

## **Job Description and Person Specification**

### **1. JOB IDENTIFICATION**

**Job Title: Community Band 5 Staff Nurse**

**Department(s): Enhanced Care Home Team Doncaster**

**Job Holder Reference:**

**No of Job Holders:**

### **2. JOB PURPOSE**

**The Registered Nurse will:**

- **Be responsible for the assessment, development, implementation and evaluation of programmes for care home residents with support from Ward Manager / Team Leader / District Nursing Sister.**
- **Deputise, in the absence, for the Ward Manager / Team Leader / District Nursing Sister.**

### **3. ORGANISATIONAL POSITION**

### **4. SCOPE AND RANGE**

**To work within a multi-disciplinary team delivering skills based care to patients in care homes across Doncaster. Working in partnership with other agencies to ensure delivery of a high quality service.**

### **5. MAIN DUTIES / RESPONSIBILITIES**

- **Will be responsible for ensuring co-ordination of the assessment, planning, implementation and evaluation for patients in their care throughout the care pathway.**
- **Will be responsible for triaging referrals for care home residents.**
- **Will be responsible for assessing, using a holistic approach, residents within care homes across Doncaster's and formulating appropriate care plans and guiding management.**
- **Work as a contributing member of the multi-professional team and be involved in the decision-making process throughout the patients care pathway and leading and contributing to the individuals MDT.**
- **Will contribute to the identification of performance issues within the team by discussing areas of concern or development with the Ward Manager / Team Leader / District Nursing Sister.**
- **Will participate and assist in setting standards of patient care based on sound evidence.**
- **Will contribute to the development of local Clinical Governance Plan and Quarterly Reports by participating and assisting in the monitoring and evaluation of clinical practice e.g. audit.**

- Following attainment of an appropriate Mentorship training, act as a mentor to junior colleagues and other relevant personnel e.g. student nurses to ensure achievement of agreed learning objectives.
- Maintain personal Nursing and Midwifery Council registration and ensure adherence to Nursing and Midwifery Council codes of conduct.
- Reports all accidents and incidents as per Trust policy.
- Be conversant with and adhere to Trust policies.
- Contribute and uphold the vision and values of the organisation.
- Promote and facilitate an environment conducive to ensuring individual patient comfort and well being, adhering to Health & Safety and Infection Control policies.
- Contribute to the development of an environment that promotes a 'blame free culture' that supports all staff by working to the concepts within the Clinical Governance framework.
- Enable and empower patients, families and their carers to undertake safely any aspects of care in relation to the care programme.

## **6. SYSTEMS AND EQUIPMENT**

- Be competent with use and management of equipment e.g. syringe drivers, infusion devices, pressure relieving equipment systems etc, including annual and ad-hoc update for assessment of competency.
- Following assessment of competent practice, act as core trainer to cascade training/education of identified topic areas to other members of the team e.g. moving & handling, syringe driver, on an ongoing basis as required.
- Be conversant with use of computer to access patient information and communicate with other professionals within own organisation and external agencies/Trusts e.g. PAS System (Patient Administration System to access patient clinical information), Email, and Internet, GP systems, electronic referral.
- Assist Team Leader with collection of clinical data to meet Performance Monitoring and Clinical Governance requirements e.g. admission/discharge activity, this information forms part of the Clinical Governance Report which is disseminated to the Trust Board.
- Arrange for the provision of nursing aids and equipment, helping patients to regain their optimum independence and instructing patients and relatives in the correct use of the equipment.

## **7. DECISIONS AND JUDGEMENTS**

- Act on clinical information received from relevant members of the multiprofessional team on an ongoing basis.

- Organise own time and that of junior colleagues and learners providing supervision as required, ongoing monitoring responsibility remains with Team Leader / District Nursing Sister.
- Evaluate emergency situations and take appropriate action.

## **8. COMMUNICATIONS AND RELATIONSHIPS**

- Provide and receive routine/complex/sensitive condition related information, exchange factual information with the patients/carer using reassurance, tact and empathy; overcome barriers to understanding when English is not the first language or where the patient has a physical or mental disability, maintain confidentiality in line with Information Governance.
- As a member of the multi-professional team attend ward rounds / case conferences as required. Assume responsibility in completing all relevant paper work and dissemination of information to colleagues, family members
- Attend and effectively contribute to Team meetings to ensure accurate and timely dissemination of information and use as a forum to promote ideas for service development, frequency determined locally.
- Contribute to and promote accurate clinical record keeping in line with Nursing & Midwifery Council Guidelines.
- Participate in clinical supervision as locally agreed to ensure reflective practice.
- Utilise clinical expertise of others, e.g. diabetic liaison, smoking cessation.
- Contribute to the promotion of a suitable learning environment for all grades of staff in liaison with Learning Environment Manager.
- Be conversant with systems and processes with regards to the current training and development programme.
- Participate in the teaching and supervision of newly qualified and unqualified staff by acting as role model, mentor and preceptor on an ongoing basis.
- Following attainment of the appropriate qualification participate in identification of training and development needs of unqualified staff through the Personal / Professional Development Review process.

## **9. PHYSICAL DEMANDS OF THE JOB**

- Driving / travelling to various locations within working day.
- Moving & Handling Training and yearly update required. Frequency ongoing (manual and objects). The Trust has a no manual lifting policy.
- Exposure to a range of bodily fluids e.g. bloods, urine on a daily basis.
- Dexterity needed to undertake certain tasks e.g. venepuncture, administration of injections and use of standard keyboard skills on a daily basis.

<ul style="list-style-type: none"> <li>• Working in restricted spaces e.g. patients' homes, single rooms.</li> </ul>	
<p><b>10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB</b></p> <ul style="list-style-type: none"> <li>• Recognition of potential stressors in the working environment and reporting it as appropriate.</li> <li>• Exposure to constant interruptions and demands e.g. responding to telephone enquiries, medical emergencies, medication administration, unexpected fluctuation in staffing levels, bleep holder responsibilities.</li> <li>• Management of degenerative, progressive and disabling conditions/dealing with terminally ill patients and relatives of deceased patients.</li> <li>• Unpredictability of workload – dependent on patient numbers/dependency levels and skill mix.</li> <li>• Difficult family situations e.g. identification of neglect, vulnerable adults.</li> <li>• Exposure to violent and aggressive incidents.</li> <li>• Decision making in the absence of a Senior Colleague</li> <li>• Exposure to infectious/transmissible diseases e.g. MRSA, HIV, TB, Hepatitis</li> </ul>	
<p><b>11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB</b></p> <p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• Will be required to have a Registered Nurse Registration with the Nursing &amp; Midwifery Council.</li> <li>• Evidence of recent continuing professional development e.g. evidence of completion of student Nurse Training programme, scope package, courses attended.</li> <li>• Ability to work autonomously, on own initiative, or as part of a team.</li> <li>• Access to transport and the ability to travel within the required geographical area</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• Mentor Preparation Training.</li> <li>• Relevant experience of working within specified area / setting i.e. rehabilitation, community.</li> <li>• Identification and evaluation of the best evidence based practice in order to deliver effective health care intervention.</li> <li>• Experience working with older adults</li> <li>• Statutory and mandatory training as identified within the Trust policy e.g. moving &amp; handling, fire lecture, information governance, and resuscitation update</li> </ul>	
<p><b>12. HEALTH &amp; SAFETY</b></p> <p>The post holder is required to take reasonable care for his/her own health and safety and that of other persons who may be affected by his/her acts or omissions. The post holder is also required to cooperate</p>	

<p>with supervisory and managerial staff to ensure that all relevant Statutory Regulations, Policies, Codes of Practice and departmental safety procedures are adhered to and to attend relevant training programmes.</p>	
<p><b>13. JOB DESCRIPTION AGREEMENT</b></p> <p>A separate job description will need to be signed off by each jobholder to whom the job description applies. Please note the Job Holders, Line Managers and Head of Department/Directorate's signature should be on a separate page to the rest of the job description.</p> <p>Job Holder's Signature:</p> <p>Line Manager's Signature:</p> <p>Head of Department/Directorate's Signature:</p>	<p>Date:</p> <p>Date:</p> <p>Date:</p>