

**JOB DESCRIPTION**  
(To be read with the NHS KSF outline of this Post)

POST TITLE:	Community Staff Nurse
PAYBAND:	Band 5
HOURS OF WORK: SHIFT PATTERNS:	Full time – 37.5 hours
OTHER POST DETAILS:	Registered First Level Nurse
BASE:	Milton Keynes area as designated
SERVICE:	District Nursing
DIRECTORATE:	Adult and Older People's
REPORTS TO:	District Nurse Team Leader
PROFESSIONALLY ACCOUNTABLE TO:	Clinical Lead for relevant locality
ACCOUNTABLE TO:	District Nursing Manager
DATE:	March 2017

<b>1.</b>	<b>MAIN PURPOSE OF JOB</b>
	<ul style="list-style-type: none"> <li>• Post holder to demonstrate professional and clinical evidence based knowledge acquired through Level 1 registration.</li> <li>• Post holder will have developed a wide range of practical nursing skills which are demonstrated with dexterity and accuracy.</li> <li>• To work with the District Nurse to provide skilled patient care to patients and their families in their own homes or other settings as appropriate.</li> <li>• For the majority of the time the post holder will work independently and without direct supervision and will have the ability to prioritise a changing workload.</li> </ul>
<b>2.</b>	<b>PRINCIPAL DUTIES</b>
	<ul style="list-style-type: none"> <li>• Provides skilled nursing intervention/care to patients of any age or condition in partnership with the District Nurse and the clinical direction of the General Practitioners within the management structure of the employing Trust.</li> <li>• Undertakes delegated duties for the caseload holder under the supervision of the District Nurse on duty who is covering the caseload.</li> <li>• Takes responsibility for the caseload in the absence of the District Nurse including new visits/assessments, workload management and allocation, dealing with referrals, etc.</li> <li>• Maintains close liaison with the District Nurse, GP and other members of the primary care team and wider health and social care team.</li> <li>• Applies current Infection Control Policy issues and universal precautions.</li> <li>• Encourages patients towards self care and independence.</li> <li>• Maintains up to date knowledge of methods of rehabilitation.</li> <li>• Demonstrates, teaches and supervises the nursing care that families/carers can safely undertake.</li> <li>• Ensures that adequate medical supplies, equipment and other materials are maintained.</li> </ul>
<b>3.</b>	<b>PROFESSIONAL</b>

	<ul style="list-style-type: none"> <li>• Maintains current registration with NMC.</li> <li>• Follows Code of Professional Conduct.</li> <li>• Supervises and teaches other members of the Community Nursing team including pre-registration and post-registration students.</li> <li>• Acts as mentor and assessor for pre-registration students and NVQ candidates (on completion of relevant training).</li> <li>• Actively contribute to clinical supervision within the team.</li> <li>• Participates in annual developmental reviews for team members (HCAs).</li> <li>• Participates in the training of nurses, HCAs and others as required.</li> <li>• Attends mandatory, in-service and other training programmes and professional meetings as required.</li> <li>• Allocates time for professional development to maintain knowledge and skills.</li> </ul>
<b>4.</b>	<b>PERSONAL RESPONSIBILITY (ORGANISATIONAL EXPECTATIONS)</b>
	In order to fulfill the job responsibilities and the environment in which these responsibilities are carried out the job holder is required to:
	<ol style="list-style-type: none"> <li>1. Maintain the <b>highest standards of care and service</b>, taking responsibility not only for the care you personally provide, but also for your wider contribution to the aims of your team and the NHS as a whole.</li> <li>2. Be aware of and follow at all times the relevant <b>National and Local code of practice</b> in relation to their role and function. If you are in a post that requires registration with a professional body you are required to maintain that registration with the appropriate professional body.</li> <li>3. Protect the <b>confidentiality</b> of personal information that you hold unless to do so would put any one at risk of significant harm. Keep accurate and professional records and information about staff, patients and clinical care, using the document based and computer based systems in operation in the Trust. Work in accordance with local policies and procedures and the statutory frameworks which govern confidentiality and data protection, information-sharing and disclosure.</li> <li>4. Take reasonable care of <b>Health and Safety</b> at work for you, your team and others; ensure compliance with health and safety standards and legislation; attend all relevant Health and Safety mandatory training.</li> <li>5. Take responsibility for attending and participating in all <b>mandatory &amp; essential training</b> to ensure the safe and efficient functioning of the trust and/or safety and wellbeing of other staff and the patients you provide services for.</li> <li>6. Participate in the <b>appraisal process</b> on a minimum of an annual basis in accordance with the Personal Development Review Policy to explore and identify development needs to ensure that you are able to fulfill your job role and meet all objectives set through the process.</li> <li>7. Be familiar with and comply with, trust policies for <b>infection control and hand hygiene</b> in order to reduce the spread of healthcare-associated infections. This will include a requirement to attend mandatory training in Infection Control and be</li> </ol>



	<p>compliant with all measures known to be effective in reducing healthcare-associated infections, including correct uniform and dress code policy, the use of personal protective equipment policy, safe procedures for using aseptic techniques, and safe disposal of sharps.</p> <p>8. <b>Safeguard</b> and promote the welfare of <b>children and vulnerable adults</b> by being aware of and working in accordance with statutory guidance and local policies and procedures and attending training to a level required to ensure that you are competent to fulfill your responsibilities.</p> <p>9. Not discriminate against patients or staff and to adhere to equal opportunities and human rights legislation; acting in ways that support <b>equality, value diversity and respect human rights</b></p> <p>10. Abide by locally agreed <b>policies and procedures</b> and ensure you familiarize themselves with such policies which can be found on the trust intranet our preferred method of communication. Staff who cannot access the intranet should contact their line manager.</p> <p>11. Participates in Clinical Supervision.</p>
5.	<b>JOB DESCRIPTION STATUS</b>
	<ul style="list-style-type: none"> <li>• This job description is indicative only and the role will be reviewed at least annually as part of the Personal Development Review process to take account of changing needs /development of the service.</li> <li>• To meet the evolving needs of the organization you may also be required to provide cover in other areas following appropriate discussion.</li> </ul>
6.	<b>ORGANISATIONAL COMMITMENT</b>
	<p><i>CNWL Milton Keynes is committed to providing quality health &amp; social care services, tailored to the needs of individuals, public &amp; private organizations, delivered close to home. Our services are designed to increase well being &amp; provide opportunities for recovery. We want our employees to feel valued, challenged &amp; supported.</i></p> <p>Our commitment as an employer &amp; in accordance with the NHS constitution is to provide you with:</p>
	<ol style="list-style-type: none"> <li>1. Clear roles and responsibilities and a rewarding job so that you can make a difference to patients, their families and carer's and communities.</li> <li>2. Personal development, access to appropriate training for your job and line management support to succeed.</li> <li>3. Support and opportunities to maintain your health, well-being and safety and an environment free from harassment, bullying or violence.</li> <li>4. A good working environment with flexible working opportunities, consistent with the needs of patients and with the way that people live their lives.</li> <li>5. Fair treatment that is free from discrimination.</li> </ol>



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|  | <ol style="list-style-type: none"><li>6. Opportunities to engage in decisions that affect you and the services you provide, individually, through representative organisations and through local partnership working arrangements.</li><li>7. Opportunities to enable you to be empowered to put forward ways to deliver better and safer services for patients and their families.</li></ol> |
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(Reference NHS Constitution January 2009)






**PERSON SPECIFICATION**

**POST TITLE: Community Staff Nurse**  
**PAY BAND: Band 5**

REQUIREMENT FOR THIS POST				HOW TESTED
		Essential	Desirable	
<i>*Include requirement to meet KSF competencies for the post</i>				
<b>Qualifications</b>	Level 1 Registered Nurse	√		Application Form / Certificates
	Evidence of other professional training, eg. ENB 998		√	
<b>Experience</b>	Minimum of 6-12 months post registration experience		√	Application Form / Interview
	Minimum of 6-12 months experience as Community RGN		√	
	Evidence of a wide range of clinical experience	√		
<b>Knowledge</b>	Knowledge and understanding of current community nursing issues	√		CV  Interview  References
	Sound clinical knowledge relative to experience gained	√		
	NMC Code of Conduct	√		
	Basic infection control issues and procedures	√		
<b>Key Skills/Abilities</b>	Sound practical skills.	√		CV  Interview  References
	Ability to work unsupervised.	√		
	Ability to work under pressure.	√		
	Ability to teach others, eg. staff, patients.	√		
	Communication skills.	√		
	Organisational skills.	√		
	Ability to prioritise a changing workload.	√		
	Ability to follow procedural guidance.	√		
IT skills		√		

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<p><b>Personal disposition</b></p>	<p>Good communicator – written and verbal. Team-player Reliable Motivated Full driving licence and use of car for work purposes Interest in personal, future development Able to be flexible in relation to hours worked</p>	<p>√ √ √ √ √ √</p>	<p>√</p>	<p>CV  Interview  References  </p>
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**AGENDA FOR CHANGE KNOWLEDGE AND SKILLS FRAMEWORK**

**The following sets out the broad knowledge & skills outline for the post: ie the knowledge & skills you need to apply in your work in order to deliver quality services**

*(A more detailed full outline is available against which you will be monitored via the personal development review process.)*

Core Dimensions	Level Descriptor	KSF level
Communication	Develop & maintain communication with people about difficult matters and / or in difficult situations	3
Personal and people development	Develop oneself and contribute to the development of others	3
Health, Safety and security	Monitor & maintain health, safety and security of self and others	2
Service Improvement	Contribute to the improvement of services	2
Quality	Maintain quality in own work and encourage others to do so	2
Equality and Diversity	Support equality & value diversity	2
HWB2 – Assessment and care planning to meet health and well-being needs	Assess health and well-being needs and develop, monitor and review care plans to meet specific needs	3
HWB5 – Provision of care to meet health and well-being needs	Plan, deliver and evaluate care to meet people’s health and well-being needs	3

