

Job Title:	Band 6 Community Nurse / District Nurse (Integrated Neighbourhood Team)
Reports to (job title):	Band 7
Line Manager to :	Band 5,4 and 3 colleagues

Job purpose

The role of the Band 6 community nurse / District Nurse is to work with the multi professional team within community service providing clinical assessment, planning, organisation, and delivery of clinical care in line with service and patient needs. The community nurse / District Nurse works independently, working within the sphere of nursing care and within all aspects of the nursing process. The post holder will act professionally at all times and use their knowledge and experience to make evidence-based decisions to solve challenges and problems. They recognise and work within the limits of their competencies and are responsible and accountable for their actions. The post holder will have responsibility for supervising less experienced or qualified staff and students during their placements. They will be expected to actively contribute to quality assurance processes and service development.

Key responsibilities

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role:

- Understands and acts in line with NMC professional standards for practice.
- Working as a member of a skill mixed team, responsible for interacting constructively with team members and organising, prioritising, and planning their work.
- Uses a range of assessment tools pertinent to the patients' needs, to inform the assessment and assess risk for both patients and staff.
- Recognise and assess patients at risk of abuse, self-harm/and or suicidal ideation and the situations that may put themselves and others at risk.
- Identify opportunities to provide advice and support to patients to enable them to make informed choices in the area of health promotion.

- Manages risk and avoids compromising quality of care and health outcomes, acting in line with local and national organisational frameworks, legislation, and regulations to report risks, and implement actions as instructed.
- Prioritises and manages their own workload and recognises where elements of care can safely be delegated to other colleagues, carers, and family members.
- Case load manages the provision of care for people, including those with complex needs.
- To keep the patient at the centre of their care, ensuring patient and carer participation in decision making.
- Provide sensitive, compassionate, safe, and effective care to support people in a range of care settings, applying the principles and processes for making reasonable adjustments.
- Implement all elements of the nursing process including the on-going assessment, planning, management, and evaluation of care.
- Manage own caseload within scope of practice, and support colleagues with their case load management.
- Undertake clinical tasks including observations, catheterisation, venepuncture and ECGs. This is not an exhaustive list; additional competency-based skills relevant to clinical area can be attained.
- Ensure the privacy, dignity and safety of individuals is maintained at all times.
- To be able to measure, issue and fit appropriate equipment/aids and instruct patients on their safe use with knowledge gained through training and with reference to a nurse or therapist.
- Enable patients to reach their optimum level of independence and self-management, to enable patient to reach their individualised outcomes.
- Support changing priorities working with senior colleagues to implement.
- To ensure that high standards of nursing care are given and maintained. To act and raise concerns when standards are not being maintained following local policy and procedures.
- Work autonomously delivering care independently, within designated parameters of practice, accessing clinical and care advice when needed.
- Communicate effectively across a wide range of channels and with a wide range of individuals, the public, health and social care professionals, maintaining the focus of communication on delivering and improving health and care services. Information may be complex or sensitive in nature and the post holder may be required to overcome barriers to understanding such as language.
- Record all care delivered appropriately and in accordance with NMC standards.
- To practice the principles and philosophy of individualised patient care in accordance with policy, procedures and regulatory body's guidelines. To obtain consent for any treatment undertaken.
- To be actively involved in the organisation quality improvement initiatives to improve patient safety and care.

- Ensure all patient related information is treated sensitively and adhere to the principals of confidentiality at all times.
- Reporting/escalating any safety, safeguarding or risk concerns to the appropriate member of staff and ensuring that action is taken post reporting.
- Responsible to prevent and control infections within the organisation. Ensuring both personal and team compliance with all relevant policies, especially hand washing, and the organisations uniform policy.
- To act as an advocate for the patient and the family, including promoting and protecting their interests, privacy, rights, and inclusion.
- To be flexible to work across BSW, to meet the demands of changing service needs.
- Understand the roles of a range of professionals and carers from other organisations and settings who may be participating in the care of a person and their family.
- Act in the best interests of the people they care for.
- Act professionally at all times and be responsible and accountable for their actions.
- Use knowledge and experience to make evidence-based decisions and solve problems.
- To engage in learning specific to the role as requested by a senior colleague or service manager.
- To provide support to all members of the INT.
- Line management of INT colleagues.
- Responsible for ensuring efficient and effective use of supplies, equipment and other resources.
- Co-ordinate off duty and Annual leave
- Monitor absences and manage in accordance with organisational policy
- Participate in annual appraisal, professional development plans and training requirments
- Ensure effective support for all team membersfollowing serious incidents / events
- Participate in the selection and recruitment of members of staff.

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 • 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 , 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

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.

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

Desirable

Evidence of involvement in support / development of less experienced staff. Demonstrates knowledge of clinical audit and improvement methodology.

Willingness to work across different organisation areas as required.

District Nurse Qualification

Non- medical prescriber

Wound Care course

Palliative Care Course

NVQ Assessor/Teaching and Assessing

Appraisal experience

Recruitment experience

Audit and Research skills