

<b>Job Title:</b>	Specialist Community Nurse – Overnight Nursing
<b>Reports to (job title):</b>	Team Leader
<b>Line Manager to:</b>	Health Care Support Worker

## Job purpose

Provide support, care, treatment and advice to individuals, within national and local frameworks, professional guidelines, protocols and policies. Provide clinical leadership to peers, junior trained staff and Support Workers, within own discipline and advise other professionals.

## Base

### This post is responsible for:

1. To lead, support and work within a multi-professional team.
2. To manage a patient visits independently and be accountable for assessing, interpreting, planning and implementing nursing treatment and care to patients within professional guidelines.
3. To act as a role model, ensuring high quality, professional standards are maintained at all times.
4. To support the Team Leader with the day to day prioritisation, planning and delivery of a high quality nursing service.
5. Organise and manage own time and that of junior staff/students, allocating work appropriately in order to achieve the patient's goals.
6. To manage risks in diverse and sometimes challenging environments.
7. To ensure that record keeping is to a consistently high standard in accordance with local and national standards.
8. To undertake the recruitment of nursing staff in conjunction with the Team Leader.
9. To ensure high levels of effective communication occur between all team members.
10. To promote and facilitate communication to staff, patients and carers.
11. To ensure that clear communication routes exist within and between teams and other agencies.
12. To use evidence-based practice, to ensure clinical care is effective.
13. To maintain Clinical Governance Standards through audit, research and evidence gathering.
14. Assist in the monitoring and protecting of groups and individuals whose health and well-being may be at risk e.g.: vulnerable adults.

15. To record daily statistics on computer for audit purposes and to improve the clinical management of patients.
16. To highlight and report appropriate and potential risks.
17. To work with and beyond the immediate team to promote service development and new ways of working.
18. Provide and receive clinical supervision and provide high quality leadership to ensure on-going high standards.
19. To develop and demonstrate clinical credibility through professional practice, supervision and regular updating of clinical skills.
20. To facilitate teaching to patients, carers and team members.
21. To promote best practice, monitor and support junior staff and students.
22. Provide an effective learning environment, information, education and advice to other health and social care professionals and patients.
23. To actively participate in promoting health e.g.: smoking cessation, healthy diet and sign-posting to appropriate services or support groups.
24. Develop and maintain skills required for patient care within a community setting.
25. Ensure own clinical credibility through professional practice, regular updating and maintaining clinical skills.
26. To update own knowledge in light of current research and practice.

## **Patient Client Care**

1. To undertake specialist and complex assessments and care planning.
2. To deliver urgent care/planned care/care to people with Neurological LTC / post-acute needs / older people.
3. Wherever possible to avoid hospital admission and reduce inpatient length of stay to ensure those patients receive the appropriate care in the most appropriate setting.
4. To keep the patient at the centre of his or her care, ensuring patient and carer participation in decision making.
5. To deliver clinical care for a variety of patients, some with extremely complex needs.
6. To arrange packages of care for patients with continuing health care (CHC) needs.
7. Accountable for the assessing, interpreting, planning, implementing and evaluating of nursing care plans. Ensuring that care needs and wishes are carefully and accurately documented in the clinical records.
8. To ensure consent for any treatment is undertaken and documented.
9. Ensure effective communication of complex, sensitive patient information, between hospital, community professionals, patients and carers, promoting collaborative inter agency working, this will include overcoming communication difficulties (e.g. hearing/language).

10. To prescribe medication and other items safely and appropriately within the context of national and local policies, guidelines and formularies.
11. To enable patients to reach their optimum level of independence.
12. Give care and support to terminally ill patients and their carers/relatives, including discussing prognosis and preparing for death. Ensuring other relevant agencies are involved.
13. To have sound knowledge of infection control, to reduce risk of health care acquired infections.

## **Budget Responsibilities**

Not applicable – this is not a budget-holder post.

## **Responsibilities for People or Training**

1. Supervise and train junior staff and students.
2. To maximise the use and skills of junior staff by supporting appropriate delegation of tasks by self and others.
3. To ensure that self and all members of the team have undertaken their statutory and mandatory training.
4. To facilitate the development of individual team members.
5. To provide peer support.
6. To provide clinical/fieldwork education placement for pre-registration students and to support that provision for other disciplines.
7. To undertake the supervision, appraisals and personal development reviews of nurses within the team in line with Knowledge and Skills Framework (KSF).

## **Other Factors**

1. The post-holder will be required to travel around the area and must therefore be a car-driver with access to own transport.
2. There is the expectation that the role will require moderate physical effort for short periods.
3. Undertake specific nursing tasks requiring precision and/or intense concentration. Undertaking complex nursing skills.
4. There will be occasional exposure to distressing or emotional circumstances, sensitively inform service users on complex and distressing issues.
5. There is an expectation for the post holder to occasionally come into contact with highly unpleasant conditions e.g.: odours, body fluids.

## 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 within 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.

# Job Description

## 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

- Registered nurse
- First degree
- Post graduate community qualification e.g. community specialist practitioner
- Recognised assessing and supervising students in practice qualification.
- To possess a current, valid driving licence and to be a competent driver
- Evidence of continuing professional development
- Knowledge of legislation affecting professional practice
- Experience of applying research-based information to practice
- Non-medical prescriber
- Up to date community experience
- Case management experience
- Significant experience of working with a multi-disciplinary team
- Leadership experience
- Teaching experience
- Knowledge of recruitment, selection & appraisal system
- Setting and monitoring standards of care
- Experience within a wide range of patient/client care groups.
- To be able to communicate with people from a wide range of backgrounds.
- To be able to work flexibly and sensitively.
- Wide range of interpersonal and communication skills
- Competence in a wide range of nursing skills
- I.T. literate
- Skills in preparing and presenting teaching sessions.
- Undertake specific nursing tasks requiring precision and/or intense concentration. Undertaking complex nursing skills
- Manual handling skills and experience
- Ability to sensitively inform service users on complex and distressing issues. Able to support and facilitate staff in dealing with these situations.
- Full UK driving license and access to a car for work

### Desirable

- Further qualifications relevant to community nursing
- Awareness of recent Government initiatives that may affect future clinical practice
- To be knowledgeable of the clinical governance agenda and have an awareness of commissioning



# Job Description

- Profiling community needs and targeting identified health needs of population.  
Evidence of innovative and flexible approach to care and the organisation of care

**Employee signature**

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**Manager signature**

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