

Job Title:	Community Nurse Band 5
Reports to (job title):	District Nurse
Line Manager to:	N/A

## Job purpose

The Community Nurse must be able to work autonomously and as part of the multidisciplinary team within the District Nursing Service to provide a seamless service and high-quality care to patients. The Community Nurse must demonstrate clinical competencies and full set of nursing skills and work within legal, professional, and ethical scope of practice.

The Community Nurse is expected to undertake care to meet the needs of the patient without direct supervision and always must act in accordance with The Nursing and Midwifery Council (NMC) Code.

## Base

Surrey Heath locality. The post holder will be required to travel within a geographic location, across bases and must have a full driving licence and access to a vehicle.

## The post holder is responsible for

- Undertaking first line assessment, care planning and evaluation of patients care needs and takes action to address underlying causes eg nutrition assessment, biomechanical assessments.
- Manage referral to the community nursing service , assessing the priority of need appropriately and adhering to criteria to treat.
- Works with the multidisciplinary team to support the managing of people with long term conditions, palliative care and terminal illnesses.
- Plans, delivers and evaluates health promotion strategies and advice to empower individuals.
- Utilises evidence based practice and research to inform patient care.
- To be responsible for the caseload in the absence of the District Nurse for short periods with the support of a named District Nurse.
- To participate and lead clinical audits and clinical governance agenda, implement change in clinical practice and support monitoring and evaluation.

- To implement, monitor and maintain agreed standards of care, reporting to the District Nurse in all instances where such standards cannot be met.
- Maintaining knowledge, skills and training (quality and safety) necessary to deliver a quality service that is responsive to the changing needs of patients.
- Responsible for maintaining skills and continuing professional development in line with registration and revalidation requirements.
- Participating in appraisals, peer review, supervisor meetings and personal development plans to identify and agree training and development.
- Identifies future development needs of self and team.
- Identifies and reports risks in relation to vulnerable adults, children and safeguarding.
- Able to report, collect and collate data using IT eg intermediate word and basic excel skills.
- Respecting confidential information obtained in the course of their work and refrain from disclosing such information to anyone other than professional colleagues directly concerned with the patients care or other authorised person.
- Keeping accurate, concise and timely information on all care given to patients in the community health records.
- Actively participate in staff meetings and multi-disciplinary locality meetings.

## Key responsibilities

The post holder will be required to support the community nursing team and wider multidisciplinary team in all aspects of nursing care following appropriate training and competency checking, including but not exhaustive list:

- Awareness of public health, legal and ethical issues.
- Awareness of organisational and service vision values, objectives and the ability to articulate these.
- Palliative care including noncomplex symptom control, psychological and psychosocial support.
- Holistic assessment
- Complex equipment assessment, prescribing and provision.
- Intravenous Administrations and management Central Venous Access Devices e.g., antibiotics, cytotoxic and phlebotomy via lines
- Subcutaneous fluid administration
- Medication administration of controlled drugs
- Working towards developing specialism through link nurse role or champion role experiential learning within professional networks eg TVN, RCN and QNI.

Supports and mentors HCA's, Registered Nurses and students in attaining clinical competencies.

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day, but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
<ul style="list-style-type: none"><li>• Inspire</li><li>• Understand</li><li>• Communicate</li></ul>	<ul style="list-style-type: none"><li>• Challenge</li><li>• Improve</li><li>• Learn</li></ul>	<ul style="list-style-type: none"><li>• Accountability</li><li>• Involve</li><li>• Resilience</li></ul>

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice, NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures

- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities 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 environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

### Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance with the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

### Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy, and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

### Essential

- 1<sup>st</sup> Level Nurse registration (live registered with NMC).
- Willingness to undertake further education around management of long term conditions.
- Evidence of continuous professional development in line with revalidation.
- Keeps up to date with evidence based practice and research related to nursing and health care in the community.
- Ability to listen to and communicate with patients and their carers in a compassionate and caring manner.
- Presentation skills for teaching individuals eg patients and small groups eg students.
- Ability to work across a seven day week.
- Ability to prioritise and organise workload in accordance with patient need unsupervised.
- Ability to travel effectively and efficiently within a defined geographical area.

### Desirable

Other requirements:

Occasional exposure to highly unpleasant working conditions.

Frequent contact with body fluids.

Current driving licence and access to a vehicle during the working day.

**Employee signature**

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**Manager signature**

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