



JOB DESCRIPTION

POST TITLE:	Community Staff Nurse
GRADE:	Band 5
HOURS:	37.5 hours
RESPONSIBLE TO:	District Nursing Sister/Team Leader
ACCOUNTABLE TO:	Community Nursing Manager
BASE:	

JOB SUMMARY:

- Responsible for assessing, developing, implementing, and evaluating patient care, ensuring high standards of research based care to patients.
- Ensure staff maintain detailed, accurate and confidential patient records, adhering to Trust policies.
- Prioritise and delegate work using staff and time appropriately, referring patients to other agencies as necessary.
- Provide clinical advice and support to other staff.
- Maintain positive communication links between Primary Care, Secondary Care, Social Services and Voluntary Agencies.

RESPONSIBILITIES

Clinical/Professional

- Share knowledge and skills in planning, implementation, evaluation and documentation of programmes of nursing care with the team members and report any changes directly to the sister/charge nurse.

- Manage a delegated caseload of patients under the supervision of a District Nursing Sister/Charge Nurse. To prioritise and delegate work as appropriate to the District Nursing Team.
- Make initial and risk assessment of patients referred and provide for any immediate care needs. Document and report the assessment to the sister or nurse in charge.
- Take responsibility for resources and equipment available to support nursing care.
- Assist in the supervision of junior qualified and support staff, identifying development needs and teaching in clinical environment.
- Participate in planning programmes of training for students, including the assessment of pre-registration students.
- Be responsible for own professional knowledge and updating. Attend study days, training sessions and refresher courses according to need, identified objectives, and as agreed with other team members. Maintain a professional portfolio Successfully complete the band 5 competencies within the specified time frame.
- Actively participate in research projects, audit and provide evidence based care.
- Adhere to and comply with Trust policies and procedures.
- Have basic I.T. skills and contribute to Trust data collection.

Working Relationships

- With members of the Community Nursing Team, use appropriate information to develop and maintain health profiles of practice populations in order to identify health needs and assess priorities.
- Work closely and communicate effectively with other members of the Primary Health Care Team, including GP's, nurses and other professionals, maintaining confidentiality at all times.
- Establish and maintain effective communication with patients, colleagues, statutory and voluntary agencies.
- Participate in clinical supervision, appraisals and develop a personal development plan.

DISCLOSURE OF CRIMINAL BACKGROUND

All NHS employers are required to check with the Criminal Records Bureau the possible criminal background of staff and volunteers who apply for work with vulnerable patients or patient information.

It is a requirement of this post that an enhanced CRB check is undertaken, and successful applicants will be asked to complete and sign a Disclosure Form giving permission for the screening to take place.

Having a criminal record will not necessarily bar you from working with the Trust. This will depend on the nature of the position and the circumstances and background of offences.

Please note applicants refusing to sign the form will not be progressed further.

GENERAL

1. This job description is not exhaustive and can be altered in consultation with the post holder.
2. Any other duties which may be requested by the line manager in order to facilitate the smooth running of the hospital.
3. The Trust is an equal opportunities employer. The post – holder is at all times expected to carry out their duties in accordance with the Trusts Equal Opportunities Policy.
4. The Trust operates a non smoking policy. Staff are not permitted to smoke on Trust premises.
5. The post – holder is required to take reasonable care of the health and safety of him/her acts or omissions at work, and to co-operate with the Berkshire Healthcare NHS Trust to ensure that statutory and departmental safety regulations are adhered to.

LOCATION/MOBILITY

You may be required to work at or from any additional location as may be determined by the Trust from time to time. The Trust also reserves the right from time to time to change your base on a permanent basis to a location determined by it at the time that the change is made.

You may also be required to travel between Trust premises as may be required for the performance of your duties.

FLEXIBILITY

The Trust reserves the right to amend your job description and/or your duties from time to time. You also agree that you will work with the Trust to deliver the Trust's services, including without limitation, by complying with lawful and reasonable instructions from the Trust by adapting to new ways of working and attending training courses determined by the Trust from time to time.

CONTINUING PROFESSIONAL DEVELOPMENT

To attend and contribute to staff meetings and Forums, supervision sessions, training courses, seminars and workshops, to ensure the development and enhancement of current working practices.

To participate in all personal review meetings, and take responsibility for personal and professional development. Responsibility for developing the role and the services provided.

DATA PROTECTION ACT

You should be aware of the Data Protection Act and follow the local Codes of Practice to ensure appropriate action is taken to safeguard confidential information.

HEALTH & SAFETY

You are required to take responsibility for Health and Safety Risk Assessment and Workplace Inspections, and to take reasonable care for your own health and safety and that of other persons who may be affected by his/her acts of omissions.

You are also required to co-operate with all staff to ensure that all statutory regulations, policies, Codes of Practice and departmental safety procedures are adhered to, and to attend relevant training programmes.

INFECTION CONTROL

Managers at all levels have a responsibility to act as role models to ensure that Infection Control is on the corporate and service agenda and remains a priority in terms of attention and resources.

All staff providing direct patient care must ensure that they follow procedures aimed at reducing the risk of passing on the organisms that can cause infections.

All staff, collectively and individually, have a duty of care in following best practice in adherence to guidelines which is a fundamental requirement in underpinning the management of Infection Control.

CONFIDENTIALITY

Your attention is drawn to the confidential aspects of this post. You must not disclose any information of a confidential nature relating to the Trust or the service that it

provides, or in respect of which the Trust owes an obligation of confidence to any service user, client or third party during or after your employment except in the proper course of your employment or as required by law.

You must not remove or copy any documents or tangible items including software which belongs to the Trust or which contain any confidential information from the Trust's premises at any time without proper advanced authorisation. You must return to the Trust upon request and in any event upon the termination of your employment, all documents and tangible items which belong to the Trust or which contain or refer to any confidential information and which are in your possession or under your control.

A breach of confidence could result in dismissal.

You should be aware that regardless of any disciplinary action taken, a breach of confidence could also result in civil action for damages.

CLINICAL GOVERNANCE

The Trust aims to provide the highest standards of care. To further this aim you are expected to adhere to acceptable working practice as defined in Trust policies and guidelines. You also have a personal responsibility to your team and service to keep up to date and, if you encounter unacceptable practice, to raise through accepted channels.

ASYLUM & IMMIGRATION ACT 1996 AND AMENDMENTS

In order to comply with the Asylum and Immigration Act 1996, it is Trust policy to check documentation of all applicants in respect of proper immigration status to work in the UK. Employment will not be offered to any applicant or employee who does not have valid leave to remain in the UK or is subject to conditions, which prevent the individual from taking up employment.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

Safeguarding of individuals who come into contact with our services, whether a child or young person, person with Learning Disabilities or an older or vulnerable adult, is the responsibility of all employees of Berkshire Healthcare NHS Foundation Trust in whatever capacity they are employed.

SAFEGUARDING CHILDREN

The Trust adheres to the Berkshire Local Safeguarding Children Boards Child Protection Procedures, and all employees have a duty of care and a responsibility to safeguard and promote the welfare of children.

PERSON SPECIFICATION

E = Essential, D= Desirable

POST TITLE: Community Staff Nurse Band 5

CATEGORY	E/ D	ASSESSMENT METHOD (v)			
1. Education/Qualifications		Application Form	Interview	Selection Tool	Reference s
Registered General Nurse Teaching qualification e.g. Mentorship/SLICE (or willing to complete course)	E E	* *			
2. Previous Experience Knowledge and experience of a wide range of approaches to nursing communicating and managing patient care.	E	*	*		
3. Knowledge, Skills & Abilities Ability to manage distressed patients or relatives with terminal/palliative care needs. Ability to manage patients who have intravenous therapy and complex dressings. Ability to identify risks and act accordingly with regard to safety of oneself, patients and others using the appropriate aids. Ability to work in isolation in ever changing circumstances. To work sensitively in potentially unpleasant and hazardous environments. Experience of delivering undergraduate student supervision and clinical education to graduate standard in area of speciality. Ability to work in a team. Ability to work autonomously. Good organisation skills. Effective communication skills. Attend all mandatory training e.g. Terminal/palliative care. Ability to drive in all kinds of conditions.	E D E E E E E E E E	* *	* * * * * * * * * *		* * * * *

To work bank holidays/weekends or unsocial hours to meet the needs of the service.	E		*		
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