

1. JOB DESCRIPTION

Job Title Charge Nurse–Community Nursing

Department(s) Community Nursing

CAJE ID NM.0178

No of Job Holders

2. JOB PURPOSE

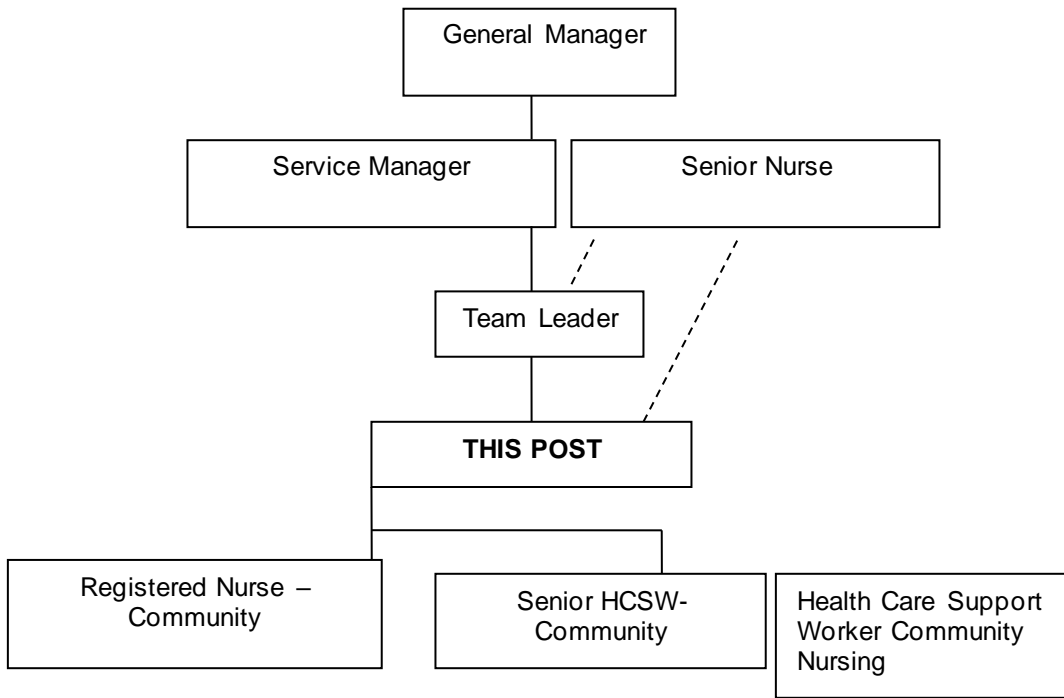
The post holder will be responsible and accountable for the delivery of an accessible, appropriate, high quality and effective nursing service to all age groups in the community by working in partnership with patients, care providers and other agencies.

The post holder will ensure a person centered approach to care delivery which is safe and effective to ensure and maintain quality strategy.

The post holder will function as an independent autonomous practitioner by virtue of in-depth knowledge, expertise, proficiency and experience to lead and enable the Community nursing team to provide a quality nursing service.

The post holder will lead/manage and support the Community nursing team, be a clinical expert, be involved in public health activities, be accountable for a caseload over a 24 hour period and be a key member of the Integrated Primary Care team and other multi-disciplinary groups.

3. ORGANISATIONAL POSITION



4. SCOPE AND RANGE

- The Community nursing service operates an open access policy that is available 365-days a year. Care needs are prioritised to be able to respond to both planned and unplanned care. This includes the ability to respond timeously to unscheduled care requests for those patients who require urgent nursing intervention.
- The Community Charge Nurse will be responsible for the management of a caseload of community patients, leading and managing a team (where applicable) of qualified nursing staff and Health Care Support Workers. The caseload population is derived from the geographical area/ GP practice to which the team is aligned
- The caseload comprises patients within all age groups with a range of complex needs requiring high level nursing interventions, such as cancer and non-cancer palliative care patients, those requiring nursing care in relation to chronic disease management and the provision of skilled technical interventions, e.g. subcutaneous infusions, central venous lines and tracheostomy management
- The post holder has responsibility for the ordering of nursing equipment in collaboration with the Team Leader, Service Manager and the Unit General Manager to ensure effective utilisation of resources – this will include the nursing workforce resource, as well as the effective management of specialist nursing equipment and supplies.
- The post holder may be required to assume the responsibility of team leader during short periods of sickness, absence and annual leave, seeking support and guidance as required from the Service Manager/Senior Nurse
- Autonomous practitioner who will practice within the legal and ethical framework of the NMC and national legislation, and who has overall responsibility for the supervision/management of a Community nursing caseload, being accountable for the quality of care delivered through robust assessment, referral and communication processes and implementation of evidence based person centred practice interventions to address needs.

5. MAIN DUTIES/RESPONSIBILITIES

Nursing Process

- The post holder is responsible and accountable for the ongoing management of the caseload to ensure the assessment, planning, implementation and evaluation of programmes of care. These will be developed in partnership with patients, family, carers and significant others and will be evidence based taking into consideration the lifestyle, race, gender and cultural background, and factors which impact on physical, mental or emotional health.
- Influences policies/plans affecting health and promote effective health improvement in a community setting
- Uses a range of clinical assessment skills including- history taking, physical & cognitive assessment to inform clinical decision making and onward referral as appropriate
- Utilises independent/supplementary prescribing (V300) status

Professional

- Being fully compliant with the NMC Code, NHS Lanarkshire Policies, Procedures and other relevant guidance documents, which support and maintain standards of professional practice for nurses and midwives.
- Effectively deliver Community nursing practice and duties as detailed in relevant NHS Lanarkshire policies, e.g. tissue viability, infection control, terminal care and be aware of their responsibility in respect of public protection.
- Ensure effective, accurate and contemporary documentation is maintained and managed according to developed systems and in accordance with the national/local/professional policies, guidance, data protection and the Freedom of Information Act.
- Be responsible for the effective and accurate use of team resources, e.g. staff, supplies, dressings.

- Ensure participation in systems of practice support, clinical supervision and personal development plans for the Community nursing team
- Be a source of expert advice to clients, carers and other professions as required.
- Supervise/assess pre and post-registration student nurses and others as required.

Education/Research

Ensure evidence based excellence in care delivery through:

- Implementing Clinical Governance process in all areas of Community nursing practice, including the involvement of users/carers, to ensure continuous practice improvement.
- Accessing, appraising and critically applying the evidence base to meet individual/population needs using national guidelines and standards, and employing NHS Lanarkshire agreed risk assessment tools to identify actual and potential risk and implement appropriate interventions
- Taking responsibility for personal Continuous Professional Development to enhance knowledge, skills and values needed for safe and effective practice and identification of training/development needs through participation in personal development planning process
- Participate in performance management of staff to ensure clarity and purpose of role.

Management/Leadership

- Provide clinical leadership to the nursing/multi-disciplinary team and contribute to Practice Development planning and the Health Improvement agenda
- Support the implementation of organisational goals
- Demonstrate the ability to function competently both as a leader and team member, and understand and acknowledge the role and function of others in the development of effective partnership working
- Take account of the role, skills/competencies of Community nursing staff and, when applicable, develop them to enhance the delivery of effective care
- Provide encouragement and motivation within the team and act as a role model for Community nursing by representing the values and beliefs of the nursing profession as well as those of the organisation
- Lead in the planning, prioritisation and decision making process for caseload to ensure patients' needs are met
- Demonstrate a systematic, flexible and innovative approach to problem solving and implementing decisions
- Demonstrate an understanding of Human Resource policies and actively participate in HR processes as applicable, e.g. recruitment
- Understand the determinants of ill health in order to promote the public health role of nurses in community settings .

6. EQUIPMENT & MACHINERY

The post holder will be responsible for the maintenance and safe and efficient use of equipment in accordance with local policy:

- Non-clinical equipment, e.g. Health Promotion materials
- IT equipment
- Clinical recording equipment, e.g. scales, sphygmomanometers
- Moving and Handling equipment e.g. hoists

7. SYSTEMS

The post holder has responsibility for:

- Accurate management, storage, monitoring and retrieval of patient records in accordance with professional standards, data protection and IT and security policies

- Accurate patient documentation in accordance with NMC and organisational professional standards
- Recording individual activity in accordance with the national minimum standards and local systems, i.e. MiDIS, Single Shared Assessment and GP IT systems.
- Compiling statements/reports as requested
- Completing and communicating assessment documentation, e.g. continence, tissue viability and single shared assessment
- Participation in Clinical Governance processes, e.g. audit/complaints/incident reporting.
- Individual inputs to routine data collection, e.g. training databases, payroll information.
- Working within the education framework for student assessment
- Rostering staff

8. DECISIONS & JUDGEMENTS

The post holder will:

- Practice autonomously within the legal and ethical framework established by the NMC and National legislation, and work within NHS and local policies, procedures and guidelines to ensure patients' interests and wellbeing are met.
- Individual and in partnership with others, be responsible for the assessment, planning and referral process including decisions on implementation and maintenance of care episodes/pathways to address identified need, often in highly complex situations
- Undertake continuous risk assessment to ensure staff and patient safety, adhering to local Health and Safety policies.
- Balance clinical, administration and professional demands to ensure quality of care within the team and including prioritisation of caseload for self and others where applicable
- Work will be reviewed at regular intervals through the Performance Management, Personal Development Plans and Clinical Supervision processes.

9. COMMUNICATIONS & RELATIONSHIPS

- The post holder will be expected to contribute to the effective development of close working relationships with patients/carers, the multi-disciplinary team and other statutory and non-statutory service providers
- The community charge nurse routinely works in partnership and must demonstrate the full range of communication and motivational skills which are essential within this role to ensure excellence of care provision and assist patients/carers to effect change. This can include working with highly challenging and sensitive issues such as identifying health needs and public protection/terminal care issues which often meet barriers to acceptance
- They will actively participate in a range of meetings that support effective communications

Examples of contact include:

Internal

Range of nursing colleagues

General Practitioners

Range of Mental Health Practitioners

Health Promotion

Allied Health Professionals

Administration

Managers

Secondary care

External

Patients/Carers

Local Authority – housing, home care, etc.

Social Work Department

Statutory/Voluntary Organisations

10. DEMANDS OF THE JOB

Examples include:

Physical

- Driving
- Standard keyboard skills
- Stand/Walk/Twist, turn, stoops, stretch, kneel while attending to clients in variety of settings
- Carry equipment e.g. syringe drivers, records,

Mental

- The workload is frequently unpredictable due to the nature and scope covered by the Community nursing service
- Aggression can be experienced frequently whilst dealing with non compliant/distressed patients/carers, public protection concerns and domestic abuse
- Post holder regularly required to respond in crisis situation
- Due to ease of access to the service, post holder has constant interruptions through the shift
- High levels of concentration are required frequently for most of the shift, e.g. documentation, assessments, liaison, calculating and checking drug doses while subject to frequent interruptions.
- Assimilation and retention of vital/complex information

Emotional

- Frequent exposure to a variety of extreme emotions, distress and complex long standing difficulties, e.g. bereavement, terminal care, degenerative conditions
- Frequent exposure to highly demanding and distressing situations, e.g. terminal care/ public protection
- Communicating with distressed/worried/anxious patients/carers on an ongoing basis
- Dealing with complaints

Working Conditions

- Daily driving to and from patients' houses and between work places in a variety of settings, i.e. rural/urban.
- Changing weather conditions – seasonal
- Frequently attending patients in their own homes and are exposed to variable environmental conditions, e.g. variable personal and home hygiene, body fluids, smoke, substance misuse equipment, pets, and patient/carer aggression.
- Frequently works in isolation

11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Balancing the leadership and supervisory demands of the Community nursing role with the effective delivery of high quality care
- Delivering safe, responsive, effective, person centred and efficient care within environments that are not conducive to this approach

Other challenges include:

- Aggressive/non compliant/difficult patients/carers
- Working alone most of the time
- Complexities of inter-agency partnership working
- Ensuring effective communication systems.

12. KNOWLEDGE, TRAINING AND/OR EXPERIENCE REQUIRED TO DO THE JOB

- Registered Nurse with valid NMC Registration
- SPQ District Nursing/Nursing in the Home or equivalent Post Graduate Study
- Educated to/working towards/operating at Degree Level
- Post graduate expertise within speciality / area of practice that demonstrates the required breadth of knowledge required to lead safety, effectively and efficiently.
- Comprehensive knowledge of clinical guidelines and standards within the speciality / area of practice.
- Specialist knowledge and experience of relevant conditions, pathology, policies and procedures associated with the speciality/area of practice ensuring that the level of expertise can be utilised to deliver leadership within speciality / area of practice.
- Leadership skills to enable the day to day management of service delivery.
- Further education/evidence of Continuous Professional Development in area of speciality including study days/courses/post graduate qualification including clinical assessment and non-medical prescribing
- The post holder will possess excellent team-working/leadership skills and have the ability to motivate others and work using own initiative
- Excellent listening, communication and interpersonal skills.
- Effective time management skills
- Working knowledge of basic information technology

Job Description Agreement

Job Holder's Signature

Date

Head of Department Signature

Date

* Staff should note that the term “operating at” degree/masters level corresponds to possessing an equivalent level of knowledge gained through experience.