



**GIG**  
CYMRU  
**NHS**  
WALES

Bwrdd Iechyd Prifysgol  
Bae Abertawe  
Swansea Bay University  
Health Board

## **NEATH PORT TALBOT LOCALITY**

### **JOB DESCRIPTION**

**JOB TITLE:** District Nurse - **Single Point of Access (SPoA)**

**GRADE / SMP:** **Band 6**

**REPORTS TO:** Community Network Operational Lead

**PROFESSIONALLY  
ACCOUNTABLE TO:** Lead Nurse

**RESPONSIBLE FOR:** Triaging urgent, non- urgent and timed visits. The provision of professional nursing care and support to patients, carers and families in their own home. To support patients/carers of all ages, their carers and families by providing a holistic professional nursing assessment of need and provision of appropriate care. To use professional judgment to determine appropriate nursing care and to initiate and co-ordinate input from other services.

#### **JOB SUMMARY:**

- The post holder will have operational responsibility for the assessment and triaging of the referrals into the Single point of Access.
- The post holder will provide clinical leadership and co-ordinate activity for the SPoA/nursing team in the absence of the Team Leader.
- The post holder will ensure all nursing care is delivered to the highest standard and ensure the efficient and effective use of resources.
- The post holder will have achieved the Specialist Practitioner Qualification in District Nursing
- The post holder will be required to support the District Nursing teams if required.

## **KEY TASKS:**

### **PROFESSIONAL RESPONSIBILITIES**

- Adhere to the NMC Code
- Adhere to the principles of Clinical Governance
  - teamwork
  - communication
  - leadership
  - systems awareness
  - ownership
- Comply with SBU Health Board
  - Nursing and Midwifery Strategy and Clinical Policies
  - Corporate and Operational Policies and Procedures
  - Legislation and Strategy requirements e.g. Health and Safety
- Assist the team leader in the assessment, planning , implementation and evaluation of individualised and realistic programmes of care.
- To exercise nurse leadership and develop collaborative relationships with multidisciplinary team and colleagues.
- Ensure care planning is undertaken in collaboration with the patient and where appropriate with the carer or advocate.
- Ensure all programmes of care are regularly reassessed and evaluated in collaboration with the multi-disciplinary team.
- To function as an effective member of the multi-disciplinary team, leading and representing the nursing team in clinical reviews, case conferences and Continuing Care Assessments etc.
- Liaise with other disciplines, agencies and departments to ensure continuity of care provision in the discharge planning process.
- Ensure appropriate supervision and support of junior members of the nursing team.
- Ensure appropriate systems in place to support the placement of pre-registration student nurses.
- Ensure appropriate supervision and support of junior members of the team.
- Provide mentorship for pre-registration students.
- Ensure compliance with:
  - Vulnerable Adult/Child Protection policies and procedures.
  - Child Protection Procedures
- To actively reflect on and improve practice through participation in clinical Supervision.
- To promote and encourage uptake of Clinical Supervision amongst the nursing team.
- To investigate accidents, incidents and complaints reporting findings to the Head of Nursing and Primary Care Services as per SBU Health Boards Policies in the absence of the case load holder.
- Assist the team leader with the maintenance of training, sickness, overtime and annual leave records for the nursing team.
- Assist the team leader with monthly reporting data for the SPoA.
- Apply SBU Health Boards Sickness & Absence Policy to Initial Discussion stage when necessary.

- Authorisation of time sheets and pertinent expense records for the SPoA/District Nursing Team when necessary.

### **3. CLINICAL RESPONSIBILITIES**

- Triage the referral and the required nursing care to meet the needs of patients aligned with Fundamentals of Care.
- Operationally manage the SPoA Team supervising their working and conducting annual appraisals (PADR)
- Assist the Team leader in the collection and interpretation of data, providing reports on the performance of the service.
- Adhere to the NMC Guidelines for records and record keeping (2002).
- Contribute to the implementation of NICE Guidelines, National Service Frameworks where applicable.
- Contribute to the professional leadership agenda.
- To be aware of innovations and developments in health care and it's application to practice.
- Ensure all patient records , including computerised records are contemporaneously maintained.
- To assist the team leader with effectively and efficiently managing the resources of the team including the maintenance of appropriate staffing levels at all times, maximizing the quality of care provided and minimizing risks.
- To establish and maintain appropriate clinical risk assessment and management systems to meet patient need.
- Ensure all patient records including computerized records are contemporaneously maintained.
- Ensure the security of patient records.
- To promote effective communication between nursing, clinical staff, pertinent agencies and family/carers involved in the patients care and treatment.
- Assist the team leader with establishing an adequate communication system to ensure staff are fully appraised of all pertinent management and clinical issues.
- To participate in and enable research activity, clinical audit and quality initiatives.
- Ensure team compliance with all SBU Health Board and Support Therapies policies and procedures.
- Liaise with the Health boards Pre-registration Facilitator and university Link Tutor in order to establish / maintain an appropriate learning development for student nurses.

### **4. CONTINUOUS PROFESSIONAL DEVELOPMENT**

- Identify opportunities to maximise benefits and effectiveness of new information and information technologies.
- Actively seek opportunities to continually develop oneself, consistent with the principles of life long learning and in line with the professional bodies' Continuous Professional Development requirement.
- Utilise the post as a method of preparing for a Team Leader role in the future.

- Take leadership for personal development and education including statutory, mandatory, and in-service training.
- Maintain a high level of professional knowledge taking personal responsibility to keep updated of trends, research and developments within community nursing.
- Ensure care provided by the nursing team is evidence based and in accordance with Primary Care Nursing Standards.
- In conjunction with the team leader, liaise with the Professional Development Nurse to support the training and development needs of the nursing team.
- Assist the team leader in ensuring all members of the nursing team are subject to 'Professional Development Review' and work towards developing personal development plans.

## 5. OBJECTIVES FOR THE YEAR

- To actively function as a member of the District Nursing team and the wider community service.
- Maximise opportunities for career development.
- Assist the team leader to ensure the team contributes to the achievement of the Primary Care Directorate objectives.
- Participate with audit of agreed standards of care.
- Update Nurse Prescribing to ensure competency and take every opportunity to prescribe.
- Raise the profile of supportive palliative care.

## 6. GENERAL:

- **Performance Reviews/Performance Obligation:** The postholder will be expected to participate in the Health Board's Personal Development Review process to ensure continued professional development.
- **Job Limitations:** At no time should the postholder work outside their defined level of competence. If the postholder has concerns regarding this they should immediately discuss them with their Manager / Supervisor / Consultant. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Records Management:** The post holder has a legal responsibility to treat all records created, maintained, used or handled as part of their work within the Health Board in confidence (even after an employee has left the Health Board). This includes all records relating to patient health, financial, personal and administrative, whether paper based or on

computer. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.

- **Confidentiality:** In line with GDPR (2018), the postholder will be expected to maintain confidentiality in relation to personal and patient information, as outlined in the contract of employment. The postholder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Health & Safety:** The postholder is required to co-operate with the Health Board to ensure Health and Safety duties and requirements are complied with. It is the postholder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Risk Management:** The Health Board is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The postholder will be required to comply with the Health Board's Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Job Description:** This job description is not inflexible but it is an outline and account of the main duties. Any changes will be discussed fully with the postholder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.
- **For Clinical Staff Only:** All clinical staff are required to comply, at all times, with the relevant codes of practice and other requirements of the appropriate professional organisations e.g. GMC, NMC, HPC etc. It is the postholder's responsibility to ensure that they are both familiar with and adhere to these requirements.

All clinical staff will be advised during their induction of the arrangements available for them to access advice and support both during and outside normal working hours.

## 7. REFERENCES

- NMC The Code
- Midwives Rules and Code of Practice
- Fundamentals of Care (Welsh Assembly Government)
- The NMC PREP Handbook
- NMC Guidelines for Records and Record Keeping

