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| Job Title: | Community Staff Nurse - Band 5 |
| Reports to (job title): | Band 6 Community Nurse |
| Line Manager to: | |

Job purpose

To provide nursing care to patients in their own homes and other community residences as part of our community nursing team. To provide clinical care and treatment to those patients who require wound care management, administration and support with medications, and catheter care, as well as providing care and support to those patients with a life limiting illness and their families, that require palliative care support to remain at home during the last weeks of life. To work closely within the 24/7 community nursing teams who provide planned and unplanned care and develop strong working relationships with the GP, multidisciplinary teams and social care services in the delivery of care. To ensure that the care provided maintains the dignity and respect of the individual and promotes their comfort and wellbeing at all times.

Base

This role is responsible for delivering high-quality nursing care within community services, ensuring safe and effective clinical practice in accordance with operational protocols. The post holder will contribute to the leadership and management of the community nursing team, promoting a person-centered approach and multidisciplinary collaboration.

This post is responsible for

- Delivering evidence-based nursing care, including assessment, care planning, and record maintenance.
- Supporting the leadership and organization of the community nursing team.
- Providing person-centered care while ensuring service user autonomy and choice.
- Maintaining compliance with clinical, legal, and ethical standards.

Key responsibilities

The post holder will deliver nursing care within operational and clinical protocols, ensuring safe, high-quality practice while working alongside clinical teams across community services. They will contribute to the leadership, management, and organization of the nursing team, accepting delegated nursing tasks from senior staff and escalating concerns as needed. A key part of the role is promoting a person-centered approach, ensuring service user autonomy and involvement while maintaining accurate written records in compliance with service, NMC, and partner agency standards.

Additionally, the role involves maintaining a multidisciplinary approach to care, identifying opportunities to enhance health promotion interventions, and ensuring evidence-based practice is applied in all aspects of care delivery. The post holder will be expected to challenge any practice that does not meet required standards, deliver personalized care with dignity and respect, and strive for continuous improvement in clinical practice through research and professional development.

Other responsibilities include participating in the teaching and assessment of pre- and post-registration students, adhering to Great Western Hospitals NHS Foundation Trust's Equity and Diversity protocols, and managing concerns and complaints promptly in collaboration with relevant personnel. The post holder will also support the implementation of information technology within the service while ensuring compliance with data protection regulations and safeguarding protocols.

The role requires flexibility in working hours, including evenings, weekends, and Bank Holidays, with the expectation of maintaining suitable transport for service delivery. Due to the nature of the work, an Enhanced Disclosure & Barring Service (DBS) check is required.

Proposed Job Plan

This role requires flexibility and adaptability to meet the evolving needs of service delivery. Responsibilities may be adjusted in consultation with the post holder to reflect changes in operational requirements.

Outline of Provisional Job Schedule

The post holder will work within a flexible rota to ensure comprehensive service delivery, including day and evening shifts, weekends, and Bank Holidays. The job schedule will be reviewed regularly to align with service needs and priorities.

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

- Registered Nurse (Adult) – first or second level registration with the NMC.
- Experience in systematic assessment, planning, and evaluation of needs-led care.
- Ability to perform a full range of nursing duties, including wound care, catheter care, palliative care, diabetes management, and administering injections.
- Strong written and oral communication skills.
- Knowledge of legislation relevant to professional practice.
- Proficiency in IT systems.
- Ability to work independently and collaboratively within a team.
- Strong organizational and time-management skills.
- Adaptability to a diverse range of responsibilities, including home visits and using patient record systems.

Desirable

- Awareness of current NHS developments and best practices.
- Ability to make informed decisions within a community setting.
- Strong interpersonal skills for engaging with diverse individuals and multidisciplinary teams.
- Capacity to thrive in a complex and dynamic environment.
- Approachable, emotionally intelligent, and adaptable.

Other Requirements

- Willingness to work across different Trust areas as required.
- Valid UK driving license with access to a vehicle for work purposes.
- Flexible availability, including weekends, evenings, and Bank Holidays, to meet service demands.

Employee signature

Manager signature
