



## **CONTINUING HEALTHCARE COMMUNITY & MENTAL HEALTH DIVISION**

### **JOB DESCRIPTION**

Post:	Registered Nurse Continuing Healthcare
Grade:	Band 5 C709
Hours:	Full time /part time
Base:	South Gwent
Responsible to:	Case Manager/s Continuing Healthcare

### **ROLE SUMMARY:**

The post holder will work as a member of the Continuing Healthcare registered nurse team to assess, plan, implement and evaluate care under the direction of the Case manager. To monitor competency levels of healthcare support workers to ensure the provision of effective, efficient, appropriate quality care to patients with complex needs in the community.

### **Key Responsibilities:**

- Successfully complete a locally approved orientation programme.
- To accept professional responsibility and delegated care to patients with complex care needs who require 24hr care or peripatetic visits.
- To assess, plan, implement and evaluate care under the direction of the Case Manager
- To be committed to assuring the quality of care delivered, monitoring & evaluating standards of care.
- To be aware of and demonstrate practice based on current advances in nursing.
- To maintain, update and develop your professional skills, and attend in service and post basic education as required.
- To work towards and keep up to date with clinical skills required for the post e.g, venesection, supra pubic catheterisation etc
- To act as an advocate for patients and their significant others. To maintain accurate records/standards for documentation including IT, data collection and input.
- To monitor and support a small team of healthcare support workers
- To liaise and communicate with members of the multidisciplinary team.
- Monitor standards of care
- Participate in clinical audit and data collection ensuring reports and information are delivered on
- To manage the caseload in the absence of the Case manager/ Deputy team leader

- To participate within the Complex Care department on meeting the Clinical Governance Agenda.
- To work with the departments to improve services and be a positive champion for any change proposed.
- To be familiar and comply with ABHB Policies and Procedures.
- To ensure all accidents, incidents and complaints are reported and to assist in the investigation of them.
- Participate in the recruitment and retention strategies for the department
- To participate and contribute to annual review in line with KSF, being cognisant of service needs.
- Adhere to the NMC Code of Professional Conduct.
- To contribute to the ABHB wide nursing agenda
- Contribute to meeting the learning needs of the team, sharing expertise

This job description is not an exhaustive list of responsibilities but more an outline framework against which the post holder will be given flexibility to define the detail. The post may be liable to changes &/or variation dependent upon service needs, but this will be undertaken in consultation with the post holder.

## **1. CLINICAL**

- 1.1 To deliver a high standard of nursing care to complex healthcare patients.
- 1.2 To assist in the planning and implementation of care for the patient
- 1.3 Keep accurate records of care given.
- 2. To develop and maintain own clinical skills.
- 2.1 To teach and assist the HCSW give ongoing nursing care, and support them in this role.
- 2.2 To liaise closely with the Case managers/deputy case managers to ensure effective communication regarding patient healthcare needs.
- 2.3 To be conversant in the functions of equipment required.

## **3. EDUCATION & TRAINING**

- 3.1 Participate in the education of student nurses and nurses undertaking other courses and demonstrate paediatric care to other professional as requested.
- 3.2 Identify education needs of self and participate in performance review of junior staff and participate in mentorship for students and junior staff.
- 3.3 To maintain, update and develop your professional skills, and attend in service and post basic education as required.
- 3.4 To give assistance with in-service training to new staff and students who require community experience.
- 3.5 Be aware of research and its implications to practice and prepared to be involved in research projects as required.

## **4. PROFESSIONAL**

- 4.1 To ensure eligibility to practice by maintaining registration with NMC.

- 4.2 To be aware of and comply with the NMC Code of Professional Conduct.
- 4.3 To participate in Clinical Governance as required by the Senior Nurse, Continuing Healthcare Team.
- 4.4 To maintain up-to-date knowledge of Professional Practice.
- 4.5 To participate in research development.

#### **4. GENERAL**

- 4.1 To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirements of the Health & Safety Regulations.
- 4.2 To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity.
- 4.3 To work at all times as part of the Healthcare Team.
- 4.4 To ensure that no person receives less favourable treatment than another on the ground of sex, marital status, race, religion, creed, colour, nationality, ethnic or national origin, or sexual orientation.
- 4.3 To comply with all policies and procedures as laid down by the Aneurin Bevan Health Board.
- 4.4 To undertake such other duties as may be required from time to time as are consistent with the responsibilities of the grade and the needs of the service.

#### **5. Health & Safety**

To perform duties in a manner which will ensure the Health & Safety of all persons who may be affected by your acts or omissions at work and co-operate with the Aneurin Bevan Health Board to ensure that statutory and departmental regulations are adhered to.

#### **6. Confidentiality**

Many of the duties of the post are of a confidential nature and disciplinary action will be taken in the event of any breach.

#### **7. Data Protection Act**

All staff are reminded of their duties and responsibilities as employees under the Data Protection Act 1984, to ensure that personal data is not negligently or unlawfully handled or disclosed to unauthorised persons.

#### **8. REVIEW**

This job framework is a guide to the duties that you will be expected to perform immediately on your appointment. It is not part of your contract of employment and your duties may well be changed from time to time to reflect organisational and managerial change within the Health Board.

## PERSON SPECIFICATION

POST: Registered Nurse Continuing Healthcare Band 5 provisional

Attribute	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Registered Nurse with relevant post registration experience</li> <li>Evidence of Continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>Diploma level education</li> <li>A degree relevant to nursing or Professional Practice or working towards</li> <li>NVQ A1</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Relevant post registration experience</li> </ul>	Experience of working a community setting
Knowledge	Knowledge of nursing procedures. Ability to act as a mentor to junior staff	Knowledge of continuing NHS care Knowledge of NVQ award
Skills	Effective communication and interpersonal skills  Expanding nursing skills	IT skills ECDL
Personal Qualities	Team Player  Self motivated Adaptable/ Flexible approach to work  Able to deliver consistently and under pressure	High performance  Demonstrates self awareness
Further criteria	Flexibility with working hours  Ability to travel within a geographical area	Ability to speak Welsh