

## JOB DESCRIPTION TEMPLATE

### 1. JOB IDENTIFICATION

Job Title: District Nurse Band 6

Responsible to: Integrated Team Leaders

Department(s): Fort William Health Centre

Directorate: Community Nursing

Operating Division: Lochaber – North-West Operational Unit

Job Reference: MDLOCHCOMMNURS04

No of Job Holders: 3.8 WTE

Last Update (insert date): 16 04 15

### 2. JOB PURPOSE

Responsible and accountable for the delivery of nursing care to the practice population and wider locality in the Community, 24 hours, 7 days a week.

Manage and organise a defined caseload providing leadership and clinical supervision to the District Nursing Team and work in collaboration with the Integrated Team, wider District Nursing Team, Unscheduled care service, and other agencies involved in the delivery of care in the community setting.

Engage in assessment of individual and/or family care needs in conjunction with the clients and within available resources plan, implement and evaluate health care programmes conducive with meeting their needs, referring to other team members and agencies when appropriate.

Participate in student nurse training and continuing personal development of all staff grades.

Support Public Health Agenda.

### 3. DIMENSIONS

0.6 WTE Band 3  
2.7 WTE Band 5

Access through Team Leader to bank staff

Postholder is responsible for developing, evaluating, auditing care practices for a diverse practice

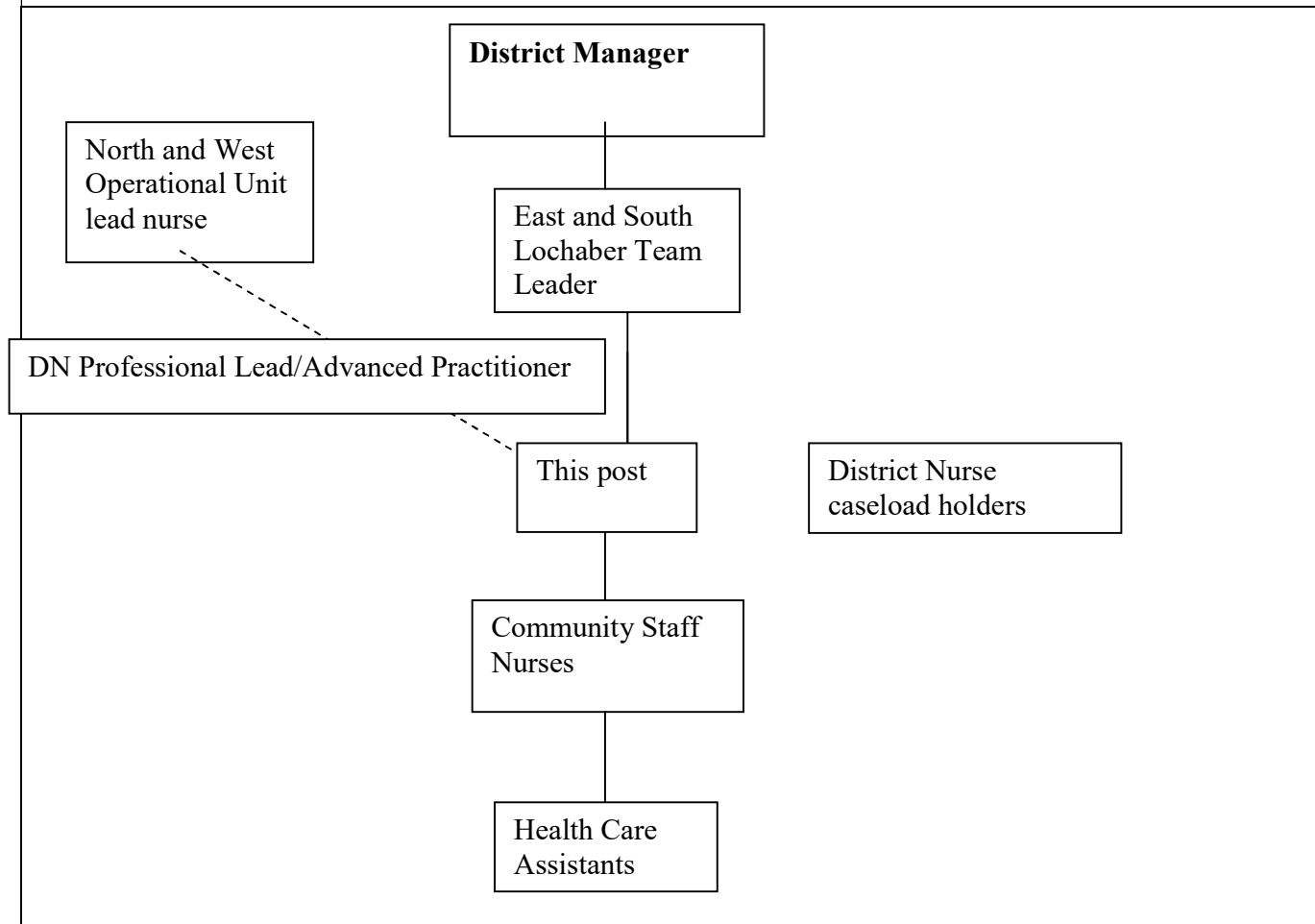
population some of whom have complex needs that require the postholder to liaise closely with other agencies to provide and co-ordinate care.

This is a non budget holder post.

The post holder must be able to evidence and demonstrate awareness of budgetary needs and exercise responsibilities when assessing needs which may have budget implications.

Providing service to patients within Community setting to patients registered with an aligned GP practice and cross working with GP practices across Lochaber.

#### 4. ORGANISATIONAL POSITION



#### 5. ROLE OF DEPARTMENT

Provides a wide range of healthcare options to the practice population, to ensure the highest standard of care is given, which complies with current clinical guidelines and legislation.

Health education is essential and every opportunity should be taken to promote a healthy lifestyle.

Assess, plan, implement and evaluate the treatment requirements of the practice population using a variety of sources to meet the patients needs.

Annual audit of care plans.

Ensure effective communication with GPs and other persons who refer to the service.

Provide support and mentoring for student nurses and post graduate students.

Support Public Health and Social Care Agenda

## **6. KEY RESULT AREAS**

1. Responsible and accountable for the ongoing asset based integrated approach to assessment, development, implementation and monitoring of person centred 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

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

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

4. Support patients, relatives and carers' to develop a reablement philosophy in order to achieve optimum health outcomes and maximise independence.

5. Develop and participate in health education activities, promotion of lifestyles, prevention of disease to support the Public Health Agenda.

6. Initiate, establish and maintain good working relationships with patients, carers and members of the Primary Health Care Team to support multidisciplinary working.

7. To audit agreed standards of care, measure clinical outcome and implement any required change

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

9. The post holder is required to comply with all Statutory Policies and Procedures of the Division, Board and the NMC Code of Professional Practice, Guidelines and Standards

10. The post holder is required to take responsibility for his or her own professional development in discussion with and with the agreement of the Integrated Team Leads and District Manager.

11. Develop, maintain and enhance IT skills

12. Provide leadership and mentorship to the District Nurse team and participate in the teaching and

clinical supervision of staff, students and orientation and induction of new staff.

13. Compile and co-ordinate staff rotas and on-call rotas.

14. By personal example ensure that the highest standard of professional conduct is maintained including adherence to the NHS Dress Code and National Uniform Policy.

15. Variable on-call commitment outwith contracted daytime hours is in operation between the hours of 1700 hrs and 0830 a.m.

### **7a. EQUIPMENT AND MACHINERY**

Negative Pressure Wound Therapy Equipment

PICC line equipment

Chemotherapy treatment equipment

IV administration equipment

Bladder Scanner

Pressure relieving mattresses and cushions.

Fans.

Syringe drivers.

Blood glucose monitoring equipment.

Gastrostomy feeding apparatus.

Needles, syringes, blood collection tubes.

Commodes

Catheters (urinary) and associated equipment.

Nephrostomies and associated equipment

Colostomy/Urostomy and Ileostomy equipment

Doppler.

Scales.

Sharps containers and disposal of toxic and infectious materials.

Hydraulic bath chairs.

Bathing equipment ie. Seats, boards.

Bed Levers

Wheelchairs.

Stair lifts (electrical)

Toilet seat raisers.

Patient hoists – electric and mechanical and slings.

Responsible for the safe use of patient related equipment i.e. pumps, hoists, therapeutic mattresses etc.

Ensure that all relevant equipment is regularly checked.

#### **7b. SYSTEMS**

Ensure staff are aware of their responsibilities to present completed accurate timesheets, mileage sheets and NURI sheets on time.

Required to record patient related information on Personal Plans as needed

Required to record patient related information in case notes / care plans

Electronic based systems including PECOS, DATIX Personally generated clinical notes.

Maintain up to date audits

Administration of 'flu vaccine to enable practice records to be accurate.

Ensures that all patients have agreed care plans

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

Working as an autonomous practitioner workload will be generated via GP's, Hospital Team, Patient demand, also by Social Workers, Carers, Statutory and Voluntary organisations, following a referral criteria.

Work will be carried out and reviewed in accordance with the CHP's Clinical Governance Policy, also reviewed under NMC guidance.

The Team Leader will undertake an annual performance and development review.

#### **9. DECISIONS AND JUDGEMENTS**

Assessing and interpreting acute and other patient conditions. Makes relevant changes to patient care/ management as required.

Determining when to refer to other healthcare professionals and statutory and voluntary services.

Co-ordinates and supervises other team members and takes remedial action as required to resolve disputes/ staff problems within own team.

Decisions are made, re-evaluated and solutions sought on minimal daily basis.

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

Being able to manage the organisation requirements of the GP practices, while maintaining continuity of care and improving front line patient care within the home and Health Centre setting.

Resource and time management can be difficult with decisions having to be made at short notice and work re-assigned at short notice.

## 11. COMMUNICATIONS AND RELATIONSHIPS

The District Nurse will regularly communicate with various people through face-to-face, on the telephone or in written correspondence.

Internal contacts will be with:

- GPs and Primary Care, Social and Community Staff
- Treatment Room Nursing Staff
- Community and Practice Administration Staff
- Support services from the CHP
- Face to face with own team
- Hospitals and specialist units
- Clinical Nurse Specialists e.g. Macmillan, Multiple Sclerosis within the area in relation to patient condition/care

External contacts will be with:

- Highland Council
- Patients/ Relatives & Carers/ Power of Attorney
- Other NHS Operational Units
- Other Statutory and Voluntary Agencies

Postholder will communicate internally and externally on a diverse range of health and social issues affecting patients, their families and their carers.

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

### **Skills:**

**Long term Complex Conditions Assessment and Management** (This may include venepuncture if the patient requires assessment for proactive conditions management and remains on the District Nurse caseload). This includes assessment of complex health needs/ promotion of optimum independence/self management to prevent and manage acute exacerbations of long term conditions e.g Malignant disease, COPD, Cardiovascular disease, Cerebrovascular disease, Diabetes, Neurological conditions, Rheumatoid arthritis

### **Anticipatory Care Planning**

**Palliative/ Terminal care including Symptom Assessment and Management**, both for malignant and also non-malignant conditions

### **Last Offices**

### **Wound Assessment and Management**

**Removal of clips and sutures****Continence Assessment and Management/ Insertion of urinary catheters****Medication Assessment and Management, Subcutaneous, Intramuscular and intravenous injections, Syringe Drivers and Infusions****Flu vaccination programme****Healthy Lifestyle Advice and Support****Nutritional Management supported by dieticians****Education of Student Nurses, SVQ students and new junior staff**

The postholder will have the experience and competence to carry out all nursing interventions as appropriate to patient needs.

**Physical Demands:**

Patient movement with use of mechanical aides, manoeuvre patients. Requires knowledge of use of safe practice with aids.

Postholder must be physically able to use equipment, ensure regular servicing and maintenance, will have had Moving & Handling course updated yearly.

Will be responsible for own staff and colleagues safety.

Will have training in Violence & Aggression.

Will have safe driving techniques/practices

Will be able to adapt to difficult working situations using equipment within patients own home.

Push trolley's, wheelchairs

Stand/walking for the majority of shift.

Driving

**Mental Demands:**

Concentration required when checking documents/patient notes, injections, scheduling visits.

Decision making to provide appropriate clinical management.

Will be confident in own ability to prioritise and delegate work duties.

**Emotional Demands:**

Communicating with distressed/anxious/worried patients/relatives.

Caring for the terminally ill.

Caring for patients following receipt of prognosis.

**Working Conditions:**

Exposure to body fluids.

Inclement weather affects both driving and walking.

Unavoidable exposure to verbal/physical aggression.

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

Specialist Practitioner District Nurse, Bsc In Public Health or Community Nursing qualification, Diploma in District Nursing,

Registered General Nurse  
Evidence of development of Govt policy drivers  
Evidence of CPD  
Previous experience in a primary care/community setting  
Driving Licence

Competencies:  
Good communication and interpersonal skills  
Problem Solving Skills  
Time Management Skills  
Ability to work well under pressure  
Be able to work on own initiative  
IT skills

#### **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: