



Bank Community Staff Nurse

JOB DESCRIPTION

JOB DETAILS

Directorate	Neighbourhood teams
Service	Community teams
Post Title	Bank Community Staff Nurse
Staff Group	Nursing & Midwifery
Band	5
Reports to	District Nurse/Senior Community Staff Nurse
Accountable to	Team Leader
Number of Direct Reports	n/a
Overall Headcount Responsibility	n/a
Budget Responsibility	n/a

KEY RELATIONSHIPS

Internal:

- Clinical Team Leader
- Members of the Community Teams-Community Matrons, Physiotherapist, Occupational Therapists, Band 5 Community Nurses, Health Care Assistants and Band 6 District Nurse/Senior Community Nurses. Service Leads, Nursing and Therapies
- Head of Nursing and the Quality and Risk Team
- Other Bromley Healthcare Employees

External:

- Professionals working outside Bromley Healthcare
- Social care staff
- General Practice staff
- Other health and social care providers

JOB SUMMARY

To provide high quality, holistic, effective community based health services that reflect the needs of the local population, complementing the work of the General Practitioners and to fulfil contractual agreements with Bromley Healthcare and Clinical Commissioning Groups.

The Community Staff Nurse will be a member of the Neighbourhood Community Team and is responsible for

ensuring the effective holistic provision of nursing care to an identified population within her/his competency ensuring the patients story is always known. She/he may act up for the District Nurse/Senior Community Nurse on occasion and may regularly take charge of a nursing caseload when the relevant competencies have been achieved.

MAIN DUTIES AND RESPONSIBILITIES

- To contribute to the clinical delivery of the service. This will include completing holistic patient assessments, designing and regularly reviewing care plans, delivering effective clinical care.
- To assist with the daily coordination of the team to include daily handover, allocation of work and managing referrals and telephone messages.

- To develop good working relationships with Allied Health Professionals, specialist and other clinical services in Bromley Healthcare and contribute to the development of policies and procedure that cover related services.
- To proactively monitor and manage a daily patient caseload making autonomous decisions about patient care and seeking support from colleagues as appropriate.
- To work in partnership with acute care and social care when required.
- To contribute to the development of staff within the service through training and supervision.
- To contribute to the implementation and monitoring of any existing and new patient pathways.
- To identify own learning needs and address accordingly.
- To maintain and develop own professional expertise as a clinician.
- To actively ensure the implementation of and adherence to all issues associated with clinical governance, policies and procedures of Bromley Healthcare and relevant professional standards.
- To attend and contribute to multidisciplinary meetings, actively participating in interprofessional communication and effective discharge planning.

Professional

- To adhere to the NMC Code (2015).
- To maintain NMC registration as required and work within all NMC guidelines relating to current nursing practice e.g. the Code, Standards for the administration of Medicines, Scope of Professional Practice and Guidelines for records and record keeping.
- To take responsibility for own professional and organisational knowledge and to practice according to Bromley Healthcare Policies and Procedures.

- To act in accordance with Non-medical prescribing guidelines (if applicable).
- To participate in clinical supervision/ Professional Reflection process.
- To act as a role model for other upholding professional standards expected of a Bromley Healthcare clinician.
- To undertake required training.
- To remain up to date with mandatory and statutory training requirements.

Clinical

- To adhere to the principles of Compassion in Practice/ Leading Change, Adding Value in all aspects of service delivery.
- To provide and document nursing care consistent with the best available evidence, transferring and applying knowledge and skills in order to improve health outcomes.
- To provide the full range of assessments and deliver nursing care as indicated and in accordance with the NMC Code (2015).
To manage risk within own caseload at all times, completing risk assessments and ensuring knowledge of and compliance with organisational and professional guidelines.
- To recognise and manage, in conjunction with others, early symptoms of disease exacerbation and acute illness. Judgements will be based on an understanding of disease process, current evidence and practice standards. The postholder will be expected to manage patients appropriately.
- To confer, as appropriate, with colleagues and/or GP and Hospital Physicians about the patient diagnosis, treatment plan and on-going management.
- To negotiate and develop a personal care plan with the patient, health/social care professionals, carers and/or relatives and provide on-going management of the patient. To reassess patients in order to progress and/or modify care plans appropriately and effectively.
- To regularly monitor and review the patient's condition and proactively manage changes promote independence and also teach relatives and carers to recognise pertinent changes in condition.
- To provide education to patients and their carers on medicines and support them to actively manage polypharmacy and other medication issues in line with best practice making onward referrals when necessary.
- To appreciate need for patient privacy and dignity at all times.
- To show respect to patients own beliefs, values and differing cultural needs.
- To empower patients and their families through appropriate support and education.
- To reassess patients in order to progress and/or modify care plans appropriately and effectively.
- To carry out personal care with patients as required as part of assessment and monitoring.

- To participate in the education of other staff, patients, families and carers as appropriate.
- To participate in collecting standardised measures of outcome as required by the service.
- To be aware of all issues relating to Clinical Quality Governance and to meet standards as required.
- To maintain holistic clinical and care records for own interventions in line with organisational and legal requirements.
- To delegate appropriate tasks effectively to Healthcare Assistants and advise on/review patients with them as required.
- To follow and work within the boundaries of the Mental Capacity Act and The care Act (2014)
- To manage patient discharges effectively ensuring they are discharged from the clinical system.
- Develop skills in:
 - Falls assessment o Walking Aid assessment
 - Other Physio and OT skills as required

Management

- To be responsible for own and support other colleagues with the allocated work plan, and to independently plan and organise work with regard to clinical priorities and effective use of time, depending on changing priorities on a daily basis.
- To participate in the induction training and appraisal of staff when required.
- To contribute to the successful achievement of the service targets and objectives
- To contribute to the delivery of Bromley Healthcare Business Plan.
- To contribute towards collating accurate activity data as required by the service.
- To attend and contribute to multidisciplinary meetings, actively participating in interprofessional communication and effective discharge planning
- To be professional responsible for Healthcare Assistants.
- To work to achieve Bromley Healthcare's three tenants
- To act as a line manager for more junior staff

Administration

- To use electronic databases and information systems.
- To maintain accurate contemporaneous clinical records
- To ensure the safe-keeping and confidentiality of patient information, both verbal and written.
- To comply with organisational and service policies and procedures
- To report all complaints, incidences and accidents immediately to the line manager and document such occurrences in accordance with organisational policy.

- To work alongside colleagues to ensure cover is available for planned absences and to provide cover for colleagues during holiday periods and staff sickness

Communication

- To motivate and persuade others using effective verbal and non-verbal communication skills.
- To communicate effectively with patients, carers and other staff, and respond appropriately particularly where there may be barriers to communication (i.e. language, cognition, impaired hearing).
- To clearly explain the role of the Community Team in order to manage expectations with referrers, patients and families appropriately.
- To give accurate and concise feedback regarding individual client's progress in clinical meetings and discussions, so that appropriate and consistent treatment, aims and objectives can be formulated and enacted.
- To communicate effectively with the referrer or other professionals involved in patient care, with regard to patient progress, treatment planning and discharge. This will include GP's, Hospital Doctors and a range of health and social care professionals.
- To communicate highly sensitive, complex and confidential information with a wide range of people including clients, relatives and carers, nursing colleagues and other health care professionals across all healthcare settings
- To build effective links and to strengthen working relationships, with health and social care service professionals as well as private and voluntary agencies.
- To ensure all documentation is accurate and professional.
- To utilise formal and informal reporting mechanisms, including electronic and handwritten reporting to ensure effective internal and external communications, and to ensure all documentation is accurate and professional.
- To work with the team to ensure that patients (and families/carers) have access to information helpful to their care.
- To positively promote the service and Bromley Healthcare to a variety of stakeholders.

Development & Training

- To attend, participate in and deliver in-service training appropriate to post.
- To take responsibility for ensuring the criteria for CPD is met in order to maintain nursing registration and also for professional and organisational knowledge in accordance with NMC requirements.
- To be pro-active with regard to own learning from colleagues within the service and other multi-disciplinary staff from Health and Social Care.
- To attend mandatory training required by the post within the stated timeframes
- To participate in the Bromley Healthcare Appraisal Programme and be responsible for complying with the agreed Personal Development Plan
- To be a Mentor to Student Nurses and provide learning opportunities to students from other disciplines.

- To undertake appraisals and professional development planning with staff within the service as appropriate
- To ensure revalidation requirements are met.

Service Development

- To work with other clinicians in analysing episodes of care delivery, critical incidents and individual care plans and implement agreed changes to improve and develop services.
- To contribute to the development of policies and procedures for the service, and support the Community Team Lead and team in all areas of service development.
- To undertake the measurement and evaluation of work and current practices as directed by team lead as part of the clinical audit programme.
- To participate in achievement of service objectives to demonstrate productivity, performance and effectiveness

Effort

- Carry out assessments and treatments with moderate physical effort on a daily basis.
- To comply with Bromley Healthcare Moving and Handling Policy and local therapeutic handling guidance at all times.
- To deliver and fit equipment to maximise independence and safety, with frequent requirement to move and lift this equipment within the restricted environment of Patients' own homes.
- To deal sensitively with patients who have high levels of anxiety and aggression caused by pain, dementia or limited mobility.
- At times, to work alone in community settings assessing and managing risk.

OTHER DUTIES

- To comply with the duties placed upon employees by Bromley Healthcare's Health and safety policy and related procedures and to act in accordance with all instruction, information and training supplied in relation to those duties.
- Any other duties requested commensurate with the post.
- Driving and ability to use a 'satnav' is an essential component of the job

MANDATORY REQUIREMENTS FOR ALL ROLES

The post holder is expected to demonstrate the values of Bromley Healthcare including;

The post holder is expected to embody the 4 values:

- Compassion
- Health and Wellbeing
- Continuous Learning and Innovation
- Wellbeing

The post holder is expected to comply with all Bromley Healthcare’s relevant policies, procedures and guidelines; including the appropriate code (s) of conduct associated with this post.

The job description reflects the immediate requirements and objectives of the post. This is not an exhaustive list of duties and responsibilities and the post holder may be required to undertake other duties which fall within the grade of the job, as directed by the line manager. This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.

Safeguarding All staff must be familiar with and adhere to Bromley Healthcare’s child/adult safeguarding procedures and guidelines, in conjunction with the multi-agency policies and procedures of the relevant borough’s Safeguarding Children Partnership and Safeguarding Adults Board. Staff must be mindful of their responsibility to safeguard children and adults in any activity performed on behalf of Bromley Healthcare in line with the requirements of the Children’s Act 1989 and 2004 and the Care Act 2014. Staff are required to attend child/adult safeguarding training relevant to their position and required for their role.

	Essential	Desirable	Mode of Testing
Qualifications	RN (Adult Branch)		Application
Professional Registration	Current NMC Registration		Interview
Training	Evidence of Continuing Professional Development Preparation for mentorship/ENB 998/equivalent or willing to undertake.	Degree	Interview
Specific Skills	Good knowledge basic clinical skills including wound care and assessment, catheters, medication admin, end of life care. Able to document clinical records/findings correctly, within the NMC guidelines. Awareness of current government and nursing healthcare policy and legislation. Ability to undertake holistic patient assessment appropriate nursing care and treatment and evaluate outcomes. A willingness to develop clinical skills and plans for the MDT	Awareness of CCG targets and priorities. Commitment to clinical supervision. Good knowledge of end of life care Experience of multidisciplinary working Understanding of RCA	Interview and Assessment

<p>Personal Qualities</p>	<p>Knowledge of our Business.</p> <p>Committed to improving services.</p> <p>Committed to hitting targets.</p> <p>Treats other as would like to be treated. Committed to 6 C's.</p> <p>Good Interpersonal Skills.</p> <p>Able to work individually and as part of a team.</p> <p>Flexible approach to meeting service & client needs.</p> <p>Time management skills and ability to prio Leadership qualities.</p> <p>Self-motivated and keen to develop self and team</p> <p>Willingness to attend study days.</p>	<p>Pro-active 'can do' attitude, boundaries of role.</p>	<p>Interview</p>
<p>Information Technology</p>	<p>IT literacy including use of ipads.</p>		<p>Application</p>
<p>Experience</p>	<p>Experience of writing accurate records.</p> <p>Evidence of provision of high standards of clinical care.</p> <p>Valid Driving Licence and the use of a vehicle for work purposes and the ability to 'satnav'.</p>	<p>Teaching and assessing skills.</p> <p>Care of older people.</p> <p>Experience in administration of drugs or be willing to attend study days.</p> <p>Knowledge of standard setting/clinical audit.</p> <p>Community experience/ Community placement</p>	<p>Application</p>



Details of person completing job description and person specification

JD and PS completed by (job title):	
For an existing JD and PS – date reviewed:	
For a new JD and PS – date completed:	