# JOB DESCRIPTION

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| 1. **JOB DESCRIPTION** | |
| Job Title:  Responsible to:  Directorate:  Department:  Operating Division:  Job reference:  No of Job Holders:  Last Update: | Community Staff Nurse  Nurse Practitioner  Integrated Community Assessment & Support Team(ICASS)  Hospital at Home  Community Care Services  September 2020 |

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| 1. **JOB PURPOSE** |
| To provide high quality care/clinical intervention to patients in their own homes, ensuring that patients receive a safe, effective and efficient service in accordance with NHS Fife’s strategic and operational objectives.  Working as part of a team support the delivery of care that will have been planned by the appropriate member of the Integrated Community Assessment & Support Team (ICASS). |

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| 1. **DIMENSIONS**   To expand the current service provision to patients/clients in their own homes this will include residential care. The Hospital at Home service aims to augment clinical and social provision, the objective being to reduce the requirement for hospital admission and, where appropriate, reduce the length of stay in hospital. The service aims to focus on patients where their acute medical conditions can be managed safely and effectively in their own homes.  In order to meet clinical need there will be a requirement to work shifts which will include weekend working , evening working and possibly night duty in the future  This job involves shift working and weekend working on a rotational basis, within ICASS. |

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| 1. **ORGANISATIONAL POSITION will vary within CHPs** |
| GNEF CHP.  ICASS Lead  .  Clinical Support Worker  Staff Nurse  Nurse Practitioner  GP with Specialist Interest  Consultant  Team Leader    Advanced Nurse Practitioner  Allied Health Professional |

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| 1. **ROLE OF DEPARTMENT** |
| The main function and objectives of the Nursing component of (Hospital at Home Team) within the Integrated Community Assessment & Support Service (ICASS) are to:   1. Provide advanced clinical assessment, plan, implement and evaluate nursing care packages, in partnership with primary and secondary colleagues, social work and the voluntary sector; 2. Promote health, and where appropriate manage patients clinical condition in the own home. 3. Active involvement in anticipatory care 4. Support a reduction in hospital admissions or early discharge through delivering care packages at home. 5. Deliver work within a robust clinical governance framework. 6. Utilise the skills of the workforce to best meet the needs of the patient 7. To liaise with other ICASS team members 8. Provide high quality nursing interventions in a safe, efficient and effective manner. |
| 1. **KEY RESULT AREAS**  * To deliver high quality nursing care to patients in their homes * Advise on the promotion of health and prevention of illness and accidents. * Enable patients’ relatives and other helpers to meet the patients’ need effectively in order to maintain the maximum degree of independence * Recognise situations that may be detrimental to the health and well-being of the individual and report these to the Nurse Practitioner/Advanced Nurse Practitioner/Team Leader. * Contribute to a comprehensive assessment of a patient’s needs. * Recognise the significance of the observations that contribute to the on-going assessment, planning, implementation and evaluation of care. * Ensure that a comprehensive care plan is provided detailing the patient’s requirements. * Implement the planned programme of nursing care and where appropriate initiate any action that may be required, report any alterations to the Nurse Practitioner. * Ensure that nursing records are accurate and up to date at all times. * Safeguard confidential information. * Ensure that families and individual careers/patients receive courteous and considerate service. * Participate in orientation of new staff. * Work in accordance with NMC code. * To refer to other specialties /agencies, acute/primary care or voluntary sector as required. |
| **7a EQUIPMENT AND MACHINERY**  Each Nurse has a personal duty of care to ensure that patient equipment is well maintained, regularly serviced and safe to use e.g. manual handling equipment, pressure relieving equipment, aural toileting equipment, syringe driver etc. Assessing patient requirements for equipment on a regular basis. Responsible for emergency nursing equipment issuing and replacing. |

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| **7.b SYSTEMS**   * Clinical Portal * Trakcare * Documentation of patient related information in Nursing Care Plan. * Documentation of patient related information in Nursing Notes. * Incident reporting. * Single Shared Assessments. * NHS Fife Policies and Procedures * Manual Handling risk assessments. * Morse |
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| 1. **ASSIGNMENT AND REVIEW OF WORK** |
| Workload will be generated by the Team Leader/Advanced Nurse Practitioner/Nurse Practitioner. Objectives will be set through annual appraisal and personal development planning. |

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| 1. **DECISIONS AND JUDGEMENTS** |
| Ongoing assessment of patient’s conditions taking action as necessary and reporting to the appropriate person.  Co-ordinate and supervise team members as appropriate. |

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| 1. **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** |
| * Meeting increased diversity and complex nursing requirements of acutely ill patients in their homes. * To manage time effectively, working within time constraints. * Meeting patient/family expectations. * Encouraging patients to manage their own health needs whilst promoting self-care. * Lone working in the community. |

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| 1. **COMMUNICATIONS AND RELATIONSHIPS** |
| * Liaise with patients/relatives and careers during home visits – constantly * Liaise with Team Leader/Advanced Nurse Practitioner/Nurse Practitioner- constantly * Liaise with District Charge nurse and Community Nurses - frequently. * Liaise with ICT- frequently * Liaise with other members of the primary care team regarding the patient’s condition – frequently. * Liaise with Social Work and Voluntary Sector – frequently. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** | |
| Physical Skills  * Administration of injections, intravenous, intra-muscular, sub-cutaneous & syringe driver * Insertion of urinary catheter – frequently * Venepuncture – constantly * Cannulation- constantly * ECG | Physical Demands   * Use of manual handling equipment -frequently * Travelling in adverse conditions – occasionally * Working in a restricted environment e.g. physically cramped conditions – frequently * Kneeling and crouching e.g. to dress wounds – constantly * Wound management – constantly * Clinical Nursing Skills * Pulse oximetry - regularly |
| Mental Demands  * Caring for acutely/ terminally ill patients – frequently * Dealing with distress/anxious patients and/or relatives – occasionally * Concentrating when calculating medications – constant interruptions with patient talking – frequently | Emotional Demands   * Caring for acutely /terminally ill patients – frequently * Dealing with distressed/anxious patients and/or relatives – occasionally * Working in isolation * Unrealistic expectations |

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| Working Conditions  * Dealing with exposure to body fluids, faeces, vomit, blood, exudate, and urine – several times during working day - constantly * Exposure to infection - frequently * Exposure to verbal aggression – occasionally * Exposure to passive smoking – frequently * Delivering service in differing domiciliary situations, including poor environment – regularly * Delivering service in potentially threatening situations – occasionally * Working alone in rural areas – regularly * Exposure to animals of unknown temperament - frequently |

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| **13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** |
| * Registered Nurse * Good Communication Skills * Good interpersonal skills * IT skills * Evidence of Continuous Professional Development * Commenced Flying Start – as appropriate to the development needs |

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| **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:  Head of Department Signature: | Date:  Date: |

**RECRUITMENT AND SELECTION STANDARDS**

**PERSON SPECIFICATION FORM**

**Post Title/Grade:**  **Band 5**

**Department:**  **Date:**  **February 2023**

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|  | **ESSENTIAL** | **DESIRABLE** | **MEASURE** |
| **Qualifications/**  **Training** | Registered Nurse  Evidence of continuous professional development | Acute and Community nursing experience | Application form |
| **Experience/**  **Knowledge** | Working as part of a multi-disciplinary team | Experience of working in acute and community nursing  Knowledge of :current developments in nursing/Health and social care partnerships | Application form and interview |
| **Skills** | Excellent communication and interpersonal skills  Ability to undertake the following:   * Computer Literacy * Organisational Skills * Time Management Skills * Basic Nursing Skills * Understanding the importance of confidentiality * Cannulation * IV Additives * Hypodermoclysis * Venepuncture * Use of syringe drivers | Knowledge and/ or ability to perform :   * ECG * Wound Care * Loan Working * Male/female/   suprapubic catheterisation | Application form and interview |
| **Aptitude** | Ability to work effectively as part of a team  Ability to work on own initiative  Flexibility in approach to ways of working | ​​​​​​​Demonstrate ethics, values and personal qualities / behaviours consistent with the vision, culture and values of NHS Fife. | Interview |
| **Other** | Ability to work flexible hours over a 7 day period  Ability to travel throughout Fife in a timely manner to respond to urgent care needs is essential  A level of English language competency and communication skills necessary to perform the role safely and effectively  A level of arithmetical competency necessary to perform the role safely and effectively |  | Interview |