

Job Description

| | |
|------------------------|--|
| POST TITLE: | Integrated District Nursing Sister – Luton Community |
| BAND: | 6 |
| HOURS: | Full Time |
| LOCATION: | The Poynt, Luton |
| REPORTING TO: | Integrated Cluster Lead |
| RESPONSIBLE TO: | Service Manager Primary Care |
| ACCOUNTABLE TO: | Service Director |

Cambridgeshire Community Services NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Job Purpose:

- To support the provision of Community Nursing care within the Integrated Community Nursing Team, providing scheduled and unscheduled care to the house bound population of Luton.
- To manage a defined caseload of patients
- To prevent avoidable hospital admissions by providing a holistic assessment, care planning, implementation and evaluation of patient care packages to meet the individual needs of the patient in accordance with Trust guidelines.
- To provide clinical leadership within the Community Nursing Service
- To organise and coordinate the overall care to meet clients' care needs, which may be complex involving other professionals and agencies in an integrated and co-ordinated way.

Main Duties and Responsibilities

- Management and leadership responsibility for a team of nurses.
- To contribute to the development and implementation of policies as required.
- To be accountable and responsible for the management of work priorities for self and team members.
- To take a lead in the setting of standards of care amongst the team and to teach, deploy, co-ordinate and supervise the team, recognising their knowledge/skills and development potential.
- To assess and implement care interventions to meet identified health needs of individuals, families and communities. Maintain associated records.
- To provide clinical supervision and mentorship to pre- and post-registration nursing students.
- To assess and identify any complications surrounding patient care and to act accordingly to enable the patient to remain at home where appropriate.
- To assess and prioritise unscheduled requests for nursing intervention and allocation to an appropriately skilled clinician as required.
- To work in partnership with other agencies to deliver strategic national and local health priorities

- To refer patients to other services / agencies as appropriate
- To escalate Risk appropriately
- To ensure that patients are treated with care and compassion at all times.
- If you have a non-medical prescribing qualification, you will be expected to practice as a prescriber as part of this role

Communication

- To communicate highly complex and potentially sensitive information in an appropriate form and manner for the patient / relatives / carers.
- To understand and support the principles agreed in the transfer of patient information between the primary and secondary sector and deal with it in a sensitive fashion.
- To anticipate barriers to communication and use interpreters or tools as required.
- To use skills of negotiation and problem solving to facilitate positive outcomes.
- To provide education to patients, students and colleagues as required.
- To produce accurate and complete records of communication consistent with legislation, policy and procedure.
- To attend, lead and participate in relevant meetings and events including relevant research projects and conferences as required
- Build and develop relationships between all health professionals involved in the patient pathway.
- Provide understanding and support to patients coping with acute and/or long-term conditions, including promotion of self-care.

Budgetary Responsibility

1. Authorised signatory for staff timesheets/ mileage claims
2. Maintain adequate stock control of resources required to undertake nursing care and order as required.
3. Undergo Equipment training and provide training and education on use of equipment to others as required. Ensure that records and equipment are maintained and stored according to Trust policy.
4. To order equipment within current guidelines
5. To ensure that any financial spend related to patient care i.e. equipment ordering, nurse prescribing/ independent prescribing, bank/ sessional staff booking is managed in the most cost effective way, and highlighted to line manager when appropriate.

People Management

1. Responsible for day-to-day supervision of staff and work allocation for the Team.
2. Responsible for day-to-day management of a group of staff
3. To co-ordinate the off duty to meet the needs of the service.
4. Responsibility as line manager for junior staff members within the team
5. Development of staff including mentorship and supervision of qualified, unqualified staff and students.
6. To assist in the recruitment and induction of new staff members if required.
7. Maintaining own professional development and requirement to take part in appraisal and KSF process
8. To deputise for the Cluster Lead when needed as part of professional development

Research & Development Activity

Required to undertake R&D activity as requested in line with service development

Clinical and Practice Governance

1. Observe and maintain strict confidentiality with regards to any patient/family/staff/records and information in line with the requirements of the Data Protection Act.
2. Any data that is taken/shared as part of a phone call or transported, faxed or transferred electronically must be undertaken with regard to the Trust Information Governance and Information Security policies.
3. The post holder must adhere to the Trust risk assessment and risk management processes
4. The post holder must adhere to infection control policies and procedures
5. It is a condition of your employment that you are currently registered with the Nursing and Midwifery Council and it is your responsibility to maintain your professional registration.
6. Undertake mandatory training and any other training relevant to the role as required by Cambridgeshire Community Services NHS Trust.
7. The post holder must participate in clinical and other audits as required
8. Provide patients and their families /carers with information on standards they should expect from the team
9. Participate in Clinical & Safeguarding supervision on a regular basis
10. The post holder is required to participate in relevant emergency preparedness process for their team.

General

Safeguarding people responsibility

- Safeguarding children and adults at risk of abuse or neglect is a collective responsibility.
- There is an expectation that all staff develop and maintain their role relevant safeguarding people competencies and comply with local safeguarding partnerships practice. Alongside this employee who are registrants are reminded of their professional duty of care.
- Safeguarding means protecting a citizen's health, wellbeing, and human rights; enabling them to live free from harm, abuse, and neglect. It is an integral part of providing high-quality health care.
- Those most in need of protection include:
 - Children and young people
 - Adults at risk, such as those receiving care in their own home, people with physical, sensory, and mental impairments, and those with learning disabilities.

The post holder must at all times carry out his/her duties with regard to Cambridgeshire Community Services NHS Trust Equal Opportunities Policy.

To be aware of the responsibilities of all employees to maintain a safe and healthy environment for patients, visitors and staff.

All post holders must adhere to the code of conduct on confidentiality and be aware of and adhere to all Trust policies and procedures.

This job description is intended only as a guide to the range of duties involved. The post holder will need to be flexible and adaptable in order to respond to other duties that may be required from time to time and the changes and developments within the Trust.

This post is subject to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and as such it will be necessary for a submission for Disclosure of Barring Service to be made to check for any previous criminal convictions. Cambridgeshire Community Services NHS Trust is committed to the fair treatment of its staff, potential staff or users in line with its equal opportunities policy and policy statement on the recruitment of ex-offenders.

Successful applicants to posts at band 6 or above for which a DBS check is required, will be asked to pay for this as a condition of their job offer (£44 for an Enhanced Check or £27 for a Standard Check). This payment will be deducted from their first month's salary unless a longer pay back period is agreed with the appointing manager.

This will not apply to successful applicants who are registered with the DBS Update Service and is in possession of the disclosure certificate, for whom an online status check will be undertaken.

Sustainability

It is the responsibility of all staff to minimise the Trust's environmental impact wherever possible. This will include 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.

Date: May 2024