



JOB DESCRIPTION

Oxford Health NHS FT

Oxford Health 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.

Job Title: Community Staff Nurse
Band: 5
Accountable to: Band 6 District Nursing Team Lead
Place of work:
Hours:

Author:
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JOB PURPOSE

- To work as part of an integrated locality team.
- Clinical holistic assessment and treatment.
- The delivery of expert skilled nursing care to patients whose needs are best met in the community including the patient's own home or other care setting.
- To work in partnership to reduce hospital admission and facilitate discharge.
- To promote optimal levels of independence and wellbeing for patients.
- Teaching and support for formal and informal carers.
- To work flexibly to meet the needs of the service.
- To be accountable for the management, development and supervision of identified staff within the community team.

DUTIES AND RESPONSIBILITIES

Clinical

- To holistically assess, plan, deliver and evaluate individual programmes of care in partnership with patients, carers and other health and social care professionals in a response to planned and urgent need. This will include a personalised treatment plan including predicted date of discharge.
- To be accountable for an identified caseload.
- To refer patients to alternative services as determined by their clinical need.
- To communicate effectively with clients /carers and colleagues to
- Agree treatment goals.
- Maximise rehabilitation potential..
- To ensure understanding of conditions and treatment.
- To manage patient expectation regarding the service, how it operates and the potential to be transferred or discharged.
- To deliver a range of clinical skills, which are commensurate with the clinical competencies required for a Band 5 Community Staff Nurse within the District Nursing service.
- To recognise and work within own level of competence and seek advice where appropriate.
- To utilise clinical expertise in identifying patients' needs specifically around the early signs of deterioration to ensure
- Acute and chronic phases or changes in condition are responded to appropriately, this may include referral to an alternative care pathway or service.
- Discharge dates are met wherever possible.
- Must have an understanding of risk, and to be able to assess and manage risk within patients' homes and other settings.
- To liaise with acute partner services to ensure patients are redirected to the appropriate service if required.
- To manage the competing clinical priorities of the caseload, following escalation procedures including seeking appropriate clinical or managerial support.
- Develop a culture of anticipatory and personalised care for patients to promote optimal levels of independence and well-being.

Leadership/Management

- To be accountable for the management, development and supervision of identified staff within the community team.
- To work with the Team Lead to ensure team members are appropriately skilled to deliver the service.
- To ensure care is delivered by the most appropriate member of staff and resources are used to best effect.
- To supervise and support team members, formal and informal carers in the delivery of clinical care.
- To be a mentor, supporting and working with students of different disciplines, promoting a positive learning environment, and creating an environment for constructive, open and honest feedback

- To support the Team Lead in ensuring the service is appropriately staffed within service hours.
- To support and deputise for the Team Lead.
- To support recruitment campaigns, where appropriate.
- To work in partnership with health care professionals and other agencies to reduce hospital admission and facilitate discharge.
- To promote the service countywide with health care professionals and other agencies
- To contribute to ongoing service development including developing and refining of access criteria, clinical protocols and clinical pathways.
- To attend relevant internal and external meetings as agreed with the line manager.
- To assist in the investigation of any incidents or complaints relevant to the service.
- To participate in Care Quality Commission audits and inspections.
- To participate in relevant local clinical audit and research to inform service delivery and development.

Governance

- To work within agreed clinical protocols and all organisational policies and procedures.
- To work in partnership with the Clinical Lead and Governance team to develop new clinical guidelines and protocols as required by the service.
- To ensure all service specific data is submitted in a timely manner.
- To ensure that key performance indicators are met or escalated where there are concerns.
- To ensure information sharing processes between partner services and agencies is within the legislative framework.
- To adopt the learning from incidents.
- To act without delay if you believe that you or a colleague may be putting someone at risk.

Professional

- To actively participate in a clinical supervision programme.
- Be open and honest, act with integrity and uphold the reputation of your profession and Oxford Health NHS Foundation Trust.
- To maintain professional relationships for those in your care.
- To present a personal professional image at all times
- To have the knowledge and skills for safe and effective practice without direct supervision and work within the limits of your competence.
- To keep your knowledge and skills up to date and participate in educational activities that maintains and develops your performance.
- Be accountable for the prioritisation of own workload and seek support where necessary.

Budget/resource/finance Management

- To demonstrate awareness of using finite resources responsibly.
- To understand the locality and the organisational financial position.
- To work with the Team Lead, business and performance and finance colleagues to develop business plans and cost efficiencies.

Records/Data Management

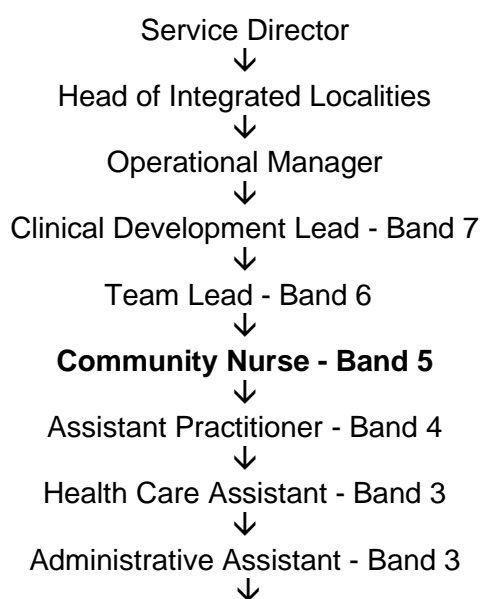
- To keep and maintain accurate documentation and clinical records in line with Trust Policy, NMC Code of Conduct and Data Protection Act.
- To be able to use various IT and Data systems e.g. electronic patient record, emails, internet and GP Clinical Systems.
- Accurate and timely recording of data to enable collation and analysis of relevant clinical data.
- To embrace technological advances to support patient care.
- To ensure information sharing processes between partner services and agencies is within the legislative framework.

In addition to undertaking the duties as outlined above, the post-holder will be expected to fully adhere to the following:

Personal Development

- To actively participate in an annual performance review (appraisal) and the development and implementation of a personal development plan.
- To take responsibility for own professional development ensuring professional standards are maintained and statutory and mandatory training is in date.
- To attend any training as requested.

STRUCTURE CHART



CODE OF CONDUCT

All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, DoH Code of Conduct for Senior Managers).

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

In addition to undertaking the duties as outlined above, the post-holder will be expected to fully adhere to the following:

Personal Development

- To actively participate in an annual performance review (appraisal) and the development and implementation of a personal development plan.
- To take responsibility for their own professional development ensuring professional standards are maintained and statutory and mandatory training is in date.
- To attend any training as requested.

Code of Conduct

- To adhere to the Professional Code of Conduct relating to your profession (if applicable).
- To uphold the principles and values set out in the NHS Code of Conduct for Managers.
- To support the organisation in developing an effective work/life balance for employees that meets the needs of the organisation.
- To ensure that the health and wellbeing of patients is at the centre of all activities and that all staff engage and communicate with patients as appropriate.
- To always promote quality and safety of patients, visitors and staff thus enabling the Trust to meet its regulation requirements (Care Quality Commission Registration – Regulations and Outcomes) that relate most directly to patients and also strive for continuous quality improvement.

Equal Opportunities/Diversity

- To observe Oxford Health NHS Foundation Trust's Equal Opportunities Policy providing equality of treatment and opportunity to employees, service users and service providers irrespective of sex, sexuality, age, marital status, ethnic origin or disability.

Health & Safety

- To take responsibility for the health & safety of themselves and other persons who may be affected by their omissions or actions at work.
- To promote the Trust's Health and Safety Policy and ensure matters are managed in accordance with it.
- To co-operate with the Trust to ensure that statutory and departmental regulations are adhered to.
- Report accidents, incidents and near misses, implementing corrective action where necessary.

Infection Control

- To comply with Trust policies for infection control and hand hygiene such as hand hygiene, decontamination Policy, uniform and workwear code and standard precautions Policy to reduce the spread of healthcare-associated infections (HCAIs).
- Employees with clinical responsibilities must incorporate into their clinical activities up to date evidence that supports safe infection control practices and procedures, such as the use of aseptic techniques and the safe disposal of sharps.

Confidentiality and Data Security

- To comply fully with the duties and responsibilities outlined in the Trust's Information Governance Policy.
- To comply with the Data Protection Act 1998, NHS Confidentiality guidelines (eg. Caldicott, GMC) and any code of practice on Confidentiality and Data Protection as accepted by the Trust. Departmental

codes of practice and procedures for confidentiality are available from the head of department.

- To ensure that all information collected, stored and used is done so in compliance with the above Act and any relevant Trust Policy.
- To preserve the confidentiality of any information regarding patients, staff records in your area (in connection with their employment) and the Trust business. This obligation shall continue in perpetuity.
- To raise any matters of concern with your Manager/Director

Safeguarding

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring service users are protected from abuse or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the Trust's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Criminal Records Bureau.

Other

- To be aware of and work in line with all Trust policies and procedures.
- To carry out any other tasks as reasonably directed.

Band: 5		
Criteria for Selection	Essential Requirements	Desirable Requirements
Knowledge Requirements		
Qualifications – Academic/Skills/Professional	<ul style="list-style-type: none"> Registered General Nurse (adult) Educated to degree level or equivalent. 	<ul style="list-style-type: none"> Prescribing qualification. Mentor qualification.
Further Training or Job Related Aptitude and Skills	<ul style="list-style-type: none"> IT literate with basic key board skills. Well-developed written communication skills. Demonstrates an understanding of local and national issues influencing the delivery and development of health care. Demonstrates a knowledge and understanding of evidence based care. Demonstrates an understanding of the Clinical Governance requirements. 	<ul style="list-style-type: none"> European Computer Driving Licence or equivalent.
Experience	<ul style="list-style-type: none"> Evidence of ongoing professional development. Ability to supervise and support a range of individuals including team members, formal and informal carers. To demonstrate leadership skills. Ability to plan and organise own and others work. Budgetary and resource awareness. Ability to work autonomously and as part of a team. Demonstrates an understanding of local and national issues. Ability to deal with challenging situations. Ability to manage competing priorities and work under pressure. 	<ul style="list-style-type: none"> Previous experience of implementation of change. Previous Community Services experience. Recruitment and selection experience. Evidence of participation in service review and facilitating change in the delivery of clinical services. Evidence of clinical leadership.

Personal Qualities	<ul style="list-style-type: none"> • Ability to develop and sustain relationships with partner organisations and the public. • Able to work as a member of a team. • Evidence of working within and across teams, including multi-disciplinary and cross organisational working. • Well-developed communication and interpersonal skills. • Ability to advocate for patients and others • Be able to recognise stress/anxieties in colleagues, patients and their families and offer appropriate support • Ability to contribute to the identification of individual / team / service training and development needs. • Ability to hold others to account for standards of clinical practice. 	<ul style="list-style-type: none"> • Communications Training
Contractual Requirements or other requirements	<ul style="list-style-type: none"> • Ability to work flexibly to the needs of the service and patients, families and carers • Able to work alone with patients. • Able to use initiative • Ability to work in a variety of settings • Be required to handle equipment in line with Trust policies. • Able to move around buildings including stairs. • Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. 	