

# Community Staff Nurse

## Candidate Information Pack



# Welcome

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Dear Candidate,

Thank you for taking the time to read more about who we are and the jobs we have on offer.

NHS Dumfries and Galloway is one of 14 territorial Health Boards covering the region of South West Scotland.

There are so many exciting aspects to nursing roles; even the four fields of practice don't cover the variety choice there is both in general and specialist posts Dumfries and Galloway has much to offer.

I have worked in Dumfries and Galloway for a significant part of my career and seen so many changes and developments across nursing and so much potential for the future.

Working with children or adults, in their own homes and communities is bound up in our aspiration; seeing hospital admission quite correctly, as a very small element in the journey of care for people with significant mental or physical health challenges.

What makes me so proud is how the teams work together across Health and Social Care to deliver high quality nursing for the people of this region.

With all the recent investment into our services, new facilities and having support of our own dedicated practice educator ensuring our staff have the opportunities to develop both leadership and clinical skills it has never been a better time to recruit for Dumfries and Galloway. Being a small, rural area may have its challenges however it is those challenges that bring out the best in our teams in terms of innovation and creativity. The benefits far outweigh the challenges with a real connection with community and across teams.

We are welcoming of those from other areas whose skills and experience can be used to drive improvements further, we have a strong and supportive ethos of development and recognition of excellence.

We hope that you will continue with your application and come join our nursing family. If you wish to have an informal chat either with the hiring manager identified in this post or myself please feel free to contact us.

Kindest regards

*Alice,*



**Alice Wilson**  
Nurse Director  
NHS D&G

# The Opportunity

## 1. Job Identification

<b>Job Title</b>	Community Staff Nurse
<b>Band</b>	Band 5
<b>Salary</b>	£25,351 - £31,966 (pro rata)
<b>Scale</b>	Agenda for Change**
<b>Hours</b>	30 hours per week
<b>Contract Type</b>	Permanent
<b>Department</b>	Community Nursing
<b>Reporting to</b>	Carolina Mroczkowski
<b>Base</b>	Greyfriars Medical Centre, Dumfries

\*\* NHS Scotland's AFC pay system differs slightly from NHS England, Wales or Northern Ireland. Please click [here](#) to access the most up to date pay scales and Terms and Conditions.

## Contact Details

### Line Manager

Carolina Mroczkowski

We welcome informal contact from prospective candidates who wish to better understand the role.

Please contact: Carolina Mroczkowski [Carolina.mroczkowski@nhs.net](mailto:Carolina.mroczkowski@nhs.net)  
07843345628

# Job Description

## 1. JOB PURPOSE

- To assess, plan, implement and evaluate programmes / systems of nursing care and treatment.
- To work as part of the Multi-Disciplinary / Multi-Agency Team.
- To take charge of a caseload or equivalent sphere in the absence of the District Nurse or person with continuing responsibility.
- To play a role within the clinical area modernisation and redesign.

## 2. ORGANISATIONAL POSITION

### **Nurse Manager**

Senior Charge Nurse/Team Leader

District Nurse

### **Staff Nurse (This Post)**

Health Care Support Worker

## 4. SCOPE AND RANGE

The Community Adult General Nurse operates within the 4 Pillars of Nursing Practice while delivering and managing care and support to people in their locality or community. This care and support includes:

- Public Health / Health Improvement / Reducing inequalities work
- Anticipatory Care planning and provision
- Assessment
- Care / Case Management
- Complexity / Frailty assessment and management
- Intermediate Care – care provided during an acute or unexpected episode
- End of Life Care / Palliative Care

The four pillars and their high level descriptors are:

- Clinical practice : Clinical Assessment skills; Care skills; Condition management skills and E-health and technology skills
- Facilitation of learning: Contribute to a learning environment in which individuals are coached, supported, supervised and mentored
- Evidence research and development.: Utilise information or data to measure the effectiveness of care and improve care
- Leadership

*The defined clinical competencies of the Community Adult Registered Nurse within these 4 pillars are described fully in the NHS Dumfries and Galloway Community Adult General Nurse Competency Framework, which should be read in conjunction with this Job Description.*

## **5. MAIN DUTIES / RESPONSIBILITIES**

- To assess, plan, implement and evaluate nursing care and treatment.
- Supports patients/clients with a wide range of conditions to understand and where possible take on self management of their condition
- Undertake clinical assessment, using clinical assessment skills
- Delivers anticipatory and preventative care
- Works to patient group directives and prescriptions for the administration of medicines
- Undertakes risk assessments in relation to clinical care; environments and contexts of work
- Assesses patients, taking into account their physical, mental and social states alongside the impact of their environment and stoical support available to them
- Negotiates care plans that are person-centred and focused on cself-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
- Articulates risk and strategy for risk assessment and management
- To ensure and promote the individual's confidentiality, dignity and privacy
- To participate in and promote clinical supervision.
- Take charge regularly of shifts as nominated and allocate work to others as appropriate.
- To provide effective mentorship for students and maintain a supportive learning environment with a range of learning opportunities to practice in accordance with Health and Safety procedures being aware of personal and corporate responsibility.
- Ensures information is recorded objectively and timeously and is reported back to the community nursing or community integrated team.
- Recognise signs of deteriorated in patients and refer appropriately to ensure patient safety and avoid hospital admission
- To recognise vulnerable adults , act and report appropriately
- Manage uncomplicated symptoms in patients with palliative or terminal care needs
- Work flexibly across the community treatment and care setting as require by service need

## **6. SYSTEMS AND EQUIPMENT**

The Community Adult Registered Nurse is expected to have the up to date knowledge and skills necessary to use all equipment safely in their field of practice. The post holder will be required to manage the use of the following equipment for the reasons stated and is responsible for ensuring that systems/policies/procedures are communicated to colleagues to ensure safe use, maintenance and storage of equipment in the area:

- Moving and Handling equipment to assist patient mobility and promote comfort
- Medical and technical equipment required for any procedure detailed in the local procedure manual or that which is required within the role.
- Near patient testing to monitor physiological status.
- IT equipment including local and national systems to read, analyse, record and transmit patient and staff information within the boundaries of local and national policies and legislation.
- Telemedicine and telehealth equipment, current and emerging, used to support people at home or in a homely setting, or in hospital. IT equipment including local and national systems to read, analyse, record and transmit data and service information and metrics.

## 7. DECISIONS AND JUDGEMENTS

The post holder:

- Will be responsible to the, Senior Practitioner/District Nurse, in respect of guidance and professional management, review and formal appraisal of performance.
- Has responsibility for reflecting upon and reviewing their decisions in relation to assessing, monitoring, evaluating and interpreting patients' condition and effectiveness of their care programmes.
- Has responsibility to contribute to decisions relating to the management of physical, human and financial resources in own area including recruitment and workforce planning.
- The post holder will be responsible for exercising their professional judgement in relation to the clinical element of their role and within their scope of practice and clinical competency framework
- Will be involved in making clinical decisions unsupervised within their scope of practice and clinical competency framework
- Will be expected to analyse and interpret clinical and non-clinical data and policies and make judgements on these. Accordingly will then give direction to staff involved

## 8. COMMUNICATIONS AND RELATIONSHIPS

- Uses systems and standards of communication for routine, complex and potentially stressful matters with a wide range of health and social care workers, patients, families, other relevant departments/agencies. Utilises a wide range of media, such as telephone, verbal and written communications to overcome any difficulties in communication with people involved. Identifies and negotiates appropriate actions to reach agreed outcomes, demonstrating sensitivity and empathy when communicating with people.
- Establishes and maintains relationships based on mutual respect, communicating on a regular basis with the patient/relatives/multi-disciplinary team and external agencies in the provision of care and services

## **9. PHYSICAL, MENTAL AND EMOTIONAL DEMANDS OF THE JOB**

### **Physical Skills** (several times per shift)

Ability to be flexible and adaptable to meet the changing needs of a 24 hours Service where required.

The post holder will require a range of physical skills relevant to clinical area including patient's homes.

### **Physical Demands** (several times per shift)

The physical demands will be dependent on clinical area but will include for example patient movement with use of mechanical aids; standing/walking for the majority of the shift; restrictive movements to treat patients e.g. stooping

### **Mental Demands** (variable frequency)

The mental demands will be dependent on clinical area but will include for example concentration required when checking documents/patients notes and calculating drug dosages and balancing the competing demands of the role while maintaining a high level of visibility to staff, patients, families and/or carers; maintaining high level and consistent professional behaviour in unpredictable and stressful situations; ability to react swiftly and appropriately to sudden changes in patient clinical conditions.

### **Emotional Demands** (variable frequency)

Examples include communicating with distressed/anxious/worried patients/relatives/staff; caring for terminally ill; caring for and/supporting patients/carers following bad news; dealing with challenging behaviours;

### **Working Conditions** (several times per shift)

Working conditions will be dependent on clinical area but will include for example exposure to body fluids; exposure to verbal aggression and potentially physically aggressive behaviours (frequency variable); exposure to infected and infectious materials and patients; temperature of the environment

## **10. MOST CHALLENGING PARTS OF THE JOB**

- Managing unpredictable workload
- Managing the challenges of working in large geographical , rural area
- Communicating complex and often distressing/sensitive information to patients/carers whilst exhibiting empathy and reassurance
- Expected to work within a changing environment which at times may be unpleasant or stressful

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

- First level nursing or midwifery qualification (appropriate part of NMC Register relevant to area).
- Evidence of Continuing Professional Development and maintenance of Clinical Competencies', as described in NHS National Education for Scotland, Community Adult Registered Nurse Post career framework

and Local competency framework.

- Demonstrates all four Pillars of Nursing Practice; Clinical; Research & Development, Leadership, Facilitation of Learning.
- Ability to work under own initiative and prioritise successfully.
- Confidence to act
- Ability to work under pressure and achieve tight deadlines
- Demonstrate a flexible and adaptable approach
- Evidence of Continuing Professional Development and maintenance of Clinical Competencies', as described in NHS National Education for Scotland, Community Adult General Nurse Post Registration Nursing career framework and Local competency framework.
- Hold a licence to drive or able to travel independently

## 12. JOB DESCRIPTION AGREEMENT

**Job Holder's Signature:**

**Date:**

**Head of Department Signature:**

**Date:**

# Person Specification

ESSENTIAL	DESIRABLE
<p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>Registered Nurse on NMC Register</li> <li>Driving License or ability to travel independently</li> </ul>	<ul style="list-style-type: none"> <li>Degree or working towards</li> </ul>
<p><b>KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>Evidence of up to date clinical knowledge</li> <li>Knowledge of relevant Health &amp; Safety regulations</li> <li>Knowledge of Best Practice in End of Life care</li> <li>Knowledge of Best Practice in Palliative/ Long Term Condition Care</li> <li>Undertake ongoing continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of NHS D&amp;G policies/Procedures/Protocols.</li> <li>Quality Improvement methodology</li> <li>Evidence of Maintenance of the four pillars of practice.</li> <li>Demonstrates previous and ongoing CPD</li> </ul>
<p><b>EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>Providing care treatment and support for and with people with long term conditions</li> <li>Providing care treatment and support for and with people at end of life</li> <li>Multi-disciplinary/multi-agency working</li> <li>Clinical Supervision</li> <li>Experience of working unsupervised</li> </ul>	<ul style="list-style-type: none"> <li>Supervising/teaching/mentorship experience</li> <li>Experience working within a community setting</li> <li>Participation in audit</li> <li>Palliative care experience</li> <li>Evidence of safe level of practice identified through use of Competency Framework</li> </ul>
<p><b>SKILLS:</b></p> <ul style="list-style-type: none"> <li>Effective communication/ interpersonal skills</li> <li>Leadership skills</li> <li>Manual handling and use of equipment</li> <li>Accurate record keeping/completion of standard documentation</li> <li>Organisation of workload/delegation of tasks</li> <li>Ability to demonstrate/apply current clinical theories</li> <li>Working without direct supervision/ability to work under own initiative and prioritise own work</li> </ul>	<ul style="list-style-type: none"> <li>Venepuncture, Ear Syringing, Male catheterisation</li> <li>Syringe driver</li> </ul>

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| <ul style="list-style-type: none"><li>• Ability to work under pressure</li><li>• Demonstrate a high degree of motivation</li><li>• Maintains confidentiality at all times</li><li>• Well developed IT skills</li><li>• Demonstrates Integrity</li><li>• Effective and efficient time management</li><li>• Good effective communication skills-verbal and written</li><li>• Personal resiliency</li><li>• Ability to form good working relationships with other team members</li><li>• Flexible/Adaptable</li><li>• Stress Tolerant</li><li>• Ability to embrace and initiate change in an ever changing working environment</li><li>• Personal motivation &amp; Enthusiasm</li></ul> |  |
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# Find Out More

For information on NHS Dumfries & Galloway, including details of further staff benefits, our facilities and beautiful surroundings, check out our new Work with Us Portal.

To access the Work with Us web pages, copy and paste the following link into your web browser:

[www.nhsdg.co.uk/workwithus](http://www.nhsdg.co.uk/workwithus)

