



JOB DESCRIPTION

<u>TITLE OF POST:</u>	Community Nurse
<u>GRADE:</u>	Band 5
<u>ACCOUNTABLE TO:</u>	District Nurse Team Manager
<u>QUALIFICATIONS:</u>	The post holder will be a Registered General Nurse with a wide range of experience and skills.

JOB SUMMARY:

The post holder will participate in the assessment, implementation and evaluation of care and be committed to the development of the Primary Health Care Team. He/she may be designated to take charge of the team in the absence of the District Nurse.

MAIN DUTIES AND RESPONSIBILITIES:

- Be responsible for the assessment, planning, implementation and evaluation of care including first visits.
- Ability to problem solve.
- To promote health by educating/teaching patients and carers in line with the organisations philosophy of Health Promotion.
- Liaise effectively with other members of the primary care team and social services and ensure an efficient system of communication with other agencies in planning and implementing community care.
- Participate in the development of care co-ordination, and complex discharges home, including palliative care.
- Maintain and develop knowledge, skills and competence to ensure patients' individual needs are met in accordance with the NMC Code of Professional Conduct and PREPP.
- Knowledge of current primary care issues and political changes.
- Develop, maintain and promote effective communication networks for multi-disciplinary teams.
- Initiate case reviews on all aspects of patient care ensuring the team leader is kept informed.

General/Team Management

- Ability to manage patient caseload in the absence of a senior nurse.
- Ability to manage time and resources effectively
- Work independently showing initiative
- Ability to work within an integrated team
- Delegate appropriate duties to the nursing team, taking into account the individual experience and expertise of each team member.
- Support the Team Manager and Deputy Team Manager to ensure adequate staffing levels are maintained within available resources.
- Support and contribute to staff meetings to evaluate patient care and working practices.
- Identify and deliver training sessions to meet the needs of the team, including families, carers, taking into account the experience and expertise of each individual.
- Participate in education and training- mandatory, service development, personal and professional development .
- Assist in the induction and supervision of new staff coming into practice.
- Participate in clinical supervision in accordance with policy..
- Initiate case reviews on all aspects of patient care ensuring the Team Manager is kept informed.
- To act as a preceptor/mentor to students and qualified members of staff.
- Participate in auditing - case loads, clinical standards.

Clinical and Corporate Governance

- Work at all times in accordance with Policies and Procedures laid down by Mid Essex PCT and / or Central Essex Community Services.
- Ensure records are kept in accordance with the organisation's Operational Policy and Procedure and meet NMC standards.
- Ensure that any concerns within the scope of responsibility are brought to the attention of the team leader.
- Maintain awareness of national and local initiatives.
- Be aware of and participate in Clinical Governance Framework.

Standards

The organisation aims to maintain the goodwill of its staff, the users of its services and other organisations with whom it works. To ensure that this objective is met, it is expected that all employees carry out their duties in a courteous, sympathetic manner and by the standard of their own appearance and behaviour act as an ambassador for the organisation.

Staff must familiarise themselves with the organisation's Policies and Procedures. These are available at all Bases.

The organisation has an Equal Opportunities Policy that all employees must observe.

Central Essex Community Service is a "No Smoking" organisation.

OTHER

There may be a requirement to undertake other duties as reasonably required to support the organisation, which may include work at other organisations managed locations. This may also include work outside of the postholder's normal sphere of activities, including functions not detailed within this job description or working within another location, environment or NHS Trust. However, the postholder will not be required to undertake any function for which he or she is not trained or qualified to perform. Normal health & safety procedures would continue to apply and accountability remains with Central Essex Community Services CIC (CECS).

This job description is not intended to be exhaustive but indicates the main functions of the post as presently constituted. Periodic reviews should be carried out to ensure that the job description reflects the job being performed and to incorporate any changes. It is hoped that agreement can be reached with regards to any reasonable changes. If this is not possible, the organisation reserves the right to make changes to the job description after consultation with the postholder.

The postholder must familiarise his or her self with, and adhere to, all CECS policies and procedures, including (but not exhaustively):

- Equality and Diversity,
- Health and Safety,
- Risk Management,
- No Smoking policy
- Information Governance including Data Protection
- Business Continuity/Civil Emergencies

Copies of these documents/policies can be found on the staff intranet under both the Workforce and CECS Policies sections.

Infection Prevention & Control

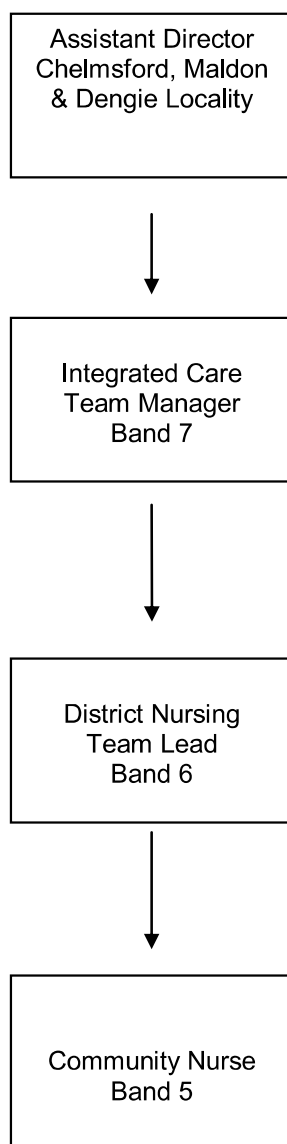
The post holder is accountable and responsible for the prevention and control of healthcare associated infections and must comply with the standards set by the

Health Act 2006: Code of Practice for the prevention and control of healthcare associated infections (revised January 2008).

Safeguarding Children, Young People & Vulnerable Adults

Safeguarding is a key priority of the organisation. Staff must always be alert to the possibility of harm to children, young people and vulnerable adults through abuse and neglect. This includes being aware of the adults who may find parenting difficult. All staff should be able to recognise the indicators of abuse and know how to act on them, including the correct processes and decisions to be undertaken when sharing information. The depth of knowledge you work from must be commensurate with your role and responsibilities. All staff must follow the Safeguarding policies and guidelines, know how to seek specialist advice and must make themselves available for training and supervision as required.

ORGANISATIONAL CHART





JOB TITLE: COMMUNITY NURSE, Band 5 REVIEWED: Jan 09	JOB REQUIREMENTS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS relevant professional qualifications	Registered Nurse	/		Application Form
EXPERIENCE - does current experience meet requirement of job.	Community Nursing Experience, Post Registration Experience		/	Application form and Interview
SPECIAL SKILLS/KNOWLEDGE i.e. mechanical, use of equipment, numerate, apply to job, understanding of job requirements.	Understanding of developments in NHS, eg PCTs. Practice Profiling Venepuncture and IV therapy and care of Hickman Line skills Male catheterisation skills. Doppler and 4 Layer Compression bandaging Palliative care including end of life experience Ability to work alone Be able to make decisions in the absence of Senior Nurse	/	/	Interview
RESPONSIBILITIES i.e. need to manage others, manage own time dependantly	Ability to manage time and resources effectively. Clinically up to date Deputise for team leader where you allocate workload.	/		Interview Application Form
CIRCUMSTANCES; ie current clean driving licence, clear policy check.	Car driver Clean Licence	/		Application form
COMMUNICATION: i.e. evidence of team working, written and verbal skills, supervisory skills.	Knowledge of essentials of team working. Knowledge of scope of Professional Practice. Good communication skills. Both verbal and written.	/		Application form and interview
OTHER CONSIDERATIONS: i.e. travel to work, distance, appearance	Neat appearance	/		Interview