



Job description and specification



Community Staff Nurse Band 5



JOB DESCRIPTION

JOB TITLE: COMMUNITY STAFF NURSE

BAND: 5

RESPONSIBLE TO: DISTRICT NURSE TEAM LEAD /
COMMUNITY LOCALITY CLINICAL LEAD

KEY RELATIONSHIPS:

Internal	External
Community Health & Social Care Service Community Locality Clinical Lead Community Nursing Teams Grays Court Staff and Inpatient unit Community Treatment Team Intensive Rehabilitation Service Long Term Conditions Teams Prescribing Team Community Matron Community Liaison Clinical Governance Team Allied Health Professionals Community Liaison	Community Pharmacists Voluntary Sector Service Users and Carers Clinical Integrated Community Services Manager Services for Older People GP's, Practice Nurses and practice Managers in localities Continuing Health Care Team Clinical Nurse Specialists Out of Hours Service Social Services Marie Curie Cancer Care Local Hospices Senior Nurses at BHRT Mental Health Service Allied Health Professionals

CONTROLS ASSURANCE STATEMENT:

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is clearly identified and carried out under clear lines of accountability.

Aim of the role:

The post holder will be expected to support their team, department and organisation to achieve the Trust's Values in their day to day work. These are the 5P's:

- Putting people first
- Prioritising quality
- Being progressive, innovative and continually improve



- Being professional and honest
- Promoting what is possible – independence, opportunity and choice

The post holder will achieve this by:

The post holder will be a Registered Nurse (RN12-NMC) responsible for patients allocated to them and will assess, manage, plan and deliver care, including being professionally and legally accountable.

The post holder will support their peers and team leader and be an effective team member whilst working on their own initiative. They will supervise pre-registration students. They will have a commitment to collaborative working and actively support and liaise with other health and social care professionals and agencies.

To be a valuable member of the district nurse team and make a contribution to patient care and team working. To function as a Primary Nurse without direct supervision whilst working alongside the District Nurse, who maintains ultimate accountability for the service. To assist in leading and monitoring the performance and work of the nursing team. The aim of this role is to undertake the responsibility for care as prescribed by the District Nurse and deputise for the District Nurse as and when required.

Key Responsibilities:

- To deputise when required in the team managers absence and delegate appropriately to other team members.
- To be responsible for providing accurate records of information required by the Trust for audit purposes.
- To undertake assessment, planning, implementation evaluation and discharge of patients, with the understanding that there should be communication with the District Nurse immediately, if concerns arise.
- To nurse patients in their own homes and other community settings, assisting and empowering patients towards self-care where appropriate.
- To be part of the continual assessment of care needs and report any concerns to the Team Leader or report/ liaise with other multi-disciplinary members as relevant.
- Demonstrate, teach and supervise nursing care that families can safely undertake, advising and giving support as necessary.
- To provide health education and health promotion to patients, their carers and families, giving advice on prevention of illness and accidents.
- Assess the need for nursing equipment and ensure that any equipment provided is used appropriately and safely.
- To plan, organise and deploy staff in the day to day allocation of work according to competencies and workloads in order to meet patient need.
- To assist in conjunction with the District Nurse review and evaluate the effectiveness of nursing care and practice provided.
- To ensure that planned nursing actions are delivered safely, effectively and are evidence- based.
- To ensure that care plans are regularly updated and reviewed by the District Nurse as required.
- To be familiar with the steps to be taken in medical emergencies and act accordingly.
- To maintain up to date knowledge of services available, which would be of help to patients acting as a contact to key agencies.



- To work as part of a team with other nurses and members of the Community Health and Social Care Service.
- To attend and participate in regular team meetings and any other relevant meetings, i.e. integrated care/MDT meetings.
- To participate in programmes for students for community experience
- Act as a mentor to junior/new staff as required.
- To be aware of the value of nursing research and keep up to date with current nursing issues locally and nationally.
- To wear uniform within Organisation policy guidelines.
- To liaise/refer with other professionals allied to medicine.
- To take part in clinical reflective sessions with professional adviser/ organisation approved Clinical Supervisor and annual objective setting/ appraisal with Line Manager.
- To be conversant and comply with the Organisation policies and Clinical Guidelines i.e. Health and Safety, Administration of Medicines.
- Ensure yearly mandatory training is undertaken.
- To participate in clinical audit as identified by the Organisation. Governance.
- Provision of emotional support in palliative care/ terminal illness and crisis intervention.
- To ensure own education needs are met with regards to PREP.
- To comply with the NMC Code of Conduct and Professional Regulations and maintain valid professional registration.
- To comply with current data collection systems, provide written reports as requested and complete statistical returns in accordance with the organisations policy requirements, e.g. RIO.
- To support the development and redesign of new services for adults and older people based on the organisation's operational directives.
- To participate in the investigation of complaints.
- To support the development of health care assistants by being involved in monitoring and appraising their performance, offering support, development and training as appropriate.
- To be conversant with key national policies for adults including National Service Frameworks (NSF's), the Single Assessment Process (SAP), long term conditions and the safeguarding of vulnerable adults and children.
- To participate in the needs assessment of local populations and work collaboratively to improve public health.
- To participate in the recruitment process, assisting at interviews for Band 3 Community Health Care Worker applicants.
- Recognise her/ his own designated daily case load and discuss relevant issues with District Nurse/Team Lead.
- Deputise for District Nurse during periods of absence, whilst reporting to a named District Nurse within the base/locality.
- Plan her/ his caseload to meet priorities of patient care within the specified 2-hour time band.
- Meet the District Nurse at mutually agreed intervals to discuss patient care.
- Discuss and request, off duty and annual leave with District Nurse.
- Notify the District Nurse and Community Locality Lead when reporting sick and returning to duty, according to organisation policy.
- Assume responsibility for own professional development. Where appropriate undertake training and obtain competencies in any new areas of care that are identified.
- Maintain accurate and comprehensive records relating to patient care in accordance with NMC guidelines for record keeping/Trust policy.
- Assist the District Nurse in the induction of staff new to the area.



- Assist and participate in peer audits, quality assurance programmes, project work and focus groups as required.
- Participate in appraisals and complete appraisals for Band 3 Community Health Care Worker staff.
- To identify and report clinical incidents, accidents, including near misses and the management of all risks following Organisation Policies & Procedures, taking any medial action to prevent re-occurrence.
- Responsible for ensuring adequate supplies and stock levels as well as signing in/out of loaned equipment, i.e. Syringe Drivers.
- Responsible for reassessment of pressure relieving equipment, clinical waste.

Leadership

- To participate in the development of an effective team and the development of productive working relationships throughout the Trust.
 - To actively promote integrated health professional working internally and externally.
 - To facilitate the development of a positive and 'supportive' team culture by taking responsibility for dealing effectively with potential conflict.
 - To take an active interest in working parties and groups within the Trust to develop and improve on service delivery, protocols and guidelines.
 - To participate in the audit process, linking in with the clinical governance agenda.
- *To advise, encourage and share knowledge utilising the latest research and practice development, through literature and peer reviews.

Clinical Skills

- To act as an autonomous, registered practitioner who is legally and professionally accountable for own unsupervised actions guided by the professional code of conduct and Trust guidelines and protocols.
- The post holder will have Current Effective Status on the Nursing and Midwifery Council (NMC) – Registered Nurse (RN12).
- Further professional knowledge will have been gained through accredited courses workshops, study and in house training programmes.
- To be responsible, and accountable, for service delivery to clients/patients.
- To be able to assess and develop plans of care to meet the complex needs of patients with a variety of conditions. This includes chronic, acute and palliative care within own competencies, recognising own limitations and seeking advice when necessary. This will include continuously evaluating and acting on outcomes. To provide patients and relatives with information and education thus ensuring they have meaningful choices that promote dignity, independence and quality of life.
- To be able to initiate referrals to other health professional specialist services and agencies.
- To ensure practice is supported by research, evidence based practice, literature and peer review.

The post-holder will have or be prepared to undertake the following duties:

- Prescribe from nurse formulary (V150)
- Phlebotomy
- Intravenous Administration of medication
- Cannulation



- Managing PEG feeds
- Male/ Female Catheterisation
- Suprapubic Catheterisation
- Ear Irrigation- Assessment and Procedure
- Tracheotomy Care
- Leg Ulcer Management – Compression Bandaging - Doppler Assessment
- Management of PICC/ Hickman lines
- Involvement in Chronic Disease Management
- Removal of drains, changing drainage chambers
- Palliative care support- syringe drivers, symptom management, family support, controlled drug administration
- Suture/ staple removal
- Wound care – Vac Therapy
- Management of constipation
- Pressure Ulcer Management- Pressure Ulcer Equipment
- O2 Therapy
- Zoladex Administration/Prostap
- Referrals to other appropriate services- e.g. Social Services, Specialist Nurses
- Management of Chemotherapy Patients, i.e. discontinuation of ambulatory Chemo pumps.
- Mentoring students/ new staff
- Teaching HCA's, students, patients and carers
- Auditing/ Benchmarking
- Developing IT skills/ documentation
- Holistic Care for Diabetics
- Eye Drops
- Continence assessment/ management

The above is not an exhaustive list of expected clinical duties to be undertaken. Full training and competencies will be given to ensure that the post holder has the appropriate skills to undertake the above.

The list can be added to at yearly PDR in keeping with service development and changing roles expected of Band 5 Community Nurse.

Computer/Administration

- To be computer literate and encourage implementation of the Trust's IM&T Strategy.

Communication

- To have a wide range of knowledge in approaches to communicating and managing patient care.
- To be able to effectively communicate with colleagues, peers, senior managers and clinical leads within the Trust.
- To be able to communicate complex patient related information facilitating positive outcomes and ensuring collaborative working.
- Participate in the review and development of clinical policies and identify improvements to service provision.



- Responsibility for ensuring that appropriate methods are initiated to facilitate effective communication with clients and informal carers who may experience communication difficulties e.g. those who have mental health issues, learning difficulties, cognitive or sensory impairment or those who require interpreters.
- To provide verbal and written communication with the multi-disciplinary team to co-ordinate effective client care or service/clinical development, including referrals and sharing of care plans where appropriate to support integrated, patient-centred care, in line with the unique care initiative.
- Be able to use computer systems including Rio, Word and E-mail for effective communication of information.
- To record activity and client-related information on manual and IT (RIO) systems.

Training

- Ensure students are actively supported to enable them to achieve their learning needs.
- To ensure own continued professional development and support a culture of lifelong learning in self and others.
- To undertake, and assist, in the planning of own mandatory training and workshops.
- To undertake a regular appraisal, developing a personal development plan that includes clinical competencies reflecting the health needs of the local population and relates to Trust strategy.
- To support new staff and their integration within the team.
- To support training as part of the role including changes to professional development and implementation of new policies and guidelines.



Additional Information

Health & Safety

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) and subsequently published regulations to ensure that the Trust's Health and Safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

Infection Control

Each staff member has a duty to take personal responsibility for the prevention and control of infection, in accordance with Trust Infection Prevention and Control Policies, which reflect the statutory requirements of the Health Act 2006 – Code of Practice for the Prevention and Control of Healthcare Associated Infection. They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAs.

Risk Management

You will be responsible for adopting the Risk Management Culture and ensuring that you identify and assess all risks to your systems, processes and environment and report such risks for inclusion within the Trust Risk Register. You will also attend mandatory and statutory training, report all incidents/accidents including near misses and report unsafe occurrences as laid down within the Trust Incidents

Safeguarding Children and vulnerable adults

North East London NHS Foundation Trust (NELFT) is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults and families in their care. Staff are required to comply with Trust policies on Safeguarding.

Standards of Business Conduct & Conflict of Interest

The NHS Code of Conduct and Standards of Business conduct for NHS Staff require all employees to declare all situations where you or a close relative or associate has a controlling interests in a business [such as a private company, public organisation or other NHS or voluntary organisation] or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. All such interests must be declared in the Trust's register of interests either on appointment or when such interests are gained.

As an employee you are required to make yourself aware of and adhere to the Trust's governance policies, such as Standing Orders and Standing Financial Instructions.

Sustainability

All staff has a responsibility for delivering high quality healthcare in a low carbon environment, where energy is used wisely and not wasted. It is the responsibility of all staff to minimise the Trust's environmental impact by recycling where possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.



Smoking Policy

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within the Trust buildings and vehicles.

Codes of Conduct

North East London NHS Foundation Trust (NELFT) requires the highest standards of personal and professional conduct from all of its employees. All employees must comply with the Code of Professional Conduct appropriate to their professional governing body.

As an NHS employee, you are required to observe the following principles:

- Make the care and safety of patients my first concern and act to protect them from risk;
- Respect the public, patients, relatives, carers, NHS staff and partners in other agencies;
- Be honest and act with integrity;
- Accept responsibility for my own work and the proper performance of the people I manage;
- Show my commitment to working as a team member of working with all my colleagues in the NHS and the wider community;
- Take responsibility for my own and continuous learning and development

Data Protection

Personal data is protected under the Data Protection Act (1999) and the post holder will ensure that it is securely held and that the requirements of the Act are followed. It is the responsibility of all staff whose jobs requires them to record information in Trust Computer systems (e. g RIO and ESR) to ensure that the data entered into these systems is of high data quality and that information is recorded correctly and in a timely manner. Failure to adhere to this requirement could be considered a disciplinary matter

Information Security and Confidentiality

All employees are required to observe the strictest confidence with regard to any patient/client information that they may have access to, or accidentally gain knowledge of, in the course of their duties.

All employees are required to observe the strictest confidence regarding any information relating to the work of the Trust and its employees.

You are required not to disclose any confidential information either during or after your employment with the Trust, other than in accordance with the relevant professional codes.

All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with NHS Confidentiality Guidelines [Caldicott] and the Data Protection Act 1998 unless explicit written consent has been given by the person identified, or where information sharing protocols exist.

Failure to comply with these regulations whilst in the employment of the Trust could result in action being taken under the Trust Disciplinary Policy and Procedure.



Equality and Diversity

North East London NHS Foundation Trust (NELFT) is committed to the implementation of the Equality and Diversity at Workplace policy which ensures equal opportunities for all. NELFT is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. The Trust will ensure that it provides equal and fairness for all, and not to discriminate on the grounds of gender, marital status, race/ethnicity, disability, sexual orientation, religion, transgender or gender reassignment status, age, marriage or civil partnership/same sex marriage, and because of you being pregnant or being on maternity/paternity leave. All staff are required to observe this policy in their behaviour to employees and patients/service users.

Key Performance Indicators (KPI)

Each individual and service will be set KPIs and achievement against these will be regularly reviewed. Performance against individual and service KPI's will be routinely monitored by your manager.

Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

Other Duties

There may be a requirement to undertake other duties as may reasonably be required to support the Trust. These may be based at other Trust managed locations.



Person Specification

	Essential	Desirable	Measurement
Demonstration of Trust Values			
Putting people first	✓		Application Form Interview Assessment
Prioritising quality	✓		Application Form Interview Assessment
Being progressive, innovative and continually improve	✓		Application Form Interview Assessment
Being professional and honest	✓		Application Form Interview Assessment
Promoting what is possible, independence, opportunity and choice	✓		Application Form Interview Assessment
Qualifications			
NVQ level 2 or equivalent standard of literacy and numeracy	✓		Application Form Interview Assessment
Current NMC R/N or any other 1 st level Nursing, RN12 Adult qualification	✓		State measurement i.e. Application Form Interview Assessment
Evidence of the post-registration education and training	✓		State measurement i.e. Application Form Interview Assessment
Mentor qualification		✓	
Relevant post registration course e.g. Wound management, diabetes, leg ulcer care, continence care and assessment		✓	State measurement i.e. Application Form Interview Assessment
Nurse Prescriber (V150)		✓	State measurement i.e. Application Form Interview Assessment
Experience			
Experience of working with professionals from other disciplines necessary	✓		State measurement i.e. Application Form Interview Assessment
Experience of working as a member of a team	✓		State measurement i.e. Application Form



but also able to work autonomously			Interview Assessment
Experience of providing packages of care, which involve other agencies	✓		State measurement i.e. Application Form Interview Assessment
Reflective Practitioner	✓		State measurement i.e. Application Form Interview Assessment
1 year post registration experience		✓	State measurement i.e. Application Form Interview Assessment
Community Nursing Experience		✓	State measurement i.e. Application Form Interview Assessment
Experience of teaching and assessing students and other members of staff		✓	State measurement i.e. Application Form Interview Assessment
Experience of acting up in the absence of team leader in caseload and team management		✓	State measurement i.e. Application Form Interview Assessment
Knowledge			
An awareness of NHS Plan, NSF and clinical governance priorities	✓		Application Form Interview Assessment
Knowledge and understanding of: The concept of patient centred care Accountability Importance of promoting health Current issues in nursing Equal opportunities The importance of rehabilitation and chronic disease management in the community The various aspects of clinical governance and their application to practice Key national policies for adults	✓		State measurement i.e. Application Form Interview Assessment
The content and	✓		State measurement i.e.



application in practice of the NMC Code of Professional Conduct			Application Form Interview Assessment
Able to initiate patient assessment and care planning with the support of a senior colleague	✓		State measurement i.e. Application Form Interview Assessment
Able to work with patients and carers as partners in care	✓		State measurement i.e. Application Form Interview Assessment
Understanding of Primary/Integrated Care.		✓	State measurement i.e. Application Form Interview Assessment
Leadership and Management development potential.		✓	State measurement i.e. Application Form Interview Assessment
IT literate e.g. Word processing, internet and e-mail use.		✓	State measurement i.e. Application Form Interview Assessment
Skills			
Basic awareness of IT and IT skills	✓		Application Form Interview Assessment
Able to move and handle patients in accordance with Organisation Manual handling policy and with sufficient mobility for a community role	✓		State measurement i.e. Application Form Interview Assessment
Able to work with minimal supervision	✓		State measurement i.e. Application Form Interview Assessment
Able to provide evidence based care that is responsive to patient need	✓		State measurement i.e. Application Form Interview Assessment
Able to use own initiative and make decisions	✓		State measurement i.e. Application Form Interview Assessment
Experience of coping with change.		✓	State measurement i.e. Application Form Interview Assessment
Able to prioritise own		✓	State measurement i.e.



work and that of the nursing team.			Application Form Interview Assessment
Other			
To be aware and demonstrate the Trust Values	✓		Application Form Interview Assessment
To be able to travel efficiently throughout the area	✓		Application Form Interview
Commitment to Professional development	✓		State measurement i.e. Application Form Interview Assessment
Able to demonstrate excellent communication skills, both verbal and written	✓		State measurement i.e. Application Form Interview Assessment
Team player	✓		State measurement i.e. Application Form Interview Assessment
Professional attitude and appearance	✓		State measurement i.e. Application Form Interview Assessment
Effective role model	✓		State measurement i.e. Application Form Interview Assessment
Able to motivate others	✓		State measurement i.e. Application Form Interview Assessment
Motivated & eager to learn	✓		State measurement i.e. Application Form Interview Assessment
Ability to work flexible hours to meet the needs of the service	✓		State measurement i.e. Application Form Interview Assessment
Applicant will need to be car driver with valid UK Licence (this criteria will be reasonable adjusted to meet the requirements of a disabled applicant) and have access to a car for work purposes	✓		State measurement i.e. Application Form Interview Assessment

