

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title:	Staff Nurse (Band 5) – Community Treatment and Care
Responsible to:	Team Leader
Department(s):	Community Treatment and Care
Directorate:	Primary and Preventative Care
Operating Division:	Fife Health and Social Care Partnership
Job Reference:	
No of Job Holders:	
Last Update:	Dec 2022

2. JOB PURPOSE

As part of a multidisciplinary team the post holder will have responsibility for:

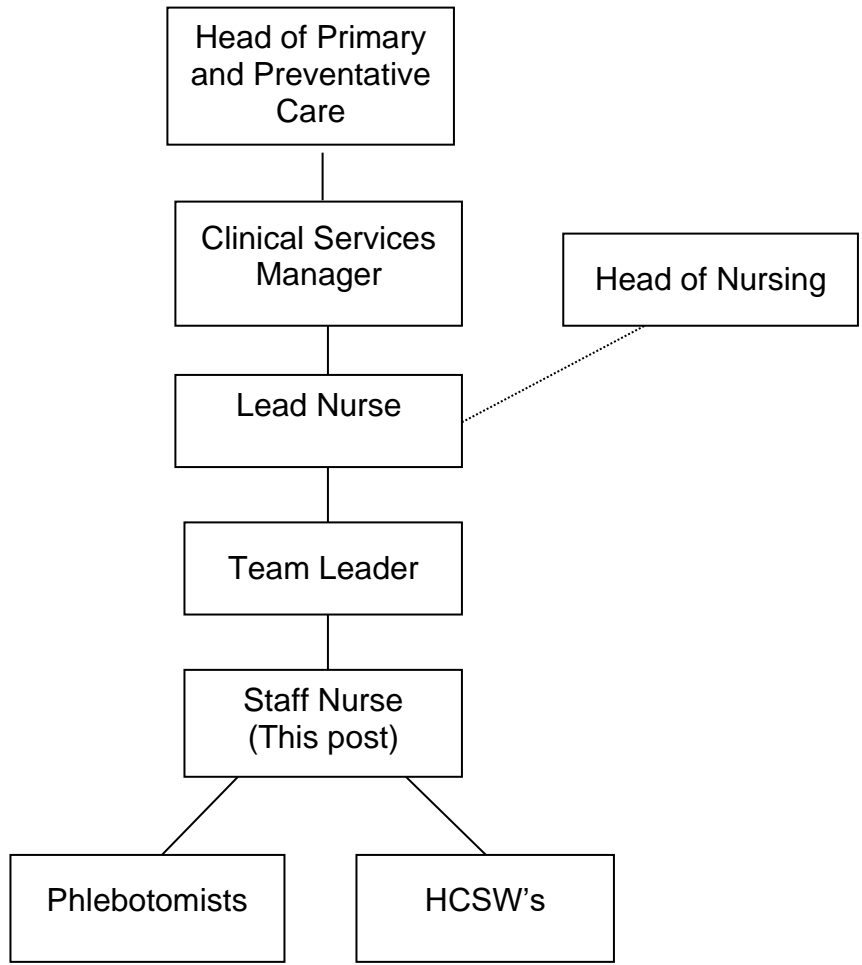
- Assessing, planning, implementing and evaluating evidence-based nursing care within the Community Treatment and Care (CTAC) Service to support high quality nursing care to patients.
- Working independently within approved policies, protocols and evidence base to provide a range a nursing services to the General Practitioners (GP) practice population including minor injuries, clinical care (e.g. earcare, catheterisation, suture removal), chronic disease monitoring, wound care, vaccination and health promotion.

3. DIMENSIONS

As part of Fife Health and Social Care Partnership (HSCP) CTAC services will be delivered to the population of Fife approximately 375,000 who are registered within the 53 GP practices. The CTAC service will be delivered across the 7 local clusters, within a GP practice, local cluster hub and on occasion a domiciliary visit may be required.

The post holder will work within a multi-disciplinary team and may have to delegate appropriately to unregistered members of staff.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

Under a robust clinical governance framework working in line with local and national strategies and priorities CTAC will be delivered as part of an integrated multi-disciplinary team, evolving and delivered flexibly to meet the needs of the patient.

Participate in the public health agenda by identifying and promoting the health and social care needs of the local population in partnership with colleagues, patients, carers and the local community.

6. KEY RESULT AREAS

Clinical Practice

- Engage collaboratively with patients with a wide range of conditions and their families/carers to support meeting an individual's needs including what matters to them in relation to their care and where possible take on self-management of their condition.
- Utilise clinical assessment skills to develop, implement and evaluate programmes of care for patients, drawing on a range of sources to support clinical decision-making guided by senior colleagues within defined policies, procedures and protocols to ensure the delivery of a high standard of care
- Undertake a range of clinical duties ensuring all protocols, policies and formulary guidance are adhered to including Minor injuries - applying dressings and providing advice, escalating any concern to senior nurse/General practitioner.
- Wound Care – assess, treat, monitor and evaluate in line with wound care guidelines and formulary including leg ulcer care and doppler; Aural Care; cryotherapy under the direction of the GP; ambulatory blood pressure monitoring; hypertension monitoring; INR/point of care monitoring; assist with new to practice medicals; assist and chaperone Coil insertion; ECG's; administration of prescribed medications; urinary catheter insertion, vaccinations (NB: This list is not exhaustive)
- Support health screening and monitoring of chronic conditions such as diabetes, heart disease, hypertension, thyroid, epilepsy, lithium, warfarin, oncology within agreed protocols (NB: This list is not exhaustive)
- Deliver anticipatory and preventative care
- Formulate treatment plans and works to patient group directives
- Assess patients, considering their physical, mental and social states alongside the impact of their environment and social support available to them
- Negotiate care plans with patients, carers and the wider multidisciplinary team (MDT) that are person-centred and focused on self-care with clear objectives, using a range of assessment tools pertinent to the patient's needs to inform the assessment and assess risk for patients and staff
- Knowledgeable on a broad range of conditions, local care pathways and evidence-based management experienced by patients in community and general practice settings (this includes long-term conditions and common mental illnesses, frailty and palliative care)
- Understand the presentations of multiple pathology, depression, anxiety states, frailty and delirium and the connections between physical and mental health to support health and wellbeing.
- Knowledgeable of the management of uncomplicated symptoms in patients/clients with palliative or terminal care needs and enhanced communication skills to confidently manage uncertainty
- Ensure information is recorded objectively and reported back to the general practice team and wider MDT
- Recognise signs of deterioration in patients and refer appropriately, to ensure patient safety and avoid hospital admission
- Collaborate effectively with other members of the multidisciplinary team or other agencies involved in the patient's care
- Recognise patient's health beliefs and risk factors leading to ill health and utilises behaviour-change approaches and opportunistic extended brief interventions to enable

self-management, actively promoting health and screening services as relevant to patient's needs. This will include topics such as improving diet, increasing physical activity, smoking cessation, safe alcohol intake, encouraging participation in screening programmes (e.g., cervical screening, breast screening) and offer health promotion advice, literature, and signposting. Be actively involved in programmes e.g., vaccination delivery.

- Articulate risk and strategy for risk assessment and management
- Awareness of child protection, adult protection, and gender-based violence policy procedure and referral processes.
- Utilise a range of IT applications and technology where appropriate
- Utilise critical thinking to explore and analyse evidence, cases and situations in practice
- Ensure all equipment is used in a safe and effective manner and report any discrepancies as per relevant policies.

Facilitation of Learning

- Support the people in your care to develop the knowledge, skills and confidence to make informed decisions and be involved in their own health and nursing care more effectively.
- Provide supervision, mentorship and orientation for less experienced staff/bank nurses who are providing care to patients and act as a source of advice and support within the clinical setting.
- Can reflect on practice, utilise clinical supervision, and develops knowledge and skills by using evidence-based practice and participates in other development opportunities and fulfils the requirements of the NMC as outlined within revalidation requirements.
- Emotional intelligence and the ability to support staff at levels 2, 3 and 4 to debrief and reflect on difficult situations experienced to improve learning and enhance self-awareness
- Engage with appraisal and the development and activation of a personal development plan in line with the Knowledge and Skills Framework.
- Provide effective mentorship for nursing students and maintains a supportive learning environment with a range of learning opportunities
- Show creativity in developing learning materials for patients and adapting care to support individual needs in patients

Leadership

- Co-ordinate the management of a defined group of patients, as delegated and organises own workload to ensure that the interests of patients/clients are met
- Plan, implement and evaluate programmes of care to meet individual health needs
- The ability to prioritise a delegated workload and effectively manage time and work effectively within the team
- Knowledge of resource management to ensure care is clinically effective and signposted to the patient and family, ensuring principles of confidentiality and disclosure are maintained.
- Recognise personal accountability and responsibility to monitor and evaluate care to ensure optimal practice
- Participate in personal development, appraisal and development of other team members and the links between organisation and team goals
- Act up when appropriate and within scope of practice
- Assist where appropriate senior staff in undertaking and reviewing population needs,

assessments and community profiles or other data in general practice that reflect the demographics within broader public health issues within the local community and general practice populations

- Demonstrate leadership through appropriate delegation and supervision of non-registered or junior members of staff

Evidence and Development

- Contribute to quality-assurance processes and service development
- Participate in educational audit
- Act in accordance with the NMC Code and ensure that the highest standard of professional conduct is maintained.
- The ability to source evidence and appraise it to underpin practice
- Recognise any ethical implications of audit, research, clinical trials or service-user involvement strategies
- Use opportunities to suggest improvements to services or introduction of other innovations or evidence
- Engage actively in data collection for quality assurance and takes responsibility for ongoing evaluation of delegated care

7a. EQUIPMENT AND MACHINERY

The post holder is expected to have knowledge of all equipment used in the area however may not have daily clinical involvement. Examples of equipment and machinery used:

Generic:

- Wheelchairs/Walking aids
- Monitors blood pressure, oxygen saturation levels, temperature and pulse
- Blood Glucose Analysis Machine
- Oxygen Equipment
- I.T. Equipment (access to lab results and X-Rays)
- Telephone Skills

Very specialised:

- Doppler (to assess ankle brachial pressure index) to determine appropriate course of treatment
- Defibrillation and emergency equipment

Specialised:

- Blood Collection Equipment
- NPT
- Cryotherapy
- Auroscope
- Electrocardiogram
- Injection equipment
- ECG

Stock Control and Maintaining equipment

- Checking and recording of fridge temperatures
- Infection control or sterilisation of equipment
- Cleaning and checking of equipment
- Stock control pharmacy, dressing and equipment
- Checking emergency/resuscitation equipment

7b. SYSTEMS

- To be responsible for recording all activity / contact on patient information recording systems or appropriate local system and GP Practice system – Emis, Vision, Patient Trak.
- A range of information databases
- Ordering supplies e.g., clinical supplies and equipment
- Internet / intranet including use of email, lab results and x-rays
- Risk assessments and Health and Safety systems
- Patient Group Directions
- Audit

Note: New systems may be introduced as the organisation and technology develops, however training will be provided.

8. ASSIGNMENT AND REVIEW OF WORK

Workload will be expected to be within the scope of practice appropriate to a band 5 registered nurse.

Workload will be generated by the demands of the GP population using a bookable appointment system

Clinical advice or escalation of clinical concerns regarding individual patients will be to senior nurses and GP's.

The Staff Nurse will be responsible to team leader for line management and professional advice/management and clinical nursing matters.

Work review and a formal annual Knowledge and Skills Framework as part of the TURAS system and Personal Development Planning review will be carried out by line manager.

9. DECISIONS AND JUDGEMENTS

- Assessment of patient condition to establish any change. This would include initial triaging skills to prioritise emergencies e.g., chest pain, acute asthma, injuries referring to senior nursing colleagues or GP as appropriate to meet patient's needs.
- Analysis of patient condition and subsequent planning of care within the scope of practice for this role.
- Referral to other members of the healthcare team as appropriate
- Work within agreed policy, procedure and protocol

Make decisions in conjunction with clients and carers regarding the appropriate delivery of care and support to meet the identified needs including determining when to refer to other healthcare professionals and statutory and voluntary services.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Developing and maintaining the skills and knowledge required to meet the diverse needs of this role.
- Busy, fast paced environment.
- Responding effectively to unexpected demands and prioritising patient need
- Meeting the needs of distressed patients
- Managing busy clinics.
- Manage change and evolving practice within role

11. COMMUNICATIONS AND RELATIONSHIPS

In addition to contact with patients, relatives and carers

Internal:

- All Members of Primary Health Care Team
- Out of hours nursing and medical colleagues
- Health and Social Care Partnership, Information Technology, Facilities, Clinical Education
- Other NHS Services
- Staff representatives

External:

- Social work, education, housing, institutes of higher education, police, voluntary and charitable agencies.

Communication is regular, face to face, on the telephone, by computer or in written correspondence and may be about any aspect of service delivery.

The post holder may also be required to communicate complex and sensitive condition related information to patients and relatives requiring empathy and reassurance. The post holder will have access to support from senior nursing colleagues.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical Skills:

- Manual dexterity and accuracy required for administering injections and vaccinations, complex wound dressings, removal of sutures, insertion of catheters
- Carry out venepuncture procedures
- Electrocardiograph
- Apply cryotherapy treatment
- Doppler assessment

Physical Demands:

- Walking
- Sitting
- Standing
- Light physical effort
- Manual handling skills
- Regular kneeling and bending for prolonged periods to dress complex wounds.

<p>Mental Demands:</p> <ul style="list-style-type: none"> • Concentration required when checking documents/patient notes and calculating drug dosages, whilst subject to frequent interruptions from patient/relatives/team members. • The ability to act expediently and appropriately when responding to crisis situations. • Concentration required to ensure that clinics run to time and patients are kept informed of any delays • Assess individual patients who attend with varied and diverse needs • Decide on an appropriate care plan and assess whether medical intervention is required • Care for patients who can present in an acute, life-threatening condition ensuring onward timely escalation e.g., anaphylaxis or with chest pain or asthmatic attacks 	<p>Emotional Demands:</p> <ul style="list-style-type: none"> • Supporting distressed/anxious/worried patients, carers and relatives • Palliative care and caring for people who are terminally ill • Caring for patients following receipt of prognosis • Caring for people with substance misuse
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<p>Working Conditions:</p> <ul style="list-style-type: none"> • Exposure to body fluids, urine, faeces, blood • Infectious materials • Exposure to verbal or physical aggression
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13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

<p>Qualifications / Registration</p> <ul style="list-style-type: none"> • Registered Nurse with Current NMC Registration (Essential) • Nursing Degree (Desirable) <p>Knowledge & Experience</p> <ul style="list-style-type: none"> • Completion of flying start or skills and competencies usually associated within relevant post registration nursing experience • Anaphylaxis training • Adult/Paediatric basic life support • A range of clinical skills e.g., venepuncture; Aural Care; Wound management; Doppler and compression bandaging skills; medicine administration, cryotherapy, • Knowledge and experience of health promotion (e.g., diet, physical activity, alcohol, smoking) • Knowledge of chronic disease monitoring (e.g., asthma, COPD, heart disease, diabetes, hypertension) • Knowledge and experience of minor injury • Knowledge of Public Protection policy and procedure (Child protection, adult protection and gender-based violence) • Infection Control policy and procedure • Safe use of medicines policy and procedure • Ability to use practice based and NHS Fife IT systems to access and record clinical information
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Skills

- Evidence of team working skills with ability to work using own initiative.
- Effective listening and interpersonal skills.
- Person Centred approaches to care delivery.
- Ability to form good working relationships as part of a multi-disciplinary team
- Time management skills.
- Record Keeping skills
- A level of English language, competency and communication skills necessary to perform this role safely and effectively.
- Ability to use a computer including email and clinical systems.

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date:



RECRUITMENT AND SELECTION STANDARDS

PERSON SPECIFICATION FORM

Post Title/Grade: Staff Nurse (Band 5) – Community Treatment and Care

Department: CTAC

Date: October 2021

	ESSENTIAL	DESIRABLE	MEASURE
Experience	Relevant experience working within a Primary Care setting at band 5 level.	Community experience Treatment room experience	Application form and interview
Qualifications/ Training	RN – Adult Evidence of continuous professional development	Degree in nursing; evidence of further training / activity relevant to specialty	Application form and interview
Knowledge	Sound knowledge and understanding of the NHS environment particularly in Primary Care. Computer literacy Assessment techniques Care planning Multi agency working	Awareness of chronic disease monitoring Awareness of health promotion Minor injury	Application form and interview
Skills	Venepuncture Wound care Able to communicate clearly and succinctly both verbally and in writing.	Anaphylaxis Doppler assessment Clinical assessment and decision making	Application form and interview

	<p>A level of English language competency and communication skills necessary to perform this role safely and effectively</p> <p>Organisational skills</p> <p>Time management skills</p> <p>Problem solving skills</p>		
Aptitude	<p>Commitment to safe, person-centred, non-discriminatory care</p> <p>Ability to work unsupervised</p> <p>High degree of initiative</p> <p>Flexible attitude to work</p>	<p>Demonstrate ethics, values and personal qualities / behaviours consistent with the vision, culture and values of NHS Fife.</p>	<p>Application form and interview</p>
Other e.g. Team Player, Be able to travel	<p>Ability to work flexibly and balance competing demands.</p> <p>Strong team player and be able to work on own initiative.</p> <p>Ability to travel extensively across the Fife wide area</p>		<p>Interview</p>