

Candidate Information Pack

Including Job Description & Person Specification



Croydon Health Services provides integrated NHS services to care for people at home, in schools, and health clinics across the borough as well as at Croydon University Hospital and Purley War Memorial Hospital.

CUH provides more than 100 specialist services and is home to the borough's only Emergency Department and 24/7 maternity services, including a labour ward, midwifery-led birth centre and the Crocus home birthing team.

Purley War Memorial Hospital (PWMH) in the south of the borough offers outpatient care, including diagnostic services, physiotherapy and ophthalmology services run by Moorfields Eye Hospital, alongside an onsite GP surgery.

Our experienced staff take care of people of all ages across the borough of Croydon.

We are a very close-knit and friendly organisation where everyone of our 3600 members of staff is valued. We strongly believe that our employees are our greatest asset.

Join us and be a part of the team that is making Croydon proud.



Our values

We will always be **professional**, **compassionate**, **respectful** and **safe**.

Professional

- Set ourselves very high standards and share best practice
- Keep our uniforms smart, and be professional and consistent in our approach
 - Work in partnership to best support our community's needs
 - Use resources wisely without compromising quality or safety

Compassionate

- Treat everyone as we would want to be treated ourselves
- Demonstrate kindness, dignity, empathy and compassion
- Make time for the people we are caring for, to understand their needs and wants
 - Organise our services to give people the best possible experience of care

Respectful

- Be courteous and welcoming, and introduce ourselves
 - Value the diversity and needs of everyone
- Always involve people in decisions about their care, listening to and respecting their wishes
 - Appreciate the contribution that staff from all backgrounds bring to our services

Safe

- Be open and honest in everything we do, sharing what we do well and admitting our mistakes, to constantly improve our care
 - Protect the confidentiality of those in our care and show sensitivity to people around us
- Feel free to raise concerns so we are always learning• Make time for training and development and support research so people always receive the highest standards of care.



JOB DESCRIPTION

JOB TITLE	Community Staff Nurse
DIRECTORATE	Adult Care Pathway
DEPARTMENT	District Nursing
BAND	5
RESPONSIBLE TO	District Nursing
ACCOUNTABLE TO	Head of Community Nursing
RESPONSIBLE FOR	N/A

JOB SUMMARY

To work in conjunction with other members of the District Nursing Team and other Stakeholders, to provide efficient and effective nursing care to patients in their own homes

To be responsible for the management and supervision of the nursing team, in the absence of the District Nurse, including the supervision of Junior Staff.

MAIN DUTIES AND RESPONSIBILITIES

1. Promote the mental, physical and emotional and social health of individuals, families and groups.
2. Provide a high standard of care to individuals and families.
3. Be aware of the needs of patients and their relatives and have knowledge of statutory and voluntary services.
4. Be an effective member of a Nursing Team working within the community directorate .
5. To be responsible for the caseload management and supervision of the nursing team, in the absence of the District Nurse/ Caseload Holder.

1. Clinical

1. To be responsible for assessing, planning, implementing and evaluation of care for delegated cases, liaising and referring as necessary.
2. To provide skilled nursing, including Health Promotion, in the home, clinics/treatment rooms or GP surgeries.
3. Observe and understand the effects of dysfunction and stress on patients/clients and their families and refer to Team Leader.



4. To keep self updated on clinical and professional developments in line with KSF and research based practice, and share with the team.
5. To keep accurate and up to date written and electronic records, jointly produced with clients/patient, working within Croydon Community Health Service policies.
6. To keep the team leader informed of changing service needs.
7. To participate in the training of nurse students and other disciplines.
8. To participate in screening programmes and research as appropriate.
9. Care for equipment and maintain supplies.
10. To work within the policies and guidelines set out by Croydon Community Health Service and NMC Code and Scope of Professional Practice.
11. To have responsibility for the health, safety and welfare of self and others in the working environment to follow safe working practices and to comply at all times with Croydon Community Health Services, Health and Safety Policies and Procedures.
12. To ensure confidentiality in all matters relating to patients and information obtained during the course of employment.

2. Managerial

To be responsible for the management and supervision of the nursing team, in the absence of the District Nurse/ Caseload Holder.

1. To report immediately any complaints, errors, concerns and other untoward occurrences in line with local policies, procedures and guidelines.(this includes issues relating Safeguarding of Vulnerable Adults and Children)

3. Professional development

1. To keep self-updated on clinical and professional developments in line with KSF and evidence based practice.
2. To actively participate in providing appropriate learning experiences for colleagues, students and others allocated to the team for clinical placements.
3. To supervise students in placement, acting as a good role model and give feedback to mentor as necessary.
4. To participate in the CCHS staff appraisal system and Action Learning Sets.
5. To participate in research and screening programmes where appropriate.
6. To utilise research findings and evidence based practice to inform clinical decision-making.
7. To provide professional advice regarding nursing issues to junior colleagues.

4. Service and practice development

1. Works with team members to provide learning opportunities and experiences for others.
2. Participates in service development, audit and data collection as required.
3. Actively supports the development of a culture that is open to change and innovation.
4. To maintain clinical stocks, supplies and equipment including relevant documentation.
5. Attend and actively participate in team meetings and service development activities.
6. Participates in the monitoring of care standards and the implementation of changes to practice.
7. To act as a role model and actively participate in supporting students and new or less experienced staff
8. Recognises the diversity of the local population taking into account individual choices, beliefs and preferences and promotes equal access to services.
9. Ensures one's own actions support and promote equality and diversity in the work place questioning and challenging the behaviour of others where appropriate.
10. Identifies and reports risks to registered nurse completing all relevant documentation.



GENERAL

1. To work in accordance with the Trust's Values to consistently demonstrate the behaviours required. The postholder is required to carry out his/her role in accordance with the organisation values, standards and behaviours, in a Professional, Compassionate, Respectful and Safe way.
2. To ensure that Croydon Health Services Trust's policies and procedures are adhered to.
3. To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirements of the Health and Safety Regulations and the Trust's Health and Safety policies and procedures.
4. To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.
5. To work in accordance with the Trust's policies to eliminate unlawful discrimination and promote equality and diversity in the workplace. To positively promote at all times equality of opportunity in service delivery and employment in accordance with Trust policies, regardless of age, disability, race, nationality, ethnic or national origin, gender, religion, belief, sexual orientation or domestic circumstances.
6. To adhere to the Trust Infection Control Policy, procedures and guidelines, and in particular practice strict hand hygiene at all times while carrying out clinical duties, in line with the responsibilities placed on employees by the Health Act 2006: Code of Practice for the prevention and control of healthcare associated infections (HCAIs). The prevention and control of HCAIs must be embedded into everyday clinical practice and applied consistently.
7. All clinical staff hold responsibility for ensuring they have sound knowledge of standard infection control precautions and that no omission on their part or within the sphere of their responsibility is detrimental to the interests or safety of their patients, visitors and colleagues. Clinical staff must keep their infection control knowledge and skills up to date by attending the Trust's mandatory infection control training, a record of which will be kept and information provided to line managers as required.
8. To comply with the Trust's Safe Guarding Children and Vulnerable Adults policies, procedures and protocols. All individual members of staff (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults This will require you to:
 - Ensure you are familiar with and comply with the London Child Protection Procedures and protocols for promoting and safeguarding the welfare of children and young people.
 - Ensure you are familiar and comply with the Croydon Multi Agency Safeguarding Vulnerable Adults Pan London Procedures.
 - Ensure you are familiar and comply with local protocols and systems for information sharing.
 - Know the appropriate contact numbers and required reporting lines.
 - Participate in required training and supervision.
 - Comply with required professional boundaries and codes of conduct



NOTE:

- A child is someone under the age of 18 (this would include unborn children).
- A vulnerable adult is ‘someone who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation’ (this includes carers).

Copies of the Protocols and Procedures are available on the Trust Intranet under Child Protection. Staff are advised on how to access the appropriate contact numbers and the Protocols and Procedures when attending Safeguarding training. Updates and revisions are notified to all staff via ‘What’s New’.

9. To work within the relevant Professional Bodies Code of Professional Conduct and Scope of Professional Practice.
10. Budget Holders are responsible for adherence to Standing Financial Instructions
11. Managers are responsible for adherence of maintaining expenditure within budget and addressing deviations from budget
12. To undertake such other duties as may be reasonably required from time to time as are consistent with the responsibilities of the post.

You are the difference –Staff Pledges

All staff are expected to demonstrate a considerate and respectful attitude.

I will always introduce myself to patients and other staff “Hello my name is”

If I see that someone looks like they need help, assistance or they look lost – I will always – Can I help you?

If I can’t help you I will always ensure that I refer you to someone who can

If I see behaviour that is inappropriate I will feel empowered and supported to always challenge it

This job description is not an exhaustive document, but is a reflection of the current position. The job holder may from time to time be asked to undertake other reasonable duties. Any change will be made in discussion with the job holder in light of service needs.

Job Description Agreement

This job description can be updated annually as part of the personal development plan.

This job description has been updated and agreed by:

Current post holder :Date:

Line Manager:Date



Person Specification

JOB TITLE: Community Staff Nurse

BAND: 5

DEPARTMENT: District Nursing

DATE: June 2011

HEADINGS	ESSENTIAL	DESIRABLE	HOW TESTED
EDUCATION AND QUALIFICATIONS	Registered General Nurse or RN, Diploma in Higher Education (Nursing Studies) NMC Register part 1 - Adult	Post registration qualification. Mentorship for Practice course	A
KNOWLEDGE AND UNDERSTANDING	Awareness of current issues and developments in community Care Adherence to NMC Code of Conduct. Knowledge and understanding of the principles and benefits of Reflective practice		A/I A/I A/I
EXPERIENCE	Able to demonstrate the role of the community staff Nurse	Previous experience of community nursing	A/I
SKILLS/ABILITIES	Good interpersonal and communication skills Ability to work as part of an effective team Ability to manage own workload Adaptable to change. Able to use own initiative. Ability to maintain accurate records Knowledge and awareness of principles of Audit and research Knowledge of principles of Clinical Governance Demonstrate an awareness of the complex issues involved when working across organisations and disciplines. Demonstrate knowledge and experience of multidisciplinary working including effective liaison with members of the multidisciplinary team Ability to give appropriate accurate feedback Ability to work within own limitations Ability to acknowledge own strengths and weaknesses	IT literate e.g. Word processing and email. Knowledge and awareness of process of managing complaints	A/I A/I A/I A/I A/I A/I A/I A/I A/I A/I A/I A/I A/I



OTHER FACTORS / SPECIAL CIRCUMSTANCES	Valid full UK driving licence.		A/I
	Access to a car for work purposes		A/I
	Ability to work flexible hours including Weekends and Bank Holidays.		A/I

A= Application T= Test I=Interview

