

## **JOB DESCRIPTION COMMUNITY STAFF 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 Staff Nurses in Community settings.

### **POST: COMMUNITY STAFF NURSE**

**LOCATION:** to be agreed locally

**BAND: 5**

**REPORTS TO: DISTRICT NURSE**

**ACCOUNTABLE TO: DISTRICT NURSE**

### **JOB SUMMARY/MAIN PURPOSE**

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

- Assess care needs and contribute to the development of programmes of care and/or the implementation and evaluation of these programmes for people on a District Nursing caseload.
- Carry out all relevant forms of holistic person-centred care without direct supervision and will be required to supervise and demonstrate procedures to registered and/or non-registered staff.
- Support people to be cared for safely in a variety of community settings and where possible reduce unnecessary hospital attendances or admissions and expedite hospital discharges facilitating patient flow.
- Provide a District Nursing Service which incorporates care that is focused on prevention, early intervention, recovery, chronic disease management, palliative and end of life care.
- Use a population health-based approach and work with GPs, other health and social care professionals, as well as people, families, carers, community and voluntary agencies.

## **MAIN DUTIES / RESPONSIBILITIES**

As a member of the District Nursing team, the nurse will participate in and contribute to:

### **CLINICAL PRACTICE**

- Assessment, planning, implementation, evaluation and review of holistic, person-centred care for people on a District Nursing caseload with a wide range of acute and long term conditions and complex care needs, including palliative and end of life care.
- Timely updates to the District Nurse and District Nursing Team in relation to the care provided and communicate any issues or concerns in line with HSC Trust policies.
- Collaborative working including effective communication so that people can be cared for safely in a variety of community settings reducing unnecessary hospital attendances or admissions and facilitate timely discharge from hospital.
- Advocacy for and active engagement with people, families and carers who require a District Nursing service.
- Co-produce care plans with people, families and/or carers. Develop therapeutic relationships that support informed decision making, self-management and promote independence, ensuring ongoing evaluation of care.
- Support for the District Nurse in their palliative care key worker role for the co-ordination and provision of palliative and end of life care.
- Contribute to the development and update of a Population Health Profile, Community Health Needs Assessment and health improvement plan.
- Relevant clinical skills and functions commensurate with the role requirements, following appropriate education and assessment e.g. wound care management; point-of-care testing; IV therapies; management of central venous access devices; continence management and syringe pump management.
- Using e-Health technology and technology assisted learning systems to proactively enable care and support people to self-care.
- Delegating safely in accordance with NMC Code and NIPEC Delegation Framework (2019).
- Working in accordance with the Mental Capacity Act (NI) (2016) and adult and children's safeguarding legislation.
- Audits of local and regionally agreed quality indicators for the District Nursing Service.
- Timely referrals to other teams/services, based on the assessed needs of the

person.

- Maintain accurate written and electronic records in line with the NMC Code, District Nursing service and UK-GDPR requirements.
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- Undertaking a wide range of person-centred risk assessment and management strategies relevant to the person's assessed needs.
- Adhere to HSC Trust policies and protocols for the safe handling, storage, administration and disposal of medicinal products.

## **EDUCATION AND LEARNING**

- Personal continuing professional development and the maintenance of professional competence and NMC revalidation in line with NMC Code.
- Active engagement in appraisals, a range of learning activities, reflective supervision and professional development forums to improve care and practice
- A positive teaching/learning environment to develop the capability and capacity of registered and non-registered staff, working in collaboration with others
- Development, delivery and evaluation of educational initiatives that address the needs of people, their families/carers/communities, helping them to make informed decisions and to self-manage their care, in line with the co-produced care plan.
- Dissemination and implementation of the learning from feedback, compliments, complaints, incident reporting and near misses to facilitate the delivery of safe, effective, person and family centred care and services.
- Meet the requirements of the NMC Education standards and fulfill the role of practice supervisor and practice assessor.

## **RESEARCH & EVIDENCE BASED PRACTICE**

- Research, evidence based practice and agreed care pathways for the enhancement of holistic person-centred care;
- Innovation, continuous quality improvement and service improvement in line with the Quality 2020 Attributes Framework.
- The implementation of evidence-based public health initiatives to enable people to maximise their holistic health and well-being to "make every contact count".
- Engagement with people and use the feedback from their experience of care to improve outcomes and service delivery.

- Feedback on health and care technologies to inform procurement and commissioning.

## **MANAGEMENT & LEADERSHIP**

- Effective team working within a self-organised team in line with the HSC collective leadership model and demonstrate compassionate leadership including self-care and the care of others.
- Use of HSC Trust information systems to inform service delivery, monitor and improve performance.
- Effective and efficient use of resources ensuring value for money in the delivery of services within the District Nursing Team.
- Development of organisational and time management skills to facilitate effective person-centred care.
- Provide cover for the Senior Community Staff Nurse or District Nurse when necessary.
- Risk assessments and action plans in relation to lone working and HSC Trust policies.
- The development and performance management of staff as per HSC Trust policies and procedures.

***January 2022***

## PERSONNEL SPECIFICATION

**JOB TITLE AND BAND: Community Staff Nurse Band 5**

**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><b>Qualifications / Registration &amp; Experience</b></p>	<ul style="list-style-type: none"> <li>• Registered Nurse: Adult Nurse Level 1, on the live NMC register.</li> <li>• Nurses who have trained and registered in another country are eligible to apply on demonstration of the following                             <ul style="list-style-type: none"> <li>○ Completion of Part 1 of the OSCE exam</li> <li>○ Confirmation form the NMC of eligibility to undertake Part 2 of the OSCE exam</li> </ul> </li> </ul> <p><b>NB</b> if your NMC has lapsed and if you have not been employed in a nursing position within the last 5 years you must have completed a Return to Nursing Course</p> <p><b>NB</b> if your NMC has lapsed and if you have not been employed in a nursing position within the last 5 years you must have completed a Return to Nursing Course</p>	<p>Shortlisting by Application Form</p>
<p><b>Other</b></p>	<p>Hold a current full driving licence which is valid for use in the UK and have access to a car on appointment. This criteria will be waived in the case of applicants whose disability prohibits driving but who have access to a form of transport approved by the Trust which will permit them to carry out the duties of the post.</p>	<p>Shortlisting by Application Form</p>

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

<p><b>Skills / Abilities</b></p>	<p>Demonstrate:</p> <ul style="list-style-type: none"> <li>• Effective communication skills</li> <li>• Effective leadership skills</li> <li>• Effective organisational skills</li> </ul> <p>Demonstrate the ability to:</p> <ul style="list-style-type: none"> <li>• Take responsibility for personal and continuous professional development</li> <li>• Analyse and assess situations and make judgement informed decisions</li> <li>• Identify, challenge and report potential risk / clinical risk situations</li> <li>• Work effectively as part of the multi-disciplinary team</li> </ul>	<p>Interview</p>
<p><b>Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Knowledge of current trends and nursing practice within Health and Social Care</li> <li>• Knowledge of the NMC Code, standards and guidelines.</li> <li>• Knowledge of nursing governance principles.</li> </ul>	<p>Interview</p>