Job Title:	Community staff nurse
Reports to (job title):	Team Leader community nursing
Line Manager to:	

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.

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

This post is responsible for

Work as part of the community nursing team in delivering care to patients in the community.

As a community nurse you will have a diploma or degree and RN qualification. You will have knowledge and experience in health care. We will provide you with additional relevant training and support you to do your job. You will have the experience and expertise to work autonomously, seeking as required.

Your primary purpose is to deliver holistic clinical nursing care to housebound people within non hospital settings

Key responsibilities

. You will after training have knowledge and the related competency to undertake a range of clinical procedures including;

- Undertake wound management.

- Undertake Doppler assessment, multi-layer compression bandaging.

- Undertake venepuncture.

- Male/female/supra-pubic catheterisations.

- Administration of medication – s/c, im, pr, IV, transdermal, oral, controlled drugs.

- Pressure ulcer prevention

- Continence assessments including use of equipment.

- Ordering appropriate equipment.

- To promote independence and quality of life at end of life recognising individual needs, rights and dignity.

- To promote independence and provide health education to enable people to live well and manage their conditions

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Responsibilities of the post also include

- Allocate work in the absence of senior grades

- Time organisation/management according to own workload.

- Act as patient advocate

- To take charge in the absence of senior grade staff.

- Manage day-to-day organisation of the team and caseload in the absence of senior grade.

- Make and implement change to clinical practice in discussion with senior grade.

- Assist in the management of resources, stock, staff, and equipment

- To develop and implement programmes of care.

- Advise and recommend treatment, liaise with other HCP accepting referrals written and verbal. Organise support services statutory and non statutory and voluntary in consultation with senior grade

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**
• Inspire	• Challenge	• Accountability
• Understand	• Improve	• Involve
• Communicate	• Learn	• 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):

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- 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.

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HCRG Care Ltd, company number 5466033 registered in England and Wales at The Heath Business and Technical Park, Runcorn, Cheshire WA7 4QX

Personal Specification

Essential

Registered nurse Level 1

Work within the NMC code of conduct.

Knowledge of community environment

Good Communication skills including IT literacy and knowledge of computer systems.

Undertake evidence based clinical   practice.

Experience of caring for people with long term conditions

Experience of caring for people with wounds

 Experience of pressure ulcer prevention

Awareness of self neglect , safeguarding and abusive situations to be the patients advocate .

Contribute to the development of others, teaching and assessing and mentoring of student nurses.

Ability to be an effective team member. Awareness of team dynamics.

Work within the boundaries of legislation, policies, procedures and standards.

Have a valid driving license and access to a vehicle.

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

Desirable

Previous community services experience

Experience of end of life care and or relevant training

Competent in a wide range of relevant clinical skills

Doppler assessment,

multi-layer compression bandaging.

Venepuncture.

Male/female/supra-pubic catheterisations.

Administration of medication – subcutaneous and intramuscular injections

IV antibiotic therapy

Employee signature

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Manager signature

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