

JOB DESCRIPTION

Job Title:	Community Staff Nurse
Base:	Adult Community Healthcare team Wycombe ACHT
Agenda for Change banding:	Band 5
Hours of Work:	37.5 hours a week
Details of Special Conditions:	
Managerial Accountability & Professional Accountability	Accountable to the Locality Manager (Managerial) and Supervising Professional (Clinical)

MAIN PURPOSE OF THE POST

The post holder will be responsible for establishing with staff and the Integrated Team Case Manager active case management programmes for the delivery of care to patients with a range of medical conditions. The Community Nurse will then work as part of the Integrated Team with a range of professionals in order to ensure care is appropriate, customer specific and delivered in a timely manner. The post holder will be able to demonstrate their professional skills and competence in leadership care planning /care delivery, co-ordination, medicines management and case management and leadership.

RESPONSIBILITIES

- To contribute to processes for service and quality improvement
- Assess the physical and psycho-social needs of patients and deliver therapeutic interventions based on best available evidence in order to improve health outcomes.
- To manage own case load, delivering and evaluating service delivery to patients with a variety of medical conditions and those delegated by case managers.
- To plan interventions with the Case Manager and other team members using the common assessment process
- To take part in the referral management process to ensure patients are treated by the most appropriate member of the team/service
- To contribute to the development of protocols and procedures developed for clinical pathways
- Assist in the development of case management protocols and guidelines within their own area of professional practice
- Participate in weekend rotas / 7 day working rotas
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- Take part in the clinical rotation within the post holder's relevant profession.
- To adhere to your Professional responsibility and Code of Conduct

Professional Responsibilities

- To adhere to the relevant Professional Standards and Code of Conduct and be conversant with the Scope of Professional Practice
- To act as supervisor/mentor within own profession for students on placement and rotational staff
- Act as a resource for other members of the team being responsible for providing profession specific expertise.
- Critically evaluate and interpret evidence-based research in order to change and develop services and clinical practice
- To identify own clinical supervisor and attend supervision on a regular basis in order to continually develop own practice

Managing patient care/clinical responsibilities •

- The post holder will maintain clinical competency in relevant clinical skills, participate in professional policy making and the development of the case management model
- Maintain and update patient's records recording clinical activity electronically in accordance with Trust policy.
- Collect, collate and evaluate patient information maintaining accurate records related to assessment and care co-ordination
- Actively manage medication issues referring to appropriate professionals (GP, Pharmacist or Nurse Prescriber) outside own competency level
- Empower patients and carers through appropriate support and education to self-manage.
- Ensure care provided and service delivered are in line with National Service framework, Nice guidelines, BHT policies and procedures and the clinical governance framework
- Facilitate the integration of patient goals for health and social care into current care plans, clearly documented for all to follow
- To contribute to the planning of programmes of care to promote health gain and maximise independence
- To assist in the delivery of a palliative care service within the team
- To assess, prescribe and fit appropriate equipment for patients in their home

Responsibility for Resources •

- To ensure efficient use of financial and material resources within the sphere of practice in the team

Communication

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- Act as a voice and advocate for patient/ carer negotiating and communicating with other health and social care staff to ensure the case management programme meets the needs of the customer.
- Where necessary negotiate and communicate with other clinicians and other associated staff to ensure high quality care.
- Promote and communicate the BHT policies identified within the Diversity Equality Scheme and programmes
- To maintain confidentiality according to BHT guidelines, your own Code of Conduct and Data Protection Act.

Responsibility for Research

- Record base line data on which to audit the impact of programmes on the patient's quality of life.
- Encourage all staff to increase their research knowledge in order to ensure their practice is evidence based
- **Education and Training Responsibilities •**
 - Participate in induction and orientation for newly appointed staff
 - Create and maintain an appropriate learning environment to meet the educational and development needs of Community Health Assistants, Practitioners, other health professionals and members of the Integrated Team
 - Provide mentorship and clinical supervision of staff e.g. Community Health Assistant and Practitioners.
 - To participate in regular supervision according to BHT policy
 - Participate in yearly individual performance and appraisal reviews according to Trust Policy, with line manager and maintain and extend professional knowledge in line with the DOH and BHT targets
 - To attend mandatory and non-mandatory training as required by the BHT
 - Contribute to any training programmes delivered to and by the Integrated Teams

Organisational/Administrative Responsibilities

- Writing reports and patient notes
- To take part in project planning as appropriate
- Contribute to the integrated team onward referral process to other services and agencies
- Participate in organisation of staff/teamwork planning and rotas
- Cover for other team members during sickness and annual leave

All of the above activities are governed by the operational policies, standing financial instructions, policies and procedures and standards of Buckinghamshire BHT, professional standards and guidelines and national legislation.

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This job description is an indication of the roles and responsibilities and is a summary of the key tasks. It may be subject to change as the Integrated Teams develop. It is the practice of the BHT to regularly examine employee's job descriptions, updating them to ensure that they relate to the job being performed or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager and those working directly to him or her. You will therefore be expected to participate fully in such discussions and bring your Job Description up to date if this is necessary or desirable

CRIMINAL RECORDS BUREAU – Enhanced Level of disclosure

ORGANISATION CHART



Band 5 – Post holder

ADDITIONAL INFORMATION

Trust Values



Collaborate



Aspire



Respect



Enable

Health and Safety at Work Act

The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post

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holder is also required to co-operate with Buckinghamshire Healthcare NHS Trust to ensure that statutory and departmental safety regulations are adhered to.

Confidentiality

The post holder has a responsibility to maintain confidentiality and ensure the principles of the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner are applied to patient, staff and Trust business/information.

Equal Opportunities

The Trust welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgemental service at all times.

Managing Risk: Maintaining skills and learning from problems

Reducing risk is everyone's responsibility. All staff in the Trust must attend training identified by their manager, or stated by the Trust to be mandatory. The Trust uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them. The Trust has designated the prevention and control of infection as a core issue in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:

- i) Follow consistently high standards of infection control practice, especially with reference to hand hygiene and aseptic techniques,
- ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.

COVID-19 Vaccinations

The [Health and Social Care Act 2008 \(Regulated Activities\) \(Amendment\) \(Coronavirus\) Regulations 2021](#) that require all persons working or deployed in any CQC registered activity to be fully vaccinated against COVID-19, are being rescinded from 15 March 2022. If you are successful at interview, you will still be asked your vaccination or medical exemption status, as part of the pre-employment screening process undertaken by Occupational Health, but this will not impact your offer of employment.

Safeguarding of children and vulnerable adults

During your employment with the Trust, you have a responsibility to safeguard children and vulnerable adults. You are required to complete statutory and mandatory training and take appropriate action as set out in the Trust's policies and procedures.

Governance

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Post holders will aim to ensure that areas of the trust under their responsibility comply with “Standards for Better Health” Core and Developmental Standards and bring deficiencies to the attention of their Director”

Information Management/ Data Quality

The post holder must ensure that Trust records are documented, secured, stored and disposed of appropriately and in accordance with the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner. In addition, information recorded must be fit for purpose - accurate, relevant, up to date and complete.

Freedom of Information

The post holder must be aware that any information held by the Trust in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies.

Travel to other sites

You may be required to travel to other Trust locations. Please complete travel expenses using the online system. Details of allowances can be obtained from the Human Resources Department.

Smoking statement

Smoking is not permitted in any premises or grounds managed, leased or owned by the Trust. Smoking is not permitted in Trust vehicles or in any vehicle parked on Trust premises.

General

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade. Should you have any queries or concerns relating to the contents of this letter, please contact the Recruitment team, Amersham Hospital, Whielden Street, Amersham, Bucks, HP7 0JD.

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