



## JOB DESCRIPTION

<b>Job Details:</b>	
<b>Job Title:</b>	Community Staff Nurse
<b>Grade:</b>	5
<b>Directorate:</b>	Patient & Family Services Directorate
<b>Reporting to:</b>	Community Nursing Lead Nurse
<b>Location</b>	Based within Dorothy House Hospice Care, working in the community/catchment area of Dorothy House (DH) or within Dorothy House Winsley

### **Job Summary / Main Purpose:**

To work flexibly within the Dorothy House Community Team, undertaking assessments of appropriate new referrals both in their home environment and assessment clinics. This will include follow up assessment of patients both in their care, and under the care of the Dorothy House Nurse Specialists (DHNS). (Both physical and virtual)

To work flexibly across the organisation which may include working on the Inpatient Unit if required.

Participating in delivering education to groups (professional and service users)

To provide nursing care that is patient and family centred, acknowledging the needs of individuals and ensuring high standards of care are provided.

### **Job Summary**

- To work as part of the Dorothy House Nursing Team, providing specialist palliative care to those with a life limiting illness and their families in partnership with health and social care colleagues, both in the community and within the main hospice site at Winsley.
- To support and participate in educating students, apprentices, MDT team members, administrative staff and volunteers as necessary.
- To develop skills in other community related departments within Dorothy House Hospice Care which are relevant to community services which improve the patient and family experience of DH.
- To work closely with other members of the Multi-Professional Team, both at DH, and in the community setting.
- This role incorporates 7 day working, and may include some shift working.

### **Principal Duties and Responsibilities**

#### **1. Clinical**

- To demonstrate clinical practice which is patient focused and has a high commitment to professional caring and partnership in care
  - To visit patients and families and assess their palliative care needs (psychological, physical, social and spiritual) respecting the rights and dignity of the individual at all times.
  - In consultation with patients, family and professional carers and using knowledge of the impact of the disease and its treatment, formulate a care plan that seeks to address these needs.
  - To support patient care needs by participating in appropriate direct care.
  - To regularly communicate with Nurse Specialists and the wider DH Multi-Disciplinary team to ensure optimum and timely care is achieved for patients and families.
  - To assess the bereavement needs of the family and refer for follow-up work with the Bereavement Service.
  - To refer to other services at DH as appropriate.
  - To work closely with external health and social care colleagues, and refer outwards to appropriate services.
  - Work as a member of the Multi-Professional team and take active role in clinical meetings to ensure maximum quality of care.
  - To keep accurate records and input information into the patient database.
  - To develop skills in clinic assessments held within any clinic setting.
  - To develop and use clinical abilities in practical skills for clinical procedures.
  - To represent Dorothy House at organisational meetings.
  - To participate in wider Dorothy House Hospice Care activities as appropriate.
  - To have a clear understanding of Safeguarding and Clinical Governance issues and procedure that need to be adhered to.

- To undertake staffing of the DH advice line as part of a rota. (this is an expectation after completion of probation period, and competencies for this part of the role)

## **2. Managerial**

- To prioritise own workload and organise and carry out work effectively.
- To work as a member of the Community Team
- To work with other nursing areas of DH as required.
- To attend meetings as appropriate both internal and external
- Participate in the development, revision and monitoring of clinical practice.
- Be aware of occupational hazards and take all appropriate steps to safeguard the health and safety of those involved in patient care.
- To recognise own support needs and those of colleagues and how they can be met.

## **3. Education**

- To develop clinical skills relevant to the needs of DH
- To utilise learning opportunities to enhance the knowledge and skills of health and social care colleagues.
- To support learners undertaking appropriate health and social care courses, offering mentorship as appropriate.
- To participate in patient and carer centred education programmes.
- To attend clinical supervision

## **4. Research**

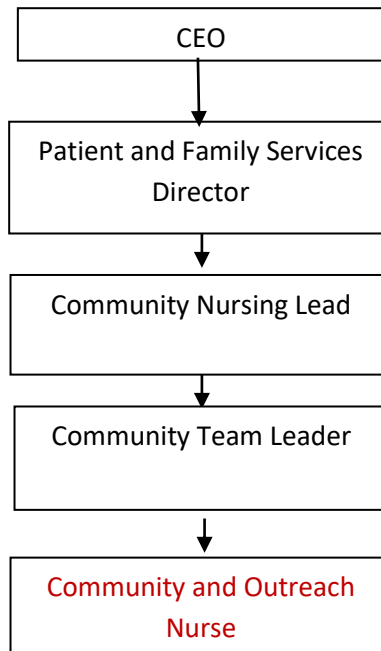
- To use reflective skills to evaluate current practice.
- To participate in clinical audit.
- To identify areas for research and inform and discuss with appropriate colleagues.
- To participate in research, as appropriate, and apply relevant findings to practice and teaching.

## **5. Professional**

- To work within the Nursing and Midwifery Council Professional Code of Conduct. Including preparation and participation in the revalidation process.
- To abide by legal rules and statutory regulations relating to practice.
- To work within the policies and procedures of Dorothy House Hospice Care.
- To participate in clinical supervision and other formal structures for professional support.

- To identify own professional development and support needs with Line Manager.
- To participate in the Personal Development Review system

### Structure Chart



### **Special Note**

This job description does not form a part of the contract of employment but indicates how that contract should be performed. The job description will be subject to amendment in the light of experience and in consultation with the post holder.

### **No Smoking Policy**

Dorothy House operates a No Smoking Policy for all staff, volunteers and visitors in relation to promoting health. It applies to the Hospice premises and grounds at Winsley, all Dorothy House shops and when staff are on duty in patients' homes.

### **Confidentiality**

All of the work relating to patients, carers, donors, staff and volunteers and any other information gained are of a confidential nature and must not be communicated to other persons except in the course of duty.

### **Health and Safety at Work Act**

It is the responsibility of all employees to ensure that the requirements of the Health and Safety at Work Act are complied with safe working practices are adhered to and that hazards are observed and reported to the appropriate office.

### **Safeguarding**

Dorothy House is committed to promoting the wellbeing of all adults and children who use our services, ensuring that they live a life that is free from harm, abuse and neglect. We work in an open and transparent way and encourage staff, volunteers, patients and families to raise any safeguarding concerns. All staff should ensure that they are aware of their responsibilities and attend the mandatory training as required.

## Person Specification -

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
First Level Nurse	✓	
Relevant post basic qualification	✓	
Clinical experience at Band 5 level or equivalent	✓	
Clinical experience in relevant speciality	✓	
Demonstrates evidence of palliative care knowledge	✓	
Clinical assessment and analytical skills		✓
ENB 998 or equivalent		✓
Experience in teaching/education		✓
Research skills		✓
Excellent communication/interpersonal skills	✓	
Community qualification		✓
Community experience		✓
Relevant degree or post graduate qualification(s)		✓
Ability to work alongside and support other members of the team	✓	
Ability to work independently and manage own caseload		✓
Ongoing evidence of professional development	✓	
Car owner/driver	✓	
IT literacy skills		
Personal attributes that reflect care, compassion and willingness to support patients and their families through their end of life journey	✓	

