

### Job Description

<b>JOB TITLE:</b>	<b>Community Nurse, Band 5</b>
<b>WARD/DEPARTMENT:</b>	<b>Local Health Care Team</b>
<b>ACCOUNTABLE TO:</b>	<b>Team Lead</b>
<b>RESPONSIBLE TO:</b>	<b>Band 6</b>

Thank you for considering a role at the [West Suffolk NHS Foundation Trust](#)

### First for our patients, staff and the future



Our **patients** are at the centre of everything we do. The quality of care that we provide is our driving force. We strive to deliver the best patient outcomes and experience in the most appropriate setting available. We are committed to joining up services locally, collaborating with our partners and supporting our staff to make continuous improvements – no matter how big or small – that challenge us all to raise our standards.

We believe our **staff** must take good care of each other, so together we can take good care of our patients. We aim to build a fair, open and learning culture that is inclusive and supports all staff to develop their careers. We

want to be recognised as a great place to work.

Advancing our digital and technological capabilities to better support the health and wellbeing of our communities is vital. We want to be at the forefront of these changes and have an opportunity to progress this through the planning of a new healthcare facility. Together with patients, public and staff, we will shape health and care services that are fit for current and **future** needs, helping people to stay well and get well.

### Our values

We believe that how we do things is just as important as what we do.

Our Trust values of fairness, inclusivity, respect, safety and teamwork (FIRST) are the guiding principles and behaviours expected of our staff and which run through our organisation.

We use them to improve the services we provide to our community and the way that we work as a team and with our partners. As a member of our team, you will need to live these values, placing them at the heart of everything you do.



[You can find out more about our vision and values by reading our five-year strategy \*\*First for patients, staff and the future\*\* here.](#)

### **JOB PURPOSE:**

To contribute in the delivery of high standards of health care to patients within their own homes, residential care homes, and in clinics, by assessing, planning, implementing and evaluating care.

### **Working Pattern:**

The service operates between 8am and 6pm and you will be required to work shifts between these times.

You may be required to work a 24 hour shift pattern in the future, should this service be commissioned by the Trust.

### **KEY TASKS:**

- To assess, plan and deliver healthcare for patients, for example with long term conditions, palliative care and rehabilitation needs, to achieve quality of life and independence where possible.
- To work within the integrated team to facilitate early discharge from hospital.
- To work within the integrated team to prevent unnecessary admission to hospital.
- To work with all health care professionals, and statutory/non-statutory agencies to provide a seamless, integrated service to our service users.

### **JOB RESPONSIBILITIES:**

#### **Clinical**

The post holder will:

- Triage, assess, plan, implement and evaluate all aspects of patient care, and develop care plans which may need to be delivered from a range of options.
- Ensure informed consent is obtained and documented prior to initiating interventions.
- Following a holistic assessment, devise an individualised, evidence-based plan of care for each patient, modifying it as required.
- Assess patients' holistic needs, communicating complex and sensitive information to patients and carers.
- Use tactful and persuasive skills to gain the patient's co-operation in their care management plan.
- Liaise with GPs, Social Services, inpatient teams, other allied health care professionals and the voluntary sector to ensure identified needs are met and care co-ordinated.
- Maintain skills with regards to latest technology
- Participate in multi-disciplinary/multi-agency meetings as appropriate, e.g. Gold Standard Framework.
- Ensure own workload is planned and prioritised according to patient needs.
- Ensure patient held records are completed for each visit, and that SystmOne inputting is completed on a daily basis.
- Demonstrate dexterity and co-ordination when using specialist equipment and fine tools, advanced sensory skills, manual and mobilising skills.
- Contribute to the requisitioning of supplies and equipment through electronic ordering systems.
- Will be exposed to bodily fluids, infected material, blood products on a daily basis, therefore must utilise universal precautions and adhere to infection control policies.

#### **Professional**

The post holder will:

- Actively contribute to multidisciplinary team meetings and other meetings.
- Support all team members within the integrated team, respecting them, their roles and contributions.
- Be responsible for safe use and maintenance of equipment and supplies and be aware of budgetary constraints and work within these.
- Be accountable for own professional actions as determined by the Nursing and Midwifery Council code.
- Provide advice / training to less experienced staff and supervise / support staff and students, contributing to the induction process for new staff/students.
- Comment on draft policies.
- Maintain own continuous professional development and attend training as required to develop job role
- Be accountable for work you have delegated to others within the team, ensuring staff are competent to undertake delegated work.

### **Organisational**

The post holder will:

- Ensure adherence to Trust policies, and procedures.
- Undertake mandatory training as required.
- Undertake Personal Development Plans for junior staff members.
- Be aware of Trust's behaviour framework and ensure behaviours are embedded in role.
- Ensure Trust's behaviour framework is utilised when managing and supervising staff, and that behaviours are embraced and embedded within the team.
- Take part in clinical supervision as per Trust Policy.
- Demonstrate own duties to students, new starters and/or less experienced staff
- Provide mentorship for students undertaking pre/post registration course.
- Provide Preceptorship to new staff as appropriate
- Contribute to clinical audit as required.
- Complete risk assessments and incident forms as required.

### **Research & Development**

- May be required to undertake surveys or audits, as necessary to own work; may occasionally participate in R&D, clinical trials or equipment testing.

### **Safeguarding Clause**

- WSFT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. Rigorous recruitment checks are carried out and where applicable to the role successful applicants will be required to undertake a criminal records check via the Disclosure and Barring Service (DBS).

### **Infection Control**

- WSFT staff are responsible for protecting themselves and others against infection risks. All staff are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates.

### **Health and Safety**

- Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974), to ensure the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.
- To ensure that the Trust's Health and Safety Policies are understood and observed and that procedures are followed.
- To ensure the appropriate use of equipment and facilities, and the environment is maintained in good order.
- To take the necessary precautions to safeguard the welfare and safety of themselves, patients, staff and visitors, in accordance with the Health and Safety at Work Act.
- To undertake appropriate Health and Safety training to support safe working practice.

### **General**

- All staff are required to respect confidentiality of all matters that they learn as a result of the employment with the Trust, including matters relating to other members of the staff and members of the public/patients.

- Maintain appropriate patient and clinical records in line with the relevant policies and procedures, and in line with the agreed service specification.
- The post holder will be expected to actively participate in an annual appraisal of their work in line with the Knowledge and Skills Framework (KSF) where the job description will be reviewed and objectives set. In line with the annual personal development plan the post holder will be expected to undertake any training or development required to fulfil their role.
- Ensure that all patients, clients and colleagues are treated at all times in an equitable manner, respecting diversity and showing an understanding of diversity in the workplace.
- The post holder must carry out their responsibilities with due regard to the Trust's Equality and Diversity Policies, Procedures and Schemes and must ensure that equality is promoted at all times.

This job description is not exhaustive and may be amended from time to time. The post holder will be required to undertake any other duties as may be required for the effective performance of the post.

## Person Specification

REQUIREMENTS	ESSENTIAL	DESIRABLE	Evidence
<b>Education &amp; Qualification</b>	<ul style="list-style-type: none"> <li>• RN Qualification (Part 1 of register) or equivalent.</li> <li>• Current NMC registration</li> </ul>	<ul style="list-style-type: none"> <li>• Leg Ulcer Management</li> <li>• IV Administration /cannulation</li> <li>• ENB 998/mentorship preparation or equivalent</li> <li>• Mentorship qualification is essential for the post, but not essential at interview.</li> </ul>	Application and Interview
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Good communication skills which demonstrate tact, diplomacy, empathy and sensitivity</li> <li>• Able to communicate effectively (written and verbal)</li> <li>• Highly motivated</li> <li>• Able to provide high standards of care</li> <li>• Ability to use own initiative</li> <li>• Ability to manage stressful situations</li> <li>• Ability to be focussed undertake patient care and input accurate data/patient records</li> <li>• A team player</li> <li>• Able to work flexibly to accommodate patient/service needs</li> <li>• Able to communicate effectively where there are barriers to understanding</li> </ul>	<ul style="list-style-type: none"> <li>• Leg Ulcer Management</li> <li>• IV Administration /cannulation</li> <li>• ENB 998/mentorship preparation or equivalent</li> <li>• Mentorship qualification is essential for the post, but not essential at interview.</li> <li>• Previous experience working in the community</li> </ul>	Application and Interview
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Effective observational and reporting skills</li> <li>• Good time management skills</li> <li>• Good interpersonal skills</li> <li>• IT and standard keyboard skills</li> <li>• Leadership Skills</li> <li>• Able to kneel, bend and stoop, and work in cramped environments</li> <li>• Able to use specialist equipment requiring a high level of dexterity</li> <li>• Able to manoeuvre limbs of around 5-6 kg</li> <li>• Able to manoeuvre patients using handling aids</li> <li>• Clinical reasoning skills</li> </ul>		Application and Interview
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to travel to all rural locations to carry out the post</li> </ul>		Application and Interview

## GENERAL NOTES

### CHANGES TO JOB DESCRIPTION

The duties outlined above are subject to changes, after consultation with post holder, which meet the needs of the service as a result of the full implementation of the Trust Plans.

### INFORMATION TECHNOLOGY

Staff are expected to develop the IT skills necessary to support the tasks included in their post. They will, therefore be required to undertake any necessary training to support this.

### MAJOR INCIDENTS

The post holder is required to conform to the Trust's Policy, Strategy, Plans and Procedures for Business Continuity Incidents, Critical Incidents and Major Incidents (including for Security and Fire incidents), and is to contribute to the planning for such events. This is to apply to all Trust areas of responsibility, including the Community. Furthermore, the post holder is to attend mandatory training sessions and validation exercises as required.

### HEALTH AND SAFETY

West Suffolk NHS Foundation Trust recognises the importance of having happy, healthy staff in order to deliver the outstanding care we are so proud of. The Trust offers a wide range of benefits to help staff maintain and improve their health and wellbeing. The post-holder will be expected to prioritise their own health and to make use of the facilities and services available to them. Every member of staff also has a responsibility to contribute to creating a happy, healthy work environment for others and to look out for colleagues' health and wellbeing.

### QUALITY IMPROVEMENT

Continuous quality improvement is a core responsibility for everyone. Every member of staff's work ultimately impacts upon the quality and safety of the care we provide. All staff are expected to participate in continuous quality improvement in their immediate work areas. Training and support is provided.

### FREEDOM TO SPEAK UP / TO IMPROVE

It is the pledge of the West Suffolk NHS Foundation Trust to never walk by an opportunity to make things better for staff, patients and relatives. It is the responsibility of all staff to highlight any areas of concern.



opportunity to highlight

### CONFIDENTIALITY

In the course of their duties employees will have access to confidential material about patients and members of staff. On no account must information relating to patients/staff/individuals be accessed by **anyone** unless there is a legitimate reason, for example, medical staff in relation to direct patient care, investigation of a complaint. If there is any doubt as to the whether access is legitimate, advice must be sought from the Information Governance Team. Breach of this policy will be regarded as gross misconduct and could result in disciplinary action.

### INFECTION CONTROL

It is the personal responsibility of the post holder to adhere to the Trust policies and procedures outlined in the Infection Control Manual and any other Infection Control policies, procedures and practices which may be required from time to time.

### NO SMOKING POLICY

In recognition of the Trust's commitment to health promotion and its health and safety responsibility, the Trust has a no smoking policy that prevents all staff from smoking whilst on duty.

## Equality, Diversity and Inclusion

West Suffolk NHS Foundation Trust aims to ensure that no employee or job applicant receives less favourable treatment because of their age, disability, ethnicity, race, colour, nationality, ethnic or national origin or on the grounds of gender, gender reassignment, marital or civil partnership status, pregnancy and maternity, religion or belief, sexual orientation; or is disadvantaged by conditions or requirements which are not justified by the job to be done.

This also applies to patients. The Trust has a duty to ensure patients have the right to equal access, care and treatment. All employees are expected to comply with this policy.

## **DATA QUALITY**

The information that you record as part of your duties at the Trust must be 'fit for purpose', reliable and easily accessed by appropriate/authorised personnel. To achieve this standard the information must be: accurate, legible (if hand written), recorded in a timely manner, up to date and appropriately filed.

## **FREEDOM OF INFORMATION**

As an employee of the Trust, you are required to recognise a request from the public for information in accordance with the Trust's Freedom of Information Policy. All requests must be sent to the Information Governance Team.

## **INFORMATION ASSET OWNERS (IAO)**

All Corporate Managers & Heads of Department are expected;

- To understand how information assets in their departments are used and for what purposes
- How information is created, amended or added to over time
- Who has access to the information and why
- Who the information is shared with and how
- Carry out any risk assessments regarding the safe handling of information
- Ensure that staff are aware of Information Governance policy regarding handling of information

More information is available from the Head of Information Governance.

## **CODES OF CONDUCT FOR NHS MANAGERS**

Managers are required to carry out their duties in a manner which complies with the Codes of Conduct for NHS Managers Directions 2002.

## **STANDARDS OF BUSINESS CONDUCT & CONFLICT OF INTEREST**

The NHS Code of Conduct and Standards of Business conduct for NHS Staff require all employees to declare all situations where you or a close relative or associate has a controlling interests in a business [such as a private company, public organisation or other NHS or voluntary organisation] or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. All such interests must be declared in the register of interests either on appointment or when such interests are gained.

All employees are required to ensure they understand and adhere to the Trust's governance policies, such as Standing Orders and Standing Financial Instructions.

## **FRAUD, BRIBERY AND CORRUPTION**

The Trust has a zero tolerance stance towards any acts of Fraud, Bribery and all staff should make themselves fully aware and understand the contents of the Trust's Fraud and Anti Bribery Policies. Any such activities will be subject to disciplinary and/or criminal action by the Trust.

## **STANDING FINANCIAL INSTRUCTIONS**

All staff must comply with the Trust Standing Financial Instructions when committing the Trust to expenditure, including staff related costs.

## **SUSTAINABILITY**

In supporting the Trust's policy on Carbon Reduction it is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computer monitors and equipment when not in use, minimising water usage and reporting faults promptly.

## **ACTIVE TRAVEL**

The Trust supports the Cycle2Work scheme which helps an employee acquire a bike and safety accessories to the value of £1000, through their employer. An employee could make up to 42% savings on a brand new bike and safety accessories as they will not have to pay any tax on the benefit. There are 246 cycle storage spaces on the West Suffolk site.

*See the travel pages on the intranet for further details.*

## **NHS FOUNDATION TRUST**

Employees of West Suffolk NHS Foundation Trust automatically become staff members of the Foundation Trust, unless they choose to opt out.

On leaving the Trust, individuals automatically transfer to public membership, subject to their remaining in the catchment area, unless they request not to do so.



## POLICIES AND PROCEDURES

The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of the Trust, which the Trust may amend from time to time.

## COMMUNITY STAFF

This also includes the policies and procedures that were in place for the community staff before they transferred into West Suffolk NHS Foundation Trust.

## REVIEW & MONITORING

This policy and procedure will be reviewed and monitored annually by the Executive Director of Workforce and Communication in consultation with Trust Council

## WEST SUFFOLK NHS FOUNDATION TRUST

### TERMS AND CONDITIONS OF EMPLOYMENT

#### Band 5 Salary Scale:

Minimum	£28,407 pa
Increment 1	£28,407 pa
Increment 2	£30,639 pa
Increment 3	£30,639 pa
Increment 4	£34,581 pa
Increment 5	£34,581 pa
Increment 6	£34,581 pa
Increment 7	£34,581 pa

#### Pro rata for part time

Until such time as local pay determination policies have been agreed by the Trust and implemented, the Trust will, in determining the salary, take due account of the pay rates for this post, in NHS employment and any changes to those rates which the Secretary of State for Health may authorise from time to time.

New entrants will normally enter the salary scale at the minimum of the scale.

#### HOURS OF DUTY:

See NHS Jobs advert

#### ANNUAL LEAVE:

202.5 hours per annum plus public holidays (This is the annual leave entitlement for **full time employees who are working 37.5 hours per week** and will be pro rata for part time employees)

#### PENSION SCHEME:

All staff are eligible to join the NHS Pension Scheme. Under the scheme, contributions are deducted at source from salary. Deductions will automatically be made for eligible employees unless they opt formally to withdraw from the scheme. In order to opt out, employees should contact the Pensions Administrator at Serco on 0844 931 2005.

#### PERIOD OF NOTICE:

Two months

#### TERMS AND CONDITIONS OF SERVICE:

All terms and conditions of service are laid down by the West Suffolk NHS Foundation Trust, details of which can be seen in the HR Department.

#### PROTECTION OF CHILDREN AND VULNERABLE ADULTS:

The Trust is committed to carefully screen all successful applicants who will work with children or vulnerable adults via the Disclosure and Barring Service (DBS police check). These applicants will be informed during the interview process of the screening procedure.



**RETIREMENT POLICY:**

The Trust does not operate a compulsory retirement age for its employees and is committed to equal opportunities for all employees.

The Trust operates a flexible retirement policy and employees may voluntarily retire at a time of their choosing. Employees should inform their Line Manager in writing of their intention to retire, giving contractual notice in accordance with their contract of employment. Written notification should be given even if the employee intends to return to employment with the Trust after accessing their pension.

Employees should consider their pension provision and take independent financial advice before making any decision in relation to their retirement. Employees need to give the NHS Pensions Agency a minimum of five months' notice of their intention to retire and access their pension.

**LEASE CAR INFORMATION:**

The Trust operates a Lease Car policy, dependent on department facility, for those staff required to travel on Trust business in excess of 3,500 miles per year. If your department offers a 'business only' car, this can be provided at no cost and alongside managers discretion, or you can select a vehicle of your choice if you wish to have private use, and the appropriate charge will be made. Mileage will be paid at the Agenda for Change standard rate whilst waiting for delivery of your vehicle and, if you choose not to have a Lease Car, your business miles will be reimbursed at the rate of 24 pence per mile.

**SOCIAL AND GENERAL:**

The West Suffolk Hospital has two shops on site. Reasonably priced meals and snacks are available in the staff restaurant, and Courtyard Café. The hospital is sited in landscaped grounds and adjoins Hardwick Heath.

There is a swimming pool available to all staff at a subsidised rate, at the Moreton Hall Health Club. For further details, please refer to the Intranet.

The Trust has partnered with Abbeycroft Leisure to fund all staff free access to Abbeycroft Leisure centre activities; including Abbeycroft@home (live online and on demand group exercise classes) group exercise classes, gym and swim sessions, courts and pitches.

Abbeycroft@home offers live classes streamed every day, whilst the on-demand library of sessions are available to watch whenever you want. Classes include Zumba, clubbercise, Les Mills and much more.

**CHILDCARE:**

The West Suffolk Hospital Trust has access to a Childcare Co-ordinator, who can provide information on good quality childcare. The Childcare Co-ordinator can be contacted on 01284 712918. The Trust has an on-site Nursery, 'Busy Bees', accepting children from three months to five years. Enquiries can be made to the Manager by email to [westsuffolk@busybees.com](mailto:westsuffolk@busybees.com).

**April 2023**

Human Resources and Communications Directorate