

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title:	Staff Nurse District Nursing Band 5
Responsible to:	Community Charge Nurse/ Clinical Team Leader
Department(s):	South Ayrshire
Directorate:	NHS
Operating Division:	District Nursing Service
Job Reference:	
No of Job Holders:	
Last Update:	2017

2. JOB PURPOSE

To ensure the provision of effective, efficient and appropriate high quality patient care.
To assist the Team Leader in leading the nursing team, ensuring the development of staff.

To share responsibility for the assessment, planning, implementation and evaluation of care needs and quality assurance.

To promote evidence based practice and act as an accountable role model.

To act in accordance with the NMC Code.

2. DIMENSIONS

Ayrshire and Arran has a population of over 375,000.

The district nursing service works in partnership with 3 Local Authorities having strong links with social work services and their related establishments.

There are 53 GP practices and associated primary care multi-disciplinary teams, community pharmacies and general dental practices in addition to joint working with police and voluntary groups.

SERVICES.TEAMS

The post-holder will work within the DN team which consists of a range of personnel from bands 2 – 7 working across home, clinic and community settings within South Ayrshire Health and Social Care Partnership

STAFFING

The post holder will assist with co-ordination of various staff groups which may include the following posts:-

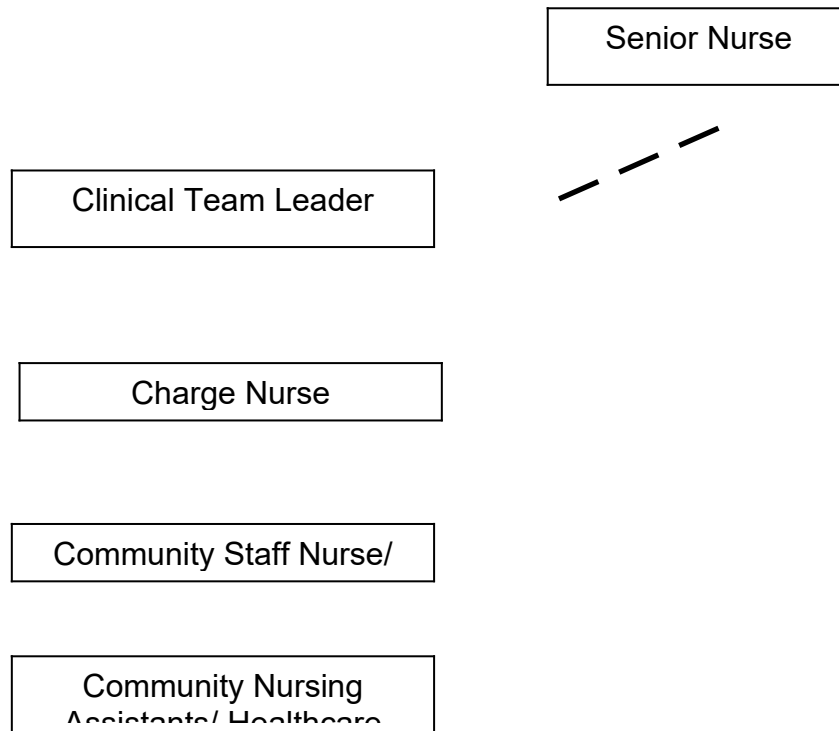
Staff nurses

Nursing Assistants

Health Care Support Workers

Non-qualified team members as service evolves.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

The post is based across the three CHP areas of NHS Ayrshire & Arran providing

The District Nursing Service will :

- Provide DN services for patients in line with local and national strategies, developments and priorities, involving patients, carers, families and the community in general in the provision and delivery of integrated quality services.

The practice team is the core model of delivery for the community nursing service within Ayrshire and Arran. Named community nursing staff will be attached to practice teams, they will be based within the practice where their programme of work will largely be determined by the needs of practice populations with the agreement of the locality team leader.

- Promote the development of the extended Primary care and partnership teams.
- Ensure inter-agency working to deliver seamless care for patients, carers and families.

- Develop health promotion to deliver long-term improvement in the health of communities.

Further develop communication channels and enhance good relationships with the practice teams to ensure the needs of local populations are met and good team working is evidenced.

6. KEY RESULT AREAS

- To support Charge Nurse with co-ordination of the team to undertake the identification of local health needs and explore opportunities for the promotion of healthy lifestyles through group/individual health promotion activities/self management plans, as detailed in organisational plans and national strategies; thereby participating in the development of community based services specific to meeting local needs with a particular focus on long-term condition management in the community

- Responsible and accountable for the ongoing assessment, development, implementation and monitoring of health care ensuring that the highest standard of service and care is delivered in a consistent and safe manner, within the home and clinical setting.

- Maintain accurate up to date clinical records and care plans in accordance with Division policy, GP practice requirements, legislation, good practice and patient confidentiality

- Undertake a range of clinical duties ensuring all protocols and policies are implemented and adhered to and equipment is maintained to the appropriate standards.

- Support patients, relatives and carer's in order to achieve optimum health and independence.

- Establish and maintain effective communications and relationships with statutory and voluntary agencies, which promotes collaborative working and effective co-ordination of services for individuals and groups. This will include effective discharge planning procedures and development of care packages.

- The post holder is required to take responsibility for his or her own professional development extending knowledge and skills as opportunities arise, in discussion with the Team Leader.

- Demonstrate empathy, sensitivity, support and reassurance when communicating with patients, relatives and staff, particularly in relation to breaking bad news and dealing with emotionally challenging situations, or in situations where there are barriers to understanding, e.g. denial or anger, or when dealing with patients with whom it is not possible to rationalise, e.g. dementia
- Assumes responsibility for the daily operational issues within sphere of work whilst providing co-ordination and appropriate responses e.g. to workload issues throughout the team/CHP ensuring patient safety and appropriate service delivery.
- Support the Team Leader through participation in performance appraisal of nursing staff and the personal development planning process on a regular basis.
- Support the Team Leader in meeting clinical, corporate and staff governance performance indicators.
- Assess and respond to operational issues as they arise, to ensure patient safety and service delivery.

- Support and supervise junior staff and nursing auxiliaries in the provision of safe and effective nursing care
- Promote and adhere to all relevant policies and procedures.
- Maintain knowledge of current local and National guidelines.
- Assist in the monitoring of nursing practice within the team
- Respond to incidents / complaints utilising the reporting system appropriately and provide statements / reports as requested.
- Ensure effective use of all service resources in the absence of senior staff, including staffing levels, staff absence reporting, off-duty and staff deployment.
- Actively participate in clinical supervision and reflective practice opportunities and be responsible for integrating into everyday practice for both self and other team members.
- Support the maintenance of a high standard of conduct and dress to promote public confidence.
- Ensure that the Code of Professional Conduct is adhered to at all times.
- Participate in the development and implementation of staff development programmes, assuming an active role in teaching and developing junior staff within the realms of evidence based practice.
- Actively seek opportunities for audit / research of practice within area of responsibility and evaluate
- Actively participate in the orientation of new staff.

7a. EQUIPMENT & MACHINERY

The post-holder will have an excellent working knowledge of all the clinical equipment and machinery used within the service. The post-holder will require having clinical skills to supervise and ensure nursing staff competency, and to ensure that all relevant equipment is regularly checked.

This will include:

IT Equipment: PC, printer, scanner, photocopier. fax machine, mobile phone

Patient equipment: Hoist, stand-aid, hospital bed, pressure-relieving mattress/ cushion, commodes, bathing equipment, stair lifts, wheelchairs, slide sheets etc

Clinical equipment: Sphygmomometers, thermometers, glucometers, venepuncture / injection equipment, suction equipment, infusion devices, catheterisation equipment

Specialist equipment: enteral feeding pumps, syringe drivers, vacuum assisted closure machines, Apo-go syringe pumps, Doppler machines, Hickman lines, Peripherally inserted central catheters (PICC lines)

The post-holder will ensure the most effective and cost-effective use of equipment and will ensure the safest possible working environment for staff.

Car: The post-holder will be required to travel on a daily basis within Ayrshire.

The post-holder will be required to send and respond to e-mail and to access the Intra and Internet to increase knowledge and awareness.

The post-holder will require utilising packages such as Word, Excel, PowerPoint and Outlook to compile reports. Also be required to access shared management

systems and FACE clinical system on a regular basis.

7b. SYSTEMS

Ensure HR policies, procedures and all other organisational guidelines are adhered to. Ensure health and safety, risk management, incident reporting are identified and reported on.

Ensure all complaints are reported on as per local policies and guidelines.

STAFFING

- Ensure compliance with all staff governance standards
- To participate in the recording and management of risk assessment and risk management, complaints, accidents, incidents, health and safety matters, and lone worker issues.
- To assist with ensuring weekly and monthly time sheets, travelling expenses, and enhanced duty payments are accurately compiled and submitted by staff.
- To assist with ensuring a fair and accurate system is in place for allocation of annual leave, parental leave, and study leave and for all other workforce policies.
- To assist with ensuring that all clinical information systems, patient case notes, records and documentation are completed accurately and confidentially in accordance with all NMC professional guidelines and NHS policies and procedures.
- To assist with ensuring that audit review and research and development evidence underpins all clinical activities.

BUDGETS

- Assist with the ordering of supplies.

INFORMATION MANAGEMENT SYSTEMS

- Utilise intranet, internet, e-mail, clinical systems
- Assist with ensuring adherence to all information sharing, e-Health, Data Protection, Child protection and Caldicott arrangements regarding knowledge management within the DN team

8. ASSIGNMENT & REVIEW OF WORK

The post-holder is responsible to the Clinical Team Leader. The Clinical team Leader (Immediate line manager) will meet with post-holder to undertake annual appraisal and performance review. Progress reviews will occur regularly throughout the year with the Clinical Team Leader through one-to-one supervision,.

The post-holder is accountable for own professional actions whilst working within clear codes of professional practice and guidelines. A large proportion of the work is delegated via the Clinical Team Leader.

The post-holder will anticipate problems, formulate solutions and implement measures proactively in response to clinical patient care

The post-holder will deputise for Clinical Team Leader and provide cover for colleague

in the event of any absences.

9. DECISIONS AND JUDGEMENTS

The post-holder works autonomously without direct supervision and is expected to make clinical decisions pertaining to their clinical area / service. Specific duties are delegated and identified by the Clinical Team Leader through supervision, consultation and discussion.

The post-holder operates within all NHS and district nursing policies and guidelines, and will comply with standing financial instructions, health and safety standards and other statutory obligations.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

To participate in the effective management of the DN team in challenging recruitment times for district nursing teams.

To effectively maintain integrated ways of working to ensure the highest possible standard of treatment and care is delivered to those individuals using the service.

To work closely with NHS, Local Authority partners and the Independent sector by offering expert opinions and advice on district nursing related issues.

11. COMMUNICATIONS AND RELATIONSHIPS

INTERNAL

Junior DN team staff members – to participate in line management support, supervision, formal appraisal and PDP.

Line manager – to discuss and consult on personal, professional and service issues, and to participate in formal supervision and PDP. Preceptorship / mentorship of student nurses and new employees.

Other partnership staff – to participate in the implementation of national standards, guidelines and policies.

Communicate highly complex, sensitive or contentious information/to patients and families.

Other hospital and community based services, wider NHS staff teams – to provide expert opinion on district nurse related issues.

EXTERNAL

Families, patients, carers and relatives – to inform regularly on assessment, treatment and support plans and outcomes. This involves communication of sensitive information concerning patient's situation and also district nursing information.

Community planning groups, local authority staff teams, police, independent sector and communities – to enhance joint working to increase awareness of district nursing provision.

The post-holder presents highly complex specialist information on a regular basis particularly in the field of long term condition management in the community.

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

PHYSICAL SKILLS

Driving skills – daily

Keyboard skills – daily

Moving and handling techniques – daily

Administration of injections, syringe drivers

Complex wound assessment and management

Use of pumps / complex infusion devices

Breakaway techniques

Use of training aids

Skills to operate/move and handle laptop / projector

Care of PEG tubes

Tracheostomy care

PHYSICAL EFFORT

Walking to and from venues on a daily basis

Driving to various meetings and groups across Ayrshire where required.

Working seated at a PC on a frequent basis.

Moving and handling of equipment / patients / equipment

Possible use of breakaway techniques when in contact with patients and the public.

Bending / kneeling in cramped conditions due to patient's home environment.

MENTAL

Ability to focus on and respond to different tasks. Concentration required when offering personal supervision, formal appraisal and review of personal development plan.

Ability to utilise experience and skills when supporting patients, families and staff in particularly challenging situations such as palliate / terminal care.

Concentration and listening skills required when providing face to face counselling to patients and families.

High level of concentration and awareness required when assessing, or delivering care and support in challenging households with potential of violence and aggression.

EMOTIONAL

Having to deal with conveying distressing news of unexpected life events, including death.

Conveying unwelcome or unpleasant information to staff, patients or public.

Discussing / imparting information to patients / relatives regarding planning outcomes and implications. Coping in unpredictable situations and with challenging behaviour.

Being able to demonstrate conflict management by utilising skills and techniques or control when dealing with threatening / intimidating behaviour.

Having to communicate very sensitive information in highly emotive situations. This requires specific skills such as persuasion, reassurance, empathy and negotiation; where there may be barriers to understanding e.g. substance use, hostility, antagonism, manipulation and denial.

Environmental

Working within home and community settings which create safety and control issues.

Exposure to verbal and /or physical abuse and aggression.

Consideration of health and safety requirements for staff, self and public.

Exposure to patients and families extremely upset with decisions affecting them

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Professional qualification in nursing – essential

Education to degree level in relevant field e.g. health studies

Current experience of working within District Nursing

Good communication skills both verbal and non-verbal – essential

Highly developed skills in team working and inter-personal skills

Knowledge of Information Management and Technology systems and procedures.

Knowledge of Data Protection and Caldicott procedures

Knowledge of clinical, corporate and staff governance issues, policies, procedures and systems.

Car owner / driver – essential.