

Job Title:	Community Nurse Team Leader
Reports to (job title):	Clinical Lead
Line Manager to:	Band 5's band 4 and band 3

Job purpose

The purpose of the role is to work provide:

Nursing duties, care, advice and support to housebound service users in their own homes in order to promote their well-being and independence and to avoid hospital admission where appropriate.

Provide leadership and management to a small group of community staff nurses and health care assistants

Act as the clinical lead for the caseload ensuring all patients have appropriate clinical assessments and treatment plans in place

The role is based in the community in the Bath and North East Somerset, and is predominantly visiting patients in their own homes or care homes.

The post holder will work under minimal supervision and undertake tasks and duties delegated by the lead clinician. They will work collaboratively within the team to meet the needs of patients, following policy and procedure

Base

Keynsham Health Centre St Clements Road Keynsham

This post is responsible for

The purpose of the role is to manage the district nursing team. The post holder has overall responsibility for all aspects of service user management in the team, planning day to day care and problem solving for the team where necessary, influencing changes to clinical practice and being a role model. The role involves communicating with the multidisciplinary team and attending MDT meetings.

Key responsibilities

Managerial

- Responsible for ensuring efficient and effective use of nursing supplies, equipment and other resources.
- To Co-ordinate off duty and annual leave in collaboration with nursing colleagues.
- Responsible for monitoring any absenteeism within the team in accordance with organisational policy and
- Be responsible for the managerial and day to day clinical supervision process of all staff in team.
- Organise and facilitate the orientation and induction of new staff members.
- Participate in the selection and recruitment of members of staff.
- Participate in skill mix review and workforce planning to identify service requirement

Clinical responsibilities

- Involve patients and families in decision making regarding their care.
- Offer clinical advice to patients, families and care providers based on own knowledge and experience.
- Have knowledge of the wider impact of complex care needs on the patient, family and carers.
- Ensure team members have the appropriate skills and competencies to deliver care.
- Act as an advocate for the patient's family and care team
- Demonstrate an awareness and understanding of child protection, safeguarding and self-neglect .
- Implement evidenced based nursing care within a variety of settings.
- Provide leadership in all aspects of patient care and team working.
- Assess and prescribe equipment in order to facilitate nursing care and promote independence.
- Provide care in an equitable manner ensuring patients gender, sexuality, disability race and religion do not affect health care.
- Participate in the investigation of complaints, incidents and accidents.

Clinical

- Ensure confidentiality in all matters relating to the patient.
- Respond positively to team feedback, suggestions and contributions
- Objectively assess individual and team work and provide constructive feedback in order to maintain and improve team performance.
- Liaise with other members of the integrated multi-professional teams and across other service areas as necessary.
- Attend and actively participate in staff, multidisciplinary, locality and organisational meetings and be responsible for cascading information to all team members.
- Identify and manage risk.
- Demonstrate an understanding of the importance of quality care and service delivery and support the team in meeting necessary standards.
- Demonstrate an awareness of the need for ongoing development of the service and where necessary implement changes.
- Participate in clinical audit, implement change in clinical practice and take part in monitoring and evaluation processes.
- Where appropriate engage in research and development.

Education /Research

- Undertake own continuing professional development in order to maintain and develop knowledge and skills, address any limitations as necessary.
- Participate in annual appraisal, professional development plans and training requirements.
- Identify own and team members learning needs in relation to specific patient care and seek advice and support as necessary
- Maintain own professional registration and continued professional development through training, experience
- Facilitate and monitor uptake of mandatory and voluntary training for self and all team members.
- Facilitate and maintain an effective learning environment.
- Take responsibility for the annual appraisals and development of team members and identify training needs that may arise.

- Ensure effective psychological support for individuals/ teams following any situations of serious untoward events e.g. complaints, disciplinary process, and complex palliative care.
- Manage the team and delegate patient care to appropriate members of staff, to provide a safe and effective service, reporting to the line managers where standard cannot be met.

Outline of Provisional Job Schedule:

The core hours are between 8am -17.00pm. Weekend and Bank Holiday working is required on a rota basis. The majority of the day the work is undertaken in patients' homes where the conditions are variable. This can include working in unpleasant working conditions and exposure to hazards

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.

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.

Job Description

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

Registered Nurse - Level 1

Work within the NMC code of conduct

Significant post registration general experience.

Leadership skills

Team Management

Caseload Management

Management of long term conditions, palliative care and case management of complex patients.

Wide range of extended clinical skills:

- End of life care including syringe drivers and symptom control
- wound management.
- Doppler assessment, multi-layer compression bandaging.
- Venepuncture.
- Male/female/supra-pubic catheterisations.
- Administration of medication – including IV's
- Pressure ulcer prevention Effective verbal and written communication skills

Ability to remain calm in challenging situations.

Able to manage own time and resources

Teaching/Mentoring or willing to work towards

Have a valid driving license and access to a vehicle.

Desirable

District Nurse Qualification

Non- medical prescriber

Wound Care course

Job Description

Palliative Care Course

NVQ Assessor/Teaching and Assessing

Appraisal experience

Recruitment experience Audit and Research skills

Able to work as part of a team and own initiative adhering to the Lone Working Policy

Employee signature

Manager signature
