

JOB DESCRIPTION

JOB TITLE: Community Nurse

BAND: 5

REPORTING TO: Band 6 Nurse Senior Community Nurse

ACCOUNTABLE TO: Locality Clinical Lead.

1. Job description

Board/corporate function:	Community Health Services	
Hours per week:	37.5	
Location:	Community Health Services Locality Bases within Tower Hamlets	
Budgetary responsibility:	Nil	
Manages:	Direct reports:	Health Care Support workers
	Indirect reports:	Care Navigators

2. Aim of the role

The post holder will be responsible for providing highly skilled nursing care to the residents of Tower Hamlets, promoting the health of the population and reducing the effects of ill health and disability and maximising the individual's potential for independence. S/he will work closely with General Practices, Social Services and other statutory and non-statutory services to meet the needs of the local population using public health information to support service development.

The main focus will be to ensure the service is of the highest quality by supporting the Team Lead Nurse/AHP in implementing and monitoring the clinical and management strategy for the service.

3. Key working relationships

Patients and carers
Specialist Nurses & Specialist Services/Teams
GPs and other practitioners with a special interest
Social care services
Ambulance service and emergency care practitioners
PALS
Voluntary services

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Housing services

Relevant secondary care consultants, their teams, and ward staff specialising in specific

Haematology / pathology/biochemistry/radiography- services

Independent care homes

Long Term Conditions Pharmacist

Community Geriatrician

4. Key result areas

Dimensions of the post includes:

- Support care delivered by the Community Health Team within a defined network.
- Support the effective managing of resources and skills of the Community Health Team in delivering required care.
- Act as a link in engagement with the Primary Care Network and other stakeholders to ensure that the Community Health Team works in an integrated approach in delivering and developing services to meet the needs of the local population.
- The post holder will have a role in ensuring that Clinical governance standards are met within the Community Health Team.

Main duties and responsibilities

The post holder will:

- Support & deliver care to patients who have been admitted to the Community Health Team Caseload and will co-ordinate with support the Team's approach to care delivery on a day to day basis.
- Assess plan and implement a plan of care for individual patients.
- Improve clinical outcomes for patients by enabling them to function independently by increasing their choice to remain in their own home/community and reduce the need for, or prevent inappropriate hospital admission.
- Support joint integrated working across Community Health Team and other stakeholders.
- Work closely with the Team Senior Nurse/AHP to ensure care delivery is of a high quality and meets required standards.

1. Care co-ordination

The post holder will Support the community Health Team in:

- Ensuring that all patients have a personal care plan developed jointly with the patient, carers, relatives and health & social care professionals, based on a full assessment of care needs.

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- Support the Community Health Team in case managing patients discharge from hospital, by working in partnership with hospital ward staff, social services and other appropriate agencies, including the voluntary sector.
- Using evaluation techniques including clinical audit to monitor the impact of the service on quality of care.
- Be aware of and support responsible use of resources.

2. Supporting patients with long term conditions

The post holder will Support the Community Health Team in:

- Delivering care for long term conditions
- Being aware of local policy that impacts upon the health and wellbeing of patients with complex chronic disease.
- Working with the multi-disciplinary team promoting self-care for patients with long term conditions.
- Working with patients and their families to plan for and improve last years of life care, ensuring that choices are reflected in personalised care plans and communicate with others involved in their care.
- Ensure patients needing palliative care; receive a high standard of care, aligned to the Gold Standards Framework
- specialist palliative care services including St. Joseph's Hospice in developing appropriate end of life care pathways (e.g. Liverpool care Pathway).

3. Supporting self-care, self-management and independent living

The post holder will Support the Community Health Team in:

- Establishing effective working relationships with patients, their families and carers. This will include promoting individual rights and recognising and respecting their contributions to care planning and delivery.
- Interpreting and discussing assessment outcomes with patients, carers and other health and social care professionals and the voluntary sector.
- Enabling patients to be as independent as possible by supporting a range of self-management strategies through undertaking desired occupational and non-occupational activities including the support that is available from other sectors.

4. Leadership and Management

The post holder will:

- Support and Deputise for the Senior Nurse/AHP for the Community Health Team within a defined Network and provide knowledge and skills to support care delivery.
- Contribute to the development or review of clinical policies and guidelines related to the care of patients supported with the Community Health Team.
- Contribute to the development of clinical standards, within bench marking and audit

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processes.

- Provide clinical supervision for junior members of the Community Health Care Team to support continuous improvement in the quality of care to patients
- Able to work independently in a variety of contexts, including supporting the Community Health Care Team, ensuring that patients are referred for appropriate assessments when needed or if care is not within own scope of own practice or the Community Health Team.
- Contribute to the audit of the service in relation to user expectations, appropriateness and effectiveness of the service and continuous improvement.
- Support interdisciplinary team working to support the common goal of safe, efficient care delivery.
- To support Senior Nurse/AHP – Community Health Teams, in ensuring budgets and resources are managed efficiently and effectively.
- Support the Senior Nurse/AHP to respond to operational issues on a day to day basis and ensure issues are swiftly resolved. To escalate issues/concerns to the Locality Senior Nurse/AHP.

5. Identifying high risk people

The post holder will support the Community Health Team in:

- Working collaboratively with colleagues and use agreed risk Tool with Primary care to actively seek out patients who will benefit from clinical case management to avoid unplanned hospital admissions and reduce the length of hospital stays.
- Monitoring patients on the caseload, identifying the early symptoms of disease exacerbation, acute illness and injuries.
- Prioritising individuals for assessment and management according to their health status and needs, referring for advice as appropriate
- Working with patients and carers to teach and educate them about the early warning signs in order to facilitate rapid management of complications or crises.

6. Interagency and partnership working

The post holder will Support the Community Health Team in:

- Working with partner organisations to coordinate inputs from all other agencies, ensuring that care is integrated throughout all parts of the health and social system.
- Working effectively with local health, social care, housing and voluntary sector services

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.

The post holder might be required to work across the Trust at any time throughout the duration of his/her contract, which may entail travel and working at different hospital.

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Effort, skills and working conditions

Physical skills	<ul style="list-style-type: none"> • To cope with interruptions from phone calls, bleeps, and queries for impromptu advice, prioritizing appropriately. • To be aware of the hazards of working in an environment where exposure to harmful substances may occur e.g. from exposure in a Patients home. To comply with departmental and Trust policies concerning this risk and to ensure that other staff do likewise. • To be able to cope physically and mentally with a daily patient Caseload. • To cope with the physical demands of the post e.g. manual handling, prolonged standing, moving and use of equipment. Complying with Trust Manual Handling regulations and to ensure staff are compliant. • To comply with Trust infection control procedures. • To comply with the lone working policy. • To be able to cope with the emotional stress of managing patients who are dying, often after prolonged therapeutic relationships have been developed, and their distressed relatives. To also be able to manage clinical situations where visually distressing sights of open wounds and injury occur and to ensure the support of other team members in this situation.
Mental effort	<p>To undertake clinical testing procedures, which require a high level of dexterity, co-ordination and sensory skills.</p> <ul style="list-style-type: none"> • To concentrate for long periods of the day dealing with a wide range of clinical issues, support education of junior staff. • To work in an environment where there are disruptions to work patterns due to demands from patients, carers and other clinical staff or students, including responding to phone calls. • To support other team members in the management of challenging patients.
Emotional effort	<ul style="list-style-type: none"> • To support difficult discussions with patients and their carers regarding diagnoses and end of life care matters. • To frequently be involved in challenging discussions about patient's behaviours and health beliefs that may impact on their own outcomes now or in the future.
Working conditions	<ul style="list-style-type: none"> • This job involves frequent exposure to unpleasant working conditions e.g. bodily fluids such as sputum, blood, urine and faeces, unpleasant smells. • Occasional exposure to verbal and/or physical aggression. • To support other team members frequently in the management of challenging patients and their carers,

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Statement on Employment Policies

In addition to the requirement of all employees to co-operate in the implementation of Employment related policies, your attention is drawn to the following individual employee responsibilities:-

Health and Safety

Under the Health & Safety at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work, and to co-operate with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.

Equal Opportunities

ELFT is committed to equality of opportunity for all employees, job applicants and service users. We are committed to ensuring that no one will be discriminated against on the grounds of race, colour, creed, ethnic or national origin, disability, religion, age, sex, sexual orientation or marital status. The Trust commits itself to promote equal opportunities and value diversity and will keep under review its policies, procedures and practices to ensure that all employees, users and providers of its services are treated according to their needs.

For management posts, to ensure that within their service area fair employment practice and equality of opportunity are delivered.

Dealing With Harassment/ Bullying In The Workplace

The Trust believes employees have the right to be treated with respect and to work in a harmonious and supportive working environment free from any form of harassment and / or bullying.

The Trust has taken positive steps to ensure that bullying and harassment does not occur in the workplace and that procedures exist to resolve complaints as well as to provide support to staff. It is your responsibility as an employee to abide by and support these steps so all employees can work in a harmonious, friendly and supportive working environment free of any harassment or intimidation based on individual differences.

Disciplinary action will be taken against any member of staff found to be transgressing the Harassment and Bullying Policy.

No Smoking

To refrain from smoking in any of the organisations premises not designated as a smoking area. 'East London Foundation Trust is a Smoke free Trust – this means that staff must be smoke free when on duty or otherwise in uniform, wearing a badge or identifiable as ELFT staff or undertaking trust business.'

Alcohol

To recognise that even small amounts of alcohol can impair work performance and affect one's ability to deal with patients and the public in a proper and acceptable manner. Consumption of alcohol during work hours is not permitted.

Confidentiality

As an employee of the Trust the post-holder may have access to confidential information. The post holder must safeguard at all times, the confidentiality of information relating to patients/clients and staff and under no circumstances should they disclose this information to an unauthorised person within or outside the Trust. The post-holder must ensure compliance with the requirements of the Data Protection Act 1998, Caldicott requirements and the Trust's Information and IM&T Security Policy.

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patients/clients and staff.

Data Protection Act	To maintain the confidentiality of all electronically stored personal data in line with the provision of the Data Protection Act.
Data Protection – Your Data	<p>As part of your employment with East London Foundation Trust, we will need to maintain personal information relating to your work on your personal file. You have a right to request access to your personal file via the Human Resources Department.</p> <p>To carry out as per Data Protection Act responsibilities with regard to the access and Health Records Act 1990.</p>
Safeguarding	All employees must carry out their responsibilities in such a way as to minimise risk of harm to children, young people and adults and to safeguard and promote their welfare in accordance with current legislation, statutory guidance and Trust policies and procedures. Employees should undertake safeguarding training and receive safeguarding supervision appropriate to their role.
Service User and Carer Involvement	ELFT is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work.
Personal Development	Each employee's development will be assessed using the Trust's Personal Development Review (PDR) process. You will have the opportunity to discuss your development needs with your Manager on an annual basis, with regular reviews.
Clinical Governance	<p>As an employee of the trust you are expected to support the Trust's clinical governance framework for monitoring and improving standards of care. You must do this by:-</p> <ul style="list-style-type: none"> • taking part in activities for improving quality • identifying and managing risks • maintaining your continuous professional development
Professional Standards	To maintain standards as set by professional regulatory bodies as appropriate.
Conflict of Interests	You are not precluded from accepting employment outside your position with the Trust. However such other employment must not in any way hinder or conflict with the interests of your work for the Trust and must be with the knowledge of your line manager.
Risk Management	Risk Management involves the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. Every employee must co-operate with the Trust to enable all statutory duties to be applied and work to standards set out in the Risk Management Strategy.
Personal and Professional Development/Investors in People	The Trust is accredited as an Investor in People employer and is consequently committed to developing its staff. You will have access to appropriate development opportunities from the Trust's training programme as identified within your knowledge and skills

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appraisal/personal development plan.

Infection Control

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all Healthcare Associated Infections including MRSA. In particular, all staff have the following key responsibilities: Staff must observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after following all patient contact. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations.

Staff members have a duty to attend infection control training provided for them by the Trust as set in the infection control policy.

Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.

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