

Job Title:	Community Matron
Reports to (job title):	Clinical Lead
Line Manager to:	Community Nurses

Job purpose

The Community Matron must be able to work autonomously and as part of the multidisciplinary team within the District Nursing Service to provide a seamless service and high-quality care to patients. The Community Matron must demonstrate clinical competencies and full set of nursing skills and work within legal, professional, and ethical scope of practice.

The Community Matron is expected to undertake care to meet the needs of the patient without direct supervision and always must act in accordance with the Code: Professional Standards of Practice and Behaviour for nurses, midwives and nursing associates and fulfil all registration requirements.

Base

The post holder will be required to travel within a geographic location, across bases and must have a full driving licences and access to a vehicle.

This post is responsible for

- To work autonomously as a senior practitioner in managing the acute and complex health needs of patients with long term conditions and frailty.
- To act as the lead clinician coordinating personalised management plans to reduce the risk of avoidable hospital admissions.
- To deliver clinical assessment, initiate and manage diagnostics, confirm diagnosis, and recommended clinical management plans that Include prescribing if clinically Indicated, according to personal and professional competencies.
- To be practice as a core member of the Integrated Care Teams, including supporting the Single Point Access (SPA)

- To provide all clinical support, and education to designated Care Homes across defined locality including facilitating early discharge from hospital with acute support.
- To deliver responsive care when patients report signs of exacerbation or deterioration of their long-term condition and where clinically Indicated complete same day urgent assessment.
- Provide clinical leadership and role modelling for junior members of the team and other members of the wider multi-disciplinary team, supporting District Nursing Teams at base.
- To provide community service representative at ICT MDTs and professional meetings. Develop positive professional relationships and networks to enable coordinated and multi-disciplinary approach to supporting patients with complex health and social care needs.

Key responsibilities

- Promotes proactive care and self-management using care plans to identify and act on early signs of exacerbation.
- Works towards further specialism in the management of LTC's and service speciality development.
- Demonstrates high level of knowledge & skills within area of speciality / area of practice.
- Demonstrates a high level of safe and effective clinical decision making.
- Underpinning knowledge of the concepts of advanced practice.
- Working towards competency in advanced clinical nursing skills with high level of clinical skills in area of expertise including Advanced Physical Examination Skills.
- History taking and differential diagnosis at Level 7.
- Physical assessment skills and underpinning of the concepts of advanced practice.
- Empowers and enables self-care using appropriate strategies e.g. Cognitive Behaviour Therapy

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

- Studying or attained a relevant MSc and current NMC registration
- 5 years practitioner level experience
- Clinical Leadership skills
- Knowledge and skills in developing and implementing / monitoring public health and health promotion initiatives.
- People / Service management experience.

Desirable

- V300 Independent prescribing or desire to work towards obtaining qualification.
- Project management skills with data analysis.

Other requirements: -

Occasional exposure to highly unpleasant working conditions.

Frequent exposure to body fluids.

Full driving licence and access to a car during working hours.

Employee signature

Manager signature
