

Postoutline: Staff Nurse Community

Created On: 04/11/2005

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Originating Organisation: Hywel Dda NHS Trust

Post Outline is Approved

Purpose: : Accountable for the delivery of a high standard of cost effective nursing care in the community without direct supervision. This will incorporate evidence based practice in line with legal requirements including Clinical Governance, statutory rules and Trust policies relating to practice and the NMC Code of Conduct

Pay Band: Band 5

Reporting To: Sister/Charge Nurse District Nursing

KSF Dimensions, Levels And Indicators

Dimension Type	Dimension Number	Dimension Name	Second Gateway (Full Outline)		Foundation Gateway (Subset Outline)	
			Level	Indicator	Level	Indicator
Core	C1	COMMUNICATION	3	A,B,C,D,E,F	2	A,B,C,D,E
Core	C2	PERSONAL AND PEOPLE DEVELOPMENT	3	A,B,C,D,E,F,G	2	A,B,C,D,E,F
Core	C3	HEALTH, SAFETY AND SECURITY	2	A,B,C,D,E,F	2	A,B,C,D,E,F
Core	C4	SERVICE IMPROVEMENT	2	A,B,C,D,E,F	2	A,B,C,D,E
Core	C5	QUALITY	3	A,B,C,D,E,F,G	2	A,B,C,D,E,F
Core	C6	EQUALITY AND DIVERSITY	2	A,B,C,D	2	A,B,C,D
Specific	HWB1	PROMOTION OF HEALTH AND WELLBEING AND PREVENTION OF ADVERSE EFFECTS ON HEALTH AND WELLBEING	1	A,B,C,D,E	1	A,B,C,D,E
Specific	HWB2	ASSESSMENT AND CARE PLANNING TO MEET HEALTH AND WELLBEING NEEDS	3	A,B,C,D,E,F,G	3	A,B,C,D,F,G
Specific	HWB5	PROVISION OF CARE TO MEET HEALTH AND WELLBEING NEEDS	3	A,B,C,D,E,F,G,H	3	A,C,D,F,G,H
Specific	IK2	INFORMATION COLLECTION AND ANALYSIS	1	A,B,C,D	1	A,B,C,D
Specific	G6	PEOPLE MANAGEMENT	1	A,B,C,D,E	1	A,E

Second Gateway (Full Outline)

COMMUNICATION - Level: 3

Level Indicators:

- a) identifies the range of people likely to be involved in the communication, any potential communication differences and relevant contextual factors
- b) communicates with people in a form and manner that:
 - is consistent with their level of understanding, culture, background and preferred ways of communicating
 - is appropriate to the purpose of the communication and the context in which it is taking place
 - encourages the effective participation of all involved
- c) recognises and reflects on barriers to effective communication and modifies communication in response
- d) provides feedback to other workers on their communication at appropriate times
- e) keeps accurate and complete records of activities and communications consistent with legislation, policies and procedures.
- f) communicates in a manner that is consistent with relevant legislation, policies and procedures.

Foundation Gateway (Subset Outline)

COMMUNICATION - Level: 2

Level Indicators:

- a) communicates with a range of people on a range of matters in a form that is appropriate to them and the situation
- b) improves the effectiveness of communication through the use of communication skills
- c) constructively manages barriers to effective communication
- d) keeps accurate and complete records consistent with legislation, policies and procedures
- e) communicates in a manner that is consistent with relevant legislation, policies and procedures

Examples Of Application: Carmarthenshire NHS Trust

Promote and maintain good working relationships with members of the multidisciplinary team and support services, Communicating effectively with

other others to ensure that effective high quality care is given to achieve goals
a) The range of people with whom the individual is communicating: patients and clients, families, carers, the public and their representatives, colleagues, members of the District Nursing team, managers, others from statutory and voluntary agencies, establishing and maintaining effective communication and good relations

a) Communication differences might be in relation to: contexts and cultures of the different parties, degree of confusion or clarity, first/preferred language, levels of familiarity with the subject of the communication / context in which the communication is taking place, level of knowledge and skills - Adapting communication skills to suit age and disability

b) Communication might take a number of forms including: oral and written communication, signing, electronic communication (eg email, databases, electronic results and reports), the use of third parties (such as interpreters and translators)

the use of communication aids (eg charts, pictures)

Purpose of communication might include: asserting a particular position or view, breaking bad news, encouraging and supporting people, making presentations, presenting and discussing ideas, acting as patient advocate, seeking consent, sharing information, supporting people in difficult circumstances.

c) Barriers to communication may be: environmental (eg noise, lack of privacy) personal (eg the health and wellbeing of the people involved), social (eg conflict, violent and abusive situations, ability to read and write in a particular language or style), communicating effectively by securing different communication aids/services available to meet the needs of the patient/client
Modifies communication through, for example: deciding what information / advice to give / not give as the communication proceeds, modifying the content and structure of communication, modifying the methods of communicating, using another language

d) Demonstrates own ability to communicate effectively both verbally and non verbally to others, giving constructive feedback to colleagues on their communication skills as appropriate

e) Ensures all nursing documentation is accurate, legible, precise and maintains the confidentiality of patients and staff at all times

f) Adheres to Legislation, Trust policies and procedures at all times and be knowledgeable of, for example, the data protection act, confidentiality, complaints, equality and diversity, human rights, consent, vulnerable adults
Maintains personal contact with with patients and their families through conversation ensuring clear understanding of treatments and arrangements

Examples of Application: **Carmarthenshire NHS Trust - Examples of Application**

Range of matters might relate to:

a) Establishing and maintaining excellent relationships with other members of the nursing team, patients and relatives
b) Communicating both verbally and non verbally in an appropriate manner and at a pace which ensures compliance and complete understanding.

b+c) Identifying barriers to communication and actively seek ways in which to break them down
e.g. signer, local interpreter and always presenting a positive image of the service

d) All documentation should be accurate, legible and complete. Communicating effectively to support and comfort patients, relatives and colleagues in difficult and distressing situations

e) An awareness and adherence to legislation, Trust policies and procedures is required, relating to patient confidentiality and the data Protection Act. This confidentiality of information applies during working and non-working hours

made for them

Second Gateway (Full Outline)

PERSONAL AND PEOPLE DEVELOPMENT - Level: 3

Level Indicators:

- a) reflects on and evaluates how well s/he is applying knowledge and skills to meet current and emerging work demands and the requirements of the KSF outline for his/her post
- b) identifies own development needs and sets own personal development objectives in discussion with his/her reviewer
- c) takes responsibility for own personal development and maintains own personal development portfolio
- d) makes effective use of learning opportunities within and outside the workplace evaluating their effectiveness and feeding back relevant information
- e) enables others to develop and apply their knowledge and skills in practice
- f) contributes to the development of others in a manner that is consistent with legislation, policies and procedures
- g) contributes to developing the workplace as a learning environment.

Examples Of Application: Carmarthenshire NHS Trust

- a) Reflects on own achievements, learning and development over the previous 12 months against objectives and performance
 - a) Identifies own personal development needs, in order to further develop and maintain personal, professional and clinical skills
 - b) Prepares and actively participates in annual KSF Personal Development Review/Appraisal in line with service requirements and Trust policy
 - c) Ensures attendance at Corporate Induction, workplace induction, and all other identified statutory/mandatory/in-service training
 - d) Provides feedback from learning activities to the District Nursing team
 - d) Produces personal portfolio of evidence to support agreed KSF Personal Development Plan, demonstrating personal growth and development on an annual basis and evaluating the effectiveness of learning opportunities, sharing this information with others
 - e) Keeps up to date record of own training and development
 - f) Support and actively assist junior staff and peers with on job training
 - f) Focussing on specific learning outcomes, works closely with the universities in order to provide uniformity and promotion of professional standards
 - f) Promote a learning environment in the clinical area

Foundation Gateway (Subset Outline)

PERSONAL AND PEOPLE DEVELOPMENT - Level: 2

Level Indicators:

- a) assesses and identifies:
 - feedback from others on own work
 - how s/he is applying knowledge and skills in relation to the KSF outline for the post
 - own development needs and interests in the current post
 - what has been helpful in his/her learning and development to date
- b) takes an active part in the development review of own work against the KSF outline for the post with their reviewer and suggests areas for learning and development in the coming year
- c) takes responsibility for own personal development and takes an active part in learning opportunities
- d) evaluates the effectiveness of learning opportunities and alerts others to benefits and problems
- e) keeps up-to-date records of own development review process
- f) offers information to others when it will help their development and/or help them meet work demands.

Examples of Application: Carmarthenshire NHS trust - Examples of Application

- a) Undertake identified allocated tasks within the job role in a professional and accurate manner, in accordance with Trust policies and procedures
- b) Able to work autonomously, recognising the limits of competence
- a+b) Identify current and future personal development needs and interests as defined in the KSF, taking an active part in the Personal Development Review process
- c) Attend in-service/statutory training sessions appropriate to the role to ensure competency
- d) Evaluate the effectiveness of any learning and the effect on own's work, reflecting on and sharing learning outcomes with others
- e) Keep an up-to-date record of all training and personal development
- f) Provide knowledge and information to assist others during ongoing work and when changes are made to work practices

Second Gateway (Full Outline)

HEALTH, SAFETY AND SECURITY - Level: 2

Level Indicators:

- a) identifies and assesses the potential risks involved in work activities and processes for self and others
- b) identifies how best to manage the risks
- c) undertakes work activities consistent with:
 - legislation, policies and procedures
 - the assessment and management of risk
- d) takes the appropriate action to manage an emergency summoning assistance immediately when this is necessary
- e) reports actual or potential problems that may put health, safety and security at risk and suggests how they might be addressed
- f) supports others in maintaining health, safety and security.

Foundation Gateway (Subset Outline)

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- a) identifies and assesses the potential risks involved in work activities and processes for self and others
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- e) reports actual or potential problems that may put health, safety and security at risk and suggests how they might be addressed
- f) supports others in maintaining health, safety and security.

Examples Of Application: Carmarthenshire NHS Trust

- a) Assesses, identifies and evaluates all risk situations within clinical environment following Trust policies and procedures,
 - a) Ensures self and others wear and use the appropriate clothing and equipment
- b) Adhere to Trust policies and procedures when required to participate in activities which demand physical effort
- b) Demonstrates competence in the safe administration of medicines
- c) Ability to challenge others who may put themselves or other people at risk
- c) Acknowledge the potential risks of exposure to certain unpleasant working conditions
- d) Demonstrates knowledge of emergency procedures with regard to any sudden or violent behaviour by any individual
- e) Reports all accidents, near misses and hazards promptly completing appropriate documentation IR Forms for Risk Management
- e) Reports defective equipment immediately
- f) Ensures all patients receive safe, individual and effective standards of care
- f) Maintains a safe environment for patients/clients, public, colleagues
- f) Awareness of statutory duty of care for own personal safety and others

Examples of Application: Carmarthenshire NHS Trust

- a) Assesses, identifies all risk situations within clinical environment following Trust policies and procedures,
 - a) Ensures self and others wear and use the appropriate clothing and equipment
- b) Adhere to Trust policies and procedures when required to participate in activities which demand physical effort
- b) Demonstrates competence in the safe administration of medicines
- c) Works towards developing the ability to challenge others who may put themselves or other people at risk; acknowledge the potential risks of exposure to certain unpleasant working conditions
- d) Demonstrates knowledge of emergency procedures with regard to any sudden or violent behaviour by any individual
- e) Reports all accidents, near misses and hazards promptly completing appropriate documentation IR Forms for Risk Management
- e) Reports defective equipment immediately
- f) Ensures all patients receive safe, individual and effective standards of care
 - f) Maintains a safe environment for patients/clients, public, colleagues
- f) Awareness of statutory duty of care for own personal safety and working towards developing awareness of others

Second Gateway (Full Outline)

SERVICE IMPROVEMENT - Level: 2

Level Indicators:

- a) discusses and agrees with the work team
 - the implications of direction, policies and strategies on their current practice
 - the changes that they can make as a team
 - the changes s/he can make as an individual
 - how to take the changes forward
- b) constructively makes agreed changes to own work in the agreed timescale seeking support as and when necessary
- c) supports others in understanding the need for and making agreed changes
- d) evaluates own and other's work when required to do so completing relevant documentation
- e) makes constructive suggestions as to how services can be improved for users and the public
- f) constructively identifies issues with direction, policies and strategies in the interests of users and the public.

Foundation Gateway (Subset Outline)

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- e) makes constructive suggestions as to how services can be improved for users and the public

Examples Of Application: Carmarthenshire NHS Trust

- a) Works in accordance with Carmarthenshire NHS Trust Nursing Strategy
- a) Awareness and application to practice of Trust policies and procedures
- a) Understands own role within the District Nursing team and the organisation as a whole
- a) Demonstrates an understanding for changes in own practice in relation to contributing to service improvement
- b) Deploys staff effectively and efficiently with consideration to their qualifications and experience
- b) Ensures the best use of allocated resources maintaining standards at all times
- c) Demonstrates the ability to react constructively to managing change, prioritising and allocating work with appropriate delegation, supporting others in change management
- d) Ensures best practice is maintained by participating/assisting in audit process and research process, actively contributing to the setting of standards
- d) Participates in Trust initiatives to improve environment and service, enhancing communication skills by evaluating own and others work
- e+f) Actively contributes to team discussions on a regular basis and assists in the development and local implementation of nursing practice guidelines, standards and procedures. Contributes to a culture, which supports patients and carers as partners and actively seeks their views on services provided

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Second Gateway (Full Outline)

QUALITY - Level: 3

Level Indicators:

- a) acts consistently with legislation, policies, procedures and other quality approaches and promotes the value of quality approaches to others
- b) understands own role in the organisation and its scope and identifies how this may develop over time
- c) works as an effective and responsible team member and enables others to do so
- d) prioritises own workload and organises and carries out own work in a manner that maintains and promotes quality
- e) evaluates the quality of own and others' work and raises quality issues and related risks with the relevant people
- f) supports the introduction and maintenance of quality systems and processes in own work area
- g) takes the appropriate action when there are persistent quality problems.

Foundation Gateway (Subset Outline)

QUALITY - Level: 2

Level Indicators:

- a) acts consistently with legislation, policies, procedures and other quality approaches and encourages others to do so
- b) works within the limits of own competence and levels of responsibility and accountability in the work team and organisation
- c) works as an effective and responsible team member
- d) prioritises own workload and organises own work to meet these priorities and reduce risks to quality
- e) uses and maintains resources efficiently and effectively and encourages others to do so
- f) monitors the quality of work in own area and alerts others to quality issues.

Examples Of Application: Carmarthenshire NHS Trust

- a) Adheres to and acts consistently with legislation, Trust policies and procedures and professional standards (Nursing Strategy) ensuring high quality of care is delivered
- a) Demonstrates a professional work approach, practising according to NMC Code of Professional Conduct accountable for the provision and promotion of a high standard of cost effective care
- b) Understands own role within the Trust, recognising the limits of your professional competence, identifying areas where further training is required and attend in-service training to ensure competency and maintain personal, professional and clinical skills
- b) Recognises, respects and promotes the different roles within the multidisciplinary team and actively makes a valued contribution as an effective team member
- c) Contributes to developing and maintaining District Nursing philosophy
- c) Have due regard for economy and use of allocated resources whilst maintaining standards at all times
- c) Supports all junior staff, qualified and unqualified, pre and post registration students, encouraging a shared approach to teamwork
- d) Competent in prioritisation and knowledge in nursing practice and delivery of high standards of patient care
- e) Evaluates the quality of own work and assists in the monitoring and assessment of junior staff, reporting any problems/concerns to senior staff members promptly
- f) Awareness of Clinical Governance policy and procedures
- g) Takes appropriate action when there are persistent quality concerns

Examples of Application: Carmarthenshire NHS Trust

- a) Adheres to and acts consistently with legislation, Carmarthenshire NHS policies and procedures and professional standards, relevant to the delivery of nursing services, ensuring high quality care is given.
- a) Demonstrates a professional work approach, practicing according to NMC Code of Professional Conduct, accountable for the provision and promotion of a high standards of patient care within the community.
- b) Recognises the limits of professional competence and responsible for limiting actions to those which you feel competent to undertake, reporting any difficulties to senior staff.
- c) Recognises, respects and promotes the different roles within the multi-professional team and actively makes a valued contribution as an effective team member of the Paediatric Team.
- d) Competent in prioritisation and delivery of high standards of patient care in a timely manner.
- e) Awareness of resource costs and makes sure that the best use is made of allocated resources, which included bed management and utilisation of time and equipment.
- f) Monitors the quality of own work and recognises and reports any quality issues to senior staff.

Second Gateway (Full Outline)

EQUALITY AND DIVERSITY - Level: 2

Level Indicators:

- a) recognises the importance of people's rights and acts in accordance with legislation, policies and procedures
- b) acts in ways that:
 - acknowledge and recognise people's expressed beliefs, preferences and choices
 - respect diversity
 - value people as individuals
- c) takes account of own behaviour and its effect on others
- d) identifies and takes action when own or others' behaviour undermines equality and diversity.

Examples Of Application: Carmarthenshire NHS Trust

- a) Adheres to Trust policies and procedures, Equal Opportunities, Diversity and Human Rights, recognising the importance of people's rights
- b) Respects and values patients, their families, members of the public and District Nursing team members at all times
- b) Ensures all junior staff are aware of patients' preferences e.g. know how to access different leaders of faith, when required to do so; nsures a culturally appropriate diet is provided as appropriate
- b) Attends in-service equality and diversity training
- b) Maintains the privacy/dignity of patients, ensuring all junior staff comply when delivering personal care
- b) Demonstrates and discusses the importance of communication and patient information, respecting individual needs, ensuring clarity in how patients prefer to be addressed and spoken to
- c) Responsible for own behaviour and its effect on patients/clients/colleagues/public
- d) Recognises when discrimination occurs and acts accordingly to rectify self or other team members' behaviour
- d) Ability to act as patient advocate for patients and their families and challenge practice in relation to equality and diversity

Foundation Gateway (Subset Outline)

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- d) Ability to act as patient advocate for patients and their families and challenge practice in relation to equality and diversity

Second Gateway (Full Outline)

PROMOTION OF HEALTH AND WELLBEING AND PREVENTION OF ADVERSE EFFECTS ON HEALTH AND WELLBEING - Level: 1

Level Indicators:

- a) identifies factors which have a positive and negative affect on health and wellbeing and how it can be promoted and adverse effects prevented
- b) enables people to view health and wellbeing as a positive aspect of their lives
- c) enables people to be involved in activities and make their own decisions about them consistent with people's views and beliefs
- d) undertakes planned activities with people with their agreement consistent with legislation, policies and procedures
- e) records and reports back fully on the activities undertaken and alerts others in the team to any issues that arise during the activities.

Foundation Gateway (Subset Outline)

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Level Indicators:

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- c) enables people to be involved in activities and make their own decisions about them consistent with people's views and beliefs
- d) undertakes planned activities with people with their agreement consistent with legislation, policies and procedures
- e) records and reports back fully on the activities undertaken and alerts others in the team to any issues that arise during the activities.

Examples Of Application: Carmarthenshire NHS Trust

Policies, programmes, approaches and activities that are designed to promote health and wellbeing or prevent adverse effects on health and wellbeing might relate to awareness raising, broader and social economic factors, enabling people to adopt healthy lifestyles, enabling people to learn how to look after their own health and wellbeing / become expert in managing conditions that affect their health and wellbeing, enabling people to maintain their mobility

- a) Attends relevant awareness training to meet the needs of the patient group
- b) Ensures help is available to all patients and patient independence is promoted
- c) Enables people to maintain and develop their self-management skills , involving people in decision making about their health and wellbeing, providing information and advice on health and wellbeing and stressors to health and wellbeing. Competent in accessing expertise in promoting health and wellbeing through appropriate nurse specialists and the provision of patient information leaflets
- d) Awareness and application to practice of legislation, Trust policies and procedures which may relate to consent, health improvement, public health, shared decision making.
- e) Incorporates health promotion issues as part of care planning and documents all activities. Any issues would include adverse changes in/to the people as a result of the activities, the activities not working out as planned

Examples of Application: Carmarthenshire NHS Trust

Policies, programmes, approaches and activities that are designed to promote health and wellbeing or prevent adverse effects on health and wellbeing might relate to awareness raising, broader and social economic factors, enabling people to adopt healthy lifestyles, enabling people to learn how to look after their own health and wellbeing / become expert in managing conditions that affect their health and wellbeing, enabling people to maintain their mobility

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- d) Awareness and application to practice of legislation, Trust policies and procedures which may relate to consent, health improvement, public health, shared decision making.
- e) Incorporates health promotion issues as part of care planning and documents all activities. Any issues would include adverse changes in/to the people as a result of the activities, the activities not working out as planned

Second Gateway (Full Outline)

ASSESSMENT AND CARE PLANNING TO MEET HEALTH AND WELLBEING NEEDS - Level: 3

Level Indicators:

- a) plans the assessment of people's health and wellbeing needs and prepares for it to take place
- b) explains clearly to people:
 - own role, responsibilities and accountability
 - the information that is needed from the assessment and who might have access to it
 - the benefits and risks of the assessment process and alternatives approaches
- c) respects people's dignity, wishes and beliefs; involves them in shared decision making; and obtains their consent
- d) uses assessment methods and processes of reasoning that
 - are based on available evidence
 - are appropriate for the people concerned
 - obtain sufficient information for informed decision making
 - s/he has the knowledge, skills and experience to use effectively
 - are consistent with legislation, policies and procedures
- e) considers and interprets all of the information available and makes a justifiable assessment of people's health and well-being, related needs and risks and explains the outcomes to those concerned
- f) develops and records care plans that are appropriate to the people concerned and:
 - are consistent with the outcomes of assessing their health and wellbeing needs
 - identify the risks that need to be managed
 - have clear goals
 - involve other practitioners and agencies when this is necessary to meet people's health and wellbeing needs and risks
 - are consistent with the resources available
 - note people's wishes and needs that it was not possible to meet
- g) monitors the implementation of care plans and makes changes to meet people's needs

Foundation Gateway (Subset Outline)

ASSESSMENT AND CARE PLANNING TO MEET HEALTH AND WELLBEING NEEDS - Level: 3

Level Indicators:

- a) plans the assessment of people's health and wellbeing needs and prepares for it to take place
- b) explains clearly to people:
 - own role, responsibilities and accountability
 - the information that is needed from the assessment and who might have access to it
 - the benefits and risks of the assessment process and alternatives approaches
- c) respects people's dignity, wishes and beliefs; involves them in shared decision making; and obtains their consent
- d) uses assessment methods and processes of reasoning that
 - are based on available evidence
 - are appropriate for the people concerned
 - obtain sufficient information for informed decision making
 - s/he has the knowledge, skills and experience to use effectively
 - are consistent with legislation, policies and procedures
- f) develops and records care plans that are appropriate to the people concerned and:
 - are consistent with the outcomes of assessing their health and wellbeing needs
 - identify the risks that need to be managed
 - have clear goals
 - involve other practitioners and agencies when this is necessary to meet people's health and wellbeing needs and risks
 - are consistent with the resources available
 - note people's wishes and needs that it was not possible to meet
- g) monitors the implementation of care plans and makes changes to meet people's needs

Examples Of Application: Carmarthenshire NHS Trust

- a) Works within the District Nursing team participating with the patient's consent in planning, assessing, implementing and evaluating programmes of care. Initiates assessment and care planning for patients with moderately complex health needs or who may require specialist interventions in a range of community settings. Technical nursing treatments for those with complex healthcare needs will have been delegated by the District Nurse.
- a) Health and wellbeing needs may be emotional, mental, physical
- b) Explains clearly own role and responsibilities with patient, process of assessment and how information will be used
- c) Demonstrates a professional approach and act in accordance with the NMC Code of Professional Conduct
- c) Demonstrates practice in a fair and non-discriminating way, acknowledging the differences in beliefs/cultures of patients
- c) Demonstrates effective shared decision making and the ability to respond efficiently and appropriately to changes, obtaining patients' consent
- d) Demonstrates full patient assessment, providing the multidisciplinary team with information. Manages the total nursing care competently including the effective discharge planning where appropriate
- e) Assessment methods include the use of: checklists, discussions and conversations, frameworks, observations, questioning
- f) Provides/completes correct nursing documentation when assessing, planning and implementing patient care, ensuring accuracy, legibility and preciseness
- f) Evaluates effectiveness of care delivery and able to modify intervention to meet patient needs
- g) Monitors the implementation of care plans and makes agreed changes to meet patients' needs

Examples of Application:

Carmarthenshire NHS Trust

- a) Plan, assess, implement and programmes of care within the District Nursing team
- a) Initiates assessment and care planning for patients with moderately complex healthcare needs or who may require specialist interventions in a range of community settings
- a) Health and wellbeing needs may be emotional, mental, physical
- b) Explains clearly own role and responsibilities with patient, process of assessment and how information will be used
- c) Demonstrates a professional approach and act in accordance with the NMC Code of Professional Conduct
- c) Demonstrates practice in a fair and non-discriminating way, acknowledging the differences in beliefs/cultures of patients
- c) Demonstrates effective shared decision making and the ability to respond efficiently and appropriately to changes, obtaining patients' consent
- d) Demonstrates full patient assessment, providing the multidisciplinary team with information and ensures effective discharge planning where appropriate
- f) Provides/completes correct nursing documentation when assessing, planning and implementing patient care, ensuring accuracy, legibility and preciseness
- f) Evaluates effectiveness of care delivery and able to modify intervention to meet patient needs
- g) Monitors the implementation of care plans and makes agreed changes to meet patients' needs

Second Gateway (Full Outline)

PROVISION OF CARE TO MEET HEALTH AND WELLBEING NEEDS - Level:

3

Level Indicators:

- a) respects people's dignity, wishes and beliefs; involves them in shared decision making; and obtains their consent
- b) identifies with the people concerned:
 - goals for the specific activities to be undertaken within the context of their overall care plan and their health and wellbeing needs
 - the nature of the different aspects of care
 - the involvement of other people and/or agencies
 - relevant evidence-based practice and/or clinical guidelines
- c) prepares appropriately for the care to be undertaken
- d) undertakes care in a manner that is consistent with:
 - evidence-based practice and/or clinical guidelines
 - multidisciplinary team working
 - his/her own knowledge, skills and experience
 - legislation, policies and procedures
- e) takes the appropriate action to address any issues or risks
- f) reviews the effectiveness of specific activities as they proceed and makes any necessary modifications
- g) provides feedback to the person responsible for the overall care plan on its effectiveness and the health and wellbeing and needs of people
- h) makes accurate records of the activities undertaken and any risks.

Foundation Gateway (Subset Outline)

PROVISION OF CARE TO MEET HEALTH AND WELLBEING NEEDS - Level:

3

Level Indicators:

- a) respects people's dignity, wishes and beliefs; involves them in shared decision making; and obtains their consent
- c) prepares appropriately for the care to be undertaken
- d) undertakes care in a manner that is consistent with:
 - evidence-based practice and/or clinical guidelines
 - multidisciplinary team working
 - his/her own knowledge, skills and experience
 - legislation, policies and procedures
- f) reviews the effectiveness of specific activities as they proceed and makes any necessary modifications
- g) provides feedback to the person responsible for the overall care plan on its effectiveness and the health and wellbeing and needs of people
- h) makes accurate records of the activities undertaken and any risks.

Examples Of Application: Carmarthenshire NHS Trust

- a) Provides the highest standard of care for patients, involving them in the decision making, gaining consent before commencement of care, with due regard to equality, diversity and rights
- b+c) Assist to profile the health and wellbeing needs within the caseload and contribute to management accordingly
- c) Maintains a high level of concentration in order to provide prescribed care and interventions
- d) Competently undertakes and maintains high standards of patient care using evidence based practice, promoting and maintaining good and effective working relationships with members of the multidisciplinary team and support services in accordance with Trust policies and procedures.
- e) Takes the appropriate action and intervene accordingly when situations that may be detrimental to the health and wellbeing of the patient are recognised. Ensures changes in the patient's condition are acknowledged and responded to accordingly, informing the nurse in charge or other appropriate person of action taken
- f) Delegates work appropriately to junior staff nurses, student nurses, clinical support workers, ensuring they are supervised and monitored, reviewing effectiveness and providing constructive feedback, making the necessary modifications
- h) All nursing documentation should be accurate, legible and precise

Examples of Application: Carmarthenshire NHS Trust

- a) Provides the highest standard of care for patients, involving them in the decision making, gaining consent before commencement of care, with due regard to equality, diversity and rights
- d) Competently undertakes and maintains high standards of patient care using evidence based practice, promoting and maintaining good and effective working relationships with members of the multidisciplinary team and support services in accordance with Trust policies and procedures
- f) Delegates work appropriately to junior staff nurses, student nurses, clinical support workers, ensuring they are supervised and monitored, reviewing effectiveness and providing constructive feedback, making the necessary modifications
- h) All nursing documentation should be accurate, legible and precise

Second Gateway (Full Outline)

INFORMATION COLLECTION AND ANALYSIS - Level: 1

Level Indicators:

- a) collects and collates data/information effectively and to time, using set systems and consistent with legislation policies and procedures
- b) confirms that the data/information meets pre-set quality criteria and reports any quality issues
- c) maintains the integrity of data/information using agreed procedures
- d) reports the data/information clearly in the required format at the time agreed

Examples Of Application: Carmarthenshire NHS Trust

Data and information might be qualitative/quantitative.

Data and information may be held in systems which are electronic/paper-based e.g. entering and retrieving information on the computerised caseload.

Data and information might relate to assessment, diagnosis, care and treatment of patients/clients ie data and information about patients and clients, effectiveness of specific treatments, forms of care, lifestyles that promote health and wellbeing etc ie information for the public and users of services, health and wellbeing

Data and information may be raw, intermediate, processed

Legislation, policies and procedures may be international, national or local and may relate to data protection and confidentiality, freedom of information, records management.

In possession of/working towards ECDL

Foundation Gateway (Subset Outline)

INFORMATION COLLECTION AND ANALYSIS - Level: 1

Level Indicators:

- a) collects and collates data/information effectively and to time, using set systems and consistent with legislation policies and procedures
- b) confirms that the data/information meets pre-set quality criteria and reports any quality issues
- c) maintains the integrity of data/information using agreed procedures
- d) reports the data/information clearly in the required format at the time agreed

Examples of Application: Carmarthenshire NHS Trust

Data and information might be qualitative/quantitative.

Data and information may be held in systems which are electronic/paper-based e. g. entering and retrieving information on the computerised caseload.

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Data and information may be raw, intermediate, processed

Legislation, policies and procedures may be international, national or local and may relate to data protection and confidentiality, freedom of information, records management

In possession of/working towards ECDL

Second Gateway (Full Outline)

PEOPLE MANAGEMENT - Level: 1

Level Indicators:

- a) gives people opportunities to contribute to the planning and organisation of their work
- b) develops and explains plans and work activities to people and enables them to carry out their work effectively consistent with legislation, policies and procedures
- c) gives people support and opportunities to assess their own work and gives them clear, sensitive and appropriate feedback in a way that helps them improve and develop
- d) supports people effectively during the NHS KSF development review process
- e) reports poor performance to a relevant person for them to take action.

Examples Of Application: Carmarthenshire NHS Trust

- a) Takes responsibility for the care of the District Nurse Team's patients in the absence of senior nursing staff and supports in the efficient running of the workload
- b) Awareness and application to practice of Trust policies and procedures
- c) Able to facilitate professional development and safe practice of others through peer support, leadership, supervision and teaching, giving appropriate feedback
- d) Develop opportunities to support and supervise team members in achieving competencies and actively assists in the education and practical training of junior staff
- e) Acts accordingly on evidence of poor performance

Foundation Gateway (Subset Outline)

PEOPLE MANAGEMENT - Level: 1

Level Indicators:

- a) gives people opportunities to contribute to the planning and organisation of their work
- e) reports poor performance to a relevant person for them to take action.

Examples of Application:

Carmarthenshire NHS Trust

- a) Takes responsibility for the care of the District Nurse Team's patients in the absence of senior nursing staff and supports in the efficient running of the workload
- e) Acts accordingly on evidence of poor performance

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