



JOB PROFILE

Post Title:	Community Nurse
Directorate:	Health
Responsible to:	Community Nursing Sister / Chief Nursing Officer
Responsible for:	In the absence of the Sister, lead the team and mentor junior members of staff
Grade:	D

Job Purpose

To improve the lives of all within our community and help the island thrive by working within the community either at the District Clinics or in the patient's home. Deliver Nursing Care as part of a team. Supporting the Community Nursing Sister in the delivery of an efficient/effective nursing service and has responsibility for assessment, planning, delivery and evaluation of care. Management of a caseload of patients under the direction of the Sister or Chief Nursing Officer.

Main Duties and Responsibilities

1. Holistically assess, plan, implement and evaluate patient care whilst working in an integrated manner with the multi-disciplinary team
2. Empower patients to work as partners in their care respecting individual choice and difference and encouraging self-care where able
3. Identify significant change in patient's physical, psychological and social status acting on findings and seeking guidance and/or reporting to the appropriate member of the multi-disciplinary team as well as the Sister/Chief Nursing Officer
4. To provide practical and emotional support to carers and relatives in stressful/difficult situations
5. To assist patient and carers in achieving optimal independence using best practice. Use of policy and guidelines where available
6. Able to make decisions as a lone worker in relation to changing clinical situations, unpredictable deterioration in health or condition as well as health and safety, use of TRIAGE system as appropriate
7. To work within standards, protocols and guidelines with ref to NMC guidelines for records and record keeping until local guidelines available
8. To administer drugs in accordance with organisational Guidance to ensure safe practice is adhered to



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Key Responsibilities

1. To keep a diary for the purposes of planning and recording all work
2. Record accurate patient data utilising the information systems employed by the organisation and complete data returns in a timely fashion according to organisational policy
3. To work within organisational policies, guidance, standards and procedures also utilising recognised professional documents that support clinical and professional practice
4. To be accountable for own professional practice and development
5. To undertake mandatory training as outlined in the organisations training policy
6. Participate in meetings and case conferences
7. To liaise with health care and other agencies e.g. Safeguarding, where appropriate, providing clinical advice, disseminating evidenced based / best practice
8. Participate in groups/projects to promote development of the service to maintain skills, evidence base and evolving role of the community nursing service
9. Participate in health promotion initiatives as appropriate, bringing local services to local people
10. To report accidents/complaints and untoward incidents to the Community Nursing Sister/ Chief Nursing Officer , in line with organisational policies and audit requirements in relation to identifying trends
11. Identify through risk assessment potentially hazardous or threatening situations, to ensure safety of staff and service users at all times
12. Participate in audits as necessary.

Special Conditions

- Potential exposure to abusive patients/clients
- Contamination from bodily fluids
- Occasional Out of hours working for Palliative / End of life care

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In



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addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

Core Competency Framework

Competency	Level
Professional Development: <i>Required Professional Competency standards met</i>	ii
Planning & Delivery of Work: <i>Plans and organizes work to meet objectives whilst achieving quality and value for money. Identify information needs and ensures delivery to plan in a timely and effective manner. Recognises good and tackles poor performance</i>	iii
Analysis and use of Information: <i>Gathers, summarises and interprets data with attention to detail. Follows guideline for identifying problems and capable of resolving day-to-day problems</i>	ii
Decision Making: <i>Solves problems that have significant short-term implications for the directorate and assesses the impact of decisions made. Decisions are formed based on trends, patterns and causes rather than just symptoms and is evidence based and made in compliance with policy guidelines</i>	iii
Working with Others: <i>Engages effectively with senior managers and other stakeholders using a range of communication mechanism, and shares and implements good practice with all</i>	iii
Communication: <i>Varies language and content by explaining and using examples to ensure understanding of audience. Highlights key points for summary from detailed and complex documents</i>	iv
Influencing and Persuading: <i>Encourages, provides and is receptive to constructive feedback to improve performance of self and team. Remains constructive when disagreeing or challenging and ensures alternative approaches to work are effective in meeting the organisation and individual needs</i>	iii
Dealing with Change: <i>Supports colleagues through periods of change by promoting goals or new initiatives, and new ways of doing things. Is responsive to constructive feedback and addresses obstacles to change</i>	iii
Continuous Improvement: <i>Willing to learn and develop self and team in job role to work efficiently</i>	li
Managing Resources: <i>Works within appropriate guidelines and capable of dealing with varied situations with limited guidance</i>	ii



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
St Helena Nursing Certificate or Registered Nurse equivalent	E	√	
Valid Driver's Licence Class A & C	E	√	
Knowledge & Experience:			
At least 3 years' experience in working in an care, school, youth or community learning environment.	D	√	√
To have a working knowledge of safeguarding vulnerable adults and children procedures and alert the Community Nursing Officer/Sister immediately with any concerns	E		√
To achieve and demonstrate agreed standards of personal and professional development within agreed timescales	E		√
To be aware of emergency planning processes and follow such processes as necessary	D		√
Skills and Abilities:			
Intermediate level statistical analysis	D	√	√
Intermediate level analysis of information	D	√	√
Computer literate	E	√	√
Excellent report writing skills	E		√
Must have good interpersonal skills with the ability to communicate effectively with patients/clients, relatives and members of the community	E		√
Ability to prioritise workload using judgement as autonomous practitioner.	D		√
Ability to vary language and content and ensure understanding of audience	E		√
Demonstrate effective time management by prioritisation and delegation of patient care, promoting continuity whenever possible and working in collaboration within the community service	E		√
Good negotiation skills	E		√
Good people management skills	E		√
Ability to demonstrate the application of research based practice	E		√



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Other:			
Willingness to work flexibly – some evening work may be required.	E	√	√
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E	√	√
Contribute to a positive working environment ensuring commitment to equality and diversity.	E	√	√

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.

Professional or Career Progression Cadre Competency Framework

Not applicable