

## JOB DESCRIPTION

*All staff uphold and promote our Trust values*

<b>Care</b>	<i>We put patients at the heart of everything we do</i>
<b>Respect</b>	<i>We treat people with dignity and respect</i>
<b>Quality</b>	<i>We strive for excellence and effectiveness at all times</i>
<b>Confidence</b>	<i>We do what we say we will do</i>
<b>Improve</b>	<i>We will improve through continuous learning and innovation</i>

**Job title:** Community Staff Nurse

**Band:** 5

**Location / Work Base:** Herts and Essex Hospital, Bishop's Stortford

**Business Unit / Department:** Stort Valley and Villages ICT

**Reporting to:** Community Nursing Sister

### JOB PURPOSE SUMMARY:

Providing a high standard of patient care using an evidence based framework. The post holder is a member of the Integrated Community Nursing Team and may take responsibility in the absence of the Community Nursing Sister for the team and caseload.

The post holder is responsible for assessment, planning, implementation and evaluation of individualised nursing care to patients living in the community. The service is provided 7 days per week.

A commitment to health promotion teaching and training is essential.

### MAIN DUTIES and RESPONSIBILITIES:

#### Operational Delivery

Initiate, facilitate and participate in appropriate health enhancing activities in order to meet the needs of patients, promoting self care.

## **Patient / Customer Care**

Ensure a team philosophy embraces a holistic approach to patients, carers and relatives in consultation and agreement with the Community Nursing Sister.

Liaise with the Hospital/Community Liaison Team concerning patients for admission and/or discharge from hospital.

Actively promote good health and development and participate in Public Health initiatives.

Ensure at all times a sound knowledge of drugs, side effects and contra indications and have regard for security and administration of these.

Following HCT and Community Elder Abuse procedures including provision of reports and attendances at conferences.

At times act as the patient's advocate, raising their concerns about services of HCT or other agencies.

## **Strategic Management**

Be aware of and participate in risk assessment for the benefit of self, colleagues and clients, in line with the Risk Management Policy and Health and Safety at Work Act 1974, particularly in relation to the Lone Worker Policy.

## **Service Development and Improvement**

Maintain current registration in line with HCT Policy and follow the code of conduct of the Nursing and Midwifery Council.

Attend regularly and participate actively in Clinical Supervision in line with HCT Policy, sharing the facilitation role as agreed, following appropriate training.

Ensure the Policies of the Trust are implemented and adhered to at all times.

Be prepared in the HCT Emergency Plan in response to a major incident.

Participate in multi-agency working in relation to patient care.

## **Management and Leadership**

Contribute to the recruitment and the selection of staff for the team and to participate in induction and orientation programmes as appropriate.

Take responsibility for own continuous professional development, maintaining a sound level of professional knowledge and competence in line with the Personal Development Plan agreed at annual appraisal. Ensure attendance at all required (mandatory) training.

Take all reasonable steps to ensure that advice and treatment given is up to date and evidence based, bringing new ideas/evidence based practice to the team for discussion.

Take charge in the absence of the District Nursing Sister who takes continuing responsibility as necessary.

Participate in managing and co-ordinating the work of the junior staff, offering support and developing as appropriate.

Train and practice in Nurse Prescribing as appropriate, demonstrating up to date knowledge of prescribed items including side effects and contra-indications and having due regard for security and administration.

Participate in the experience of pre-registered students in placement. Following appropriate training, mentoring pre-registered students and junior staff as required.

Develop specialist skills and knowledge by participation in group work, committees and workshops, including Link Nurse/Facilitator roles.

Undertake training in Leg Ulcer management and attend annual update sessions if appropriate. Participate in Leg Ulcer Clinics on a rota basis as required.

Undertake RNCC determinations, following appropriate training as delegated by, and in consultation with the Lead Nurse for NHS Funding Nursing Care.

### **Communication and Relationship Building**

Maintain confidentiality and manage information sensitively. Demonstrate discretion and respect when communicating with patients, colleagues and other agencies.

Communicate effectively with all members of the Primary Health Care Team. Supporting and promoting teamwork generally.

Maintain close liaison within a multi-disciplinary Primary Health Care team and all other agencies as necessary.

### **Finance and Resource Management**

Be aware of Health and Safety at all times, ensuring that equipment is well maintained in a safe and hygienic way.

Be aware of and utilise appropriate resources in the provision of total patient

### **care. Information Management**

Maintain a high standard of both manual and computerised documentation within agreed guidelines, ensuring a clear understanding of the related HCT Policy.

## **EFFORT, PHYSICAL SKILLS and WORKING CONDITIONS:**

<b>Physical skills</b>	<i>To safely travel between patients' homes and other venues on a daily basis adhering to relevant policies and guidelines eg mobile phone policy, and the highway code.</i>
<b>Physical effort</b>	<i>Regularly undertake the moving and positioning of patients and equipment adhering to a minimal handling policy. Undertake clinical procedures within own scope of competency, utilising a variety of clinical instruments and equipment safely and precisely. On a daily basis the post holder is involved in moving and positioning of patients and equipment for treatment in a variety of care settings, following a minimal handling policy.</i>
<b>Mental effort</b>	<i>Delivery high quality evidence based care in a variety of settings some of which may be unpredictable or undesirable. Prioritise workload effectively to minimise disruptions and ensure care and organisational deadlines are met in a timely manner.</i>
<b>Emotional effort</b>	<i>Provide on-going support on a daily basis to patients, families and carers where there may be emotional, physical and life threatening conditions. Provide support to other team members in relation to this work. Communicate difficult or sometimes distressing information effectively on some occasions.</i>
<b>Working conditions</b>	<i>Maintain a high standard of infection control ensuring safe disposal of materials contaminated with body fluids such as wound exudates, blood, urine and faeces. Provide safe clinical care in patients' home on daily basis, working within variable conditions, some undesirable and potentially hazardous. In addition delivering care in health centres, GP surgeries and community venues as required.</i>

### **Supplementary Information:**

#### **Equality and Diversity**

The Trust is committed to eliminate racism, sexism and forms of discrimination. The Trust will not discriminate on grounds of age, colour, disability, ethnic origin, gender, gender reassignment, culture, health status, marital status, social or economic status, nationality or national origins, race, religious beliefs, or non beliefs, responsibility for dependents, sexuality, trade union membership or hours of work.

It is required of all employees to uphold this policy in the course of their employment with the Trust and whilst undertaking their duties.

#### **Mobility / Flexibility**

The normal place of work for the post is as stated above, but as a term of employment post holders may be required to work from any of the Trust's establishments.

#### **Health and Safety at Work**

In accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, staff have a duty to take responsible care to avoid injury to themselves and others by their work activities and to co-operate in meeting statutory requirements.

### **Infection Control**

Employees must be aware that preventing healthcare acquired infections and infection control is the responsibility of all staff. Clinical procedures should be carried out in a safe manner by following best practice and infection control policies.

### **Data Protection and Confidentiality**

Employees must maintain confidentiality when dealing with sensitive material and information and be aware of the Caldicott principles, the Data Protection Act 1998 and the Human Rights Act 1998. The protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the Trust and individual may be prosecuted. Disciplinary action will be taken for any breach.

### **No Smoking Policy**

The Trust operates a smoke free policy which means that smoking is not allowed anywhere on Trust sites including buildings, car parks and entrances.

### **Safeguarding**

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role. The expectation is that the post holder is familiar with the relevant procedures and guidelines, all of which can be found on the Trust's intranet.

The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other duties and responsibilities commensurate with the grade. Any changes to this job description to take account of changing service needs will be made in discussion with the post holder.