

## Job Description

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<b>Job Title</b>	District Nurse Team Lead
<b>Salary Band</b>	Band 7
<b>Division/Service Line</b>	Integrated Community Nursing
<b>Department</b>	Community

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### Job Overview

The purpose of the post is:

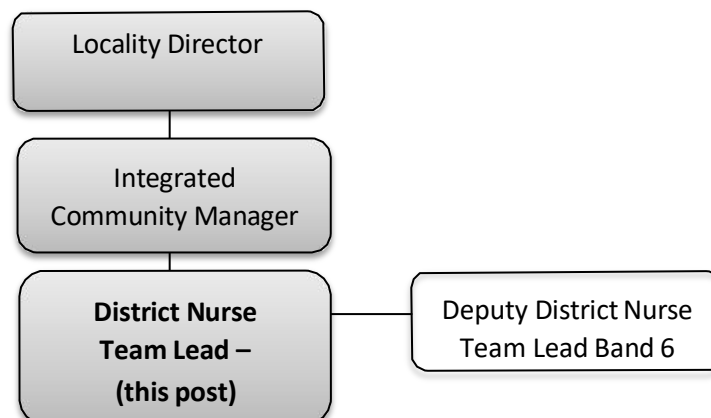
- To lead and manage the operational services of a Community Nursing Locality Team, taking into account local health needs and the policy priority of developing services closer to home.
- Responsible for the delivery and maintenance of high quality evidence based care, focussed on meeting the needs and choices of patients, carers and families.
- To foster positive relationships with local commissioning boards and community and voluntary organisations.
- Responsible for creating an effective, integrated multi-disciplinary approach within the locality teams.
- To ensure best practice guidelines and performance standards are met while meeting service targets.
- To be an autonomous practitioner responsible for the assessment and treatment of patients with highly complex health and social care needs.
- To provide developmental leadership and management to all staff within the locality and with responsibility to form and inform future service development

Key Dimensions of the post are:

- Professional and operational lead for Community Nursing Service within a given Locality.
- Authorised signatory and responsible for appropriate use of resources.
- Responsible for Quality and Governance, including Health & Safety and patient safety.

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### Organisational Chart



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## Duties and Responsibilities

### *Communication and Working Relationships*

- Highly developed communication skills
- Experience of and belief in the benefits of integrated multidisciplinary team working
- Communicate effectively with:
  - Patients and carers
  - Team members
  - The wider multi-disciplinary team
  - Local GP Practice Colleagues
  - Other healthcare and social care provider organisations
  - Community and voluntary organisations
  - Community and Acute Hospital Nursing Leads
- Use persuasive and negotiating skills to communicate sensitive complex information

### *Management and Personal Development*

- Overall responsibility for the performance, development and management of the locality team, including the management of complex and sensitive staffing issues.
- Monitoring of staff levels and skill mix to ensure safe levels of practice, maintaining and reviewing team skill mix to meet ongoing organisational needs.
- Management and implementation of Organisational policies, eg clinical, corporate, HR and Health and Safety, including contributing to the development and review of policies. Procedures and guidelines.
- Responsible for ensuring effective recruitment and retention of staff.
- Oversee the appropriate delegation of tasks to ensure patients and carers receive safe, high quality care from individuals with the appropriate skills and expertise.
- Interpret and manage team data recording for team resource management.
- Ensure that all staff undertake all relevant mandatory and clinical updates.
- Local responsibility for delegated budgets.
- Responsible for the authorisation and monitoring of effective ordering of stores, eg EROS.
- Signatory responsibility for time sheets, bank staff, ordering equipment, dressings and incontinence products.
- Work within the NMC Code of Conduct.
- Remain updated and ensure that clinical practice is evidence based.
- Have a personal development plan and professional portfolio.
- Overall responsibility for ensuring that all team members are aware of and adhere to organisational policies and procedures.
- Interpretation and action on Infection Control surveillance.
- Work collaboratively with other District Nurse Clinical Team Leads to ensure best practice benchmarking across the Trust.
- Ensure that all staff have appraisals annually.
- Ensure that the teams provide a positive learning environment for students and team members.

- Support the implementation of the Productive Community Programme.
- Ensure incidents and accidents are reported on and the appropriate action taken.
- Responsible for undertaking investigations of complex and/or serious incidents eg Complaints, Datix reports, Serious Untoward Incidents, Capability, Disciplinary, Root Cause Analysis,
- Ensure risk assessments are completed for patients and the environment where appropriate and that action plans are implemented and reviewed.
- Ensure clinical supervision is an integral part of professional practice within the teams.
- Ensure a clear focus on service performance across the community nurse service.
- Ensure nursing records and documentation are maintained within NMC guidelines.
- Ensure patients and carers have a key role in the planning and documentation of their care

#### *Clinical Activities*

- Maximise clinical effectiveness.
- Ensure a clear focus on patient flow from hospital to community and be responsible for co-ordination of approach to reduce length of stay and speed up patient discharge.
- Ensure that continuing care funded nursing care assessments are carried out by the appropriately trained person.
- Commitment to professional development and the updating of own knowledge and skills and act as professional/clinical resource for the team.
- Lead and participate in team meetings to discuss patient care developments and to disseminate information.
- To be an autonomous practitioner responsible for the assessment and treatment of patients with highly complex health and social care needs.

#### *Strategic Development, Planning and Organising*

- Assist and act with colleagues to identify and develop business plans for the implementation of new services.
- Participate in the commissioning process of new services within the community.
- Participate in and influence strategic planning and development.
- Participate in development of strategic workforce and service redesign.

#### *Administrative*

- To be responsible for maintaining accurate and comprehensive patient treatment records in line with professional and organisational record keeping standards, including preparation of reports, discharge summaries to consultants and GP's and occasionally reports for solicitors.
- Local responsibility for designated budgets
- Responsible for the authorisation and monitoring of effective ordering to stores
- Signatory responsibility for time sheets and bank staff.
- Authorisation of specialist equipment
- Responsibility for management of electronic roster and expenses and authorisation of weekly and monthly paid staff.

#### *IT Systems and Processes*

- Computer literate
- To have a high level of IT skills to be able to use a wide range of ICT to support & enhance the effectiveness of practice & specify software requirements to enhance work.

## **Additional Information**

### *Code of Conduct*

The post holder is required to comply with all relevant Code of Conducts for the role, including the Trusts Code of Conduct. All staff are required to support the Trust's commitment to developing and delivering excellent customer service by treating patients their carers, families, friends, visitors and staff with professionalism, dignity and respect. All staff are expected to behave in a professional manner and not to bring the Trust into disrepute.

### *Confidentiality and Data Protection Act*

All NHS employees have a duty to maintain confidentiality under both common law and the Data Protection Act 2018. Service users and staff have a right to expect that any information, whether personal or commercial, held by the Trust will be treated in a confidential manner. All employees of Cornwall Partnership NHS Foundation Trust must not, without prior permission, disclose any information regarding patients or staff.

### *Safeguarding Children and Vulnerable Adults*

All employees of Cornwall Partnership NHS Foundation Trust must be familiar with and adhere to the Trust's safeguarding policies and procedures.

### *Personal Development*

All employees are required to undertake statutory and essential training as directed by the Trust. This will be monitored through the supervision and appraisal process which is in place for all staff to participate in.

### *Risk Management and Health and Safety*

All employees of Cornwall Partnership NHS Foundation Trust are required to make positive efforts to maintain their own personal safety and that of others. You are reminded of your responsibilities for health and safety at work under the Health and Safety At Work Act 1974 as amended and associated legislation. These include the duty to take reasonable care for the health and safety of yourself and of others in your work activities or omissions, and to co-operate with your employer in the discharge of its statutory duties. It is also essential that precautions advised by Management, Occupational Health, Risk & Safety Services, etc. are adhered to for your own protection.

### *Infection Prevention and Control*

All staff, collectively and individually, has a duty of care in following best practice in adherence to guidelines which is a fundamental requirement in underpinning the management of infection control.

### *Location/Mobility*

In accordance with the Trust's requirements, all staff are required to undertake work and alternative duties as reasonably directed at variable locations in the event of, and for the duration of a significant internal incident, major incident or pandemic. You may be required to work at or from any additional location as determined by the Trust. You may also be required to travel between Trust premises for the performance of your duties.

### *Equal Opportunities*

The aim of the Trust's policy is to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of race, creed, sex, marital status, disability, age, nationality, ethnic or national origins. The Trust commits itself to promote equal opportunities and will keep under review its policies, procedures and practices, to ensure that all users and providers of its services are treated according to their needs.

### *Review of the Job Description*

This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.

### *Rehabilitation of Offenders Act*

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 is applicable to this post. Therefore should you be offered the post it will be subject to a Disclosure & Barring Service check satisfactory to the Trust. You will therefore be required to declare all criminal convictions, cautions, reprimands and warnings that would not be filtered in line with current guidance

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**The Trust operates a no smoking policy. Employees are not permitted to smoke anywhere in the premises of the Trust or when outside on official business. Staff must be mindful of public perception and therefore must not smoke whilst travelling in Trust identified vehicles or when can be identified as a member of CFT staff.**

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## Person Specification

<b>Job Title Community</b>	District Nurse Team Lead
<b>Salary Band</b>	Band 7
<b>Division/Service Line</b>	Community Nursing
<b>Department</b>	Community Nursing

Role Requirement	Essential	Desirable
<i>Education / Qualifications and Relevant Experience</i>		
First level registration adult nursing and registered with NMC	✓	
Extensive experience of practising within the community, as a community nurse/District Nurse	✓	
Experience leading a Community Nursing Team at Band 6 level		✓
Experience of implementing change	✓	
Experience of and belief in benefits of integrated multi-disciplinary team working.	✓	
Previous experience, knowledge and application of Safeguarding Policies	✓	
Experience of developing and implementing policies.	✓	
Masters level professional education supplemented by specialist training and development or equivalent experience.	✓	
Specialist or Leadership qualification within a community nursing team		✓
Post registered qualification in Specialist District Nursing or Leadership qualification (or completion of the Community Nursing Developmental Pathway)		✓
MSc Nurse Practitioner qualification or equivalent		✓
Extended and Supplementary Prescribing Qualification or equivalent		✓
A teaching qualification eg City & gilds, HEA Mentorship Module 369		✓
<i>Skills and Aptitude</i>		
Teaching and assessing, coaching and mentoring skills to facilitate an effective learning environment	✓	
Liaison and negotiation skills, as well as highly developed communication skills	✓	
Proven written and oral communication skills including ability to deal with challenging and sensitive situations	✓	

Research/audit skills	✓	
Budget Management skills		✓
Highly developed organisational skills	✓	
<i>Knowledge and abilities</i>		
Awareness of national and local political health development and influence	✓	
Ability to lead, manage and co-ordinate teams in an autonomous manner	✓	
Highly developed people management skills	✓	
Highly developed specialist assessment and evaluation skills.	✓	
Caseload management ability	✓	
Computer Literate	✓	
Prepared and able to undergo identified training.	✓	
Willing to undertake any training considered by CFT to be essential to this post	✓	
Evidence of autonomous practice	✓	
<i>Personal Qualities</i>		
Excellent interpersonal skills	✓	
The ability to deal calmly with stress and distressing situations	✓	
Mental concentration required with patient contact at all times and when driving	✓	
Willing to assist in student learning	✓	
Proven ability to work on own and in partnership with other care providers.	✓	
Proven sensitivity to the needs of patients, relatives carers and other care providers	✓	
Commitment to client centred, non-discriminatory practice.	✓	
Ability to deal with emotionally challenging clinical situations	✓	
Self-motivated and self-disciplined.	✓	
<i>Other</i>		
Demonstrates evidence of Trust "Choice" values	✓	
Ability to travel independently where required	✓	
Hold a Valid UK Driving license	✓	
Disclosure and Barring Service check satisfactory to the Trust	✓	
Occupational health clearance satisfactory to the Trust	✓	
This role may be deemed as an Information Asset Owner in line with the Trust Information Risk Policy		