

Job Description

Job Ref:	17-166
Job Title:	Community Staff Nurse
AfC Pay Band:	5
Number of hours:	37.5
Division:	Out of Hospitals Division
Department:	Community Nursing
Location:	Within East Sussex Healthcare NHS Trust
Accountable to:	Locality Lead Nurse
Reports to:	District Nurse

Job dimensions & responsibility for resources	
Budgetary & Purchasing, Income generation	Accountable for ICES prescribing, continence prescribing (value set at £500). There are no specific budgetary management requirements in this role.
Staff	To manage a devolved caseload under the direction of the District Nurse, day-to-day supervision, training and support of junior staff and students as appropriate. May be required to deputise for the DN team leader and coordinate the workload of up to 10 staff.
Information Systems	<p>Careful use of Trust systems both manual and electronic, to ensure accuracy of data. Store and share information in accordance with department protocols, Trust Information Governance Policy and Data Protection Legislation.</p> <p>The post holder has responsibility for the maintenance of accurate contemporaneous records in accordance with ESHT; Nursing and Midwifery Council (NMC) guidelines and the Data Protection Act.</p> <p>The post holder has responsibility for the timely and accurate recording of clinical activity data to support service performance monitoring.</p>
Job purpose	<p>Deliver Nursing Care as part of a team.</p> <p>Will support the DN in the delivery of an efficient/effective nursing service and has responsibility for assessment, planning, delivery and evaluation of care.</p>

	Working autonomously as a lone worker.
<p>Department Structure</p> <pre> graph TD A[Lead Nurse] --> B[District Nurse/ Caseload Manager] B --> C[Community Staff Nurses/] C --> D[Health Care Assistants Phlebotomists] </pre>	

Communications and Working Relationships		
With Whom:	Frequency	Purpose
Colleagues/Lead Nurse/Team administrator	Daily	Maintain communication within the Community Nursing Services.
Patients	Daily	Patient's and/service users/carers/relatives – Delivery of care as delegated to meet individual requirements and signposting to other service providers as appropriate. May be required to overcome communication difficulties and to communicate in highly emotional atmospheres.
Partner Providers	Daily/Weekly	Maintain communication with the multi-disciplinary teams within the community and acute settings.
<p>Key duties and responsibilities</p> <ul style="list-style-type: none"> Assess new patients for nursing care in their own homes, creating and evaluating care plans. 		

- Liaise with District Nurses relating to patient care and review of care plans.
- Prioritise workload using judgement as autonomous practitioner.
- Undertake skilled nursing care for a devolved caseload in liaison with the District Nurse.
- To provide practical and emotional support to carers and relatives in stressful/difficult situations.
- To assist patient and carers in achieving optimal independence using best practice and national policy and guidelines.
- Able to make decisions as a lone worker in relation to changing clinical situations, unpredictable deterioration in health or condition as well as health and safety.
- To practice safely at all times and in accordance with the standards, protocols and guidelines of the Trust and regulatory bodies including the NMC and CQC.
- Record accurate patient data utilising the information systems employed by the organisation and complete data returns in a timely fashion according to organisational policy.
- To be accountable for own professional practice and development.
- To undertake mandatory training as outlined in the organisations training policy
- Participate in meetings and case conferences.
- To liaise with health care and other agencies where appropriate, providing clinical advice, disseminating evidenced based / best practice.
- Participate in groups/projects to promote development of the service to maintain skills, evidence base and evolving role of the community nursing service.
- To participate in the development of relevant clinical policies, procedures and standards.
- Participate in national/local health promotion initiatives as appropriate, bringing local services to local people.
- To report accidents/complaints and untoward incidents to the District Nurse in line with organisational policies.
- Identify through risk assessment potentially hazardous or threatening situations, to ensure safety of staff and service users at all times.
- To have a working knowledge of safeguarding vulnerable adults and children procedures and alert the District Nurse immediately with any concerns.
- To participate in recruitment and retention processes for staff as requested by the District Nurse.
- To participate in the induction and education programmes for students and new staff as requested by the District Nurse.
- To participate in the clinical supervision programme as outlined in the organisation's policy both as a supervisee and as a supervisor to others.
- To share knowledge and information to promote a cohesive team.
- To undertake project work as appropriate and agreed by the District Nurse.

General Duties & Responsibilities applicable to all job descriptions

- To be familiar with and adhere to the policies and procedures of the Trust.
- To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- To participate fully in the performance and development review (appraisal) process and undertake Continuing Professional Development as required.
- To participate in surveys and audits as necessary in order to enable the Trust to meet its statutory requirements.
- To be aware of the Trust's emergency planning processes and follow such processes as necessary, in the event of an unexpected incident.
- This job description is not exhaustive. Staff may be required to undertake any other duties at the request of the line manager, which are commensurate with the

band, including project work, internal job rotation and absence cover.

Working Environment:

Driving	√	Lifting		Verbal aggression	√
Use of PC/VDU	√	Physical support of patients		Physical aggression	
Bending/kneeling	√	Outdoor working		Breaking unwelcome news to others	√
Pushing/pulling		Lone working	√	Providing professional emotional support	√
Climbing/heights		Chemicals/fumes		Dealing with traumatic situations	√
Repetitive movement		Contact with bodily fluids	√	Involvement with abuse cases	
Prolonged walking/running		Infectious materials	√	Care of the terminally ill	√
Controlled restraint		Noise/smells	√	Care of mentally ill & challenging patients	√
Manual labour		Waste/dirt	√	Long periods of concentration i.e. hours	
Food handling		Night working		Working in confined spaces (e.g. roof spaces)	

Statement

1. This job description will be agreed between the jobholder and the manager to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.
2. The information being handled by employees of East Sussex Healthcare NHS Trust is strictly confidential. Failure to respect the confidential nature of this information will be regarded as a serious breach of regulations, which will result in action under the Disciplinary Procedure, including possible dismissal. This includes holding discussions with colleagues concerning patients in situations where the conversation may be overheard. It is the employee's personal responsibility to comply with the Data Protection Act.
3. It is the employee's responsibility to ensure all records (computerised or manual) are accurate and up to date, and that errors are corrected or notified as appropriate.
4. It is the manager's role to monitor and assure the quality of any data collected or recorded by or in his/her area of responsibility.
5. Employees must take reasonable care, and be aware of the responsibilities placed on them under the Health & Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.
6. All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to. In addition to supporting the trusts commitment to preventing and controlling healthcare associated infections (HAI).
7. All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000.
8. In addition to any specific responsibility for risk management outlined in the main body of this job description, all employees must ensure they are aware of the key responsibilities applicable in relation to risk management as identified in the Trust's Risk Management Strategy.
9. All staff will note the Trust's responsibilities under the Civil Contingencies Act 2004, and NHS Major Incident Plans Guidance (DoH 1998 and 2004)
10. All employees are responsible for ensuring they attend the relevant mandatory training as identified in the Trust's Education Strategy and as agreed with their manager/supervisor.
11. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.
12. For posts which involve contact with patients, it is required that the postholder receives satisfactory clearance from the Disclosure and Barring Service.

Person Specification

Job Title: Community Staff Nurse	Band: 5		
Department: Community Nursing	Date:		
*Assessed by: A= Application I= Interview R= References T= Testing C = Certificate			
Minimum Criteria	*	Desirable Criteria	*
Qualifications RN with current Nursing & Midwifery Council (NMC) registration	A/C	ENB 997/998, Learning through Mentorship module, or commitment to undertake	A/I
Experience Generic Pre Registration Experience in a care environment. Understanding of community nursing	A/I A/I	Previous experience of caring within a community setting	A/I
Skills / Knowledge / Abilities An understanding of clinical governance Principles of infection control Awareness of Health and safety issues Knowledge of risk management procedures Awareness of current nursing trends and changes in the NHS Ability to demonstrate up to date clinical skills Ability to assess, develop, implement and evaluate programmes of care Ability to work flexibly Acts as a role model to junior staff Demonstrates excellent interpersonal and communication skills. Ability to supervise staff, organise workload and to delegate appropriately Ability to act as an educator	A/I A/I A/I A/I A/I A/I A/I A/I A/I A/I	Health education and promotion Understanding of safeguarding vulnerable adults and children procedures Excellent time management skills. Ability to take initiative, make decisions and prioritise Presentation and teaching skills Involvement and experience of interagency working	A/I A/I A/I A/I A/I A/I

Basic IT and keyboard skills			
Other Reliable work record DBS clearance Ability to travel easily in mixed geographical areas ensuring a timely delivery of patient care Must be able to safely carry essential equipment and provide transport to others involved in community nursing business e.g. students/colleagues Car driver/owner	R A/I A/I A/I/ C		

Managers Signature

Date

Postholder's signature

Date