



# Job description



**Wirral Community**  
NHS Foundation Trust

|                  |       |
|------------------|-------|
| Recruitment Ref: |       |
| AFC Ref:         | 1327b |

## 1 Job details

|                        |   |
|------------------------|---|
| <b>Job title:</b>      | Community Staff Nurse – with keen interest in administration of IV and nMABs  |
| <b>Band:</b>           | 5   |
| <b>Hours:</b>          | Varied  |
| <b>Contract:</b>       | As per contract   |
| <b>Location:</b>       | Expectation to cover Wirral wide.   |
| <b>Responsible to:</b> | Community and Specialist Nursing Manager and Clinical Team Leaders  |
| <b>Reports to:</b>     | Community and Specialist Nursing Manager  |
| <b>Liaises with:</b>   | Team members<br>Team leader<br>Community nursing teams<br>MDT<br>Divisional management/Business Manager<br>Service leads and managers across the organisation<br>HR<br>Patients, carers, relatives<br>Discharge teams<br>OPAT |

## 2 Job purpose

A member of the Community Nursing teams who is skilled in assessing, planning and evaluating nursing care.

This role requires consolidation of registrant standards of competence and developing confidence to work alone without direct supervision, undertaking and reporting on autonomous decisions made in practice.

The post holder will work with a range of professionals in order to ensure care is appropriate and delivered in a timely manner. The post holder will be able to demonstrate their professional skills and competence in care planning / co-ordination, medicines management, and care and treatment delivery.

The post holder will predominantly be cannulating and administering neutralising monoclonal antibodies (nMABs) to covid positive patients, and IV/injectable medication to patients, in a clinic setting or in their own homes.

This role requires excellent interpersonal and communication skills to support patients with a wide range of conditions to understand and, where possible, take on self-management of their condition.

The role requires the ability to be flexible and adaptable whilst working in people's homes and other community settings.

The post holder will have some responsibility for supervising less experienced or qualified staff and students in community placements. They will be expected to actively contribute to quality assurance processes and service development.

## 3 Role of directorate/department



[www.wirralcft.nhs.uk](http://www.wirralcft.nhs.uk)



for you,  
with you

The Division provides Adult Community Nursing, Specialist Nursing and Therapy Services to the Wirral GP registered population that are:

1. Evidence based
2. based on patient and public involvement
3. Liberate the potential of staff

## **4 Main duties and responsibilities**

### **Clinical Responsibilities**

1. Act as an autonomous practitioner in accordance with and upholding the NMC Code of Conduct and Scope of Professional Practise for Nurses, Midwives and Health Visitors.
2. To assess physical and psycho-social needs, plan, manage, implement and evaluate individual programmes of patient care in the most efficient and clinically effective way, which meets the needs of the patient and his/her carer(s).
3. Use a range of assessment tools pertinent to the patient's needs to inform the assessment and assess risk for both patients and staff.
4. Works mainly unsupervised to assess, plan, implement and evaluate clinical care of patients. Provides skilled nursing care for patients in their own homes or other appropriate settings e.g. Clinics.
5. Is responsible for prioritising a delegated caseload/workload and effectively managing time and working effectively within the team.
6. Works in close liaison with nursing colleagues, of members of the multidisciplinary team and social care and voluntary sector.
7. Role model the values expected in Compassion in Practice (2014), ensuring patient, family and carer feedback supports that care received was compassionate.
8. Ensuring information is recorded objectively and reported back to the community nursing team.
9. Ability to plan ahead for potential scenarios to ensure anticipatory care needs are understood and met.
10. Recognising signs of deterioration in patients and referring appropriately to ensure patient safety and avoid hospital admission.
11. Collaborating effectively with other members of the multidisciplinary team or other agencies involved in the patient's care.
12. Participates in case conferences, MDTs and care package reviews providing health related information when requested.
13. Makes accurate observation of the patient's physical, mental and social condition, communicating these findings to the Community Nursing Caseload Manager or Clinical Team Leader and other members of the Primary Healthcare Team as appropriate. Makes judgements on problems requiring investigation, analysis or samples taken.
14. Checks, administer and disposes of drugs according to the Trust policies and guidelines.
15. Responsible for cannulating and administering neutralising monoclonal antibodies (nMABs) to covid positive patients, and IV/injectable medication to patients, in a clinic setting or in their own homes).
16. Provides support and education in the delivery of care and delegates work appropriately to junior team members. Undertakes staff appraisals, when appropriate

17. Participates in the practical instruction of Students.
18. Encouraging and support patient independence and self-care of their condition where appropriate. whilst minimising risk for both patients and staff, making use of all available resources.
19. Takes reasonable precaution to ensure that the patient and the patient's property is safeguarded.
20. Assess clinical and environmental risk and share with appropriate services.
21. Be a named nurse for a set cohort of patients and deputise for the caseload manager in their absence.
22. Can be the named mentor for pre-registration student.
23. Promotes the health and well- being of clients and their families / carers through health promotion activities.
24. Takes part in the prevention and control of the spread of diseases
25. Undertakes joint visit with specialist nurses, GPs, social workers and other health
26. Following assessment of patient to order appropriate equipment.
27. Ensure that patient/carers are aware that any equipment no longer required is returned to supplier.
28. As part of promoting a safety culture reports any clinical incidents, successful interventions via the datix system.
29. Is involved in audits and distributes and encourages completion of patient experience questionnaires.
30. Is involved in implementing policies and suggest changes to practice / procedures.
31. Maintains good working relationships with colleagues and other agencies.
32. Is required to communicate effectively with patients, carers, relatives and other professionals

### **Professional Responsibility**

1. Recognises personal accountability and responsibility to monitor and evaluate care to ensure optimal practice
2. Understands and works within NMC professional codes of conduct and practice , maintaining own professional development and competence to practice . Maintaining revalidation and registration.
3. To reflect on practice and utilise clinical supervision and other development opportunities and support.
4. At all times ensure that own actions support and promote equality, diversity and the rights of patients, the public and colleagues within the health and social care environment.
5. Uses opportunities to suggest improvements to services or introduction of other innovations or evidence.
6. Engages actively in data collection for quality assurance and take responsibility for ongoing evaluation of delegated care.
7. Act in an advisory and guiding role in all aspects of nursing care for junior members of the team.
8. At all times display exemplary standards of behaviour and ensure own work practices, and attitudes provide an example of professionalism for all staff.
9. Has read and works in accordance with current Trust policies, procedures and clinical guidelines.
10. Maintains accurate legible and timely records of patient care using the current patient recording system in line with trust policy and NMC guidelines
11. Submits statistical returns when required.

12. Ensures own mileage form and extra duty forms are submitted to the Team Leader within the agreed time frame.
13. Engagement with appraisal and the development and activation of a personal development plan.
14. Attends mandatory training and other clinical training essential to the role. This includes undertaking e- learning.
15. Can demonstrate the achievement of competencies required for this particular post and within a specified time frame.
16. Participates in research and audit as required by the Trust.
17. Participates in and attends staff meetings / working groups as required.
18. Assist in the development of registered and non-registered staff through the use of supervision, management supervision, appraisal and personal development plans for delegated staff, taking into account both the needs of the service and the aspirations of the individual

This is not intended to be exhaustive and may be reviewed periodically with the post holder to ensure that the job relates to the job being performed.

## 5 Common purpose and values

Our Common purpose and values were developed by staff from across the organisation and reflect who we are and what we stand for.

***Our common purpose is...***

**Together...**

we will support you and your community to live well.

***Our values...***

**Compassion**

Supportive and caring, listening to others.

**Open**

Communicating openly, honestly and sharing ideas.

**Trust**

Trusted to deliver, feeling valued and safe.

## **6 Data protection (General Data Protection Regulations 2018) / Freedom of Information Act 2000 / Computer Misuse Act 1990**

Wirral Community NHS Foundation Trust fully supports the principles of corporate governance and recognises its public accountability, but equally places importance on the confidentiality of, and the security to safeguard, both personal information about patients and staff and commercially sensitive information. It is an annual requirement for employees to complete basic online Information Governance training.

### **Responsibilities for all staff**

To ensure the confidentiality and security of all information that is dealt with in the course of performing your duties in accordance with the requirements of the General Data Protection Regulations 2018 and adhere to the principles of Caldicott.

Employee should be aware that the Trust operates a 'Code of Conduct for handling personal identifiable information'. They should become familiar with the 'Code' and keep up to date with any changes that are made. Breaches of the guidelines in the 'Code' could be regarded as gross misconduct and may result in serious disciplinary action being taken, up to and including dismissal.

To comply with and keep up to date with the requirements of legislation such as the Freedom of Information Act 2000 and the Computer Misuse Act 1990.

### **With the addition of management responsibilities for managers**

To ensure that your staff maintain that the confidentiality and security of all information that is dealt with in the course of performing their duties is in accordance with the requirements of the General Data Protection Regulations 2018 and the principles of Caldicott.

To ensure that your staff are aware of their obligations under legislation such as the Freedom of Information Act 2000, the Computer Misuse Act 1990 and that staff are updated with any changes or additions relevant to legislation.

## **7 Appraisal / Learning and development**

Wirral Community NHS Foundation Trust is committed to supporting staff in carrying out their roles. As part of our commitment to supporting staff carrying out their roles, the Trust operates an annual appraisal. Wirral Community NHS Foundation Trust appraisal is based on the principles of good people management and how organisations can enable people to work effectively.

Wirral Community NHS Foundation Trust appraisal aims to support the effective learning and development of individuals and teams.

## **8 Equal opportunities**

Wirral Community NHS Foundation Trust recognises the need for a diverse workforce and is committed to Equal Opportunities in employment and seeks to eliminate unlawful racial, sexual or disability discrimination, to promote equality of opportunity and good relations between staff and clients of differing groups under the Equality Act 2010.

## **9 Risk management, Sustainability and health and safety at work**

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974), to ensure the agreed safety procedures are carried out to maintain a safe environment for employees and visitors. All employees are expected to consider sustainable and environmental options during their working practices.

## 10 Infection control

Reducing the risk of infection through good infection control practice is the key priority for Wirral Community NHS Foundation Trust. It is the responsibility of every member of staff to prevent and control the spread of infection. In order to maintain high standards of infection and prevention control all staff are expected to comply with Trust infection and prevention control policies, procedures and best practice guidance and report and concerns to their managers.

Staff are required to attend mandatory infection prevention and control training as set out in the Trust mandatory training matrixes.

## 11 Safeguarding

The 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.

## 12 Smoking

The NHS is smoke free. Smoking is not permitted on any of our premises, grounds or the surrounding land including car parking facilities. This also applies to the use of electronic cigarettes (vaping). The use of electronic cigarettes is prohibited wherever smoking is prohibited.

## 13 Policies and procedures

Wirral Community NHS Foundation Trust has numerous policies and procedures in place which provide standard organisational ways of working in line with organisational objectives, relevant legislation and requirements. Policies allow for continuity and consistency within the Trust. Employees must abide by and adhere to all Wirral Community NHS Foundation Trust's policies at all times.

## 14 Agreed job description

### Post holder

Name:.....

(please print)

Signature:.....

### Manager

Name:.....

(please print)

Signature:.....