

## JOB DESCRIPTION

JOB DETAILS	
<b>Job Title</b>	Associate Community Matron
<b>Reports to</b>	Seaneen Arrowsmith CNTM Katrina Long Community Matron
<b>Band</b>	Band 6
<b>Department/Directorate</b>	Community nursing

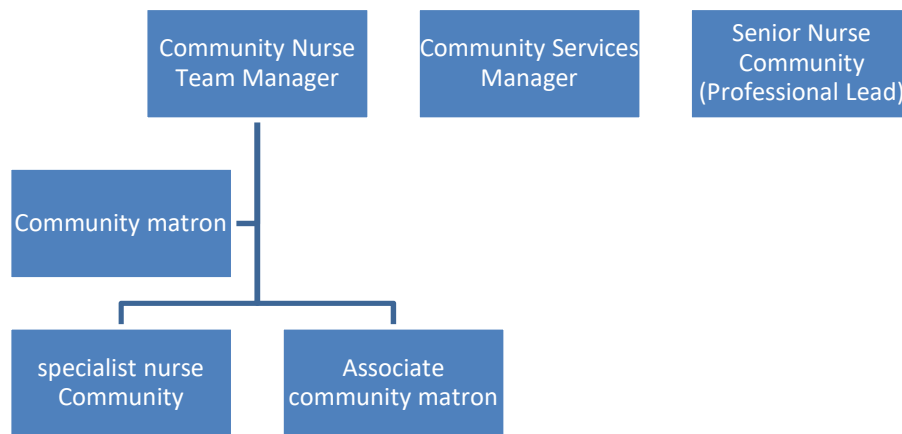
JOB PURPOSE
<p>The Associate Community Matron is a post that offers development, during which time the post holder will be supported through professional supervision and mentorship by a Community Matron. This will facilitate the post holder to develop the Community Matron competency domains, which are identified in the development programme.</p> <p>The Associate Community Matron is a pivotal member of the Adult Health and Social Care team linking with and supporting primary care, community nursing and the multi-disciplinary team, and community adult health and social care teams for patients with complex and long term conditions.</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> <li>• Lone working</li> <li>• Remote working without direct supervision</li> <li>• Supervising, teaching and involvement with the development of peers, and other relevant team members, carers and patients</li> <li>• Develop expert assessment, and clinical skills relating to complex long-term conditions and case management.</li> <li>• Provide care and treatment as close to home as possible involving making close links with secondary care providers to facilitate coordination, as appropriate, through the patient pathway.</li> </ul> <p>The associate community matron will be based in the community setting.</p> <p>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 as directed by the line manager or appropriate manager.</p>

KEY WORKING RELATIONSHIPS
<p>Areas of Responsibility: (type of work undertaken) <b>To support the Community Matron and Community nursing team with all aspects of frailty , long term conditions medicines management and complex needs.</b></p> <p>No. of Staff reporting to this role: ONE</p> <p>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</p> <p>Of particular importance are working relationships with:</p>

Patients, Relatives and carers  
Community Nursing Team  
Senior Nurse Community  
Community Services Manager  
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  
Safeguarding Lead/Teams and Care Home Educators  
Urgent Care Community Response Teams  
Statutory and Voluntary Agencies  
Secondary Care Providers including Discharge Teams  
Specialists Nurses  
Out of hours services  
Adult Mental Health Teams  
Public Health Teams  
Other Agencies/Providers

## ORGANISATIONAL CHART



## FREEDOM TO ACT

Works independently and work is managed rather than directly supervised. Is a lone worker, working remotely and without direct supervision.

Works autonomously, manages own time and manages own patient caseload in the community.

Works within codes of practice and professional guidelines.

Works within Trust Policy, Procedure, Standard Operating Procedures (SOP) etc.

Can identify, through risk assessments, when to escalate to the Community Matron, Community Nurse Team Manager, Community Services Manager, Senior Nurse Community (Professional Lead) or on-call escalation process, and/or to other healthcare professionals.

## COMMUNICATION/RELATIONSHIP SKILLS

Able to effectively communicate at all levels in the organisation, to a variety of health and social care professionals, patients/users and carers, to provide the best outcomes for patients, relatives and carers.

The Associate Community Matron will be an Ambassador for the management of complex patients and long-term conditions, raising awareness of health promotion and maximising opportunities to engage teams and individuals in their understanding of the aspirations of the role.

Able to maintain a high level of performance and be goal and outcome focussed when faced with opposition or when working under conditions of pressure.

Able to listen and empathise with the needs and wishes of users and their carers. Advocating for patient care appropriately ensuring issues are followed through with relevant actions.

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.

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

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

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

### **ANALYTICAL/JUDGEMENTAL SKILLS**

Analyse and act appropriately in complex situation and escalate wherever applicable eg to Safeguarding Lead.

Make judgements on complex facts requiring interpretation and comparing options. Skills required for assessment and interpretation of complex patient conditions and determining the appropriate course of action.

### **PLANNING/ORGANISATIONAL SKILLS**

As a Care Co-ordinator and Case Manager the Associate Community Matron will be expected to:

Anticipate care needs and collaborate with key stakeholders to develop appropriate care plans, referring on to other services or professionals as required.

Build on a network that can be used to streamline care pathways for the caseload of patients.

Exhibit a sense of responsibility and accountability for the Long-Term Conditions caseload and co-ordinate care in all settings within the care pathway. Able to work with multi-disciplinary teams within adult health and social care teams to plan and implement high quality care.

Use effective and efficient leadership and management skills.

### **PATIENT/CLIENT CARE**

Always work within the Nursing and Midwifery Council (NMC) Code, standards of practice and behaviour for nurses and midwives. Always work within additional Standards as required e.g. Standards for Medicines Management, Standards of proficiency for nurse and midwife prescribers.

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

Develop a therapeutic alliance with the patient that supports self-care abilities and the patient's own expertise in the management of their own complex and/or long-term condition.

Develop and carry out programmes of care and hold their own patient caseload.

Work with the multi-disciplinary team to co-ordinate the development, implementation and evaluation of teaching programmes for patients, relatives and their carers. Provide patients with the necessary knowledge and skills to gain independence, safely manage their circumstances, plan for unavoidable progression in their Long-Term Condition and enable them to effectively access health and social care.

Use advanced skills and expert knowledge to identify subtle changes in condition, providing specialised advice, taking a proactive approach to make appropriate interventions in the patient care pathway including prescribing within their competence and prescribing status, and medicines management within the professional code.

Use advanced clinical professional skills and expert knowledge to assess the physical and psycho – social needs of a defined patient group, instigating therapeutic treatments based on best available evidence in order to improve health outcomes.

Use advanced skills and expert knowledge to make comprehensive and focussed assessments, including prescribing within their competence and prescribing status, and medicines management within the professional code.

Work in partnership with adult health and social care teams, GPs; Consultants, Secondary Care, Pharmacist and clinical practitioners to ascertain diagnosis; develop care plans and initiate effective follow through in care.

Negotiate and agree with patient, relatives, carers and other care professionals, individual roles and responsibilities with actions to be taken and outcomes to be achieved, referring on to other services or professionals as appropriate.

Challenge professional and organisational boundaries, identifying areas for skill/ knowledge development.

Promote health for the patient, relatives and their carers using expert clinical and health promotional knowledge base.

Complete appropriate risk assessment of patients and their environment to support clinical care and address health and safety issues.

Recognise and appropriately address risk factors to patients, relatives, carers and other staff within the adult healthcare and social care setting.

Identify, monitor and report any concerns identified with vulnerable adults. Work in partnership to safeguard vulnerable adults in all community settings.

Engage teams and service users to contribute to the developments and support for the Expert Patient strategy and the ongoing management in health and social care of long-term conditions.

Provide assurance of quality care delivery through audit reports and organisational data.

In conjunction with other Health and Social Care Professionals develop and regularly review patient information taking into account cultural diversity and communication challenge.

## **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.

To work collaboratively and in partnership with other practitioners, offering appropriate advice to all professions on care practices, delivery and service development.

To proactively work with teams to promote the role of the Associate Community Matron and the approach to the management of complex patient and long term conditions.

To support the implementation and evaluation of policies, protocols and integrated care pathways that are consistent with National and International Standards and current research. Facilitate change in practice which will improve clinical outcomes and meet the needs of patients and carers.

The Associate Community Matron will work with the Community Nurse Team Manager, Senior Nurse Community and Community Services Manager to meet local needs.

## **FINANCIAL/PHYSICAL RESOURCES**

Authorise appropriate resources through the ordering systems.

If a prescriber, the post holder will prescribe within their prescribing status and ensure the efficient use of resource i.e. use of agreed formularies.

Prescribing of equipment from the community equipment store, including responsibility for tracking of high-level equipment.

## **HUMAN RESOURCES**

Responsible for ensuring lone working policies and staff tracking systems are adhered to for self and others in the team.

Individual responsibility to attend/undertake required mandatory training.

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

In collaboration with the line manager takes responsibility for assessment of the learning and development needs of patients/users, carers, clinical practitioners and other professionals in relation to complex patients and/or long-term conditions. Supports strategies for developing and enhancing their skills and abilities, teaching how to identify early signs and changes of condition to facilitate gaining of competencies, care planning and effective implementation of care pathways related to complex patients and long-term condition management.

Works in partnership with the Learning and Development Team in the creation, delivery and evaluation of learning opportunities that fulfil these requirements. This includes occasionally delivering training to a range of individuals.

## **INFORMATION RESOURCES**

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

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

Accessing, interpreting and acting on data from secondary care providers to support patient pathways.

Completing activity data using Trust agreed data collection sets.

Inputting and storing information on relevant IT systems. Basic keyboard skills required.

## **RESEARCH AND DEVELOPMENT**

Critically evaluate and interpret evidence-based research findings from diverse sources making informed judgements about their implications for changing and/or developing services and clinical practice.

Continually evaluate and audit the quality and effectiveness of the practice of self and others in collaboration with the Community Nurse Team Manager, Community Matron, Senior Nurse Community and G.P, selecting and applying a wide range of valid and reliable approaches and methods.

Identify gaps in evidence and/or practice knowledge and participates in their resolution through primary research as appropriate with the support of the Community Matron.

Contributes to the wider development of practice through presenting and networking locally and nationally.

Ensure the active involvement of patients, relatives, carers and members of the public in planning, monitoring and evaluation of service provision.

### **PHYSICAL SKILLS**

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

### **PHYSICAL EFFORT**

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

Working hours negotiated according to service need.

Frequent use of IT equipment (including mobile phones, laptops, tablets etc).

### **MENTAL EFFORT**

Understand a range of procedures which are evidenced based:

- Community procedures
- Clinical observations
- Basic life support
- Assessing, planning, implementing and evaluating patient care
- Infection control

Liaise with and develop effective partnerships with a wide range of individuals and organisations in the statutory, voluntary and private sectors, in relation to patients with complex and/or long term conditions

Work pattern requires delivering a schedule of patient visits with frequent concentration for developing care plans, treating and interacting with patients/carers etc. The workload is deadline driven, unpredictable and subject to change and interruption i.e. calls being re-prioritised, interactions with work colleagues, family/patients/carers needs.

### **EMOTIONAL EFFORT**

Managing a service which cares for patients with long term conditions, the terminally ill, chronically sick and their relatives, carers and friends. This includes having to break bad news or give distressing news to patients/relatives/carers and dealing with these and other emotional circumstances.

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

Frequently copes with and deals with areas of complexity and conflict.

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

### **WORKING CONDITIONS**

Frequent daily contact with

- Body fluids e.g. faeces, vomit
- Smells
- Infections
- Dust
- Driving hazards
- Use of IT
- Transportation of samples

Occasional exposure to highly unpleasant working conditions.

## 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 (DES) if appropriate to role.

- 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..

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## 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

<b>Job Title</b>	Associate Community Matron
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Requirements	Essential	Desirable
<b>QUALIFICATION/ SPECIAL TRAINING</b>		
Registered nurse – Diploma / Degree.	E	
Post graduate/post Clinical Diploma in Advanced Clinical Practice or similar qualification or equivalent experience.	E	
Independent / supplementary prescriber or committed to undertaking this course	E	
Highly Numerate and Literate	E	
Teaching qualification		D
Mentorship qualification / skills and/or experience, or committed to undertaking appropriate mentorship course.	E	
<b>KNOWLEDGE/SKILLS</b>		
Leadership skills and excellent decision-making capabilities	E	
Clinical knowledge related to long term condition management.	E	
Committed to undertaking advanced clinical skills training.	E	
Able to provide detailed advice to other specialists and non-specialists.	E	
Evidence of continual professional Development	E	
<b>EXPERIENCE</b>		
Evidence of working at a senior level in community nursing, long term condition management or primary care experience	E	
Experience of working within multidisciplinary teams to influence high quality care programmes for patients with Long Term Conditions	E	
Previous experience of managing change and project management.		D
<b>PERSONAL ATTRIBUTES</b>		
Ability to organise own work within a team setting	E	
Self-motivated and able to use own initiative	E	
Ability to work logically and complete tasks	E	

Willingness to be challenged	E	
Self-reliant, ability to deal with stressful situations and work under pressure	E	
Sensitive and empathetic.	E	
Prepared to work flexibly	E	
Excellent communication and interpersonal skills, both written and oral	E	
Sound clinical leadership skills	E	
Strong and effective decision-making capabilities	E	
Ability to identify own strengths and limitations	E	
<b>OTHER REQUIREMENTS</b>		
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust	E	
To be willing to work throughout the Trust according to service need	E	
Ability to travel	E	

		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
<b>Hazards/ Risks requiring Immunisation Screening</b>					
Laboratory specimens	Y		X		
Contact with patients	Y				X
Exposure Prone Procedures	N				
Blood/body fluids	Y				X
Laboratory specimens	Y		X		
<b>Hazard/Risks requiring Respiratory Health Surveillance</b>					
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				
<b>Risks requiring Other Health Surveillance</b>					
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				
<b>Other General Hazards/ Risks</b>					
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		X		
Challenging behaviour	Y		X		