

# Candidate Brief

## Community Staff Nurse

Job Description June 2021

## **A message from our Chief Executive, Daniel Elkeles**

Thank you for showing an interest in working with us. I am truly proud to be the CEO of Epsom and St Helier. As of autumn 2019 we are now CQC Good rated. We have secured £500m as part of the government's Hospital Infrastructure Plan to enable us to build a brand new Specialist Emergency Care Hospital and finish the refurbishment of the existing buildings on the Epsom and St Helier hospital sites. The new hospital buildings are planned to open in 2025.



We are an integrated health and care Trust, providing in partnership with local GPs, local mental health services, community providers and local authorities an ever increasing range of community services. These include adult community health, sexual health and children's therapies. These services are run as partnerships that we host, Surrey Downs Health and Care and Sutton Health and Care, and are at the forefront of joining together health and care for local people and are the future direction of travel for the NHS. We also run a GP practice in Leatherhead in partnership with a local GP.

We host and run some exceptional hospital based services including the outstanding rated South West London Elective Orthopaedic Service and the largest nephrology service in the UK, that isn't co-located with a transplant service.

I am committed to making the services that we are responsible for great places to work. In the past 5 years we have halved the % of posts that are vacant, we have spoken to 3,000 colleagues about what makes a good day at work and as a result introduced a new core value 'Respect'. We are working to put 'Respect' at the heart of everything we do. This means we want everyone who works with us to be able to do the best that they possibly can with opportunities available for everyone to grow and develop. It also means that there is no place for bullying, racism, discrimination or other poor behaviours. I am pleased to say that the 2019 NHS staff survey, which more staff contributed to than ever before, shows improvements across the board. There are lots more to do to get us to be an outstanding institution and I hope you will read the following job description and be inspired to want to be part of our future success.

You can find out more about how we are doing by looking at our website or following us and me on Twitter @daniel\_elkeles

I very much look forward to seeing you at Trust induction when you start the next stage of your career with us!

Best wishes

Daniel








## Our shared purpose

Developed by our patients and staff in the Your Voice Your Values project, 2018.



## All of us who work at Epsom and St Helier

Choosing to work at Epsom and St Helier means I choose to sign up to our values, behaviours and expectations.

-  Respect and value other people's views, experience and skills
-  Develop myself to be a great role model of our behaviours
-  Treat patients with respect and as equal partners in their care
-  Treat everyone fairly regardless of protected characteristics, profession, role or level
-  Speak up whenever I have a concern, give feedback respectfully, receive feedback gracefully, admit mistakes, resolve issues together
-  Respect myself, looking after my own health and wellbeing
-  Create a respectful environment free from disrespectful behaviour
-  Respect my role, doing a good job to meet my objectives as they change, and doing the best I can with available resources.

Our ambition is to provide an outstanding level of care to our patients and communities.

**Above all we value respect.** This means everyone at the Trust – whether a member of staff, a patient or their loved ones – can expect to be treated with respect, whatever their role or background. This ensures kind, positive, professional teamwork, delivering great care to every patient, every day.

By choosing to work here, you also choose to value and role model respect. This means having respect for the Trust and your roles and responsibilities, as well as colleagues, patients and anyone who interacts with the Trust.



We offer an extensive range of services, including cancer, pathology, surgery, and gynaecology to 500,000 people in south west London and north east Surrey. We operate two busy general hospitals, Epsom Hospital and St Helier Hospital, and run services from other locations, including Sutton Hospital.

St Helier Hospital is home to the South West Thames Renal and Transplantation Unit and Queen Mary's Hospital for Children, while Epsom Hospital is home to the South West London Elective Orthopaedic Centre (SWLEOC). Both Epsom and St Helier hospitals have Accident and Emergency departments (A&E) and Maternity services (Obstetrics).

We also play an active role in the local healthcare economy, and are the lead provider in two innovative health and care partnerships.

In Surrey Downs (that's the Epsom, East Elmbridge and Dorking areas), we have partnered with CSH Surrey, the three GP federations in the Surrey Downs area, and Surrey County Council (who are an associate member), to provide adult community health services. This innovative partnership is called Surrey Downs Health and Care.

In Sutton, we have joined forces with the London Borough of Sutton, Sutton GP Services and South West London and St George's Mental Health Trust to provide adult and children's community health services and sexual health services to local people. Together, we are called Sutton Health and Care – you can visit our website [www.suttonhealthandcare.nhs.uk](http://www.suttonhealthandcare.nhs.uk).

## Core Job Description

<b>Job Title</b>	Community Staff Nurse
<b>Area of Specialty</b>	Adult Nursing Services
<b>Grade</b>	Band 5
<b>Hours of Work</b>	37.5 per week
<b>Site</b>	One of three Integrated Locality Teams within Sutton
<b>Reports to</b>	Community Nursing Team Sister
<b>Accountable to</b>	Clinical Integrated Locality Manager

### Sutton Health and Care

Sutton Health and Care (SHC) is an innovative joint venture launched in April 2018 between local partner health and social care organisations, in which Sutton Community Services will be fully integrated to support the deliver a new care model for the people of Sutton. Hosted by Epsom and St Helier University NHS Trust the model ensures the breaking down of traditional organisational barriers to enable the provision of care that is wrapped around the patient. An Alliance Board representing all partners has been formulated to support consensus decision making. SHC vision is to deliver seamless excellent coordinated care that is person centred and of high quality care for people at risk of an unrequired hospital admission, and for those that required admission ensure they are supported promptly to get them home again as quickly as possible after hospital admission.

It will optimise outcomes by supporting people to maintain their skills and independence, and to have a positive experience of care, as close to home as possible.

We pride ourselves on having a highly dedicated team and offer a stimulating and dynamic working environment with a wide range of staff benefits and development opportunities. We are looking for employees who aspire to excellence, share our values & vision and can play a crucial role in our on-going achievements.

Our vision is to promote independence and health, to deliver high quality, to provide care within the heart of the patient's community. This is achieved through leadership and clinical excellence for our staff and involvement, self-care and personalisation for our patients.

### Overview of Post

The post holder will work as part of a multi-professional team managing a GP-aligned caseload of patients in the community, ensuring the needs of the patients are identified and met. Promoting the independence of patients, assisting them to maintain/or improve their own physical, psychological and social wellbeing.

To ensure that the service we deliver is adaptable and resilient, commercially focused and creates innovative solutions to enhance the patient experience.

### **Job Purpose**

- To work as part of a community integrated service that is responsive to the needs of housebound patients within a defined caseload.
- To reduce inappropriate hospital admissions, minimise hospital lengths of stay and support vulnerable clients at home by undertaking comprehensive holistic assessment and care plans in order to facilitate and coordinate packages of care in partnership with GPs, patients, health and social care colleagues.
- Work closely with aligned GP surgery, Clinical Commissioning Group and all relevant primary and secondary care and social care professionals, voluntary agencies and London Ambulance Service.

### **KEY RESULT AREAS/PRINCIPAL RESPONSIBILITIES**

- Act as an autonomous practitioner, working with the support of Senior Team Members.
- Provide high quality, comprehensive holistic assessment (including physical assessment) and treatments for patients and their families referred to the service utilising a Single Assessment Process to achieve person centred care. Provide assessments of risk and complex situations as required, utilising knowledge and skills to interpret and make accurate analysis of patients' and carers' needs.
- To work closely and communicate effectively with all members of the Primary Health Care team, ensuring attendance at GSF/MDT, participating in multidisciplinary working with internal and external agencies and partners.
- Manage the assessment, risk assessment, supply, review and safety of equipment used to support nursing care in the homes of patients.
- Assist in the professional development of junior team members with the support of the Nursing Team Sister.
- Maintain clear, concise and up-to-date records of care. Undertake data collection as required by the Clinical Commissioning Groups.
- Comply with the obligation to maintain data through RiO.
- Provide patients and carers with details of health care information and how they may access services. Act as a patient advocate, if required.
- Be proactive in offering health promotion and participate in health promotion activities, including health needs assessment for the caseload and local population.
- To participate in clinical supervision, appraisal and in-service training as identified on own personal development plan.
- To respond to complaints as delegated by the locality Sister.
- Supervise pre-registration students allocated to the team, providing mentorship and leadership as and when required.



- To contribute to the development of new nursing knowledge and support the implementation of evidence based practice using audit and other tools including user and stakeholder feedback.
- To keep a personal professional profile of study in line with NMC requirements.
- To identify own training needs to maintain and develop clinical skills and practice in line with NMC Fitness to Practice.

## Supplementary Information

**Equal Opportunities:** The Trust affords its employees equal opportunities in employment, training and development irrespective of sex, sexual orientation, gender reassignment, disability, marital/parental status, race, colour, nationality, ethnic origin, religion, hours of work, political beliefs, TU membership or age. The Trust has an Equal Opportunities Policy and all employees are expected to be aware of, and adhere to the provisions of this policy and to carry out their duties and responsibilities in accordance with this policy.

**Confidentiality and Disclosure of Information:** In the course of your normal employment you may come into possession of confidential information relating to patients, staff and the Trust's business and commercial information.

All employees have a responsibility to ensure the security of information and to comply with the Data Protection Acts, Access to Health Records and Computer Misuse Act. Disclosure of medical, commercial or personal information, systems passwords or other confidential information to any unauthorised person or persons will be considered at gross misconduct and may lead to disciplinary action, which may include dismissal.

**Health and Safety:** The Trust operates a Health and Safety Policy applicable to all employees. Employees must make themselves familiar with this policy and the responsibility placed on them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain safe environments for employees, patients and visitors.

**Infection Control:** The Trust is committed to the prevention and control of infection and operates an Infection Control Policy. It is the responsibility of all employees to be aware of the Infection Control Policy and procedures and the importance of protecting themselves, patients and visitors.

**Safeguarding Vulnerable Children and Adults:** The Trust and, therefore, every member of staff employed by the Trust has a statutory responsibility to safeguard vulnerable people i.e. children, young people and adults, to identify and report concerns or abuse. The roles and responsibilities of individual staff are documented within the Trust's Child Protection and Safeguarding Vulnerable Adult's Policies. Staff must be aware of their responsibilities with regard to attending in-house mandatory child/adult protection training and multi-agency training as appropriate to their role.

**Risk Management:** Risk is everybody's business! All staff have an individual as well as a corporate responsibility for risk. The outcome of effective risk management is the

provision of safe patient care during their episode of illness or treatment and also the provision of a safe Trust environment for patients, staff and the public. The Trust aims to have a 'Just and Fair' culture where there is low blame and wants to encourage staff to report incidents and identify risks. If the latter is carried out then lessons can be learnt and changes in practice will be implemented in order to improve the quality of patient care. You personally need to be adequately trained in risk management processes and the Trust provides a variety of risk related study days and courses. A list of these can be found in the Trust Training Brochure and it will be important that you take note of the mandatory courses which you must attend.

**Working Time Regulations:** The Working Time Regulations 1998 state that employees should not work more than an average of 48 hours per week based on a 26 week period. Employees who wish to exceed this number of hours must obtain management authorisation and will be required to sign an opt-out agreement which will be placed on file.

**Improving Working Lives:** In line with the NHS Plan, Epsom and St. Helier University Hospitals NHS Trust is making changes to improve the working lives of all staff. By helping staff to achieve good work life balance, we can develop higher standards of health care and patient choice. In order to support staff, the Trust offers a range of benefits including onsite day nurseries, school holiday clubs, complementary therapies, a cyber café for internet access, a wide range of staff discounts, various recognition schemes and annual events. There is a National Audit Instrument for Improving Working Lives, which involves the Trust being assessed against a set of national standards to ensure that it is making real and tangible improvements to the working lives of our staff.

**Smoking:** The Trust operates a strict no-smoking policy and employees are therefore not permitted to smoke onsite, except in designated areas.

**Alcohol and Drugs:** The consumption of alcohol and drugs is strictly prohibited whilst on duty. The Trust operates a Substance Abuse Policy which employees should make themselves familiar with.

**Security:** All employees are required to wear name badges whilst on Trust premises and are responsible for ensuring they understand their security responsibilities whilst on Trust property. Any security incidents should immediately be reported to the security office.

**Code of Conduct for Relevant Professional Body:** All staff must comply with the Code of Conduct for their relevant professional body (e.g. NMC, HPC, and GMC). Failure to comply with these codes may bring your fitness to practice into question and endanger your registration.

**Dress Code:** All staff are expected to abide by the Trust's staff dress code.

*Further information and copies of the Trust's Policies and Procedures can be found on the Trust's intranet, via departmental managers or within the Human Resources Department.*



## Community Staff Nurse – Band 5

### Person Specification

	Essential	Desirable	Method of Assessment
<b>Education/Qualifications</b>	Qualified RGN with current registration with NMC	Mentorship course or willing to work towards	Application Form, Interview
<b>Experience</b>	<p>Multidisciplinary team work</p> <p>Experience in managing the needs of complex patients</p> <p>Experience of conflict management</p> <p>Care Planning</p>	<p>Experience in working in a community setting</p> <p>Experience of mentoring students</p>	Application Form, Interview
<b>Skills/Abilities/Knowledge</b>	<p>Holistic Assessment skills</p> <p>Effective clinical skills</p> <p>Clinical reasoning skills</p> <p>Ability to promote self care of patients</p> <p>Excellent communication skills</p> <p>Ability to work unsupervised or with minimal supervision</p> <p>Willingness to develop existing skills and learn new skills</p> <p>Ability to demonstrate and use initiative</p> <p>Ability to work under pressure, balance multiple priorities and meet deadlines</p> <p>Appropriate care planning skills</p> <p>IT skills including keyboard and internet skills</p>	Extended Nursing Skills or working towards	Application Form, Interview, References.

	<p>Able to use email, carryout research and access e-patient records, access policies and procedures</p> <p>Able to demonstrate evidence based clinical practice</p> <p>Insight into current issues relating to delivery of community/primary care</p> <p>Understanding of the Care Quality Commission and policies</p> <p>Understand current trends in nursing and health</p> <p>Demonstrate an understanding of quality and risk</p>		
<b>Personal qualities</b>	<p>Commitment to working as part of a team</p> <p>Flexible and Enthusiastic</p> <p>Recognise individual rights in line with legislation, policy and procedures</p>		Application Form, Interview, References
<b>Other requirements</b>	<p>Driving licence and access to a vehicle for work.</p> <p>Willingness to ask for and take advice</p> <p>Ability to make decisions, using available evidence where necessary</p> <p>Commitment to team work</p> <p>Commitment to high standard of care</p> <p>Commitment to personal and professional development</p>		Application Form, Interview, References