Royal Devon University Healthcare NHS Foundation Trust

JOB DESCRIPTION

JOB DETAILS	
Job Title	Nurse Specialist (Community)
Reports to	B7 Clinical Lead Community
Band	Band 6
Department/Directorate	(Community Care Group)

JOB PURPOSE

Work clinically to offer expert direction and day to day leadership to a team of community nurses. Carry their own patient caseload. Provide assessment and 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.

Work under the direction of the Community Nurse Team Manager and the Community Services Manager, using skills and knowledge as a registered nurse.

Have responsibility for the overall caseload of the team, including management of the caseload, reviewing caseloads and overseeing of any designated patients.

The post will be 20% managerial and 80% clinical activity and contact.

Deputise for the Community Nurse Team Manager in their absence.

Manage referrals into and onto the community nursing caseload.

Mentor students during their community placement.

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 patients
- Leadership and management of a designated team

The Nurse Specialist (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

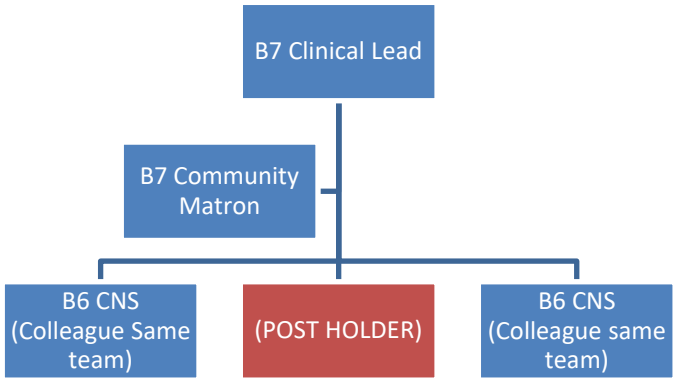
Community Care Group, working Mid Devon Community Nursing within Cullompton Community Nursing

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:

• GP Partners in Primary Care	• MDT within Community Setting • Community Rehab Team • Urgent Community Response Team • Acute Hospital

ORGANISATIONAL CHART



FREEDOM TO ACT

As lead specialist, expected results are defined but the post holder decides how these are achieved. Is a lone worker, working remotely, work is managed without direct supervision.

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

Works within codes of practice and professional guidelines.

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

Responsible to take decisions alone when necessary.

Decide when appropriate to refer to specialist services, adult health and social care team or other providers.

Can identify, through risk assessment, actions to be taken to mitigate risk and following this process when to escalate to: The Community Nurse Team Manager, Community Services Manager, Senior Nurse Community (Professional Lead) or on-call escalation process and/or other healthcare professionals.

COMMUNICATION/RELATIONSHIP SKILLS

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

Effectively communicates complex and sensitive information concerning patient's medical conditions, requiring tact, persuasion and reassurance skills.

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

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

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

Able to keep accurate contemporaneous documentation and care plans using the Trust's 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 patient conditions and determining the appropriate course of action.

PLANNING/ORGANISATIONAL SKILLS

The post holder will be expected to:

- Review team caseload.
- Oversee the planning, implementing and evaluation of programmes of care for individual patients.
- Manage the day to day organisation of the team and caseload.
- Co-ordinate with other providers, where appropriate, regarding care provision.
- Triage and prioritise the referrals to the community nursing team.
- Use effective and efficient leadership and management skills.

PATIENT/CLIENT CARE

The post holder will hold their own patient caseload and will assess, plan, implement and evaluate nursing care programmes in the community setting.

Work within the standards set out within 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.

Assess patients with complex healthcare needs and develop appropriate care plans.

Monitor and maintain standards of care.

Recognise and appropriately address risk factors to patients and carers within their healthcare setting. Develop risk reduction strategies and escalate where appropriate.

Recognise, record and report all changes in the patient's condition to the appropriate professional at the earliest opportunity.

Report any untoward incidents, complaints and clinical emergencies to the appropriate professional within the required timescales, including safeguarding.

Initiate the management of incidents in accordance with Trust policy, including safeguarding, with the support of the Community Nurse Team Manager.

Ensure appropriate delegation and use of resources.

Promote health and wellbeing.

Work to prevent adverse effects on health and wellbeing.

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

POLICY/SERVICE DEVELOPMENT

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

Maintain Trust Standards of Clinical Governance.

Maintain Professional Standards of Practice.

Monitor nursing teams Standards of Practice.

Support the implementation and audit of policies, protocol and pathways, facilitating change in practice which will improve clinical outcomes and meet the needs to patients, relatives and carers.

FINANCIAL/PHYSICAL RESOURCES

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

Authorise and oversee the maintaining of stocks and supplies.

Carry out nurse prescribing as appropriate.

Higher level prescribing of equipment from the joint equipment store.

HUMAN RESOURCES

Day to day management of the community nursing team.

Responsible for ensuring adherence to lone working polices and staff tracking systems.

Individual responsibility to attend mandatory training.

Training, supervising and supporting all staff within the Community Nursing Team including induction programmes, pre and post registration students, QCF candidates, work experience students, support workers, formal and informal carers.

Ensure the community nursing team participate in clinical supervision.

Complete appropriate staff appraisals and Personal Development Plans.

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

Assist the Community Nurse Team Manager in the recruitment and selection of staff.

Support the Community Nurse Team Manager in taking appropriate action to deal with poor work performance and initiating any appropriate initial investigation regarding complaints.

Organise staff rotas to ensure adequate staffing levels for the delivery of an effective community nursing service.

Assist in the management of absence according to policy.

Individual responsibility, and overseeing the team, to ensure everyone in the team attends mandatory training.

Ensure community nursing team have the appropriate knowledge skills and competency to undertake their roles.

To ensure registrants in the community nursing service have/gain mentorship qualifications and are updated to support pre-registration students of nursing.

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

Demonstrate commitment and work regularly with senior colleagues to develop further expertise in developing own and team research skills and future evidence-based nursing practice; contribute towards the audit process and policy formation.

PHYSICAL SKILLS

A range of highly developed 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). Basic keyboard skills required.

MENTAL EFFORT

Understand a range of procures 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.

Capacity to balance the clinical and the day to day management aspects and leadership elements of the role and potential conflict is required.

Ability to use and concentrate for long periods using IT.

EMOTIONAL EFFORT

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

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

Frequently deals with and copes 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 (DSE) if appropriate to role.

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.

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 Specialist (Community)

Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
Registered Nurse	E	
Post graduate/post registration Clinical Diploma in Advanced Clinical Practice or similar qualification or equivalent experience.	E	
Evidence of experience in the community nursing setting.	E	
Highly Numerate and Literate	E	
Community Practitioner Nurse Prescriber or Independent / supplementary prescriber or commitment to work towards		D
Teaching/assessing qualification, equivalent experience or commitment to work towards		D
Leadership and Management qualification or commitment to work towards		D
Mentorship qualification / skills and/or experience, or committed to undertaking appropriate mentorship course.	E	
KNOWLEDGE/SKILLS		
Broad general community nursing skills and clinical knowledge base	E	
Specialist skills in initial assessment	E	
Specialist knowledge and understanding of current issues relating to primary care, community nursing, social care and integration	E	
Leadership and Management skills / experience or commitment to gaining		D
Evidence of continual professional development	E	
EXPERIENCE		
Relevant nursing/community experience	E	
Tissue viability, complex wound care	E	
Chronic Disease Management / Long Term Conditions experience		D
Management of End of Life Care	E	
Experience of supervising and monitoring staff		D
Basic keyboard skills, IT skills	E	

PERSONAL ATTRIBUTES		
Sound clinical leadership skills and decision-making capabilities. Ability to effectively lead and manage a team	E	
Supervise the work, motivate and support development of junior staff and students	E	
Self-motivated, ability to use own initiative: prioritise own work and that of others. Manage a team caseload	E	
Ability to identify own strengths and limitations	E	
Excellent communication, interpersonal skills both written and oral.	E	
Ability to critically appraise complex situations	E	
OTHER REQUIREMENTS		
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust	E	
Be willing to work throughout the Trust	E	
Flexible working re working in a range of clinical settings and environments and shift patterns	E	
Ability to travel within the community	E	
Awareness of clinical audit and governance agenda	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		X		
Challenging behaviour	Y		X		