

OXLEAS NHS FOUNDATION TRUST JOB DESCRIPTION

JOB TITLE: Community Staff Nurse

GRADE: Band 5

DIRECTORATE: Adult Community Services

HOURS OF WORK: Flexible / 37.5hrs

RESPONSIBLE TO: Team Lead/ Ward Manager

ACCOUNTABLE TO: Matron/ Unit Manager

LIAISES WITH:

GPs and other Practice Staff
Community Services teams
Mental Health Services
Social Services
Local Hospitals
All other relevant agencies - statutory and voluntary

BASE: Oxleas Community Provider Unit designated bases

Overview of the Post

Community Nurses work as part of a team to deliver quality evidence based nursing care to clients within intermediate care settings and their own home, residential homes and clinical environments.

The post holder will work either as a member of the district nursing team (community based) or intermediate care team (ward based); assessing, planning, implementing and evaluating patient care and participate in the training of patients, relatives, carers, students and other health care professionals.

Maintain positive communication link between primary care, secondary care, social services and voluntary agencies.

Key Task and Responsibilities

To participate and provide support and health education programmes for patients, carers and families.

To establish professional relationships with patients and carers through effective interpersonal skills.

To ensure own mandatory training is kept up to date in line with Oxleas Foundation NHS Trust guidelines.

To provide evidence based care to patients, assess and formulate personalised care plans, and implement and evaluate care

Work to NMC Guidelines and maintain professionalism at all times.

To work flexibly and relieve colleagues/ rotate within the Community Health Services as required and requested by the line manager to meet the needs of the service.

Management responsibilities

To prioritise clinical workload according to patient need.

To report all clinical and non-clinical accidents or near misses promptly and when required, to co-operate with any investigation undertaken.

To demonstrate efficient and effective use of resources within own practice.

To attend and participate in clinical supervision in line with Trust policy.

To understand and adhere to all Oxleas Foundation NHS Trust policies procedures and guidelines.

To demonstrate an awareness of health care delivery systems and the local and national priorities of health care delivery, e.g. Intermediate Care, Frailty, Poly Pharmacy and acute and chronic ill health conditions.

To actively participate in the Professional Development Review (PDR) process and ensure training needs are addressed.

To maintain NMC registration.

Leadership

Complies with the NMC Code of Conduct & PREP requirements

To be accountable to line manager and professional leads.

To act as a mentor/preceptor to new staff, students and other non-registered team members and support them to achieve their learning objectives.

Clinical

To work under supervision during induction period and identify any learning in own competencies to undertake the role.

Work/Liaise with other nursing team members to ensure that plans of nursing care are carried out to the agreed standard.

To demonstrate evidence of comprehensive nursing assessment and documentation of physical, psychological, social and spiritual needs of patient/client.

To work within a clinical effectiveness framework using evidence based practice, research and audit to plan implement and evaluate care.

To share good practice in order to improve standards of care.

To assist in the development and evaluation of teaching programmes for students and other care workers.

For nurses working in the community, to develop and achieve baseline skills, for example venepuncture, intravenous medication administration, Doppler assessments, ear syringing and the use of syringe drivers.

Research

To be aware of and keep up to date with current research-based evidence.

To participate in research, audit or quality assurance projects as required and provide evidence-based care

Communication

- To ensure effective communication with patients and their carers, including the provision of patient education, health promotion and emotional support where appropriate.
- To ensure effective communication with senior nursing staff and all members of the multidisciplinary team.
- To record treatment and care carried out in the patients/clients homes on appropriate documentation. Records must be kept up to date and accurate in accordance with trust policies.
- Ensure that all relevant information regarding patients is documented and where appropriate reported and acted upon immediately.
- To provide accurate written and verbal reports as required.
- To keep a diary for the purpose of planning work and recording all visits, both effective and non-effective.
- To maintain confidentiality of information relating to patients, staff and organisation.
- To have the ability to interpret sensitive information and communicate with a sympathetic and empathic approach to patient-centred care.
- To be able to work appropriately with any barriers to communication: older people, physical disabilities and cultural backgrounds.

Unsocial Hours

The post holder needs to meet the needs of the service by being available to work flexibly on a rota basis over a 7-day period including weekday, weekend and bank holidays.

TRUST MISSION AND VALUES

At Oxleas our mission is to **“Improve Lives”**

Our values express what the Trust sees as the heart of Oxleas. They are the lens we look through that informs how we act, the decisions we make, and how we work with our service users, patients, families, carers, and colleagues.

Our values are.

- **We're Kind:** We show consideration, concern and thoughtfulness towards everyone.
- **We're Fair:** We embrace difference, treat everyone with respect and we promote diversity, equity and inclusion.
- **We Listen:** We always seek to understand, learn, and improve.
- **We Care** We work together and innovate to put the patient at the heart of everything we do.

Terms and Conditions

The post holder is subject to the terms and conditions of OXLEAS NHS FOUNDATION TRUST.

This Job description gives an outline of the post and is subject to review in consultation with the post holder.

Confidentiality

The post holder must maintain the confidentiality of information about patients, staff and other health service business in accordance with Trust Policy.

Risk Management

The post holder will ensure compliance with the Trust's risk management policies and procedures. These describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm and stress and that all staff have a responsibility to minimise risk.

Infection Control

All staff are required to be familiar with the Trusts infection control policies, and national guidance in relation to infection control. All staff whose normal duties are directly or indirectly concerned with patient care must ensure that they complete mandatory infection control training and are compliant with all measures known to be effective in reducing Healthcare Associated Infections.

Equality, Diversity and Human Rights

The post holder will treat all colleagues, service users, carers and members of the public with respect and dignity regardless of their gender, age, race, religious beliefs, religion, nationality, ethnic origin, social background, sexual orientation, marital status, disability, HIV/Aids status, criminal background and Trade Union status. The Trust has a Policy for Equality and Human Rights and it is the responsibility of all staff to ensure that this is implemented.

Health & Safety

All staff must be aware of the responsibility placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients and visitors.

Professional and NHS Codes of Conduct

You are required to act at all times in accordance with the relevant professional Codes of Conduct and Accountability (including, where applicable, those for Board Members). In addition, all management staff must comply with the 'Code of Conduct for NHS Managers' and 'Standards of Business Conduct for NHS Staff'.

Safeguarding

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Trust's intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

Financial Management and Control of Resources

All staff are responsible for the security and the property of the Trust, avoiding loss or damage and being economical and efficient in the use of resources. Staff are required to act in accordance with the rules and regulations as described in the Trust's Policy relating to the Financial Management and Control of Resources'.

Customer Care

It is the aim of the Trust to provide patients and clients with the best possible care. All staff are required to put the patient/client first and do their utmost to meet requests and needs courteously and efficiently.

Personal/Professional Development Planning/Mandatory Training

All staff should have a personal development plan and in conjunction with their manager, should actively determine and pursue agreed training and development needs and opportunities. All staff are required to attend mandatory training as designated by the Trust.

No Smoking

Oxleas NHS Foundation Trust has a no smoking policy. Staff are not permitted to smoke within or on Trust premises.

Signed by Line Manager

Signed by post holder

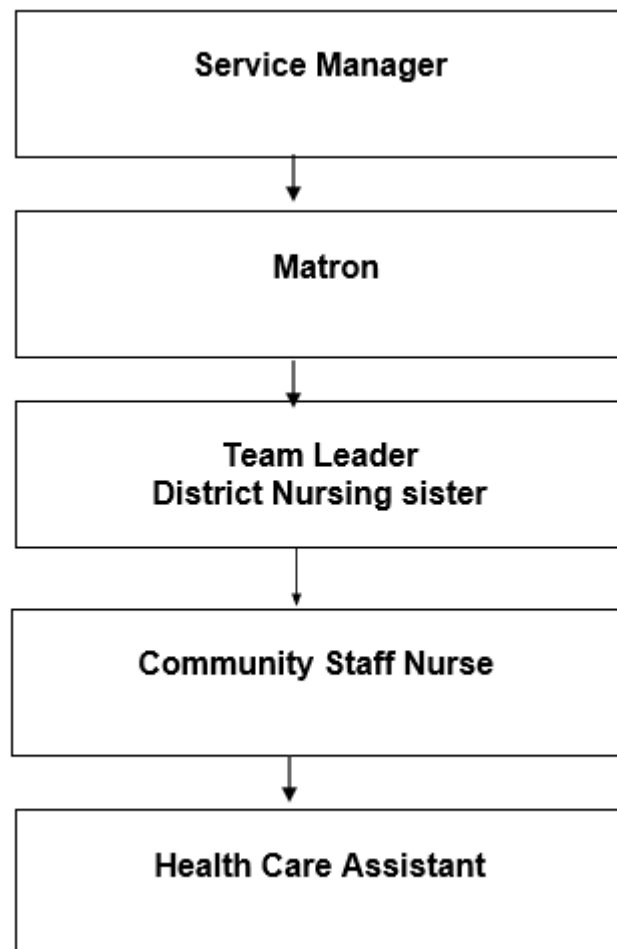
Date

Date

Print Name

Print Name

Organisational chart



**OXLEAS NHS FOUNDATION TRUST
PERSON SPECIFICATION**

JOB TITLE: Community Staff Nurse
DEPARTMENT: District Nursing and Intermediate Care Beds
GRADE: Band 5

<p>GENERAL EDUCATION/QUALIFICATIONS</p> <p>Registered Nurse or equivalent NMC registration</p> <p>Practice Assessor or willingness to undertake PA training</p> <p>Good verbal and written skills and understanding of English to IELTS level</p>	<p>E</p> <p>D</p> <p>E</p>
<p>EXPERIENCE</p> <p>Experience of working within the NHS</p> <p>Able to demonstrate the ability to write personalised patient care plans though holistic assessment and implement and evaluate care in line with contemporary practice</p>	<p>E</p> <p>E</p>
<p>KNOWLEDGE, SKILLS AND ABILITIES</p> <p>Knowledge of the role of the Community Health Care Team</p> <p>Knowledge of DH initiatives regarding Long Term Conditions</p> <p>Multidisciplinary team working</p> <p>Computer literacy</p> <p>Clinical Supervision</p> <p>Research and audit awareness</p> <p>Practice in line with NMC practices at all times</p> <p>Commitment to Team working</p> <p>Maintains good time management</p> <p>Ability to work independently</p> <p>Good organisation skills</p> <p>Ability to facilitate learning for students</p> <p>Physical Effort</p> <p>Physically able to carry out lifting and handling tasks</p> <p>Mental Effort</p> <p>Work pattern is unpredictable frequent concentration required when administering care and for writing reports</p>	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</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>E</p>

<p>Ability to working in the community setting with vulnerable families with language and cultural barriers</p> <p>Emotional Effort To ensure effective communication with patients and their carers, including the provision of patient education, health promotion and emotional support where appropriate</p> <p>Working Conditions Unsocial Hours</p> <p>The post holder needs to meet the needs of the service by being available to work flexibly on a rota basis over a 7-day period including weekday, weekend and bank holidays</p> <p>Exposure to unpleasant conditions – regular exposure to bodily fluids, body odours, also encountering verbal aggressions and unpleasant working conditions in the community setting (e.g. dust, noise, household pets, cluttered/cramped or unsanitary environments)</p>	<p>D</p>
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