

JOB DESCRIPTION

|  |  |
| --- | --- |
| **JOB DETAILS** | |
| **Job Title** | Nurse (Community) |
| **Reports to** | Community Nurse Team Manager  Senior Nurse Community (Professional Lead) |
| **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). |
| **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** |
| The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis.  In addition, the post holder will deal with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Community Nursing Team | * Patients, Relative and Carers | | * Senior Nurse Community |  | | * Community Service Managers |  | | * Community Matron * Adult Health & 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** |
| Senior Nurse Community (Professional Lead)  Community Services Manager Community Matron/Associate Community Matron Community Nurse Team Manager  Specialist Nurse (Community)  Assistant Practitioner  (Community)  Nurse (Community)  Phlebotomist  Clinical Support Worker  Higher Level (Community)  Direct Line Management  Key Working Relationship |
|  |
| **FREEDOM TO ACT** |
| Patient visits are allocated by team coordinator. Whilst at the visit the nurse will work in line with Trust SOPs. The nurse will assess patients and decide following discussion with patients and family members most appropriate intervention for presenting problem. |
| **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.  The postholder is 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 (DES) if appropriate to role. |
| **APPLICABLE TO MANAGERS ONLY** |
| Leading the team effectively and supporting their wellbeing by:   * Championing health and wellbeing. * Encouraging and support staff engagement in delivery of the service. * Encouraging staff to comment on development and delivery of the service. * Ensuring during 1:1’s / supervision with employees you always check how they are. |
| **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. |

PERSON SPECIFICATION

|  |  |
| --- | --- |
| **Job Title** | Nurse (Community) |

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATIONS / TRAINING**  Registered Nurse qualification.  Evidence of diploma or degree level study or equivalent experience.  Numerate and Literate  Evidence of professional development  Teaching/assessing qualification or equivalent experience or commitment to work towards  Mentorship qualification / skills and/or experience, or committed to undertaking appropriate mentorship course.  Community Nurse Practitioner Prescriber (utilising limited National Formulary) | E  E  E  E  E | D  D |
| **KNOWLEDGE/SKILLS**  Broad general nursing skills and clinical knowledge base  Skills in initial assessment  Understanding of current issues relating to primary care, community nursing, social care and integration  Specific clinical skills relevant to community nursing services | E  E | D  D |
| **EXPERIENCE**  Working in the community  Tissue viability, complex wound care  Chronic Disease Management / Long Term Conditions  Management of End of Life Care  Key board skills, IT skills | E  E  E  E  E |  |
| **PERSONAL ATTRIBUTES**  Able to effectively work as a team member  Supervise the work, motivate and support development of junior staff and students  Ability to prioritise work and manage own workload  Ability to work in isolation  Excellent communication, interpersonal skills both written and oral  Motivation and enthusiasm for community nursing services | E  E  E  E  E  E |  |
| **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 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
|  | | | | | |
| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | Y | X |  |  |  |
| Contact with patients | Y |  |  |  |  |
| Exposure Prone Procedures | Y |  |  | X |  |
| Blood/body fluids | Y |  |  |  | X |
| Laboratory specimens | Y | X |  |  |  |
|  | | | | | |
| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
|  | | | | | |
| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N | XX |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N | XX |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | N | X |  |  |  |
| Animals | Y |  |  |  | X |
| 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 |  |  |  |  |
| Manual handling | Y |  |  |  |  |
| Driving | Y |  |  |  |  |
| Food handling | Y |  |  |  |  |
| Night working | Y |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  |  |  |  |
| Mental Effort | Y |  |  |  |  |
| Emotional Effort | Y |  |  |  |  |
| Working in isolation | Y |  |  |  |  |
| Challenging behaviour | Y |  |  |  |  |