

JOB DESCRIPTION

POST:	Senior Community Staff Nurse
LOCATION:	Community Locations Trust Wide
BAND:	6
REPORTS TO:	District Nurse
RESPONSIBLE TO:	Line Manager

This regional job description has been developed with reference to other job descriptions already developed by HSC Trusts. It comprises the **minimum core** elements required of all Senior Community Staff Nurses.

Job Summary / Main Purpose

In order to meet the overall mission of the organisation the post holder will:

- Support the District Nurse in the delivery and co-ordination of community nursing services, making the best use of available resources.
- Deputise for the District Nurse and support with case management as required.
- Work autonomously to provide holistic person-centred care for those on a District Nursing caseload and provide professional advice within the integrated/multidisciplinary team.
- Facilitate people to be cared for safely in a variety of community settings and where possible reduce unnecessary hospital attendances or admissions and expedite hospital discharges facilitating patient flow.
- Provide a District Nursing Service which incorporates care that is focused on prevention, early intervention, recovery, palliative and end of life care.
- Use a population health-based approach and work with GPs, other health and social care professionals, as well as people, families, carers, community and voluntary agencies.
- Support the District Nurse to proactively monitor, review and manage the District Nursing caseload.
- Contribute to the development of staff within the District Nursing Service and other healthcare professionals.

Main Duties / Responsibilities

For each of the following, the postholder will;

Clinical Practice

- Advocate for and actively engage with people, families and carers who require a District Nursing service.
- Work autonomously to assess, plan, implement, evaluate and review holistic, person-centred care for those on a District Nursing caseload with a wide range of

acute and long term conditions and complex care needs, including palliative and end of life care.

- Co-produce care plans with people, families and/or carers. Develop therapeutic relationships that support informed decision making, self-management and promote independence, ensuring ongoing evaluation of care.
- Work collaboratively so that people can be cared for safely in a variety of community settings reducing unnecessary hospital attendances or admissions and facilitate timely discharge from hospital.
- Contribute to the Population Health Profile and Community Health Needs Assessment to prioritise service delivery for health improvement.
- Support the District Nurse in the palliative care key worker role for the co-ordination and provision of palliative and end of life care.
- Undertake relevant clinical skills and functions commensurate with the role requirements, following appropriate training and assessment e.g. wound care; venepuncture; cannulation and IV therapies; catheterisation; and syringe pump management.
- Demonstrate core values of compassion, respect, empathy, treating people with dignity, integrity, courage, responsibility and adaptability.
- Collaboratively identify and use e-Health technology and technology assisted learning systems to proactively enable care and support people to self-care.
- Undertake evidenced based prescribing from the appropriate formulary and according to professional and legislative frameworks and local policy.
- Make timely referrals to other teams/services, based on the assessed needs of the person.
- Delegate safely in accordance with NMC Code and NIPEC Delegation Framework (2019).
- Undertake a wide range of person-centred risk assessment and management strategies relevant to the person's assessed needs.
- Work in accordance with the Mental Capacity Act (NI) (2016)¹ and adult and children's safeguarding legislation.
- Contribute to the monitoring of local and regionally agreed quality indicators and audits for the District Nursing Service.
- Facilitate opportunities for meaningful involvement of people, their families, carers and communities in relation to the development of care and services in line with the Trust's corporate commitment to Personal and Public Involvement (PPI).

Education and Learning

- Be responsible for personal continuing professional development and the maintenance of professional competence and NMC revalidation in line with NMC Code.
- Actively engage in a range of learning activities, reflective supervision and professional development forums to improve care and practice.
- Contribute to the development, delivery and evaluation of educational initiatives that address the needs of people, their families/carers/communities, helping them to make informed decisions and to self-manage their care, in line with the co-produced care plan.
- Facilitate a positive teaching/learning environment to develop the capability and capacity of registered and non-registered staff, working in collaboration with others.
- Contribute to the dissemination and implementation of the learning from feedback, compliments, complaints, incident reporting and near misses to facilitate the delivery

¹ The Mental Capacity Act (Northern Ireland) (2016) [Mental Capacity Act | Department of Health \(health-ni.gov.uk\)](https://www.health-ni.gov.uk/information/mental-capacity-act)

- of safe, effective, person and family centred care and services.
- Meet the requirements of the NMC Education standards and fulfill the role of practice supervisor and practice assessor.
- Facilitate appraisals, KSF personal development plans, reflective supervision, mandatory and job specific education for the Team.

Research and Evidenced Based Practice

- Contribute to innovation and continuous quality improvement in line with the Quality 2020 Attributes Framework.
- Use quality improvement methodologies to support service improvement and innovation.
- Support the implementation of evidenced–based public health initiatives to enable staff maximise the holistic health and well-being of individuals and “make every contact count”.
- Support the implementation and dissemination of District Nursing Quality Indicators, audit, quality/service improvement and research findings to enhance the quality, safety, and effectiveness of person and family centred care.
- Engage with people and use the feedback from their experience of care to improve outcomes and service delivery.
- Participate in analysing health and care technologies to inform procurement and commissioning.

Leadership and Management

- Act as a role model and change agent within the District Nursing Team.
- Build and maintain multidisciplinary relationships, through effective networks with key stakeholders in the provision of the District Nursing Service.
- Participate in the collective leadership model, contribute to the development of self-organised teams and demonstrate compassionate leadership including self-care and the care of others.
- Delegate, supervise and support others within the scope of each individual’s role and in line with the NMC Code (2018)², HSC Code of Conduct (DoH 2016)³ Delegation Framework (2019)⁴ retaining responsibility and accountability for outcomes.
- Identify gaps in service provision and participate in the co-design/co-production of service improvement initiatives.
- Contribute to the development of clinical guidelines, policies protocols and procedures within the service and communicate to relevant personnel.
- Use Trust information systems to inform service delivery, monitor and improve performance.
- Ensure effective and efficient use of resources and monitoring of same ensuring value for money in the delivery of services within the District Nursing Team.
- Manage, report and learn from compliments and complaints, as per Trust Policy, and assist with investigations, when necessary.
- Participate in recruitment and selection processes.
- Contribute to the development and performance management of staff as per HSC Trust policies and procedures.

² Nursing and Midwifery Council (2018) *The code: Professional standards of practice and behaviour for nurses, midwives and nursing associates*. London: NMC

³ Department of Health (2016) *Code of Conduct for HSC Employees*. Belfast: DoH

⁴ Northern Ireland Practice and Education Council (2019) *Deciding to delegate: a decision support framework for nursing and midwifery*. Belfast: NIPEC.

PERSONNEL SPECIFICATION

ESSENTIAL CRITERIA

SECTION 1: The following are **ESSENTIAL** criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

Factor	Criteria	Method of Assessment
Qualifications/ Registration & Experience	a) Registered Nurse: Adult Nurse Level 1, on the live NMC register. AND b) Have met the DoH Community Staff Nurse competencies AND b) Have the equivalent of at least 18 months full-time post registration nursing experience AND c) Must hold a NMC non-medical prescribing qualification or be willing to undertake within 2 years of taking up post.	Shortlisting by Application Form
Other	Hold a current full driving licence which is valid for use in the UK and have access to a car on appointment. 'This criteria will be waived in the case of applicants whose disability prohibits driving but who have access to a form of transport approved by the Trust which will permit them to carry out the duties of the post.'	Shortlisting by Application Form

SECTION 2: The following are **ESSENTIAL** criteria which will be measured during the interview/selection stage:

Skills / Abilities	<ul style="list-style-type: none"> • Effective communication skills • Effective leadership skills • Effective organisational skills • Evidence of the ability to work in a multi-professional environment. 	Interview
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Knowledge	<ul style="list-style-type: none"> • Knowledge of current nursing practice, professional trends and issues as applicable to District Nursing. • Knowledge of caseload management • Knowledge of current trends within Health and Social Care • Knowledge of HSC Trust Policies and procedures. • Knowledge of the NMC Code, standards and guidelines. • Knowledge of nursing governance principles. 	Interview
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NOTE:

Where educational/professional qualifications form part of the criteria you will be required, if shortlisted for interview, to produce original certificates *and* one photocopy of same issued by the appropriate authority. Only those certificates relevant to the shortlisting criteria should be produced. If educational certificates are not available an original letter *and* photocopy of same detailing examination results from your school or college will be accepted as an alternative.

If successful you will be required to produce documentary evidence that you are legally entitled to live and work in the United Kingdom. This documentation can be a P45, Payslip, National Insurance Card or a Birth Certificate confirming birth in the United Kingdom or the Republic of Ireland. *Failure to produce evidence will result in a non-appointment.*

Where a post involves working in regulated activity with vulnerable groups, post holders will be required to register with the Independent Safeguarding Authority.

HSC Values

Whilst employees will be expected to portray all the values, particular attention is drawn to the following values for this role

What does this mean?



Working together

We work together for the best outcome for people we care for and support. We work across Health and Social Care and with other external organisations and agencies, recognising that leadership is the responsibility of all.

What does this look like in practice?

- I work with others and value everyone's contribution
- I treat people with respect and dignity
- I work as part of a team looking for opportunities to support and help people in both my own and other teams
- I actively engage people on issues that affect them
- I look for feedback and examples of good practice, aiming to improve where possible.



Excellence

We commit to being the best we can be in our work, aiming to improve and develop services to achieve positive changes. We deliver safe, high quality, compassionate care and support.

- I put the people I care for and support at the centre of all I do to make a difference
- I take responsibility for my decisions and actions
- I commit to best practice and sharing learning, while continually learning and developing
- I try to improve by asking 'could we do this better?'



Openness & Honesty

We are open and honest with each other and act with integrity and candour.

- I am open and honest in order to develop trusting relationships
- I ask someone to help when needed
- I speak up if I have concerns
- I challenge inappropriate or unacceptable behaviour and practice.



Compassion

We are sensitive, caring, respectful and understanding towards those we care for and support and our colleagues. We listen carefully to others to better understand and take action to help them and ourselves.

- I am sensitive to the different needs and feelings of others and treat people with kindness
- I learn from others by listening carefully to them
- I look after my own health and wellbeing so that I can care and support others.