

**NHS Lothian
East and Midlothian Community Health Partnerships
Employee Specification for the Post of:**

BAND 6 DISTRICT NURSE

<i>Experience or Qualities Sought for this Post</i>		
<i>CATEGORIES</i>	<i>ESSENTIAL</i>	<i>DESIRABLE</i>
PHYSICAL/HEALTH	<ul style="list-style-type: none"> Physically able to undertake duties of post Maintains good health 	
TRAINING (<i>including Qualifications</i>)	<ul style="list-style-type: none"> 1ST Level Registered Nurse DN Degree or Diploma Evidence of continuing professional development 	<ul style="list-style-type: none"> Educated to Degree level or working towards Degree Nurse Prescriber Evidence of CPD appropriate to the care of adults in the community setting
PREVIOUS EXPERIENCE (<i>"paid" and "Voluntary" work</i>)	<ul style="list-style-type: none"> Previous community nursing experience 	<ul style="list-style-type: none"> Experience of caseload management Experience of working with elderly people Evidence of working in partnership with other agencies
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Demonstrates leadership ability Excellent interpersonal skills and communication skills Good organisational skills 	<ul style="list-style-type: none"> Knowledge and experience of audit of nursing practice Working knowledge of NHS policies affecting District Nursing IT skills
OTHER REQUIREMENTS	<ul style="list-style-type: none"> Able to plan and prioritise work Enthusiastic and self motivated Committed to developing DN role within Primary Health Care Team 	<ul style="list-style-type: none"> Evidence of undertaking relevant skills development Evidence of Clinical Supervision
DISQUALIFIERS	<ul style="list-style-type: none"> Able to work flexibly Fully mobile throughout NHS Lothian at short notice Full driving licence 	

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title:	District Nurse
Responsible to:	Team Manager
Department(s):	Community Nursing
Directorate:	Midlothian CHP
Operating Division:	NHS Lothian
Job Reference:	L-GEN-NM-CS-DN
No of Job Holders:	11
Last Update	26 June 2014

2. JOB PURPOSE

The District Nurse provides leadership for the delivery of patient care within area of responsibility. The District Nurse has day to day managerial responsibility for the area including supervision and deployment of staff.

The District Nurse will have responsibility for assessment of care needs, evaluation of care plans, ensuring the delivery of high quality care to patients.

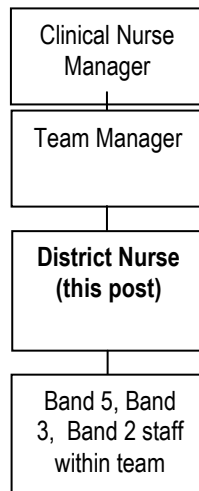
The post holder has responsibility and accountability for maintaining both clinical and staff governance.

3. DIMENSIONS

- The population of Midlothian circa 85,000
- 54.67 WTE Community Nurses in Midlothian CHP
- 13 GP Practices (Midlothian)
- 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 including GP Practices, Local Authority teams & Voluntary Sector
- Working with neighbouring community nursing teams on a regular basis
- Line management responsibility for district nurse team members.
- Authorised for ordering nursing supplies, equipment and prescribing.

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

Managerial:

1. Lead by example and act as a positive role model for all staff, promoting team working whilst managing the day to day service provision through deployment of resources to ensure that effective, high quality, safe, patient centered care is delivered by staff with the necessary skills and knowledge.
2. To monitor the use of resources available and work within the financial envelope. Authorised signatory for bank usage, orders supplies and sundries ensuring these are used economically.
3. Day to day management responsibility for the community team including for supporting and participating in recruitment, induction, mandatory training, identification of learning and development needs of all members of the team through performance review and personal development plan (PDP), appropriate levels of discipline and grievance.
4. To have direct involvement in the provision of clinical practice for pre-registration and appropriate post-registration students to ensure that appropriate learning opportunities are provided and students feel supported.
5. Actively contribute to the creation of an environment that supports assessment and learning of all staff providing mentorship and clinical supervision, to enable all team members to continuously update, develop and implement current knowledge and skills to meet changing needs of the service. Deliver and contribute to teaching/mentoring/coaching sessions as required including encouraging innovation.
6. Support the Team Manager to resolve complaints in line with NHS Lothian policy. Understand and share the learning points emerging from the investigation of complaints ensuring structured feedback systems are in place and support implementation of action plans to enhance the delivery of the service and improve patient / carers experience.

7. Contribute to and actively participate in the development and implementation of local procedures, protocols and standards and implementation of corporate board policy ensuring adherence of staff at all times. Monitoring standards of care ensuring these comply with the defined policies, procedures, standards and protocols of the area to ensure delivery of a high quality service.
8. To participate in specific projects regarding future service development, developing and implementing identified changes to the routine and delivery of patient care.
9. Support the Team Manager to undertake risk assessment (including patient behaviours and working environment) and incident management including implementation of agreed action plans and associated learning to ensure ongoing compliance with related legislation and guidelines, including Health and Safety at Work Act and NHS Lothian Health and Safety policy and reporting systems, to safeguard patients, visitors and staff.
10. Deputise for the Team Manager as required in their absence act as a source of advice, in the absence of the Team Manager providing support and guidance to team members and ensuring that a cohesive multidisciplinary team approach is maintained and to maintain effective operational management of the clinical area.

Clinical:

11. To fully assess patients, plan their care, implement and evaluate programmes of care and consult / involve patient / carers at all stage of the rehabilitation process so patients receive a high standard and correct care. Ensure individualised care plans are in place for all patients in the designated area.
12. To be responsible for assessing, prescribing and evaluating treatments either solely or in partnership with other prescribers.
13. Support and contribute to continuous quality improvement of patient care through the use of audit and monitoring compliance to service and professional standards for example Clinical Quality Indicators (CQI) working in conjunction with the Team Manager to implement corrective action plans. Ensure appropriate audits are undertaken.
14. To maintain effective written and verbal communications with patients, relatives, carers and other members of the multidisciplinary team to ensure patient needs are met and appropriate information is shared and documented.

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, pay information
- Supplies and equipment ordering systems

- Patient information recording systems
- Range of systems/databases for report writing as required in role
- Risk assessments
- Staff bank ordering system

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

8. ASSIGNMENT AND REVIEW OF WORK

Workload is generated by means of an open access referral system and is self generated. There is no defined maximum caseload size/dependency. The postholder is required to monitor caseload activity.

The post-holder will work without direct supervision and will delegate work to other nursing staff in the community team as necessary.

Additionally, the post holder will be assigned work by the Team Manager although the post holder will manage their own workload.

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

9. DECISIONS AND JUDGEMENTS

The post holder is expected to clinically and professionally, on a daily basis, anticipate problems or needs in managing the team and resolve them autonomously e.g. nursing care for patients, staff management, utilisation of resources.

The post holder will make clinical decisions regarding patient care within clinical/professional guidelines including e.g. single nurse administration of controlled drugs and other medication.

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

The post holder utilises resources and deploys staff to ensure correct and effective use of available skill mix.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

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

To meet the patients' care needs by using the available staffing resource appropriately and effectively and to problem solve when unusual or challenging situations arise.

Work in conjunction with the Team Manager to motivate and inspire the multidisciplinary team to ensure effective collaborative working is achieved.

Support the provision of service within finite financial envelope, taking account of competing demands and resources and the unpredictability of the environment.

Addressing the equality and diversity needs of patients and staff.

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

The District Nurse is responsible for ensuring a multi-disciplinary team approach including interacting with key staff in service delivery.

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 intra-muscular 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 both managerial and 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 District Nursing qualification Recorded with the NMC as Nurse Prescriber Professional Development in relevant area	
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: