**Community Nurse Practitioner**
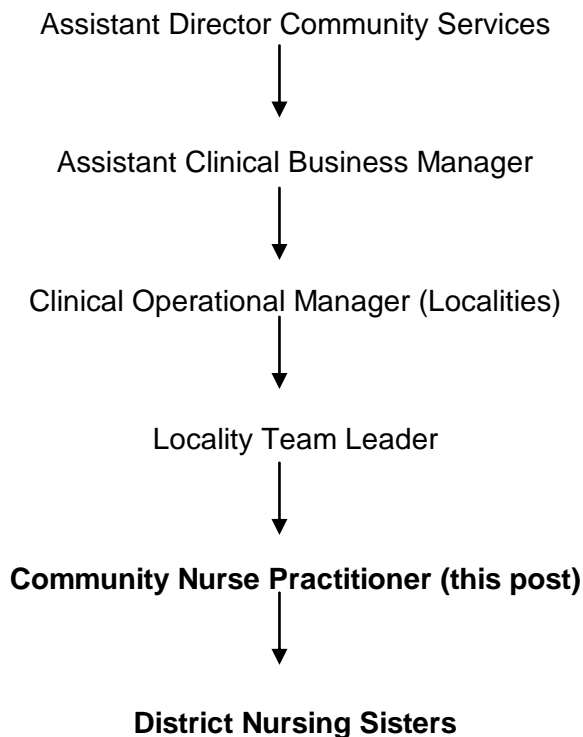
| Job Details | |
|---|---|
| Job Title: | Community Nurse Practitioner |
| Directorate: | Community Services |
| | |
| Location: | Gateshead, Community |
| Pay Band: | 7 |

| Main Purpose of the Job |
|---|
| To work effectively within a multi-disciplinary/agency locality based team managing patients identified as at risk so that they receive appropriate interventions to be able to improve their health and wellbeing and achieve their maximum level of independence. These patients will have complex needs and potentially numerous co-morbidities including frailty. |

## Dimensions

The post will be based in one defined locality within Gateshead.

The multidisciplinary teams are made up of Locality Team Leaders, District Nurses, Community Nurse Practitioners, (this post) Community Staff Nurses, Healthcare Assistants, phlebotomists and Admin Assistants

- There will also be named linked professionals in each locality from health and social care eg, physiotherapist, occupational therapist, social care worker, podiatrist, Speech and Language therapist, MacMillan nurse Specialist.
- Each locality will work with defined GP Practices and Care Homes within the locality.
- Patient referrals will be triaged and allocated to the appropriate caseload holder depending on need

### Specific dimensions

- To participate in the planning, development and evaluation of clinical services using advanced clinical skills and knowledge.
- To provide specialist advice on the assessment, care planning and interventions of patient's needs.
- To further develop knowledge and skills specific to the community setting through undertaking regular audit, research and development activities.
- The post holder will have a community base but will also spend time at their link GP practices and care homes.
- A key part of the role will be cross agency liaison, training, research and development, and being a clinical resource for the local Health Community.
- Clinical responsibility for a defined complex caseload with accountability for the health outcomes for the individuals within their care.
- To be the accountable clinician in the development, delivery and provider of complex case management within the community setting.
- To ensure safe systems and processes are in place to support multidisciplinary team working.
- To ensure all professional standards and codes of conduct are adhered to.
- Facilitate the development of clinical expertise and advanced practice within the team to support the right person, right place right time agenda.
- To provide senior leadership and clinical expertise in caseload management for a variety of multidisciplinary staff.
- Be responsible for, provide and monitor the standard of assessment, planning, implementation and evaluation of care ensuring the quality of care provided is of a high standard.
- Act as a Caseload holder to oversee all aspects of clinical care planning and delivery to ensure maximum positive outcomes for patients within the defined locality and delegate to other members of the team as appropriate.
- Work as an autonomous practitioner, clinically, professionally and practically.
- To lead clinically and professionally ensuring compliance with all statutory and mandatory professional requirements.
- Continually develop own clinical expertise, knowledge and clinical skills to enhance effective care and support. Ensure this expertise is shared with other clinical staff.
- Champion the development of leadership competencies within the team.
- To ensure continuity and co-ordination of care across the health and social care community.
- To develop protocols relating to advanced practice and work in an extended clinical role.
- To continually review patient/client dependency, staff skill mix, caseload and shift patterns in line with patient/client needs and staff development across the 24/7 period.
- Facilitate the development of self-awareness of self and others in the team through reflection, and clinical supervision.
- Through effective role modelling develop positive behavior, encourage an open and non-threatening environment that
    - Rewards decision making and creativity
    - Facilitates change and the implementation of new ideas
    - Promotes staff retention
    - Empowers employees
    - Encourages the reporting of patient safety incidents and uses reflection to learn from as a result
    - Identifies risk and develops mitigation to minimise it.

*Organisation Chart*

**Operational Responsibility**

Assistant Director Community Services

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Assistant Clinical Business Manager

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Clinical Operational Manager (Localities)

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Locality Team Leader

↓

**Community Nurse Practitioner (this post)**

↓

**District Nursing Sisters**

**Communications and Relationships**

- To build strong and positive relationships with all partners in the area including local authority, recognising and responding to issues, providing information and professional advice on the range of aspects relating to an effective locality team management approach.
- Face to face contact with patients, carers and their families.
- Work collaboratively with multi professional teams, across health, social care, and third sector providers to ensure practice is efficient, effective, evidence based and safe.
- Work collaboratively with partners, Primary Care, GP practices, Care Homes, voluntary and third sector providers to ensure the most positive outcomes for patients
- To ensure effective communication systems are established and maintained both within and across the team and professionals.
- Act as a key link in facilitating effective communication through attendance at identified meetings or appropriate delegation thereof.
- Review and evaluate communication issues identified in the team and through patient/client complaints.
- To create and maintain a culture which reflects the principles within improving working lives and a "can do" approach to care and service delivery.
- Deputise for the Locality Team Leader as and when required.
- Communicate complex and difficult information to patients, staff, other providers including GP's necessary in the leadership and management of the patients with complex needs within the community setting.

## Knowledge, Skills, Training and Experience

The post holder will have the following essential knowledge, skills, training and experience:

**Essential**
- Registered Nurse (adult)
- Educated to degree level
- Teaching qualification and the ability to facilitate others' learning
- Accredited Clinical Skills Course
- Extended prescribing
- Educated to Master level (or equivalent experience)
- ECDL or evidence of IT literacy
- Autonomous practitioner
- Community Nursing experience at band 6 or above
- Experience of communicating delicate, complex and sensitive information at senior level
- Demonstrate a high level of interpersonal and communication skills
- Evidence of ongoing CPD and professional development
- An understanding of the principles of clinical governance and NHS policy issues
- Motivational and "can do" attitude
- Ability to cope with and diffuse difficult and stressful situations
- Evidence of an ability to prioritise workload for themselves and their team
- Experience of managing/leading staff.
- Experience of multi-disciplinary and inter/agency working.
- Experience of liaising with statutory and non-statutory services and agencies.
- Experience of evaluating the training needs of staff and implementing appropriate training programmes.
- Experience of leading service developments.
- Advanced level specialist skills within the care of older people e.g. undertaking comprehensive assessment, making and receiving referrals, requesting and acting upon diagnostic tests, independent prescribing.
- Evidence of advanced clinical reasoning including the ability to reflect upon own performance and partake and lead in clinical supervision

**Desirable**

- Leadership qualification
- Knowledge of the frailty agenda
- Experience of leading an MDT in the NHS
- Proven knowledge of the principles of risk management, the integrated governance framework and compliance with risk and quality safety standards
- Experience in change management
- Experience in leading audits and/or research
- Excellent organisational skills
- Enhanced IT skills – databases, excel, word, outlook and internet
- Excellent presentation skills with practical experience
- Excellent problem-solving skills.
- Experience of leadership within an MDT

The above list is not necessarily exhaustive but reflects only the principal duties and responsibilities of the post. It will be subject to review in the light of developing services.

**Analytical and Judgemental Skills**

The post holder will:

- Have well developed analytical and judgment skills to deal with highly complex facts or situations for example in serious incident investigation.
- Have analytical skills e.g. for the analysis of complex incident data to identify risk issues.
- Assemble information in ways that assist staff in reflecting and improving patient safety.
- Interpret and apply national and local policy/directives/standards.
- Develop solutions to achieve risk reduction.
- Have facilitation and leadership skills to support implementation of solutions across the Business Unit and partners.
- Identify and lead on baseline assessments, audits and training needs analysis across the locality.
- Explore ways to involve and consult with patients, public and carers when developing or evaluating services.
- Comply with the procedure for handling any requests under the Freedom of Information Act thereby ensuring that they are dealt with in a timely, specific and confidential manner.
- Effectively deal with complaints and incidents.
- Effectively deal with sensitive issues.

- Work as an autonomous practitioner making decisions and giving expert advice on the management and plan for patients with long term conditions or high level of frailty.

**Planning and Organisational Skills**

- To contribute to the delegation, deployment and supervision of staff ensuring the coordination of services provided on a day by and week by week basis, optimising the cost effective use of all resources and appropriate use of time.
- Overall accountability and responsibility for the delivery of all aspects of patient/client care through the provision of effective clinical and managerial leadership for the identified caseload of patients.
- To support the locality Team Lead and Clinical Operations Managers to identify and propose solutions to the removal of barriers to achieving effective local service delivery..
- Assist in the development, implementation and audit of guidelines, protocols and pathways to ensure that each patient/client has an effective management plan.
- Make recommendations for service improvement and transformation and lead on the developments of new initiatives, across the whole MDT.

**Physical Skills (manual dexterity)**

The post holder will have

- accurate IT skills required for policy, presentation, reports, data entry, and email communication.
- Full drivers licence.
- The post holder will deliver hands on clinical care and will need to be perform catheterisation, phlebotomy, physical observations physical holistic assessment of complex patients, which may include some manual handling.
- The post holder will need acute dexterity, observation and sensory skills.

**Patient/Client care**:

- Ensure systems and processes are in place to maintain patient safety.
- To work with partner organisations to ensure the public health agenda is embedded into practice.
- To work with all partners to ensure the patient and their families are at the center of everything we do.
- To lead clinically and professionally a defined caseload of patients to ensure the optimised outcomes for all patients.
- Ensure fundamental clinical skills are maintained to provide holistic care at all patient contacts.
- To work autonomously, assessing individual patient/client needs as required, initiating investigations, determining a plan of care and initiating appropriate holistic, research based health information and care within professional scope of conduct.
- Act as a key resource for the patient/client and their family providing direct care, clinical expertise advice and support that is responsive to the needs of the patient group.
- Act as the patients/clients advocate in all matters relating to their care.
- Support the care homes to achieve excellence in care acting as a clinical "expert" in complex case management and frailty.
- Ensure the safe administration of drugs in accordance with Trust policy.
- Facilitate an environment where health outcomes, inform patient/client choice and quality measures are developed, utilised and embedded as part of standard work.
- Apply standard principles of infection control to all activities at all times.
- Ensure all staff are aware of policies and procedures and are working within the boundaries and scope of their professional practice.
- Ensure the development of review system for protocols, guidelines and policies concerning referral, discharge and pathways of care for patients/clients.
- To apply advanced level of understanding in relation to the needs of older people and their families.
- To assist colleagues regarding advice on the management of patients referred to or receiving the service.
- To act as a resource for the Health Community on the clinical management of older people and lead in the development of appropriate training.
- To manage a caseload of clients with complex needs using a problem solving approach at an advanced level.
- To use advanced clinical reasoning skills to underpin care provided.
- Provide fundaments of care at the point of service delivery when required, including phlebotomy, baseline observations and catherterisation.
- To apply specialist skills and knowledge in order to establish professional competence and fitness to practice.
- To demonstrate ongoing personal development through participation in internal and external development opportunities, recording learning outcomes in a portfolio & maintain a competency workbook.
- To utilise opportunities to maintain continued professional development.
- Take responsibility for personal/professional development in conjunction with the Safe Care Lead.
- Maintain an up to date awareness of professional issues and ensure best practice and evidenced based practice are delivered.

**Policy and Service Development:**

- To motivate and support the locality team approach to delivering new and innovative models of care for patients/clients.
- To contribute to a continuously improving service, by ensuring systems are in place to support clinical governance, quality monitoring and ongoing research and audit of practice.
- Lead and embed audit into practice throughout the multidisciplinary team.
- To lead on user involvement in the planning and evaluation of service provision for the defined portfolio of work.
- Lead the process of integrated audit and other supporting audits to monitor and evaluate the service offered to clients, influencing continuous service improvement and embedding lesson learnt.
- Be proactive and contribute in planning and strategic development through the development and implementation of the service improvement plans and the transformation agenda, supporting the community services senior team in their objectives.

**Financial and Physical Resources e.g. budget, stock and equipment:**

- To be responsible for appropriate resource management within defined financial budget lines as designated by the locality team lead.
- To ensure the highest standard of patient/client care is achieved at all times, in the most cost effective manner.
- Contribute to opportunities for cost efficiencies supporting the locality team leader.

**Human Resources**

- Utilise professional standards and guidance to ensure all professionals are working to the top of their professional license and within their code of conduc.t
- Support the locality team leader to ensure the unregistered workforce work to the highest service delivery outcomes within a supportive and clearly defined skills matrix.
- Responsible for monitoring and management of attendance and absence including special, leave sick leave, holidays and study for the identified group of staff.
- Embed a framework of clinical supervision and have responsibility for maintaining supervision process in line with professional codes of conduct and contractual requirements.
- To ensure any issues raised by patients/clients and families are proactively managed.
- Contributes to advising, supporting, maintaining and improving the health, safety and security of staff in the workplace.
- To contribute, with the Business unit senior team for the recruitment and selection of staff, ensuring induction, and preceptorship programs are in place and undertaken.
- To be actively involved in the management of poor performance of any member of staff within the team as required by the locality team leader.
- Create an innovative and productive environment that fosters a learning culture and a willingness to succeed.
- Supports a learning environment that is conducive to the needs of healthcare professionals to enable them to maximise potential and develop skills.
- To contribute to and support training and development activities within the team and across the business unit and the organization.
- Act as a mentor and preceptor for students and junior members of staff.
- Ensure a positive learning environment for all student placements resulting in a quality outcome.
- Participate in the evaluation of the effectiveness of educational programs ensuring workforce planning to ensure effective and appropriate support .
- Ensure all policies and procedures relating to the clinical environment are taught and performed with expertise.
- Uses reflective practice and critical incidents to inform own practice and the development of others.
- Responsible for the identification of own and staff training needs to support  the locality team leader.

## Information Resources:

- Documentation and record keeping in line with Trust and Professional requirements.
- Ensure performance metrics are agreed and delivered for all aspects of service delivery within the Complex case holder team.
- Time management ensuring appropriate priorities and outcomes are met.
- Maintains accurate records and statistical data on workload, caseloads and care delivered. highlighting risks and issues and developing mitigation to minimise those risks.
- Competent use of Datix and Emis Community.
- Adhere to the Trust Information Governance Procedures.
- Manage the effective implementation, utilisation and development of information technology systems within risk management in order ensure the provision of accurate statistical data.
- Provide reports to senior members of the Trust as required in relation to activity and service delivery of the complex case holders.
- Complete relevant records relating to annual leave, study leave and travel expenses.

## Research and Development:

- Promote evidence-based practice utilising measurable standards and outcomes to demonstrate and improve the quality of care.
- Work within and maintains practice according to Professional guidance, Best Practice and Trust policies.
- Ensure outcomes and recommendations from SABs alerts, NPSA , MHRA alerts and any other safety bulletins are cascaded o the MDT, actioned and embedded into practice.
- Lead and support others in audit, professionally, locally and Nationally as required.

**Freedom to Act**

- Accountable for own professional practice and able to work independently and without direct supervision, clinically and professionally.
- Work within the Trust policy and guidelines to meet current standards.
- To act as a resource for all members of the multi-disciplinary team, providing expert advice concerning aspects of patient/client management, care planning and case management particularly in complex case management.
- To contribute to the Business unit and Trusts aims and objectives.

**Physical Effort**

- This post holder will be required to work in an office/open plan environment liaising with different departments and divisions and across the Trust sites as required.

- The post holder will need to travel around the community within Gateshead.

- The post holder will need to work in patients homes, care homes and GP practices.

- The role will require frequent use of a VDU

**Mental Effort**

- Frequently needs to concentrate in an open plan office environment.
- Deal with stressful situations and resolve conflict.t
- Deliver bad news to patients and their families.
- Effectively deal with staff/patients/families/public who are upset or aggressive and may challenge explanations given.
- Write reports, analyse data and interpret guidance with requirement for prolonged concentration with the likelihood of frequent interruptions to working pattern when answering telephone calls and queries from staff.
- Demands on using knowledge and experience to make decisions to facilitate timely accurate record keeping and planning for complex patients within the community.

**Emotional Effort**

- Work with complex patients who may have physical and mental illness.
- Deliver bad news to patients and their families.
- Will be required to offer support to staff, patients and relatives in any unexpected untoward event.
- Work within tight deadlines and encourage other staff to meet pre-determined deadlines.
- There may be the need to deal with distressing information as a result of incidents and investigations.
- As part of the MDT develop plans for palliative and End of Life care, complex patients and elderly frail patients.
- Frequent periods of concentration required.
- Dealing with difficult and distressing situations.
- Many have frequent interruptions on a daily basis

## Working Conditions

- Maintain a safe environment for patients and staff, utilising effective use of skill and resources.
- Ensure all staff are aware of their responsibilities in relation to health and safety.
- Ensure compliance with Health and Safety legislation including COSHH, Workplace risk assessment and Control of infection policy.
- Complete all risk assessments, records and audits to demonstrate compliance to health and safety requirements.
- Investigates potential hazards and incidents in the workplace and makes recommendations for action to prevent potential future accidents.
- Working in other providers facilities eg care homes, GP practices, patient's homes.
- Changes in temperatures as travel across the community is essential on a daily basis.
- Maintain safe and effective moving and handling techniques in the community settings.
- Will be exposed to bodily fluids, strong odours and environments outwith of clinical settings, on a daily basis.

**CONTROL OF INFECTION**

All Trust staff have a duty to provide a safe environment by considering adherence to infection prevention and control as an integral part of their roles and responsibilities. The individual roles and responsibilities for staff are outlined in the Trust's Control of Infection policy (IC 1). There should be specific discussion of control of infection within the KSF/Appraisal process and as a minimum all staff must demonstrate good hand hygiene and practice and support the Clean Your Hands Campaign.

**PRIVACY & DIGNITY & RESPECT AND EQUALITY OF OPPORTUNITY**

The Trust is committed to ensuring that all current and potential staff, patients and visitors are treated with dignity, fairness and respect regardless of gender, race, disability, sexual orientation, age, marital or civil partnership status, religion or belief or employment status. Staff will be supported to challenge discriminatory behavior.

**PROFESSIONAL CODE OF CONDUCT**

To abide by the NMC Code of Professional Practice.

**CODE OF CONDUCT FOR SENIOR MANAGERS (IF APPROPRIATE)**

To adhere to the Code of Conduct for NHS Senior Managers.

**PARTNERSHIP WORKING**

Gateshead Community Services Business Unit delivers services with Partner organisations. The Partner organisations are made up of CBC Health, QE Trust, Gateshead Local Authority and NTW (Mental Health Trust).
Collaboration, mutual respect and trust are fundamental to successful partnership working.

All staff employed into the Community Services Business Unit will frequently be working across organisational boundaries to ensure patient safety is paramount, and pathways of care are seamless and inclusive. All staff are expected to work professionally, respectfully and in collaboration with the partners and with frequent contact with voluntary and third sector organisations.

| | |
|---|---|
| **Signed:** | **(Job Holder)** |
| **Date:** | |
| **Signed:** | **(Manager/Head of Service)** |
| **Date:** | |

**Note to Managers: - Please complete this form clearly, providing as much information as possible to candidates.**

*Risk Assessment Indicators for the post*

| | DUTIES AND RISK FACTORS OF THE POST | Yes | *No* |
|---|---|---|---|
| 1. | Exposure Prone Procedures (EPP's)* | ☐ | No |
| 2. | Manual Handling Operations | Y | ☐ |
| 3. | Dust, Dirt, Smells | Y | ☐ |
| 4. | Chemicals, Fumes or Gasses (Glutaraldehyde, fixer, anaesthetic gases, reconstitution/handling of cytotoxic drugs) | ☐ | No |
| 5. | Patient Contact | Y | ☐ |
| 6. | Babies/Children Contact | Y | ☐ |
| 7. | Food handling / Preparation | ☐ | No |
| 8. | Driving | Y | ☐ |
| 9. | Fork Lift Truck Driving | ☐ | No |
| 10. | User of Display Screen Equipment | Y | ☐ |
| 11. | Noise | ☐ | No |
| 12. | Infestation | ☐ | No |
| 13. | Blood and Body Fluids/Waste/Samples/Foul Linen | Y | ☐ |
| 14. | Excessive Cold | ☐ | No |
| 15. | Excessive Heat | ☐ | No |
| 16. | Inclement weather | ☐ | No |
| 17. | Radiation | ☐ | No |
| 18. | Laser Use | ☐ | No |
| 19. | Working at Heights over 2 metres | ☐ | No |
| 20. | Confined Spaces | ☐ | No |
| 21. | Vibration i.e. Power Tools | ☐ | No |
| 22. | Using machinery with moving/exposed parts | ☐ | No |
| 23. | Shift work | Y-Occasional | ☐ |
| 24. | Use of latex products | Y | ☐ |
| 25. | Physical violence / aggression | Y occasional | ☐ |
| 26. | Any other hazards please specify | ☐ | ☐ |
| 27. | **Other**<br><br>Working in environments outside of the community Services control eg Care homes, patient homes, LA facilities<br>Driving | ☐ | ☐ |

If any hazard is identified above please give details below.

Hazards Identified:-

None identfied

*Definition of Exposure Prone Procedures (EPP's)

*Exposure prone procedures are those where there is a risk that injury to the Health Care Worker may result in the exposure of the patient's open tissues to the blood of the HCW.  These procedures include those where the HCW's gloved hands may be in contact with sharp instruments, needle tips and sharp tissue (spicules of bones and teeth) inside a patients open body cavity, wound or confined anatomical space where the hands or fingertips may not be completely visible at all times.*

# PERSON SPECIFICATION

## Person specification – Community Nurse Practitioner

|  | Essential | Method of Assessment | Desirable | Method of Assessment |
|---|---|---|---|---|
| **Qualifications** | Clinical Qualification- Registered Nurse (Adult) | Evidence of Professional Registration | Leadership qualification e.g. LEO | Certificate/Application Form |
|  | Professional registration (NMC) | Certificate/Application Form | Enhanced IT Skills – databases, excel, work, outlook and internet | Application form/interview |
|  | Relevant healthcare Degree | Certificate/Application Form |  |  |
|  | Clinical skills course/Advanced practitioner | Certificate/Application Form |  |  |
|  | ECDL- or evidence of IT literacy | Certificate/Application Form |  |  |
|  | Teaching Qualification ENB998/ or equivalent experience | Certificate |  |  |
|  | Masters qualification or willingness to work towards | Certificate/application form |  |  |
|  | Prescribing qualification | Certificate/application form |  |  |
|  | Evidence of ongoing CPD and professional development | Application form |  |  |
| **Experience** | Significant experience at band 6 team in a community setting or primary care setting | Application form/Interview | Knowledge of the frailty agenda | Application form/Interview |
|  | Experience of managing/leading staff | Application form/Interview | Experience of leading a MDT in the NHS | Application form/Interview |

| | | | | |
|---|---|---|---|---|
| | An understanding of the principles of clinical governance and NHS Policy Issues | Application form/Interview | Proven knowledge of the principles of risk management, the integrated governance framework and compliance with risk and quality safety standards | Application form/Interview |
| | Ability to cope with and diffuse difficult and stressful situations | Application form/Interview | | |
| | Evidence of an ability to priorities workload for themselves and their team | Application form/Interview | Experience in change management | Application for/interview |
| | Experience of multi-disciplinary and inter/agency working | Application form/Interview | Experience in leading audits and/or research | Application form/interview |
| | Experience of liaising with statutory and non-statutory services and agencies | Application form/Interview | | |
| | Experience of evaluating the training needs of staff and implementing appropriate training programs. | Application form/Interview | | |
| | Experience of leading service developments | Application form/Interview | | |
| | Advanced level specialist skills within the care of older people e.g. undertaking comprehensive assessment, making and receiving referrals, requesting and acting upon diagnostic tests, | Application form/Interview | | |
| | Evidence of advanced clinical reasoning including ability to reflect upon own performance and partake and lead in clinical supervision | Application form/interview | | |
| **Skills / Attributes / Knowledge** | Experience of Communicating delicate, complex and sensitive information at senior level | Application form/Interview | Excellent Organisational Skills | Application form/interview |
| | | | Excellent Presentation skills | Interview |

| | Demonstrate a high level of interpersonal and communication skills<br><br>Motivational and "can do" attitude | Application form<br>Interview<br><br>Interview | with practical experience<br><br>Excellent problem solving skills<br><br>Experience of leadership within an MDT | Interview<br><br>Application form/interview |
|---|---|---|---|---|
| **Physical Requirements** | Able to move and handle safely without causing harm to themselves or others<br><br>VDU work<br><br>Car Driver | Application Form / interview<br><br>Application Form<br>Interview | Trained in moving and handling procedures | Application Form |

**AGENDA FOR CHANGE - WORKING ENVIRONMENT**

**POST TITLE:**  **Community Nurse Practitioner**

**DIRECTORATE / TEAM:**  **Community Services**

| DUTIES / ACTIVITIES | Y/N | FREQUENCY (per working week) | DURATION (per shift) | COMMENTS |
|---|---|---|---|---|
| Moving & Handling | Y | Daily | variable | Persons / Objects / Equipment Patient assistance, equipment |
| Patient Contact | Y | Daily | Variable | Hands-on or any other contact Hands on care |
| Exposure to Chemicals / Radiation / Fumes | Y | Occasionally | variable | Provide example(s) Oxygen, COSHH substances, patients smoking |
| Repetitive Tasks | Y | Daily | Variable | E.g. Keyboard use Keyboard use. |
| Exposure to Difficult / Challenging Situations | Y | Occasionally | Variable | Describe situation(s) Dealing with patients / carers / public |
| Outdoor Working | Y | Daily | Variable | Includes driving or other outdoor work Driving as part of working day |
| Work in Confined Spaces / Cramped Positions / Heights | Y | Daily | Variable | Describe nature of work People's homes |
| Exposure to Excessive Noise | N | | | Specify nature of noise |
| Exposure to Excessive Temperatures | Y | Daily | Variable | Specify nature of temperatures Moving between indoors / outdoors |
| Handling Loads | Y | Daily | Variable | Indicate weights handled Moving equipment, patients using equipment |
| Exposure to Unpleasant Smells / Dirt / Dust | Y | Occasionally | Variable | Specify nature of contact People's homes Working in environment outside of Trust's control |
| Exposure to Fleas / Lice / Bodily Fluids / Foul Linen | Y | Occasionally | Variable | Specify nature of contact Bodily fluids – patient care. Working in environments outside of the Trusts control |

**Post Holder's Name:**                                    **Manager's Name:**

**Signature:**                                                     **Signature:**

**Date:**                                                              **Date:**

**Sole / Multiple Post:**