

JOB DESCRIPTION DISTRICT NURSE

This regional job description has been developed with reference to other job descriptions already developed by HSC Trusts. It comprises the *minimum core* elements required of all District Nurses.

POST: DISTRICT NURSE

LOCATION

BAND: 7

REPORTS TO:

ACCOUNTABLE TO:

JOB SUMMARY/ MAIN PURPOSE

In order to meet the overall mission of the organisation the post holder will:

- Manage a caseload within a designated community area aligned to a GP Practice.
- Be a highly specialist practitioner providing clinical expertise in care, advice and support within District Nursing and multidisciplinary teams.
- Manage and/or monitor a delegated budget and resources ensuring value for money in the delivery of services within the District Nursing Team.
- Lead on improving population and public health and wellbeing outcomes within local communities.
- Lead the District Nursing team and work within the multi-disciplinary team to ensure a coordinated approach to safe, effective, person & family centred care across the clinical pathway, and make timely onward referral to other professionals and agencies.
- Lead and/or participate in the provision of expert advice in developing, implementing and monitoring policies, procedures and protocols which meet national, regional and local requirements.
- Proactively lead and advance the District Nursing service in line with the transformation of Primary and Community Care for the benefit of the local population and in accordance with the HSC Trust objectives.

MAIN DUTIES / RESPONSIBILITIES

CLINICAL PRACTICE

- Lead in providing a person-centred holistic approach to assess the mental, physical, psychological and social wellbeing abilities and needs of the person, their families and carers.
- Act as a specialist expert resource within community nursing when planning and communicating complex/ highly complex programmes of care to all disciplines and in partnership with persons, their families and carers, to support timely access to relevant care.
- Liaise closely with directorate and other Trust colleagues, general practitioners and a range of other statutory, independent and voluntary agencies to maximise the independence of patients and clients and prevent unnecessary hospital admissions.
- Acts as a key worker for the co-ordination and provision of palliative and end of life care.
- Use e-Health technology and technology-assisted learning systems to proactively enable care delivery and promote independence.
- Lead as a key member of the multidisciplinary team across all aspects of care both internal and external to the organisation to achieve an optimum level of service/care for persons, their families and carers.
- Demonstrate appropriate care values including: compassion, respect, empathy, treating people with dignity, integrity, courage, responsibility and adaptability.
- To support teams to promote a culture of independence, self-care, self-management and enablement for patients/clients.
- Lead on the delivery and promotion of evidence-based practice in line with local, regional and national guidelines.
- Use local population health information and develop health improvement plans to address priority areas, proactively working with the multidisciplinary team, as well as individuals, their families, carers and voluntary agencies.
- Undertake evidenced based non-medical prescribing according to professional and legislative frameworks and local policy.
- Facilitate opportunities for meaningful involvement of individuals, their families and carers in relation to the development of care and services in line with the Trust's corporate commitment to Personal and Public Involvement (PPI).

- Ensure effective systems are in place to gain individuals, families and carers' feedback on their experience of care.

EDUCATION AND LEARNING

- Lead in the development, delivery and evaluation of education and learning activities including learning from incidents, specific to District Nursing,
- Lead and support the development, delivery and evaluation of education of persons, their families and carers, working in collaboration with the multidisciplinary team and colleagues.
- Work in collaboration with Education Providers internal and external to the organisation.
- Facilitate the supervision and assessment of pre and post registration students.
- Build, sustain and maintain multidisciplinary relationships, through effective links with the key professional groups concerned with the provision of the service within HSC and regional, national and international forums.
- Be responsible for own continuing professional development and the maintenance of professional competence and NMC revalidation.
- Assist members of the District Nursing team in the evaluation of their own skills and development through the provision of supervision, mentorship and reflective practice opportunities and facilitation of annual performance appraisals and staff development reviews.

RESEARCH AND EVIDENCED BASED PRACTICE

- Facilitate and develop a research and quality improvement culture.
- Facilitate the use of evidence-based practice, audit and peer review to enhance the person's care and the service and disseminate relevant findings to develop own practice and that of others.
- Lead and/or participate in research and quality improvement initiatives, using appropriate research and improvement science methodologies.
- Lead and/or participate in analysing health and care technologies providing feedback to inform procurement and commissioning.

- Collates and records quantitative and qualitative data to demonstrate evidence of outcomes and produce reports.

LEADERSHIP & MANAGEMENT

- Act as a role model and change agent in leading and managing the District Nursing Team.
- Communicate effectively with staff and maintain productive working relationships amongst staff and with others.
- Promote a collective leadership model and develop self-organised teams.
- Delegate, supervise and support others within the scope of each individual's role and in line with the NMC Code (2018)¹, HSC Code of Conduct (DoH 2016)² Delegation Framework (2019)³ retaining responsibility and accountability for outcomes.
- Identify gaps in service provision and lead in the development of business cases and co-design/co-production of initiatives in the management of District Nursing Services.
- Contribute to the development of clinical guidelines, agreed policies protocols and procedures ensuring these are embedded within the service and communicated to relevant personnel.
- Build and maintain multidisciplinary relationships, through effective networks with key stakeholders in the provision of the District Nursing Service.
- Participate in the recruitment and selection of staff processes.
- Ensure processes are in place to manage sickness absence and take appropriate action in line with HSC Trust policies and procedures.
- Participate in Grievance, Capability and Disciplinary procedures in line with HSC Trust policies and procedures.
- Deal with and report complaints, in keeping with Trust Policy, and assist with investigations, when necessary.
- Manage and/or monitor a delegated budget and resources ensuring value for money in the delivery of services within the District Nursing Team.

October 2020

¹ Nursing and Midwifery Council (2018) *The code: Professional standards of practice and behaviour for nurses, midwives and nursing associates*. London: NMC

² Department of Health (2016) *Code of Conduct for HSC Employees*. Belfast. DoH

³ Northern Ireland Practice and Education Council (2019) *Deciding to delegate: a decision support framework for nursing and midwifery*. Belfast: NIPEC.

PERSONNEL SPECIFICATION

JOB TITLE AND BAND: District Nurse Band 7

DEPARTMENT / DIRECTORATE

SALARY:

HOURS:

ESSENTIAL CRITERIA

SECTION 1: The following are **ESSENTIAL** criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

Factor	Criteria	Method of Assessment
<p>Experience & Qualifications/Registration</p>	<p>(a) Registered Nurse: first level, on the live NMC register.</p> <p>AND</p> <p>Have 3 years experience at Band 5 or above.</p> <p>AND</p> <p>(b) NMC recorded Specialist Practice Qualification (SPQ) (District Nursing Pathway) or has successfully completed the SPQ District Nurse Programme and is awaiting annotation with the NMC.</p> <p>AND</p> <p>(c) NMC recorded Non-Medical Prescribing qualification or has successfully completed the Non-Medical Prescribing qualification and is awaiting annotation with the NMC.</p> <p>OR</p> <p>If the individual does not have the Non-Medical Prescribing Qualification they must be willing to undertake and successfully complete it within 2 years of appointment to the role.</p>	<p>Shortlisting by Application Form</p>

SECTION 2: The following are **ESSENTIAL** criteria which will be measured during the interview/ selection stage:

<p>Skills / Abilities</p>	<ul style="list-style-type: none"> • Effective communication skills • Effective organisational skills • Innovative leadership skills • Evidence of the ability to work in a multi-professional environment. 	<p>Interview / Test</p>
<p>Knowledge</p>	<ul style="list-style-type: none"> • Sound knowledge of current nursing practice as applicable to community nursing and chronic disease management. • Knowledge of the current professional trends and issues within community nursing and knowledge of current trends within Health and Personal Social Services including community care act and commissioning process. • Knowledge of Trust Policies and procedures. • Knowledge of NMC Code, standards and guidelines. • Knowledge of nursing governance principles • Awareness & Knowledge of Budget Management • Awareness & Knowledge of Caseload Management • Awareness & Knowledge of Leadership 	<p>Interview / Test</p>