

# JOB DESCRIPTION

## 1. JOB IDENTIFICATION

Job Title: Staff Nurse (Band 5)

Responsible to (insert job title): District Nurse

Department(s): Community Nursing

Directorate: Edinburgh CHP

Operating Division: NHS Lothian

Job Reference: **L-GEN-NM-CS-SN**

No of Job Holders:

Last Update (insert date):[NB: please do not use an auto-update function] 23.10.2015

## 2. JOB PURPOSE

As part of a multidisciplinary team the post holder will have responsibility to ensure the delivery of high quality care to patients by the assessment of care needs, the development of programmes of care, the implementation and the evaluation of these programmes.

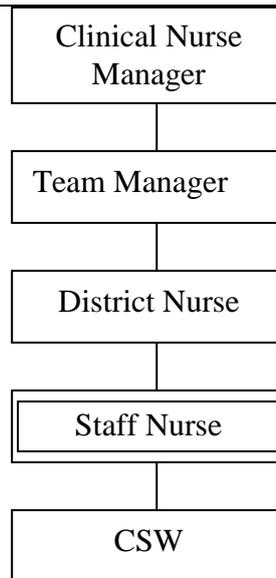
In the absence of the District Nurse the post holder may be required to provide cover to ensure effective operation of the area.

## 3. DIMENSIONS

- Cover other neighbouring practices on a regular basis
- There is no maximum caseload size. Accepts referrals through an open referral system.
- Liaise with a number of professionals/agencies both internal and external on a daily basis.
- Authorised for ordering nursing supplies and equipment.
- Registered nurse prescriber for a defined practice caseload where applicable..
- Supervisory responsibilities for more junior members of the team.

The postholder is employed within NHS Lothian and there may be a requirement to work flexibly across Lothian to meet service demands.

#### 4. ORGANISATIONAL POSITION



#### 5. ROLE OF DEPARTMENT

The main functions and objectives of the District Nursing Team are:

- Assess, plan, implement and evaluate the treatment requirements and develop care plans, leading case management to the cluster and wider population. This will be within a robust Clinical Governance framework as well as in line with local and national strategies and priorities.
- Participate in the Public Health agenda by identifying and promoting the health and social care needs of the local population in partnership with colleagues, patients, carers and the local community.

#### 6. KEY RESULT AREAS

1. Under the supervision of the District Nurse assess patients in their care, implement and evaluate programmes of care and consult / involve patient / carers at all stages of the patient journey to ensure patients receive a high standard of nursing care.
2. To organise own workload and workload of others within the team to ensure the patients care needs are met and systems of teamwork are maintained.
3. In the absence of the District Nurse act as a source of advice to ensure smooth organisation so patients and their relatives receive a high standard of prescribed care.
4. To support, guide and direct junior members of the team to appropriately provide holistic nursing care for patients.
5. To implement and maintain, as part of the District Nursing Team, policies, procedures, standards and protocols of the clinical area to ensure adherence and delivery of the highest level of patient care at all times.
6. To participate in audit systems to monitor the delivery and standards of care given to patients and their families.
7. To have direct involvement in the provision of education and development of pre-registration,

appropriate post-registration students and other members of the multidisciplinary team to ensure that appropriate learning opportunities are provided and students feel supported. To participate in the PDPR processes for junior members of the team.

8. To maintain effective written and verbal communications with patients, relatives and other members of the multidisciplinary team to ensure patient needs are met and appropriate information is shared and documented.
9. To develop within the post by expanding knowledge and skills to ensure continuous professional development and the delivery of evidence-based practice.
10. To have an overall awareness of potential risks within the community environment assessing these at all times to ensure the health and safety of patients, visitors and staff and compliance with related legislation and guidelines.
11. To support NHS Lothian's values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes.

#### **7a. EQUIPMENT AND MACHINERY**

The following are examples of equipment which will be used when undertaking the role:

The postholder will be expected to be responsible and knowledgeable in the safe use of all clinical and non clinical equipment used within the area ensuring this is checked and maintained and where problem are identified these resolved so that all equipment is fit for purpose.

**Note:** New equipment may be introduced as the organisation and technology develops, however training will be provided.

#### **7b. SYSTEMS**

The following are examples of systems which will be used when undertaking the role:

- HR Systems for recording of all staff information, training activity
- Supplies and equipment ordering systems
- Patient information recording systems
- Range of systems/databases for report writing as required in role
- Risk assessments

**Note:** New systems may be introduced as the organisation and technology develops, however training will be provided.

#### **8. ASSIGNMENT AND REVIEW OF WORK**

The post holder's work will be assigned by the District Nurse although the post holder will manage their own daily workload.

The post-holder will work without direct supervision and will delegate work to other members of the

district nursing team as necessary.

The post holder will be responsible to the District Nurse for clinical guidance and professional management, work review and formal appraisal of performance.

## **9. DECISIONS AND JUDGEMENTS**

The post holder is expected to clinically assess patients to establish any changes, inform other members of the multidisciplinary team as necessary and plan subsequent care.

The post holder is expected to anticipate problems in meeting patients' care needs and resolve them autonomously / within the district nursing team or seek advice from a more senior nurse.

Actively involved in case conferences when a multi-disciplinary approach is required e.g. to prevent admission to hospital or facilitate discharge.

In the absence of the District Nurse allocates work and deployment of staff.

Participate in the appraisal process through Personal Development Planning and review in line with the Knowledge and Skills Framework.

## **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

Work autonomously and be able to make and act on own decisions.

Managing the demands of direct and indirect patient care within available resources.

Seeking local resolution to complaints from patients and relatives and advising on the formal complaint procedure if required.

In the absence of the District Nurse provide leadership to ensure the effective operation of the area.

## **11. COMMUNICATIONS AND RELATIONSHIPS**

Communicate verbally and in writing to members of the multidisciplinary team - members of Primary Health Care Team, Social Care; statutory and non-statutory services with the ability to express professional views within group settings and support client advocacy.

In addition to the above other contact falls into the following main categories in relation to healthcare, staffing and service issues:

- The patient, their relatives, often regarding sensitive patient information and the multidisciplinary team involved in the provision of care.
- Nursing staff regarding patient care, allocation of work, workload issues.
- Partnership, Trade Union and Professional Organisation representatives in relation to service and staffing issues.

## **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB**

Examples may include:

**Physical Skills:**

Skills required to undertake clinical interventions e.g. administer intravenous injections and or intramuscular injections, syringe pumps and infusions, insertion of urinary catheters, wound management (this list is not exhaustive and will vary depending on clinical area).

**Physical Demands:**

Patient movement with use of mechanical aides, manoeuvre patients.

Regularly kneeling and bending for long periods to dress complex wounds.

Carrying equipment daily.

Regularly working in cramped and restricted conditions.

Stairs – frequently.

Stand/walking for the majority of shift.

**Mental Demands:**

Frequent concentration required whilst undertaking clinical aspects of role which may be unpredictable and complex. The postholder will be subject to frequent direct and indirect interruptions from patients, relatives and members of the team.

The ability to act expediently and appropriately when responding to crisis situations. Ability to adapt to complex clinical situations when they arise, often without immediate medical support.

**Emotional Demands:**

Communicating with distressed/anxious/worried patients/relatives.

Caring for the terminally ill and their relatives.

Caring for patients following receipt of bad news and supporting relatives.

Balancing the demands of both NHS Lothian and independent contractors on a daily basis.

**Working Conditions:**

Exposure to body fluids several times each shift.

Exposure to verbal aggression high frequency.

Home environments i.e. hygiene, ergonomics, pets, passive smoking on a daily basis.

Travel in inclement weather.

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

Registered Nurse.

Team-working skills and the ability to work using own initiative.

Effective communication and time management skills.

<b>14. JOB DESCRIPTION AGREEMENT</b>	
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:

**NHS Lothian**

**Post: Community Staff Nurse Band 5 L-GEN-NM-CS-SN**

**PERSON SPECIFICATION**

In order to be shortlisted you must demonstrate you meet all the essential criteria and as much of the desirable as possible. When a large volume of applications are received for a vacancy and most applicants meet the essential criteria then the desirable criteria is used to produce the shortlist.

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
Personal traits:	Understands and demonstrates the NHS Lothian's values of quality, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes	Demonstrates an interest in contributing to the development of the service.	A I R
	Committed to the development and maintenance of good relationships with colleagues, patients and the community.	Motivated and committed to further develop skills and knowledge.	A, I,R
	Excellent communication skills (verbal and written) with an ability to communicate well with staff at all levels		A, I,R
	Motivated to work in the speciality and flexible and adaptable.	Good time management skills	A, I,R
Qualifications and Training	RGN	Nurse Prescriber (V150) – or willingness to get qualification Evidence of recent continuing professional development	C A, I
Experience and Knowledge:	Evidence of working in a variety of clinical settings.	Experience of working with patients in a community setting	A I R A, I
	Demonstrates use of evidence based practice.		I
	Willingness to undertake mentorship course, if not already completed	Evidence of completing mentorship course.	C

	Have an awareness of NHS Lothian policies and procedures	<p>Knowledge and understanding of wide range of community based services including Primary Care, Health &amp; Social Care</p> <p>Knowledge of recent government strategies – national and local</p> <p>Experience and knowledge relevant to the community nursing role e.g. palliative care, tissue viability and diabetic management</p> <p>Understanding of relevant community nursing policies and procedures</p>	<p>A, I</p> <p>A, I</p> <p>A, I</p>
Skills and or Abilities:	<p>Be able to work independently or as part of a team and use initiative</p> <p>Ability to organise and plan delegated workload appropriately.</p> <p>Demonstrate effective clinical decision making skills and an understanding of Clinical Governance.</p> <p>Competent in the use of various IT systems used in the clinical setting</p>	<p>Appropriate delegation of work and supervision of more junior staff</p> <p>Range of clinical skills including, catheterisation, wound management, palliative care, diabetic management.</p> <p>Competent in the use of various IT systems used in the community setting</p>	<p>A I R</p> <p>I</p> <p>I, C</p> <p>A, I, R</p>
Specific Job Requirements:	Car driver with current driving licence Post holder may be required to work flexibly across several different sites around Lothian	Previous experience of lone working	A I R, C

**Key – how assessed**

A = Application form	I = Interview
C = Copies of certificates	T= Test or exercise
P = Presentation	R = References