Royal Devon University Healthcare NHS Foundation Trust

JOB DESCRIPTION

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JOB DETAILS	
Job Title	Nurse (Community)
Reports to	Community Nurse Team Manager
Band	Band 5
Department/Directorate	Community Nursing - Health & Social Care Directorate

JOB PURPOSE

To assess, provide and review nursing care, advice and information to patients and carers within the home environment or alternative care setting.

Aim to wherever possible maintain patients in their own preferred place of care, enabling them to maximise their independence and optimise their quality of life.

To work under the direction of the Nurse Specialist (Community) and the Community Nurse Team Manager, using their skills and knowledge as a Registered Nurse.

Maybe expected to hold a designated caseload and deputise in the absence of the Nurse Specialist (Community).

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KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

- Lone working
- Remote working without direct supervision
- Supervising, teaching and involvement with the development of peers and other relevant team members, carers and clients

The Nurse (Community) will be based in the community setting**.**

The post holder will fulfil all tasks and work as part of a team. To meet the needs of the service, the post holder may be required to work in other areas as appropriate and under the direction of line manager or appropriate manager.

KEY WORKING RELATIONSHIPS

Patients, Relatives and Carers

Community Nursing Team

Senior Nurse Community

Community Services Managers

Community Matron

Adult Health and Social Care

Community Hospitals

General Practitioners and other members of the Primary Health Care Team

Palliative Care Teams

Continuing Healthcare

Rapid Intervention Centre/Rapid Response

Statutory and Voluntary Agencies

Secondary Care Providers including Discharge Teams

Specialist Nurses

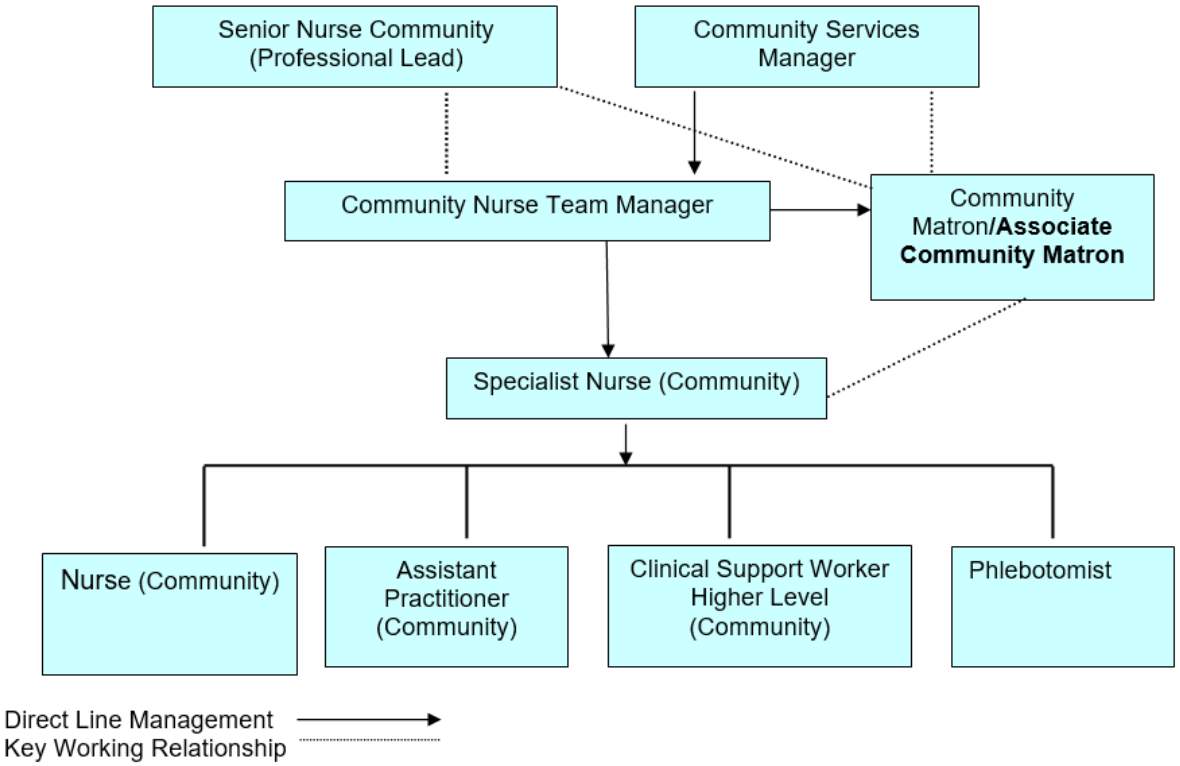
Out of Hours Services

Adult Mental Health Teams

Public Health Teams

Other Agencies/Providers

ORGANISATIONAL CHART



FREEDOM TO ACT

Work is managed rather than directly supervised.

Work within codes of practice and professional guidelines.

Works within organisational Policies, Procedures and Standard Operational Procedures (SOP).

May be responsible to take decisions alone and decide when necessary to refer to the Nurse Specialist (Community).

Can identify through risk assessment when to escalate to: Nurse Specialist (Community), Community Nurse Team Manager, Community Services Manager, Senior Nurse Community and if required the use of the on-call escalation process and other healthcare professionals.

COMMUNICATION/RELATIONSHIP SKILLS

Communicating and building therapeutic relationships with patients, relatives, carers and professional partners to ensure patient care is focal and managed effectively.

Communicates sensitive information concerning patient's medical condition, requiring tact, persuasion and reassurance skills, overcoming barriers to understanding through negotiation.

Act at all times in a manner which illustrates compassion, respect for privacy, dignity and confidentiality.

Understand the implications of the Mental Capacity Act and acts to assess capacity as appropriate.

Understand the safeguarding adult's issues and act within the guidance of the policy to keep adults within their care safe.

Able to keep accurate contemporaneous documentation and care plans using and supporting the organisation documentation.

This role requires excellent communication skills, verbal, written and use of IT.

ANALYTICAL/JUDGEMENTAL SKILLS

Analyse and act appropriately in complex situations and escalate.

Make judgements on a range of facts that require analysis and comparison of options and determine the actions.

PLANNING/ORGANISATIONAL SKILLS

The post holder will be expected to:

Prioritise own workload.

Assess, plan, implement and evaluate programmes of care for individual patients.

Co-ordination with other providers when appropriate regarding care provision.

Ability to manage the day to day organisation of the team and caseload in partnership with the Nurse Specialist (Community) and if appropriate manage this in their absence.

PATIENT/CLIENT CARE

This post holder will assess, plan, implement and evaluate nursing care programmes in the community setting.

Always work within the standards set out in the Nursing and Midwifery Council (NMC) Code: Professional Standards of Practice Behaviour for Nurses and Midwives.

Demonstrate clinical competence developed through continual professional development, reflective practice and maintenance of a skills portfolio.

Undertake training to develop a range of knowledge and skills in order to deliver high quality evidenced based nursing care.

Recognise and appropriately address risk factors to patients and carers within their healthcare setting and escalate the risk.

Promote health and wellbeing.

Prevention of adverse effects on health and wellbeing.

To report any untoward incidents, complaints and clinical emergencies to the appropriate professional within the appropriate timescale including safeguarding.

Ensure appropriate delegation and use of resources.

Contribute to quality care delivery through audits, reports and organisational performance data.

POLICY/SERVICE DEVELOPMENT

To work to Trust Policies, Procedures and Standard Operating Procedures (SOP).

To maintain Trust Standards of Clinical Governance.

To maintain Professional Standards of Practice.

FINANCIAL/PHYSICAL RESOURCES

Ensure the efficient use of resources i.e. appropriate wound dressing choice that is evidence-based and use of agreed formularies.

Assist with maintaining stocks and supplies.

Prescribing equipment from joint equipment store.

HUMAN RESOURCES

Ensure adherence to lone working policy.

Deputises and takes charge of caseload management if appropriate in the absence of the Nurse Specialist (community).

Training, supervising and supporting all staff, pre and post registration students, QCF /Care Certificate candidates, work experience students, support workers, formal and informal carers.

To support the Nurse Specialist (community) in the completion of appropriate staff appraisals and Personal Development Plans (PDP).

Individual responsibility for ensuring attendance at mandatory training.

Mentorship qualification and responsibility for maintenance of this to support pre-registration students of nursing.

Participate in supervision and appraisal with line manager to support professional development focussing on the individual skill set and competency.

INFORMATION RESOURCES

Inputting, storing and providing information in relation to patient records.

Accurately completing and maintaining effective patient's records including addressing confidentiality issues.

Completing activity data using Trust agreed data collection sets.

Inputting and storing information on relevant IT systems.

RESEARCH AND DEVELOPMENT

Works with senior colleagues to develop further expertise in developing own and team evidence based nursing practice, including research and involvement in the audit process. Make recommendations for and support change within the service.

PHYSICAL SKILLS

A range of highly developed clinical skills including e.g. dexterity and accuracy for intravenous injections, syringe pumps, insertion of catheters and removal of sutures. This list is not exhaustive.

PHYSICAL EFFORT

Daily work involves frequent driving, sitting/standing, walking and moving equipment, manual handling in restricted positions.

Working hours negotiated according to service need.

Use of IT equipment.

MENTAL EFFORT

Understanding of a range of procedures which are evidenced based:

Community procedures

Clinical observations

Basic life support

Assessing, planning, implementing and evaluating patient care

Infection control

Accurately completing and maintaining effective patient's records including addressing confidentiality issues.

Work pattern is unpredictable and subject to interruption i.e. calls being prioritised, other work colleagues, family/patient/carers' needs.

Ability to use and concentrate for long periods using IT.

EMOTIONAL EFFORT

Caring for patients at end of life, chronic conditions and their families, carers and friends. This includes having to break bad news or give distressing news to patients/relatives/carers and dealing with emotional circumstances.

Instigates emergency procedures when necessary i.e. finding a collapsed patient and commencing basic life support.

Working with patients who have mental health, learning disabilities and challenging behaviour.

Ability to cope and deal with areas of conflict.

WORKING CONDITIONS

Frequent daily contact with:

- Body fluids e.g. faeces, vomit
- Smells
- Infections
- Dust
- Occasional exposure to unpleasant working environment
- Driving hazards
- Transportation of samples in own vehicle
- Visual Display Units (VDU)

OTHER RESPONSIBILITIES

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DSE) if appropriate to role.

DISCLOSURE AND BARRING SERVICE CHECKS

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles.

PERSON SPECIFICATION

Job Title	Nurse (Community)

Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
Registered Nurse qualification.	E	
Evidence of diploma or degree level study or equivalent experience.	E	
Numerate and Literate	E	
Evidence of professional development	E	
Teaching/assessing qualification or equivalent experience or commitment to work towards		D
Mentorship qualification / skills and/or experience, or committed to undertaking appropriate mentorship course.	E	
Community Nurse Practitioner Prescriber (utilising limited National Formulary)		D
KNOWLEDGE/SKILLS		
Broad general nursing skills and clinical knowledge base	E	
Skills in initial assessment	E	

Understanding of current issues relating to primary care, community nursing, social care and integration		D
Specific clinical skills relevant to community nursing services		D
EXPERIENCE		
Working in the community		D
Tissue viability, complex wound care	E	
Chronic Disease Management / Long Term Conditions	E	
Management of End of Life Care	E	
Key board skills, IT skills	E	
PERSONAL ATTRIBUTES		
Able to effectively work as a team member	E	
Supervise the work, motivate and support development of junior staff and students	E	
Ability to prioritise work and manage own workload	E	
Ability to work in isolation	E	
Excellent communication, interpersonal skills both written and oral	E	
Motivation and enthusiasm for community nursing services	E	

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OTHER REQUIREMENTS The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by The Trust To be willing to work throughout the Trust Flexible working re working in a range of clinical settings and environments and shift patterns Ability to travel within the community Awareness of clinical audit, governance agenda	 E E E E E	

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent) R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	N				
Contact with patients	Y				X
Exposure Prone Procedures	N				
Blood/body fluids	Y				X
Laboratory specimens	N				
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g isocyanates)	/N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	N				
Animals	N				
Cytotoxic drugs	N				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				

Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				X
Heavy manual handling (>10kg)	Y			X	
Driving	Y				X
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	Y				X
Mental Effort	Y				X
Emotional Effort	Y				X
Working in isolation	Y				
Challenging behaviour	Y		X		