

Job Description and Person Specification

1. JOB IDENTIFICATION

Job Title: Community Band 5 Staff Nurse – Discharge to Assess Pathway

Department(s): Enhanced Care Home Team Doncaster

Job Holder Reference:

No of Job Holders:

2. JOB PURPOSE

The Registered Nurse will:

- **Be responsible for the assessment, development, implementation, and evaluation of programmes for care home residents with support from Ward Manager / Team Leader / District Nursing Sister.**
- **Be responsible for completing and initial assessment and follow up of the patient and work closely with Therapy staff, IDT, Social Workers, and care home staff to ensure that the safest outcome for patients is met.**
- **Deputise, in the absence, for the District Nursing Sister.**

3. ORGANISATIONAL POSITION

4. SCOPE AND RANGE

To work within a multi-disciplinary team delivering skills based care to patients in care homes across Doncaster. Working in partnership with other agencies to ensure delivery of a high quality service.

5. MAIN DUTIES / RESPONSIBILITIES

- **Will be responsible for ensuring co-ordination of the assessment, planning, implementation, and evaluation for patients in their care throughout the D2A pathway.**
- **Will be responsible for triaging referrals for care home residents that are discharged from hospital under the Discharge to Assess Pathway.**
- **Will be responsible for assessing, using a holistic approach, residents within care homes across Doncaster's and formulating appropriate care plans and guiding management.**
- **Work as a contributing member of the multi-professional team and be involved in the decision-making process throughout the patients D2A care pathway and leading and contributing to the individuals MDT.**

- Will contribute to the identification of performance issues within the team by discussing areas of concern or development with the Ward Manager / Team Leader / District Nursing Sister.
- Will participate and assist in setting standards of patient care based on sound evidence.
- Will contribute to the development of local Clinical Governance Plan and Quarterly Reports by participating and assisting in the monitoring and evaluation of clinical practice e.g. audit.
- Following attainment of an appropriate Mentorship training, act as a mentor to junior colleagues and other relevant personnel e.g. student nurses to ensure achievement of agreed learning objectives.
- Maintain personal Nursing and Midwifery Council registration and ensure adherence to Nursing and Midwifery Council codes of conduct.
- Reports all accidents and incidents as per Trust policy.
- Be conversant with and adhere to Trust policies.
- Contribute and uphold the vision and values of the organisation.
- Promote and facilitate an environment conducive to ensuring individual patient comfort and well being, adhering to Health & Safety and Infection Control policies.
- Contribute to the development of an environment that promotes a 'blame free culture' that supports all staff by working to the concepts within the Clinical Governance framework.
- Enable and empower patients, families and their carers to undertake safely any aspects of care in relation to the care programme.

6. SYSTEMS AND EQUIPMENT

- Be competent with use and management of equipment e.g. syringe drivers, infusion devices, pressure relieving equipment systems etc, including annual and ad-hoc update for assessment of competency.
- Following assessment of competent practice, act as core trainer to cascade training/education of identified topic areas to other members of the team e.g. moving & handling, syringe driver, on an ongoing basis as required.
- Be conversant with use of computer to access patient information and communicate with other professionals within own organisation and external agencies/Trusts e.g. PAS System (Patient Administration System to access patient clinical information), Email, and Internet, GP systems, electronic referral.
- Assist Team Leader with collection of clinical data to meet Performance Monitoring and Clinical Governance requirements e.g. admission/discharge activity, this information forms part of the Clinical Governance Report which is disseminated to the Trust Board.

- Arrange for the provision of nursing aids and equipment, helping patients to regain their optimum independence and instructing patients and relatives in the correct use of the equipment.

7. DECISIONS AND JUDGEMENTS

- Act on clinical information received from relevant members of the multiprofessional team on an ongoing basis.
- Organise own time and that of junior colleagues and learners providing supervision as required, ongoing monitoring responsibility remains with Team Leader / District Nursing Sister.
- Evaluate emergency situations and take appropriate action.

8. COMMUNICATIONS AND RELATIONSHIPS

- Provide and receive routine/complex/sensitive condition related information, exchange factual information with the patients/carer using reassurance, tact and empathy; overcome barriers to understanding when English is not the first language or where the patient has a physical or mental disability, maintain confidentiality in line with Information Governance.
- As a member of the multi-professional team attend ward rounds / case conferences as required. Assume responsibility in completing all relevant paper work and dissemination of information to colleagues, family members
- Attend and effectively contribute to Team meetings to ensure accurate and timely dissemination of information and use as a forum to promote ideas for service development, frequency determined locally.
- Contribute to and promote accurate clinical record keeping in line with Nursing & Midwifery Council Guidelines.
- Participate in clinical supervision as locally agreed to ensure reflective practice.
- Utilise clinical expertise of others, e.g. diabetic liaison, smoking cessation.
- Contribute to the promotion of a suitable learning environment for all grades of staff in liaison with Learning Environment Manager.
- Be conversant with systems and processes with regards to the current training and development programme.
- Participate in the teaching and supervision of newly qualified and unqualified staff by acting as role model, mentor and preceptor on an ongoing basis.
- Following attainment of the appropriate qualification participate in identification of training and development needs of unqualified staff through the Personal / Professional Development Review process.

9. PHYSICAL DEMANDS OF THE JOB

- Driving / travelling to various locations within working day.
- Moving & Handling Training and yearly update required. Frequency ongoing (manual and objects). The Trust has a no manual lifting policy.
- Exposure to a range of bodily fluids e.g. bloods, urine on a daily basis.
- Dexterity needed to undertake certain tasks e.g. venepuncture, administration of injections and use of standard keyboard skills on a daily basis.
- Working in restricted spaces e.g. patients' homes, single rooms.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Recognition of potential stressors in the working environment and reporting it as appropriate.
- Exposure to constant interruptions and demands e.g. responding to telephone enquiries, medical emergencies, medication administration, unexpected fluctuation in staffing levels, bleep holder responsibilities.
- Management of degenerative, progressive and disabling conditions/dealing with terminally ill patients and relatives of deceased patients.
- Unpredictability of workload – dependent on patient numbers/dependency levels and skill mix.
- Difficult family situations e.g. identification of neglect, vulnerable adults.
- Exposure to violent and aggressive incidents.
- Decision making in the absence of a Senior Colleague
- Exposure to infectious/transmissible diseases e.g. MRSA, HIV, TB, Hepatitis

11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Essential

- Will be required to have a Registered Nurse Registration with the Nursing & Midwifery Council.
- Evidence of recent continuing professional development e.g. evidence of completion of student Nurse Training programme, scope package, courses attended.
- Ability to work autonomously, on own initiative, or as part of a team.
- Access to transport and the ability to travel within the required geographical area

Desirable

- Mentor Preparation Training.
- Relevant experience of working within specified area / setting i.e. rehabilitation, community.
- Identification and evaluation of the best evidence based practice in order to deliver effective health care intervention.
- Experience working with older adults and with care homes.

- Experience with discharge planning from Acute setting then into the community
- Statutory and mandatory training as identified within the Trust policy e.g. moving & handling, fire lecture, information governance, and resuscitation update

12. HEALTH & SAFETY

The post holder is required to take reasonable care for his/her own health and safety and that of other persons who may be affected by his/her acts or omissions. The post holder is also required to cooperate with supervisory and managerial staff to ensure that all relevant Statutory Regulations, Policies, Codes of Practice and departmental safety procedures are adhered to and to attend relevant training programmes.

13. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies. Please note the Job Holders, Line Managers and Head of Department/Directorate's signature should be on a separate page to the rest of the job description.

Job Holder's Signature:

Line Manager's Signature:

Head of Department/Directorate's Signature:

Date:

Date:

Date: