

# JOB DESCRIPTION

**OUR VISION: 'TO BE THE LEADING HEALTH AND WELLBEING SERVICE IN  
THE PROVISION OF MENTAL HEALTH AND COMMUNITY CARE'**

<b>JOB TITLE</b>	Senior Community Nurse/District Nurse
<b>BAND</b>	6
<b>RESPONSIBLE TO</b>	Clinical Team Lead
<b>ACCOUNTABLE TO</b>	Integrated Service Manager
<b>BASE</b>	Epping Locality (Epping North & LBC)
<b>HOURS OF WORK</b>	Full/Part Time

## ROLE SUMMARY

The post holder carries continuing responsibility for the caseload, incorporating the assessment of care, including complex needs, the development, implementation and evaluation of programmes of care. She/he is responsible for the overall management of the caseload, including the supervision and deployment of staff within his/her sphere of responsibility. The role encompasses treatment, advice and teaching within professional competence of the post holder.

The post holder will be responsible for providing highly skilled nursing care to the residents of West Essex, promoting the health of the population and reducing the effects of ill health and disability and maximising the individual's potential for independence. She/he will work closely with General Practices, Social Care and other statutory and non-statutory services to meet the needs of the local population using public health information to support service development.

The main focus will be on integration and implementation of the Out of Hospital model to ensure the service is of the highest quality, by supporting the Team Leader Nurse in implementing and monitoring the clinical and management strategy for the service

The post holder will work as an autonomous practitioner within the Community Nursing Team supporting the delivery of care and supporting patients own homes/residential care homes working in collaboration with system partners and as part of the Epping North and LBC Primary Care Networks and the emerging Integrated Neighbourhood Teams as part of the out of hospital model of care

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## **KEY RESPONSIBILITIES CLINICAL**

### Clinical/Professional Duties

- Undertake comprehensive and complex assessment of patient/family needs in conjunction with the patient, family/carer and hospitals which includes discharge planning.
- Initiates palliative care packages with multi-agency providers in collaboration with primary, secondary sectors and patient/family.
- To provide a comprehensive service to patients in a variety of community settings including patients' own homes and residential homes.
- Is aware of current evidence based approaches to patient care and demonstrates this in practice.
- Frequently provide support to patients and their families when they are emotionally distressed as a result of terminal illness.
- Frequently required to deliver complex and distressing information to both patients/family/carers.
- Lead/contribute to the development and review of guidelines/policies.
- Lead and contribute to audit programmes and disseminate/apply findings.
- Assess the need for service aids and equipment and ensure that those provided are used appropriately and safely.
- Report to the Integrated Care Manager any deficiency in the provision of service aids, equipment and staff.
- Maintain accurate nursing records that exist contemporaneously in accordance with NMC guidelines and local policy.
- Responsible for the development and allocation of teaching programmes/practice placement for all pre and post registration nurses and others.
- To undertake Continuing Healthcare Assessments

### Patient/Client Care

- Work in partnership with the patient to achieve optimum levels of self-care. Demonstrate, teach and supervise the nursing care that families can undertake safely, advising as necessary. Documenting on the care plan accordingly.

- Advise the family on prevention of illness and accidents. Foster and support a self-management approach to care where appropriate.

### Communication Skills

- Organise patient care with other Health Care Professionals, Statutory and/or Voluntary Agencies co-ordinating these through case conferences.
- Work closely with partners in identifying health needs of the practice population, and develop services in response to those needs.

### Education and Research

- Attend relevant education and training programmes to maintain personal/professional development and meet NMC requirements.
- Undertake the role of preceptorship/mentorship as required.
- Engage in Nurse Prescribing following V100/V300 qualification and NMC registration and ensure safe prescribing practice within professional and Trust guidelines/policies.
- Lead the team in the development of the skills necessary to deliver the core Community Services.
- Participate in team, Locality and Trust initiatives as required with specific focus on the Nursing Strategy and other relevant modernisation agenda.
- Reflect on practice regularly and plan personal/professional development in order to achieve growth and development. Access Clinical Supervision to enhance reflective practice.

### Managerial Responsibilities

- Undertakes risk management in a variety of unpredictable and unavoidable working conditions. For example may involve taking appropriate precautions when dealing with chemotherapy drugs, bodily fluids, threatening patients and unhygienic conditions which may constitute a health risk.
- Ensure that Service Aids and Equipment are used in accordance with manufacturer's guidance and to notify all known hazards to appropriate personnel.
- The post holder will ensure that in their absence team members are aware of the nominated District Nurse who will support the caseload and the team.

- The post holder will delegate responsibility to the appropriate community nurse within the team to undertake and manage the workload of the teams and any Trust objectives.
- Provide relevant support to other Community Teams in the absence of the senior staff members.
- Report on all incidents and untoward occurrences and implement recommendations.
- Manage informal complaints and implement the recommendations following formal complaints.
- Meet with team members daily to plan, delegate and evaluate patient care and to review and adjust allocation of work accordingly.
- Arrange in conjunction with the Team Leader, Induction Programmes for new members of staff.
- Attend relevant meetings to support the team and locality.
- Meet with team members on a regular basis to disseminate Trust information.
- Ensure statistical returns for the whole team are completed within agreed times scale by self and team members.
- Be responsible for the development of the team through individual staff professional/personal development reviews, supervision and team meetings.
- Implement appropriate operational frameworks and objectives as agreed by the team and locality or the professional forum.

#### Information Management

- Input data and information accurately.

#### Policy/Service Development

- Ensure all trust policies and procedures are implemented by staff, recommending and negotiating changes as necessary.

#### Freedom To Act

- The post holder will at times be required to work unsupervised.

#### Effort and Environment

- Manage work load effectively.

- Ensure that the environment is safe and is an area that is conducive for learning and for patient care.

### Competence

- You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager/supervisor.

### Registered Health Professional

- Must comply with the Code of Professional Conduct of the Nursing and Midwifery Council, which incorporates the Scope of Professional Practice and the Guidelines for Professional Practice.
- All registered nurses will be required to provide evidence of relevant registration(s) as required. Failure to do so may lead to disciplinary.
- Responsible for ensuring that the Community Team work within relevant Trust guidelines/Policies and ensuring agreed standards of practice are achieved, with the DNS.

## **ADDITIONAL DUTIES**

In addition to the above duties you will also be expected to perform the below key activities in line with your job role;

- Complete mandatory training in line with Trust policy and procedures
- To participate in the staff appraisal process and to undertake for any staff you manage
- To keep yourself updated on all matters relating to Trust policy
- To provide management supervision where appropriate

# OUR TRUST STRATEGIC OBJECTIVES SUPPORTED BY OUR VISION AND VALUES

## PEOPLE FIRST

### OUR PURPOSE

We **care** for people, every day.  
What we do **together**, matters.

### OUR VALUES

We **CARE**  
We **LEARN**  
We **EMPOWER**

### OUR VISION

To be the **leading** health and wellbeing service in the provision of **mental health** and **community care**.

### OUR STRATEGIC OBJECTIVES

We will deliver **safe**, high quality **integrated** care services.

We will **enable** each other to be the **best** that we can.

We will work together with our **partners** to make our services **better**.

We will help our communities **thrive**.

## ASSURANCE STATEMENT

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

## NHS CONSTITUTION

You are responsible for ensuring that the values outlined in the NHS Constitution are adhered to daily and any matters of concern are raised with the relevant Line Manager or through the necessary processes within the Trust.

You are responsible for delivering a compassionate, dignified and respectful service to patients at all times.

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## **DUTY OF CANDOUR**

You must adhere to the principles of openness, transparency and the statutory duty of candour in your day to day work and conduct and encourage the same behaviours within the wider organisation.

## **EQUAL OPPORTUNITIES STATEMENT**

The Trust operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity in relation to employment, development, training and service delivery.

## **NO SMOKING POLICY**

The Trust is committed to a policy which discourages smoking and prohibits smoking on Trust property and on Trust business outside it.

## **INFECTION CONTROL**

The post holder is accountable and responsible for the prevention of healthcare associated infections by complying with all Infection Prevention & Control policies and procedures in line with legislation (Health Act 2006; Code of Practice for the Prevention and Control of Healthcare Associated Infections.)

## **HEALTH AND SAFETY**

All employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

## **GENERAL DATA PROTECTION REGULATION 2018**

The General Data Protection Regulation (2018) is to ensure compliance with all Trust policies, and those procedures relevant to the area of work.

The Trust will always seek to process your personal data in accordance with its obligations and your rights.

The GDPR requires that personal data shall be;

- Processed Lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purpose;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of

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- individuals; and
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate, technical or organisational measures.

All employees must adhere to the Trust's Policy on the Protection and Use of Personal Information which provides guidance on the use and disclosure of information. The Trust also has a range of policies for the use of computer equipment and computer generated information. These policies detail the employee's legal obligations and include references to current legislation. Copies of the Policy on the Protection and Use of Personal Information and other Information Technology policies are included in the Trust's Policies and Procedures Manual/Intranet.

## **INFORMATION ASSET OWNERS AND ADMINISTRATORS**

An information asset is a service user, staff or corporate information/data, processed by us and held in an electronic or hard copy/manual format. An information asset owner (IAO) is a senior member of staff who is the nominated owner for one or more identified information assets within the service/Trust. If you are a nominated IAO you will understand and monitor the following;

- What information assets are held and for what purpose within your team
- How information is created, amended or added to over time
- Who has access to information and why
- Understand and address the risk to the asset, providing assurance to the senior information risk owner in the overall information risk management function
- As an Information Asset Administrator you will ensure you fulfil the following responsibilities
- Ensure that policies and procedures are followed
- Recognise actual or potential security incidents, consulting with IAO's on incidents and management
- Ensuring that information asset registers are accurate and up to date.

## **CONFIDENTIALITY**

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the General Data Protection Regulation.

You are required to observe the strictest confidence regarding any Confidential Information relating to work of the Trust, its patients/clients and its employees.

"Confidential Information" includes but is not limited to information relating to the Trust received by you in the course of your employment with the Trust or its predecessors, information relating to patients, personnel information, budgeting and financial information and information in respect of which the Trust owes a duty of confidentiality to a third party.



You are required not to disclose any Confidential Information either during or after your employment with the Trust, unless expressly authorised to do so by the Trust or required in the proper performance of your duties or as required by law.

This obligation will cease only when such information comes into the public domain other than through unauthorised disclosure by you.

Failure to comply with these requirements could result in action being taken under the Trust's Conduct/Disciplinary Policy and Procedure.

This obligation is without prejudice to the law concerning protected disclosures in the Public Interest Disclosure Act 1998 (the so-called "Whistleblowers Act").

## **RISK MANAGEMENT**

All staff working in, or for the Trust have a responsibility for participating in the risk management programme. All post-holders have a responsibility to assess all risks to systems, processes and environment and contribute to the clinical and corporate governance agendas as appropriate.

## **SAFEGUARDING DUTY**

"It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Children and Adults as stated in the Trust Safeguarding Policy and the Southend, Essex and Thurrock (SET) Child Protection Guidance. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for ensuring they receive the appropriate level of Safeguarding Children training according to their role".

## **INFORMATION TECHNOLOGY**

It is the responsibility of the post holder to have a level of IT competence relevant to their job role and will be expected to continue to keep their skills up to date as part of their Continuing Professional Development.

## **CHANGES TO THIS JOB DESCRIPTION**

Post holders have a responsibility to discuss any significant job changes with their line manager at the time the change occurs and agree any permanent substantial change.

On appointment within the Trust staff may be allocated to a specific area of care. It is however Trust policy to allocate staff to other areas of work within the Trust from time to time where this is in the interest of the individual and / or the service.

The Job Description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

**Date post holder in receipt of job description .....**

Signature of post holder .....

Signature of line manager .....

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