

**A4C Banding No: P1476**

## **Job Description**

<b>TITLE:</b>	Early Intervention Senior Nurse
<b>DEPARTMENT:</b>	Early Intervention Community Team
<b>LOCATION:</b>	Perry Tree Centre
<b>PROFESSIONALLY ACCOUNTABLE TO:</b>	Locality Operations Manager
<b>CLINICALLY ACCOUNTABLE TO:</b>	Clinical Team Leader
<b>BAND:</b>	Band 6
<b>HOURS:</b>	37.5 (Flexible) The post holder will be expected to work within a flexible work pattern over a seven day week.

## **Job Purpose**

The post holder will work in the Early Intervention Community Team to assist in the prevention of appropriate hospital admissions and the facilitation of hospital discharge in line with the overall objectives of the service.

The post holder will ensure access to Nursing Assessments, provide and monitor short term treatment programmes at home and ensure safe discharge or referral to long term health and social care interventions. They will participate in the triage rota to ensure cover for the Single Point of Access.

The post holder will work in partnership with patients, carers and other health and social care agencies to promote independence and develop individual plans of care relevant to patient need.

You will be expected to work multi professionally, support other team members' roles and contribute to the future development of the service providing professional advice and appropriate training to others in the multi-disciplinary service.

The post holder will be expected to work within a flexible working pattern over a 7 day week in the Early Intervention Community Team or single point of access as required.

The post holder will be expected to work shifts as required to provide a 8am – 10pm service.

## **Responsible for**

In the absence of the Team Manager/Clinical lead the post holder will take responsibility for managing the day to day activities of the locality Early Intervention Community Team.

### **Main Duties**

1. Work in accordance with the NMC Code of professional Conduct.
2. Be aware of and adhere to BCHC policy and procedures.
3. Ensure evidence based care is practiced and promoted at all times.
4. Carry out comprehensive holistic assessments of the care needs of people referred to the service seeking support and advice from senior colleagues in situations that are outside the post holder's sphere of competence.
5. With support where necessary from senior colleagues, plan, implement and evaluate programmes of care designed to maintain the patient in his/her own home.
6. In situations where the patient cannot be maintained safely at home facilitate admission to the most appropriate setting.
7. Actively promote participation by the team in current quality initiatives for example, falls prevention.
8. Manage own time effectively and prioritise workload.
9. Facilitate teaching and supervision for less experience members of staff.
10. Promote health by collaborative working with patients and their relatives.
11. Demonstrate teach and supervise basic nursing care that families can safely provide between visits.
12. In conjunction with therapist on the team, measure for and order special adaption's and equipment indicated by the assessment and plan of care.
13. Act to and facilitate others to respect the dignity, wishes and beliefs of patients: involving them in shared decision making and obtaining consent prior to all interventions.
14. Safeguard individuals from abuse by reporting any incidents involving potential or actual abuse and acting upon concerns immediately.
15. Contribute to the improvement of services and the development, implementation and evaluation of protocols and clinical guidelines.
16. Participate in the further development of an integrated, multi-disciplinary Early Intervention Community Team working alongside colleagues in Integrated Multidisciplinary teams and the wider health and social care economy.

17. Carry out a range of nursing interventions, to include DVT screening, working within the scope of professional practice.
18. Co-ordinate other members of the Team and appropriately delegate specific aspects of nursing and therapy care according to the care plane.
19. Participate in the lead clinical meetings to facilitate the continuity of patient care ensuring patients and relatives are kept informed of treatments, progress and discharge arrangements.
20. Work in partnership with the wider health and social care economy to facilitate achievement of patient outcomes.
21. Participate in the triage rota to ensure cover for the Single Point of Access.
22. Communicate effectively verbally and in writing with colleagues and stakeholders, utilising electronic methods of communication within the remit of the Data Protection Act ensuring clinical information is conveyed within a timeframe that ensures patient safety,
23. Facilitate safe discharge to a community setting.
24. Participate in proactive service user engagement encouraging feedback and evidence actions taken in response to feedback received.
25. To comply with the infection control process and policies of BCHC.
26. To keep accurate up to date clinical records, in accordance with professional, Trust and departmental standards.
27. Ensure timely inputting of relevant activity data within the designated timeframe agreed.
28. To undertake other duties commensurate with this grade of post in agreement with the relevant line manager.

### **Management and Leadership Responsibilities**

1. Develop and empower all members of your team to perform to high standards and innovate.
2. Ensure supportive staff management arrangements are in place and carry out personal development reviews for direct reports. Ensure all staff in team/s have annual PDR's Resulting in specific objectives and effective personal development plans in line with the Knowledge and Skills Outline Framework.
3. Develop staff knowledge and skills to promote equality and diversity and address inequalities, both in employment and service delivery. Ensure specific equality objective are included in PDR's.

4. Develop a culture that ensures that the standards of Improving Working Lives and Investors in People are achieved and maintained for all staff and that staff's perception about their working lives are measured and improvements made.
5. Provide cover for colleagues as required and deputise for Clinical Team Leader, contributing to the day to day organisation of service delivery.
6. To highlight circumstances giving cause for concern in relation to patient care, health and safety and follow Trust procedure regarding the reporting of incidents.
7. To make recommendations and changes to clinical practice and participate in implementation where appropriate.
8. To demonstrate a sound understanding of Clinical Governance and Risk Management and apply it to the work situation.
9. To participate in the recruitment, selection and retention of staff.
10. To prepare and write discharge summaries and reports for other professionals.
11. Lead and participate in undertaking surveys and audits.
12. Participate in clinical supervision and reflective practice with all members of the Multi-disciplinary team and on an individual basis.
13. Ensure completion of all mandatory training.

To undertake other duties commensurate with this grade of post in agreement with the relevant line manager.

To minimise the Trust's environmental impact wherever possible, including recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

### **Key Relationships**

To establish effective working relation with the following: internal and external stakeholders (eg GP's hospital clinicians, local authority)

### **Performance Management**

All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying their own training and development need to meet their KSF outline.

## **Health & Safety at Work**

Attention is drawn to the responsibility of all employees to take reasonable care for the health & safety of themselves and other people who may be affected by their actions at work.

## **Equal Opportunities**

Birmingham Community Healthcare NHS Trust is committed to being an equal opportunities employer and welcomes applicants from people irrespective of age, gender, race and disability.

## **Safeguarding**

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Trust's intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

## **Smoking**

The Trust operates a No Smoking policy.

## **Mobility**

Whilst the post holder will be based at Perry Trees Centre this is a Trust wide appointment and travel around the Trust may be required.

## **Confidentiality**

Your attention is drawn to the confidential nature of information collected within the National Health Service. The unauthorised use or disclosures of patient or other personal information is regarded as gross misconduct and will be subject to the Trust's Disciplinary Procedure and, in the case of both computerised and paper-based information, could result in a prosecution for an offence or action for civil damages under the Data Protection Act 1998.

## **Sustainability**

The Trust attaches great importance to sustainability and Corporate Social Responsibility. It is therefore the responsibility of all members of staff to ensure that the Trust's resources are used efficiently with minimum wastage throughout their daily activities.

## **Dignity in Care**

Birmingham Community Healthcare NHS Trust (BCHC) is committed to providing dignity in care for all our patients and service users across the Trust.

All staff, workers, volunteers, students and individuals undertaking work experience/shadowing, irrespective of the role they specifically undertake, are required to adhere to BCHC's vision, values and professional standards. This also involves working with

and alongside colleagues and partners, demonstrating a duty of candour (i.e. honesty and straightforwardness), openness and accountability in order to achieve high quality and the best possible care outcomes for our patients, service users and the local community.

### **Job Description**

This job description will be subject to discussion and reviewed on an annual basis within the appraisal process.

**POST HOLDER'S SIGNATURE:**

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**DATE:**

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## A4C Banding No:

### PERSON SPECIFICATION

Title	Senior Nurse	Band 6	
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Example key areas	Job requirements	W	How identified	Candidate score	Comments
<b>Qualifications training</b>	Registered Nurse Level 1 (Adult) Mentoring or teaching qualification. Evidence of up to date post registration education relevant to the role. Degree in relevant subject Nurse prescriber	E D E  D D	A/F/Certification A/F/Certification A/F/Certification  A/F/Certification A/F/Certification		
<b>Experience</b>	Significant experience as a registered nurse including working in a rehabilitation setting or care of the older adult. Experience working as a registered nurse in the community. Significant experience of a multidisciplinary approach to care. Competent in IV drug administration and cannulation.	E  E E  D	I/AF  I/AF I/AF  I/AF		

Example key areas	Job requirements	W	How identified	Candidate score	Comments
Skills/knowledge	Skills to organise team workload and prioritise.	E	I/AF		
	Awareness of legislation affecting the role including equal opportunities law.	E	I/AF		
	Ability to evidence application of utilising evidence-based practice.	E	I/AF		
	Work autonomously	E	I/AF		
	Comprehensive assessment skills and knowledge of the needs of the older person including risk management.	E	I/AF		
	Computer literacy skills.	E	I/AF		
	Knowledge of current legislation, particularly those affecting community services.	E	I/AF		
	Knowledge and application of the NMC code of Conduct and Scope of Professional Practice.	E	I/AF		
	Understanding of the principles and application of Clinical Governance.	E	I/AF		
	Knowledge and understanding of clinical audit.	E	I/AF		
	Excellent verbal and written communication skills.	E	I/AF		
	Understanding of the complex needs of a socially and culturally diverse population.	E	I/AF		
	Understanding of legislation related to Safeguarding Vulnerable adults and children.	E	I/AF		



Example key areas	Job requirements	W	How identified	Candidate score	Comments
<b>Personal qualities</b>	Good interpersonal and leadership skills.	E	I/AF		
	Ability to work as a team player	E	I/AF		
<b>Other job requirements</b>	Car driver	E	I/AF		
	Willing to work flexible hours including weekends and Bank Holidays as part of a rota	E	I/AF		
	Ability to work across various sites in Birmingham	E	I/AF		
Overall Candidate score					

**W (Weighting)** - E = Essential D= Desirable

**How identified** = Application = AF; Interview = I; Test = T; Presentation = P.