

**District Nurse Sister/ Charge Nurse
JOB DESCRIPTION**

Job Title:	District Nurse Sister/ Charge Nurse
AfC Band:	6
Directorate/Service:	HMR Integrated Neighbourhood Teams
Accountable To:	Neighbourhood Lead
Responsible To:	Team Lead
Base Location:	HMR Integrated Neighbourhood teams
On-Call Requirement:	No
AfC Job Code:	Add Job Code

Values

Three values are at the heart of our organisation: **Care, Appreciate** and **Inspire**.

Our values and behaviours define what's important to us as we work alongside each other and with our patients and service users. They also shape what it feels like to work at the NCA and will be central to your development and performance conversations. Together, we will create a culture where care, appreciation and inspiration thrive.

Structure Chart



Job Summary

The post holder will participate in the delivery of nursing care and support to clients within the community setting and have the necessary confidence and competence to work autonomously. To work under the direction of the Integrated Team leader and to be responsible for assessment and management of the health needs of an identified population including end of life care and patients with long term conditions and/or complex nursing needs. To support and wherever possible maintain patients in their own preferred place of care, promoting self-care enabling them to maximise their independence and optimise their quality of life 7 days per week throughout the year.

Key Role and Responsibilities

- **Professional Duties**

Promote clinical excellence and maintain agreed trust nursing policies and clinical standards.

Assess, plan, implement and evaluate a plan of care to meet the patient's physical social, emotional and environmental needs, encompassing a rehabilitative/ self-care approach where necessary.

Demonstrate, teach and supervise the nursing care that can be safely delegated to the patient/carer giving support as necessary.

Take an active role in health education of the individual and community promoting self care and providing both planned and opportunistic care based upon evidenced based Information.

To take responsibility for own continuing professional development and performance and maintaining own portfolio in accordance with the re-registration requirements.

- **Communications and Relationships**

Maintain close liaison with all agencies and professions involved in client care and support, involving the client and his family in all discussions and decision making

To act as Key worker and coordinate care for patients requiring Long Term Condition management or End of Life Care at home.

Uphold a professional approach and maintain professional integrity at all times

Attend meetings as required by the service manager and team leader

Develop the concept of team working by attending regular team meetings and agreeing team objectives.

Ensure all staff are aware of the measures to safeguard the client's rights and respect Confidentiality

Promote communication links in line with the Trust's policies and procedures
 Ensure that any breach of the Trust's code of practice and procedures is brought to the attention of the team leader
 Ensure that all documentation is completed and maintained as required by the Trust
 Promote the resolution of conflict in accordance with the Trust's policies and procedures
 To participate in the Trust's performance appraisal system and to undertake any identified training and development related to the post.
 Provide Preceptorship, mentorship and clinical supervision to staff as required.

- **Analytical and Judgmental Skills**

To be able to recognise, interpret and analyse clinical data related to the individual clients needs including client observations.
 To contribute to audit programmes as needed
 Collect appropriate data and figures as required by operational leads.

- **Policy and Service Development**

Support the trust clinical governance agenda, ensuring compliance with all initiatives
 Support the team in maintaining an appropriate learning environment to meet the educational requirements of all staff, including students
 Where the community staff nurse is a prescriber they must ensure that prescribing knowledge and competency is maintained to enable safe and effective prescribing of medications and dressings as appropriate from the Nurse Prescribers' Formulary.
 To identify own development needs in relation to current practice and future plans and setting personal development objectives
 To attend relevant courses/meetings and mandatory in-house training as directed
 To participate in professional training/updating programmes to assist service needs/developments.
 To participate in the Trust's performance appraisal system and to undertake any identified training and development related to the post.
 Provide Preceptorship, mentorship and clinical supervision to staff as required.

- **Financial Responsibility**

Contribute to budget management by efficient use of resources
 Plan duty rosters, ensuring that appropriate level of cover is available to maintain client safety, and carry out the required nursing and care procedures
 Organize an efficient stock control system, ensuring that efficient product and equipment usage is maintained
 Liaise with specialist equipment providers to ensure agreed maintenance and service contracts are fulfilled

Co-Ordinate annual leave requests, ensuring that appropriate staff are available to cover sessions .

- **Planning and Organisational Skills**

Responsibilities for planning and organising work both on a day to day basis and longer term.

Will include rostering for example but will also include business, project, workforce and financial planning.

- **Making Every Contact Count**

Front line staff are in an ideal position to offer support and advice on how to improve health and wellbeing Staff should use their interactions with the public to give them additional advice on health and wellbeing Staff will be given training and support to help them to signpost people to other services which may improve their health and wellbeing.

- **Partnership Working**

Maintain close liaison with all agencies and professions involved in client care and support, involving the client and his family in all discussions and decision making To act as Key worker and coordinate care for patients requiring Long Term Condition management or End of Life Care at home

- **Freedom to Act**

Support the Team Leader in monitoring the performance of unit staff in accordance with the NMC code of professional conduct

- **Responsibilities for Human Resources**

Develop and participate in the induction and orientation programmes for newly appointed staff.

- **Responsibilities for Research and Development**

Assume an active role in self development by maintaining awareness of current developments in nursing and medical practice relevant to role and responsibilities Encourage all colleagues to increase their research knowledge by promoting a questioning and analytical approach to care Develop those elements of current nursing research which may be relevant to the client's care To contribute to, any research programme as identified by the service lead. 2. To participate in discussions around service change and implement such changes as identified by the service

- **Physical Skills**

Ability to travel to different geographical locations across the Trust footprint in line with service needs.

PERSON SPECIFICATION

Job Title:	District Nurse Sister/ Charge Nurse
AfC Band:	Band 6

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Community Specialist Practitioners degree • Up to date professional portfolio demonstrating evidence of reflective practice • Ability to travel to different geographical locations across the Trust footprint in line with service needs 	<ul style="list-style-type: none"> • Full UK driving license with willingness to use own car for work purposes
Professional Registration	<ul style="list-style-type: none"> • Registered General Nurse • Nursing and Midwifery Council Registration 	
Knowledge, Training & Experience	<ul style="list-style-type: none"> • Demonstrate excellent communication skills both written and verbal • Ability to plan and organise own work • Aptitude to work cohesively within a team • Awareness of community working and care pathways • Post Registration experience. • Leg Ulcer Management qualification • Mentorship Qualification • Reliable • Innovative • Flexible • Good interpersonal skills • Leadership potential • Ability to study independently at BSc/MSc level Teaching skills • Management of change • Relevant Community experience 	<ul style="list-style-type: none"> • V300 prescribing

	<ul style="list-style-type: none"> • Clinical knowledge of long term condition management - Diabetes, COPD, Heart Failure • Palliative Care Experience • Sound knowledge of health policy relating to • Community Care 	
<p>Skills & Abilities</p>	<ul style="list-style-type: none"> • Computer literacy skills e.g. Microsoft Word and literature searching skills 	

Living our Values

All colleagues are expected to demonstrate the NCA values and underpinning behaviours as you carry out your role.

Values	Behaviours (I will...)
CARE We listen and treat each other with kindness.	Provide the highest standard of care, with compassion and kindness.
	Communicate clearly, actively listen and be person centred.
	Seek to understand and empathise.
	Collaborate to deliver services that are safe and give confidence in our care.
APPRECIATE We value and respect each other's contribution.	Recognise and openly acknowledge how we all make a difference.
	Value and respect others and share in celebrating our successes.
	Treat people fairly, notice, champion and positively appreciate diversity.
	Provide constructive feedback to support growth and development.
INSPIRE We speak up and find ways to be even better.	Have a voice and act with integrity and honesty.
	Make time to learn, share and find new ways of working.
	Be positive, be open to change and empower others.
	Work with my team and other teams to agree and deliver best outcomes.

Appendix

The below details all the standard Trust requirements which must be incorporated within the role.

Infection Prevention

Employees will adhere to all Trust Infection Control policies and procedures which are relevant to the post and undertake any appropriate mandatory training. All colleagues will ensure that advice is sought from the infection control team as required and appropriate action is taken to minimise cross infection.

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. You will be expected to fulfil your mandatory safeguarding training at the level applicable to this role.

Health and Safety

Employees must act in accordance with the Health & Safety at Work Act 1974, and subsequent legislation, under which they must take reasonable care to avoid injury to themselves and to others who may be affected by their work activities. Employees are required to co-operate with the Trust in meeting statutory requirements. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of colleagues, patients, and the general public.

Confidentiality and Data Protection

Employees are required to uphold the confidentiality of all records held by the Trust, whether patient records or Trust information. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act may result in disciplinary action.

Equality and Diversity

All colleagues are required to understand the equality and diversity commitments and statutory obligations under the Equality Act 2010. You must act in ways that support Equality, Diversity, and Inclusion (EDI) and recognise the importance of people's rights in accordance with legislation, policies, frameworks, procedures, and good practice.

Colleagues must recognise and report any behaviour that undermines equality under Trust policy and further EDI activity by:

- eliminating discrimination, harassment and victimisation
- advancing equality of opportunity between people who share a protected characteristic and those who don't
- fostering good relations between people who share a relevant protected characteristic and those who don't
- understanding the impact of policies, services and practice on people with different protected characteristics

Code of Conduct

<p>Colleagues that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Colleagues who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.</p>
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Leadership and Development

<p>We believe our colleagues play a vital role in delivering excellence, and that everyone has the ability to demonstrate leadership and make a difference. As a member of our team, we expect you to live the NCA values: Care, Appreciate and Inspire through your daily habits, to improve outcomes for patients, customers and service users across the system. In return we provide a range of development opportunities that help you to realise your potential and reach your professional best.</p>

<p>As you join us, you are required to attend our Corporate Induction, complete the Trust's mandatory training and participate in the NCA Accelerated Leader Development Programme if you are in a leadership or management role. Your annual My Time appraisal conversation helps to continually review your contribution and ongoing priorities through your Personal Development Plan, informed through a wide choice of development available to you.</p>

Flexibility

<p>This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.</p>
