

Job Description

Job Title: Generic Worker – Community Nursing	NHS AfC: Band 3
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Accountable to: Clinical Team Lead
Responsible for: No direct line management

Purpose of Role:

This means specific accountability to:

- To provide high standard of care to the patient whilst promoting independence and respecting their privacy and that of their families
- To undertake delegated assessments and deliver healthcare for patients.
- To work alongside the integrated team to prevent unnecessary admission to hospital
- To work with all health care professionals, and statutory/non statutory agencies to provide a seamless, integrated service to our service users.

Key Responsibilities:

Clinical

- Complete delegated assessments and apply competency based treatment/care/interventions to patients under the supervision of a registered practitioner, following a prescribed treatment/care plan.
- Understand own role in delivering care, enabling or providing interventions and treatments to meet individual's needs
- Plan and prioritise own visits to delegated patients, and ensure these are scheduled on SystmOne.
- Ensure patient records are completed for each intervention, and that SystmOne inputting is completed.
- Make basic observations on patients' response to prescribed treatment/care plans, identify risks, and report findings to a qualified practitioner. Make suggestions on care, protection and support.
- Liaise with other health care professionals as required.
- Overcome barriers to understanding, e.g. patients with hearing or cognitive impairment.
- Communicate with patients/carers by exchanging factual information, giving reassurance, with tact and empathy.
- Establish and maintain appropriate working relationships with colleagues, patients, carers and other health care professionals.
- Demonstrate dexterity and coordination when undertaking treatment of patients where accuracy is important, and report results to registered practitioner.
- Be responsible for ensuring equipment is used safely, following relevant training, and that it is maintained appropriately.
- Contribute to the requisitioning of supplies and equipment through electronic ordering systems.
- Predominately work independently on specified tasks, with regular clinical support and supervision by a qualified practitioner.

- Work with other practitioners with group work/clinics.
- Demonstrate an awareness and understanding of consent, and gain consent following organisational policies.
- Respect people's dignity, wishes and beliefs, involving them in shared decision making.
- Maintain store cupboards, pool cars, cleaning equipment and carry out general house keeping tasks.
- Undertake indirect patient tasks, such as, answering telephones, arranging appointments, and inputting activity data on SystmOne.
- Undertake health promotion / education as required, e.g. smoking cessation, falls etc.
- Work within the Trust policies/guidelines ensuring safe standards of care. Understand the need for risk reporting and pressure ulcer policies and report any incidence promptly via Datix.
- Adhere to infection control policies and utilise universal precautions as you will be exposed to bodily fluids, infected material, blood products on a daily basis.
- Demonstrate IT and standard keyboard skills.

Professional

- Participate in multidisciplinary team/multi-agency meetings.
- Attend in-house training as required.
- Be required to demonstrate own duties to students, new starters and/or less experienced staff; and be involved in induction programmes for new staff / students as required.
- Be aware of limitations of own scope of practice, and when to involve a more senior practitioner, both in daily practice and in emergency situations.
- Acknowledge and recognise peoples' expressed beliefs, preferences and choices.
- Demonstrate an awareness of clinical governance and risk management, and apply to work situation.
- Provide peer support to other assistants.
- Actively contribute to team working and express ideas on improving services for users and the team.
- Be aware of trust's behaviour framework and ensure behaviours are embedded in role.

Organisational

- Undertake mandatory training as required.
- Participate in the Personal Development Review process.
- Follow Trust policies, local procedures and Competency Framework
- Ensure absence reporting is undertaken as determined by Team Leader and Trust Policy.
- Contribute to clinical audit as required.
- Complete risk assessment and incident forms as required.
- Take part in clinical supervision as per Trust Policy.

Research & Development

- May be required to undertake surveys or audits, as necessary to own work. May occasionally participate in R & D, clinical trials or equipment testing.

General

- To be responsible for complying with Trust and local Safeguarding policies and procedures.
- To be responsible for the quality of data recorded. The data should be accurate, legible (if hand written), recorded in a timely manner, kept up to date and appropriately filed.
- All employees must comply with the East Suffolk and North Essex NHS Foundation Trust's Equality and Diversity Policy and must not discriminate on the grounds of sex, colour, race, ethnic or national origins, marital status, age, gender reassignment, disability, sexual orientation or religious belief.
- Employees have a responsibility to themselves and others in relation to managing risk and health and safety, and will be required to work within the policies and procedures laid down by East Suffolk and North Essex NHS Foundation Trust. The Trust seeks to establish a safe and healthy working environment for its employees and operates a non-smoking policy.
- All employees have the right to work in an environment which is safe and to be protected from all forms of abuse, violence, harassment and undue stress. All employees are responsible for helping to ensure that individuals do not suffer harassment or bullying in any form. All employees will be personally accountable for their actions and behaviour in cases of complaint of harassment or bullying.
- All staff have a responsibility to contribute to a reduction in the Trust's carbon footprint and should pro-actively reduce and encourage others through own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste etc.

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Person Specification

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Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> QCF care certificate or equivalent knowledge and experience or working towards an Apprenticeship Experience of working with the general public 	<ul style="list-style-type: none"> NVQ 3 in Health & Social Care or equivalent Experience of working within a care setting
Knowledge	<ul style="list-style-type: none"> Able to communicate effectively, in writing and verbally, using the English language Good interpersonal skills Keyboard skills and knowledge of SystmOne Highly motivated Able to provide high standards of care Tact & diplomacy Empathy & sensitivity Ability to use own initiative Good observational & reporting skills Ability to manage stressful situations Be a team player Work flexibly to accommodate patient/service needs. Demonstrate self-awareness and the ability to reflect on and change own behaviour. Manoeuvre patients using handling aids The ability to kneel, bend & stoop, and work in cramped environments 	
Personal Skills	<ul style="list-style-type: none"> Professional appearance Self Awareness Able to make own travel arrangements to meet the needs of the services if required to Reflect and change behaviour 	