

Job Description

Job Information	
Job Title:	Community Staff Nurse
Directorate/Service:	District Nursing
AfC Band:	Band 5
Responsible to:	Clinical Team Manager
Accountable to:	Operational Manager
Base Location:	St Helens Borough
Job Code:	409-6198531

Job Summary
<p>The post holder will work as part of a District Nursing Team based in the community. They will provide a full range of nursing skills within the domiciliary setting.</p> <p>The post holder will demonstrate an attitude which respects and values service users' and their carers.</p>

Dimension & Context of the role
<p>This job description is an outline of the key tasks and responsibilities of the post and the post holder may be required to undertake additional duties appropriate to the pay band. The post may change over time to reflect the developing needs of the Trust and its services, as well as the personal development needs of the post holder.</p>

Key Responsibilities
<p>KEY DUTIES</p> <ul style="list-style-type: none"> To establish, maintain and develop professional working relationships with colleagues Follow all agreed Quality Assurance Mechanisms in operation and contribute generally to the establishment and development of a quality service. Adhering to policies and procedures including standing financial instructions and orders. Participate in the Trust's Development Review Appraisal process and, with line management, objectives and development plans. All staff are entitled to participate in the Review Process and, with their manager, are jointly responsible for the completion of agreed actions. The Trust is keen to ensure the health and safety of patients, staff and visitors. All staff are responsible for complying with the Health and Safety at Work Act 1974 and ensuring no-one is affected by individual acts or omissions. The Trust aims to be a place in which people can work and study free from discrimination. All staff, patients and visitors are required to comply with the Trust's Equal Opportunities Policy. To be aware of, and responsible to, the changing nature of the Trust and adopt a flexible and pro-active approach to work To personally contribute to the health promotion strategies both internally and externally. All staff are required to be familiar with the arrangements for safeguarding children, young people and vulnerable adults and support the organisation in promoting the welfare of children, young people and vulnerable adults. Staff working directly with children, young people and vulnerable adults will have a responsibility to ensure safeguarding and promoting their welfare forms an integral part of their duties.

- Staff who come into contact with children, vulnerable adults, parents and carers in the course of their work and/or have access to records will have responsibilities to safeguard and promote the welfare of children, young people and vulnerable adults.
- Staff who come into contact in the course of their duties, with parents, carers or other significant adults or children, young people and vulnerable adults should always be mindful of safeguarding and promotion of the welfare of these individuals.
- Staff will be trained to a level appropriate to their responsibilities in this respect in line with the current KSF post outline and the ongoing PDR process.
- All employees have a personal contribution to reducing healthcare-associated infections (HCAIs). Staff must be compliant with all measures known to be effective in reducing HCAIs and be familiar with the Trust's Infection Control Policies. All staff are required to attend a mandatory training session on infection prevention and control and be updated according to their area of employment.
- Infection Prevention and Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection prevention and control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA and Clostridium Difficile in accordance with the Hygiene Code - Code of Practice for the Prevention and Control of Healthcare Associated Infections (DH 2008).

CLINICAL & PROFESSIONAL RESPONSIBILITIES

- Adhere to relevant code of practice of professional body
- Registered practitioners who are non-medical prescribers are accountable for their prescribing activities by ensuring they are aware of their Professional accountability and any restrictions or special considerations in their prescribing practice
- Maintain and utilise advanced clinical skills to analyse and interpret history of illness, presenting symptoms and physical findings to enable diagnosis, planning and treatment of the patient.
- To implement nursing care as per care plan as discussed with the Team Leader and to make accurate observations of the physical, mental, social conditions of the patient and / or carer and report these back to the Team Leader.
- To implement care based on research and from any post registration course undertaken.
- To develop competency in wounds care.
- The administration of drugs should be undertaken in line with Trust Policies and Procedures and in following the NMC Guidelines for administration of Medicines Act 1992 and Misuse of Drugs Act 1991.

ADMINISTRATIVE RESPONSIBILITIES

- Ensure patient records are kept up to date and accurate and recording is done in line with Trust policies and procedures

TEACHING & TRAINING RESPONSIBILITIES

- To support the development of junior staff through clinical supervision and mentoring.
- To attend mandatory training, including Safeguarding training according to Trust and local policy.
- To demonstrate a commitment to personal continuing education.

LINE MANAGEMENT/SUPERVISORY RESPONSIBILITIES

- To act as preceptor /mentor to new members of staff, facilitating the achievement of their competencies throughout their preceptorship/orientation period in close collaboration with the ward manager and the nursing team.
- To act as mentor to pre-registration nurses and other students/visitors to the ward ensuring that support and instruction is provided as appropriate.

RESEARCH & AUDIT

- To participate in any research undertaken in the unit.
- To actively assist in the Department's Audit Programme

GENERAL DUTIES

- To observe the provisions of and adhere to all Trust policies and procedures.
- To actively participate in the annual performance review to identify personal development needs
- To attend Trust Statutory and Mandatory training sessions as required and any other training courses relevant to the post.
- To fully comply with the relevant sections of the Health and Safety at Work Act. They must also understand and implement St Helens and Knowsley Hospitals NHS Hospitals Trust "Statement of Policy on Health and Safety at Work" and the Trust corporate "Health and Safety Policies and Procedures". You are required to follow all applicable rules and procedures relating to Health and Safety at Work and to take all responsible precautions to avoid actions.
- To be aware of the confidential aspects of the post. To keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively. Breaches of confidentiality will result in disciplinary action that may involve dismissal. You must maintain the confidentiality of information about service user staff and organisational business in accordance with the General Data Protection Regulation 2018 (GDPR) and Caldicott principles.
- The post holder should also be aware that, regardless of any action taken by the employing authority, breaches of confidentiality could result in civil action for damages.
- All staff will be treated with respect by management, colleagues, patients and visitors and equally staff will treat management, colleagues, patients and visitors with the same level of respect. Staff will be supported to challenge any discriminatory behaviour that may be based on differences in race, disability, language, culture, religion, sexuality, age, and gender or employment status.

- You will be expected to undertake the Trusts' commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.
- To ensure that when creating, managing and sharing information records it is done in an appropriate way, subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines. All employees are responsible for implementing and maintaining data quality, ensuring that records are legible and attributable and that the record keeping is contemporaneous
- In accordance with the Health and Social Care Act 2008, the post holder will actively participate in the prevention and control of infection within the capacity of their role. The Act requires the post holder to attend infection prevention and control training on induction and at regular updates and to take responsibility for the practical application of the training in the course of their work. Infection prevention and control must be included in any personal development plan and/or appraisal.
- To adhere to relevant Code of Practice of Professional body (if appropriate)
- The post holder must be flexible in the duties performed and it is expected that similar duties, not specifically listed above, will be carried out as required and may be cross site.
- The duties contained in this job description are not intended to be exhaustive. The duties and responsibilities of this post are likely to evolve in line with the Trust's continued organisational development.
- To adhere to the NHS Constitution and its principles and values. You must be aware of your Duty of Candour which means that you must be open and honest during your employment and if you see something wrong, you must raise it. You must read the NHS Constitution in full and can download this from the Trusts intranet site or the www.gov.uk website. Hard copies are available from the HR Department on request.
- The Trust is a non-smoking site. Failure to follow this rule could lead to disciplinary action.