

JOB DESCRIPTION

JOB TITLE:	Community Staff Nurse
BAND:	5
HOURS:	Full time and Part-time
LOCATION:	Harden Ward, Castleberg Community Hospital
MANAGERIAL RELATIONSHIPS:	<p>Internal: Ward Sister/Charge Nurse Clinical Lead – Intermediate Care All staff and Team Leaders within Community Services Service Managers and Assistant Director Operations Director of Nursing Medical Director HR Colleagues Staff side and Trade Union Representatives</p> <p>External: Local Authority, especially Social Services Primary care professionals and independent contractors Voluntary and community sector Service users and representative groups, community groups Other service providers</p>
REPORTS TO:	Ward Sister/Charge Nurse
MANAGERIALLY ACCOUNTABLE TO:	Clinical Lead for Intermediate Care
ACCOUNTABLE TO:-	Head of Community Services

JOB PURPOSE:

In pursuing these duties the post holder will ensure compliance with the NHS Constitution.

The post holder will be a registered Nurse responsible for ensuring the highest standard of clinical care is provided for patients, and is required to work flexibly to meet the needs of the service across Intermediate Care Services.

The NHS plan sets a challenging agenda of improvement, expansion and reform for health and social providers. This includes devolution of power and resources to the front line to give health professionals who deliver care the freedom to innovate. The competencies described are based on the NatPaCT PCT Competency Framework for Nurses, Midwives and Health Visitors (2003). The post holder will support the Senior Sister in the provision of strong clinical leadership and ensuring the principles clinical leadership are implemented at a local level within the designated team.

In pursuing these duties the post holder will ensure compliance with the NHS Constitution (details of which can be found at the following websites www.nhsemployers.org or www.dh.gov.uk/nhsconstitution)

The post holder must adhere at all times to the Code of Conduct as published by the Nursing and Midwifery Council, and must work within the policies and guidelines as laid down by ANHST .

GENERAL DUTIES:

CLINICAL

- Assess and implement patients' care plan to meet their individual needs.
- Provide nursing care for patients with relatively unstable and complex acute or long term healthcare needs.
- Undertake technical nursing treatments for a range of patients with varying health care needs.
- Administer and monitor medication consistent with protocols, standards and legislation.
- Provide psychological and emotional support to patients and carers.
- Develop own skills and knowledge including active participation in clinical supervision.
- Assist in the development and supervision of team members and in induction and preceptorship to ensure safe practice.
- Ensure completion of patient records are in accordance with NMC guidelines for record keeping to promote continuity of care and ensure a quality service is delivered.
- Comply with the requirements of the Caldicott Report, the Data Protection Act, and Access to Health Records Act and subsequent legislation issued in relation to confidential issues.
- Maintain awareness of care developments to ensure continued provision of quality care

LEADERSHIP AND MANAGEMENT

- Support the Ward Sister/Charge Nurse to manage the effective delivery of services within Castleberg Community Hospital.
- Assume responsibility for day to day provision of service.
- Support the implementation of policies, protocols and clinical guidelines within the team.
- Support the delivery of a quality service contributing to the development and evaluation of patient care, working with the wider multi-disciplinary team.
- Support the development of the multi-disciplinary team, ensuring effective working relationship and communication is maintained.
- Discuss issues related to individual patients with the multi-disciplinary team.
- Enable the other staff and students to deliver high standards of care.
- Ensure risk incidents are reported in accordance with ANHST procedures and agree actions with appropriate members of the team in response to these.
- Maintain a safe working environment, being aware of the necessity to comply with Health and Safety regulations

EDUCATION

- Develop own professional skills through identification of performance objectives with the Ward Sister/Charge Nurse and engage in the continuing personal development planning. Participate in performance review and appraisal.
- Contribute to the assessment of individuals learning needs participating in staff appraisal and personal development planning.
- Base practice on evidence of good practice and current research findings.

- Participate in the implementation of new ideas and research to promote better care.

Professional Registration/Codes of Conduct

Be aware of and comply with the relevant codes of conduct and practice set up by your professional regulatory body and maintain up to date professional registration appropriate to the post. Any breach of these codes may lead to action by the Trust independent of any taken by the regulatory or professional body.

Safeguarding Children & Adults

Understand and work within policies and local procedures relating to Safeguarding Children and the Protection of Vulnerable Adults.

Health & Safety

You are required to: co-operate with supervisors, managers and other employees to achieve a healthy and safe environment, to take reasonable care of your own health and safety and that of other persons who may be affected by your actions, to carry out your responsibilities in ways that help ensure a safe and healthy place of work.

In the course of your work you are to bring to attention of your supervisor or manager:

- Any situation which reasonably could be considered to represent a serious or immediate danger to the health and safety of any person
- Any matter which reasonably could be considered to represent a shortcoming in the Trust's health and safety protection arrangements

Manual Handling

Manoeuvre **heavy** goods and equipment and assist people to move, in accordance with manual handling regulations and good practice.

Right Care Values

Responsible for embodying, and encouraging in others, the Right Care Values, using the behaviours identified for each value as a basis for decision making and your behaviour. Also responsible for embedding the Right Care Values in all support to staff and line management processes; recruitment, performance management, sickness management and PDRs.

Equal Opportunities

Carry out your duties in line with Trust Equality policies and procedures, including relevant legislation, to deliver and promote equity of access to healthcare and equality of opportunity at work at all times.

Infection Prevention and Control

Be familiar with and follow the Trust Infection Control Policies and designated hand hygiene procedures appropriate to your post. In addition you should take action to report to your manager or appropriate person any incidents or poor practice that may result in the spread of infection.

Mandatory Training

Be aware of and undertake mandatory and other training requirements necessary for the successful and safe performance of your job, including relevant updates.

Information Governance

Maintain and process all information concerning patients, staff, contractors or the business of the Trust to which the post holder has access, without divulging such information to any third party or make use of information gained in the course of employment, except where this is clearly within the remit of the post holder and the other party's responsibility.

Any other duties necessary for the successful performance of the role.

Restriction on Smoking

The Trust is "Smokefree". You may not smoke in Trust owned buildings or grounds except in the designated smoking zones.

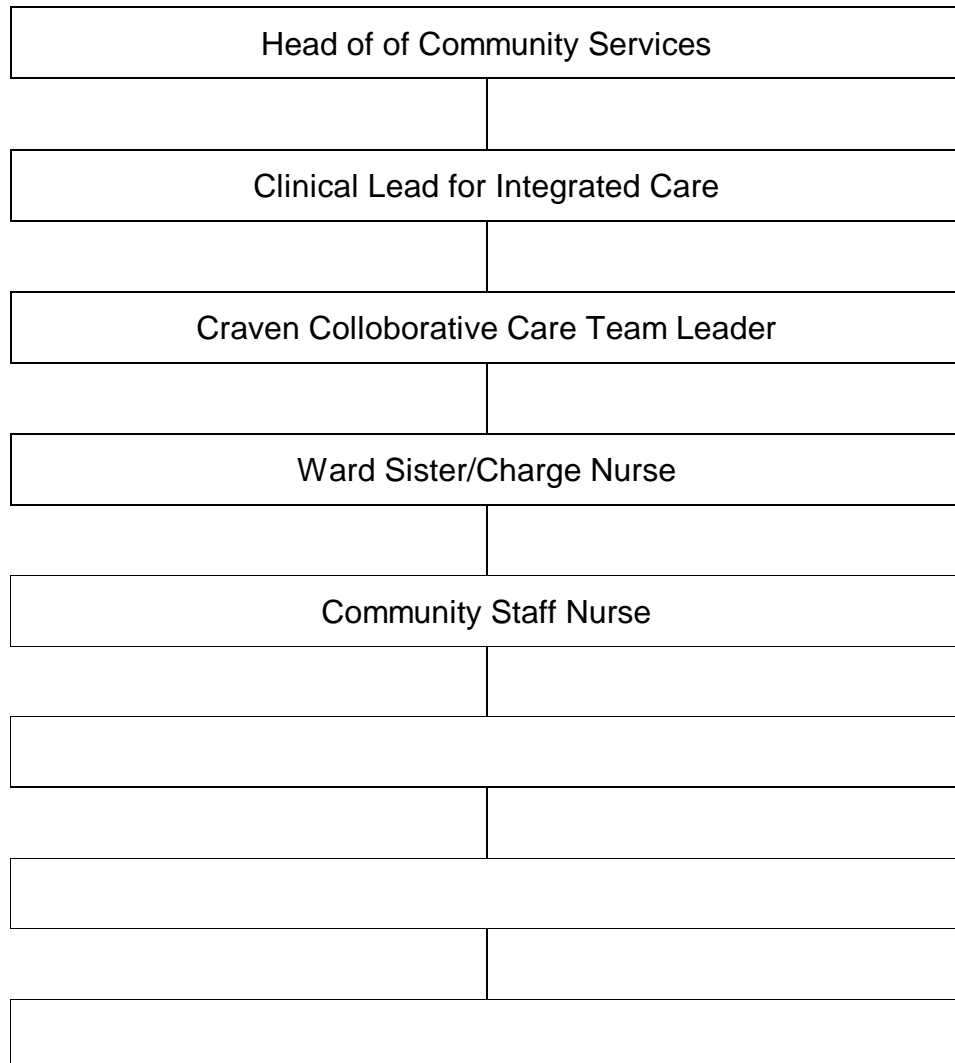
The Trust is committed to supporting staff in balancing their work and home lives and encourages staff to discuss their individual needs with their department in order to arrive at mutually satisfactory working arrangements.

This job description is a reflection of the current position and may change in emphasis or detail in light of service developments. It will be reviewed annually as part of the appraisal/performance development review process.

Date:

ORGANISATIONAL CHART

Managerial Organisational Chart



PERSON SPECIFICATION

TITLE OF POST	COMMUNITY STAFF NURSE
BAND	5
DEPARTMENT	HARDEN WARD
LOCATION	CASTLEBERG COMMUNITY HOSPITAL

REQUIREMENTS	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
SPECIALIST KNOWLEDGE / EXPERIENCE / COMPETENCIES	<ul style="list-style-type: none">• Understanding of the NHS Constitution and its implications• Registered Nurse• Able to assess patient with complex health care needs and develop care plans to meet needs.• Experience of risk management and governance.	<ul style="list-style-type: none">• Teaching & Assessment Qualification (ie ENB998).• Commitment to clinical supervision.• Palliative care experience• Wound management including Doppler skills• Phlebotomy experience• Post registration experience• Community Nursing Experience	Application Form Interview Portfolio/Prep Documents
COMMUNICATIONS	<ul style="list-style-type: none">• Excellent written and verbal communication• Ability to maintain accurate, timely and contemporaneous records• Excellent interpersonal skills		Interview
INFORMATION AND DATA POCESSING	<ul style="list-style-type: none">• IT skills (use of email, internet, word processing, etc).• Ability to input, amend and modify data.• Understanding confidentiality and Data Protection.	<ul style="list-style-type: none">• Use of SystmOne and EPMA (Electronic Prescribing Medicines Administration)	Interview

PERSONAL & PEOPLE DEVELOPMENT	<ul style="list-style-type: none"> • Ability to identify and develop own and others knowledge and skills. • Demonstrates ability to teach others. • Awareness of equality, diversity and rights. • Ability to delegate safely and appropriately. 	<ul style="list-style-type: none"> • Supervise and assess staff performance and development 	Application Form Interview
SPECIAL ATTRIBUTES	<ul style="list-style-type: none"> • Positive and flexible approach • Self motivated, pro-active and innovative • Commitment to patient-focused care and health improvement. • Ability to be flexible to cover the needs of the service, including weekends/bank holidays, where appropriate • Commitment to lifelong learning (self and others) • Commitment to quality and service improvements • Ensure best use of resources through effective skillmix and delegation. • Car driver/access to vehicle 	<ul style="list-style-type: none"> • Awareness of current issues and legislation in nursing and the wider NHS. 	Interview References
RIGHT CARE VALUES	<ul style="list-style-type: none"> • Honesty & Integrity • Listening & Communicating • Supportive & Approachable • Even Handed & Encouraging • Patient Centred & Compassionate • Leads by Example & Self Aware 		

OTHER	<ul style="list-style-type: none">Awareness of health and safety issues.		Interview
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