the primary health care team and other agencies, in the provision and development of programmes of health and social care • The ability to manage unpredictable and/or volatile situations effectively including the ability to undertake a risk assessment prior to visiting • The ability to facilitate communication with clients for whom English is not the first language, those who have communication/language difficulties and/or those who have cognitive impairment • Participate in the planning of service delivery and development within the multi-disciplinary team and other agencies • Contribute to the development of the nursing strategy within the community • Must be able to demonstrate the English language proficiency level required for this post
<p>2. Knowledge, Skills, Training and Experience</p> <ul style="list-style-type: none"> • State Registration on Part 1 of the 3 part NMC register • Additional clinical qualifications or equivalent derived through experience at diploma / degree level if experienced • Newly qualified staff will be required to undertake the Trust preceptorship programme within the first year in post. • Evidence of qualification to undertake the supervision, teaching and assessing of students (essential requirement for post, expectation this will be completed within an 18 month period). • Experience of working without direct supervised in a health care environment • Communication skills, written and verbal. • Interpersonal skills. • Organisational skills to enable post holder to organise own work and the work of others • Leadership skills • Ensuring the delivery of 'Compassion in Practice' - Nursing, Midwifery and Care Staff Vision and Strategy, incorporating the 6C's. • To lead, inspire and motivate others to high performance by agreeing clear goals and objectives, providing support and guidance and creating opportunities for development • To contribute to the development of a culture of high engagement, where staff are empowered and entrusted to provide the best services and care for patients • To promote and facilitate innovation and continuous improvement to deliver better services for service users and patients • It is an essential requirement of the role that the post holder has a valid driving licence and is either a car owner and able to use the car for work purposes, or has a Trust personal lease vehicle which may be used for the role. However, the Trust would consider making reasonable adjustments to the role, if necessary, to enable a disabled person to undertake the role <p>Desirable</p> <ul style="list-style-type: none"> • IT skills to enable post holder to enter information in clinical systems • Knowledge of or experience in coaching and mentoring practices and tools • Knowledge of or experience in Quality improvement tools, techniques and methods
<p>3. Analytical Skills</p> <ul style="list-style-type: none"> • Assessing patient conditions and suitability for discharge

4. Planning & Organisational Skills
<ul style="list-style-type: none"> • In the absence of senior staff to take charge of the ward or department managing skill mix, rota's, workload and case mix to the dependencies within the ward environment.
5. Physical Skills
<ul style="list-style-type: none"> • Have the physical competence and dexterity to perform the role within diverse circumstances • Be mentally and emotionally astute to perform the role within diverse situations • Work in adverse environmental conditions e.g. cramped rooms and houses, dirty and infested homes and in adverse weather within Trust guidelines
6. Patient/Client care
<ul style="list-style-type: none"> • The development and delivery of programmes of health and social care • The delivery of care and support to patients with a terminal illness and their families including the provision of emotional and bereavement support • The performance of skilled nursing care including aspects of assessment, wound management, palliative care and catheterisation • The performance of diagnostic tests such as Ankle Brachial Pressure Index using Doppler and the interpretation of the results to decide further courses of action. • Performance of procedures which require fine dexterity and skill such as venepuncture, drug administration by injection and the removal of sutures. • Interpretation of results and the communication of these to patients e.g. blood glucose estimation. Explaining aspects of care to patients and carers allowing the opportunity to ask questions and raise concerns • Maintenance and promotion of high standards of professional practice including the sharing of approaches and experience with others • Maintain a duty of care to patients, carers and colleagues through the exercise of personal and professional accountability
7. Policy & Service Development
<ul style="list-style-type: none"> • Assist in the development of clinical governance and quality frameworks through patient focused benchmarking, clinical audit and critical incident reviews • Implements Trust policies within and across professional boundaries e.g. with support staff from social care, promoting changes to working practices and procedures
8. Financial & Physical Resources
<ul style="list-style-type: none"> • Observes a duty of care in the use of devolved budget for equipment and resources within the team • Participates in the recruitment and selection process • Promotes health and safety, undertaking risk assessments as necessary

<p>9. Human Resources</p> <ul style="list-style-type: none"> • Work without direct supervision to deliver care to patients seeking advice from District Nursing Sister / Charge Nurse as necessary • Maintain the direction of the district nursing team in the absence of the District Nursing Sister / Charge Nurse • Participate in the development of personal development plans for team members • Appraise and supervise interventions performed by other members of the nursing team in accordance with Trust policies • Comments on Trust policies, protocols and procedures • Input into local protocols and assisting in the collection of data during practice based audits • Participate in clinical supervision as a supervisee or a clinical supervisor
<p>10. Information Resources</p> <ul style="list-style-type: none"> • To complete patient records data in ward records and patients own records • You will be expected to have basic functional skills, including literacy, mathematics and digital skills. Digitally literacy is the ability to locate, organise, understand, evaluate and analyse information using digital sources. This is in line with 'digital readiness indicator for health and social care', which has been developed in the Building a Digital Ready Workforce Programme (BDRW), between Health Education England (HEE) and NHS Digital, and is part of the Government's Digital Transformation Portfolio (DTP) (2019)
<p>11. Research & Development</p> <ul style="list-style-type: none"> • Knowledge of community care philosophy and the delivery of care to patients in different environments • Professional knowledge and understanding of care procedures and assessment processes to enable the post holder to deliver holistic care • In-depth understanding of health problems which may impede physical, mental or social functioning • Good communication skills with patients, relatives and colleagues • Awareness of vulnerable older adults procedures and the detection of potentially abusive situations • State registration and additional qualifications related to clinical care gained through post-registration study at diploma or degree level • IT skills especially in relation to the use of General Practice clinical systems • Participate in the induction, mentoring and training of health professionals and students • Participate in the development of health promotion programmes and teach patients and carers as necessary • Participate in mandatory training as advocated by the Trust • Act as a student nurse mentor identifying learning needs and developing educational opportunities designed to meet these needs
<p>12. Freedom to Act</p> <ul style="list-style-type: none"> • To maintain one's own high professional standards and discuss opportunities to develop clinical practice with the line manager • Alert the line manager or on call management team of any untoward situation • To take charge of the management of a group of patients on a regular basis, acting as named nurse / primary nurse and after a period of training and development regularly take charge of the ward

Standards

The statements outlined below are the standards of which all employees of Northumbria Healthcare Trust are expected to comply.

Works to the standards expected in the Northumbria Healthcare NHS Foundation Trust statement of values.

Risk Management - to deliver the quality standards and targets outlined in the Trust's Risk Management Strategy and local operational policies

Infection Control:

It is your responsibility to adhere to infection control policies and guidelines in order to promote cleanliness and reduce infections. Hand hygiene must be undertaken correctly to prevent the spread of infection. Personal protective equipment must be used in accordance with Trust policy. You must contribute to the cleanliness of the work environment and keep it "clutter free" and tidy. You must also attend mandatory training and updates to ensure you receive training appropriate to your role

Health and Safety:

Managers have a duty to ensure that safe systems of work are used within their area of responsibility; to investigate accidents and incidents; to arrange for risk assessments to be conducted annually, and to ensure staff attend appropriate health and safety training.

All employees have a duty to take reasonable care for their own health and safety, and that of others who may be affected by their activities; to cooperate with the Trust by complying with all health and safety rules and safe systems of work; and to inform their line manager of any work situation, or practice which may be considered a danger to health and safety.

Patient, Carer & Public Involvement:

Managers have a duty to ensure that the principals of patient, carer and public involvement are adhered to throughout all areas of responsibility in line with Section 242 of the NHS Act 2006 (as amended by the Act 2012) which requires the duty to involve and consult users. A 'user' is defined as someone who is using services, or someone who may use them. In addition, this requires NHS organisations to involve and consult patients and the public in; The planning and provision of services and the development and consideration of proposals for changes in the way services are provided.

This ensure that patients are the focus of everything we do, we share good practice in line with Trust policies and procedures, this includes learning from complaints and concerns.

Safeguarding:

The safeguarding of all those who are vulnerable is an enormous obligation for all of us who work in the NHS and partner agencies.

Safeguarding children and adults at risk of abuse or neglect is complex, frequently under review and we must all take responsibility to ensure that it works effectively.

Safeguarding is everyone's responsibility. It remains the responsibility of every NHS organisation and each individual healthcare professional working in the NHS to ensure that the principles and duties of safeguarding adults and children are holistically, consistently and conscientiously applied with the needs of adults at risk or abuse or neglect at the heart of all that we do.

Partnership working is also key and it is vital that local practitioners continue to develop relations and work closely with colleagues across their local safeguarding system to develop ways of working that are collaborative, encourage constructive challenge and enable learning in a sustainable and joined-up way.

NHS England will continue to seek assurance that the safeguarding arrangements across the health system are effective.

Environment and Sustainability:

The trust aims to be an exemplar organisation that embraces sustainability and meet its corporate responsibility. It is the responsibility of all employees to support the Trusts' vision for sustainable development. To undertake their duties in a way that is not wasteful of environment, financial and social resources throughout their daily activities.

Appendix 1

NOTE: This appendix is not intended to form part of the 'official' Job Description, but is intended for Job Evaluation purposes only.

Effort and Environment:

Physical –

- *There is a frequent requirement to exert intense physical effort for several short periods during a shift (when assisting in the moving and handling of patients) but also for long periods dependent on the activity being undertaken (wound dressing procedures)*

Mental –

- *Concentration is required when calculating and administering drugs*

Emotional –

- *Frequent exposure to expected and unexpected death, care of terminally ill patients*

Working Conditions –

- *Daily exposure to bodily fluids and foul linen*

Appendix 2

Grid

	Duties And Risk Factors Of The Post	Yes	No
1.	Exposure Prone Procedures (EPP's)*	X	
2.	Manual Handling Operations	X	
3.	Dust, Dirt, Smells	X	
4.	Chemicals, Fumes or Gasses (Glutaraldehyde, fixer, anaesthetic gases, reconstitution/handling of cytotoxic drugs)	X	
5.	Patient Contact	X	
6.	Babies/Children Contact	X	
7.	Food handling / Preparation	X	
8.	Driving	X	
9.	Fork Lift Truck Driving		X
10.	User of Display Screen Equipment	X	
11.	Noise	X	
12.	Infestation	X	
13.	Blood and Body Fluids/Waste/Samples/Foul Linen	X	
14.	Excessive Cold		X
15.	Excessive Heat		X
16.	Inclement weather		X
17.	Radiation	X	
18.	Laser Use	X	
19.	Heights over 2 metres		X
20.	Confined Spaces	X	
21.	Vibration i.e. Power Tools		X
22.	Using machinery with moving/exposed parts		X
23.	Shift work	X	
24.	Use of latex products	X	
25.	Physical violence / aggression	X	
26.	Employment of young people	X	
27.	Any other hazards please specify		
28.	Other		

If any hazard is identified above please give details below.

*Definition of Exposure Prone Procedures (EPP's)

Exposure prone procedures are those where there is a risk that injury to the Health Care Worker may result in the exposure of the patient's open tissues to the blood of the HCW. These procedures include those where the HCW's gloved hands may be in contact with sharp instruments, needle tips and sharp tissue (spicules of bones and teeth) inside a patients open body cavity, wound or confined anatomical space where the hands or fingertips may not be completely visible at all times.

Person Specification

Job Title:	Staff Nurse	
Department:	District Nursing	
Location:	Trustwide	
Specification	Essential	Desirable
Qualifications / Professional Registration	<ul style="list-style-type: none"> • State Registration on Part 1 of the 3 part NMC register • Additional clinical qualifications or equivalent derived through experience at diploma / degree level if experienced • Newly qualified staff will be required to undertake the Trust preceptorship programme within the first year in post. • Evidence of qualification to undertake the supervision, teaching and assessing of students (essential requirement for post, expectation this will be completed within an 18 month period). 	
Experience and knowledge	<ul style="list-style-type: none"> • Experience of working without direct supervised in a health care environment • Ensuring the delivery of 'Compassion in Practice' - Nursing, Midwifery and Care Staff Vision and Strategy, incorporating the 6C's 	<ul style="list-style-type: none"> • Knowledge of or experience in coaching and mentoring practices and tools • Knowledge of or experience in Quality improvement tools, techniques and methods
Skills and abilities	<ul style="list-style-type: none"> • Communication skills, written and verbal. • Interpersonal skills. • Organisational skills to enable post holder to organise own work and the work of others • Leadership skills • Must be able to demonstrate the English language proficiency level required for this post 	<ul style="list-style-type: none"> • IT skills to enable post holder to enter information in clinical systems

Personal attributes	<ul style="list-style-type: none"> • Commitment to • Trust working • Quality care • Personal/professional development • Physically capable of carrying out the full requirements of the post including manual dexterity (e.g. associated with venepuncture, suture removal and drug administration) and a frequent requirement for moderate physical effort for several short periods during a shift • Frequent exposure to clinical waste • Requirement to work in restrictive workspaces in some peoples homes • Emotionally able to carry out the requirements of the post, including exposure to highly distressing or highly emotional circumstances e.g. terminally ill patients • Learning agility and commitment to self-development 	
Other requirements	<ul style="list-style-type: none"> • It is an essential requirement of the role that the post holder has a valid driving licence and is either a car owner and able to use the car for work purposes, or has a Trust personal lease vehicle which may be used for the role. However, the Trust would consider making reasonable adjustments to the role, if necessary, to enable a disabled person to undertake the role. 	