

# Recruitment Information Pack

2020/21 to  
2023/24



## About KCHFT

We provide wide-ranging NHS care for people in the community, in a range of settings including people's own homes; nursing homes; health clinics; community hospitals; minor injury units and in mobile units.

We are one of the largest NHS providers in England, serving a population across Kent and 600,000 in East Sussex employ more than 5,000 staff, including nurses, physiotherapists, dietitians and professionals.

We firmly believe our trust belongs to our people we care for and the people who are our most valued asset and the best deliver all that is required of us. They responsibility for the lives of patients and reflect this; they should be trusted, have leadership and be duly recognised for their contribution.



community health of about 1.4 million and London. We doctors, community many other healthcare

people – both the work here. Our people resource we have to shoulder enormous their working life must compassionate

## Our values

KCHFT colleagues are expected to be kind and responsive, professional and informative and to contribute to the quality of our services by demonstrating our 'CARE' values:



### Compassionate

This is about putting our patients and service users at the heart of everything we do so that the way we deliver our services empowers them, meets their expectations and caters for their needs. It is characterised by having a positive attitude, being kind and polite, understanding diversity and demonstrating respect, patience and tolerance. It is equally about making staff feel truly valued so they feel cared for and are engaged with our vision and values and display these values to each other, whatever their role in the trust.



### Aspirational

This is about empowering and being aspirational for ourselves and our patients and service users. It is seeking and supporting continuous improvement, a focus on research, generating ideas and innovations and being adaptable to change. Sharing information, resources and ideas to deliver excellent outcomes. It is characterised by openness, transparency, and thinking creatively.



### Responsive

This is about listening and acting and is characterised by effective relationships, communicating clearly, doing what we say we will when we say we will, asking and taking account of opinions, planning with patients and service users and working across organisational boundaries. It is about working with and being responsive to our commissioners and stakeholders and designing services with them. It is also about effective working relationships within teams and across internal boundaries to deliver outcomes that improve our patients' experience. It is equally about applying these principles every day, working with staff so they feel valued and empowered.



### Excellent

This is about striving to deliver the best care we can. It is about providing high quality services and wanting the best for our patients. It is also about leading by example and supporting and growing a culture of excellence in our teams. It is characterised by challenging complacency, tackling inappropriate and challenging behaviour and striving for continuous improvement.

## Band 5 Registered Nurse Community Hospitals Job Description

AFC Banding:	Band 5	Base:	<b>Faversham Community Hospital</b>
Hours:		Contract Type:	Permanent
Responsible to:	Matron	Locality/Directorate:	Community Hospitals

### Role overview

Under the direction of the Matron and Clinical Sisters, you will be responsible and accountable for the holistic care of a named group of patients.

With the support of the Matron and Clinical Sisters, you will be responsible for maintaining clinical standards and demonstrating leadership skills.

In the absence of senior staff, you need to have the confidence, knowledge and skills to take charge of the Ward and the hospital.

You will be expected to participate in 24-hour internal rotation and undertake other duties where requested which are compatible with the grading of the post.

You will be expected to move to other Community Hospital site to cover the needs of the service.

### Service overview

Our inpatient care and management is overseen by a matron, along with a team of registered nurses, healthcare assistants, physiotherapists, occupational therapists rehabilitation assistants, care management staff, a pharmacist and our visiting medical officers.

Community hospitals provide a range of comprehensive healthcare services for patients over the age of 18 and in some sites also outpatient services.

The units predominantly provide rehabilitation and end of life support for palliative patients and their families

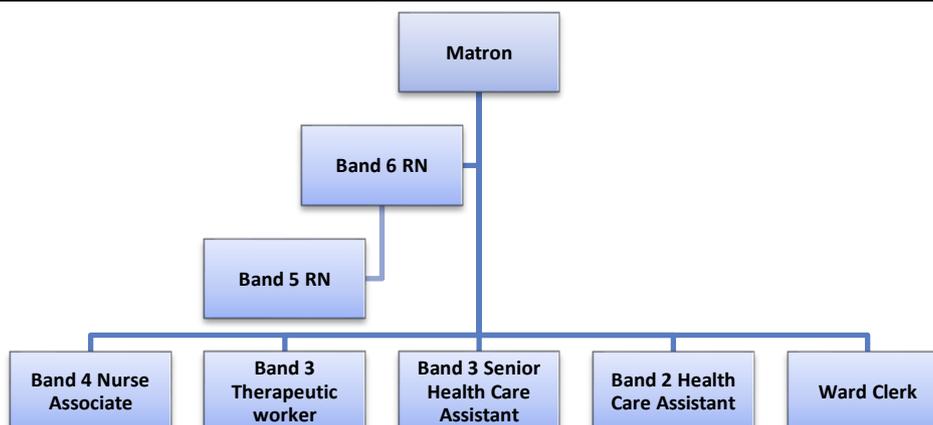
Patients are referred to the ward either from the acute setting to allow a further period of rehabilitation and assessment or directly from home via their GP or local community nursing teams.

### Key working relationships

Internal: Patients, families, carers, health professionals, management team.

External: Visitors, general public, outside agencies, other hospitals or NHS organisations

### Organisational chart



## Job Summary

All KCHFT staff are expected to embody the behaviours detailed in the Trust 'Values Framework':

Band 5 Registered Healthcare Professionals works closely with all users of our services and their families, friends and carers who all play an invaluable contribution in how our users experience our services. Band 5 Registered Healthcare Professionals are expected to be kind and responsive but professional and informative and contribute to the quality of the services provided across the health economy by:

- Keeping the people who use our services as safe as possible through the use of sound clinical skills and effective risk assessments
- Ensuring the best possible clinical outcomes by using up-to-date skills and adhering to evidence-based policies and procedures
- Ensuring the people using our services have a good experience by respecting, empowering and working in partnership with people throughout the care planning process

Registered Healthcare Professionals who work in all this service require a range of core skills as follows:

- Assessment, planning, implementation and evaluation of holistic care linked to packages of prescribed care
- The development of integrated care programmes in partnership with the patient
- To support in the supervision and development of all junior staff including Health Care Support Workers and Students
- To actively work as a member of the multi-professional team to provide high quality care to patients
- To undertake a range of competent clinical interventions to support the outcomes of both individual and group therapy
- Manage a caseload of patients on a daily basis consisting of patients with complex needs associated within a specific speciality.

### Knowledge, Skills and Experience Required

- Registered First Level Healthcare Professional (NMC or HCPC)
- Evidence of degree or Level 6 equivalent study
- Awareness of National Service Frameworks relevant to care setting and its application across health care services
- Be responsible for maintaining own competency to practice through continued professional development activities and maintain relevant professional registration.
- Maintain a portfolio / professional diary that reflects personal development and practically demonstrates theory learned.

### Key Result Areas

All staff are committed to providing safe, effective services and providing patients and families with a positive experience.

#### Patient Safety

Band 5 Healthcare Professionals contribute to the provision of safe and reliable services by:

- Using their clinical judgement and risk assessments to keep the people using our services as safe as possible
- Safeguarding people by recognising and responding when an adult or child might be at risk from abuse but also recognising their own limits and asking for help and escalating concerns when necessary

- Escalating safety concerns and by doing so acting as effective advocates for those who use our services
- Being open and transparent about their own practice
- Supervising the work of others
- Reflecting on everyday practice to identify areas where improvements in safety or quality can be made
- Working with others to create a culture of continuous improvement
- Maintaining accurate, legible, comprehensive records and undertaking regular audits of compliance
- Maintaining compliance with their mandatory training requirements.
- Maintaining professional registration and demonstrate adherence to the Code of Conducts in line with relevant professional bodies (NMC (Nursing and Midwifery Council) and HCPC (Health and Care Profession Council))
- Integrating best practice and identification of areas where improvement in practice is required.
- Utilising effective communication skills in the building of trusting partnerships with patients
- Being responsive when delegating interventions to junior staff.

### Clinical Outcomes

Band 5 Healthcare Professionals contribute to the effective delivery of services by:

- Providing skilled, evidence-based care which adheres to agreed policies and procedures
- Working with patients and families to negotiate and agree a personalised care plan including assessing risks and needs
- Acting as patient advocates in the multi-disciplinary team and overseeing the work of others to ensure that they are also responding to the needs of patients and providing clinically effective care
- Working as autonomous practitioners and taking responsibility for the care they give to patients but within their own limits of competency and confidence
- Contributing to creating and maintaining high performing teams by:
  - Communicating well with all members of the team
  - Understanding their role in the team and how they help the team achieve its' objectives
  - Reflecting on their own practice regularly and encouraging the whole team to reflect on their practices in handovers and team meetings
- Identifying how care could be improved.

### Patient Experience

Band 5 Healthcare Professionals contribute to the people using our services feeling respected and empowered to make decisions about their health and wellbeing by:

- Working in partnership with patients and their families and carers
- Gaining consent and, as far as possible, involving people in all decision making
- Signposting patients and carers to alternative services to support behaviour changes with improving current and potential health states
- Reassuring people by being professional, responsive, knowledgeable and confident in order to convey sensitive information around their care
- Responding to complaints or concerns effectively and quickly in line with the service's policy.

### Supporting yourself and others

Engaged staff are more productive and Band 5 Registered Healthcare Professionals play a role in engaging fellow health professional peers and the work we do by:

- Participating constructively in their own supervision and annual appraisal processes

- Demonstrating commitment to optimising their continuation of clinical learning whilst undertaking and maintaining clinical caseloads in different healthcare settings
- Developing mentorship skills to support students and junior staff
- Reviewing and reflecting on own competence and performance through effective use of operational supervision and appraisal and identifying any personal training needs.

<b>Working Conditions</b>	
<b>Physical Effort</b>	There will be a requirement for a combination of sitting, standing, bending, stooping and walking There may be some requirement for physical effort in relation to patient care, in regards to frequent use of aids to support moving people. Occasional short periods of computer use.
<b>Mental Effort</b>	Predictable work pattern, necessitating an ability to adapt to a changing workload in the course of a day. Periods of concentration are required on a daily basis, especially when undertaking assessments.
<b>Emotional Effort</b>	Regular requirement to deal with emotional or distressing situations, including working with terminally ill patients and dealing with difficult family situations.
<b>Freedom to Act</b>	Resolving routine enquires or where appropriate, using initiative to follow procedures to make judgements on the most relevant referral point for requests made via phone, email, letter or face-to-face, from patients, visitors, staff and others.
<b>Working Conditions</b>	Occasional exposure to bodily fluids, smells, noise and violent or aggressive behaviour via telephone calls or face to face contact. Required to use a computer periodically throughout the day

This is an outline job description designed to summarise the key responsibilities of the role and is not intended to cover every task that may be required. The post holder will be expected to be flexible to respond to change and organisational need.

<b>Job description agreement</b>	
Job holder's name:	
Job holder's signature:	
Date:	
Line managers name and title:	
Line managers signature:	
Date:	

<b>Person Specification</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>Registered Healthcare Professional with relevant Professional body 1<sup>st</sup> Level Nurse/ NMC</p> <p>Degree in a health relevant subject or willingness to complete a degree</p>	Mentoring qualification equivalent
<b>Experience</b>	Experience of recent community/acute healthcare gained through education or work experience placement or previous employment	
<b>Knowledge</b>	<p>Awareness of professional issues and recent developments in the NHS</p> <p>Knowledge of up to date clinical practice</p>	
<b>Skills &amp; abilities</b>	<p>Sound communication and interpersonal skills (verbal and written)</p> <p>Ability to organise own work</p> <p>Ability to cope with change</p> <p>Ability to use own initiative</p>	
<b>Personal attributes</b>	<p>Ability to motivate and organise others to ensure best practice.</p> <p>Ability to work under pressure</p> <p>Flexible and adaptable</p>	
<b>Ability to manage</b>	<p>Able to support the implementation of local and national agenda for health under the guidance of the team lead / ward manager.</p> <p>Ability to prioritise care delivery in a professional manner, taking into account Trust policies and procedures.</p>	
<b>Additional requirements</b>		Experience in using Rio/ E Roster/ E-Pay/ TAPS

## Additional Information

Standards of Business conduct	<p>The post-holder will be required to comply with the Trust's Standing Orders and Standing Financial Instructions, and at all times deal honestly with the Trust, with colleagues and all those who have dealings with the Trust, including patients, relatives and suppliers.</p> <p>All Trust staff may be involved directly or indirectly with people who are receiving a health service. Therefore, the Trust is exempt from the Rehabilitation of Offenders Act (1974) and this post may be subject to a Criminal Records Bureau disclosure.</p> <p>It should also be stated here if the post holder is expected to adhere to any professional guidelines or codes of conduct, for example the Nursing and Midwifery Council Code of Professional conduct.</p>
Risk Management	<p>The post-holder will ensure compliance with the Trust's risk management policies and procedures. These describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm, and stress that all staff have a responsibility to minimise risk.</p>
Governance Standards	<p>Comply with the relevant governance standards applicable to the Trust as communicated to the post-holder from time to time.</p>
Data Protection	<p>To comply with Trust Policies and the Data Protection Act in all respects, with particular relevance to the protection and use of patient information.</p>
Confidentiality	<p>Trust employees are required to ensure that information about patients and staff is safeguarded to maintain confidentiality and is kept securely in accordance with General Data Protection Regulations (GDPR), Data Protection Act 2018 (DPA18), the Caldicott Principles 1998 and the National Data Guardian Data Security Standards. The trust's Data Security and Protection policy and the Cyber, Network and Information Systems policy provide guidance on how this can be achieved.</p>
Child/Adult Safeguarding	<p>All staff must be familiar with and adhere to Trust child/adult safeguarding procedures and guidelines, in conjunction with Kent Safeguarding Children/Vulnerable Adults Board procedures and supporting policies/guidelines. All staff are required to attend child/adult safeguarding basic awareness training and additional training regarding child /adult safeguarding, commensurate to their position and role.</p>
Records Management	<p>To maintain Trust and patient records (both paper and electronic) in accordance with Trust policies to facilitate clinical care and effective administration.</p>
Freedom of Information	<p>To provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with Trust Freedom of Information procedures.</p>
Security	<p>To comply with Trust policies to ensure there is a safe and secure environment that protects patients, staff and visitors and their property, and the physical assets and the information of the organisation.</p>

Infection Control	The post holder will ensure compliance with the Trust's Infection Prevention and Control policies and procedures and the Health Act 2006, ensuring that the risk of healthcare associated infection to service users and staff is minimised.
Freedom to Speak Up (Whistleblowing)	The post holder has responsibility for patient and staff welfare and should raise any concerns relating to a breach of NHS policies and procedures with their manager or refer to the Freedom to Speak Up Policy for alternative options.
Environmental Impact	The post holder will ensure compliance with the Trust's environmental management policies and procedures. These describe the Trust's commitment to climate change and carbon management, the recognition that our aim is to protect the environment and the use of natural resources that all staff have a responsibility towards.
Performance review	<p>This Job Description will be used as a basis for individual performance review between the post holder and the manager.</p> <p>The Job Description covers only the key result areas and, as such, does not intend to provide a comprehensive list of objectives. Specific objectives will be reviewed each April, and may develop to meet the changing needs of the service. The post holder will need to take due account, in the way they achieve the key result areas, of Trust policies and procedures.</p>
Equality and Diversity	The Trust aims to maintain the goodwill and confidence of its own staff, service and users and the general public. To assist in achieving the objective it is essential that at all times employees carry out their duties in a courteous and sympathetic manner. The post holder will carry out their duties in accordance with the Trust's Equal Opportunities Policy respecting the differing backgrounds of colleagues and clients.