

Job Description

Job Title	Community Staff nurse
Salary Band	Band 5
Division/Service Line	Adult Community Services
Department	Community Nursing

Job Overview

Responsible for the assessment, planning, implementation and evaluation of care, without direct supervision, to patients, carers and relatives within their home environment, enabling them to enjoy maximum independence and optimum quality of life.

To work in partnership with patients and carers to offer support and advice and promote informed choice. Responsible

To support the role of the Community Nurse Team leader.

To work autonomously, providing effective, evidence based care in line with competency and training record and organisational policies, procedures and guidelines.

To support all locality teams by working in a flexible way. Moving to work with the team in most need on a daily, weekly or monthly basis as service provision demands.

Organisational Chart



Duties and Responsibilities

Communication and Working Relationships

To communicate effectively with:

- Patients and carers.
- Team members of all the locality teams, including all DN Clinical.
- Team Leads.
- The wider multi-disciplinary team.
- Local GP Practice Colleagues.
- Other healthcare and social care provider organisations.
- Community and voluntary organisations.
- Community and Acute Hospital Nursing colleagues.
- CFT Management Team.

Management and Personal Development

- Maintain as Registered Nurse.
- Assessment, planning, implementation and evaluation skills.
- Ability to monitor, evaluate and reassess nursing care needs.
- Excellent communication skills.
- Ability to organise/prioritise own work and to delegate to appropriate team members.
- Possess relevant clinical knowledge and have a willingness to develop new skills.
- Basic IT record keeping skills.
- Competent and confident with core clinical skills.
- To provide mentorship and support to students and staff.
- Recent evidence of study/continuing professional development.
- Excellent hand eye co-ordination and dexterity to maintain accuracy in the use of equipment.
- Flexibility to work across all locality teams, moving teams as required.

Clinical Activities

- To admit to the caseload, assess, plan, agree, implement and evaluate care for patients.
- To work in partnership with patients and carers to offer support and advice and promote informed choice, while supporting equality and valuing diversity.
- To regularly review care delivery and documentation.
- To participate in personalised care planning and promote self-care and independence.
- To be competent and confident with core clinical skills (as per competency and training record).
- To act as a formal mentor to pre-registration nursing students and preceptees.
- To liaise with and refer to other agencies and professionals as appropriate.
- To take full responsibility for immediate care delivery decisions.
- To offer support, supervision, information and education to patients, relatives and carers and other team members.

Strategic Development, Planning and Organising

- To work on a flexible rota system, covering 7 days a week, between 8am and 10pm, this includes an evening service.
- To be accountable to the Community Nurse Team leader when undertaking duties as a community nurse.
- To work in an integrated way with all other agencies and other members of the multi-disciplinary team.
- To have an awareness of the need for the effective use of resources.
- To be a safe, effective and responsible lone worker.
- To work as part of and liaise with the wider multi-disciplinary team.
- To take part in standard setting groups.
- To use resources efficiently and be aware of the relative cost of relevant items.
- To comply with Organisational policies and procedures in order to contribute to safe working practices.
- To be risk aware and contribute to effective risk management in accordance with the organisation's risk management policy and procedure.
- To report promptly all actual or potential risks and incidents, as per organisational policy.
- To work across all locality teams, moving base at short notice if the service demands.
- To identify areas for improvement of practice and make constructive suggestions for implementation.
- To offer suggestions for improved resource management.
- To actively participate in service change and development.
- To maintain the highest possible standards of personal and professional Practice.
- To be aware of and adhere to all organisational policies.
- To document all care given and maintain record keeping in accordance with NMC guidelines.
- To use/carry out research in care delivery.
- To participate in staff appraisal as appraisee.
- To participate in Clinical Supervision.
- To report, according to Organisational policy any untoward incidents (e.g. complaints, accidents, defective equipment) and take appropriate action to ensure safety of patients, staff and relatives.
- To participate in audit as required by the Organisation and team agendas.
- To adhere to the NMC Code of Professional Conduct.
- To report all incidents and near misses of health, safety, security, fire, physical violence, aggression and verbal abuse in accordance with Section 7 of the Health and Safety at Work Act 1974.

IT Systems and Processes

- Competent IT skills with completing documentation on Rio
- Able to order on electronic systems
- Access NHS Mail and manage other healthcare providers email correspondence and referrals.

Additional Information

Code of Conduct

The post holder is required to comply with all relevant Code of Conducts for the role, including the Trusts Code of Conduct. All staff are required to support the Trust's commitment to developing and delivering excellent customer service by treating patients their carers, families, friends, visitors and staff with professionalism, dignity and respect. All staff are expected to behave in a professional manner and not to bring the Trust into disrepute.

Confidentiality and Data Protection Act

All NHS employees have a duty to maintain confidentiality under both common law and the Data Protection Act 1998. Service users and staff have a right to expect that any information, whether personal or commercial, held by the Trust will be treated in a confidential manner. All employees of Cornwall Partnership NHS Foundation Trust must not, without prior permission, disclose any information regarding patients or staff.

Safeguarding Children and Vulnerable Adults

All employees of Cornwall Partnership NHS Foundation Trust must be familiar with and adhere to the Trust's safeguarding policies and procedures.

Personal Development

All employees are required to undertake statutory and essential training as directed by the Trust. This will be monitored through the supervision and appraisal process which is in place for all staff to participate in.

Risk Management and Health and Safety

All employees of Cornwall Partnership NHS Foundation Trust are required to make positive efforts to maintain their own personal safety and that of others. You are reminded of your responsibilities for health and safety at work under the Health and Safety At Work Act 1974 as amended and associated legislation. These include the duty to take reasonable care for the health and safety of yourself and of others in your work activities or omissions, and to co-operate with your employer in the discharge of its statutory duties. It is also essential that precautions advised by Management, Occupational Health, Risk & Safety Services, etc. are adhered to for your own protection.

Infection Prevention and Control

All staff, collectively and individually, has a duty of care in following best practice in adherence to guidelines which is a fundamental requirement in underpinning the management of infection control.

Location/Mobility

In accordance with the Trust's requirements, all staff are required to undertake work and alternative duties as reasonably directed at variable locations in the event of, and for the duration of a significant internal incident, major incident or pandemic. You may be required to work at or from any additional location as determined by the Trust. You may also be required to travel between Trust premises for the performance of your duties.

Equal Opportunities

The aim of the Trust's policy is to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of race, creed, sex, marital status, disability, age, nationality, ethnic or national origins. The Trust commits itself to promote equal opportunities and will keep under review its policies, procedures and practices, to ensure that all users and providers of its services are treated according to their needs.

Review of the Job Description

This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, 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.

Rehabilitation of Offenders Act

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 is applicable to this post. Therefore should you be offered the post it will be subject to a Disclosure & Barring Service check satisfactory to the Trust. You will therefore be required to declare all criminal convictions, cautions, reprimands and warnings that would not be filtered in line with current guidance

The Trust operates a no smoking policy. Employees are not permitted to smoke anywhere in the premises of the Trust or when outside on official business. Staff must be mindful of public perception and therefore must not smoke whilst travelling in Trust identified vehicles or when can be identified as a member of CFT staff.

Person Specification

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Salary Band	Band 5
Division/Service Line	Adult Community Services
Department	Community Nursing

Role Requirement	Essential	Desirable
<i>Education / Qualifications and Relevant Experience</i>		
Registered Nurse – Adult	✓	
Current Professional Registration - NMC		
Evidence of recent relevant personal professional development	✓	
To act as a mentor for student university placements. Having the mentoring qualification or being willing to work towards this qualification and attending mentorship updates as required.	✓	
Hold a post-registration diploma or be working towards a degree		✓
<i>Skills and Aptitude</i>		
Leadership skills.	✓	
Conflict resolution skills.	✓	
The ability to provide skilled, evidence based nursing care to a wide range of patients	✓	
Excellent communication and interpersonal skills.	✓	
IT skills to include use of Word, Excel, email, internet, recording systems	✓	
Advanced computer skills.		✓
Flexibility and adaptability to meet the demands of job.	✓	
Willingness to undertake all relevant mandatory training.	✓	
<i>Knowledge and abilities</i>		
Ability to deal with patients and carers who are under stress.	✓	
Current knowledge of developments in nursing and healthcare in general.	✓	
The ability to manage the caseload in the absence of a senior nurse, on a temporary basis.	✓	
Awareness of and adherence to policies including lone worker and manual handling policies	✓	
<i>Personal Qualities</i>		
Display appropriate professionalism	✓	
Ability to identify own professional development needs	✓	
Flexibility to move between all locality teams, sometimes at short notice	✓	

Other		
Demonstrates evidence of Trust "CARE" values	✓	
Ability to travel independently where required	✓	
Disclosure and Barring Service check satisfactory to the Trust	✓	
Occupational health clearance satisfactory to the Trust	✓	
A full UK driving licence is required for this post/access to a car	✓	

