Royal Devon University Healthcare NHS Foundation Trust

JOB DESCRIPTION

Job Title:	**Nurse (Community)**
Band:	**5**
Responsible To:	**Nurse Specialist (Community)**
Accountable To:	**Community Nurse Team Lead and Clinical Matron – Community**
Section/Department/Directorate:	**Clinical Support and Specialist Services Division – Health and Social Care**

Job Purpose:

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

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 Lead using their skills and knowledge as a Registered Nurse.

Possible opportunities include, once confident and competent, being able to hold a designated caseload and deputise in the absence of the Nurse Specialist (Community) once knowledge, competencies and experience are gained

Context:

- Autonomous 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**.**

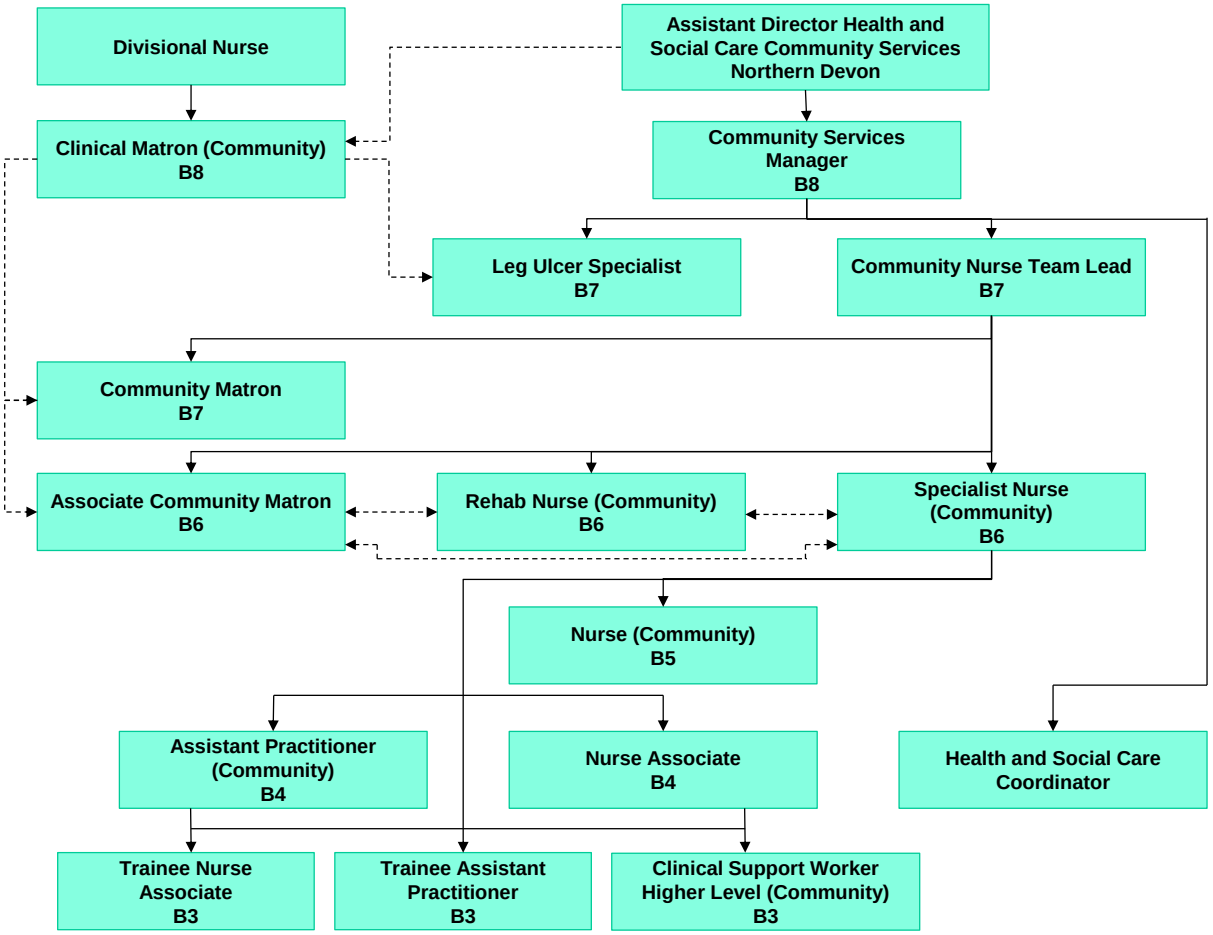
The post holder will be competent and fulfil all tasks and work as part of a team. To meet the needs of the service, the post holder may be required to work in **other areas across the clusters as appropriate and under the direction of line manager or appropriate manager.**

Key Working Relationships:

Patients, Relatives and Carers

Community Nursing Team
Clinical Matron - Community
Community Services Managers
Community Matron
Leg Ulcer Management Team
Adult Health and Social Care
Community Hospitals
General Practitioners and other members of the Primary Care Networks
Palliative Care Teams
Continuing Healthcare
Rapid Intervention Centre/Rapid Response/SPOA/Short Term Services
Statutory and Voluntary Agencies
Secondary Care Providers including Discharge Teams
Specialist Nurses
Urgent Care Nursing Team/Devon Doctors
Adult Mental Health Teams
Public Health Teams
Other Agencies/Providers

Organisational Chart



Key:

Direct Line Mangement ⟶

Key Working Relationship ----------►

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, guidance and reassurance skills, overcoming barriers to understanding through negotiation.

Act at all times in a manner which illustrates Trust Values; 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 held in electronic Healthcare records systems.

This role requires excellent and competent 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 once competent and experienced.

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 personal development plan.

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 within agreed budgets following training and allocation of a PIN number to make orders.

Responsibility for Human Resources

Ensure adherence to lone working policy, to include use of a **personal alarm**.

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 supervisions, staff appraisals and Personal Development Plans (PDP).

Individual responsibility for ensuring attendance at mandatory training.

Practice Assessor 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 electronic healthcare records 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 make 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 Lead, Community Services Manager, Clinical Matron - 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, use of electronic healthcare records systems 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)

GENERAL:

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

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.

The Trust operates a 'non-smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to the Trust's equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Disability Discrimination Act 2010.

SAFEGUARDING:

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role which will include recognising the types and signs of abuse and neglect and ensuring that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

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.

HEALTH AND SAFETY AT WORK:

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

INFECTION CONTROL - ROLE OF ALL STAFF:

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

- Attending mandatory and role specific infection prevention education and training.
- Challenging poor infection prevention and control practices.
- Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents and use of PPE guidelines.

CONFIDENTIALITY:

You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

JOB DESCRIPTION AGREEMENT

Job holder's Signature: .....

Date: .....

Manager's Signature: .....

Date: .....

PERSON SPECIFICATION

POST Nurse (Community)

REQUIREMENTS	E/D	HOW TESTED? Application Form =A Interview = I	INTERVIEW COMMENTS	SCORE (1 Low – 10 High)
QUALIFICATIONS/SPECIAL TRAINING:				
Registered Nurse qualification.	E	A		
Evidence of diploma or degree level study or equivalent experience.	E	A		
Numerate and Literate	E	A		
Evidence of professional development	E	A/I		
Teaching/assessing qualification or equivalent experience or commitment to work towards	D	A/I		
Practice Assessor/Mentorship qualification / skills and/or experience, or committed to undertaking appropriate mentorship course.	E	A/I		
	D	A		

Community Nurse Practitioner Prescriber (utilising limited National Formulary)				
<u>KNOWLEDGE/SKILLS:</u> Broad general nursing skills and clinical knowledge base Skills in initial holistic 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	 A/I A/I A/I A/I		
<u>EXPERIENCE:</u> 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	 D E E E E	 A/I A/I A/I A/I A		

PERSONAL REQUIREMENTS: 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	 I A/I A/I A/I A/I A/I		
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	 E E E	 A/I A/I A/I		

Ability to travel within the community Awareness of clinical audit, governance agenda	E E	A/I A/I		

HAZARDS :					
Laboratory Specimens Proteinaceous Dusts		Clinical contact with patients	X	Performing Exposure Prone Invasive Procedures	
Blood/Body Fluids	X	Dusty Environment		VDU Use	X
Radiation		Challenging Behaviour	X	Manual Handling	X
Solvents		Driving	X	Noise	
Respiratory Sensitisers		Food Handling		Working in Isolation	X
Infectious conditions/viruses	X				