

Job Title:	Night District Nurse/Community Nurse - Band 6
Reports to (job title):	Team Lead
Line Manager to:	

Post Summary

To deliver care in accordance with national and local priorities, Organisation Policies, procedures and guidelines in accordance with the Nursing and Midwifery Council.

Base

Working within the Community Nursing Service covering Surrey Heath Area

This post is responsible for

- Supervising, Managing/Service Provision
- Reviewer of Band 5 Community Staff Nurses,
- Band 4 Associate Practitioners,
- Band 3 Health Care Assistants

Proposed job plan

C1. Communication / Relationship Skills

- Requires strong working relationships with GPs, practice nurses, social services, acute /community hospital colleagues, borough council staff and the local voluntary sector.
- Provides and receives complex and sensitive information via variety of sources and responds appropriately overcoming barriers to understanding and using skilled communication techniques.
- Responsible for the early identification of potential and actual complex and/or conflicting perspectives of choice of care options between staff, patients, carers and other disciplines or agencies.
- Responsible for maintaining professional relationships with nursing colleagues, members of the Primary Health Care Team and health/social care/voluntary service networks to provide a planned co-ordinated, seamless service for patients/clients
- Responsible for ensuring that daily team hand-over takes place with focus on monitoring any change in patient condition, agreeing care plans etc.
- Communicates effectively with a wide range of health and social care professionals across professional boundaries

- Partakes in and contributes to meetings and working groups that inform the organisation
- Enables patients and carers to express their anxieties and concerns
- Ensures that information is effectively communicated to others involved in patient care at all times including weekends/out of hours, this will necessitate the use of mobile phone, emails and fax to enable a timely response to patients needs.
- Ensures that clear and concise reports of clinical and other activity are maintained and participates in the monitoring of the records of others in the nursing team
- Records clinical activity electronically as required by the organisation and practices with due regard to confidentiality and data protection.
- To provide nursing care in a sensitive and professional manner, using a range of communication skills that meets the needs of the patients and carers, having the ability to manage complex and stressful situations.
- To meet regularly with nursing team to evaluate patient outcomes, offer advice and support to staff on professional and personal issues and provide feedback to Clinical Lead
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Analytical / Judgmental Skills

- Responsible for complex information gathering from a wide range of sources some of which may be conflicting.
- Undertakes full assessments of patients, including those with multiple pathology and complex health and social needs
- Responsible for agreeing the patient's care plan, liaising with others and adapting the care delivered according to need.
- Recognises own limitations in the provision of clinical care and urgency of patients needs, referring to other health care professionals accordingly and is accountable for his/her own actions often without direct supervision.

C2. Responsibilities for human resources including personal and people development

- Provides clinical and organisational leadership to the community nursing teams on a regular basis.
- Regularly undertakes the operational management of the team.
- Undertakes direct supervision of staff
- Participates in the orientation and induction of all new staff
- Takes an active part in team meetings assisting with the continual development of the team, managing conflicting views, disseminating information and effecting change.
- Responsible for receiving and facilitating clinical supervision
- Undertakes annual appraisal, and objective setting with review, for community staff nurses, associate practitioners and health care assistants.
- Participates in one's own annual appraisal and undertakes own continuing professional development and clinical supervision in order to maintain and develop knowledge and skills.
- Assists with individual performance monitoring
- Responsible for teaching and supervising the clinical practice of other members of the team.
- Acts as a mentor to student nurses and other students, undertakes formal assessments and participates in the maintenance of an effective learning environment.

C3. Health, Safety and Security

- To monitor and maintain health, safety and security of self and others.
- Responsible for identifying and assessing potential risks involved in work activities and processes for self and others
- To ensure completion of relevant risk assessments and associated documentation.
- To take appropriate action, reporting actual or potential problems that may put health and safety and security at risk.
- To be responsible for the safe use of equipment used in carrying out nursing duties adhering to organisational and department policies and procedures. This includes competence and accuracy to use equipment by you and other members of your team.
- To demonstrate a good understanding of clinical governance and clinical risk.

C.4 Responsibility for Policy and Service Improvement/ Development

- Participates in setting standards of care and implementing other quality initiatives.
- Participates in the local implementation of organisational and national policy.

Responsibility for Audit/Research & Development

- Participates in the dissemination to the team of the results of audits and research findings
- Contributes to the development of community nursing and the community health services by participating in working groups, committees and planning groups as required.
- Responsible for auditing own practice and participating in organisation wide audits.
- Promotes personal, professional and clinical expertise through regular evaluation and updating practice, research and audit findings.

C5. Quality

- To maintain the high standards of the service by contributing towards individual, team and service objectives.
- To maintain a high standard of clinical care using evidence-based practice by keeping up to date with clinical developments, analyzing current research and discussing and implementing changes in your clinical practice.

Freedom to Act

- Lead specialist for defined area following national and organisational policies and procedures and the NMC Code of Professional Conduct
- Accountable for making autonomous clinical decisions in planning and prioritising patient care for own caseload and regularly for the team.
- Accountable for own professional actions and clinical decisions.
- Responsible for recognising the needs of the service, identifying risk and making rapid autonomous decisions to provide appropriate management of the service.
- Act as an independent decision maker with regard to referrals to other agencies and for the admission /discharge from the community nursing caseload.

C.6 Equality, diversity and rights

Post holder has a responsibility to support, promote or develop a culture which promotes equality & diversity. This is in addition to the general category listed below.

Planning and organisational tasks / duties

- Responsible for the planning of patient care and ensuring the relevant equipment, dressings, medication etc are ordered.
- Responsible for organising on going patient care, liaising with others such as social services, voluntary organisations etc, being the patient's advocate at all times.
- Works collaboratively with community nurse colleagues to ensure equity of service provision, promotion of good practice and the sharing of resources.
- Regularly responsible for organising and managing the work of the team, allocation of duties, short term cover and adjusting these in emergencies.
- Organises and manages own workload with minimal supervision.

Patient Care Responsibilities

- Responsible for the assessment, planning, implementation and evaluation of programmes of care to meet the needs of clients and carers in a variety of primary care settings including patients' homes, residential homes and GP surgeries
- Responsible for chronic disease management for the housebound making autonomous clinical decisions and undertaking health promotion activity with the patients and their carers and families.
- Manage admissions and discharges to the case load assessing and advising patients and relatives, GP's.
- Accountable for delivering skilled nursing care in accordance with national and local priorities and the NMC Code of Professional Practice
- Responsible for monitoring of any ongoing planned interventions and initiate changes as required.
- Responsible for the monitoring of medication regimes, assessing effects and advising patients on the safe storage and disposal of drugs.
- Responsible for the correct use of aids and equipment supplied for patients and carers
- Manage patients who are terminally ill and die at home, ensuring that patients needs, and those of their families are met, this will include active management of complex pain and symptom control in liaison with the wider multi disciplinary team (MDT).

Responsibility for financial and other physical resources

- Responsible for monitoring the use of resources such as equipment from the community equipment store, dressings and nurse prescribed medication.
- Responsible for the ordering of dressings and other equipment needed by the team.
- Monitors the safety of equipment /environment etc and ensure that all areas of clinical risk are identified and reported in accordance with organisational policies and procedures.

Responsibilities for information resources

- Maintains and updates patient records contemporaneously and personally generated information
- Provides data about activity and caseload analysis as required.

Physical Skills

- Required to undertake physical examination of the circulatory systems, undertaking Doppler assessments, venepuncture, catheterisation, rectal examination etc
- Required to have developed physical skills in the use of various equipment that requires accuracy within a narrow margin for error i.e. syringe drivers.
- Driving to visit patients, attend meetings etc

The Job Description is subject to periodic review in conjunction with the post holder

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

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 within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities listed below in accordance with the organisations medicines policy to ensure the safe, legal and appropriate use of medicines. This could include:

- Ordering, receipt, transport and storage of medicines

- Medicines reconciliation

- Production of medicines administration records

- Administration of medicines via all routes

- Disposal of medicines

- Prescribing

- Non-Medical Prescribing lead

- Giving advice on medicines to patients, carers, staff and other healthcare professionals

Attend appropriate training and maintain competencies in all relevant areas.

Manager's Signature:

Date:

Employee's Signature:

Date:

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.

Person Specification

Post Title: District Nurse

Grade: Band 6

Service Line: Community Nursing

Criteria	Essential	Desirable	Evidenced by
Education, Qualifications/Knowledge <ol style="list-style-type: none"> 1st level registration District Nursing qualification/degree or diploma Mentorship qualification Nurse prescriber (DN) Clinical Supervisor 	✓ ✓ ✓ ✓	✓	Application form
Communications & Relationship Skills <ol style="list-style-type: none"> Excellent communication and interpersonal skills Broad range of clinical skills Ability to work on own initiative Ability to organise the workload, able to delegate and prioritise Good knowledge of health and safety and risk management Computer literate Effective written and verbal communication skills 	✓ ✓ ✓ ✓ ✓ ✓ ✓		Interview References
Experience <ol style="list-style-type: none"> Experience of staff management and appraisal Evidence of professional development Experience of participating in clinical audit 	✓ ✓ ✓		Interview Application form
Analytical & Judgemental Skills <ol style="list-style-type: none"> Good understanding of current nursing workforce issues Clear understanding of community health services Ability to Undertake full assessments of patients, including those with multiple pathology and complex health and social needs Responsible for agreeing the patient's care plan, liaising with others and adapting the care delivered according to need. 	✓ ✓ ✓ ✓		Interview References
Physical Effort			

Criteria	Essential	Desirable	Evidenced by
1. Occasional requirement to exert moderate physical effort for several short periods during a shift. 2. Ability to travel effectively and efficiently about the organisation/area. 3. Dexterity – to enable clinical skills to be performed, i.e. removal of sutures.	✓ ✓ ✓		Interview Application Form
Mental Effort Concentration is required when carrying out personal care procedures, drug calculations and administration, decision making, carrying out formal assessments, driving.	✓		Interview
Emotional Effort 1. Able to cope with exposure to distressing or emotional circumstances; frequent care of the terminally ill/ chronically sick or disabled patients 2. Able to provide emotional support to colleagues, patients and carers 3. Dealing with people with challenging behaviour 4. Arriving at the scene of an accident for falls, cardiac arrest and collapse	✓ ✓ ✓ ✓		Interview References
Working Conditions 1. Regular exposure to unpleasant working conditions 2. Regular contact with body fluids	✓ ✓		Interview References
Personal Qualities/Other 1. Car driver with current driving licence 2. Reliable and Flexible 3. Ability to work well in stressful situations 4. Innovative 5. Assertive 6. Committed and passionate about the role	✓ ✓ ✓ ✓ ✓ ✓		Interview References Application Form

Employee signature

Manager signature

Job Description

KSF POST OUTLINE

Post Outline: DISTRICT NURSE

Created on

Created by

This post outline

Assigned to:

Purpose:

Pay Band: 6

Reporting to: Clinical Lead for Community Nursing

KSF Dimensions, Level and Indicators			Second Gateway (Full Outline)		Foundation Gateway (Subset Outline)	
Dimension Type	Dimension Number	Dimension Name	Level	Indicator	Level	Indicator
Core	C1	Communication	3	A,B,C,D,E,F	3	A,B,E,F
Core	C2	Personal & People Development	2	A,B,C,D,E,F	2	A,B,C,E
Core	C3	Health, Safety & Security	2	A,B,C,D,E,F	2	A,C,D,E
Core	C4	Service Improvement	2	A,B,C,D,E,F	1	A,B,C,D,E
Core	C5	Quality	2	A,B,C,D,E,F	1	A,B,C,D,E
Core	C6	Equality & Diversity	2	A,B,C,D	2	A,B,C
Specific	HWB6	Assessment & Treatment Planning	3	A,B,C,D,E,F,G,H,I,J	3	A,B,C,D,E,F,H,I
Specific	HWB7	Interventions & Treatments	3	A,B,C,D,E,F,G,H,I	3	A,B,C,D,E,F,G,H,I