

**Job Description**

<b>JOB TITLE:</b>	<b>Community Nurse, Junior Sister/ Practice Development Nurse</b>
<b>BANDING:</b>	<b>Band 6</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 7</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 provide clinical and supervisory leadership to junior staff and students within the team.
- To be responsible for the day-to-day planning and delivery of the nursing services within the community healthcare Team.
- To manage a caseload of patients with multiple and complex needs, using evidence based practise to assess, plan, implement and evaluate interventions, with the patient at the centre
- To provide specialist Nursing input into planning, development and evaluation of clinical services within the team.
- Role of Practice Development Nurse is to provide support and direct supervision to facilitate and enable clinical training and competency assessment of unregistered and registered nursing staff, including nursing apprenticeship students across the six Community Health Teams in West Suffolk.

The Practice Development Role will be protected supernumerary time to invest in the development of nursing staff across the 6 community healthcare teams, unless clinical priorities and safety dictate a requirement for the time to be non-Practice Development activity.

#### **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 and prescribe care packages for patients with long term conditions, the frail and elderly and palliative care
- To work alongside the Community Matron and Community nursing service and actively contribute to the development of the service
- 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
- Contribute to the induction and development of individualised training packages to meet the needs of nursing staff moving to the community setting.
- To work alongside staff to consolidate training and develop skills.
- To work closely and in association with the Clinical Skills and Education Team to ensure co-ordinated and consistent staff development. The role may include the delivery of training to community nursing staff where appropriate.

## JOB RESPONSIBILITIES

### Clinical

The post holder will:

- To manage a caseload of patients with healthcare needs within a designated population, using specialist knowledge to carry out assessments.
- Assesses, develops and implements individualised and specialist nursing care programmes in the community.
- To evaluate treatment interventions for the caseload and modify healthcare plans. To encourage the patient towards self-care and independence, and to provide training, education and advice.
- To work toward preventing inappropriate admission to acute hospital settings.
- To support discharges into the community.
- To effectively manage and oversee the triage of all referrals to the team.
- To ensure all aspects of care offered by the team meet with agreed national, professional and local standards.
- To be responsible for the coordination of the day to day planning and delivery of District Nursing services within the team, prioritising clinical needs and delegating where needed to provide an effective service.
- To be responsible with other senior colleagues to provide the total needs of the patient/client group, planning and delivering services.

### Professional

The post holder will:

- To establish and maintain multi-disciplinary communication and work collaboratively with the team patients, carers and other health workers and agencies involved in patient care.
- To promote awareness of the role of District Nursing within the wider health and social care economy. To ensure junior Nursing team members maintain robust communication systems within their own profession and with other professionals.
- To contribute to professional and other relevant meetings.
- To ensure verbal complaints are dealt with in a sensitive, effective and timely way in accordance with local and Trust complaints procedure.
- To ensure that self and all members of the team maintain up-to-date electronic and written records in accordance with professional standards and trust policy.
- To undertake 1-1's, PDR'S and support members of the team to develop and reach their potential and delegate as appropriate.
- To act as a mentor and take responsibility for preceptor programmes
- To contribute to a local induction process for all new staff in the team and all students on placement.
- To participate in and support the Practice Placement Education of individuals placed within the team. To plan, contribute and participate in training for the staff, including mandatory training.
- To apply highly developed specialist knowledge and skills in order to demonstrate professional competence and fitness to practice in multi-disciplinary services.(person spec)
- To maintain own portfolio and support other members of the team in maintaining theirs.
- To ensure that self and junior members of the team work effectively within the service to support the planning and achievement of local and Trust objectives.
- To be actively involved in integrated working across and between Health, Adult Community Services (ACS), and local voluntary and statutory agencies.
- To ensure self and junior staff members are aware of budgetary constraints and work within them
- To be responsible for monitoring and maintaining stock levels, advising on resources needed to carry out the service and stock security.
- To be responsible for submitting statistics and monthly returns for audit and monitoring purposes as required by the organisation
- To actively engage in practice development, evaluation, audit and research activities to promote Evidence Based Practice and ensuring this is reflected in your practice
- To participate in the recruitment and appointment of staff
- Be accountable for own professional actions as determined by the nursing and midwifery council code of conduct.

### Organisational

The post holder will:

- Undertake mandatory training as required.
- Participate in an annual Personal Development Review.
- Undertake Personal Development Plans for more other staff members.
- Take part in clinical supervision as per Trust Policy.
- Follow Trust policies, and local procedures, and use discretion in interpreting them according to the setting and circumstances.
- Comment on draft policies.
- Ensure absence reporting is undertaken as determined by Team Leader and Trust Policy.
- Contribute to clinical audit as required.
- Complete the staff survey as required.
- Complete risk assessments and incident forms as required.
- 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**

- West Suffolk Foundation Trust 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**

- West Suffolk Foundation Trust staff are responsible for protecting themselves and others against infection risks. All staff regardless of whether clinical or not 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 as required.

### **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 including, where appropriate, its management.

## Person Specification

REQUIREMENTS	ESSENTIAL	DESIRABLE	Evidence
<b>Education &amp; Qualification</b>	<ul style="list-style-type: none"> <li>• Diploma or 1st level degree in Nursing, or equivalent experience</li> <li>• RGN</li> <li>• Assessor/mentorship preparation; ENB 998 or equivalent</li> <li>• Current NMC registration</li> <li>• Evidence of continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Independent/supplementary prescribing qualification</li> <li>• Consultation skills</li> </ul>	Application and Interview
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Evidence of working at the relevant level within the community setting</li> <li>• Knowledge of additional specialist areas through in-house training and short courses</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a teaching role</li> <li>• Additional teaching qualifications</li> </ul>	Application and Interview
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Able to provide high standards of care</li> <li>• Able to work alone and under professional supervision.</li> <li>• Demonstrate tact and diplomacy</li> <li>• Demonstrate empathy and sensitivity</li> <li>• Ability to use own initiative</li> <li>• Good observational and reporting skills</li> <li>• Ability to manage stressful situations</li> <li>• A team player</li> <li>• Flexible approach to working hours/duties accommodate patient/service needs</li> <li>• The ability to travel to rural locations</li> </ul>	<ul style="list-style-type: none"> <li>• Cannulation / IV Therapy administration</li> </ul>	Application and Interview
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Be able to:               <ul style="list-style-type: none"> <li>○ Kneel, bend and stoop, and work in cramped environments</li> </ul> </li> <li>• Manoeuvre patients using handling aids</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**

Employees of the West Suffolk NHS Foundation Trust 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.

### **HEALTH AND SAFETY**

The post holder is required to conform to the West Suffolk NHS Foundation Trust's Policies on Health and Safety and Fire Prevention, and to attend related training sessions as required.

### **MAJOR INCIDENTS**

As the Trust is a receiving hospital for major incident casualties, the post holder is required to conform to the West Suffolk NHS Foundation Trust's Policy on Major Incidents and to attend related training sessions and exercises when required.

### **CONFIDENTIALITY**

In the course of their duties, employees will have access to confidential material about patients, members of staff and other Health Service business. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and/or treatment of the patient. If there is any doubt whatsoever, as to the authority of a person or body asking for information of this nature, advice must be sought from a superior officer. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. All identifiable information about patients and staff must remain secure at all times. Access to Computer systems is for work purpose only. Usernames and passwords must not be shared with others. Failure to observe these rules will be regarded as serious misconduct, which could result in serious disciplinary action being taken including dismissal.

### **POLICIES AND PROCEDURES**

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

### **INFECTION CONTROL**

It is the personal responsibility of the post holder to adhere to the West Suffolk NHS Foundation 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.

### **SAFEGUARDING CHILDREN & ADULTS**

All Staff within the Trust must share the commitment to safeguard and promote a child's or adult's wellbeing. As an organisation we need to ensure that all staff who come into contact with children/adults in their daily activities or provide services to adults with children or adults deemed at risk receives mandatory safeguarding training which is appropriate to their role. In addition to this you will be expected to work in accordance with the policies and procedures relating to Safeguarding children and adults that have been agreed by the Trust.

### **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 whether this be on or off the hospital site.

### **EQUAL OPPORTUNITIES**

West Suffolk NHS Foundation Trust's duty is to ensure that no existing or potential employees receive less favourable treatment on the grounds of sex, sexual orientation, race, colour, nationality, ethnic origin, religion or beliefs, marital status, age or disability, or are disadvantaged by conditions or requirements that cannot be shown to be justifiable. 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, recorded in a timely manner, up-to-date, appropriately filed.

All staff must monitor and take responsibility for data quality in their area. Data must be validated with the patient at every patient contact.

### **FREEDOM OF INFORMATION ACT 2000**

As an employee of West Suffolk NHS Foundation Trust, you are required to recognise a request from the public for Trust information and treat the request in accordance with the Trust's Freedom of Information Policy.

### **INFORMATION ASSET OWNERS**

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

### **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 AND BRIBERY**

The Trust has a zero tolerance stance towards fraud and bribery. All staff should be conversant with the Fraud and Financial Irregularities and Anti-Bribery Policies. Staff identified as having committed fraud or bribery will be subject to criminal and/or disciplinary action by the Trust. If you believe that fraud or bribery has occurred, this should be reported immediately to the Trust's Local Counter Fraud Specialist.

### **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.

### **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 6 Salary Scale:

Entry Level	£35,392 pa
Increment 1	£35,392 pa
Increment 2	£37,350 pa
Increment 3	£37,350 pa
Increment 4	£37,350 pa
Increment 5	£42,618 pa
Increment 6	£42,618 pa
Increment 7	£42,618 pa
Increment 8	£42,618 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, with minimum NHS Service** 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 NHS Shared Business Services 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 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