

## **JOB DESCRIPTION**

### **1. JOB IDENTIFICATION**

|                |  |
|----------------|--|
| Job Title:     | District Nurse Specialist Practitioner |
| Salary:        | Band 6 plus DIA                        |
| Hours          | 37.5 per week                          |
| Responsible to | Band 7 Clinical Team Leader            |
| Department     | Community Nursing                      |

### **2. JOB PURPOSE**

To collaborate with the Clinical Team Leader to support the delivery of a high standard of nursing care to the designated community nursing area. The post holder will have continuing responsibility for the management of the caseload, including supervision and deployment of staff.

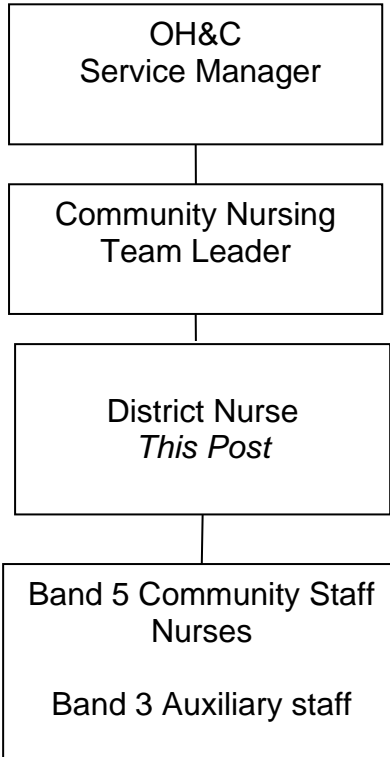
Be responsible for the assessment, planning, implementation and evaluation of nursing care within the designated community area, in conjunction with individuals, families, carers and communities, promoting the development of an integrated team approach.

The post holder will contribute to the national health service agenda through the application of research evidence based practice.

Use a pro-active approach to promoting health and well-being, detecting and preventing vulnerability, preventing illness and responding to existing health issues within in the home setting.

The post holder will ensure that care is delivered using competencies within the scope of practice as agreed by the NMC and Orkney Health and Care (OH&C).

### 3. ORGANISATIONAL POSITION (Chart)



#### **4. DIMENSIONS**

To assess, plan, co-ordinate, deliver and evaluate programmes of care in collaboration with individuals, families, carers and communities, working in varied settings as part of the multi-disciplinary and multi-agency team. The post holder will be based in either Kirkwall or Dounby but may be required to work within other areas according to the needs of the community nursing service.

The post holder will report to the Team Lead, and be accountable and responsible for the clinical and professional leadership of the community nursing team.

The post holder will collaborate with a wide range of statutory and voluntary organisations to maximize the nursing contribution in health improvement, patient and public protection, planning and delivery of nursing care and interventions to individuals, families, carers and communities.

In conjunction with the Team Leads, ensure effective budget management.

To participate in the weekend and out of hours on-call Rota for community nursing within the designated community nursing area.

#### **5. ROLE OF DEPARTMENT**

- The Community Nursing Team forms part of Orkney Health and Care, established in April 2010, a Community Health and Social Care Partnership between NHS Orkney and Orkney Islands Council - Orkney Health and Care (OH&C)

The main functions and objectives of the Community Nursing Service within the integrated care team are to:

- Assess, anticipate, identify, promote and maintain the health needs of the local population in partnership with colleagues, individuals, families, carers and local communities in a variety of settings.
- Evaluate outcomes of planned programmes of care and support.
- Work within a robust clinical governance framework in line with local and national priorities and standards.

#### **6. KEY RESPONSIBILITIES**

##### **Leadership and Management**

Responsible for the professional and clinical leadership of the Community Nursing Team in order to provide effective community nursing services to a defined population.

Leads, prioritises and delegates workload and responsibility within the team in order to address the health needs of individuals, families, carers and communities.

Works in collaboration with, and acts as a resource to health services, social care colleagues, voluntary sector and the community to:-

- Promote health and well being and contribute to meeting local and national health targets
- Prevent ill health
- Prevent, detect and where necessary protect vulnerable individuals

Influences policy development to maximize societal health and well being.

Responsible for staff appraisal and PDP in line with the KSF framework, management issues, provides and participates in clinical supervision of staff and addresses performance issues.

Co-ordinates programmes of education for a variety of learners with the community setting.

Participates in the recruitment and selection of the community nursing team to influence the composition of the team to ensure the required skill mix is achieved.

On-going responsibility for the management of daily operational duties of the community nursing team, including appropriate delegation to team members, taking into account staff competencies, patient needs.

The post holder will frequently be working alone having to make complex decisions regarding patient care. The work is unpredictable in nature where priorities often compete, requiring skill and flexibility to manage the planned and unplanned work.

### **Health Needs Assessment**

Responsible for the on-going assessment, development, implementation and evaluation of healthcare, ensuring the highest standard of service is delivered in a consistent and safe manner within the home and clinical setting. This involves autonomous working and making the most appropriate decision/judgement at the time.

Lead on a range of activities that will contribute to improving physical and emotional well being, promotes and empowers capacity and capability to self care and ensure care delivery in line with local and national policies.

Establish and maintain effective communication and professional relationships with statutory and voluntary agencies, which promote collaborative working and effective co-ordination of services for individuals, families, carers and communities.

Contributes to the reduction in unplanned hospital admissions by anticipating needs, providing early clinical interventions for ill health, supporting self care initiatives and working collaboratively with carers and other health, social and voluntary services. This will include effective discharge planning, assessing and setting up care packages for patients with complex nursing needs.

Works collaboratively with the health improvement team/CHP in the health needs assessment of the population.

### **Practice Development**

Influences, develops and facilitates practice through effective utilisation and integration of research evidence based practice into the practice setting.

the development of best practice in community nursing

Demonstrates and delivers highly skilled clinical interventions and is an advisor, educator and mentor to the community nursing team and a variety of learners.

Co-ordinates and supports staff in their teaching of learners in the community working in collaboration with education providers and other stakeholders.

Ensures specialist expertise is accessed when required and care shared with those who have the specific skills, facilitating opportunities for the team to learn from this expertise.

### **Clinical Governance**

Assist the development of practice through effective utilization and integration of current research evidence into the practice setting, implementing, and monitoring evidence based policies, procedures and protocols and acting as a change agent when appropriate.

Develops and encourages a culture of practice that improves quality, by ensuring continuous review and development through involvement in service redesign through risk assessment, clinical audit, patient feedback and reflection on practice by self and other members of the team.

Works within the health protection policy agenda and is responsible for ensuring compliance with legislation, policies and protocols e.g. infection control, health and safety, risk management and incident reporting, assessing and managing actual and potential risks to health and well being of patients and staff.

Identifies issues of poor practice and takes appropriate action to safeguard and protect patients, public and communities.

Ensures a high standard of record keeping in accordance with NMC, national legislation and local standards, facilitating effective communication with multi-professional and multi-agency team.

### **Patient and Public Experience**

Promote a culture of person centred care by empowering and engaging individuals, families, carers and communities in joint decision making in service delivery developments.

Lead the community nursing team to provide individuals, families, carers and communities with the best care, treatment, interventions and support for health improvement and well being based on the most recent research evidence available.

Responsible for ensuring the planning and co-ordination of community nursing services, including signposting and referring individuals, families, carers and communities to the most appropriate services and agencies.

Identifies opportunities to further develop high quality community nursing services by ensuring there are effective systems in place to ascertain patient and public experience/feedback and complaints are managed in line with organizational policy including actions from learning.

Acts as an advocate for individuals, families and carers to support and empower them to make informed decisions and choices.

## **7 EQUIPMENT AND MACHINERY**

### **Assessment/equipment/charts**

Doppler, urinalysis, blood sugar monitor, auroscope, digital camera, height/weight measurement, Sphygmomanometer etc.

### **Aids and adaptations**

Mobile/tracking hoists, beds, rails, wheelchairs, pressure relieving/reducing equipment, commodes etc.

### **Treatment Equipment**

Needles and syringes/drivers, walk med, PEG feeding equipment, propulse etc.

## **7a SYSTEMS**

- Community Nursing assessment tools and records
- Joint assessment tools and records with social work and other partners
- Personally generated notes
- Electronic and paper record systems
- Activity recording systems – statistical input
- Workload/off-duty/on-call rota's
- Staff appraisal profiles
- Clinical and staff governance audit tools
- Patient Group Directions
- E-Library
- Scotland's' Public Health website etc.
- Intranet.

## **8 ASSIGNMENT AND REVIEW OF WORK**

The Clinical Team Leader and Clinical Nurse Manager will be responsible for agreeing key objectives, reviewing performance, formal appraisal, clinical guidance, and supporting professional development.

The post holder will be responsible for the day to day prioritization and organization of their work and will delegate/allocate work to the nursing team according to patient need and the nursing skills within the team.

Workload will be generated by individuals, families and community need, self referral, GP's, hospital teams, other health care professionals and other agencies.

## **9 DECISIONS AND JUDGEMENTS**

Highly skilled in interpretation of health needs assessment and interpretation of complex information often where acute health and/or social circumstances are present and determines when to refer to other professionals and/or specialist services

Exercises a high level of autonomy and independence in clinical decision making, and uses the support of evidence based practice and local and national policies to inform decisions and apply clinical judgments in terms of competing priorities within a complex, changing environment.

Negotiates, collaborates and supports individuals and families to make sometimes difficult decisions about plans of care by empowering them to decide on the most appropriate course of action.

Makes informed decisions on how to respond where the protection of vulnerable individuals may be required, in accordance with local and national policies and guidelines, and make decisions with guidance from child protection advisor/vulnerable adult officer as required.

Prioritises and delegates team activity on a day-to-day basis, including decision making in adverse weather, balancing nursing staff safety and patient care needs within NHS Orkney Human Resource policies.

Co-ordinates and supervises nursing team and takes remedial action as required to resolve issues/staff problems within own team.

Supports professional development of team members

Challenges other agencies in decision making and judgment where appropriate.

## **9. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

- Being able to co-ordinate and deliver high quality nursing care in a range of settings and balance conflicting priorities within existing resources.
- Assessing and developing plans to address the health needs of people in complex care situations.
- Establishing the role of the Senior Staff Nurse within a community nurse team.
- Change management, management of people, facilitating good performance and conduct.
- Co-coordinating complex care packages with colleagues in other health, social and educational services.
- Complex case conference for vulnerable individuals.
- Working with vulnerable individuals and their families
- Meeting health challenges and inequalities of the community.
- Ensuring a proactive way of working within finite resources allocated
- High level of knowledge and expertise for the post
- Dealing with complex, sensitive or contentious situations
- Remote and rural working
- Lone Working/On call

## **10. COMMUNICATIONS AND RELATIONSHIPS**

**Internal:**

- Clinical Nurse Manager, Operational Managers, Team Leaders, members of the Community Nursing Department and integrated workforce
- Primary Health Care Team
- Specialist services i.e. – Diabetes, Cardiac, MS
- Mental Health
- Allied Health Professionals
- Health Improvement Team
- Hospital Team
- Education and Learning Team
- Senior leaders such as Lead Nurse, Nurse Director, Heads of Service
- Occupational Health Dept
- Human Resources Dept
- Administration staff

**External:**

- 3<sup>rd</sup> Sector Colleagues
- Liaison with hospitals in other areas, i.e. Aberdeen Royal Infirmary.
- Higher Education Institutes i.e. Robert Gordon's University
- NES
- Individuals, families, carers and communities.

**11. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB**

**Physical:**

- Moving and handling of individuals and equipment such as hoists and wheelchairs
- Risk assess a range of working environments and ensure safe working environment for self and staff
- Restrictive movement in environments in terms of some clinical interventions e.g. standing, walking, kneeling and working in unpredictable varied settings.
- Fine motor skills and dexterity such as syringes and needles
- Driving.
- IT
- Exposure to body fluids

**Mental:**

- Dealing with urgent and life threatening conditions
- Variety of assessment approaches and interpretation of findings sometimes complex.
- Concentration and decision making in terms of competing demands and priorities.
- Lone working in the community, risk assessment, concentration in driving in a variety of environments
- Ability to calculate drug dosages and prescribe safely and effectively
- Ability to organize and manage workforce and workload
- Writing prolonged reports
- Administration of medicines
- Negotiating and influencing skills
- Motivating others
- De-escalation of volatile situations

- Conflict management
- Interpret data and use findings to inform service delivery
- Dealing with challenging behavior
- Concentration to deal with highly complex facts or situations requiring analysis, interpretation and comparison of a range of options.
- Dealing with changing resource provision
- Challenging poor performance

**Emotional:**

- Individual, family, community and team dynamics
- Supporting in terms of individual, family and community crisis/major incident/diagnosis and poor prognosis.
- Advocating for patients
- Supporting staff
- Supporting and enabling self care when individuals, families, carers may not be motivated to do so
- Coping with unpleasant surroundings and environments
- Coping with the management of complaints
- Providing episodes of care that challenge individual beliefs and values
- Caring for terminally ill
- Balancing the support for carers with the protection of vulnerable groups
- Bereavement

**Environmental:**

- Exposure to body fluids, including taking blood samples, catheter care, wound dressings.
- Exposure to infections including resistant bacteria.
- Exposure to unpredictable working conditions in patients' homes, i.e. unpleasant smells, smoking, pets, poor hand washing facilities, cold temperatures and cramped conditions.
- Difficult driving conditions and adverse weather including flooding, snow and ice on the roads

**12. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED DOING THE JOB.**

**Qualifications:**

- Specialist Practice Qualification (District Nursing )
- Registered General Nurse with community nursing experience.
- Evidence of Continuous Professional Development

**Training and Experience**

- Recent experience of working in a community nursing setting.
- Evidence of continued practice development including clinical and management skills relevant to community.
- Experience of working in collaboration with other professionals across organisational boundaries.

- Experience of developing and implementing complex care packages.

**Knowledge and Skills:**

- Advanced assessment skills with in-depth theoretical knowledge.
- Ability to direct and coordinate programmes of care working collaboratively and autonomously.
- Leadership skills.
- Knowledge and ability to interpret and apply public health agenda and research based evidence in all aspects of community nursing practice
- Knowledge and understanding of service improvement, redesign and managing change
- Knowledge and understanding of policy and guideline implementation, review, monitoring and evaluation
- Decision making and prioritisation
- Ability to demonstrate effective interpersonal and written communication
- Excellent observational skills.
- Problem solving skills.
- Clinical audit
- Teaching, supervising, mentoring and supporting staff and students.
- Ability to work under pressure and ability to work on own initiative.
- IT skills.
- Car owner/driver

## PERSON SPECIFICATION

**Job Title:** Band 6 District Nurse Specialist Practitioner

**Department:** OH&C Community Nursing Team **Section:** Community Nursing

| <i>FACTOR</i>            | <i>ESSENTIAL</i>   | <i>DESIRABLE</i>  |
|--------------------------|--|---|
| 1. EDUCATION & TRAINING: | RN 1 <sup>st</sup> level - Current NMC Registration.<br><br>District Nurse Specialist/Public Health Nurse Practitioner Qualification<br><br>V100 prescribing<br><br>Evidence of Continuing Professional Development  | Non- medical prescriber<br><br>BASICS training and/or emergency care/out of hours experience<br><br>Student Mentor<br>Practice Teacher  |
| 2. SKILLS & KNOWLEDGE:   | Excellent interpersonal / communication skills.<br><br>Excellent Leadership, motivational and organisational skills.<br><br>Excellent record keeping and documentation<br><br>Wide range of clinical skills and use of evidence based patient centred care.<br><br>Good decision making and problem solving skills.<br><br>Awareness of importance of confidentiality.<br><br>Awareness of infection control.<br><br>Computer literate | Change management knowledge and skills.<br><br>Budget management.<br><br>Experience of electronic patient record keeping<br><br>Experience of teaching or use of teaching skills. |
| 3. WORK EXPERIENCE:      | Experience of community nursing at band 5 or 6 level or equivalent   | Experience of community nursing in a remote setting.  |

|           |   |  |
|-----------|---|--|
|           | <p>Work autonomously and as part of a team.</p> <p>Experience of risk management and Health and Safety.</p> <p>Experience of leadership/team working.</p> <p>Experience of Single Shared Assessments and Anticipatory Care Planning</p> <p>Ability to work across professional boundaries</p> |  |
| 4. OTHER: | <p>Clean driving licence and use of a car.</p> <p>Ability to carry out on-call duties</p>   |  |