NHS TAYSIDE – AGENDA FOR CHANGE JOB DESCRIPTION

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| **1** **JOB IDENTIFICATION** | Job Title | Community Staff Nurse  |
|  | Department(s)/Location | Dundee Community |
|  | Number of Job Holders | **24** |
| JOB PURPOSETo contribute to the work of the District Nursing Team in providing the highest quality of health care and participate in the ongoing assessment process of health needs and assist in the implementation of planned care.Expected to carry out relevant care without direct supervision. Contribute to health and community profile.Contribute to philosophies of multi-disciplinary working. |
| ORGANISATIONAL POSITION \*this post Senior Nurse District Nurse Locality Lead  District Nurse Team Leader Staff Nurse\*Health Care Assistant |
| SCOPE AND RANGE * Supervising responsibilities, e.g. students, health care assistant
* Working with a District Nursing team, attached to GP practice, to meet the nursing care needs of the practice population/geographical area
* To provide health care and medical services within the community through a series of Health Centres, Clinics and domiciliary care and support /advice staff in Residential Homes, when necessary, on nursing matters.
* To promote an excellent nursing service to patients throughout the locality by assisting to co-ordinate a highly trained, flexible and professional nursing team.
* Participate in working collaboratively with other agencies, both statutory and voluntary to provide a seamless service and to ensure that the highest standard of care is given which complies with current clinical guidelines and legislation.
* Prioritise own workload

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| MAIN DUTIES/RESPONSIBILITIES1. To assess, implement and monitor individual programmes and health care for patients and informal carers, reporting directly to the District Nurse/Team Leader
2. Support patients, relatives and carers in order to achieve optimum health and independence.
3. To participate in health education activities and promote healthy lifestyles and safety in the home as directed by the District Nurse in support of the Public Health agenda.
4. To participate and teach basic nursing procedures/care to student nurses and unqualified staff, patients and informal carers. Contribute to support learning and development of students and other members of staff.
5. To supervise the safe use and care of home equipment by nursing assistants and patients/carers.
6. To function in accordance with NHS Tayside Policy and Procedures and relevant national legislation e.g. Freedom of Information Act
7. To act in accordance with the NMC Code of Professional Conduct and ensure that the highest standard of professional conduct is maintained.
8. Be aware of current best practice and relevant research, participating in projects as required, using research findings appropriately. Participate in clinical audit of practice as necessary.
9. Be responsible for continued professional education and update of own knowledge and development needs through annual appraisal and maintain a personal development plan.
10. Maintain accurate record keeping and report complaints relating to nursing care to the District Nurse or deputy without delay
11. Remain flexible to the demands of the service
12. To assist in the induction and orientation of new staff
13. To participate in the promotion of good working relationships within the Primary Care Team
14. To assist the caseload manager, maintain a health profile of the community and in reviewing provision of services to aid planning and achieving change as necessary
15. To assist in chronic disease management, monitoring, education of patients at home.
16. Participate in monitoring stock levels, requesting prescribed treatment medication for patients and have awareness of budgeting issues and cost.
17. Work within the National health Service (NHS) Tayside and Health and Safety Executive (HSE) legislation, guidelines, policies and procedures.
18. Promote diversity and equity with patient/relatives and staff
19. The postholder will have the potential to develop specific roles and responsibilities to meet requirements of the service, e.g. manual handling, CPR, etc.
20. Administer and understand complex drug regimens and vaccinations, maintenance medications and follow NMC guidelines /Trust Policy and Procedures for storage and disposal of medication/equipment.
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| COMMUNICATIONS AND RELATIONISHIPSThe Nurse will regularly communicate confidential, complex and sensitive information with various people through face to face, on the phone via IT or in written correspondence.The ability to develop and maintain good relationships between the public health care team and other health, welfare, social services and voluntary agencies, internally and externally is essential, As is the ability to work effectively with clients, carers and relatives either individually, as a family unit or as a community in order to promote relationships. Essential communication skills would therefore include persuasion, motivation, negotiation and empathy. Tact is required on a daily basis when caring for patients with poor prognosis. To communicate effectively to those who may have barriers to understanding, i.e. sensory impairment, learning difficulties and language barriers.InternalDistrict NursesAdministration staffGPsPractice NursesLocality ManagerOOH/MIIU/POA/EDS teamsCommunity Stores – supplies for patientsMarie Curie/Specialist NursesExternalNHS 24Patients and Carers – condition and care, reassurance, empathyLocal hospitals – care packages for patientsSocial work – care packages for patientsVoluntary sectorPharmacists – advice on patient treatment |
| KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB* Registered General Nurse with minimum of one year’s post registration experience
* Evidence of Continual Professional Development
* Ability to travel across the geographical area.
* Good communication and interpersonal skills
* IT skills
* Ability to work well under pressure
* Ability work flexibly as part of a team geographically
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| SYSTEMS AND EQUIPMENT* Responsible for the safe use of patient related equipment including: hoists, therapeutic mattresses, syringe drivers, wheelchairs, glucometers, Doppler, bathing equipment
* Assist the District Nurse/Team Leader to ensure that all relevant equipment is regularly checked.
* Personally generated clinical notes.
* Ensures that all patients have agreed care plans
* Documentation of patient related information in care plans
* Documentation of patient related information and patient held record
* Incident and near miss reporting e.g. Datix, e mail
* Efficient use and safekeeping of mobile phone

**Responsibility for Records Management**All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. |

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| PHYSICAL DEMANDS OF THE JOB**Physical Skills:**2 – 3 times per shiftA broad range of technical skills are required, for example, administer intravenous injections and or intra-muscular injections, syringe pumps and infusions.Insertion of urinary catheters/suprapubic, bladder washoutsVaccinationsVenepunctureWound ManagementRemoval of sutures.Use of IT systemsCar driverMonthlyPEG feedingEar Syringing**Physical Demands**Daily/FrequentA broad range of technical skill including dexterity and accuracy, examples belowPatient movement with use of mechanical aides, manoeuvre patientsStand/walking for the majority of shift.Requirement to travel on a daily basis between patient homes Bending/crouching/kneeling/twisting/stretching – often in physically cramped conditionsBathing and showeringEquipment carrying, e.g. nurses bags, scales, doppler equipment**Mental Demands**Concentration required when checking documents/patient notes, injections, drug dosages, scheduling visits.Requirement to prioritise own work and that of junior staff.**Emotional Demands**Daily/FrequentCommunicating with distressed/anxious/worried patients/relatives.Caring for the terminally ill. Caring for patients following receipt of bad newsBereavement visits**Working Conditions**Daily/frequentExposure to body fluids, faeces, emptying urinals/commodes, catheter bags on a possible daily basisExposure to poor social circumstances which may include verbal aggression which may be on a regular basis Requirement to work in confined spaces (patient homes).Exposure to passive smoking which maybe on a regular basis.Poor hygiene conditionsLone working – safety issuesAdverse weather conditionsExposure to animals, e.g. aggressive domestic pets |

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| DECISIONS AND JUDGEMENTSWorkload will be generated by the District Nurse in accordance with the needs of the caseload on a daily basisObjectives will be set through annual appraisal and formation of personal development planWork is managed rather than supervisedAssessment of patient condition to establish any changeAnalysis of patient condition and initiation of remedial action to ensure the stability of the patient, with changes reported to the caseload manager or deputy for reassessment |
| MOST CHALLENGING /DIFFICULT PARTS OF THE JOB* Being able to deliver high quality care in a range of settings and balance conflicting priorities.
* Unpredictable work patterns
* Development of self plus supporting students and new staff
* Negotiating with and supporting patients and carers/relatives to achieve optimum outcomes from nursing care.
* Ability to disengage following each shift.
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| JOB DESCRIPTION AGREEMENTThe job description will need to be signed off using the attached sheet by each postholder to whom the job description applies. |

JOB DESCRIPTION AND ESSENTIAL ADDITIONAL INFORMATION FORM – SIGNATURE OF AGREEMENT

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| **Post Title** | Community Staff Nurse |
| **Reference Number** |  |

The attached job description and essential additional information will be used as part of the Agenda for Change assimilation exercise and therefore the job-matching panel may wish to seek further clarification on any issues contained within the documents. Should this be necessary please identify an appropriate Manager and Staff representative who can be contacted.

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| **Responsible Manager** | Charlotte Douglas |
| **Contact No.** | 01241 822540 |
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| **Staff Representative** | Christine Patterson |
| **Contact No.** | 077 66 49 6584 |