



JOB DESCRIPTION

Position:	Community Staff Nurse
Responsible to:	District Nurse/Team Leader
Accountable to:	Operational Nurse Manager
Grade:	Band 5
Unit:	Freshney Pelham Care Ltd
Location:	Freshney Green Primary Care Centre

Education & Career Framework NHS England: Key Responsibilities

This role requires consolidation of registrant standards of competence and developing confidence to work alone without direct supervision, undertaking and reporting on autonomous decisions made in practice. It is expected that all newly registered staff or those moving to a community setting will have a period of preceptorship. Depending on the organisational structures of local areas, this role may work within a range of settings that may include general practice, clinics or home settings. This role requires a developing knowledge of community nursing in the broadest sense, and excellent interpersonal and communication skills to support patients with a wide range of conditions to understand and, where possible, take on self-management of their condition. The role requires resilience and the ability to be flexible and adaptable whilst working in people's homes and other community settings. Level 5 Nurses will be working as part of a community nursing team and will have some responsibility for supervising less experienced or qualified staff and students in community placements. They will be expected to actively contribute to quality assurance processes and service development.

Clinical Practice

Demonstrate developing competence and clinical skills in the assessment of patients in community, ensuring care plans are developed in partnership and all information is clearly and objectively recorded as required by local policies. This requires the following:

- Ability to assess patients, taking into account their physical, mental and social states alongside the impact of their environment and social support available to them and negotiating care plans that are person centred and focused on self-care with clear objectives.
- Using a range of assessment tools pertinent to the patient's needs to inform the assessment and assess risk for both patients and staff.
- Articulation of risk and strategy for risk management.
- Knowledge of a broad range of conditions, local care pathways and evidence-based management experienced by patients in community and general practice settings. This will include long term conditions, for example diabetes, coronary heart disease, heart failure, hypertension and stroke, COPD, arthritis, dementia and other common mental illnesses, frailty and palliative and end of life care.
- An understanding of the presentations of multiple pathology, depression and anxiety states and frailty, predominantly in older people.
- Knowledge of the management of uncomplicated symptoms in those patients with palliative or terminal care needs and enhanced communication skills to confidently manage uncertainty.
- Role model the values expected in Compassion in Practice (2014), ensuring patient, family and carer feedback supports that care received was compassionate.
- Ensuring information is recorded objectively and reported back to the community or



general practice nursing team.

- Ability to plan ahead for potential scenarios to ensure anticipatory care needs are understood and met.
- Recognising signs of deterioration in patients and referring appropriately to ensure patient safety and avoid hospital admission.
- Collaborating effectively with other members of the multidisciplinary team or other agencies involved in the patient's care.
- Ability to recognise the patient's health beliefs and adapting behaviour change approaches to enable self-management using level 3 extended brief interventions.
- Utilise a range of IT applications and technology where appropriate.
- Ensuring care is value based and non-judgemental, and ensuring equality and diversity requirements are met.

Facilitation of Learning

Able to recognise personal development needs and also facilitate learning for patients, carers, other staff and students. This requires:

- Ability to reflect on practice and utilise clinical supervision and other development opportunities and support.
- Emotional intelligence and the ability to support staff in levels 3 and 4 to debrief and reflect on difficult situations experienced to improve learning and enhance self-awareness.
- Engagement with appraisal and the development and activation of a personal development plan.
- Providing effective mentorship for nursing students and the maintenance of a supportive learning environment with a range of learning opportunities within own knowledge, skill and competence.
- Creativity in developing learning materials for patients and adapting care to support individual needs in patients.
- Participation in educational audit.

Leadership and Management

Is part of a community nursing team with delegated accountability and responsibility for patient care being accountable to the DN/ Team Leader. This requires the following:

- Ability to prioritise a delegated caseload/workload and effectively manage time and work effectively within the team.
- Knowledge of resource management to ensure care is clinically effective and signposted to the patient and family; ensuring principles of confidentiality and disclosure are maintained.
- Recognition of personal accountability and responsibility to monitor and evaluate care to ensure optimal practice.
- Using opportunities to suggest improvements to services or introduction of other innovations or evidence.
- Engage actively in data collection for quality assurance and take responsibility for on-



going evaluation of delegated care.

- Participation in personal development, appraisal and development of other team members and the links between organisation and team goals.
- Ability to recognise poor performance and take appropriate measures.
- Deputising for the Senior Nurses in their absence.
- Assist the Senior Nurses in undertaking and reviewing needs assessments and community profiles (in district nursing) or other data in general practice that reflect the demographics and case management within the caseload and the broader public health issues within the local community and general practice populations.
- Have an awareness of and participate in public health campaigns aimed at addressing public health issues both locally and nationally.
- Collaborate effectively with a range of other healthcare professionals and agencies that may be involved in patients' interdependent care, ensuring awareness of their scope of practice, roles and responsibilities to ensure correct referral and on-going relationships.

Evidence, Research and Development

Has an enquiring approach to practice to ensure best quality care is offered within any constraints of the service. This requires the following:

- Ability to articulate the evidence underpinning patients' care plans and interventions.
- Ability to source evidence and to appraise it to underpin practice.
- Recognise any ethical implications of audit, research, clinical trial or service user involvement strategies.

Principle Duties of Post Holder

The post holder may be required to carry out other duties appropriate with their banding and competence.

Professional / Ethical Practice

- Maintaining confidentiality, while communicating patient information, in such a way that preserves the dignity and privacy of the patient and family/carers
- Working in a non-judgmental anti-discriminatory way, with regard to cultural and religious beliefs of individuals and groups.
- Practicing within the standards and framework provided by the NMC code of conduct.
- Acting in ways that are consistent with the FPC procedures and the law
- Ensuring that prior to any course of action involving individuals / groups their informed consent is gained
- Bringing to the attention of team members when they are acting outside of the NMC Code of Conduct and identifying actions to rectify any issues
- Focusing resources to ensure equity of access for all individuals and groups

Patient Care Delivery / Communication

- Working within the primary care setting as a member of a community nursing team, participating in activities that address the health needs of the general population
- Assess autonomously individualised care needs, Plan , Implement and Evaluate programmes of care in conjunction with the District Nurse and in conjunction with patient choice throughout the patient care pathway
- Reporting regularly to the Community Nursing office at a time specified by the



caseload holder for team meetings

- Developing and maintaining effective communication networks with other health professionals, statutory and voluntary agencies
- Recording all care given to the patients and report any changes in the patient's condition to the general practitioner, caseload holder or other members of the team as appropriate
- Maintain contemporaneous written and electronic patient records in accordance with FPC Ltd, record keeping policy and NMC guidelines
- Work with Informatics Department to develop shared electronic patient records
- Attending and participating in staff and other meetings as directed
- Ability to manage personal caseload in the absence of District Nurse, Team Leader or Senior Community Nurse
- Checking information from other people and confirm its accuracy
- Maintaining accurate patient records and computer records.
- Establishing any help people require with communication and acts on this appropriately
- Provide holistic nursing care to all client groups including multicultural/ ethnic through the giving and receiving of sensitive and complex information
- Provide healthy living advice, participate in health promotion activity to teach and motivate patients to maximise their individual health
- Provide highly skilled nursing care using knowledge and clinical judgement within the speciality of community nursing and primary care
- Provide specialist nursing skills determined by clinical competency framework portfolio with an on-going responsibility to maintain and improve clinical skills and knowledge as service needs demand.
- Giving care as directed by the District Nurse/Team Leader or Senior Nurse, to ensure a high standard of personal care, hygiene and comfort for the patient
- Assisting the District Nurse/Team Leader in the assessment of patient health and well-being needs
- The ability to identify the nature of support that people need to maintain their independence by being aware of other services available within the community
- Supporting and monitoring individuals throughout encouraging them to promote self-care
- Provide emotional and psychological support to all client groups including those with terminal illness and permanent disability, on occasions participating in the confirmation of expected death
- Assessing and minimising risk to self and others whilst visiting clients on a daily basis where they will be exposed to body odours, body fluids, infectious materials, wounds, animals, family pets, frequently encountering unpleasant and potentially hazardous working conditions and often smoky environments. Undertake Essential Steps Infection Control and assessment annually (Mandatory)
- The post holder is required to undertake their duties as a lone worker on a daily basis, (unless significant risk has been identified where such work would be deemed as inappropriate). To adhere to FPC Ltd Lone Worker Policy.
- On a daily basis the post holder is required to drive in stressful conditions such as busy town traffic and during any adverse weather conditions such as high wind, heat, rain, snow or ice.



Care / Caseload Management

- Taking responsibility for an area of practice as defined and delegated by the District Nurse, Team Leader or Senior Nurse and disseminating any information / changes to the rest of the team
- Prioritising own workload to ensure that patients treatment is timely provided/delivered.
- Following FPC and CCG guidelines in all cases of suspected and confirmed emotional, physical and sexual abuse and reporting to the caseload holder
- Having personal responsibility for ensuring that all data relating to community activity, is recorded accurately and timely, so that the information system is kept up-to-date
- Providing health education to all patients / carers to include care and safety of drugs, equipment and prevention of accidents
- Co-operating with FPC Ltd Management Team and others in meeting statutory and local requirements of the Health and Safety policy
- Undertaking work activities and related training as defined in the FPC Ltd health and safety policies and procedures
- Using, handling and storing equipment and materials efficiently, effectively and safely
- Summoning immediate help for any emergency and takes appropriate action to contain, manage within own knowledge, skill and competency.
- Reporting any issues in the workplace that may put health and safety at risk for self and others.
- This job description reflects the current organisational priorities for the post. In the context of rapid change taking place within the NHS/ CCG/ FPC, these priorities will develop and change in consultation with the post holder in line with the service business needs and priorities.

Personal / Professional Development

- Complying with and helping to fulfil the objectives of the community nursing team development plan.
- Participating in setting personal objectives with the District Nurse, Team Leader, Operational Nurse Manager through the appraisal and clinical supervision process
- Carrying out specific evaluation activities as deemed appropriate by the District Nurse/Team Leader.
- Maintaining and continually update professional knowledge and skills. Complete preceptorship programme alongside competency framework.
- Participating in the training of nurse students and others as directed
- Assisting in the induction programme for new staff as appropriate
- Attending in-service training as directed by the District Nurse, Team Leader or Clinical Lead Manager.
- Taking opportunities to assist other health care disciplines within own knowledge, skills and competency.
- Ensuring that quality standards of care are maintained using audit and other monitoring systems
- Co-operating with and assisting in research and survey programmes relating to the client group or the nursing profession
- Understanding own position and role within FPC Ltd



- Understanding where to go for support when needed, refer to organisational chart.

Personal responsibilities

- It is the duty of all employees of Freshney Pelham Care Ltd to ensure a safe working environment and safe working practices are maintained at all times
- Staff should be prepared to work at any location within FPC Ltd to accommodate the needs of the service
- As well as the departmental rules and procedures, which you are required to observe and follow, FPC in line with the CCG have developed a number of general policies that apply to your employment
- Whilst FPC recognises specific responsibilities fall upon management, it is also the duty of all employees to accept personal responsibility for the practical application of these policies, procedures and standards and adhere to them

Communication

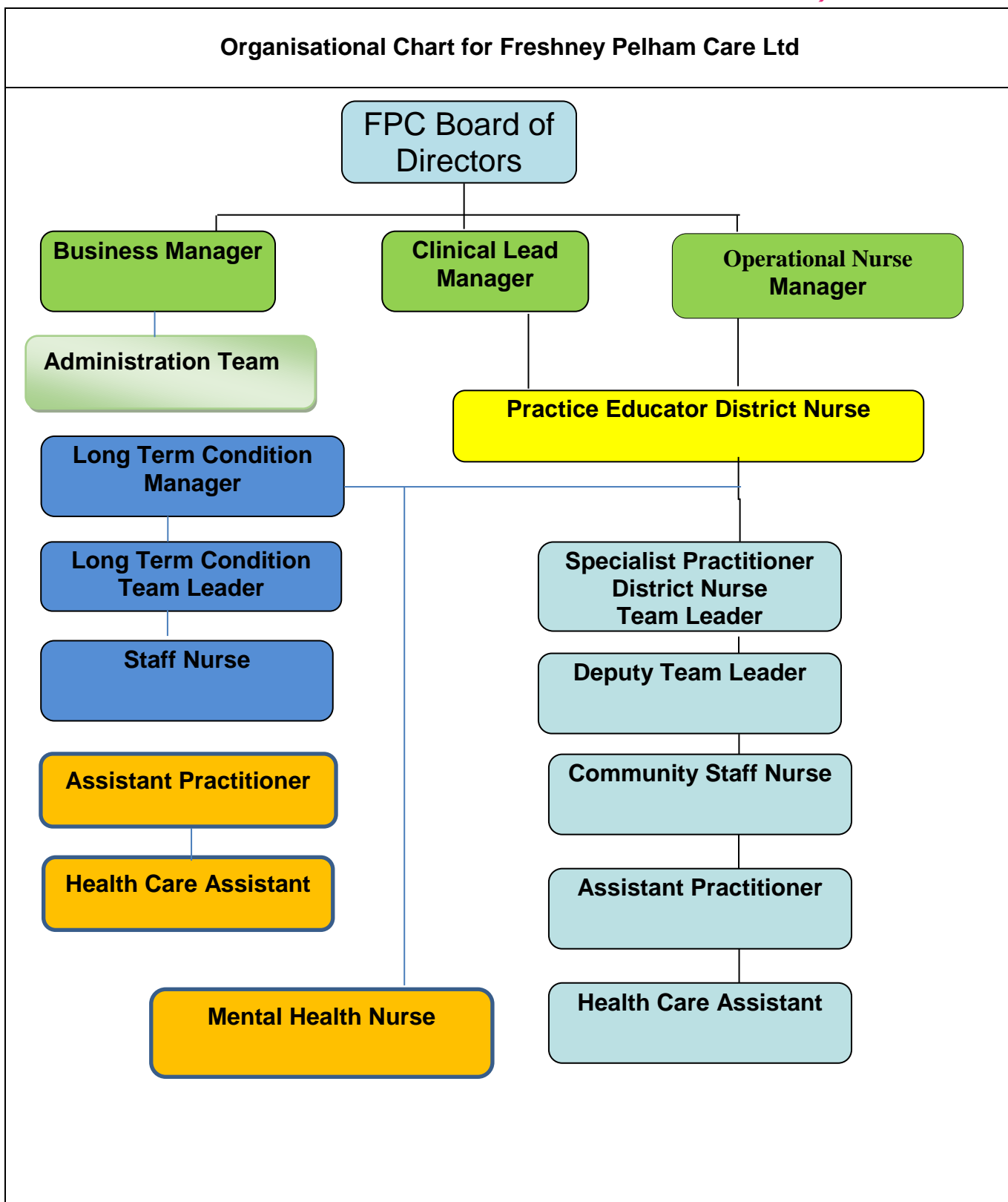
Well developed communication and interpersonal skills, particularly influencing and negotiating skills.

To liaise with all agencies aligned to Freshney Pelham Care in particular

- Complex Case Team
- Intermediate Care/A3/Rapid Response
- Therapists
- Social Care Team
- General Practitioners
- Practice Nurses
- Continuing Health Care Lead Nurse
- Secondary care
- Specialist Nurses
- Primary Care Mental Health Team
- Others as deemed necessary to the patients care and safety



Organisational Chart for Freshney Pelham Care Ltd





Specification Linked to Job Description

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
EDUCATION/ QUALIFICATIONS	<p>Registered General nurse (RGN) registered on part 1 of the NMC register</p> <p>Evidence of post-registration education and training/competency portfolio.</p> <p>Work towards `Mentorship in Professional Practice qualification</p> <p>Work towards V150 Nurse Prescribing qualification</p>	<p>Mentor Qualification or willing to work towards</p> <p>Community Practitioner Nurse Prescribing- V150 or be willing to work towards</p> <p>Educated at degree level Bsc Hons Nursing Studies</p>
EXPERIENCE	<p>Experience of working with professionals from other disciplines.</p> <p>Experience of working as a member of team but also able to work autonomously.</p> <p>Experience of teaching and assessing students.</p> <p>Experience of implementing packages of care, which involve other agencies, multi-agency working.</p> <p>Wide range of clinical experience and skills.</p>	<p>Experience as a Band 5 Community Nurse</p> <p>Able to assess patients and carers holistically and implement care planning.</p>
Knowledge, skills & abilities	<p>A proven record of clinical skills competency</p> <p>Development of a professional portfolio for revalidation N.M.C</p> <p>A client focused approach.</p> <p>Able to work with minimal supervision</p> <p>Able to demonstrate clinical effectiveness and application of policies and procedures in practice.</p> <p>Able to work with patients, carers and families as partners in care.</p> <p>Able to provide research and evidence based care that is responsive to patient need assessment.</p> <p>Able to use own initiative.</p>	



	<p>Able to make decisions autonomously.</p> <p>Able to prioritise own work and that of the nursing team if required.</p>	
COMMUNICATION	<p>Sufficient IT skill to be able to use an electronic patient record system</p> <p>Able to demonstrate excellent communication skills, both verbal and written.</p> <p>Adapt communication skills to distressing or complex situations.</p>	<p>Qualification in I.T or experience of I.T processes</p>
<p>PERSONAL QUALITIES</p> <p>INTERPERSONAL SKILLS</p> <p>TEAM / COLLABORATIVE</p> <p>FLEXABILITY</p>	<p>Effective role model as an R.G.N Health professional.</p> <p>Able to motivate others.</p> <p>Teach, guide and support peers.</p> <p>Enthusiastic and self-motivated.</p> <p>Able to work and relate to others in a positive and respectful way.</p> <p>Able to work flexibly and respond to changing demands in workload.</p>	
OTHER	<p>Car driver with Full UK Licence</p>	



CONFIDENTIALITY

All employees must not, without prior permission, disclose any information regarding patients or staff. In instances where it is known that a member of staff has communicated information to unauthorised persons, those staff will be liable for disciplinary proceedings in accordance with the organisations Disciplinary Policy. No confidential information may be read, discussed, disclosed or passed on unless it is necessary in the pursuance of the legitimate duties of the role.

The post-holder will be conversant with the principle of the Caldecott guardian and information governance.

The Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

HEALTH AND SAFETY

Under the Health & Safety at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work. This includes co-operating with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.

All staff must attend mandatory/statutory training and ensure any risk observed is reported in the appropriate way.

EQUAL OPPORTUNITIES

FPC has policies covering equal opportunities and harassment. The aim is to ensure that no colleagues, potential employees, patients/clients are harassed, discriminated against or receive less favourable treatment either directly or indirectly, on the grounds of race, colour, creed, sex, marital status, sexual orientation, disability, age, nationality, religion or belief, ethnic or national origins.

Staff have a responsibility to treat colleagues, clients and members of the public with respect. Acts of harassment or discrimination are deemed to be gross misconduct in accordance with FPC Disciplinary Policy.

INFECTION CONTROL

FPC considers compliance with the Infection Control Policy and Procedures, including hand hygiene, to be the responsibility of all employees who work in clinical areas. Failure to do so will result in disciplinary action being taken against an employee in accordance with the FPC Disciplinary Policy.



SAFEGUARDING ADULTS AND CHILDREN

All staff are required to ensure that they have the required level of safeguarding training appropriate to their role within the organisation and abide by the Focus Safeguarding Adults and Safeguarding Children policy.

REHABILITATION OF OFFENDERS ACT 1971

This post is subject to an exception order under the provisions of the Rehabilitation of Offender Act 1974. This stipulates that all previous convictions, including those that are “spent” must be declared. Previous convictions will not necessarily preclude an individual from employment but must be declared in writing at the appropriate stage during the recruitment process.

SMOKE-FREE POLICY

FPC operates a smoke-free policy. This means that smoking is not permitted anywhere within owned or leased premises, including within their grounds and within owned or leased vehicles. In the interests of promoting responsible healthcare all staff are to refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place. The policy also applies to all staff employed by FPC at any location they may work, whether within or external to FPC premises. The policy contains further details including support facilities. Failure to comply with this policy may result in disciplinary action.

Supplementary Information

Physical

Keyboard skills – daily basis
Driving/travelling round the area
Working in cramped condition within clients homes
Moving equipment to deal with daily duties (up to 7kgs)

Mental Effort

Will need to be able to concentrate for periods of up to an hour when working with clients and carers and making decisions on a daily basis, several times a day.

Be able to recognise the need to communicate with clients who have mental health problems, language barriers, complex needs, are terminally ill, or require palliative care and use empathy when working with these clients and their families.

Emotional Effort

Most of these clients with complex needs will have problems that can cause stress for the practitioner when dealing with them and their carers on a daily



basis for example: supporting people through investigations, supporting terminally ill patients and supporting people in their palliative care.

Working Conditions

Use of transport on a daily basis.

Dealing effectively and supportively with people when coming into contact with bodily fluids, smoking, unpleasant working environments and the possibility of threat of physical/verbal aggression on a daily basis.

This role will be reviewed periodically and changes may be made in consultation with the post-holder.

Post Holder Date

Business Manager Date

Reviewed: April 2018

Next review date: April 2019

Devised By:

Business Manager: Nicola Ashton:

Clinical Lead Manager: Elizabeth Clift:

This job description and specification is written in accordance with FPC Community Nursing Service, and incorporates the document "NHS England District Nursing and General Practice Nursing Service Education and Career Framework October 2015"