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## JOB DESCRIPTION

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**Job Title:** Community Staff Nurse

**Grade:** 5

**Hours of Work:** 30-37.5 hours

**Division:** Integrated Community Service Division

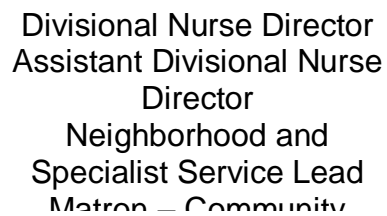
**Base:** Various sites across Community in Bolton

**Managerially Accountable to:** District Nursing Team Manager

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## Organisation Chart

Divisional Nurse Director  
Assistant Divisional Nurse  
Director  
Neighborhood and  
Specialist Service Lead  
Matron – Community



## Key Relationships

Matron – Community Nursing  
District Nurse Team Leader  
Sister/Charge Nurse  
Community Staff Nurse  
Nursing Associate/Assistant Practitioner  
TNAs  
Healthcare Assistant

## Job Purpose

To work as part of the 24-hour community nursing service, under the direction of the District Nursing sister, providing high quality holistic nursing care to patients.

The staff nurse role carries delegated responsibility for the assessment, planning, implementation and evaluation of evidence based nursing to patients in their own homes and other community settings.

To assume delegated responsibility for the supervision of the team in the absence of the District Nursing sister when required.

## Our Values

- *Vision*

*We have a plan that will deliver excellent health and care for future generations, working with partners to ensure our services are sustainable.*

*We make decisions that are best for long term health and social care outcomes for our communities*

- *Openness*

*We communicate clearly to our patients, families and our staff with transparency and honesty*

*We encourage feedback from everyone to help drive innovation and Improvements*

- *Integrity*

*We demonstrate fairness, respect and empathy in our interactions with people*

*We take responsibility for our actions, speaking out and learning from our mistakes*

- *Compassion*

*We take a person-centred approach in all our interactions with patients, families and our staff*

*We provide compassionate care and demonstrate understanding to everyone*

- *Excellence*

*We put quality and safety at the heart of all our services and processes*

*We continuously improve our standards of healthcare with the patient in mind*

## **Duties and Responsibilities**

### **Clinical and Operational Responsibilities**

- Undertake responsibility for a delegated caseload under the supervision of the District Nursing Sister. This includes carrying out initial assessment of care needs and the provision and evaluation of individual patient programmes of care including prescribing equipment and the discharge of patients from the caseload.
- Assume delegated responsibility for holistic assessment and the planning, implementation, monitoring and evaluation of programmes of care/ care packages, contributing to complex assessment/ care packages.
- To provide high quality palliative care to patients and their families, as required
- Maintain clinical competency in a range of extended skills as required to meet the needs of patients on the caseload.
- Work with other health care colleagues, voluntary and statutory organisations to ensure that the holistic needs of patients are met wherever possible.
- Where the post holder is a non-medical prescriber, practice responsibly and maintains competence to effectively prescribe from the relevant Prescribing Formulary.
- To carry out clinical risk assessments within sphere of competence as required.
- Work as an effective team member to actively contribute to public health initiatives including health needs assessment and projects to meet needs identified.
- To promote health education and healthy lifestyles within the community, including use of motivational interviewing and negotiation skills where appropriate.
- To demonstrate to patients and unpaid carers in their homes the safe use of equipment prescribed by the District Nursing team.
- To act as an advocate to facilitate the views and choices expressed by patients and their carers.

### **Clinical Leadership and Governance**



- Support the team to ensure that practice is evidence based and in line with local and national Clinical Guidelines and Policy
- Support the monitoring of quality and practice standards within the team. Identify and report any issues relating to poor clinical standards / clinical risk to the district nursing sister.
- To be aware of and adhere to policies and procedures relating to safeguarding children and vulnerable adults.
- Ensure that the service is delivered in line with Bolton NHS Foundation Trust policies in relation to health and safety and infection control.
- Fully adopt and ensure compliance with the HARM FREE CARE AGENDA. Ensure all clinical activities are fully engaged with preventing harm to patients.
- To have in depth knowledge of NMC standards and guidance, understand implications for and be able to apply to practice. e.g. Code of Professional Conduct, standards for conduct, performance and ethics, Records and Record Keeping, Standards of proficiency for nurse and midwife prescribers, Standards to support learning and assessment in practice.
- Participate in quality improvement initiatives to promote the development of community nursing
- To monitor outcomes and propose changes to working practice e.g. wound care groups, diabetic link nurse, infection control link nurse.
- Participate in clinical supervision in line with Bolton Foundation Trust Policy
- Support and participate in research as appropriate, ensuring that the research governance principles are met.
- Ensure that practice is evidence based by initiating literature searching and critical appraisal as appropriate. Support changes in clinical practice in line with best practice.
- Develop own research awareness skills and support the development of appropriate skills with other team members.
- Participate in clinical audit and essence of care / clinical benchmarking as required. Management
- Undertake appraisals and personal development planning for the Health Care Assistants, Assistant Practitioners and Nurse Associates within the team if appropriate, as delegated by the district nursing sister. Page 4 of 5

- Support the district nursing sister to effectively allocate staff according to their skills and Competencies to meet caseload / patient care needs.
- Regularly attend and contribute to team meetings and relevant professional forum.

### **Resource Management**

- Support the effective use of staff within the team, promoting flexible deployment of staff across the service.
- Maintain minimal clinical stock levels and the effective use of clinical stock

### **Education and Training**

- Undertake mandatory training in line with FT policy and attend updates and study days as appropriate to the post.
- Foster and encourage a learning environment conducive to student education and continuing professional development of the team.
- To be responsible for his or her continuing life long learning maintaining a reflective journal/ portfolio of experience, skills and competencies.
- All employees have a duty to attend all mandatory training sessions as required by the Trust.

### **Legal & professional responsibilities**

- Adhere to Trust and departmental policies and procedures.
- Maintain a safe environment for yourself and others, taking reasonable care to avoid injury. Co-operate with the Trust to meet statutory requirements.
- Maintain registration, and nursing competencies, and comply with NMC code of Professional Conduct, and related documents including NMC Revalidation.
- Sustain and improve own professional development by personal study, work based learning activities, and by using opportunities provided by the Trust.

- Keep up-to-date with legal matters that may arise during the course of duty.

### **Health, Safety and Security**

- All employees have a duty to report any accidents, complaints, defects in equipment, near misses and untoward incidents, following Trust procedure.
- To ensure that Health and Safety legislation is complied with at all times, including COSHH, Workplace Risk Assessment and Control of Infection.

### **Confidentiality**

- Working within the trust you may gain knowledge of confidential matters which may include personal and medical information about patients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

### **Data Quality**

- All employees are reminded about the importance of Data Quality and staff should make themselves aware of both departmental and corporate objectives for Data Quality.
- Data Quality forms part of the appraisal and objective setting process for staff responsible for data entry and data production; staff should ensure that they adhere to policies and procedures at all times. Failure to do so may result in disciplinary action being taken.

### **Codes of Conduct and Accountability**

- You are expected to comply with relevant Bolton NHS Foundation Trust codes of conduct and accountability.

### **Infection Prevention and Control**

- You must comply with all relevant policies, procedures and training on infection prevention and control.

### **Safeguarding Children and Vulnerable Adults**

- You must comply with all relevant policies, procedures and training on safeguarding and promoting the welfare of children and vulnerable adults.

### **Valuing Diversity and Promoting Equality**



- You must comply with all relevant policies, procedures and training on valuing diversity and promoting equality.

Any other general requirements as appropriate to the post and location

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the postholder.

Date Prepared: April 2024

Prepared By:

Agreed By:

Employee's Name and Signature:

Date:

Manager's Name and Signature:

Date:

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**PERSON SPECIFICATION – COMMUNITY STAFF NURSE**

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Education/ Qualifications</b>	First level registered nurse	Teaching/mentorship post-registration qualification  Diploma in health related area or equivalent experience  Non-medical prescriber.	Application Form  Portfolio  Interview  References
<b>Experience</b>	Multi-disciplinary/multi-agency working  Understanding of Palliative/End of Life Care	Previous District nursing experience.  Undertaking complex assessments and the planning and evaluation of care packages  Clinical audit	Application Form  Interview  References  Portfolio



<b>Skills and Abilities</b>	<p>Excellent communication both written and verbal Evidence of effective interpersonal skills</p> <p>Clinical risk assessment skills</p> <p>Team worker</p> <p>Ability to work independently in community setting</p> <p>Motivated and enthusiastic</p> <p>IT skills Motivated to self-develop</p> <p>Understanding of clinical governance framework and implications for practice</p> <p>Understanding of NMC standards and implications for practice</p> <p>Ability to problem solve and make clinical decisions</p> <p>High clinical standards</p>	<p>Computer skills for the use of presentations, reports and statistical analysis e.g. PowerPoint, Excel and Word programmes.</p> <p>Change management skills</p> <p>Awareness of current NHS policy and organisational change</p> <p>Knowledge of current community issues and up to date clinical and leadership skills</p> <p>Knowledge of lone working risks and associated risk management</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
<b>Work Related Circumstances</b>	<p>Flexible working – including ability to work as part of a 7 day</p>		<p>DBS check</p> <p>Pre-employment checks</p>



**Bolton**

**NHS Foundation Trust**

	district nursing service including weekends and Bank Holidays		
	Driver with access to a suitable vehicle for work purposes		

Prepared By: N Davis  
Matron  
Bolton NHS Foundation Trust

Date: April 2024

