

Job Description

Job title:	<input type="text" value="Community Nurse"/>
Directorate:	<input type="text" value="Operational Services – relevant care group"/>
Department:	<input type="text" value="Relevant department"/>
Professionally accountable for:	<input type="text"/>
Responsible to:	<input type="text"/>
Accountable to:	<input type="text"/>
Pay band:	<input type="text" value="5"/>
Hours of Work:	<input type="text" value="To work flexibly to meet the needs of the service"/>
Contract:	<input type="text" value="Agenda for Change"/>
On call requirement:	<input type="text" value="Yes/No – if Yes give details"/>
Disclosure required:	<input type="text" value="Enhanced DBS"/>
Professional Registration:	<input type="text" value="Yes - NMC, RMN or RNLD"/>

Job outline:

To participate within the multi-disciplinary professional team in the relevant care group to deliver safe patient care focussing on therapeutic relationships.
To work in partnership with families and carers to ensure the patient's individual health needs are met.
Have an understanding of nursing interventions relevant to the care group to include education, clinical care, wellness recovery action plans and discharge planning.

Scope & Authority

- To be an active participant in the multi-disciplinary team, formulating care plans and utilising appropriate assessments.
- To take part in all quality initiatives actively supporting and participating in both policies and service developments in the specific care group.
- Carry a caseload, actively working with parents and carers.
- To participate in regular clinical, professional and managerial supervision.
- To maintain and contribute to standards of professional care, ethics, policies and procedures.
- To contribute, to improve access for patients to local generic health care services, primary, secondary and specialist services.

We are an Equal Opportunities Employer operating a No Smoking Policy

- To maintain record keeping within Trust guidelines, national standards and NICE

Key Result Areas:

Clinical practice, including own professional development

- To ensure that all patients have an individual risk assessment and care plan which has been created collaboratively with patients and (if appropriate) carers views, ensuring the regular review of both.
- Develop care plans based on individual's needs and that of the family and carers (where appropriate) that are outcome based.
- To undertake the role of Care Co-ordinators and implement CPA, where relevant to the role.
- Monitor, evaluate and modify interventions/treatment in order to measure progress and ensure effectiveness of intervention(s).
- To provide a care group specific specialised range of clinical interventions and knowledge of evidence based models of practice.
- The ability to act promptly and safely by prioritising clients needs and co-ordinating their care.
- Working autonomously, competently and safely with the utilisation of supervision and the expertise of colleagues as required.
- To maintain confidentiality.
- To take appropriate action when working with vulnerable adults and children following safe guarding vulnerable adult and children procedures, liaising with appropriate agencies.
- To work in partnership with other agencies to gain the best person centred outcomes for the individual.
- Collect data as directed to ensure service delivery is accurately reflected.
- Ensure participation in clinical supervision.
- Maintain awareness of professional and organisational developments, participating in the clinical governance framework.
- Ensure that an up to date knowledge of developments related to the care group is maintained.
- Ensure that development needs are addressed through the staff appraisal framework and prioritised to meet requirements for registration purposes.
- Knowledge of the MHA (1983/2007).
- Knowledge of the Mental Capacity Act (2005) to include practical knowledge of FACE documentation, Deprivation of Liberties, (DOLS) Safeguarding and best interest decisions.
- To promote respect for diversity and combat stigma and exclusion.
- To administer medication within NMC guidelines and the Trusts Medicines Code.

Practice Development , including professional development of others

- **To act as a mentor for student nurses on a placement learning opportunity with the team.**
- To supervise junior staff in implementing individual care plans.
- Provide managerial supervision to support workers.
- Promote evidence based practice

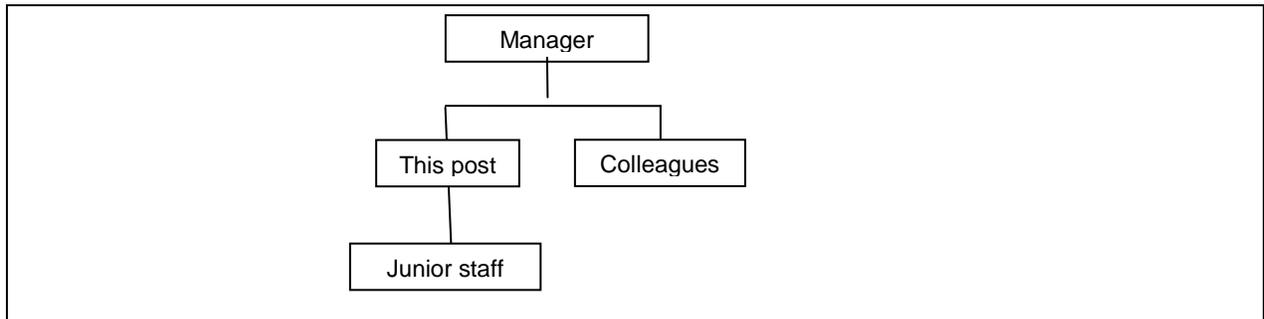
Research and Development

- To use research in practice and developing research work from ones own practice

Governance – including quality , standards, documentation & ethics

- To ensure that up to date written and electronic records and activity data are maintained in accordance with Professional and Trust standards and to provide specialist reports relevant to practice setting.
- To keep accurate and timely electronic record of each contact, using ecpa and other software programmes used by the Trust. Complete outcome measures as required.
- To adhere to the Nursing & Midwifery Council Code of Conduct, professional standards and ethics and comply with local and national standards of practice.
- To respect the individuality, values, cultural and religious diversity of clients and contribute to the provision of a service sensitive to these needs.
- To contribute in the Trust and professional clinical and social care governance arrangements and quality agenda, including the setting and monitoring of practice standards.
- To apply national guidelines/ legislation relating to health and social care in service provision.
- To participate in clinical and social care governance care group forums as required.
- To contribute to the delivery of performance targets and standards are met.
- To complete clinical outcome measures as required eg HoNOS or SOLD.
- To contribute to the maintenance of professional nursing standards of practice within the clinical setting.
- To ensure that professional standards of practice are maintained amongst junior staff.
- Report any incidents which put at risk or have the potential to put at risk, the health and safety of patients, staff or the assets or reputation of the Trust.
- To develop and promote safe working practices and maintain requirements for health and safety, Manual handling, COSHH: Fire Safety and Environment and attend relevant mandatory training regarding this.
- All staff have a responsibility to maintain the health and safety of themselves and others within the performance of their duties in accordance with Trust health and safety policies and to undertaken specific health and safety responsibilities as necessary.
- To maintain and further develop knowledge and experience through training and ongoing clinical development in line with care group requirements.
- To participate in monitoring service development and personal growth in line with the post holder's PDP.
- To attend essential Trust training.
- To promote, maintain and further develop the necessary requirements for communicating with patients whose understanding may be impaired by their mental health needs, learning disability or by the nature of distress they are experiencing.
- Effective use of interpersonal skills such as reassurance is essential to obtain and provide sensitive key information.
- Use of negotiating skills with clients, carer and other agencies.
- The ability to use different teaching networks to suit patients, carers and other agencies.
- Develop professional networks that assist the patient in managing through the care pathway.

Position in the Organisation & Key relationships



All staff are required to:

- **Take responsibility for the safeguarding and protection of children and young people and vulnerable adults very seriously, as does The Trust. The Trust works with adult and children's social care to ensure that the integrated service has systems in place to equip staff with the knowledge and skills to recognise abuse, and take action to safeguard and protect vulnerable adults and children and young people. It is expected that all staff familiarise themselves with the appropriate structures and policies and with the Sussex child protection and safeguarding procedures and the Sussex multi-agency policy and procedures for safeguarding vulnerable adults and undertake the relevant essential training and further training appropriate to their role.**
- Abide by the standards of behaviour expected by their professional body and the standards of behaviour expected of all staff in the Trust disciplinary policy and procedure.
- Adhere to all Trust policies and procedures and are responsible for making themselves aware of these policies and procedures.
- Treat information relating to patient, employees and businesses of the Trust in the strictest confidence. Under no circumstances should such information be discussed with any unauthorised person(s) or organisations. At all times employees are required to comply with the provisions of the Data Protection Act.
- Maintain their own awareness of, and comply with, policies and procedures relating to Health and Safety (whether statutory or Trust), and assist in ensuring the compliance of other staff.
- Support the Trust's visions and values and in particular the promotion of a positive approach to diversity, equality, rights, and treating others with dignity and respect; to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply by adhering to the Trust's Equality and Diversity Policy.

- Demonstrate the core principles of safeguarding and protection Human Rights; treating people with dignity, fairness, equality, respect and autonomy.
- Develop and maintain positive relationships with all colleagues, taking account of their age, religion or belief, ethnicity, sex, marital or civil partnership status, sexual orientation, gender identity, pregnancy or maternity status and any disability. Ensure that they are approachable and that their conduct towards colleagues is open and honest, dealing with differences in opinion, in ways which avoid offence.

Person Specification

Job title:	Community Nurse
Directorate:	Operational Services – relevant care group
Department:	Relevant department
Pay band:	5

	Essential	Desirable	Evidenced by
A – Qualifications			
<ul style="list-style-type: none"> ▪ Registered Nurse with current registration [mental health/LD/Adult], appropriate to the job role. 	✓		A / C
<ul style="list-style-type: none"> ▪ Studying towards Diploma/ Degree. 		✓	A / C / I / T
<ul style="list-style-type: none"> ▪ Other post-basic professional qualifications relative to the role in the specific care group. 		✓	A / C
B – Knowledge/Experience			
<ul style="list-style-type: none"> ▪ Knowledge of MHA (1983/2007). 	✓		A / C / I / T
<ul style="list-style-type: none"> ▪ Knowledge of Mental Capacity Act (2005), to include practical knowledge of FACE documentation, DOLS and Best Interest decisions. 	✓		A / C / I / T
<ul style="list-style-type: none"> ▪ Child and Adult safe guarding procedures. 	✓		A / C / I / T
<ul style="list-style-type: none"> ▪ Change management at organising and prioritising their workload. 	✓		
<ul style="list-style-type: none"> ▪ Demonstrate ability to enhance care through evidence based knowledge. 	✓		A / C / I / T
<ul style="list-style-type: none"> ▪ Demonstrate professional development relevant to the specific care group. 	✓		
<ul style="list-style-type: none"> ▪ Lived experience of mental health issues 		✓	
C – Skills			
<ul style="list-style-type: none"> ▪ Communication/Relationship skills: ▪ Effective written and verbal skills. Effective team worker. Excellent interpersonal skills. 	✓		A / C / I / T
<ul style="list-style-type: none"> ▪ Analytical & Judgement skills: ▪ Analytical skills to assist in diagnosing or highlighting an unmet health need. Understanding clinical information to formulate recommendations and appropriate intervention/action or referrals to be made. Undertaking initial patient assessments 	✓		A / C / I / T
<ul style="list-style-type: none"> ▪ Planning & Organisational skills: ▪ Change management skills. Leading projects, chairing and running of regular meetings 	✓		A / C / I / T
<ul style="list-style-type: none"> ▪ People Management/Leadership/Resources ▪ Supervising junior staff, co-ordinating training to carers and service users 	✓		A / C / I / T

	Essential	Desirable	Evidenced by
<ul style="list-style-type: none"> ▪ IT skills: ▪ Computer literate. Sound working knowledge of Microsoft Word and Outlook 	✓		A / C / I / T
<ul style="list-style-type: none"> ▪ Physical skills: ▪ Ability to administer injections with good hand to eye co-ordination. ▪ Able to travel across the designated area in response to client/care group need 	✓ ✓		A / C / I / T
<ul style="list-style-type: none"> ▪ Abilities 			
<ul style="list-style-type: none"> ▪ Mental Effort: ▪ Ability to prioritise/cope with pressure. Ability to assess health needs in an initial assessment and prioritise them in order as soon as assessment is completed. Ability to deal with an unpredictable work pattern and deal with deadlines 	✓		A / C / I / T
<ul style="list-style-type: none"> ▪ Emotional Effort: ▪ Ability to deal with distressing and emotional circumstances which can happen unpredictably throughout a working day. 	✓		A / C / I / T
<ul style="list-style-type: none"> ▪ Working Conditions: ▪ The post will work in an office which operates a 'hot desk' system. ▪ To be able to use a PC. 	✓ ✓		A / C / I / T
D – Approach/Values:			
<ul style="list-style-type: none"> ▪ Demonstrate support for the values and beliefs of the Care Group and those of the Trust 	✓		I
<ul style="list-style-type: none"> ▪ Demonstrate an understanding of the practices of Human Rights in the delivery of this role 	✓		I
<ul style="list-style-type: none"> ▪ Team working 	✓		I
<ul style="list-style-type: none"> ▪ Punctual and flexible across hours of work when required 	✓		I
<ul style="list-style-type: none"> ▪ Flexible and motivated 	✓		
<ul style="list-style-type: none"> ▪ Non-judgemental attitude 	✓		

To be evidenced by key: A – Application C - Certificate I – Interview T - Test

Approved by:

Approved

Manager Date