



**University Hospitals of
Morecambe Bay**
NHS Foundation Trust

JOB DESCRIPTION

Job Title:	Community Staff Nurse
Department/Ward:	District Nursing
Band:	5
Care Group:	Integrated Community care Group
Responsible to:	Sister/Team Leader
Accountable to:	Executive Nurse
JOB SUMMARY:	<p>The post holder will work as a registered Nurse within Community Services, to assess, plan, implement & evaluate evidence based, holistic nursing patient care, within the integrated team across community settings such as patients’ homes, residential and nursing homes.</p> <p>Whilst working with other health care professionals the post holder will develop the ethos of integrated care and seamless services ensuring that patient care is delivered to the highest possible standard.</p> <p>You will be expected to support the Sister/Team Leader in leading the team supervising, directing staff and delegating workload according to skills of the staff within the team as and when appropriate.</p>

Leadership and management

- Act as an effective role model for all nursing staff
- Actively look for ways to develop the service
- Identify problems which effect planning and delivery of patient care and actively work towards solving them empowering others to make decisions
- Develop an area of clinical expertise providing a clinical resource for the ward/department or take a lead in a specific area of designated responsibility within the ward/dept (clinical or non-clinical).
- Organise own time and that of the team and less experienced staff as appropriate to enhance the well being of patients
- Delegate appropriate tasks effectively to the team and less experienced staff as appropriate whilst remaining accountable
- Act as mentor/assessor in supporting and developing the team and less experienced staff as appropriate

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e.g. student nurses, return to practice nurses registered and unregistered staff through mentorship/preceptorship and induction

- Observe the standards of cleanliness within the ward/department area and report deficits to the Ward/Dept Manager
- Ensure patient/carer views are sought and incorporated into the development and improvement of practice
- Constructively challenge poor practice or behaviours and raise concerns, escalating as appropriate

Clinical practice and skills

- Care for a defined case load showing an ability to prioritise care from admission to transfer, discharge or death
- Responsible for effective documentation of acts and omissions in all relevant records including patient care records
- Develop and maintain competence in agreed appropriate/specific clinical skills in designated area for example, administration of medications and intravenous drugs, use of syringe drivers, complex dressings
- Provide information and advice about health promotion
- Work effectively with the multidisciplinary team in order to achieve desired outcomes that promote the well being of patients
- Effectively communicate and disseminate information to multi-disciplinary team
- Ensure privacy, dignity and individual patient needs are met
- Participate in revalidation in line with national and professional requirement
- Ensure that the nutritional needs of patients are met
- Be open and honest when a mistake is made and provide reflection to demonstrate learning.

Training and development

- Participate in audit and research of clinical practice, relevant to own area.
- Participate in the Trust Appraisal and Personal Development Review process; identify role and band specific training needs and agree the development/implementation plans for these needs with supervisor.(Training identified within a PDR can only be related to this job description)
- Ensure personal training needs analysis for medical devices is completed
- Responsible for ensuring own mandatory training is up to date
- Responsible for ensuring all essential work related training is relevant to role and band, and up to date
- Assist in developing programmes of education for all staff, including development needs of students
- Assist in the implementation of competency based training programmes for other less experienced members of the team.
- Assist less experienced staff in setting priorities.
- Teach, inform and support others as appropriate in the designated basic clinical skills.
- Assist the ward/department manager in the Trust Appraisal process by assisting with the Personal Development Reviews of less experienced members of the team , identifying their development needs, for the ward/department manager's approval

Governance

- All Registered Nurses of University Hospital Morecambe Bay NHS Trust must adhere to all current Trust policies and procedures
- Promote risk management systems within own area and ensure untoward incidents are reported according to trust policy.
- Support the ward/department manager in identifying and managing departmental risks
- Keep up to date with incident reporting and complaints procedures, as per trust policy
 - Assist the ward/department manager in ensuring that all team members are aware of when and how to report incidents
- Participate in the investigation of complaints/litigation/adverse incidents and ensure all documentation is completed.
- Effectively communicate lessons learned from any incidents or complaints to the multidisciplinary team

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Registered Nurse Responsibilities

- All Registered Nurses must maintain a valid NMC Registration at all times
- All Registered Nurses are bound by the Nursing and Midwifery Council Code of Professional Conduct and this Job Description should be read in conjunction with the current NMC Code:

This job description is not exhaustive and will be reviewed and amended, with the post holder, when necessary.

TERMS AND CONDITIONS

This post will be subject to the terms and conditions of the University Hospitals of Morecambe Bay NHS Foundation Trust.

CONFIDENTIALITY

Information relating to patients, employees and business of the Trust must be treated in strictest confidence. Under no circumstances should such information be discussed with any unauthorised person(s) or organisations. All staff must operate within the requirements of the Freedom of Speech policy.

SAFEGUARDING & PROTECTING PEOPLE

Everyone shares responsibility for safeguarding and promoting the welfare of children, young people and vulnerable adults, irrespective of individual roles. As a registered nurse you will need to be aware of your responsibility in relation to safeguarding and protecting people. You will be expected to provide effective leadership in ensuring safeguarding is a priority within all service delivery and developments.

ENVIRONMENTAL IMPACT

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use and it is safe to do so, minimising water usage and reporting faults promptly.

HEALTH AND SAFETY

The Health and Safety at Work Act stipulates that it is the responsibility of each employee to observe all rules governing safety and conduct and as such safety equipment and Personal Protective Equipment provided must be used.

INFECTION CONTROL

The Trust is committed to protecting the health of all staff, patients and visitors to the Trust. As such all staff is personally responsible for compliance with all Trust and department infection prevention and control policies. Failure to comply with such policies and associated procedures is likely to lead to disciplinary action and may result in dismissal.

MANUAL HANDLING

The post holder will be provided with adequate training in correct lifting techniques by a recognised lifting instructor.

NO SMOKING POLICY

A No Smoking Policy operates across all Trust sites.

QUALITY OF SERVICE

The trust is committed in its use of available resources to obtaining the best possible service for

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patients and staff. The Post holder must share this objective and seek to maintain and improve the quality of service provided.

EQUAL OPPORTUNITIES

The Trust is pledged to equal opportunities for all and is committed to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, marital status, age, race, colour, sexual orientation, creed, nationality, ethnic or national origin or disability. We promote flexible working opportunities wherever possible to enable staff to balance their work with their private lives.

TRAINING AND DEVELOPMENT

Maintain your professional standards in respect of education and training and ensure that you are aware of your specific area specialty training and needs analysis.