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| Job Title: | Community Nurse |
| Reports to (job title): | District Nursing Sister/ Team leads Clinical Lead for Community Nursing |

Job purpose

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

Key responsibilities

- Participate in ongoing re-assessment, planning, implementation and evaluation of programmes of care as agreed with patient/carer and the nurse in charge.
- 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 in clinical audit, implement change in clinical practice; participate in the monitoring and evaluation process.
- To implement, monitor and maintain agreed standards of care, reporting to the District Nurse in all instances where such standards cannot be met.
- To facilitate and participate in Clinical Supervision, sustaining and developing clinical practice for self and team members, in accordance with trust policy.
- To maintain some knowledge of health care developments, clinical evidence, National Service Frameworks for practice, National and Local priorities. To engage in research and development.
- To participate in the implementation of evidence based care, within a variety of settings.
- To participate when necessary in compiling, maintaining and reviewing caseload profiles from which health needs can be identified.
- To participate in Public Health activities – including health promotion with individuals and group
- To adhere to the District Nursing referral criteria.
- To provide data to reflect workload pressures and to prioritise the caseload as appropriate.
- To ensure that accurate and legible patient records are maintained and that deadlines for entering data are met.

- To comply with the requirements of the Data Protection Act. To follow local codes of practice ensuring appropriate action is taken to safeguard confidential information.
- To contribute to multidisciplinary health needs assessments as required.
- To be responsible for own mandatory training and voluntary training.
- To attend and actively participate in meetings as requested by senior colleagues.
- To share the responsibility for cost effective use of budgetary resources.
- To participate in one’s own annual appraisal and undertake own continuing professional development in order to maintain and develop knowledge and skills.
- To provide assistance with appraisals and personal developments plans for lower grades of staff as required.
- To undertake the in-house mentorship training and facilitate the teaching and learning experiences for all students and staff placed within the team, within an effective learning environment.
- To participate in risk assessment and promote the safety and well being of clients, staff and any other persons at all times and assist in ensuring a safe work environment.
- To ensure that all complaints, untoward incidents, accidents and areas of clinical risk are identified and reported in accordance with Trust policies and procedures.
- To maintain knowledge and compliance with all Policies and Procedures especially those related to

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.

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

- 1st Level Registration
- Demonstrates an ongoing professional development.
- Willingness to undertake further education around management of long term conditions including post graduate education programmes such as physical assessment, nurse prescribing and case management
- Team worker and ability to work alone
- Ability to relate to clients and colleagues in a sensitive manner
- Ability to identify and pass on urgent client information to senior colleagues
- Ability to operate community equipment – i.e. hoist
- Ability to assess client needs and implement care
- Ability to work across a seven day week
- Ability to carry out delegated skills
- Ability to organise own workload – not directly supervised
- Ability to input data manually and electronically according to Trust policies.
- Ability to prioritise visits
- Works within agreed Policies and Procedures.
- Ability to travel effectively and efficiently about the Trust/Area
- Dexterity to enable clinical skills to be performed

Desirable

- Educated to Diploma/Degree level
- Mentorship/teaching qualification
- Knowledge of recent developments within the NHS
- Post registration experience within a community hospital/community environment
- Area of specialist interest in Long term conditions
- Presentation skills for teaching
- Current driving licence and use of own vehicle during the working day.

Other requirements: XXXXX



Job Description

Employee signature

Manager signature

