

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Community Nursing /District Nursing</b>
<b>BAND:</b>	<b>6</b>
<b>DEPARTMENT:</b>	<b>Adult Services</b>
<b>DIRECTORATE:</b>	<b>Bedfordshire</b>
<b>REPORTING TO:</b>	<b>Team Leader</b>
<b>ACCOUNTABLE TO:</b>	<b>Team Leader</b>

### JOB SUMMARY

The post holder is a member of the locality team and will be responsible for the assessment, planning, implementation and evaluation of individualised nursing care to patients living in a defined geographical location within the community.

### KEY RESPONSIBILITIES

- The post holder is responsible for the day to day management of a team of skilled health care workers.
- The post holder is responsible for the provision of health education for patients and carers so that optimum enablement and care can be delivered.
- The post holder is responsible in conjunction with the Team Leader for the education, support and development of staff including implementation of the appraisal and supervision processes.
- The post holder will participate in conjunction with the senior management team in the strategic planning and development of services provided in the defined neighbourhood.
- The post holder will participate in the training and mentorship of students during placements.
- The post holder will be responsible for the effective utilisation of staff and non-pay resources including the use of scheduling and ordering systems.
- The post holder will be required to travel throughout Bedfordshire including rural and urban areas according to the needs of the service.

### MAIN DUTIES AND RESPONSIBILITIES

<b>Clinical &amp; Patient Care</b>	<ul style="list-style-type: none"> <li>• Work in collaboration with patients, carers and the multi-disciplinary team in assessing, planning, implementing and evaluating care.</li> <li>• Organise personal caseload, ensuring that complex and priority patients are reviewed as required and reprioritised according to daily</li> </ul>
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	<p>demand.</p> <ul style="list-style-type: none"> <li>• Delegate work appropriately with regard to individual skills and experience of team members to make best use of the capacity within the locality team.</li> <li>• Ensure a team philosophy that embraces a holistic approach to patients, carers and relatives in consultation and agreement with the Community Nursing Team Leader.</li> <li>• Initiate, facilitate and participate in appropriate health enhancing activities in order to meet the needs of patients promoting self-care.</li> <li>• Liaise with the Hospital/Discharge Teams and Community Matron concerning patients for admission and or discharge from hospital.</li> <li>• Actively participate in high risk/MDA meetings, identifying patients for discussion and ensuring identified patients within a delegated caseload receive coordinated seamless care.</li> <li>• Actively promote good health and development and participate in Public Health initiatives.</li> <li>• Ensure at all times a sound knowledge of drugs, side effects and contraindications and have due regard for security and administration of these.</li> <li>• Train and practice in Non-Medical Prescribing as appropriate demonstrating excellent skills in differential diagnosis and assessment or be willing to work towards.</li> <li>• Recognise child and vulnerable adult abuse, initiate Safeguarding Children/Vulnerable Adult Protection Procedures in accordance with Trust Policy.</li> <li>• Develop specialist skills and knowledge by participating in group work, committees and workshops including link nurse roles.</li> <li>• Act as the patients advocate, raising their concerns about services of the Trust or other agencies.</li> <li>• Assess and prescribe equipment for patients and ensure staff have the competency to use it.</li> <li>• Instigate and delegate as appropriate diagnostic test to team members and act on results.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• To have adequate keyboard skills and knowledge of IT systems provided by the Trust.</li> </ul>
<b>Management</b>	<ul style="list-style-type: none"> <li>• Manage unpredictable and or volatile situations effectively, including the gathering and dissemination of all information prior to visiting/delegating patient's visits.</li> <li>• Responsible for team and self-planning own workload to ensure</li> </ul>

	<p>maximum efficiency in delivery of care.</p> <ul style="list-style-type: none"> <li>• To act as a specialist resource, advising and representing the community nursing service as appropriate.</li> <li>• Ensure the Policies and Procedures of the Trust are implemented and adhered to at all time.</li> <li>• Participate in the Trust Emergency Plan in response to major incident.</li> <li>• Participate in multi-agency working in relation to patient care. Attend staff meetings, case conferences and other professional meetings as required.</li> <li>• Ensure the team maintains a high standard of both manual and electronic documentation in line with agreed guidelines.</li> <li>• Be an influential member of the Primary Health Team using knowledge and skills to provide high standards of nursing care.</li> <li>• Responsible for identifying risks within the working environment and reporting these to their line manager.</li> <li>• To utilise systemone data and other performance and activity data to influence practice and improve local service delivery.</li> <li>• Participate in and facilitate group work, committees and workshops as required.</li> <li>• Deputise for the Team Leader as necessary.</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>• Assist in the recruitment &amp; selection of staff for the Locality and be responsible for the induction and orientation programmes as appropriate.</li> <li>• Ensure all essential training required to perform the post is undertaken and be responsible for staff compliance with training, supervision and appraisal.</li> <li>• Deputise in the absence of the Community Nursing Team Leader in matters related to the daily running of the service as and when necessary.</li> <li>• Manage conflict and tensions that may arise within the team.</li> </ul>
<b>Performance and Quality</b>	<ul style="list-style-type: none"> <li>• Maintain current registration in line with Trust Policy and follow The Code: Professional Standards of Practice and Behaviour for Nurses and Midwives (2015).</li> <li>• Implement clinical supervision ensuring all staff in the neighborhood have access to and attend regularly.</li> <li>• Ensure the Policies and Procedures of the Trust are implemented and adhered to at all time.</li> <li>• Participate in multi-agency working in relation to patient care. Attend</li> </ul>

	<p>staff meetings, case conferences and other professional meetings as required.</p> <ul style="list-style-type: none"> <li>• Ensure accurate and timely data is entered by all team members.</li> <li>• To ensure effective utilisation of scheduling and tasking.</li> <li>• Provide analytical information when required for audit purposes and participate in audit and research as requested.</li> <li>• Communicate effectively using IT resources in line with Trust Policies</li> <li>• Provide analytical information when required for audit purposes and participate in audit and research as requested.</li> <li>• Take responsibility for own continuous professional development, maintaining a sound level of professional knowledge and competence in line with Personal Development Plan and annual appraisal.</li> </ul>
<b>Financial and Physical Resources</b>	<ul style="list-style-type: none"> <li>• Responsible for Health and Safety at all times, ensuring that equipment is well maintained in a safe and hygienic way.</li> <li>• Safely travel to patient's homes and other venues on a daily basis.</li> <li>• Financially aware and support the Neighborhood Team Lead in order to manage resources within budget constraints.</li> <li>• Ensure effective utilisation of staff resource including the use of scheduling to support the Team Leader to improve productivity across the locality.</li> <li>• Undertake clinical procedures within own scope of competency utilising a variety of clinical instruments and equipment safely and precisely.</li> </ul>

#### KNOWLEDGE AND SKILLS

<b>Knowledge, Training and Experience</b>	<ul style="list-style-type: none"> <li>• To maintain own knowledge and competence underpinned by research evidence/best practice, taking every opportunity to develop and expand the role.</li> <li>• To identify and address short falls in his/her own skills and knowledge – to participate in self-appraisal and performance review.</li> <li>• To participate in the induction of all new staff as required and appropriate.</li> <li>• Manage student nurse placements.</li> <li>• To support junior and pre-registration staff in day-to-day clinical activities.</li> <li>• To remain compliant with mandatory training requirements at all times.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Use tact and diplomacy to provide and communicate complex</li> </ul>

<b>and Relationships</b>	<p>sensitive information where motivational, negotiating, empathetic and reassurance skill are needed.</p> <ul style="list-style-type: none"> <li>• Communicate effectively with all members of the Primary Health Care and Locality Team to support and promote team working.</li> <li>• Ensure effective communication between health, statutory and voluntary services including patient forums.</li> <li>• Communicate and work together with other teams within ELFT and other providers to ensure optimum patient centred care using various methods of communication.</li> <li>• Involve patients and carers in the planning of care programmes and encourage self-management where appropriate.</li> <li>• Be responsible for the maintenance of accurate nursing records which will include patient held and electronic patient records.</li> <li>• Ensure all patients and their relatives cultural wishes are respected meeting their specific physical and mental health needs.</li> <li>• Recognise potential communication barriers and implement effective strategies to facilitate communication ensure staff are aware and able to implement these strategies.</li> <li>• Ensure staff &amp; carers reassure patients by providing information empathetically to support ongoing care by referring to the most appropriate person or professional.</li> <li>• To ensure that all information is cascaded to team members in a timely manner.</li> </ul>
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#### **JOB DESCRIPTION AGREEMENT**

This job description is intended as a guide to the main duties of the post and is not intended to be a prescriptive document. Duties and base of work may change to meet the needs of the service or because of the introduction of new technology. This job description may be reviewed from time to time and changed, after consultation with the postholder.

#### **Statement on Employment Policies**

In addition to the requirement of all employees to co-operate in the implementation of Employment related policies, your attention is drawn to the following individual employee responsibilities:-

<b>Health and Safety</b>	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, and to co-operate with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
<b>Equal Opportunities</b>	ELFT is committed to equality of opportunity for all employees, job applicants and service users. We are committed to ensuring that no one will be discriminated against on the grounds of race, colour, creed, ethnic or national origin, disability, religion, age, sex, sexual orientation or marital status. The Trust commits itself to promote equal opportunities and value diversity and will keep under review its policies, procedures and practices to ensure that all employees, users and providers of its services are treated according to their

	<p>needs.</p> <p>For management posts, to ensure that within their service area fair employment practice and equality of opportunity are delivered.</p>
<b>Dealing With Harassment/ Bullying In The Workplace</b>	<p>The Trust believes employees have the right to be treated with respect and to work in a harmonious and supportive working environment free from any form of harassment and / or bullying.</p> <p>The Trust has taken positive steps to ensure that bullying and harassment does not occur in the workplace and that procedures exist to resolve complaints as well as to provide support to staff. It is your responsibility as an employee to abide by and support these steps so all employees can work in a harmonious, friendly and supportive working environment free of any harassment or intimidation based on individual differences.</p> <p>Disciplinary action will be taken against any member of staff found to be transgressing the Harassment and Bullying Policy.</p>
<b>No Smoking</b>	<p>To refrain from smoking in any of the organisations premises not designated as a smoking area. 'East London Foundation Trust is a Smokefree Trust – this means that staff must be smokefree when on duty or otherwise in uniform, wearing a badge or identifiable as ELFT staff or undertaking trust business.'</p>
<b>Alcohol</b>	<p>To recognise that even small amounts of alcohol can impair work performance and affect ones ability to deal with patients and the public in a proper and acceptable manner. Consumption of alcohol during work hours is not permitted.</p>
<b>Confidentiality</b>	<p>As an employee of the Trust the post-holder may have access to confidential information. The postholder must safeguard at all times, the confidentiality of information relating to patients/clients and staff and under no circumstances should they disclose this information to an unauthorised person within or outside the Trust. The post-holder must ensure compliance with the requirements of the Data Protection Act 1998, Caldicott requirements and the Trust's Information and IM&amp;T Security Policy.</p> <p>To safeguard at all times, the confidentiality of information relating to patients/clients and staff.</p>
<b>Data Protection Act</b>  <b>Data Protection – Your Data</b>	<p>To maintain the confidentiality of all electronically stored personal data in line with the provision of the Data Protection Act.</p> <p>As part of your employment with East London Foundation Trust, we will need to maintain personal information relating to your work on your personal file. You have a right to request access to your personal file via the Human Resources Department.</p> <p>To carry out as per Data Protection Act responsibilities with regard to the access and Health Records Act 1990.</p>
<b>Safeguarding</b>	<p>All employees must carry out their responsibilities in such a way as to minimise risk of harm to children, young people and adults and to safeguard and promote their welfare in accordance with current legislation, statutory guidance and Trust policies and procedures. Employees should undertake safeguarding training and receive safeguarding supervision appropriate to their role.</p>
<b>Service User and Carer Involvement</b>	<p>ELFT is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work.</p>
<b>Personal Development</b>	<p>Each employee's development will be assessed using the Trust's Personal Development Review (PDR) process. You will have the opportunity to discuss your development needs with your Manager</p>

	on an annual basis, with regular reviews.
<b>Clinical Governance</b>	As an employee of the trust you are expected to support the Trust's clinical governance framework for monitoring and improving standards of care. You must do this by:- <ul style="list-style-type: none"> <li>• taking part in activities for improving quality</li> <li>• identifying and managing risks</li> <li>• maintaining your continuous professional development</li> </ul>
<b>Professional Standards</b>	To maintain standards as set by professional regulatory bodies as appropriate.
<b>Conflict of Interests</b>	You are not precluded from accepting employment outside your position with the Trust. However such other employment must not in any way hinder or conflict with the interests of your work for the Trust and must be with the knowledge of your line manager.
<b>Risk Management</b>	Risk Management involves the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. Every employee must co-operate with the Trust to enable all statutory duties to be applied and work to standards set out in the Risk Management Strategy.
<b>Personal and Professional Development/Investors in People</b>	The Trust is accredited as an Investor in People employer and is consequently committed to developing its staff. You will have access to appropriate development opportunities from the Trust's training programme as identified within your knowledge and skills appraisal/personal development plan.
<b>Infection Control</b>	<p>Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all Healthcare Associated Infections including MRSA. In particular, all staff have the following key responsibilities:</p> <p>Staff must observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after following all patient contact. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations.</p> <p>Staff members have a duty to attend infection control training provided for them by the Trust as set in the infection control policy. Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.</p>

## PERSON SPECIFICATION

<b>JOB TITLE:</b>	<b>Community Nursing /District Nursing Caseload Holder</b>
<b>BAND:</b>	<b>6</b>
<b>DEPARTMENT:</b>	<b>Adult Services</b>
<b>DIRECTORATE:</b>	<b>Bedfordshire</b>
<b>REPORTING TO:</b>	<b>Team Leader</b>
<b>ACCOUNTABLE TO:</b>	<b>Team Leader</b>

ATTRIBUTES	CRITERIA	ESSENTIAL/ DESIRABLE	SELECTON METHOD (S/I/T)
<b>Education/ Qualification/ Training</b>	Registered General Nurse	E	S
	Specialist Practitioner Qualification	D	S



	Demonstrate evidence-based practice and up-to-date clinical skills	E	S/I
	Evidence of significant post registration nursing experience including community setting.	E	S/I
	Post-registration qualification in a relevant clinical field	E	S
	Relevant teaching/mentorship qualification and evidence of teaching skills.	E	S
	Post-registration nursing experience, including community experience	E	S
	Nurse Prescriber	D	S
<b>Experience</b>	Evidence of and commitment to multi-professional working	E	S/I
	Understanding of the interface between primary and secondary care	E	I
	Comprehensive understanding of partnership working	E	I
	Ability to manage a caseload	E	I
<b>Knowledge and Skills</b>	Literate in IT/Computer Skills	E	S
	Knowledge of the principles of Safeguarding of Vulnerable Adults and Children	E	I
	Demonstrate an understanding of national government initiatives in health & social care & how they impact on local services.	D	I
	Knowledge of the principles of health promotion and prevention of illness	E	I
	Good oral communication skills based on fluency on the English language	E	S/I
<b>Other</b>	Current driving licence	E	S
	Ability to travel across sites and across Bedfordshire to meet patient needs and attend meetings, etc.	E	S

S: Shortlisting    I: Interview    T: Test