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| Job Title: | Band 6 Community Sister/Charge Nurse |
| Reports to (job title): | Band 7 Team Leader |
| Line Manager to: |  |
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## Job purpose

To provide effective management and care to patients over the age of 18 requiring nursing care in their own homes and community settings. The post holder will work autonomously and independently, delivering holistic assessments, clinical advice, treatment, and support. This includes caring for patients in later life stages, urgent clinical interventions such as wound care and catheter management, and supporting patients to remain in their homes. The role requires collaboration with multidisciplinary teams and the ability to work independently, with lone working experience desirable.

Base

This role involves providing specialist community nursing care, ensuring safe, evidence-based practice, and working within a flexible shift pattern, including twilight, night shifts, weekends, and Bank Holidays.

This post is responsible for

* Delivering care within operational and clinical protocols to ensure safe, high-quality nursing practice.
* Leading, managing, and organizing the community nursing team as required.
* Working collaboratively within multidisciplinary teams and the out-of-hours GP service to maintain patient independence and avoid hospital admissions.
* Accepting and managing delegated nursing tasks, ensuring appropriate escalation when patient needs change.
* Supporting shared care plans for patients under Community Matrons and District Nursing caseloads.
* Promoting person-centered care and ensuring patient autonomy and choice.
* Maintaining accurate, up-to-date clinical records in compliance with NMC standards.
* Delivering evidence-based nursing care and ensuring best practices are upheld.
* Ensuring a multidisciplinary approach is maintained and valued.
* Participating in health promotion initiatives and patient education.
* Providing personalized care while maintaining dignity and respect at all times.
* Teaching, mentoring, and assessing pre- and post-registration nursing students.
* Adhering to NMC guidelines and the Great Western Hospitals NHS Trust Equity and Diversity protocols.
* Ensuring professional development and continuous learning, including clinical supervision.
* Managing safeguarding concerns in accordance with local protocols.
* Participating in quality improvement initiatives and service development.

## Key responsibilities

* Conduct comprehensive patient assessments and develop care plans tailored to individual needs.
* Provide specialist nursing care, including palliative and end-of-life support, wound management, catheter care, and IV medication administration.
* Work collaboratively to ensure seamless patient transitions across care settings.
* Ensure adherence to clinical governance frameworks, safety protocols, and data protection regulations.
* Identify and escalate concerns regarding service improvements, patient care, and safety issues.
* Act as a mentor and leader to junior staff, promoting professional growth and team development.
* Ensure effective communication with patients, families, and healthcare professionals

**Proposed Job Plan**

This role requires flexibility and adaptability to meet evolving community healthcare needs. Duties may be adjusted in consultation with the post holder.

**Outline of Provisional Job Schedule**

## The post holder will work within a structured yet flexible rota, including twilight shifts, night shifts, weekends, and Bank Holidays. Work schedules will be reviewed regularly.

## 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.

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| **Care** | **Think** | **Do** |
| * Inspire * Understand * Communicate | * Challenge * Improve * Learn | * 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](https://www.nhsx.nhs.uk/media/documents/NHSX_Records_Management_CoP_V7.pdf) , [NHS Constitution](http://www.nhs.uk/choiceintheNHS/Rightsandpledges/NHSConstitution/Pages/Overview.aspx) and [HSCIC Code of Practice on Confidential Information](https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/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**

* **Registered Nurse (RN) - Adult, NMC registered.**
* **Specialist Practitioner Qualification (SPQ) in District Nursing or working towards SPQ.**
* **Experience in systematic assessment, care planning, and evaluation.**
* **Ability to work autonomously and in a multidisciplinary team.**
* **Competence in end-of-life care, syringe drivers, medication administration, catheter management, wound care, and IV antibiotics.**
* **Experience supporting junior staff and students.**
* **Strong clinical reasoning and communication skills.**
* **Experience using electronic patient record systems (e.g., SystmOne)**

**Desirable**

* **Experience in leading practice development and caseload management.**
* **Previous community nursing and lone-working experience.**
* **Evidence of leadership and service development initiatives.**
* **Life experiences that enhance professional development.**

**Other Requirements**

* Full UK driving license and access to a suitable vehicle.
* Willingness to work across different Trust areas as required.
* Commitment to safeguarding and promoting patient welfare.
* Ability to work flexibly, including covering different shift patterns and community settings.

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| Employee signature |
| Manager signature |