



JOB DESCRIPTION

For the post of:
COMMUNITY STAFF NURSE
at

BLACKPOOL TEACHING HOSPITALS NHS FOUNDATION TRUST

JOB TITLE:	Community Staff Nurse
BAND:	Band 5
RESPONSIBLE TO:	District Nursing Sister/Charge Nurse
ACCOUNTABLE TO:	Director of Community Health Services
DBS DISCLOSURE:	'This post is subject to an Enhanced Criminal Records Bureau Disclosure'

INFECTION PREVENTION AND CONTROL:

The post holder must comply with all relevant policies, procedures and training on infection prevention and control.

JOB SUMMARY

To work as part of a Community integrated Nursing and therapy team working in the Community undertaking nursing duties in patients homes, clinics and health centres.

To assess, plan, implement and evaluate programmes of care and when necessary modify same, reporting changes to the Nurse in charge and other members of the multi-disciplinary team.

To assist the Senior Nurse in the day to day management of the Integrated team in consultation with and deputising for the senior nurse in her absence following in house training.

DUTIES AND RESPONSIBILITIES

CLINICAL

- Develop and demonstrate underpinning knowledge and clinical competence at advanced skills which include:
 - Central line care
 - Wound care (simple and complex)
 - Tracheostomy care
 - Vaccination and Immunisation
 - Phlebotomy (Difficult and routine)
 - Syringe driver use and care
 - Doppler assessment – diagnostic & ongoing
 - Cross-prescribing
 - Chronic Disease reviews
- Ensure up to date and accurate clinical records are kept, maintained and available to all members of the team in line with Trust policy.
- Provide evidence based clinical practice to all members of the Integrated team and others involved in holistic patient care.
- Communicate condition related information to patients, and/or their relatives/carers, in order to ensure that comprehensive holistic patient care is assured and resources, e.g. dressings, equipment, are used in the most effective way.
- Provide palliative and terminal care to patients and support and advice to carers.
- Working in partnership with Carers/Community Matrons, provide care, support and advice to patients with chronic conditions such as asthma, diabetes, multiple sclerosis, Parkinson's disease, Alzheimer's disease.
- Teach patients and carers in order to promote independence or facilitate care in the terminal stages of illness.
- Consider the emotional needs of patients and significant others at all stages of the caring process.
- When requested undertake Continuing Care Needs Assessments as part of a multidisciplinary team and complete relevant documentation.
- Build effective relationships with all members of the team and multi-disciplinary teams.

- Verify expected deaths and complete the relevant documentation.
- Demonstrate the ability to concentrate on intricate clinical interventions despite interruptions, surrounding noises and distracting household activity.
- May be required to make decisions alone, without immediate support in a non-judgemental way, in a variety of environments.
- Be able to use and demonstrate the use of moving and handling equipment such as hoists and sliding sheets in according to Trust policy.
- Advise on the appropriate use and maintenance of all equipment supplied by the Trust.
- Administer medications prescribed or medications using patient group directions e.g. influenza vaccine correctly documenting same.
- Ensure excellent standards of practice within the team by continually striving to maintain and improve clinical standards, implementing quality initiatives e.g. essence of care and leading by example.
- On completion of training will undertake V150 Non-medical prescribing.

MANAGEMENT

- Plan and organise own activities and that of the Integrated team in the absence of the Senior Nurse. These activities may vary in complexity, require peer support and/or liaison with another Senior Nurse.
- In the absence of the Senior Nurse, delegate work appropriately to other members of the Primary Health Care Team or Carers as necessary.
- In the absence of the Senior Nurse, be responsible for the day to day professional supervision of other members of the Integrated team.
- Maintain accurate, up to date nursing, administrative and statistical information, ensuring that local and legal requirements are met.
- Participate in a yearly Appraisal and ensure that a Personal Development Plan (PDP) is developed and reviewed on an annual basis.
- Undertake the role of 'Link Nurse' if requested and provide feedback to colleagues.

- Ensure that stock is kept safely and that levels are maintained according to need and in line with Trust Policy.
- Attend and participate in staff meetings and provide feedback to colleagues.
- Participate in clinical audit and the implementation of action plans resulting from audit.
- Undertake risk assessments, identifying hazards to minimise risks at each visits and sharing concerns with manager/colleagues.

EDUCATIONAL

- Demonstrate fluency in a range of practical skills and develop these skills in other community staff and pre-registration student nurses.
- Undertake the role of mentor and preceptor.
- Be involved in induction programmes for new staff members, by providing support, one to one teaching and supervision.
- Disseminate evidence based practice, trust policies and protocols at team meetings.
- Attend and participate in courses, which include mandatory/statutory updates and continuing professional development, as required or requested by the Trust ensuring completion of the training passport.
- Know how to access research based information.
- Keep abreast of current trends and developments in primary health care.

PROFESSIONAL RESPONSIBILITIES

- Ensure professional registration maintained annually.
- Uphold the Nursing and Midwifery Council's Code of Conduct at all times and maintain an up to date professional profile.

- Provide and receive information, where advanced communication skills are required, in order to reach agreement or co-operation, or because there are barriers to understanding for example patients with learning difficulties, hearing or visual impairment.
- Impart empathy and reassurance while motivating and inspiring patients to be as independent as their condition allows.
- Communicate information of an unexpected and distressing nature to patients and significant others.
- Cope with the emotional effort required to handle unexpected exposure to highly distressing and highly emotional circumstances, challenging behaviour, aggression or family breakdown.
- Assess and evaluate the risks associated with being a lone worker and comply with Trust Policy.
- Promote health education and support initiatives in health promotion and public health`.
- Be prepared to work at any location within the community for self-development and the needs of the service.
- Obtain valid consent as per Trust Policy, prior to undertaking any intervention.
- Understand the implications of Safeguarding Children/Adults and the Mental Capacity Act.

GENERAL REQUIREMENTS

1. Quality

Each member of staff is required to ensure that:

- a) The patient and customer is always put first
- b) That in all issues, the patient/customer requirements are met and all staff contribute fully to achieving the Trust corporate goals and objectives.

2. Confidentiality

Each member of the Trust's staff is responsible for ensuring the confidentiality of any information relating to patients and for complying with all the requirements of the Data Protection Act whilst carrying out the duties of the post. Any breaches in confidentiality will be dealt with by the Trust's Disciplinary Procedure and may result in dismissal.

3. Health and Safety

Each member of the Trust's staff is responsible for ensuring that they carry out the duties of their post in accordance with all appropriate Health and Safety legislation, guidance and procedures and they do not, by any act or omission on their part, create a threat to the Health and Safety of any other person.

4. External Interests

Each member of the Trust's staff is responsible for ensuring that any external interest they have does not conflict with the duties of their posts and they must disclose the external interest if this is likely to occur, or if they are in doubt about a possible conflict of interest.

5. Mandatory Training

Each member of the Trust's staff has a statutory obligation to attend mandatory training. It is the responsibility of each member of staff to ensure that they comply with this legal requirement.

6. Flexibility

This job description is intended to act as a flexible guide to the duties of the post and therefore will require revision in consultation with the post holder to reflect the changing requirements of the post, to enable the Trust to achieve its corporate goals and objectives.

10. Working Relationships

GP Practice
Community Matrons
Therapists
Enhanced Primary Care staff
Management Team
Social Services
Nursing Colleagues