

**A4C Banding No: P787 OSD AC**

## **Job Description**

<b>TITLE:</b>	Community Staff Nurse
<b>DEPARTMENT:</b>	Adults and Community
<b>LOCATION:</b>	City Wide
<b>PROFESSIONALLY ACCOUNTABLE TO:</b>	Director of Nursing
<b>CLINICALLY ACCOUNTABLE TO:</b>	Clinical Team Leader
<b>BAND:</b>	Band 5
<b>HOURS:</b>	various

## **Job Purpose**

The post holder will work as part of the integrated Multidisciplinary team under the supervision of the Clinical Team Leader. He / She will be accountable for the delivery of high quality care to patients within their own home at GP premises/health centres or other community setting. Working with other members of the IMT to provide care to and promote health/well being and independence for patients on the team caseload, working closely with other partners/stakeholders including GP's Rapid Response and Advance nurse practitioners in the prevention of inappropriate hospital admissions and facilitation of hospital discharges in line with service objectives.

## **Responsible for**

You will be expected to support the team lead with management of junior staff as well as support with supervision and Professional Development Reviews (PDR's)

## **MAIN DUTIES**

1. Work in accordance with NMC Code of Professional Conduct and scope of Professional Practice.
2. In conjunction and under the supervision with the caseload holder, take responsibility for the assessment, planning, implementation and evaluation of allocated patients needs.

3. Identify risks through the assessment process documenting and initiating appropriate action, reporting as appropriate to the caseload holder.
4. To develop and maintain evidenced based practice.
5. Participate in the promotion of healthy living and the prevention of ill health and disability through diagnostic screening, education and promotion of independence and self management as a priority of care in the community.
6. Work in a manner that ensures patients and careers are treated appropriately taking into account equality and diversity.
7. Work in partnership with GP's, Health and social care and other agencies, both voluntary and statutory following patient pathways to provide comprehensive packages of care.
8. To contribute to the protection of individuals from abuse by reporting any incidents involving potential or actual abuse and acting upon concerns immediately and informing the senior clinician on duty.
9. Recognise deterioration in patient's condition advising caseload holder of any circumstances which give cause for concern.

## **MANAGEMENT**

1. Participate in the auditing of standards when appropriate.
2. Assisting the team manager in the management of all available resources to ensure an efficient and effective service which is consistent, accessible and relevant to patients needs, utilizing tools such as the productive community programme.
3. To maintain clear, accurate and contemporaneous records according BCHC and NMC guidelines for Clinical Record Keeping.
4. To participate and contribute to clinical supervision sessions as part of their clinical responsibility to continuously improve the quality of care to patients.
5. To manage situations where conflict arises including the management of verbal aggression both in face to face situations as well as during telephone conversations, reporting incidents through the trust incident system.
6. To communicate complaints generated to the caseload holder in line with Trust Policy.

To undertake other duties commensurate with this grade of post in agreement with the relevant line manager.

### **Key Relationships**

To establish effective working relationships with members of the evening service team across both sites. Work collaboratively with staff in other IMT's from the day service as well as the Rapid Response teams across BCHC.

To minimise the Trust's environmental impact wherever possible, including recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

### **Performance Management**

All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying their own training and development need to meet their KSF outline.

### **Health & Safety at Work**

Attention is drawn to the responsibility of all employees to take reasonable care for the health & safety of themselves and other people who may be affected by their actions at work.

### **Equal Opportunities**

Birmingham Community Healthcare NHS Foundation Trust is committed to being an equal opportunities employer and welcomes applicants from people irrespective of age, gender, race and disability.

### **Safeguarding**

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Trust's intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

### **Smoking**

The Trust operates a No Smoking policy.

## **Mobility**

This is a Trust wide appointment and travel around the Trust may be required.

## **Confidentiality**

Your attention is drawn to the confidential nature of information collected within the National Health Service. The unauthorised use or disclosures of patient or other personal information is regarded as gross misconduct and will be subject to the Trust's Disciplinary Procedure and, in the case of both computerised and paper-based information, could result in a prosecution for an offence or action for civil damages under the Data Protection Act 1998.

## **Sustainability**

The Trust attaches great importance to sustainability and Corporate Social Responsibility. It is therefore the responsibility of all members of staff to ensure that the Trust's resources are used efficiently with minimum wastage throughout their daily activities

## **Dignity in Care**

Birmingham Community Healthcare NHS Foundation Trust (BCHC) is committed to providing dignity in care for all our patients and service users across the Trust.

All staff, workers, volunteers, students and individuals undertaking work experience/shadowing, irrespective of the role they specifically undertake, are required to adhere to BCHC's vision, values and professional standards. This also involves working with and alongside colleagues and partners, demonstrating a duty of candour (i.e. honesty and straightforwardness), openness and accountability in order to achieve high quality and the best possible care outcomes for our patients, service users and the local community.

## **Infection Prevention and Control**

The Trust is committed to minimising any risks of healthcare associated infection to patients, visitors and staff. All employees must attend Infection Prevention and Control training as required for their post. Employees must be familiar with and comply with Infection Prevention and Control policies available on the Intranet.

## **Job Description**

This job description will be subject to discussion and reviewed on an annual basis within the appraisal process.

**POST HOLDER'S SIGNATURE:** \_\_\_\_\_

DATE:

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*Best Care*  
*Healthy Communities*



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### PERSON SPECIFICATION

<b>Title</b>	<b>Community Staff Nurse</b>	<b>Band</b>	<b>5</b>
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Example key areas	Job requirements	W	How identified	Candidate score	Comments
<b>Professional qualifications</b> Level of education; Post basic qualifications; Training and learning programmes/courses	Registered Nurse Level 1 (Adult)  Mentor and assessor qualification or equivalent  Evidence of continued professional development relevant to role	E  E  D	Application form  Certificate		
<b>Experience</b> Length and type of experience Level at which experience gained	Experience of working in a multi-disciplinary team setting	E	Application form, Interview		

Example key areas	Job requirements	W	How identified	Candidate score	Comments
<b>Skills/knowledge</b> Range and level of skills Depth and extent of knowledge	Ability to demonstrate sound knowledge and application of up to date evidence based clinical practice. Excellent communication Analytical skills and a problem solving approach IT literate Awareness of the complex needs of a multicultural, socially diverse population. Effective time management	E	Application form, Interview		
<b>Personal qualities</b>	Ability to work under pressure Effective Team Member Leadership and interpersonal qualities.	E  E	Application form, Interview  Interview		

Example key areas	Job requirements	W	How identified	Candidate score	Comments
Other job requirements	Needs to be independently mobile through out the organisation. This post is assessed as require a Car driver Willing to work flexible hours including weekends and Bank Holidays as part of a rota. Ability to work across various sites in Birmingham	E	Interview		
		E	References		
Overall Candidate score					

**W (Weighting)** - E = Essential D= Desirable

**How identified** = Application = AF; Interview = I; Test = T; Presentation = P.