Job Description

Job Title:	Community Registered Nurse – Band 5
Reports to (job title):	Team Manager
Line Manager to:	XXX

Job purpose

To deliver nursing care in accordance with national and local policy and guidance and in accordance with the Nursing and Midwifery Council.

Key responsibilities

- Participate in assessment and care planning of patient care in conjunction with the Team Manger and support of specialist team members.
- Implements and evaluates care and treatment in agreement with the patient and as defined in the care plan – escalates any deviation from the care plan or change in condition to the Team Manager /GP accordingly
- Communicates effectively with patients, carers and all members of the multidisciplinary team
- Prioritises daily work in line with clinical / patient need
- Maintains accurate and legible patient records in line with professional and organisational requirements – this includes electronic patient record system and any paper records
- Implements and works to ensure evidence-based care / best practice
- Actively participates and contributes to team meetings and daily handover
- Initiates health promotion activities with individuals, patients and carers
- Actively involved in the development and implementation of community nursing service developments and initiatives
- Participates in clinical audit and the implementation of changes to ways of working / clinical practice as a result of findings, recommendations and action plans
- Participates in risk assessment and promotes the safety and well-being of patients, staff and any other persons at all times and assist in ensuring a safe work environment
- Ensure that all complaints, untoward incidents, accidents and areas of clinical risk are identified and reported to the Senior Sister/Team Sister in accordance with the organisations policies

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- Keeps up to date with professional requirements, health care developments, clinical evidence, National Service Frameworks for practice, National and Local policy and guidelines
- Responsible for completing all own mandatory training within the required timeframes
- Attend and participates in regular clinical supervision and peer review
- Participate in own annual appraisal and undertakes own continuing professional development in order to maintain and develop knowledge and skills
- Attend regular 1-1 meetings with Line Manager
- Undertake mentorship training, facilitate the teaching and learning experiences for all students and staff
- Accountable for own professional actions in line with the NMC code and organisational policy and guidelines
- Monitors and orders stock levels and equipment in line with budget and lean principles
- Responsible for the security, care and maintenance of equipment ensuring standards of infection control and safety are maintained

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.

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All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 1998 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.

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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.

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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

Qualifications

- 1st Level Nurse Registration (registered with the NMC)

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- Evidence of continuing professional development
- Mentorship/teaching qualification (within first 2 years of post)
- Educated to diploma level

Communication

- Ability to work within a Team
- Ability to work alone
- Ability to listen to communicate with patients and carers in a compassionate and caring manner
- Ability to communicate respectfully with all colleagues
- Presentation skills for teaching to individuals e.g. patients and to small groups e.g. students

Knowledge

- Knowledge of recent developments within health and social care
- Keeps up to date with evidence-based practice and research related to nursing and health care in the community

Analytical & Judgmental Skills

- Ability to operate community equipment
- Ability to assess needs and implement care
- Ability to identify and pass on urgent client information to the Senior Sister/Team Sister

Planning & Organisational Skills

- Ability to be flexible with working hours across a seven-day week
- Ability to undertake nursing skills and to prioritise visits in accordance with patient need
- Ability to organise own workload without direct supervision
- Ability to input data manually and electronically according to organisational policies
- Works within agreed Policies and Procedures
- Dexterity to enable clinical skills to be performed i.e. removal of sutures venipuncture, IV Therapy

Physical Skills

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- Ability to travel effectively and efficiently within the locality and at times, across the locality.

Desirable

- Educated at degree level

Other requirements:

- Current driving license and access to a car during the working day

Employee signature

Manager signature

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