# NHS FORTH VALLEY

# JOB DESCRIPTION

**1. JOB DETAILS**

**Job Title: Community Staff Nurse.**

**Department: Community Nursing Forth Valley Primary Care Operating**

**Responsible to: Lead Nurse/ Service manager**

**Job Holder Reference: P-LHCCN-NSEE-DN2**

**No of Job Holders: 46**

1. **JOB PURPOSE**

To work within the District Nursing Team participating in the ongoing assessment and planned care of the practice population who require nursing intervention, in order to provide the highest quality of health care in the community and clinic setting.

**3. ORGANISATIONAL POSITION**

Locality manager

Head of Nursing/

Clinical Nurse Manager/ Team Leader

ANP/District Nurse

Chief Nurse

Staff Nurse

Clinical Support Worker

**ROLE OF THE 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.

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

Promotion of healthy lifestyle at all opportunities and support the public health agenda.

1. **DIMENSIONS**

Manage a caseload, as delegated by the ANP/District Nurse, assessing and implementing nursing need of patients, reporting to the ANP/District Nurse at agreed intervals.

Deputise for the ANP/District Nurse, where appropriate, recognising situations where advice from senior nursing staff is required.

Take appropriate action with referrals from Acute and Primary Care Operating Divisions, General practitioners and Social Work.

Practice population as per attached GP Practice/ NHS FV Area

Participate in the ordering of clinical supplies ensuring economical use of resources

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1. **KEY DUTIES/RESPONSIBILITIES**

* To deliver high quality nursing care to patients in their homes and clinic setting
* Contribute to a comprehensive assessment of a patient’s needs.
* Implement the planned programme of nursing care, and where appropriate initiate any action that may be required, and recognise any situations that may be detrimental to a patient’s health and report these to the ANP/District Nurse as case load manager.
* Recognise the significance of the observations that contribute to the ongoing assessment. planning, implementation and evaluation of care.
* To assist the case- load manager maintain a health profile of the community and in reviewing provision of services to aid planning and achieving change as necessary.
* To mentor pre registration students and supervise health care assistants.
* To advise and teach nursing procedures/care to staff, patients, and informal carers.
* To assist in the induction and orientation of new staff.
* To supervise the safe use and care of equipment by staff, patients and informal carers.
* To support patients, relatives and carers in order to achieve optimum health and independence.
* Be aware of the diversities of the patient and staff groups with whom the postholder works and ensure equality is provided for all.

To participate in health education activities and promote healthy lifestyles.

* To function in accordance with Divisional Policies and Procedures.
* To act in accordance with the Nursing and Midwifery Council Code of Professional conduct and ensure that the highest standard of professional conduct is maintained.
* Awareness of current best practice and relevant research, participating in projects as required, using research findings appropriately. Practice within the Legal and Ethical framework as established by Nursing and Midwifery Council and National Legislation to ensure the individual interest and wellbeing are met.
* These include:
* NMC Professional Code of Conduct
* Guidelines for Professional Practice
* Guidelines for Records and Record Keeping
* The Scope of Professional Practice
* NHS and Operating Division Policies, Guidelines and Procedure
* Responsibility for continued professional development in line with Nursing and Midwifery Council Requirements.education and update of knowledge.
* Required to attend all mandatory training undertaken annually or as appropriate
* To participate in the promotion of good working relationships within the Primary Health Care team, and contribute to effective partnership working.
* To ensure that organisational reports are completed and returned within agreed timescales.
* To maintain accurate clinical records, and care plans in accordance with Division Policy, Nursing and Midwifery Council guidelines, GP practice requirements, Divisional Data Protection Policy and patient confidentiality requirements.

1. **SYSTEMS AND EQUIPMENT**

* Ensure competent to use all equipment required for patient treatment and assessment.
* Input personally generated data into electronic systems.
* Ensure all patient related data either manual or electronic is submitted within timescales.
* Ensure that all patients have up to date agreed care plans.
* IT equipment.
* Mobile phone

**7. ASSIGNMENT AND REVIEW OF WORK**

The postholder will be responsible to the ANP/District Nurse for clinical guidance and professional management, work review and formal appraisal and discussion on Personal Development Plans.

**8. COMMUNICATIONS AND WORKING RELATIONSHIPS**

The Staff Nurse will regularly communicate with various people face to face and on the telephone.

Deal with barriers to effective communication, i.e. patients with dementia, and learning disability.

Communicate sensitively with patient's family and carers in stressful and emotional circumstances i.e. following bereavement, or following prognosis/diagnosis.

Participate in maintaining effective communications and good working relationships within the multidisciplinary team.

Internal

* The post holder will be expected to communicate and liaise with the patient, their relatives, carers and the multidisciplinary team involved in the provision of care.
* Other relevant departments within the Division e.g. Infection Control, Human Resources, Estates and Central Stores.
* Staff Organisations
* Community and Practice administration staff
* Out of Hours Service
* H&SC Staff

External

* Other NHS Trusts
* Social Works Services
* Patients, relatives and carers
* Voluntary/private organisations
* Marie Curie
* Agencies

**9a. PHYSICAL DEMANDS OF THE JOB**

* Daily requirement to exert moderate physical effort when manual handling patient, or assisting patient movement with use of mechanical aids.
* Daily exposure to body fluids, sharps
* Daily bending, kneeling, stooping for lengthy periods in order to carry out patient care.
* Working in awkward and confined spaces.
* There is sometimes a need to work in the community in environments, which are disorganised and/or unhygienic.
* Daily driving skills and exposure to adverse driving conditions
* Keyboard skills.

**9b. MENTAL/EMOTIONAL DEMANDS OF THE JOB**

* Concentration required when checking documents/patient notes, calculating dosage of drugs and giving injections, scheduling visits whilst subject to frequent interruptions.
* Communication with distressed, anxious, worried patients/relatives
* Caring for palliative and terminally ill patients and their families.
* Caring for patients following receipt of prognosis and breaking bad news
* Unpredictable exposure to verbal/physical aggressive behaviour on occasion
* Working in isolation within homes and clinic
* Exposure to unpredictable pet behaviour, passive smoking, and possible risk to personal safety

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

* Evidence of continual professional development
* Driver/car owner
* Good communication and interpersonal skills
* IT skills including ability to record on MORSE records system
* Ability to work flexibly as part of a team

**11. JOB DESCRIPTION AGREEMENT**

**Job Holder’s Signature:**

**Date:**

**Head of Department Signature:**

**Date:**

Appendix A

***Person Specification***

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| **Skills/Abilities** |  | * Venepuncture * Male catheterisation * Palliative Care experience * Nurse prescribing |
| **Experience** |  | * Community experience |
| **Inter-Personal and Social**  **Qualities** | * Ability to work as part of a team * Good communication skills * Flexible * Willingness to learn | * Ability to deal with difficult situations |
| **Education/Qualifications** | * Registered Nurse (part one of professional register) | Experience of mentoring students  Completed Mentorship training |
| **Other** | * Ability to travel throughout the area is essential |  |