

NHS Grampian

Job Description

SECTION 1

<i>JOB IDENTIFICATION</i>	
Job Title:	Community Nurse
Department(s):	Nursing
Location:	Upper Marr
Hours:	15 hours per week
Grade:	Band 5
Salary:	£34,544 - £43,039 per annum pro rata
Contract:	Fixed Term 11 months

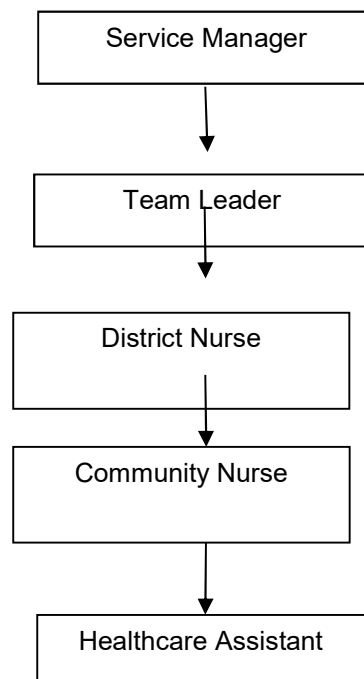
2. JOB PURPOSE

To actively participate in the delivery of evidence/research based patient care, as a qualified nurse in the integrated health and social care team within the Service Area. Delivering safe, effective and person-centred care to patients in their own home or community setting in accordance with the NMC Code of Professional Conduct and other relevant documents such as NHS Grampian policies and procedures, as well as local and national health and safety legislation.

To develop own clinical knowledge and skills and be responsible for the teaching, supervision and assessment of student, junior and untrained members of nursing staff.

To deputise for the Senior Nurse.

ORGANISATIONAL POSITION



4. SCOPE AND RANGE

The Health & Social Care Partnership is a supportive and connected network of all parts of the NHS system and local authority that provide and manage health and social care services and have an influence on the health and well-being of the population of Aberdeenshire. It delivers this through a unified management structure providing and developing health and care services in partnership with staff.

The post holder will at times be required to deputise for a senior member of staff this will include:

- Staff management responsibilities
- Workload allocation
- Prioritisation of presenting issues
- Referral processing from a variety of disciplines

The post holder is accountable for all clinical decision making undertaken and for all clinical assessment and treatment under their management.

The post holder has a responsibility to teach, supervise and assess student nurses and untrained nurses, and to plan and prioritise workload to delegate work to other staff members.

5. MAIN DUTIES/RESPONSIBILITIES

MANAGEMENT/CLINICAL

- Demonstrates a high standard of nursing care to patients in their own homes as directed and delegated by the Senior Nurse in accordance with NMC guidelines and Code
- Participates in the assessment of health care needs and the development, implementation and evaluation of care plans as delegated by Senior Nurse
- Makes accurate observations of physical and mental condition of patients and communicates this to Senior Nurse/GP and other agencies as appropriate
- Makes accurate and contemporaneous records in line with NMC Standards for Record Keeping
- Communicates, collaborates and liaises effectively with other members of Primary Health Care and multi-agency teams
- Demonstrates knowledge of Clinical Governance
- Demonstrates current evidence based practice
- Participates in audit and research
- Demonstrates management of a delegated caseload under the supervision of a Senior Nurse
- Demonstrates an awareness of the role of the District Nurse and associated team members
- Keeps themselves up to date in line with NMC guidelines around revalidation etc.
- Develops managerial and clinical competencies within their sphere of practice
- Participates in the teaching and supervision of student nurses and other grades of staff
- Assists in the identification of training needs via participation in appraisal system (Turas)
- Teaches, supports and demonstrates to relatives/carers the care that they can provide
- Demonstrates an enabling ethos – supporting patients to take responsibility for their own health & wellbeing as far as they are able
- Demonstrates a knowledge of equipment and supervises its safe and appropriate use and care
- Demonstrates knowledge of the principles of Health & Social Care Integration
- Actively participates in health promotion and rehabilitation
- Ensures patients are active partners in decision making regarding their care
- Demonstrates ability to perform specific clinical skills required within the speciality
- Actively participates as an effective and competent member of the multidisciplinary team
- Demonstrates the ability to manage a delegated caseload under supervision
- Demonstrates up to date knowledge of relevant conditions and procedures
- Demonstrates adherence to NHS Grampian local policies and procedures
- Ensures safe storage and administration of medicines and treatments according to local and national policy
- Works in partnership with the Practice Educator/Facilitator in the delivery of education
- Demonstrates an awareness of available resources, how they should be most effectively used, economy in the use of supplies and an awareness of stock control systems.
- Actively participates in the care and maintenance of stock/equipment

ORGANISATIONAL

- Practices and promotes confidentiality at all times
- Demonstrates ability to effectively listen to other points of view
- Communicates with all colleagues in a professional manner
- Demonstrates knowledge and proficiency in implementing relevant policies and procedures
- Ensures written communications are accurate, appropriate and neatly recorded, adhering to NMC/NHS Grampian policies at all times

- Demonstrates ability to address issues arising in a professional and discreet manner whilst knowing their limitations
- Effectively analyses, prioritises and organises own workload, under supervision
- Demonstrates an understanding of and adherence to local and National Health and Safety policies and procedures
- Demonstrates ability to take responsibility for own and junior staff's delegated workload
- Demonstrates ability to delegate to staff effectively in order to achieve optimal use of time and Resources

PROFESSIONAL DEVELOPMENT

- Actively participates in the appraisal of staff, junior and untrained
- Acts as a positive role model for junior staff
- Demonstrates commitment to developing clinical skills and expertise
- Participates in research and audit
- Maintains responsibility for own personal development
- Actively participates in teaching programmes and in supporting learning
- Demonstrates willingness to develop management skills
- Participates in the orientation of new staff
- Willing to take part in clinical supervision to enhance own development/reflective practice

SERVICE DELIVERY

- Actively contributes to the provision of continuity of care for all patients within the sphere of accountability
- Assists the Senior Nurse in contributing toward the future development of the Service
- Committed to the delivery of evidence-based care
- Actively contributes to discussions on service improvement and open to exploring changes which will enhance the smooth running of the service and delivery of excellent standards of care

6. SYSTEMS AND EQUIPMENT

- Have good basic IT skills, including the ability to use email and online systems. Able to learn new systems eg for claiming expenses, accessing patient data, making referrals, ordering equipment/stock and generating specimen labels etc.
- Makes accurate and contemporaneous records in patient held records in accordance with NMC guidelines
- Uses and maintains equipment, such as moving and handling equipment and all other clinical equipment as required within the Service
- Reports any incidents and follows reporting systems in use appropriately
- Demonstrates ability to monitor all service resources in the absence of senior staff, including staffing levels, staff absence recording, off duty, staff utilisation

7. DECISIONS AND JUDGEMENTS

- In the absence of the Senior Nurse the post holder may be nurse in charge
- Whilst in charge must be able to delegate duties appropriately to junior nursing staff within the team and co-ordinate the team's workload as well as their own
- The post holder will be required to use their own initiative and be able to make sound decisions, however they must recognise their own limitations and actively seek out guidance and supervision when required
- They will be required to use own judgement whilst observing patient's condition and should report any changes in prescribed care to relevant disciplines

Typical judgements and decisions made in the course of the job are:

- Assessing patients and developing a plan of care
- Assessing patients for potential risk factors
- Assessing what nursing treatment and monitoring is required for the patients
- Judging when medical intervention is required for a change in patient's condition
- Dealing with stressful situations with relatives/carers and staff as these arise eg caring for terminally ill patients

8. COMMUNICATIONS AND RELATIONSHIPS

When deputising for Senior Nurse, may be required to communicate regarding certain nursing team issues.

Internal

The Post holder is required to communicate verbally and in writing with patients including clear documents and reports of care evaluation to multi-disciplinary colleagues, the Senior Nurse and Team Leader.

Also GP's, Service Manager, Lead Nurse, Senior Service Manager, Care management, Care Coordinator, private and voluntary agencies, discharge hub, NHS 24, Professional interest groups, other departments within NHS Grampian e.g. Human Resources, Finance, Payroll, Ward based staff, IT Dept. etc.

The post holder is required to communicate with other Team Leaders within the day and out of hours nursing service.

External

The Post holder is required to communicate verbally and in writing with carers, relatives, other Healthcare professionals within NHS Grampian, other external organisations and bodies e.g. Higher Education Institutions, whilst abiding by data protection legislation, confidentiality etc.

The main purpose of communication would be regarding patients' conditions and/or issues relating to patient care.

The Post holder would be required to communicate with the Senior Nurse regarding certain nursing team issues.

In the absence of the Senior Nurse this would be communicated to the Team Leader or Service Manager.

At times the post holder may have to deal with distressed, upset, angry or anxious patients, carers and relatives. The role of the nurse is to use communication skills to de-escalate as many situations as possible but to then ensure the safety of herself/himself and any other patients and staff by managing the situation appropriately.

9. PHYSICAL DEMANDS OF THE JOB

A portion of the job entails physical work and the post holder would require moving and handling skills which should be kept up to date yearly or more frequently if required.

The Post holder may be required to work within confined spaces and will be required to assist immobile patients moving from one area to another.

Can work within confined spaces within the patients home.

Can work with medical equipment required for monitoring and supporting the patients' condition.

There is a need for accuracy in the use of all clinical and other equipment, particularly regarding the administration and delivery of medicines and treatments.

The Post holder will be required to initiate appropriate emergency care.

The post holder will usually be required to work alone.

Driving in remote areas and coping with all weather conditions.

No control over patient's environment therefore encounters passive smoking and pets.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

The post holder should have the ability to adapt to the variety of situations that they will be presented with as patient's condition can change rapidly and can be demanding both emotionally and physically.

They should also be prepared to accept that certain outcomes of patient care can be unfortunate and at times difficult.

The post holder has exposure to distressing circumstances e.g. discussing poor prognosis with terminally ill patients.

Frequent potential contact with body fluids, including blood, which may be potentially infectious and noxious substances.

Bereavement support.

Dealing with challenging behaviours from staff/ patients/ carers and relatives in the absence of the Senior Nurse.

To lead the team in the absence of the Senior nurse and set a good example for all staff within the team.

Participating in the management of stock/supplies the post holder has to have the ability to work within an allocated budget.

The post holder is required to work within a multi-disciplinary team that consists of a variety of professionals who have their own priorities.

The post holder will be required to prioritise own workload, adapting flexibly to competing demands from various people.

The post holder will be required to constantly prioritise workload to best manage patients safely and effectively in a constantly changing environment within limited resources.

The post holder will communicate effectively and professionally at all times.

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

The post holder is required to be a registered Nurse with current Nursing and Midwifery Council registration.

It is desirable but not essential that the postholder will have post registration experience and/or community experience.

Evidence of leadership and sound decision making skills are desirable.

Must possess a sound knowledge base with regard to community issues.

Knowledge of NHS Grampian policies and procedures relevant to the area.

Demonstration of evidence- based practice and audit research.

It is desirable that the nurse at this level should also have skills and knowledge for an area of special interest such as Tissue Viability, continence link nurse or have an accredited skill such as risk assessor key handler or basic life support cascade trainer.

The post holder will require well developed written and verbal communication skills.

Clean current driving licence.

Car owner / driver.

PERSON SPECIFICATION		
<p>POST/GRADE: Community Nurse / Band 5</p> <p>LOCATION: Aberdeenshire Health & Social Care Partnership</p> <p>WARD/DEPARTMENT: Community</p>		
<p>The Person Specification should meet the demands of the job and comply with current legislation. Setting unnecessary standards may, for example, unfairly discriminate against one sex, the disabled or minority racial groups. Applicants should be assessed in relation to their ability to meet the real requirements of the job as laid down in the job description. Shortlisted candidates MUST possess all the essential components as detailed below.</p>		
GENERAL REQUIREMENTS		
Factor	Essential	Desirable
Qualification & Experience	Full NMC Registration Post registration experience Community Experience	Practice Assessor qualification
Circumstances & flexibility	An understanding of the needs of palliative/terminal patients & those with long-term conditions & their carers. Available to work day duty across 5 out of 7 days with a degree of flexibility to meet service needs. A desire to give a high standard of service. Excellent communication, interpersonal & organisational skills. Good team worker.	
Particular requirements of the post	Car driver / access to a car Clean current driving licence – confident to drive in the dark and in all weathers, sometimes in very rural areas. Willing to train to be a Practice Supervisor (if not one already). Ability to work on own initiative whilst seeking guidance when appropriate. Confident to work alone sometimes in cramped and difficult circumstances. Good IT skills.	Up to date mandatory training requirements. Already trained as a key handler or BLS cascade trainer. Evidence of leadership and decision-making skills.
Level of Disclosure check required	PVG	