

JOB DESCRIPTION

JOB TITLE:	Clinical Assessment and Treatment Service Nurse
BAND:	Band 5
LOCATION:	St Leonards Hub, Dorset
ACCOUNTALBE TO:	IUCS Service Manager
LINE MANAGER:	Clinical Assessment and Treatment Service Clinical Team Leader
KEY RELATIONSHIPS:	Professionals, patients and service users and the wider public.
HOURS OF WORK:	Full/part time hours available. The post holder will be required to work flexibly to meet the needs of the service including 7 day working, bank holidays and overnight working required.
JOB PURPOSE:	<p>To work as part of the Dorset Integrated Urgent Care Service within the Clinical Assessment and Treatment Service. Delivering face to face nursing care to adults, who have been referred to the team, for the provision of a high standard of nursing care, promoting and sustaining independence/wellbeing for the individual or carer in the relevant setting, which will be in the community, residential or health care environment.</p> <p>To drive the IUCS vehicles, covering all of Dorset. To be flexible as required to support other IUCS visiting services.</p>

MAIN DUTIES AND RESPONSIBILITIES:

1. CLINICAL

- 1.1 Be responsible and accountable for all aspects of the practitioner's professional activities.
- 1.2 Being part of the Clinical Assessment and Treatment Service mobile team, being responsible for direct care of patients in their own homes, includes supporting patients requiring Palliative care.
- 1.3 Support the team with managerial/clerical duties within the St Leonards hub as required, which includes telephone duties.
- 1.4 Ensure that medical instructions are understood, adhered to and recorded.
- 1.5 Comply with the legal requirements concerning the care, administration and storage/disposal of medications.
- 1.6 Demonstrate sound understanding of clinical governance, clinical risk and ensure the implementation of evidence/ research based practice, to meet local needs.

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- 1.7 Ensure junior members of the team work to established standards of clinical practice and undertake regular clinical supervision sessions, in line with trust policy.
- 1.8 Ensure that you attend all Mandatory Training as and when required.
- 1.9 Provide health promotion advice to patients and carers, with on-going referral if required.
- 1.10 To assess the needs of patients in a variety of settings and formulate a plan of care. This may involve liaison with carers, other health professionals, GP's, consultants, hospital nurses, social workers, hospice staff, and specialist nurses, voluntary and statutory workers.

2. MANAGERIAL

- 2.1 Respect and care for patients property and ensure the economical use of nursing equipment.
- 2.2 To ensure that all equipment provided is maintained in good order.
- 2.3 Able to undertake personal development reviews for junior staff.
- 2.4 To undertake key managerial responsibilities as delegated by senior management.

3. ADMINISTRATIVE

- 3.1 To maintain timely, accurate, legible records of care provided, based upon the care plan incorporating all relevant communication and liaison.
- 3.2 To record all care given on relevant documentation (including electronic), at the time given.

4. HUMAN RESOURCES/WORKFORCE

- 4.1 To regularly work without supervision for all of the shift.
- 4.2 To undertake clinical supervision in line with Trust Policy, to further develop competence and clinical practice.
- 4.3 To ensure the team meets patient's needs through appropriate and timely actions.
- 4.4 Demonstrate the ability to communicate information, sometimes of a complex and sensitive matter and respond appropriately to patients, carers and staff.
- 4.5 Ensure timely and effective communication with the District Nursing Team Leads and/or Intermediate Care Leads on all team matters.
- 4.6 Ensure good communication is maintained within the team at all levels.

5. FINANCE/RESOURCES

- 5.1 Awareness of budgetary constraint when ordering stores of equipment for patients

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- 5.2 Ordering and monitoring equipment and stores taking into account budget restrictions.

6. RESEARCH AND DEVELOPMENT

- 6.1 Participate in surveys, regular audits relevant to the role as required.
- 6.2 To take responsibility for keeping abreast of developments and research relevant to clinical work and the profession.

7. INFORMATION/DATA

- 7.1 To maintain and ensure the highest quality of recording of patient data into the relevant record system in line with professional guidance and Trust Policy.

8. PROFESSIONAL RESPONSIBILITIES

- 8.1 To be accountable for one's own professional actions within the NMC Code of Conduct.
- 8.2 Confidential and personal information related to staff, patients and the Trust must not be disclosed or outside the place of work except in the proper discharge of duties.
- 8.3 Responsible for adhering to policies in relation to defined caseload or locality in the community.
- 8.4 Attend meetings and training sessions as necessary to ensure professional Competency is maintained.

9. ENVIRONMENTAL FACTORS

- 9.1 The post holder may be required to participate in the prevention and management of violence and aggression (PMVA) where required and following relevant training.
- 9.2 The role will require skills where accuracy is important e.g for patient interventions appropriate to profession such as intravenous injections, insertion of catheter, use of diagnostic equipment such as bladder scanners.....
- 9.3 Working conditions in the community are likely to provide exposure to unpleasant conditions, e.g., smells, noise, dust, body fluids, faeces, vomit, emptying bed pans, urinals and catheter bags, and aggressive behaviour.

SECTION B: TERMS AND CONDITIONS OF SERVICE

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1. Dorset Healthcare has a range of clinical, operational, financial, health & safety, risk management, human resource, equality & diversity and other policies, procedures and guidance, copies of which can be found on the Trust intranet or obtained from the line manager or Human Resources Department. The post holder is expected to be aware of all policies, procedures and guidance which applies to them and to observe their provisions at all times.
2. Employment in this post is subject to a Disclosure & Barring Service criminal records Disclosure. The post holder may be required to undertake a Disclosure application at any time during employment.
3. Staff are not permitted to smoke on Dorset Healthcare premises, either inside or outside, or inside Trust vehicles.
4. Staff are expected to undertake all mandatory training and refresher training appropriate to their role. This may include preventative management of violence and aggression (PMVA) and/or breakaway techniques, and cardio-pulmonary resuscitation (CPR). If in doubt as to which mandatory training applies to this post, advice should be sought from the line manager.
5. All staff who are required to handle food and drink other than for their own consumption must comply with the Food safety and /hygiene (England) Regulations 2013.
6. Dorset Healthcare is committed to promoting the welfare of children and vulnerable adults. Staff are expected to be aware of, and comply, with their roles and responsibilities in relation to safeguarding vulnerable groups.
7. Staff are expected to observe the highest standards of care and conduct and to engage constructively with managers, colleagues, patients/service users/carers and other in the course of their duties.

SECTION C: CORE ATTRIBUTES AND BEHAVIOURS

Staffs are expected to adhere to and demonstrate Dorset HealthCare's Core Values and behaviours at all times.

Values

Our values underpin all that we do and provide a sense of direction to people, teams and the Trust overall.

1. **Respect and dignity**

We value each person as an individual, respect their aspirations and commitments in life, and see to understand their priorities, needs, abilities and limits. We take what others have to say seriously. We are honest about our point of view and what we can and cannot do.

2. **Commitment to quality of care**

We earn the trust placed in us by insisting on quality and striving to get the basics right every time: safety, confidentiality, professional and managerial integrity, accountability, dependable service and good communication. We welcome feedback, learn from our mistakes and build on our successes.

3. **Compassion and Kindness**

We respond with humanity and kindness to each person's pain, distress, anxiety or need. We search for the things we can do, however small, to give comfort and relieve suffering. We find time for those we service and work alongside. We do not wait to be asked, because we care.

4. **Improving lives**

We strive to improve health and wellbeing and people's experiences of the NHS. We value excellence and professionalism wherever we find it – in the everyday things that make people's lives better as much as in clinical practice, service improvements and innovation.

5. **Working together for patients**

We put patients first in everything we do, by reaching out to staff, patients, carers, families, communities, and professionals outside the NHS. We put the needs of patients and communities before organisational boundaries.

6. **Everyone Counts**

We use our resources for the benefit of the whole community and make sure nobody is excluded or left behind. We accept that some people need more help, that difficult decisions have to be taken – and that when we waste resources we waste others opportunities. We recognise that we all have a part to play in making ourselves and our communities healthier.

7. **Being a learning organisation**

We wish to continue to be a learning organisation in partnership with Bournemouth University and other local academic organisations.

Behaviours

Our behaviours provide a guide to how we can bring our values to life and constantly remind us that how we do things is as important as what we do and achieve.

1. **Positive**

Embracing change and feedback, utilising constructive feedback to make improvements and promoting achievements of the Trust and others.

2. **Proactive**

Challenging unacceptable behaviours, showcasing learning and innovation, actively encouraging ideas and involvement from others.

3. **Supportive**

Being attentive, encouraging and helping others, giving and receiving feedback to enable people, teams and services to develop.

4. **Respectful**

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Empowering people to voice their opinion, introducing yourself and ensuring language is professional and inclusive.

5. Reliable and trustworthy

Being open and transparent, acknowledging errors, being honest about limitations and not over-promising.

SECTION D: CHANGES

This document represents a description of the job, and the skills, knowledge, experience and attributes required at the date of issue.

Dorset HealthCare will periodically review this job description and person specification to ensure that it continues to meet service needs and will involve the post holder/s in the review process with the aim of reaching agreement on any reasonable changes which may be required. In the event that agreement is not achieved, Dorset HealthCare reserves the right to insist on reasonable changes following consultation with the post holder.

**PERSON SPECIFICATION
COMMUNITY NIGHT NURSING STAFF NURSE, BAND 5**

1.	KNOWLEDGE, SKILLS AND TRAINING	ESSENTIAL	DESIRABLE
1.1	Registered practitioner to degree/diploma level	Yes	
1.2	Membership of the relevant Professional Body	Yes	
1.3	Learning and Assessing in Practice Qualification or equivalent practice assessors training, or ability to work towards	Yes	
1.4	Evidence of recent professional development in an up to date portfolio	Yes	
1.5	Knowledge and understanding of Trust Strategy relevant to role	Yes	

2.	JOB SPECIFIC EXPERIENCE	ESSENTIAL	DESIRABLE
2.1	Supervised experience gained during clinical placements	Yes	
2.2	Ability to mentor students / supervise other junior staff	Yes	
2.3	Recent previous experience within a comparable role	Yes	
2.4	Experience of contributing to the management of change	Yes	
2.5	Demonstrable knowledge of assessment and therapeutic interventions in area of practice	Yes	
2.6	Experience of developing programmes of care for an individual or groups of patients/clients and of providing advice	Yes	
2.7	Ability to prioritise and organise workload effectively.	Yes	

3.	MANAGERIAL/SUPERVISORY EXPERIENCE	ESSENTIAL	DESIRABLE
3.1	Experience of providing clinical supervision and mentoring to junior staff		Yes
3.2	Experience of demonstrating duties to junior staff	Yes	

4.	FINANCE/RESOURCES	ESSENTIAL	DESIRABLE
4.1	Able to effectively manage available resources in the pursuit of quality service provision ensuring a safe environment	Yes	

5.	INFORMATION TECHNOLOGY/RESOURCES	ESSENTIAL	DESIRABLE
5.1	Able to evaluate data and produce reports using Microsoft Excel and Word	Yes	
5.2	Experience of using electronic patient / service user record systems	Yes	

6.	PERSONAL QUALITIES/ATTRIBUTES	ESSENTIAL	DESIRABLE
6.1	Evidence of demonstrating the Trust's values and behaviours.	Yes	
6.2	Able to communicate effectively at different levels of the organisation and with staff, patient/service users, visitors or external organisations both verbally and in writing in the exchange of complex, sensitive or contentious information which may require the use of negotiating and/or persuasive skills.	Yes	
6.3	Able to overcome barriers to understanding where there are physical or mental disabilities.	Yes	
6.4	Able to analyse and assess situations and to interpret potentially conflicting situations and determine appropriate action, where there is a range of options and judgement is required.	Yes	
6.5	Experience of planning and organising ongoing activities, e.g. organise own time and that of junior staff and learners	Yes	
6.6	Ability to use own initiative within sphere of authority	Yes	
6.7	Demonstrable ability of using tact and diplomacy	Yes	
6.8	Demonstrable ability to analyse situations and provide a resolution	Yes	
6.9	Knowledge and understanding of legislation relevant to practice	Yes	
6.10	Ability to evaluate care leading to improvement in quality standards and service improvement	Yes	
6.11	Demonstrable leadership qualities and the ability to perform as a role model	Yes	
6.12	Willingness to advance own clinical knowledge, skill and competence based on current evidence	Yes	

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7.	BUSINESS TRAVEL	ESSENTIAL	DESIRABLE
7.1	Subject to the provisions of the Equality Act, able to travel using own vehicle on Trust business.	Level 1/2*	

8.	ADDITIONAL REQUIREMENTS	ESSENTIAL	DESIRABLE
8.1	Demonstrable skills in written and spoken English to a standard which enables the post holder to carry out the full range of duties and responsibilities of the role effectively.	Yes	

****Essential / desirable car user definitions***

Level 1 – (Essential) post holder is required to:

- travel an average of more than 3,500 miles a year;
- or travel an average of at least 1,250 miles a year; and necessarily use their car an average of 3 days a week; or spend an average of at least 50% of their time on such travel; including duties performed during the visits;
- or travel an average of at least 1,000 miles a year and spend an average of 4 days a week on such travel, including the duties performed during the visits.

Level 2 – (Essential) users who use their own vehicles for official journeys other than in the circumstances described under Level 1 above.

Level 3 - (Desirable) non-essential car users who may exceptionally be required to travel on Trust business where such journeys could also be reasonably made by public transport.