

**JOB DETAILS**

|  |   |
|--|---|
| <b>Job Title:</b>                      | <b>Nurse (Community)</b>                                      |
| <b>Band:</b>                           | <b>5</b>  |
| <b>Responsible To:</b>                 | <b>Specialist Nurse (Community)</b>                           |
| <b>Accountable To:</b>                 | <b>Nurse Team Manager (Community)<br/>Area Community Lead</b> |
| <b>Section/Department/Directorate:</b> | <b>Community Nursing</b>                                      |

**Job Purpose:**

- To assess, provide and review Nursing care, advice and information to patients and carers within the home environment or appropriate care setting in line with their Knowledge and Skills Framework (KSF).
- 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 Specialist Nurse (Community) and the Nurse Team Manager (Community) using their skills and knowledge as a Registered Nurse.
- To be expected to hold a designated caseload and deputise in the absence of the Specialist Nurse (Community).

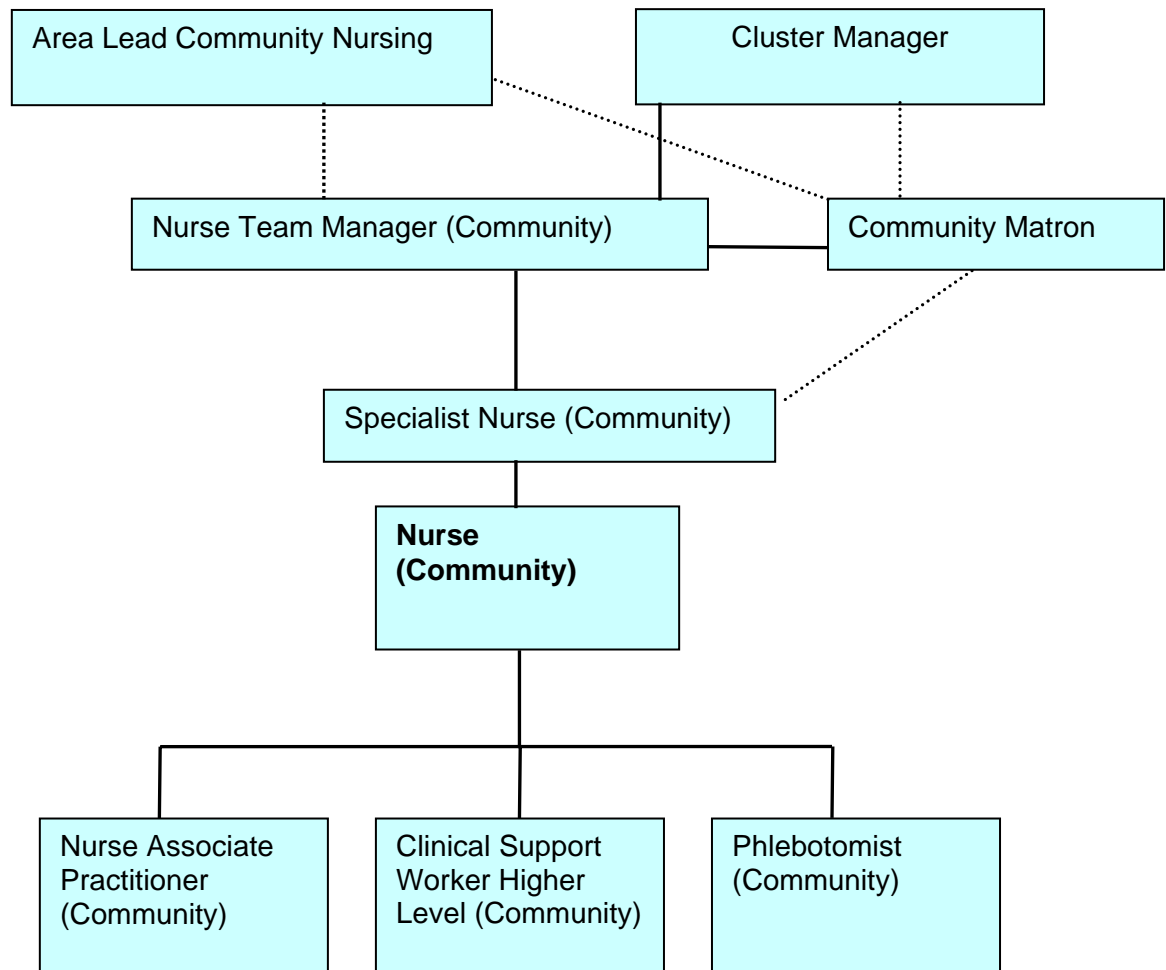
**Key Working Relationships:**

- Patients and carers
- Community Nursing team
- Community Matron
- Community Hospitals
- General Practitioners and other members of the Primary care team
- Palliative care team
- Social Services
- Intermediate Care Team and Rapid Response
- Statutory and voluntary agencies
- Secondary care services including discharge teams
- Specialist Nurses
- Out of Hours services
- Adult Mental Health Team
- Public Health Teams

### Dimensions:

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

### ORGANISATIONAL CHART



Line Mangement —————

Key Working Relationship .....

## **Key Result Areas/Principal Duties and Responsibilities:**

### **Communication and Relationship Skills**

Communicating and building therapeutic relationships with clients and professional partners to ensure patient care is focal and managed effectively.

Communicates sensitive information concerning patients medical condition, requires tact, persuasion and reassurance skills.

Act at all times in a manner which illustrates respect for privacy dignity and confidentiality

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

### **Analytical and Judgement Skills**

Judgements on range of facts that require analysis and comparison of range of options; assessment of patient condition.

### **Planning and Organisational Skills**

Planning, implementing and evaluating programmes of care for individual clients.

Ability to manage the day to day organisation of the team in partnership with the Specialist Nurse (Community) and if appropriate manage this in their absence.

### **Physical Skills**

A range of clinical skills including dexterity and accuracy for intravenous injections, syringe pumps, insertion of catheters and removal of sutures.

### **Responsibility for Patient and Client Care**

Assesses, plans, implements and evaluates clinical care of patients

To always work within the standards set out in the N.M.C Code of Professional Conduct.

To demonstrate clinical competence developed through continual professional development, reflective practice and maintain a skills portfolio relevant to the service specification.

To undertake training to develop a range of knowledge and skills in order to deliver high quality Nursing practice.

To recognise and appropriately address risk factors to clients and carers within their healthcare setting.

To prevent adverse effects on health and wellbeing.

To promote good health for all patients within the local community.

### **Responsibility for Policy and Service Development**

To work to Devon PCT Policies

To maintain Devon PCT 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**

Deputises and takes charge of caseload management if appropriate in the absence of the Specialist Nurse (Community)

Training, supervising and supporting new staff, pre and post registration students, NVQ candidates, work experience students, support workers, formal and informal carers

Acts as a link nurse according to service need i.e. infection control, hospice, wound care etc.

Manages clinics if appropriate in absence of Specialist Nurse (Community)

To support the Nurse Specialist (Community) in the completion of appropriate staff appraisals and PDPs

Individual responsibility for ensuring attendance at mandatory training updates

### **Responsibility for Information Resources**

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

### **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

### **Freedom to Act**

Work is managed rather than directly supervised. Work within codes of practice and professional guidelines and decide when necessary to refer to Specialist Nurse Community.

### **Physical Effort**

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

Working hours negotiated according to service need.

### **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

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

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.

### **Emotional Effort**

Caring for the terminally ill, chronically sick 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.

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

### **Working Conditions**

Frequent daily contact with

- Body fluids eg faeces, vomit
- Smells
- Infections
- Dust
- Occasional exposure to unpleasant working environment
- Driving Hazards
- Transportation of samples in own vehicle

## **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 whom 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.

- Each registrant is expected to evidence as part of their KSF review the clinical audit and service level review activity undertaken by them individually or as part of a team in relation to the services they deliver. This can include a wide range of activity from more formal clinical audit activity to more routine evaluation of clinic activity or undertaking service user feedback exercises.
- 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 Devon PCTs 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.

## **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**

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

## **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<br>*                | HOW<br>TESTED?<br>Application<br>Form/Interview<br>/Reference/Tes<br>t | INTERVIEW COMMENTS | SCORE<br>(1 Low – 10<br>High) |
|--|-------------------------|--|--------------------|-------------------------------|
| <u>QUALIFICATIONS/SPECIAL TRAINING:</u> <ul style="list-style-type: none"> <li>Registered Nurse at Certificate, Diploma, Degree level.</li> <li>Evidence of continual Professional development</li> <li>Teaching/assessing qualification or equivalent experience</li> </ul>                   | <br>E<br><br>E<br><br>D |  |                    |                               |
| <u>KNOWLEDGE/SKILLS:</u> <ul style="list-style-type: none"> <li>Broad general nursing skills and clinical knowledge base.</li> <li>Skills in initial assessment</li> <li>Knowledge, Skills of current issues relating Primary Care, Community Nursing, Social care and integration.</li> </ul> | <br>E<br><br>D<br><br>E |  |                    |                               |
| <u>EXPERIENCE in:</u> <ul style="list-style-type: none"> <li>Working in the Community</li> <li>Tissue viability, complex wound care</li> <li>Chronic Disease Management</li> </ul>   | <br>D<br>D<br>D         |  |                    |                               |

|  |                            |  |  |  |
|--|----------------------------|--|--|--|
| Long Term Conditions <ul style="list-style-type: none"> <li>• Terminal Care</li> <li>• Key board skills, IT skills</li> </ul>  | D<br>E                     |  |  |  |
| <u>PERSONAL REQUIREMENTS:</u> <ul style="list-style-type: none"> <li>• Able to effectively work as a team member</li> <li>• Supervise the work, motivate and support development of junior staff and students</li> <li>• Ability to prioritise work and manage own caseload.</li> <li>• Ability to identify own strength and limitations</li> <li>• Ability to work in isolation</li> <li>• Excellent communication, interpersonal skills both written and oral</li> </ul>       | E<br>E<br>E<br>E<br>E<br>E |  |  |  |
| <u>OTHER REQUIREMENTS:</u> <ul style="list-style-type: none"> <li>• The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by Devon PCT</li> <li>• To be willing to work throughout the PCT</li> <li>• Flexible working re working in a range of clinical settings and environments and shift patterns</li> <li>• Ability to travel within the community</li> <li>• Awareness of Clinical audit, governance agenda</li> </ul> | E<br>E<br>E<br>E<br>E      |  |  |  |

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|   |   |                                |   |  |   |
| <b>HAZARDS :</b>                            |   |                                |   |  |   |
| Laboratory Specimens<br>Proteinacious Dusts |   | Clinical contact with patients | Y | Performing Exposure<br>Prone Invasive Procedures |   |
| Blood/Body Fluids                           | Y | Dusty Environment              |   | VDU Use  | Y |
| Radiation                                   |   | Challenging Behaviour          | Y | Manual Handling                                  | Y |
| Solvents                                    |   | Driving                        | Y | Noise  |   |
| Respiratory Sensitisers                     |   | Food Handling                  |   | Working in Isolation                             | Y |