

## **JOB DESCRIPTION**

### **1. JOB DETAILS**

**Job Title:** **Nurse (Community)**

**Band:** **5**

**Reports to:** **Community Nurse Team Manager**

**Accountable to:** **Senior Nurse Community (Professional Lead)**

**Department / Directorate:** **Community Nursing - Health & Social Care Directorate**

### **2. 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).

#### **Context:**

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

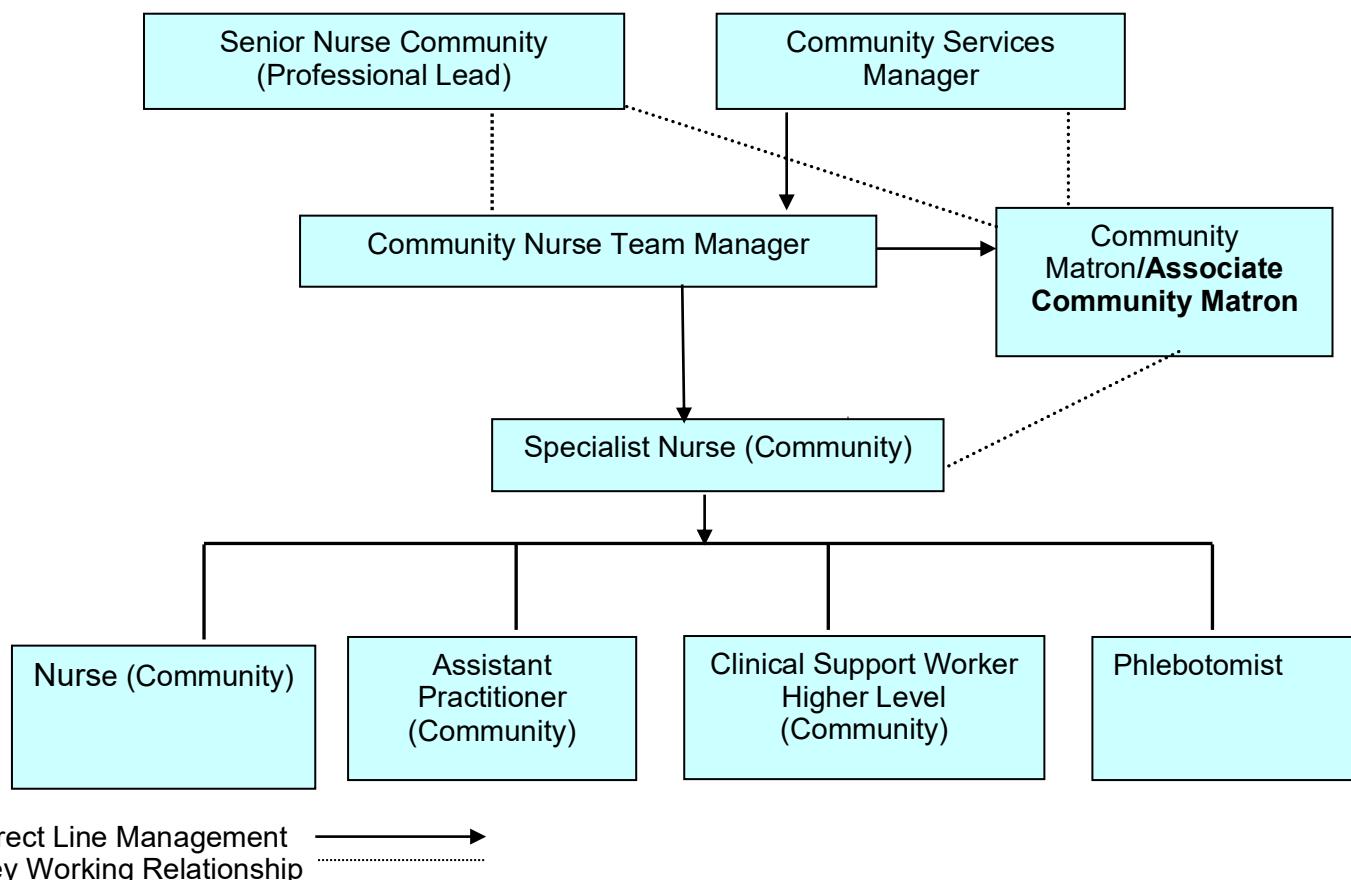
The Nurse (Community) will be based in the community setting.

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.

### **3. DIMENSIONS/ KEY WORKING RELATIONS**

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

#### 4. ORGANISATIONAL CHART:



#### 5. KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES:

##### Communication and 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 and Judgement 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 and 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.

### **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.

### **Responsibility for Patient and 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.

### **Responsibility for Policy and 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.

### **Responsibility for Financial and 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.

### **Responsibility for 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.

### **Responsibility for 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.

### **Responsibility for 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.

### **Decision Making**

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.

### **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:**

To take part in regular performance appraisal

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

To contribute to and work within a safe working environment

The post holder 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.

The post holder is expected to comply with Trust Infection Control Policies and conduct him/her at all times in such a manner as to minimise the risk of healthcare associated infection.

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.

### **THE TRUST – Vision and Values**

Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:

- Honesty, Openness & Integrity
- Fairness,
- Inclusion & Collaboration
- Respect & Dignity

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff's commitment to meeting the needs of our patients.

We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.

We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards.

## **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.

The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462.

## PERSON SPECIFICATION

**POST: Nurse (Community)**

**BAND: 5**

REQUIREMENTS	At Recruitment	At PDR
<b><u>QUALIFICATIONS / TRAINING</u></b>		
Registered Nurse qualification.	E	E
Evidence of diploma or degree level study or equivalent experience.	E	E
Numerate and Literate	E	E
Evidence of professional development	E	E
Teaching/assessing qualification or equivalent experience or commitment to work towards	D	D
Mentorship qualification / skills and/or experience, or committed to undertaking appropriate mentorship course.	E	E
Community Nurse Practitioner Prescriber (utilising limited National Formulary)	D	D
<b><u>KNOWLEDGE / SKILLS</u></b>		
Broad general nursing skills and clinical knowledge base	E	E
Skills in initial assessment	E	E
Understanding of current issues relating to primary care, community nursing, social care and integration	D	D
Specific clinical skills relevant to community nursing services	D	D
<b><u>EXPERIENCE</u></b>		
Working in the community	D	E
Tissue viability, complex wound care	E	E
Chronic Disease Management / Long Term Conditions	E	E
Management of End of Life Care	E	E
Key board skills, IT skills	E	E

<b><u>PERSONAL ATTRIBUTES</u></b>			
Able to effectively work as a team member		E	E
Supervise the work, motivate and support development of junior staff and students		E	E
Ability to prioritise work and manage own workload		E	E
Ability to work in isolation		E	E
Excellent communication, interpersonal skills both written and oral		E	E
Motivation and enthusiasm for community nursing services		E	E
<b><u>OTHER REQUIREMENTS:</u></b>			
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by The Trust		E	E
To be willing to work throughout the Trust		E	E
Flexible working re working in a range of clinical settings and environments and shift patterns		E	E
Ability to travel within the community		E	
Awareness of clinical audit, governance agenda		E	

\* Essential/Desirable

HAZARDS:- Updated 31 <sup>st</sup> May 2013					
Laboratory Specimens		Clinical contact with Patients	X	Dealing with violence & aggression of patients/relatives	
Blood / Body Fluids	X	Dusty Environment		VDU Use (occasional)	X
Radiation / Lasers		Challenging Behaviour	X	Manual Handling	X
Solvents		Driving	X	Noise / Vibration	
Respiratory Sensitisers		Food Handling		Working in isolation	X
Cytotoxic Drugs		Electrical work		Night Working	