

Job Description

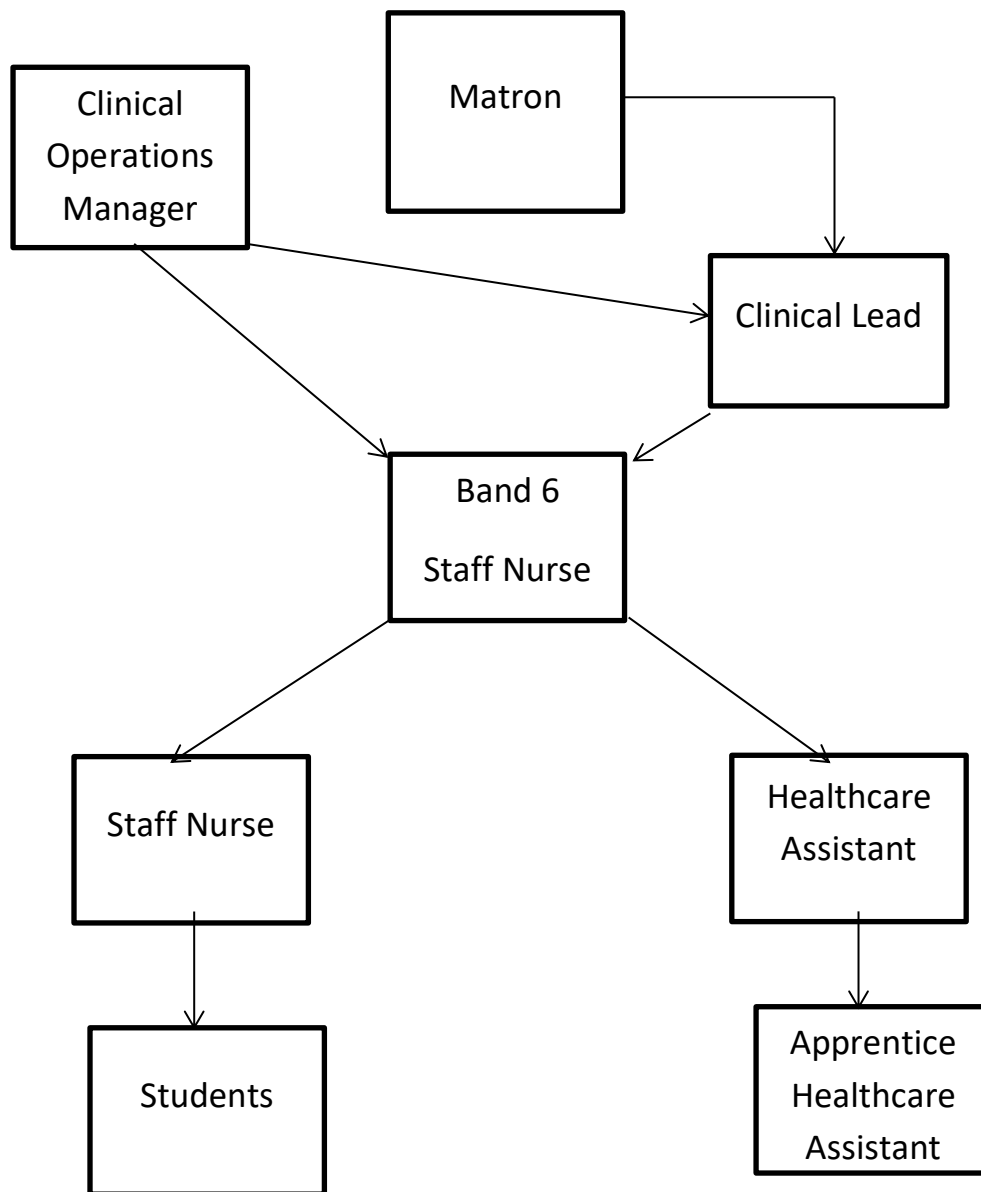
Job Details

Job Title:	Community Staff Nurse
Band:	5
Ward / Department:	NN3 Community Nursing and Therapy Team
Directorate / Locality:	North Locality
Essential Qualifications:	Valid NMC Registration

Organisational Arrangements

Accountable To:	Clinical Lead
Reports To:	Band 6
Responsible For:	Supervision of Band 3 & 4

Structure Chart



Job Purpose

To work as a registered nurse under the supervision of a B6 and clinical lead as part of the larger integrated team to provide high quality patient centred nursing care to patients in a variety of community settings.

You will be expected to work closely with partner service providers i.e. G.P and Social services to ensure best outcomes for our clients, whilst maintaining you own professional competencies and integrity.

Duties & Responsibilities

Professional / Clinical responsibilities

- Is wholly responsible for his/her practice in accordance with the Nursing and Midwifery Council code of professional conduct. Takes every reasonable opportunity to sustain and improve his/her knowledge and professional competence. To continue any development highlighted through the appraisal process and attend mandatory and specific training sessions.
- Plan and assess programmes of care with realistic nursing goals with the consultation of patient, family and multidisciplinary team.
- To be sensitive to patients needs in respect of courtesy, dignity and privacy.
- Promote effective communication with the multi-professional team.
- Provide information and education, which enables patients to make choices about adopting a healthier lifestyle (in an appropriate manner to meet patients learning needs).
- Recommend innovative changes in clinical practice, to enhance patient care.
- Participate in audit processes and action outcomes.
- Use clinical expertise and knowledge to promote a 'nurse led' approach to care. Taking on a 'Link nurse' role where appropriate.
- Ensure the safe control and custody of drugs within the patient's own home as far as reasonably possible in line with Trust Policy and Standard Operating Procedure.
- Inform the Clinical Lead/ Nurse in Charge of changes in circumstances which may affect safe and competent practice.
- Work collaboratively with outside agencies.
- Be aware of and utilise other statutory and voluntary agencies that can provide appropriate care for patients.

Management and Leadership

- Ensure effective and efficient use of all ward/department resources.
- Provide leadership to all members of the ward, promoting effective teamwork.
- Be responsible for monitoring staffing levels and the skill mix to ensure that this is appropriate to meet the needs of patients and taking initial action to rectify any identified deficits through ward manager/modern matron.
- Maintain a positive approach to achievement within the team.
- Ensure adequate provision and maintenance of equipment.
- Assist with the induction of new staff and students, acting as a mentor.

- Provide Clinical supervision for team members
- Act as a role model giving guidance and support to other staff and students.
- Participate in problem solving related to work organisation.
- To ensure that patients and carers are aware of their current and ongoing health needs.
- To participate and promote clinical supervision.

Information management

- Ensure clinical records are kept confidential as per trust policy and policy on computer security is followed.
- Ensure Information Governance training is updated annually.
- Ensure all information is shared on need-to-know basis and report any breaches appropriately to line manager.
- Ensure that all patient care is documented accurately and legible and that information systems are maintained in a timely manner.

Education & Professional Development

- Ensure all mandatory training is in date
- Maintain knowledge and learning in line with NMC guidelines
- Demonstrate an understanding of research and application to clinical practice.

Trust Values



Community

- As one Trust, we enhance the lives of our patients through our commitment, support and working together
- We are proud to serve our local Community by providing integrated quality services with our partner organisations
- We respect and value the trust we are given to enter our patients' homes and lives



Compassion

- We provide compassionate, co-ordinated and personalised quality care that is safe and effective
- We empower and educate our patients and their carers in the effective delivery and management of their own independence, health and wellbeing
- We are dedicated to holistic, compassionate care and demonstrate this through our commitment to our personal and professional development



Creativity

- Our expertise, commitment and creativity are key to the successful delivery of our services
- We are always open to new ideas that support us in delivering effective compassionate care to our patients
- We continuously innovate and implement efficient delivery of care

Trust Behaviour Framework

- All post holders are required to adhere to the Trust's Behaviour Framework in the undertaking of their duties.



Care Respect and Dignity	We strive to understand each individual patient, service user, carer and customer's total needs as well as valuing and respecting our peers and colleagues.
Working Together for the Community	We are one team, whether working in teams locally, across NCH&C or with our partners for the benefit of our patients and services.
Integrity	We maintain high ethical standards, showing integrity and fairness in dealings with colleagues, partners and patients.
Taking Ownership	We take responsibility for our own performance, the success of our colleagues, our teams and the wider organisation.
Innovation, Flexibility and Resilience	We continuously seek more innovative ways of delivering care to patients and persevere in the face of challenging situations.

Research & Development

- May be required to undertake surveys or audits, as necessary to own work; may occasionally participate in R&D, clinical trials or equipment testing.

Safeguarding Clause

- Norfolk Community Health and Care NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. Rigorous recruitment checks are carried out and where applicable to the role successful applicants will be required to undertake a criminal records check via the Disclosure and Barring Service (DBS).

Infection Control

- Norfolk Community Health and Care NHS 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 Norfolk Community Health and Care NHS Trust.

Health and Safety

- Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974), to ensure the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.
- To ensure that the Trust's Health and Safety Policies are understood and observed and that procedures are followed.

- To ensure the appropriate use of equipment and facilities and the environment is maintained in good order.
- To take the necessary precautions to safeguard the welfare and safety of themselves, patients, staff and visitors, in accordance with the Health and Safety at Work Act.
- To undertake appropriate Health and Safety training to support safe working practice including, where appropriate, its management.

General

- All staff are required to respect confidentiality of all matters that they learn as a result of the employment with the Trust, including matters relating to other members of the staff and members of the public/patients.
- Maintain appropriate patient and clinical records in line with the Trusts policies and procedures, and in line with the agreed service specification.
- The post holder will be expected to participate in an annual appraisal of their work where the job description will be reviewed, and objectives set. In line with the annual personal development plan the post holder will be expected to undertake any training or development required to fulfil their role.
- Ensure that all patients, clients, and colleagues are treated at all times in an equitable manner, respecting diversity and showing an understanding of diversity in the workplace.
- The post holder must carry out their responsibilities with due regard to the Trust's Equality and Diversity Policies, Procedures and Schemes and must ensure that equality is promoted at all times.

This job description is not exhaustive and may be amended from time to time in consultation with the post holder. The post holder will be required to undertake any other duties as may be required for the effective performance of the post.

Person Specification

Criteria	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> Current NMC registration or awaiting PIN 	<ul style="list-style-type: none"> Degree or Working towards degree Teaching and assessing qualification 	Certificates
Experience	<ul style="list-style-type: none"> Experience working with multi-disciplinary teams and partner organisations Experience of working with patients with multiple pathologies and managing holistic patient centred care. 	<ul style="list-style-type: none"> Appropriate extended skills, male catheterisation management of syringe drivers Venepuncture and ear irrigation Previous Community Experience Previous qualified nurse experience Previous palliative care experience 	Application Interview
Skills, Abilities and Knowledge	<ul style="list-style-type: none"> Ability to organise and prioritise workload independently, within a team and with wider integrated team Knowledge/experience of the audit process Knowledge of safeguarding issues relating to the care of older people Ability to work on own initiative Good computer skills and the ability to use information management systems. 	<ul style="list-style-type: none"> Experience of audit/research Relevant safeguarding training 	Application Interview
Communication	<ul style="list-style-type: none"> Excellent verbal, written and interpersonal skills appropriate to supporting team members Able to communicate effectively in written and verbal English Language 		Application Interview
Personal and People D development	<ul style="list-style-type: none"> Evidence of own personal development and experience Able to support the development of others through supervision and teaching 	<ul style="list-style-type: none"> Mentorship qualification will be essential but can be gained whilst in post Health Coaching training 	Application Interview

	<ul style="list-style-type: none"> Supporting patients in self-management through health coaching 		
Personal Attributes / Behaviours (linked to the Trust's Behaviour Framework)	<ul style="list-style-type: none"> Able to identify with the Trust's commitment to safeguarding and promoting the welfare of children and young people/vulnerable adults. Value and respect the privacy and dignity of patients Able to work collaboratively as part of a team Enthusiastic and able to work under pressure Flexible/positive approach to work to meet the needs of the service 		Application Interview
Other	<ul style="list-style-type: none"> The post holder will be required to work seven day a week and cover between the hours of 08.00 and 18.00 hrs. The post holder will need to be passed fit to perform full duties of the post through occupational health with any reasonable aids and adaptations if necessary Must hold full and valid and driving licence and have access to a vehicle 		Application Interview Document Check

Post Holder's Signature

Manager's Signature

Date Job Description Agreed

DISTRIBUTION: One copy to member of staff, one copy to personal file.

Please ensure Job Description is agreed and signed by both manager and employee