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Job Description – Community Nurse, Band 5

Job Details

| | |
|---------------------------|---|
| Job Title: | Community Nurse: Community Intravenous (IV) Service |
| Job Reference Number: | |
| Band: | Band 5 |
| Ward / Department: | North, South, Norwich Place |
| Directorate / Locality: | Norwich Place |
| Essential Qualifications: | <ul style="list-style-type: none">• Diploma or 1st level degree in Nursing or equivalent• RN Qualification• Current NMC registration |

Job Purpose

- To deliver high quality nursing care to patients in their own homes, and to prevent avoidable admissions to acute care. administering intravenous medication whilst providing skilled monitoring techniques and intravenous line management interventions.
- To provide short term programmes of nursing care to support patients undergoing intravenous treatment in their own homes, including advanced monitoring of clinical presentation, managing the deteriorating patient and following clear escalation plans as appropriate.



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Organisational Arrangements

| | |
|-----------------|-----------------------------|
| Accountable To: | Service Lead |
| Reports To: | Clinical Operations Manager |

Structure Chart



Key Areas of Responsibility

- To work within the community setting, managing patients at home undergoing intravenous therapy
- To make risk assessments, establishing the safety or otherwise of a patient's ability to stay at home, whilst receiving intravenous therapy and to escalate through the established pathways when clinically necessary.
- To provide evidenced based clinical/therapeutic interventions based on 'best practice' in order to improve health outcomes and promote choice.
- To provide in-reach to inpatient units and step-up beds where required



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- To act as the patient's advocate, facilitating choice, patient empowerment and independence.
- To work with all health care professionals, and statutory/non statutory agencies to provide a seamless, integrated service to our service users.

MAIN RESPONSIBILITIES

Clinical

- The post holder will need to:
- Assess, plan, implement and evaluate all aspects of patient care, enabling the safe administration of IV medication in peoples own homes.
- Following a holistic assessment, devise an individualised, evidence-based care programme for each patient, modifying it as required.
- Assess patients' holistic needs, communicating complex and sensitive information to patients and carers as to their assessment, diagnosis, prognosis and treatment plan.
- Where there are barriers to understanding, such as hearing impairment, mental capacity impairment and other difficulties in comprehension, explanations require adjustments in order to gain understanding, consent and concordance.
- Be required to use tact and persuasive skills in order to gain the patient's co-operation in their care management plan.
- Liaise with the Clinical Lead and Norfolk and Norwich University Trust clinicians when clinical concerns are raised.
- Liaise with Homeward, Supportive Care, GPs, Social Services, inpatient teams, other allied health care professionals and the voluntary sector to ensure identified needs are met and care co-ordinated appropriately.
- Be aware of assistive technology and utilise where appropriate.
- To participate in multi-disciplinary/multi-agency meetings as appropriate, e.g. Gold Standard Framework.
- Ensure own caseload is planned and prioritised according to service targets and patient need.
- Ensure patient held records are completed for each visit, and that SystmOne inputting is completed on a daily basis.
- Demonstrate dexterity and co-ordination when using specialist equipment and fine tools, advanced sensory skills, manual and mobilising skills.
- Be skilled at intravenous cannulation, IV line management and general phlebotomy, following local policy and guidance
- Contribute to the requisitioning of supplies and equipment through electronic ordering systems.
- Ensure informed consent is obtained prior to initiating interventions.



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- Will be exposed to bodily fluids, infected material, blood products on a daily basis, therefore must utilise universal precautions and adhere to infection control policies.
 - Become competent in numerous nursing skills to provide urgent and unplanned response to patients to prevent avoidable admissions to hospital.

Professional

- The post holder will:
- Actively contribute to multidisciplinary team meetings and other meetings where appropriate.
- Support all team members within the integrated team, respecting them, their roles and contributions.
- Be responsible for safe use and maintenance of equipment and supplies.
- Remain accountable for own professional actions as determined by the professional bodies.
- Provide advice / training to less experienced staff and supervise / support band 3 and 4 staff and students where appropriate: contributing to the induction process for new staff/students.
- Comment on draft policies.
- Maintain own continuous professional development
- Ensure own workload is planned and prioritised
- Be accountable for work delegated to others within the team, ensuring staff are competent to undertake delegated work.
- Attend in-house training as required to develop current job role.
- Demonstrate leadership skills within own competence.

Organisational

- The post holder will:
- Follow Trust policies, and local procedures, and use discretion in interpreting them according to the setting and circumstances.
- Undertake mandatory training as required.
- Participate in a Personal Development Review process.
- Undertake Personal Development Plans for more junior staff members.
- Be aware of Trust's behaviour framework and ensure behaviours are embedded in role.
- Ensure Trust's behaviour framework is utilised when managing and supervising staff, and that behaviours are embraced and embedded within the team.
- Take part in clinical supervision as per Trust Policy.
- May be required to demonstrate own duties to students, new starters and/or less experienced staff.



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- Provide mentorship for students undertaking pre/post registration course.
- Contribute to clinical audit as required.
- Complete the staff survey as required.
- Complete risk assessments and incident forms as required
- Ensure absence reporting is undertaken as determined by NCH&C trust policy

Trust Values



Community

- As one Trust, we enhance the lives of our patients through our commitment, support and working together
- We are proud to serve our local Community by providing integrated quality services with our partner organisations
- We respect and value the trust we are given to enter our patients' homes and lives



Compassion

- We provide compassionate, co-ordinated and personalised quality care that is safe and effective
- We empower and educate our patients and their carers in the effective delivery and management of their own independence, health and wellbeing
- We are dedicated to holistic, compassionate care and demonstrate this through our commitment to our personal and professional development



Creativity

- Our expertise, commitment and creativity are key to the successful delivery of our services
- We are always open to new ideas that support us in delivering effective compassionate care to our patients
- We continuously innovate and implement efficient delivery of care



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Trust Behaviour Framework

- All post holders are required to adhere to the Trust's Behaviour Framework in the undertaking of their duties.



| | |
|---|---|
| Care Respect and Dignity | We strive to understand each individual patient, service user, carer and customer's total needs as well as valuing and respecting our peers and colleagues. |
| Working Together for the Community | We are one team, whether working in teams locally, across NCH&C or with our partners for the benefit of our patients and services. |
| Integrity | We maintain high ethical standards, showing integrity and fairness in dealings with colleagues, partners and patients. |
| Taking Ownership | We take responsibility for our own performance, the success of our colleagues, our teams and the wider organisation. |
| Innovation, Flexibility and Resilience | We continuously seek more innovative ways of delivering care to patients and persevere in the face of challenging situations. |

Research & Development

- May be required to undertake survey or audits, as necessary to own work; may occasionally participate in R&D, clinical trials or equipment testing.

Safeguarding Clause

- Norfolk Community Health and Care NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. Rigorous recruitment checks are carried out and where applicable to the role successful applicants will be required to undertake a criminal records check via the Disclosure and Barring Service (DBS).

Infection Control

- Norfolk Community Health and Care NHS Trust staff are responsible for protecting themselves and others against infection risks. All staff regardless of whether clinical or not are expected to comply with current infection control



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policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by Norfolk Community Health and Care NHS Trust.

Health and Safety

- Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974), to ensure the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.
- To ensure that the Trust's Health and Safety Policies are understood and observed and that procedures are followed.
- To ensure the appropriate use of equipment and facilities and the environment is maintained in good order.
- To take the necessary precautions to safeguard the welfare and safety of themselves, patients, staff and visitors, in accordance with the Health and Safety at Work Act.
- To undertake appropriate Health and Safety training to support safe working practice including, where appropriate, its management.

General

- All staff are required to respect confidentiality of all matters that they learn as a result of the employment with the Trust, including matters relating to other members of the staff and members of the public/patients.
- Maintain appropriate patient and clinical records in line with the Trusts policies and procedures, and in line with the agreed service specification.
- The post holder will be expected to participate in an annual appraisal of their work where the job description will be reviewed and objectives set. In line with the annual personal development plan the post holder will be expected to undertake any training or development required to fulfil their role.
- Ensure that all patients, clients and colleagues are treated at all times in an equitable manner, respecting diversity and showing an understanding of diversity in the workplace.



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- The post holder must carry out their responsibilities with due regard to the Trust's Equality and Diversity Policies, Procedures and Schemes and must ensure that equality is promoted at all times.

This job description is not exhaustive and may be amended from time to time in consultation with the post holder. The post holder will be required to undertake any other duties as may be required for the effective performance of the post.



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Person Specification

Essential defines the minimum criteria needed to carry out the job and the job cannot be done without these.

Desirable refers to criteria which are not essential and which successful applicants would be expected to acquire during their time in post. The desirable requirements are not taken in to consideration in a job evaluation panel.

| Criteria | Essential | Desirable | Method of Assessment (Certificates / Application Form / Interview / References / Document Check) |
|---------------------------------|--|---|---|
| Qualifications | <ul style="list-style-type: none"> • Diploma or 1st level degree in Nursing or equivalent • RN Qualification • Current NMC registration | | Certificate / Document check |
| Experience | <ul style="list-style-type: none"> • Evidence of working at relevant level within the community or acute setting • Knowledge of additional specialist areas through in-house training and short courses • Cannulation / IV Therapy administration | <ul style="list-style-type: none"> • Experience in acute setting | Application form / Interview |
| Skills, Abilities and Knowledge | Highly motivated <ul style="list-style-type: none"> • Able to provide high standards of care • Ability to use own initiative • Good observational & reporting skills • Ability to manage stressful situations • Concentrate when undertaking patient care & inputting data/patient records • Good time management skills • Good interpersonal skills • A team player | Knowledge of additional specialist areas through in-house training & short courses, including: <ul style="list-style-type: none"> • Palliative care • Long term conditions • Diabetes management • Be aware of Assistive Technology | Application form / Interview |



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| | | | |
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| | <ul style="list-style-type: none"> • Flexible approach to work to accommodate patient/service needs • Have basic IT and standard keyboard skills. • Able to kneel, bend & stoop, and work in cramped environments • Able to manoeuvre limbs of around 5-6 kg • Able to manoeuvre patients using handling aids • Able to make own travel arrangements to patients' homes, clinics, base and meetings etc, as required by the service | | |
| Communication | <ul style="list-style-type: none"> • Good communication skills • Tact & diplomacy • Empathy & sensitivity • Ability to report and escalate issues. • Able to communicate effectively in written verbal English language. | | Application form / Interview |
| Personal and People Development | | Experience supervising junior staff | Application form / Interview |
| Personal Attributes / Behaviours | <ul style="list-style-type: none"> • Professional appearance • Be reliable • Able to identify with the Trust's commitment to safeguarding and promoting the welfare of young people/vulnerable adults | | Application form / Interview |
| Other | <ul style="list-style-type: none"> • The post holder will be required to work over seven days a week • The post holder will need to be passed fit to be perform full duties of the post through occupational health with any reasonable aids and adaptations if necessary. • Must hold full and valid driving license and have access to a vehicle | | Application form / Interview |



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Supplementary Information

Please indicate in the boxes whether the post holder will be expected to work in or be directly exposed to the following factors:

FREEDOM TO ACT

| | | YES | NO |
|----|---|-----|----|
| 1. | Does the post holder generally work without close supervision? | x | |
| 2. | Does the post holder work without direct access to a manager? | x | |
| 3. | Does the post holder work without access to a manager by telephone? | | x |
| 4. | Is the post holder the lead specialist in their field? | | x |

Each YES response requires completion in the 'Further Information' Section

How often on average does the post holder give guidance and advice to others?

Daily:

x

Weekly:

Other frequency (please comment)

How often is the post holder's work checked / monitored / assessed?

Daily:

x

Weekly:

Other frequency (please comment)



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PHYSICAL EFFORT

| | YES | NO | | YES | NO |
|---|-----|----|--|-----|----|
| 1. Working in uncomfortable conditions | | x | 9. Standing / sitting with limited scope for movement | | x |
| 2. Working in physically cramped conditions | | x | 10. Kneeling, crouching, twisting, bending, stretching | | x |
| 3. Making repetitive movements | | x | 11. Walking for long periods | | x |
| 4. Lifting weights / equipment without mechanical aid | x | | 12. Heavy duty cleaning | | x |
| 5. Climbing or crawling | | x | 13. Pushing / pulling trolleys or similar equipment | | x |
| 6. Manipulating objects | | x | 14. Working at heights | | x |
| 7. Manual Digging | | x | 15. Controlled restraint ie in post requiring training/certification | | x |
| 8. Running | | x | 16. Moving patients | x | |

Each YES response requires completion in the 'Further Information' Section
MENTAL EFFORT

| | YES | NO | | YES | NO |
|---|-----|----|--|-----|----|
| 1. Carry out formal student / trainee assessments | x | | 8. Prepare detailed reports | | x |
| 2. Carry out clinical / social care interventions | x | | 9. Check documents | | x |
| 3. Analyse statistics | | x | 10. Drive a vehicle | x | |
| 4. Operate equipment / machinery | x | | 11. Perform calculations | x | |
| 5. Give evidence in court / tribunal / formal hearings | | x | 12. Make clinical diagnoses | | x |
| 6. Attending meetings (if yes, describe role in 'Further Info') | x | | 13. Carry out non-clinical fault finding | | x |
| 7. Carry out screening tests / microscope work | | x | | | |

Each YES response requires completion in the 'Further Information' Section



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EMOTIONAL EFFORT

| | YES | NO |
|--|-----|----|
| 1. Processing (e.g. typing / transmitting) news of highly distressing events | | x |
| 2. Giving unwelcome news to patients / clients / carers / staff | x | |
| 3. Caring for the terminally ill | x | |
| 4. Dealing with difficult situations / circumstances | x | |
| 5. Designated to provide emotional support to front line staff | | x |
| 6. Communicating life-changing events | | x |
| 7. Dealing with people with challenging behaviour | x | |
| 8. Attending scenes of accidents | | x |

Each YES response requires completion in the 'Further Information' Section

WORKING CONDITIONS

| | YES | NO | | YES | NO |
|------------------------------------|-----|----|---|-----|----|
| 1. Inclement Weather | | x | 11. Humidity | | x |
| 2. Extreme Temperatures | | x | 12. Contaminated equipment / work area | | x |
| 3. Unpleasant Smells | | x | 13. Driving / Being Driven (normal conditions) | x | |
| 4. Noxious Fumes | | x | 14. Driving / Being Driven (emergency conditions) | | x |
| 5. Excessive noise / vibration | | x | 15. Fleas / Lice / Infestation | | x |
| 6. Continuous use of VDU equipment | | x | 16. Dangerous Chemicals - Substances in Containers | | x |
| 7. Unpleasant Substances | | x | 17. Dangerous Chemicals - Substances (uncontained) | | x |
| 8. Infectious Material | x | | 18. Exposure to verbal aggression (little/no support) | | x |
| 9. Body fluids, Faeces / Vomit | x | | 19. Exposure to physical aggression (little/no support) | | x |
| 10. Dust / Dirt | | x | | | |



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FURTHER INFORMATION

Please enter details of YES responses

| Element (e.g. Mental Effort) | Ref No | Details of frequency & intensity |
|------------------------------|--------|--|
| Freedom to Act | 1 | Autonomous role working with Community patients in their homes daily. |
| | 2 | Working in community so limited direct access to manager. |
| Physical Effort | 4 | Daily use of patient equipment – walking aids / standing aids and hoists |
| | 16 | Manual Handling for patients. |
| Mental Effort | 1 | Monthly – quarterly support – variable frequency |
| | 2 | Daily part of clinical role |
| | 4 | As part of daily role – manual handling equipment and observations equipment. |
| | 6 | Monthly team meetings |
| | 10 | Daily part of role |
| | 11 | Potentially weekly if prescriber |
| Emotional Effort | 2 | Weekly – when discussing appropriate place of care with patients / relatives |
| | 3 | Admission avoidance and supported discharge for end of life patients as needed |
| | 4 | Variable – daily to weekly dependent on clinical situation |
| | 7 | Variable dependent on clinical situation |
| Working Conditions | 8 | Weekly – i.e. wound exudate from dressings |
| | 9 | Daily – weekly dependent on clinical caseload |
| | 13 | Driving – as part of clinical role |



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Manager responsible for completion of this document

Andrew Karrouze

Member of Staff to whom this document relates:

Post Holder

Date Completed:

DEC 2021

Review Date:

Post Holder's Signature

Manager's Signature

Date Job Description Agreed

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Please ensure Job Description is agreed and si