

## **Community Specialist Practitioner in District Nursing**

<b>Department:</b>	District Nursing
<b>Band:</b>	6 AFC
<b>Responsible to:</b>	District Nursing team
<b>Accountable to:</b>	District Nurse Team Leader

### **Job Summary:**

The post holder will have responsibility for management of the routine activities of the District Nursing Team, organising workload and staff rotas. Exercising leadership and judgement to ensure good clinical practises and high standards of care are maintained in order to meet service demand.

You will be working within an integrated neighbourhood and be involved with the current changes and developments within the organisation.

Assess and develops students and junior staff to reach their potential by designing learning programmes and acting as a Mentor.

### **Main Duties and Responsibilities:**

- The post holder has continuing daily responsibility and accountability without direct supervision for the District Nursing team.
- Assesses, plans, implements and reviews routine through to complex care packages using research and evidence based knowledge to underpin practice.
- To supervise, lead, inform and delegate staff as appropriate to the needs of the service by utilising Nursing skills and resources effectively as directed by the Team Leader.
- Applies Specialist, analytical and judgemental skills to assess and interpret acute, chronic and palliative conditions, taking appropriate actions to prioritise patient's needs.
- Demonstrates a high level of intuitive and creative problem solving skills to facilitate patient centred care: rationalising information to create patient concordance by using a high level of communication/negotiation skills.
- Participates in the Performance and Development Review process within the team and undertakes review of junior staff under supervision of the team leader.
- Prescribe efficiently and effectively from the Nursing Prescribing Formulary.
- To participate in the investigation of complaints and safeguarding concerning nursing services in accordance with the level of experience and encourage comments and suggestions on improving the quality of the service.

- To ensure that accidents, complaints and unusual incidents are reported in accordance with the policy.
- To analyse caseloads and constantly review work patterns as required.
- To participate in systems of clinical governance to achieve quality improvements i.e. clinical audit and evidence based practice.
- To support and develop staff using CPD and to identify future leaders

## **Communications**

- Provide and receive information where highly complex communication skills may be required in order to reach agreement or co-operation or because of barriers to understanding, for example cognitive impairment.
- Demonstrates professional sensitivity and empathy during the emotional demands of high exposure to distressing circumstances.
- Demonstrates empathy and re-assurance while motivating patients to be as self-caring and independent as their condition allows.
- Maintain a high level of communication/negotiation skills on daily basis with other health and social care professionals to achieve best outcomes in care pathways.
- To participate in the investigation of complaints and safeguarding concerning nursing services in accordance with the level of experience and encourage comments and suggestions on improving the quality of the service.
- Contributes to the investigation of any complaint received from patients, carers or others in accordance with Trust policy. Contributes

## **Responsibility for Patient Care**

- Assesses, plans, implements and reviews routine through to complex care packages using research and evidence based knowledge to underpin practice.
- Show empathy and sensitivity when dealing with the terminally ill, the bereaved, or other sensitive health related problems/needs of patients, relatives or carers.
- Responsible for autonomous decision making for actions within the caseload.
- Ensures staffing resource is utilized effectively to meet patient care needs.
- Ensure appropriate/timely referrals are made to other health and social care professionals, and other statutory/voluntary bodies.
- To identify professional development and learning needs to maintain and develop clinical practise.
- Participate in multi-agency case conferences to develop packages/pathways of care.
- To be responsible for the setting of the highest agreed standards of quality care within the resources available and to review and monitor these on a continuous basis.

- Ensure staff within the team have the right skills and knowledge to deliver patient care which will enhance the patients experience and deliver a high quality service

### **Planning and organising**

- Inform and delegate staff as appropriate to the needs of the service by utilising Nursing skills and resources effectively within the team.
- Prioritise referrals and needs.
- Inform Team Leader of any ongoing nursing/management issues affecting working capacity and patient care.
- Responsible for planning duty rotas.

### **Responsibilities for Physical and / or Financial Resources**

- To ensure that accommodation, equipment and consumable goods are effectively and safely used.
- Ensures highly technical equipment is maintained regularly and reports any defects to the relevant departments.
- Ensures stock is maintained to meet patient needs

### **Responsibility for Policy and Service Development and Implementation**

- Participate in the organisational agenda, contributes to and influences policies and protocols within the District Nursing specialism.
- Awareness of current local and national agendas relevant to the service.
- Works within organizational policies and guidelines

### **Responsibilities for Human Resources and Leadership**

- Provides management and leadership of the team on a day to day basis providing supervision of staff and clinical professional supervision.
- Responsible for maintaining the safety of staff and patients on a day to day basis in line with trust policies and Health and Safety regulations.
- Participate in the recruitment and selection of staff.
- Participate in Induction and orientation programs for newly appointed staff.
- Undertakes sickness and absence monitoring of staff and participates in 'Return to Work' Interviews.

- Identifies education and training needs of staff as part of the annual appraisal process for staff in conjunction with the team leader.

### **Responsibilities for Teaching and Training**

- To attend mandatory training in accordance with trust policies.
- To maintain clinical competencies by attending training and skills assessment As identified within the individuals PDR and also those identified as part of the business groups workforce plan to meet the demands of the patient and the ever changing health economy
- Creates and maintains an appropriate learning environment to meet the education and development needs of Registered Nursing Staff and other staff under their jurisdiction as well as Students.
- Facilitate staff within the team with a Mentor and Preceptor where appropriate and access to clinical supervision.
- Facilitate staff to attend Mandatory Statutory training.
- Ensure staff maintain their core clinical competencies by facilitating attendance at training and skills assessment.

### **Responsibilities for data and information resources**

- Maintain accurate and contemporaneous written and computerised records for all patients with due regard to legal status and NMC standards.
- Utilizes information technology on a daily basis including, EMISS, e-rostering systems, NHS mail, Internet and intranet.

### **Research, Development and Audit.**

- Maintaining knowledge of current developments in Nursing by attendance at specific training events as appropriate and by reading available literature.
- Foster a questioning and analytical approach to care within the Nursing team to promote individuals development by increasing knowledge based on Nursing evidence
- Participate in the Trusts Audit programmes and implement Audit action plans.
- To participate in nursing research appropriate to the specialty.

### **Physical Skills and Effort**

- Work autonomously and unsupervised in the community setting, within a variety of locations, recognising the risks associated with lone working.
- Demonstrates dexterity, safety and accuracy when preparing and using medical devices.
- Management of frequent exposure to highly distressing circumstances.

- Support neighbouring teams as service need requires.
- Travels frequently between different work locations.
- Frequent sitting or standing in a restricted position.
- Frequent exposure to unpleasant/highly unpleasant working conditions.
- Regularly involved in the moving and handling patients and equipment.
- Uses problem solving approach. Manages and prioritises caseload which changes on a daily basis. Is responsive to changes in work patterns.
- Frequent concentration required while carrying out patient assessments, occasional prolonged concentration when carrying out investigations.

## **ADDITIONAL REQUIREMENTS**

### **1. To provide cover for colleagues as directed by your manager.**

### **2. Risk Management (Health & Safety)**

a) You will follow risk management procedures at all times. The Risk Management procedures for the Trust and the department are kept by the departmental manager.

b) You are personally responsible for Risk Management issues in respect of yourself and your colleagues.

c) If you identify a potential hazard you should report it to your manager / supervisor at once. If in doubt you should speak to your manager for guidance.

d) You must always use safety equipment provided, and report any defects to your manager. You must attend Risk Management Training as directed by your manager.

e) If you are a manager or have line management responsibilities for staff or a department or area of work, you are responsible for the Risk Management issues in that area. You will ensure

that there is an annual Risk Management audit in your area and make sure that where necessary, an action plan eradicating risks is drawn up and implemented.

f) Should you need help in resolving Risk Management matters, you must seek assistance from your manager.

### **3. Infection Prevention and Control**

a) You are personally responsible for ensuring that you protect yourself, patients, visitors and colleagues from the risks of infection associated with health care activities and the care environment.

- b) You must adhere to infection prevention and control policies at all times liaising with the infection control team and acting on any instructions given.
- c) You must attend regular infection prevention and control update training.
- d) You should at all times promote and demonstrate good practice for the prevention and control of infection.

**4. To avoid any behaviour which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.**

**5. To safeguard at all times confidentiality of information relating to patients and staff.**

#### **6 Child Protection and Vulnerable People**

It is the responsibility of all staff to safeguard children and/or vulnerable adults, to access training to ensure they know what constitutes abuse, and what support is available to them, at a level appropriate to their role and responsibilities.

To report any concerns, without delay, to the identified person within their department/division or area of responsibility as per the relevant policies, keeping clear records, and following up as required to ensure necessary actions have been taken.

#### **7. No Smoking Policy**

The Trust operates a No Smoking Policy which states that smoking is prohibited within all Trust premises and on the site. This includes entrances, exits, cars, lease cars, car parks, pavements and walkways, areas hidden from general view and residences. As an employee of the Trust you are expected to comply with this policy, failure to do so may result in disciplinary action being taken under the Trust's Conduct and Disciplinary Policy.

7. To behave in a manner which ensures the security of NHS property and resources.

8. To abide by all relevant Trust Policies and Procedures.

This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required.

**This job description is subject to regular review and appropriate modification in consultation with the post holder.**

#### Person Specification

Qualities Attributes	&	Essential	Desirable	Method Assesment	of
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Qualifications	<p>Registered General Nurse</p> <p>Holds the Community Specialist Practitioner qualification (DN Pathway)</p> <p>Registered non-medical prescriber</p>	Registered mentor/Practice teacher	Application form
Experience	<p>Demonstrate leadership skills and attributes.</p> <p>Knowledge of factors requiring consideration in planned change.</p> <p>Ability to manage complex needs assessments and plan future care.</p> <p>Demonstrate a understanding of clinical governance and safety/quality initiatives pertaining to the role.</p> <p>Implementation of audit/evidence based recommendations</p> <p>Excellent communication skills and awareness of conflict management.</p> <p>Evidence of development needs/support/mentorship to junior staff including students.</p> <p>Can demonstrate continuous professional development</p>	<p>Leadership module/study.</p> <p>Evidence of innovative practice.</p>	Application form/Interview

Skills and Knowledge	<p>Able to demonstrate a high standard of clinical practice and expertise to meet service need.</p> <p>IT skills/Computer literacy</p> <p>Knowledge of the values underpinning the NHS Constitution</p> <p>Demonstrate an understanding of national and local strategic direction within District Nursing.</p>		Application form/Interview
Personal Qualities	<p>Reflective practitioner</p> <p>Demonstrate reliability and flexibility to meet service requirements.</p> <p>Ability to travel</p>		Application form Interview.