

Join us at UHB



Building healthier lives

Welcome from our CEO

Jonathan Brotherton



Dear Candidate,

Thank you for your interest in working with us here at University Hospitals Birmingham NHS Foundation Trust (UHB).

Please take some time to read through this application pack to gain a better understanding of our Trust in general, this role in particular, and why UHB is a great place to work.

UHB is one of the largest teaching hospital trusts in England, serving a local, regional, national, and international population. We employ around 22,000 colleagues and are committed to investing in your training, development, health and wellbeing and future career with us.

We see and treat more than 2.2 million patients every year across our four hospital sites - Good Hope, Heartlands, Queen Elizabeth Hospital Birmingham and Solihull Hospital - and through our community services and clinics. We are centres of excellence in many clinical specialties.

But it's not just our patients we invest in at UHB; we also invest in our staff. In fact, we believe we are defined by our people, not the state-of-the-art equipment or facilities we work out of. We have high standards and we want to build healthier lives for patients and our teams, wanting you to enjoy your job, and flourish in it.

To reinforce this commitment, we recently refreshed our values after hearing from over 1,400 colleagues about what made them proud to work at UHB

We will be:

Kind: the kindness that people show to each other every day

Connected: the connections we build with everyone around us

Bold: the ability to be bold in how we think, speak and act

We hope you find this pack useful and look forward to receiving an application from you for this role within our Trust.

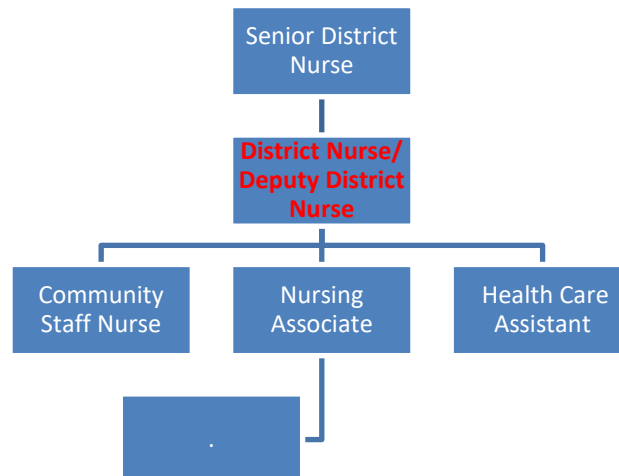
Yours sincerely,

A handwritten signature in dark ink, appearing to read 'J Brotherton', written in a cursive style.

Jonathan Brotherton
Chief Executive Officer

JOB DESCRIPTION

Job Title	Community Staff Nurse
Pay Band	5
Department	Community Services
Division	7
Reports to	Senior District Nurse/Team Leader
Professionally Responsible to	NMC
JOB SUMMARY	
<p>The role involves delivering skilled and evidence-based care to patients within their home environment who can have very complex needs. Our District Nursing teams work closely with specialist nurses, GPs, Therapists and Social Work teams in providing and facilitating collaborative support and care to patients and their families and in preventing avoidable hospital admissions.</p> <p>The individuals we are looking for will be highly motivated, enthusiastic and innovative and have the ability to embrace the challenges of the changing and growing demands of the primary care setting.</p> <p>Previous community experience is not essential as full training and support will be provided to the right candidates.</p> <p>We welcome applications from student nurses in their last 6 months of training and newly qualified nurses and are able to offer an excellent preceptorship programme and the allocation of a buddy mentor within the teams.</p> <p>You will need to be able to meet the needs of this service by being available to work flexibly between the hours of 07:00 to 23:00 hours on a rota basis over a 7 day period and be able to drive. We promote flexible working and will consider hours of work to suit family work life balance.</p> <p>We have full & part time posts available across all teams, North, Rural, Central and Shirley.</p> <p>Kelly Frail, Senior District Nurse (North Team) 07812 162112</p> <p>Jackie O'Sullivan, Senior District Nurse (Central Team) 07977 035621</p> <p>Harry Moore, Team Leader (Shirley Team) 07920 535925</p> <p>Zoe Makin, Senior District Nurse (Rural Team) 07584 527944</p> <p>The post holder will undertake other duties as may be required to achieve the Trust's objectives, commensurate with the grading of the post.</p>	
TEAM/DEPARTMENT STRUCTURE CHART	



KEY SKILLS

- Good communicator
- Good team player
- Ability to work autonomously
- Support the DN to undertake assessments
- Evidence based practice
- Use own initiative

KEY RESPONSIBILITIES

- 1 To be responsible for the assessment of patients' nursing needs, taking into consideration the needs of family and carers and provide and maintain a high standard of skilled nursing care.
- 2 To work collaboratively with GPs and other professionals to ensure the best possible care is provided to patients in the community, avoiding unnecessary admissions and prolonged hospital admissions.
- 3 To recognise deterioration in patients' condition advising the caseload holder of any circumstances which give cause for concern.
- 4 To communicate effectively with patients, families and carers as required, intervening to overcome barriers to communication, using advocacy skills when necessary to achieve effective outcomes for patients who may have sensory impairment, confusion and/or aggression.
- 5 Participate in the promotion of healthy living and the prevention of ill health and disability through diagnostic screening, education and promotion of independence and self management as a priority of care.
- 6 To ensure that risk factors to clients, carers and Trust staff within their working environments are recognised and appropriately addressed.

- 7 To practice in accordance with the NMC Code and scope of Professional Practice and meet revalidation requirements to maintain NMC registration.
- 8 Maintain accurate, contemporaneous written and computerised records for all patients having due regard to their legal status and in accordance with NMC record keeping requirements.

BUDGETARY AND RESOURCE MANAGEMENT

1. To be aware of stock costings, eg dressings & equipment
2. To be able to manage and prioritise own time

MANAGEMENT , SUPERVISORY, TEACHING, TRAINING RESPONSIBILITIES

- 1 To teach and support other qualified and unqualified staff including pre – registration and post-registration students.
- 2 To assist the caseload holder in planning and ensuring work is allocated on a daily basis, prioritising as the service requires utilising the dependency scoring tool.
- 3 To ensure that accidents, complaints and incidents are reported in line with the Trust's policy.
- 4 To participate in the investigation of incidents, complaints and safeguarding concerns.
- 5 To participate in clinical audit and research to improve patient care.
- 6 To actively participate in the annual appraisal process for self.
- 7 To complete mandatory training as appropriate to role

RESEARCH AND DEVELOPMENT

- 1 To participate in systems of clinical governance to achieve quality improvements i.e. clinical audit and evidence based practice.
- 2 To ensure that all practice is evidence based.
- 3 To work in accordance with the Trust's professional policies and procedures to maintain professional standards.

EFFORT

1. To be able to meet the demands of the service
2. To demonstrate resilience in managing difficult situations

TRUST VISION & VALUES

DO NOT AMEND THIS SECTION

The Trust is clear on its vision and values and aims to make sure that they are reflected in all areas of activity. Our vision is simple; building healthier lives. Our values apply to every member of staff and help us in all we do and how we do it. They are:

Kind: The kindness that people show to each other every day

Connected: The connections we build with everyone around us

Bold: The ability to be bold in how we think, speak and act

ADDITIONAL INFORMATION

This job description is designed to assist post holders with understanding what is expected of them in their role. University Hospitals Birmingham NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Last Updated:

PERSON SPECIFICATION

JOB TITLE: Community Staff Nurse	
TRAINING, QUALIFICATIONS AND PROFESSIONAL REGISTRATIONS	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Current registration as a First Level General Nurse 	

EXPERIENCE & KNOWLEDGE	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Knowledge in Safeguarding/ issues/procedures • To be able to deal with fairly frequent exposure to highly distressing circumstances e.g. difficult family situations, terminal care, death and abuse. 	<ul style="list-style-type: none"> • IV Therapy Competent • Previous Community nursing experience • End of life care
SKILLS & ABILITY	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Comments on policies and procedures in own area of practice. Implements policies as required. • General care of own equipment and responsibility to maintain stock control of standard items e.g. stationary when required • Demonstrate own role to others as needed • Responsible for the contemporaneous recording and storage of data or client records in accordance with Trust policies or professional judgement. • Work under the direction of the caseload holder • Report any major changes to the Senior District Nurse within an appropriate time frame. • Ability to assess, analyse and communicate with a wide range of professional and non professional groups at individual or group level, on a wide range of often complex health and professional related issues • Demonstrates high level and of verbal and written communication • An ability to facilitate clear communication under a wide range of 	<ul style="list-style-type: none"> • Participate in audits as required



<p>circumstances, which are often sensitive or complex in nature.</p> <ul style="list-style-type: none"> • Ability to analyse and interpret complex facts or situations • Ability to prioritise between competing demands on personal and professional resources • High levels of analytical and judgement skills maybe required on occasions. • High degree of organizational and planning skills required to facilitate a wide variety of professional activities and demands from own practice. • Good time management skills • Ability to manage junior members of staff in the absence of the caseload holder • Highly developed interpersonal skills, which facilitates relationships with patients, clients and professionals from other disciplines and agencies • Have the ability to manage periods of intense concentration in dealing with complex issues. This may occur when dealing with difficult situations i.e. in the palliative care situation. • Requires flexibility to meet the needs of the service • Ability to work as part of a team 	
OTHER SPECIFIC REQUIREMENT	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Car driver / Car Owner. • Ability to work shifts. 	

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