

JOB DESCRIPTION

JOB TITLE:	Community Staff Nurse
PAY BAND:	Band 5
LOCATION:	Dorset Wide
ACCOUNTABLE TO:	Lead District Nurse
LINE MANAGER:	District Nurse/ Community Sister
KEY RELATIONSHIPS:	Professionals, patients and service users, and the wider public
HOURS OF WORK:	This is a full time/part time post. The post holder may be required to work flexibly to meet the needs of the service.
JOB SUMMARY	<p>To provide a high-quality person-centred approach to care delivery which always considers people's safety, privacy and dignity.</p> <p>To undertake assessment of patients / service users care needs and develop programmes of care as part of the wider multi-disciplinary care team.</p> <p>To provide advice to patients/ service users and carers regarding their care.</p> <p>To plan, implement and review health improvement programmes in a range of settings.</p> <p>Provide supervision, mentorship, and clinical support to students and junior staff in the team.</p>

SECTION A: MAIN DUTIES AND RESPONSIBILITIES

1. CLINICAL RESPONSIBILITIES

- 1.1 To assess, plan, implement and evaluate treatment and care to people on an allocated caseload; promoting independence and autonomy; working within a multi-disciplinary team.
- 1.2 Advance own clinical knowledge, skill and competence based on current evidence through educational programmes.
- 1.3 Provide advice to others regarding the management and care of patients/service users.
- 1.4 To demonstrate clinical effectiveness by use of evidence-based practice and outcome measures.
- 1.5 Plan, implement and review health improvement programmes in a range of settings.
- 1.6 Recognise, assess and manage risk across the immediate and wider working environment ensuring statutory requirements are met.
- 1.7 To be responsible for patient safety through knowledge of systems, legal requirements and understanding of litigation.
- 1.8 To communicate effectively in verbal and written form in the exchange of complex, sensitive or contentious information in difficult situations using de-escalation, mediation, resolution and professional Duty of Candour.
- 1.9 To evaluate care, taking appropriate action leading to improvement in quality standards through clinical audit, and contributing to root cause analysis and dealing with complaints.

2. MANAGERIAL RESPONSIBILITIES

152-C023.24

- 2.1 To inspire team members and demonstrate leadership qualities through delivery of the service, working with others, demonstrating personal qualities, supporting continuous service improvement, and setting direction.

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- 2.2 Support the management of change through innovative thinking, use of negotiating skills, self-awareness and communication.
- 2.3 Act as a role model and promote the Trust Behaviours of being proactive, positive, respectful, supportive, reliable and trustworthy.
- 2-4 Deputise for the clinical Deputy Team Leader in their absence, carrying out day to day supervision of the team.

- 3. **RESPONSIBILITY FOR HUMAN RESOURCES / WORKFORCE**
 - 3.1 Provide peer support to and receive peer support from other colleagues.
 - 3.2 To provide supervision, regular advice/guidance/support to more junior staff.
 - 3.3 Assisting with the induction and training of qualified and unqualified members of the team, students and preceptorship staff, including acting as mentor/preceptor as appropriate.
 - 3.4 To provide clinical supervision and mentor junior members of the team.

- 4. **RESPONSIBILITY FOR FINANCE / RESOURCES**
 - 4.1 To be responsible for the cost-effective use of and care of equipment and the maintenance of stock for sphere of activity.

- 5. **RESEARCH & DEVELOPMENT**
 - 5.1 Participate in surveys, regular audits, evaluation of practice and clinical trials relevant to role as required.
 - 5.2 To take responsibility for keeping abreast of developments and research relevant to clinical work and the profession.

- 6. **POLICY & SERVICE DEVELOPMENT**
 - 6.1 Follows policy, commenting on proposals for change in policies, procedures and practices applicable to their area of practice.

- 7. **RESPONSIBILITY FOR 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.
 - 7.2 Provide quality information relevant to role using Trust record systems using Microsoft Office components such as Word and Excel.

- 8. **PROFESSIONAL RESPONSIBILITIES**
 - 8.1 Ensure that personal performance meets job requirements, Professional Codes and standards, Trust and post competency standards always.
 - 8.2 Ensure the required level of IT competence required for the role to process, record, evaluate, and report data.
 - 8.3 Demonstrate commitment to the role and to service improvement through innovative thinking and assisting with small scale projects.
 - 8.4 Challenge poor practice and take appropriate action making full use of current support systems.
 - 8.5 Provide a positive, compassionate role model to junior staff and colleagues to ensure the delivery of people centred care and the key components of compassionate care.
 - 8.6 Create effective teamwork across professional boundaries using team building skills, creating common goals, and through engagement.

- 8.7 Respect and apply the requirements of equality and diversity, promoting and role modelling these across the multi-disciplinary team.

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 highly developed physical skills where accuracy is important e.g., for patient interventions and specialist therapy appropriate to profession and area of practice such as use of specialist equipment and fine tools; manual, sensory and cognitive assessment and treatments, intravenous injections, insertion of catheters, removal of sutures; use of diagnostic equipment such as audiometers.

**PERSON SPECIFICATION
COMMUNITY 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	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		
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	
2.8	Trained in PMVA techniques or willing to be trained.	Yes	
3.	MANAGERIAL/SUPERVISORY EXPERIENCE		
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		
4.1	Able to effectively manage available resources in the pursuit of quality service provision ensuring a safe environment	Yes	
5.	INFORMATION TECHNOLOGY/RESOURCES		
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		
6.1	Evidence of demonstrating the Trust's values and behaviours.	Yes	

6.2	Able to communicate effectively at different levels of the organisation 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	
7.	BUSINESS TRAVEL		
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		
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.

