Job Description & Person Specification

Band 6 Community Nursing Sister

October 2015
JOB DESCRIPTION

1. CPFT’s Mission

Our mission is to put people in control of their care. We will maximise opportunities for individuals and their families by enabling them to look beyond their limitations to achieve their goals and aspirations.

In other words: “To offer people the best help to do the best for themselves.”

2. NHS Values

We are committed to the core NHS values which we underpin in all that we do -
- Working Together for Patients
- Compassion
- Respect & Dignity
- Everyone Counts
- Improving Lives
- Commitment to Quality of Care

3. Post Details

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Community Nursing Sister</th>
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<tbody>
<tr>
<td>Band:</td>
<td>6</td>
</tr>
<tr>
<td>Accountable to:</td>
<td>Area Manager</td>
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<tr>
<td>Hours of working:</td>
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<td>Base:</td>
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4. Organisation Chart

- Integrated Care Manager
- Neighbourhood Team Manager
- Specialist Practitioner

5. Job Purpose

- To have overall responsibility for managing planned programmes of care for patients in domiciliary and clinic settings. To assess, plan, implement and evaluate skilled nursing care to patients across the community/primary care interface in co-operation with other members of the integrated health and social care teams.
- To efficiently and effectively manage workers and resources under his/her control, in order to provide the highest possible standard of care for patients.
- To develop and maintain joint working initiatives with other members of the Health and Social Care Team, voluntary and statutory agencies.
6. Key Responsibilities

Clinical

- Act as an autonomous practitioner in accordance with and upholding the NMC Code of Conduct and Scope of Professional Practise for Nurses, Midwives and Health Visitors.
- Exercise an autonomous role in prescribing from the independent nurse prescribing formulary in accordance with The Medical Products: Prescription by Nurses Act 1992, taking into account the NMC guidelines for the Administrations of Medicines 2002 within the scope of national and local protocols adopted by Trust.
- To identify and report any safeguarding concerns.
- Ensure nursing procedures are carried out in accordance with local and national policies and protocols in operation. Be a resource on expert clinical practice encompassing the wider primary health care team.
- Act in an advisory and guiding role in all aspects of nursing care for members of the team through supervision of clinical activities.
- Develop plan and manage individual programmes of care, which meets the needs of the patient and his/her carer initiating, or delegating care to nurse team members and the wider primary health team.
- Rehabilitate the patient, and work to prevent acute hospital admission, by encouraging independence and self-care and as appropriate promote patient empowerment towards self-management of chronic disease (COPD, CHD, and Diabetes).
- Evaluate the contribution to care by informal carers and assess carer needs. Give advice/support to the patient and carers, especially with regard to the other services available and organising these services where appropriate.
- Provide education and advice to all persons involved in care provision for individual patients.
- To ensure that all workers receive regular management and clinical supervision under Trust policy.
- Develop and maintain effective two way communication with service users, GP’s, partner organisations and independent and voluntary providers.
- To contribute to ensuring that Trust responsibilities to engage and consult with patients and the public are met in line with statutory requirements
- The worker must participate in clinical and other audits as required.
- Provide patients and their families/carers with information on standards they should expect from the team
- Participate in clinical supervision on a regular basis
- The worker is required to participate in relevant emergency preparedness process for their team.
- To act as a clinical supervisor to band 5 and 3 workers and to ensure team members receive both management and clinical supervision

Service Specific

- Acts as an effective role model and positive change agent, identifying and initiating changes as required to enhance service provision.
- Ensure safe storage of prescription pads and associated documentation at all times. Report any loss or theft of pads to appropriate person.
- Ensure all medications are stored and recorded accordingly to the rules relating to the medicines policy of the Trust.
- Provide clear and consistent line management and leadership ensuring a positive working environment for the team.

Financial Responsibility

- Maintain responsibility to ensure adequate stock levels and effective use of resources.
- To act as an authorised signatory to sign off P6 sickness forms, workers mileage and duty payments
Human Resources

- Keep up to date in new developments in patient care and taking advantage of in-service training programmes provided by Trust, in accordance with a personal development plan.
- Disseminate and share clinical knowledge gained from study days/update through feedback at clinical governance and other formal meetings.
- Responsibility for line manager of members of District Nursing Team on a day to day basis including management of HR processes, policies and procedures.
- Maintaining own professional development and requirement to take part in appraisal and KSF process

7. Professional Responsibilities

Training and Development

- To participate in regular supervision (clinical or management) in accordance with good practice guidelines and Trust policy.
- To participate in the Trust's annual Appraisal process.
- To attend all relevant mandatory training as and when required to do so. Give professional guidance and supervision to Registered Nurse and Health Care Assistant colleagues and support the training and development of team members through annual appraisals and competency and delegation framework process.
- Undertake mandatory training and any other training relevant to the role as required by Trust.

General

- To maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health.
- To comply with the Professional Codes of Conduct and to be aware of changes in these. To maintain up to date knowledge of all relevant legislation and local policies and procedures implementing this.
- To ensure that all duties are carried out to the highest standard, and in accordance with currently quality initiatives within the work area.
- To comply with all relevant Trust policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information and to be aware of any changes in these.
- To comply at all times with the Trust's Information Governance related policies. Workers are required to respect the confidentiality of information about workers, patients and Trust business and in particular the confidentiality and security of personal identifiable information in line with the Data Protection Act. All workers are responsible for ensuring that any data created by them is timely, comprehensive, accurate, and fit for the purposes for which it is intended.

Quality and Patient Safety

- Protection of Children & Vulnerable Adults – To promote and safeguard the welfare of children, young people and vulnerable adults.
- Implementation of NICE guidance and other statutory / best practice guidelines. *(if appropriate)*
- Infection Control - To be responsible for the prevention and control of infection.
- Incident reporting - To report any incidents of harm or near miss in line with the Trust’s incident reporting policy ensuring appropriate actions are taken to reduce the risk of reoccurrence.
- To contribute to the identification, management and reduction of risk in the area of responsibility.
To ensure day to day practice reflects the highest standards of governance, clinical effectiveness, safety and patient experience.
To ensure monitoring of quality and compliance with standards is demonstrable within the service on an ongoing basis.
To be aware of the responsibility of all workers to maintain a safe and healthy environment for patients/clients, visitors and workers.

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Equality & Diversity
The Trust is committed to equality and diversity and works hard to make sure all workers and service users have access to an environment that is open and free from discrimination. As a Trust we value the diversity of our workers and service users, and therefore recognise and appreciate that everyone associated with the Trust is different and so should be treated in ways that are consistent with their needs and preferences. Therefore all workers are required to be aware of the Trust's Equality and Diversity Policy and the commitments and responsibilities the Trust has to:
- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.
We firmly believe that it makes good business sense to have a workforce representative of the communities we serve and so encourage applications from all sections of the community.

To be noted:
- This is not an exhaustive list of duties and responsibilities, and the worker may be required to undertake other duties, which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the worker.
- This post is subject to the Rehabilitation of Offenders Act 1974 (Exemption Order 1975) and as such it will be necessary for a submission for disclosure to be made to the Criminal Records Bureau to check for previous criminal convictions. The Trust is committed to the fair treatment of its workers, potential workers or users in line with its Equal Opportunities Policy and policy statement on the recruitment of ex-offenders.
**PERSON SPECIFICATION**

The “Assessment” column specifies how the criteria will be measured (I = Interview, A = Application, P = Presentation, T = Test).

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<tr>
<th>Essential Criteria</th>
<th>Desirable Criteria</th>
<th>Assessment</th>
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| **Education/Qualifications** | - Registered General Nurse educated to degree level (or equivalent) or willingness to undertake  
- Post-registration qualification in relevant clinical field  
- Evidence of Continuous Professional Development  
- Current UKCC registration | - Nurse prescriber (must be willing to undertake)  
- Relevant teaching/mentoring qualification and evidence of teaching skills  
- DN Qualification | A/I/T/R |
| **Experience** | - Good team player  
- Nursing in both acute and community settings  
- 3 years experience post registration in a variety of settings  
- Management experience  
- Multi disciplinary working | - Experience in delivering training  
- Demonstrate application of clinical governance  
- Experience in Clinical Supervision | |
<p>| <strong>Skills/Abilities</strong> | - Able to demonstrate commitment to high quality | - Negotiating skills | |</p>
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<tr>
<th>care and service provision</th>
<th>Computer literate - use of Microsoft Office applications or equivalent</th>
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<tr>
<td>· Ability to form positive working relationships with other agencies, charities and providers</td>
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<td>· Well developed interpersonal skills</td>
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<td>· Excellent Oral/Written communication skills</td>
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<td>· Demonstrable problem solving skills</td>
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<td>· Ability to innovate</td>
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<td>· Ability to prioritise and manage workload to meet the needs of the service</td>
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<td>· Ability to exercise initiative</td>
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<td>· Ability to develop effective working relationships</td>
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<td>· Flexibility and adaptability with the capacity to respond positively to changing situations</td>
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<td>· IT and report writing skills</td>
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<tr>
<td>· Ability to collect and interpret data in relation to patient activity and nursing care</td>
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<tr>
<td>· Time Management and prioritisation</td>
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| Knowledge/Understanding | • Awareness of professional issues and developments.  
• Demonstrate an understanding of national government initiatives in health and social care and how they impact on local services.  
**Safeguarding and promoting the welfare of children and young people/vulnerable adults**  
• Ability to safeguard and promote the welfare of *children and young people/vulnerable adults*  
• Demonstrates understanding of safeguarding issues  
• Appreciates the significance of safeguarding and interprets this accurately for all individual *children and young people/vulnerable adults* whatever their life circumstances.  
• Has a good understanding of the Safeguarding agenda  
• Can demonstrate an ability to contribute towards a safe environment | • Knowledge of local services. |
|      | • Is up-to-date with legislation and current events  
|      | • Can demonstrate how s/he has promoted ‘best practice'  
|      | • Shows a personal commitment to safeguarding children.  
|      | **Working within Professional Boundaries**  
|      | • Recognises the limits of own authority within the role  
|      | • Seeks and uses professional support appropriately.  
|      | **Emotional Awareness**  
|      | • Manages strong emotions and responds constructively to the source of problems  
|      | • Shows respect for others’ feelings, views and circumstances  
|      | • In highly stressful situations keeps own feelings in check, takes constructive action and calms others down.  
<p>|      | • Has a range of mechanisms for dealing with stress, can recognise when to use them and does |</p>
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<th><strong>Self-awareness</strong></th>
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<td>• Has a balanced understanding of self and others</td>
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<td>• Has a realistic knowledge of personal strengths and areas for development</td>
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<td>• Positive approach to older people.</td>
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<th><strong>Physical requirements</strong></th>
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<td><strong>Other requirements</strong></td>
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<tr>
<td>• Positive approach to older people</td>
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<tr>
<td>• Recognise peoples right to privacy and dignity, treating every person with respect</td>
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<tr>
<td>• Willingness to embrace integrated model and new ways of working.</td>
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<tr>
<td>• Willingness to be flexible in approach and attitude</td>
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<td>• Time Management</td>
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<td>• Must be able to travel to and work within a number of geographical locations throughout Cambridgeshire</td>
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The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all workers and volunteers to share this commitment.
The Trust is an equal opportunities employer and we positively encourage applications from people who have experienced mental health problems.

The Trust believes in treating everyone with dignity and respect and encourages applications from all sectors of the community. We guarantee an interview to candidates with disabilities who meet the minimum essential criteria.