

Join us at UHB



Building healthier lives

Welcome from our Interim 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 black ink, appearing to read 'J Brotherton', written in a cursive style.

Jonathan Brotherton
Interim Chief Executive Officer

JOB DESCRIPTION

Job Title	Deputy District Nurse
Pay Band	6
Department	Community Nursing, Solihull
Division	7
Reports to	District Nurse Team Lead
Professionally Responsible to	Adult Community Nursing Lead

JOB SUMMARY

The post holder will be responsible for the assessment of care needs, the development, implementation and evaluation of programmes of care without supervision and will be required to teach nursing and non-nursing staff including basic and post-basic students as required.

The post holder will, with awareness of the multiple needs of patients and their families, provide skilled nursing care and promote the optimum level of independence and quality of life for all patients within the caseload.

NB. The commencement of the District Nurse Specialist Practitioner course or relevant modules is required within 2 years of gaining this post at this band with a further expectation of obtaining the qualification within a maximum of 2 years. If this is not achieved the post holder will be redeployed to a band 5 post.

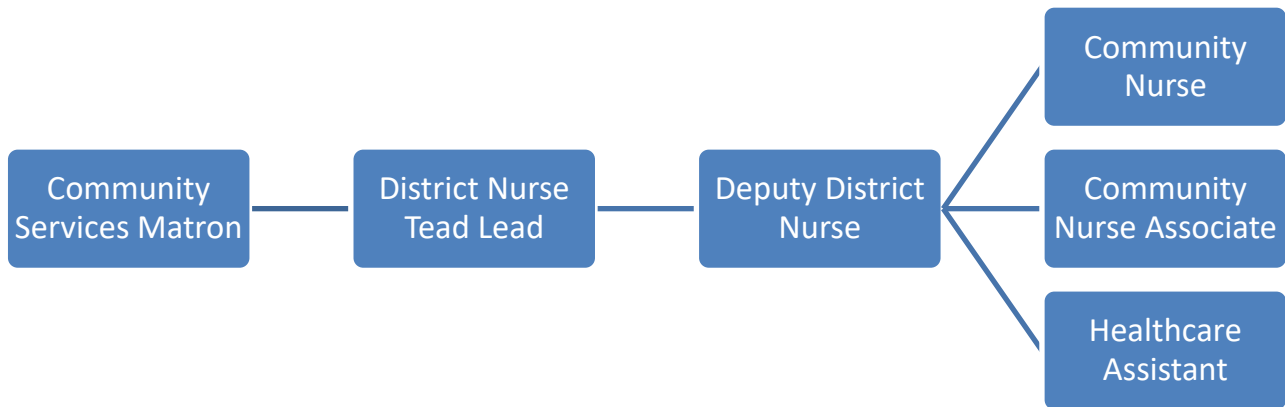
KEY WORKING RELATIONSHIPS:

Internal

External

Senior District Nurse Community Nursing staff Specialist Nursing Teams Pharmacist Community Matrons Community Practice Development Lead	Primary Care Solihull Metropolitan Borough Council Home care providers Pharmacy
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TEAM/DEPARTMENT STRUCTURE CHART



KEY SKILLS and RESPONSABILITIES

1. To provide clinical and professional leadership to the District nursing team, ensuring effective integrated working, working closely with both internal and external stakeholders.
2. To manage a defined caseload, ensuring all patients are regularly reviewed to support on-going treatment or timely discharge as appropriate.
3. To be responsible for the assessment of patients' nursing needs, taking into consideration the needs of family and carers.
4. 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.
5. 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.
6. To ensure that evidence based practice is undertaken and that the team is informed of all policies, practice and strategy of the directorate and division.

7. To be responsible for the setting of the highest agreed standards of quality care within the resources available and to review and monitor these on a continuous basis.
8. To support other qualified and unqualified staff including pre – registration and post-registration students.
9. To support the senior nursing team with effective planning of team resources ensuring the appropriate skill mix is allocated to meet service needs utilising systems such as E-rostering and dependency scoring tool.
10. To plan and ensure work is allocated on a daily basis, prioritising as the service requires and to subsequently undertake an evaluation of the work carried out by the team, to demonstrate effective use of resource and best practice.
11. To ensure that risk factors to clients, carers and Trust staff within their working environments are recognised and appropriately addressed.
12. To support the recruitment and selection process for vacancies within the team.
13. To work in accordance with the Trust's professional policies and procedures to maintain professional standards.
14. To ensure that accidents, complaints and incidents are reported in line with the Trust's policy.
15. To lead and/or participate in the investigation of incidents, complaints and safeguarding concerns, ensuring that all lessons learnt are shared across the team and locality.
16. To lead and or participate in clinical audit or research to improve patient care.
17. To actively participate in the annual appraisal process for self and identified members of the team.
18. 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.
19. To participate in systems of clinical governance to achieve quality improvements i.e. clinical audit and evidence based practice.
20. To complete mandatory training as appropriate to role and ensure that all staff are up

to date with mandatory requirements

BUDGETARY AND RESOURCE MANAGEMENT

TRUST POLICIES AND PROCEDURES

The post-holder will be required to comply with all policies and procedures issued by and on behalf of University Hospitals Birmingham. In addition if the post-holder is required to work at other organisations premises they must adhere to the specific policies relating to the premises in which they work.

CLINICAL GOVERNANCE & RISK ASSESSMENT

The post-holder must be aware of and ensure compliance with the Trust's Clinical Governance systems and Risk Management systems.

CONFIDENTIALITY

Your attention is drawn to the confidential nature of information collected within the NHS. The unauthorised use or disclosure of patient or other personal information is a dismissible offence and in the case of computerised information could result in a prosecution for an offence or action for civil damages under the Data Protection Act.

DATA PROTECTION

If required to do so, the post-holder will obtain, process and/or use information held on a computer in a fair and lawful way; and hold data only for the specified registered purposes and to use or disclose the data only to authorised persons or organisations.

EQUAL OPPORTUNITIES AND DIVERSITY*

University Hospitals Birmingham is striving towards being an equal opportunities employer. No job applicant or member of staff will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

As a member of staff at University Hospitals Birmingham the post-holder will have a personal responsibility to ensure that he/she does not discriminate, harass or bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

As a manager/supervisor the post-holder will be responsible for promoting and ensuring that the Trust's Equal Opportunities in Employment Policy is implemented and that staff under his/her controls are aware of their equal opportunities responsibilities.

HEALTH AND SAFETY*

The post-holder must make he/she aware of the responsibilities placed on them by the Health and Safety at Work Act [1974] to ensure that the agreed safety procedures are carried out to maintain a safe environment for other members of staff and visitors.

TRUST VISION & VALUES

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

The service operates between 07.00 and 21.00, 7 days a week and you will be required to work shifts between these times.

The post holder will undertake other duties as may be required to achieve the Trust's objectives, commensurate with the grading of 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.

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.

As a member of staff at University Hospitals Birmingham the post-holder will have a personal responsibility to ensure that he/she does not discriminate, harass or bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

As a manager/supervisor the post-holder will be responsible for promoting and ensuring that the Trust's Equal Opportunities in Employment Policy is implemented and that staff under his/her controls are aware of their equal opportunities responsibilities.

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.

Last Updated: ...October 2022.....

PERSON SPECIFICATION

JOB TITLE: Deputy District Nurse	
TRAINING, QUALIFICATIONS AND PROFESSIONAL REGISTRATIONS	
ESSENTIAL	DESIRABLE
<p>Current registration as a Registered Nurse Level 1 (Adult).</p> <p>Commitment to undertake Post Registration District Nurse Qualification.</p> <p>Diploma in health/ nursing related field if you are able to commit to commence the Specialist Practitioner Qualification in District Nursing in September 2023. Degree in health/ nursing related field or evidence of significant study at level 6 will be required to undertake the course after September 2023.</p>	<p>Mentor and assessor qualification or equivalent.</p>
EXPERIENCE & KNOWLEDGE	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • 12 months post registration experience in a nursing environment. • End of life care and symptom control. • Previous experience of working within a Community setting. • Knowledge in Safeguarding/ issues/procedures. 	<ul style="list-style-type: none"> • Experience of HR issues e.g Annual leave, sickness management. • Experience of participating in research and audit. • Knowledge and understanding of professional and ethical issues.
SKILLS & ABILITY	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Leadership skills. • Able to manage own workload and identified caseload. • Experience of supporting, educating and assessing pre and post registration students on placement. • Able to facilitate clear communication under a wide range of circumstances, which are often sensitive or complex in nature. • Able to analyse and interpret complex facts or situations. 	<ul style="list-style-type: none"> • Experience of implementing policies and procedures in own area of practice. • Venepuncture and cannulation. • Male and Female catheterisation.



<ul style="list-style-type: none"> • Able to prioritise between competing demands on personal and professional resources. • Excellent time management skills • A clear understanding of and a high level commitment to clinical governance. • Able to assess and prescribe treatment for a range of wounds including complex wounds. • Able to demonstrate a high level of verbal and written communication. 	
OTHER SPECIFIC REQUIREMENT	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Ability to work as part of a team • To be able to deal with fairly frequent exposure to highly distressing circumstances e.g difficult family situations, terminal care, death and abuse. • Have 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 drive. • Car owner with access to car for work purposes. 	

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