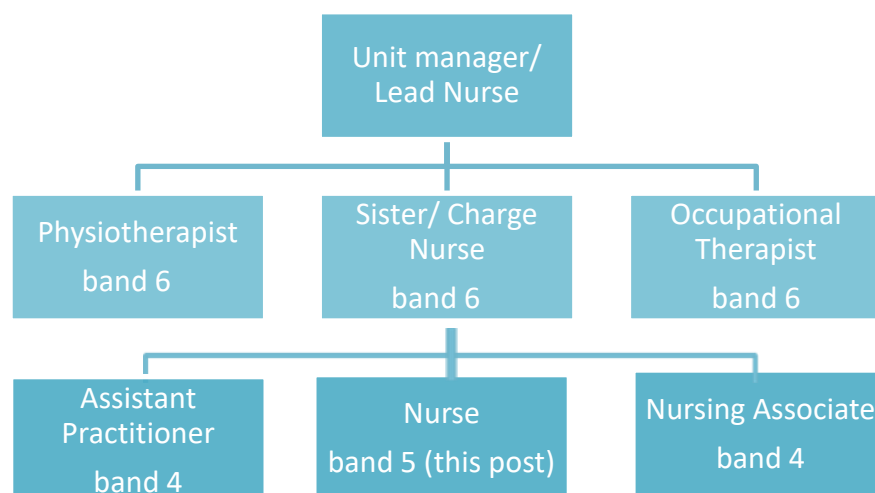


JOB DESCRIPTION

Post Title:	Nurse – Primary Care home
Band:	5
Reports to:	Lead Nurse/ Unit Manager
Accountable to:	Locality Lead

DEPARTMENT STRUCTURE



KEY WORKING RELATIONSHIPS

Detail the key groups the post holder will have to form working relationships with, e.g. patients, social services etc.

- Patients, relatives, carers
- Primary and secondary care
- Social services
- ECCH Multidisciplinary teams (including Specialist Nursing teams, Podiatry, Musculoskeletal team)
- Voluntary agencies

JOB SUMMARY

- To work with other members of the multidisciplinary team to provide planned and unplanned nursing care.
- To provide clinical case management for a delegated caseload of patients living in the community who require nursing care.
- To work autonomously at a level appropriate to clinical competence and within scope of professional practice.
- Contribute to the continuous evaluation of the service to ensure it is fit for purpose and increases choice through audit and research

SPECIFIC DUTIES AND RESPONSIBILITIES

- Contribute to, support, and promote ECCH's, strategic direction, values, and culture in relation to community health services.
- Discuss all treatment options with sensitivity, knowledge, and expertise. To act as a patient advocate when appropriate, respecting patient confidentiality with privacy and respect for diverse cultural backgrounds and requirements
- Act as a resource for other health and social care professionals on matters relating to community nursing.
- Participate in clinical supervision within Primary Care Home as required.
- Participate and maintain a learning environment and maximise opportunities for education and development in the clinical area.
- Develop excellent internal and external Network to promote Primary Care Home.
- Contribute to the clinical governance agenda through participation in clinical risk assessment and clinical audit.
- Contribute to an environment conducive to effective working, respecting, and supporting staff to deliver high quality clinical services.
- Contribute to change and innovation within Primary Care Home.
- Work as part of the multidisciplinary Primary Care Home to deliver planned and unplanned services.
- Work in collaboration with colleagues to contribute to the development of care pathways for patients requiring a range of healthcare needs.
- Work in partnership with senior members of the Primary Care Home to review the delegated caseload and ensure the care provided is of high quality.
- Work with patients towards self-care and independence utilising health coaching techniques
- Work collaboratively with residential care home colleagues to promote high standards of care.
- Contribute to the review of current policies/ protocols/guidelines and the development of clinical pathways and outcomes for people requiring proactive and reactive services.
- Plan and organise a range of complex clinical activities in a wide range of community settings to ensure best practice is delivered to patients in your delegated area of responsibility.
- Take responsibility for own personal and professional development; maintain competence, knowledge, and skills commensurate with role.
- Be wholly accountable for practice taking every reasonable opportunity to sustain and improve knowledge and professional competence and, ensure all aspects of professional behaviour as required within professional code are always followed.
- Maintain legible, accurate and contemporaneous patient records in accordance with ECCH Policy and Nursing and Midwifery Council standards for record keeping
- Take responsibility to ensure compliance with Health and Safety Policy, Fire and Environmental Waste Regulations.
- Be responsible for understanding, following, and implementing ECCH policies and procedures.
- Ensure own compliance with ECCH risk management systems, proactively identifying risk, reporting, and managing risk within area of responsibility.
- Take responsibility for the cost-effective management and safe use of expensive clinical equipment,
- Contribute to the effective use of resources.
- Contribute to the evaluation of training programmes to support patients and carers gain the necessary knowledge and skills to maintain independence.

- All roles within East Coast Community Healthcare CIC (ECCH) require staff to demonstrate our ABCD Commitments and Signature Behaviours in the care they provide to patients, service users,

stakeholders and colleagues. All members of staff should consider these behaviours, which are detailed in the pages below, an essential part of their job role.

PERSONAL RESPONSIBILITIES

All of the above activities are governed by the operational policies, standing financial instructions, policies and procedures and standards of ECCH as well as legislation and professional standards and guidelines.

You are also responsible for ensuring the following:

- The requirements of ECCH's statutory responsibilities in relation to codes of conduct, corporate and clinical governance are disseminated, acted upon and achieved.
- Compliance with the General Data Protection Regulations and Information Governance – the post-holder is not entitled to use for their own benefit or gain, or to divulge to any persons, firm or other organisation whatsoever, any confidential information belonging to ECCH or its subsidiary companies relating to the organisations affairs or dealings which may come to their knowledge during employment.
- Compliance with the Health & Safety at Work Act 1974 – the post-holder is required to fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards, and a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.
- Compliance with all mandatory training requirements as set by ECCH for your role.
- Protect yourself and others against infection risks. All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems about this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by ECCH.
- Act in such a way that at all times your actions safeguard the health and well-being of children and vulnerable adults. Familiarisation with and adherence to ECCH's Safeguarding Children and Adult policies is an essential requirement for all employees as is the participation in related mandatory/statutory safeguarding training.
- Post-holders are required to contribute to the organisation's performance against those aspects of the Assurance and Regulatory Frameworks pertaining to their role and to supply evidence of compliance with standards/targets.

ECCH is a learning organisation and an established placement provider for pre-registration learners; we support and value development of our existing workforce and the future workforce and as such everyone that works in ECCH is required to actively engage in supporting the learning environment.

ECCH believes that it has an ethical obligation to protect the environment. We recognise that our activities may have an impact on the environment and are committed to minimising our negative impact. Within ECCH we operate an environmental management system which meets the legislative requirements.

We involve our employees and contractors in our environmental programmes and make sure they have the necessary skills and information to carry out their roles effectively and have the minimum negative impact on the environment.

We are committed to continual improvement of our environment by setting objectives and targets and reviewing our performance via our non-clinical audit.

Directors and Senior Managers (defined as Band 8 and above) will have the following additional explicit responsibilities:

- For the delivery of actions and the collection of associated evidence to ensure compliance with all aspects of the Assurance and Regulatory Frameworks governing the organisation's work, including Core Standards within the Annual Health Check and national priority target areas and risk management appropriate to their areas of responsibility.
- For ensuring that all relevant evidence is made available through ECCH's Performance Management systems.
- Where evidence is insufficient or unavailable, for ensuring the necessary actions are delivered by the end of the financial year in which the gap in performance is identified.

NOTES – to all employees:

As a term of your employment with ECCH, you can be required to undertake such other duties commensurate with your band and/or hours of work at your initial place of work or at any other of the organisation's establishments, as may reasonably be required of you.

This is a description of the job as it is at present constituted. As part of your Appraisal Review your job description will be reviewed with you and updated accordingly.

PERSON SPECIFICATION		
Post Title:	Nurse- Primary Care Home	
Band:	5	
QUALIFICATIONS		ASSESSMENT METHOD
ESSENTIAL	DESIRABLE	Application Form Qualification Certificates seen at Interview
<ul style="list-style-type: none"> Professional Registration with Nursing and Midwifery Council (NMC) Registered Nurse Level 1 (Adult) BSc in Nursing Practice or equivalent. 	<ul style="list-style-type: none"> Mentorship/ preceptorship qualification/ ENB 998 Evidence of working towards a nursing degree 	
EXPERIENCE		ASSESSMENT METHOD
ESSENTIAL	DESIRABLE	Application Form Interview
<ul style="list-style-type: none"> Evidence of continued professional development Ability to work unsupervised Ability to demonstrate clinical knowledge and competence within scope of clinical practice. Previous experience of working in health care. 	<ul style="list-style-type: none"> Recent clinical experience in community nursing. Experience of multidisciplinary team working. 	
SKILLS AND KNOWLEDGE		ASSESSMENT METHOD
ESSENTIAL	DESIRABLE	Application Form Interview Practical Assessment
<ul style="list-style-type: none"> Excellent communication and interpersonal skills. Competent IT skills. Effective organisation and time management skills. Excellent record keeping skills. 	<ul style="list-style-type: none"> Health coaching training 	

PERSONAL ATTRIBUTES		ASSESSMENT METHOD
ESSENTIAL	DESIRABLE	
<ul style="list-style-type: none"> Ability to embrace our Culture, Values and Signature Behaviours: (Compassion - We Listen, We Learn, We Lead Action - My Accountability, My Responsibility Respect - Respect Our Resources: People, Time and Money Everyone - Work Together, Achieve Together). Willingness and ability to work across different sites and travel to alternative sites and across the community as required. Be able to support Trainee Nursing Associates Act as a role model to all students Able to demonstrate personal resilience, emotions and stress 		Interview Practical Assessment