

JOB DESCRIPTION

POST: Community Staff Nurse Out of hours service

DEPARTMENT: Community out of hours district nursing team

GRADE: Band 5

HOURS: 17:30 – 08:00

TYPE OF POST: Nursing

RESPONSIBLE TO: Out of hours team leader

WORKBASE: Withington Community hospital

LIAISES WITH:

Patients and families (Adults & Children), Modern Matron, Lead Nurse, Senior and junior nurses within the department, Physiotherapists, Occupational therapists, Pharmacists, Social Services, GPs and other Community Services including District Nursing and Active Case Managers. Education Leads, Support and ancillary staff including nursing students. Clinical Governance team and teams of nursing specialists based in the hospital and outside the hospital setting. All members of the multi-disciplinary team to ensure provision of a co-ordinated service.

JOB PURPOSE

SUMMARY OF ROLE:

The post holder will work within the Central Manchester Out of ours team

The post holder will participate in the process of the assessment of care needs, the development, implementation and evaluation of programmes of care.

In the absence of the Team Leader, the post holder will carry out all relevant forms of care and is responsible for maintaining agreed nursing policies, clinical standards for themselves and junior members of the district nursing team and monitoring compliance of practice with the above in accordance with agreed criteria. The service covers the hours 17:30 – 08:00

The post holder will be responsible for delivering immediate and continuing nursing care to patients within their own homes. The post holder will prioritise, assess, plan, evaluate and deliver all relevant aspects of nursing care to an agreed and expected high standard. He/She will work as a key member of the multi-disciplinary team and contribute to the processes that promote patient safety and quality of care in line with clinical governance frameworks.

- Gain competence in clinical skills to enable delivery of quality patient care within the service
- Take an active role in contributing to developing nursing practice
- Maintain effective communication internally and externally to the organisation.

Post holders will be expected to participate fully in their personal development and review process in order to achieve the knowledge and skills identified for this post.

MAIN DUTIES & RESPONSIBILITIES

CLINICAL:

- To take responsibility for assessing, planning, implementing and evaluating evidence based care for patients.
- To provide ongoing nursing care and support to patients and carers, promoting the role of the nurse and clinical excellence.
- To identify patients whose conditions become unstable and liaise with doctors and acute services appropriately.
- To network with other professionals in order to co-ordinate a multi-disciplinary approach to care provision.
- To be responsible for multi-agency care documentation in line with current practice.
- To ensure that patients are able to make an informed choice about their current and future care needs. Ensure that care is patient centred and confidentiality is maintained in line with Trust policy.
- To prioritise own workload and work autonomously when necessary.
- To provide support, guidance and supervision to junior staff.
- To assess the level of ongoing nursing needs for people who may need long term care.
- To liaise with the patients GP to provide sufficient information for ongoing primary care to be provided safely and efficiently.

LEADERSHIP / PROFESSIONAL

- Develop leadership skills and encourage all staff to lead by example in their individual roles
- Continuously uphold the core values and beliefs set by the clinical team.
- Act as a professional role model, through commitment to the integration into practice of Trust policies and procedures
- Contribute to formulating policies and strategies within area of practice.
- Contribute to the Clinical Governance processes, within the Community Integrated Team.
- Demonstrate an overall awareness of quality issues and a commitment to continuous quality improvement.
- Act in a manner to consistently support equality and diversity in all interactions.
- Ensure the reporting of incidents and complaints with the team, setting action plans and agreeing on appropriate measures to take if necessary.

EDUCATIONAL:

- Act as a mentor/preceptor and resource for all nursing and support staff encouraging a high level of motivation in all involved.
- Ensure clinical environment is conducive to supporting the education and learning of all staff and students
- Ensure that mentorship training is updated annually.
- Contribute to the clinical development of staff, supporting the teaching of practical skills to agreed competency levels for staff as identified in service action plans.
- Maintain own continuing professional development in accordance with CPD requirements and contribute to formulation of own objectives and personal development plan.
- Contribute to the delivery of orientation programmes for new staff and students.
- Promote awareness of current developments in the speciality and seek opportunities to further own knowledge, and that of other staff.
- Provide educational and supportive opportunities to pre-registration nursing students to ensure placements satisfy all requirements of their learning objectives.
- Develop skills to act in a support / advisor role to all members of staff and carers involved within the Community Integrated Team.
- Provide an environment that encourages involvement where patients ask for help, advice and education.

PERSONNEL:

- Participate in the induction and orientation of newly appointed staff.
- Assist in the supervision and development of junior members of the Community Integrated Team.
- Monitor the health, safety and security of themselves and other members of the Community Integrated Team, including identifying and assessing potential risk factors to maximise staff, patient and carer safety.

MANAGING RESOURCES:

- Contribute to budget management by ensuring that the most effective use of resources is maintained, reporting any anticipated budgetary pressure to the Team Leader.
- Promote a safe environment for the treatment of clients and protection of staff by ensuring the effective use of equipment and materials in compliance with health and safety and other relevant policies.
- Participate in product evaluation programmes
- Ensure the regular maintenance of technical equipment including calibrating where required and checking for faults.
- Participate in the acquisition of home loans equipment and other stock items.
- Assist in the organisation of efficient stock control systems, maintaining adequate levels of stock and promoting the most cost effective usage of these resources.

RESEARCH AND AUDIT:

- Demonstrate awareness of research process and resources available.
- Ensure an up-to-date knowledge of current evidence based practice. Support the implementation of research findings where appropriate to ensure quality of service and effective practice.

This job description is an outline of the key tasks and responsibilities of the role and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services, as well as the personal development needs of the post holder.

Where particular Directorates require the post holder to focus on specific issues and/or concern, this will be discussed through the performance management process

To adhere to all Trust Human Resources Management policies and procedures,

INFECTION CONTROL

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection Control manual. The postholder is also responsible for ensuring all their staff attends mandatory training, including infection control and to provide support to the Director of Infection Control.

HEALTH AND SAFETY

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.

The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.

SAFEGUARDING

Ensure that the policy and legislation relating to child protection and Safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns to the identified person within your department/division or area of responsibility.

SECURITY

The post holder has a responsibility to ensure the preservation of NHS property and resources.

CONFIDENTIALITY

The post holder is required to maintain confidentiality at all times in all aspects of their work.

TEAM BRIEFING

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

NO SMOKING POLICY

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER

Signed (Employee):

Date:

Signed (Manager):

Date:

Review Date:

Manager:

Date:

This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.



PERSON SPECIFICATION
POST: STAFF NURSE BAND 5

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	RGN/RN ADULT, with current NMC Registration or working towards Evidence of recent CPD	Degree/working towards or willingness to undertake. Mentorship qualification or willingness to undertake. Communication skills course or willingness to undertake
SKILLS/ KNOWLEDGE & UNDERSTANDING	Communication/assessment skills Ability to action/care plan Ability to undertake clinical observations Ability to deliver End of life/palliative care Knowledge of long term conditions IT skills Ability to work across organisational boundaries Understanding of relevant local and national policies	Research skills Teaching skills Management of self and workload.
EXPERIENCE	Recent community experience Care of older people/people with complex health and social care needs	Supporting junior staff Management of patients with long term conditions Management of patients towards end of life
PERSONAL ATTRIBUTES/ ABILITIES	Car Driver essential Self-awareness Self-motivated Team Worker Innovative Good time keeping Enthusiasm Empathy Flexibility	Assertive Confident Articulate
OTHER	Ability to maintain own professional development using competency skills framework and on-going portfolio	