

JOB DESCRIPTION

JOB DETAILS:

Job Title:	District Nurse
Band:	Band 5
Directorate:	Primary Care & Neighbourhood
Department:	District Nursing
Base:	Somerset areas
Responsible for:	N/A
Responsible to:	District Nurse Team Leader

Job Purpose:

Under the direction of the District Nurse Team Leader to be responsible for the assessment of both complex and simple care needs, the development, implementation and evaluation of programs of care and delegation of workload where appropriate to other members of the community nursing team. To refer patients who require a complex review of care needs or community care assessment to the District Nurse Team Leader. The Community Nurse will share responsibility as the joint coordinator of caseload management in the absence of the District Nurse.

Main Contacts: District Nursing Team Colleagues General Practitioners Locality and Deputy Managers Community Matrons Nursing Home Staff Residential Home Staff Social Care Agencies Voluntary Sectors Acute Trust Somerset NHS Foundation Trust Other clinical health care professionals Formal/informal carers Allied Health Professionals

Date of Job Description: April 2020

Duties and Responsibilities

Communication and Key Working Relationships

Effective Communication

- Establishing clear lines of communication between staff, team, other agencies, clients and carers
- Expressing ideas clearly, through oral or written communication
- Facilitating good partnership working with other departments and agencies to enhance multidisciplinary team working
- To participate and organise meetings as and when required, which have a clear purpose and outcome

Planning and Organisation

Professional Leadership

- Demonstrating the ability to keep up to date with current developments in district nursing practice
- Ensuring that all nursing practice is research-based and delivered to an agreed standard

Workload and Caseload Management

- Devise and implement a programme of home visiting, planning methods of intervention according to individual need
- In co-ordination with the Team Leader identify priorities within the caseload

Analytics

Responsibility for Patient / Client Care, Treatment & Therapy

Co-coordinating Care

- Work closely with the Team Leader coordinating the community nursing teams off duties to meet the needs of the community nursing service/workload
- Ensuring all loans of equipment are appropriate and reviewed regularly
- Acting as a patient's advocate where necessary
- Working in partnership with other health care professionals and agencies
- Encouraging client independence and empowerment, recognising and respecting their involvement in the planning and delivery of their care
- Reporting all complaints and incidences to the District Nurse Team Leader
- Participate as a team to devise protocols and guidelines as appropriate to improve practice and patient care in accordance with Clinical Governance

Policy, Service, Research & Development Responsibility

Responsibility for Finance, Equipment & Other Resources

Responsibility for Supervision, Leadership & Management

Supervising and Managing Staff

- Acknowledging and utilising individual and team skills, knowledge and roles
- Encouraging personal and professional growth of others as acting as a mentor/clinical supervisor
- Participating in sharing best practice and principles with other colleagues

Information Resources & Administrative Duties

Managing Information

- Dissemination of information in an appropriate and meaningful style
- Educating, understanding and abiding by the implications of relevant legislation
- Feedback on a regular basis to the District Nurse Team Leader

Administration

- Participation in the improvement of district nursing documentation and record keeping including participation in the use of the RIO clinical system.
- Participate in audit to monitor relevant targets and meet clinical governance objectives
- To be aware of and abide by Somerset Community Health approved policies, standards and quality assurance initiatives
- Preserve confidentiality and be aware of the Data Protection Act, Access to Health Records and Consent for Treatment

Any Other Specific Tasks Required

Education and Development

- Participating in the induction of new staff and contribute to staff orientation
- Through appraisal, identify own personal training needs to meet both professional and organisational objectives
- Developing and maintaining a professional portfolio in line with recommendations in order to maintain current NMC registration
- Ensure competency in all aspects of community clinical care and share best practice with other community teams and agencies across Somerset Community Health

Additional Requirements

- Promote best practice and standards of excellence at all times
- Report and record deficiencies in the service provision and assist in introducing a change in practice and systems as appropriate
- Band core competencies
- To support District Nurse Team Leaders
- Under the discretion of the Team Leader, be responsible for the assessment of care needs, the development, implementation and evaluation of programmes of care and delegate workload where appropriate, to other members of the Community Nursing Team
- To ensure that patients with complex needs are referred to or discussed with the District Nurse Team Leader for further assessment and planning of the care needs
- To advise, and promote general health and well-being
- To respond to referrals, enquiries and requests as required
- Be aware of and abide by Somerset Community Health approved policies, standards and quality assurance initiatives
- Have a flexible approach to the working day in order to meet the needs of the service
- Participate in or contribute to professional working groups
- To maintain accurate, contemporaneous records and developingsystems, which

ensure continuity and standardisation of patients care within trust guidelines

- Ability to work within a District Nurse Ambulatory Care Clinic

Review of this Job Description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

General Information

At all times promote and maintain the safety of children by working according to the Trust's Child Protection Policy and supporting guidance. Being pro-active and responsive to child protection concerns by early reporting, recording and referral of issues according to Trust arrangements. Attending child protection training that is appropriate to your role.

Confidentiality

The post holder will maintain appropriate confidentiality of information relating to commercially sensitive matters in regard to Trust business, and also to personal information relating to members of staff and patients. The post holder will be expected to comply with all aspects of the Data Protection Act (1998), the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy.

Equality & Diversity

Somerset NHS Foundation Trust is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

Safeguarding

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact.

Risk Management / Health and Safety

Employees must be aware of the responsibilities placed on them for ensuring the safety of our patients, service users, visitors and colleagues under the Trust's Risk Management Strategy and policy and under the Health & Safety at Work Act 1974. All employees are expected to be familiar with and comply with the Trust's risk and health and safety policies and procedures and all other policies and procedures relevant to their role

Records Management

The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

Clinical Governance

The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services.

Prevention and Control of Healthcare Associated Infection

The post holder is expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

Smoking

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

Policies & Procedures

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or external website or via your manager.

Sustainability Clause

Somerset NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to think about their actions in the course of their work and make positive steps to reducing, reusing and recycling wherever and whenever possible.

Person Specification

This is a specification of the Qualifications, Skills, Experience, Knowledge, Personal Attributes and Other Requirements which are required to effectively carry out the duties and responsibilities of the post (as outlined in the Job Description).

Requirement	Essential / Desirable	How Assessed
<u>BEHAVIOURS ALIGNED WITH TRUST VALUES</u> <ul style="list-style-type: none"> Outstanding care Listening and leading Working together 	E E E	Interview & Application form
<u>QUALIFICATIONS & TRAINING</u> <u>Evidence of Qualifications required</u> Registered General Nurse Level One Registration with appropriate registration with the NMC as per post requirements Teaching/Assessing Qualification	E E D	Application and interview
<u>KNOWLEDGE</u> Required to develop the knowledge base in line with the KSF requirements for the post Evidence of Continuing Professional Development and to have undertaken post registration training	E D	Discussion at interview
<u>EXPERIENCE</u> Experience of working in multi-agency services	D	Application

<p><u>SKILLS & ABILITIES</u></p> <p>Compassionate- exceptional interpersonal skills with the ability to communicate effectively with patients, carers and relatives remaining sensitive and empathetic</p> <p>Listens to others' views respecting and valuing individual patient needs.</p> <p>Excellent organisational skills, ability to manage own time and plan timed activities for staff and patients.</p> <p>Professional and patient focused approach with inspirational skills, acting as a role model for colleagues and junior staff members.</p> <p>Able to take instruction and direction and work effectively as part of a team using evidenced based practice.</p> <p>Ability to recognise and manage challenging situations in a calm and professional manner</p> <p>Ability to record and retrieve information on charts/paper and electronic records demonstrating a high standard of written communication and with the ability to use email and internet.</p> <p>High standards of written communication skills with the ability to use email and internet.</p> <p>Ability to undertake PMVA training to required level for role</p> <p>High standard of clinical work and competence to meet the needs of the service</p> <p>Knowledge of current tissue viability and pressure area management</p> <p>Experience in Care of Elderly</p> <p>Experience in Palliative Care IV administration competency</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>	<p>Interview</p>
<p>COMMUNICATION SKILLS</p> <ul style="list-style-type: none"> Evidence of a good standard of Literacy / English language skills 	<p>E</p>	<p>Interview</p>
<p>PLANNING & ORGANISING SKILLS</p>		
<p>PHYSICAL SKILLS</p> <p>Compassionate, open minded ,treats colleagues, patients, carers and relatives with dignity and respect.</p>	<p>E</p>	<p>Interview</p>

<p>Intuitive and caring nature.</p> <p>To be able to demonstrate an awareness and responsibility whilst recognising the impact frequent exposure to distressing circumstances has on care and compassion.</p> <p>Flexible and adaptable to meet the needs of the patients.</p> <p>Sympathetic and considerate towards patients, carers and relatives.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	
<p>OTHER</p> <p>Willingness to use technology to improve standards of care and support to our patients</p> <p>Must be able to work flexibly within the hours of 0800hrs-2200hrs as required over seven days a week.</p> <p>May be required to work out of hours if there is a service need</p> <p>Must be a car driver with a valid driving licence or have access to transport with appropriate business insurance in order to travel throughout the Trust, to meet the needs of the service.</p> <p>Act in ways that support equality and diversity. Ability to reflect on practice</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Interview</p>
<p>SUPPORTING BEHAVIOURS</p> <p>To carry out this role successfully the post holder needs to be fully aware of and adhere to Trust values/standards and reflect these as their behaviours:</p> <p><u>Outstanding Care:</u></p> <ul style="list-style-type: none"> • We treat everyone with dignity, kindness and respect. • We involve patients, relatives, carers and colleagues in decision-making. • I ensure that my actions contribute to outstanding care regardless of my role. • I admit mistakes, apologise and learn from them. • I champion the health, safety and wellbeing of patients, relatives, carers and colleagues. • I speak up when others cannot. <p><u>Listening and Leading:</u></p> <ul style="list-style-type: none"> • I lead with empathy, taking responsibility for how my emotions and actions affect others. • I inspire others to embrace change, encouraging them to see their part in the bigger picture. • I strive to be the best I can be. • I value the opinions and contributions of colleagues, patients and others. 		

- I encourage innovation and am open to new ideas.
- I listen with interest and take action if I am able.

Working Together:

- I collaborate with others to achieve shared goals.
- I communicate clearly and appropriately.
- We work together to overcome challenges.
- I ask for help and always assist those in need.
- I thank colleagues for their contributions and celebrate shared successes.
- I use resources effectively, treating every £ as if it were my own.

SUPPLIMENTARY INFORMATION

Physical Effort	Yes	No	If yes – Specify details here - including duration and frequency
Working in uncomfortable / unpleasant physical conditions	x		At times Patients own homes
Working in physically cramped conditions	x		At Times
Lifting weights, equipment or patients with mechanical aids		x	
Lifting or weights / equipment without mechanical aids		x	
Moving patients without mechanical aids		x	
Making repetitive movements	x		At times
Climbing or crawling		x	
Manipulating objects		x	
Manual digging		x	
Running		x	
Standing / sitting with limited scope for movements for long periods of time	x		At times
Kneeling, crouching, twisting, bending or stretching	x		Dependent on treatment
Standing / walking for substantial periods of time		x	
Heavy duty cleaning		x	
Pushing / pulling trolleys or similar		x	
Working at heights		x	
Restraint ie: jobs requiring training / certification in physical interventions		xx	
Mental Effort	Yes	No	If yes - Specify details here - including duration and frequency
Interruptions and the requirement to change from one task to another (give examples)		x	
Carry out formal student / trainee assessments	x		
Carry out clinical / social care interventions	x		
Analyse statistics		x	

Operate equipment / machinery		x	
Give evidence in a court / tribunal / formal hearings		x	
Attend meetings (describe role)	x		
Carry out screening tests / microscope work		x	
Prepare detailed reports		x	
Check documents		x	
Drive a vehicle	x		
Carry out calculations	x		
Carry out clinical diagnosis		x	
Carry out non-clinical fault finding		x	
Emotional Effort	Yes	No	If yes - Specify details here - including duration and frequency
Processing (eg: typing / transmitting) news of highly distressing events		x	
Giving unwelcome news to patients / clients / carers / staff	x		
Caring for the terminally ill	x		
Dealing with difficult situations / circumstances	x		
Designated to provide emotional support to front line staff		x	
Communicating life changing events		x	
Dealing with people with challenging behaviour	x		
Arriving at the scene of a serious incident		x	
Working conditions – does this post involve working in any of the following:	Yes	No	If yes - Specify details here - including duration and frequency
Inclement weather	x		
Excessive temperatures	x		
Unpleasant smells or odours	x		
Noxious fumes		x	
Excessive noise &/or vibration		x	
Use of VDU more or less continuously		x	
Unpleasant substances /		x	

non household waste			
Infectious Material / Foul linen	x		
Body fluids, faeces, vomit	x		
Dust / Dirt		x	
Humidity	x		
Contaminated equipment or work areas	x		
Driving / being driven in Normal situations		x	
Driving / being driven in Emergency situations		x	
Fleas or Lice	x		
Exposure to dangerous chemicals / substances in / not in containers		x	
Exposure to Aggressive Verbal behaviour		x	
Exposure to Aggressive Physical behaviour		x	

Department Organisational Chart

Department Core Purpose

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The Knowledge and Skills Framework (KSF) outline for this post which demonstrates the skills and competencies required once in post should be considered in conjunction with this document.

Job Profile Agreement

Agreed and Signed:	(Manager)	Date:	
Agreed and Signed:	(Post Holder)	Date:	
Date Role Description is Effective From:			