District Nurse or Nurse Practitioner – North Team
Band 6
Full Time – 37.5 hours per week
Salary Range £25,582 - £34,189 per annum
Relocation Assistance of up to £8000 available

Do you want to live and work amongst a vibrant, friendly community in a remote but spectacular area of Great Britain? Do you desire a quality of life consistently recognised as one of the best in Scotland? Are you passionate about Nursing and a progressive, enthusiastic and pioneering District Nurse, Community Nurse or Nurse Practitioner?

We want you to join our Team as a **Band 6 District Nurse**. Working together we can achieve the Community Health and Care Partnership’s Vision: “To ensure that everyone in Shetland is able to live and participate in a safe, vibrant and healthy community.” Based at Brae Health Centre, you will work geographically across the North Mainland of Shetland.

You will be the caseload holder for the practice populations of Hillswick (practice population 714) and Brae Health Centres (practice population 2526), providing person-centred, safe and effective services. Working closely with the Band 6 caseload holder for the communities of Bixter (practice population 1150) and Walls (practice population 683), the Clinical Team Leader (North) and other partner agencies, you will develop and provide services to meet the current and future needs of the population of this beautiful, rurally diverse and widespread area of Shetland.

You will demonstrate visionary leadership, and support the development and education of community and student nurses and social care staff, to meet the local Clinical Strategy and current and future national policies. You will participate in supporting and delivering the Out of Hours Nursing Service for mainland Shetland, covering both North and South locality areas. Interested?

For an informal discussion, please contact Elaine Maguire, Clinical Team Leader (North) (01806 522 567) or Edna Mary Watson, Assistant Director of Nursing (Community) (01595 743 377) for an informal discussion.

Please quote reference number C126/SHOW

Closing date: 9.00am on Wednesday 20th March 2013
Interviews will be held in Shetland during week commencing 15th April 2013

We offer relocation assistance of up to £8,000 and all posts qualify for a Distant Island Allowance of £1,654 per annum (pro rata for part-time and fixed term positions).

For more information and an application form, please visit our website [www.shb.scot.nhs.uk](http://www.shb.scot.nhs.uk). Alternatively, contact the Human Resources Department, Brevik House, South Road, Lerwick, Shetland or telephone: (01595) 743067 (24 hour answerphone), quoting the appropriate reference number. All applications must be on our standard application form – CVs will not be accepted.

In promoting equal opportunities, we welcome applications from all sections of the community.
Job Description

1. Job Identification

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>District Nurse or Nurse Practitioner (North Team)</th>
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<tbody>
<tr>
<td>Responsible to:</td>
<td>Clinical Team Leader North</td>
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<tr>
<td>Department:</td>
<td>Community Nursing</td>
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<td>Directorate:</td>
<td>Nursing</td>
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<td>Last Update:</td>
<td>February 2013</td>
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2. Job Purpose

The post holder has a responsibility to develop and deliver programmes of care which includes assessment, planning, implementation and ongoing evaluation of care needs for patients primarily in the domiciliary setting over the 24 hour period, to individuals within the practice population and the wider community. This is often in partnership with the Primary Care Team, Social services, voluntary sector, carers who are involved in delivery of care in the community.

The post holder will lead and manage the district nursing team in the delivery of nursing care within available resources and is responsible for raising awareness of health and social well being, influencing the broader context, enabling people to improve their own health and working collaboratively to tackle health inequalities.

3. Dimensions

Shetland has a population of around 22500. The District Nurses are practice based and work geographically across the Mainland Shetland area as part of a wider community nursing team that includes Health Visitors and Practice Nurses. The North Team covers the practices of Brae (where the post is based), Hillswick, Walls and Bixter a total population of approximately 5,073.

Nursing care and support is provided to 2 specialist residential care centres within the
North locality. These centres provide care to the very frail older patients and individuals with Dementia.
The North community nursing team supports pre registration students on placement from The Robert Gordon University Aberdeen.
The post currently has an on call commitment and weekend working.

### 4. Organisational Position

The post holder is accountable to the Clinical Team Leader North:

- **Clinical Team Leader North**
- **District Nurse (this post)**
- **Community Nurses**

### 5. Role of Department

The main functions and objectives of the District Nursing team are:
- Assess, plan, implement and evaluate the treatment requirements to the practice and wider practice population within a robust Clinical Governance framework as well as in line with local and national strategies.
- To participate in the Public Health agenda by identifying and promoting the health and social care needs of the local population in partnership with colleagues, patients, carers and the local community.

### 6. Key Result Areas

1. Has the lead responsibility and accountable for the ongoing assessment, development, implementation and monitoring of health and social care ensuring that the highest standards of care and service is delivered in a consistent and safe manner within the home and clinical setting. This includes considering patient care needs over the 24-hour period and co-coordinating the delivery of this care. Also supporting early discharge from hospital to meet the most current NHS Scotland targets.

2. To initiate, establish and maintain good working relationships with patients, carers and members of the Primary Health Care Team to support multidisciplinary working. This also includes maintaining effective communications and relationships with statutory and voluntary agencies, which promotes collaborative working and effective co-ordination of services for individuals and groups.

3. To promote and participate in effective discharge planning procedures which may
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<tr>
<td>1.</td>
<td>Involve the development and support of care packages in line with the With You For You process including the Care management role. The post holder may be required to initiate, facilitate or participate when required in case conferences or other meetings related to meeting the needs of patients and carers.</td>
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<td>4.</td>
<td>Responsible for assessing, prescribing and evaluating treatments either solely or in partnership with other prescribers.</td>
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<td>5.</td>
<td>To proactively develop and deliver specific programmes of care aimed at improving health, increasing social inclusion, preventing ill health and reducing inequalities for patients and the wider community in accordance with national and local priorities.</td>
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<td>6.</td>
<td>To be responsible for teaching, demonstrating and supporting programmes of care to registered/non-registered staff, individuals and formal/informal carers.</td>
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<td>7.</td>
<td>To appropriately influence decisions in relation to patient care by acting as the individuals and carers advocate in a variety of situations in order to promote the best possible outcome.</td>
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<td>8.</td>
<td>To act as a resource and provide specialist-nursing advice to other professionals and relevant agencies to promote best practice and ensure appropriate care.</td>
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<td>9.</td>
<td>Contribute to the development of Shetland Health Board policies and protocols, which have an impact on service delivery. Also collaborate with other professional groups and agencies in the development of their local policies and protocols to ensure the development and delivery of the most appropriate services in order to address health inequalities and promote the physical, mental and social well being of the community.</td>
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<td>10.</td>
<td>To be jointly responsible for the line management of the district nursing team. This will include organising staff rotas, allocation of work, ensuring appropriate and safe levels of staffing are maintained, absence monitoring and involvement in the initial stages of disciplinary and grievance procedures. The post holder also has responsibility for risk management, monitoring standards of clinical practice, clinical audit and promoting evidence based/best practice to improve clinical outcomes.</td>
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<td>11.</td>
<td>To provide ongoing leadership and mentorship to the district nursing team including students and participate in the development, teaching and delivery of relevant training programmes. Provide leadership and advice to neighbouring teams in the absence of the caseload holder.</td>
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<td>12.</td>
<td>To facilitate and manage the ongoing process of professional and personal development for self and team colleagues. To facilitate appropriate learning opportunities to maintain an appropriately skilled workforce and thereby promote staff retention.</td>
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13. To actively engage in the recruitment and selection of team members and manage the induction and orientation programmes for new staff. Manage and support staff in the performance of their duties in line with current Human Resource policies.

7a. Equipment and Machinery

Responsible for the safe use, transportation, where appropriate, and storage of all diagnostic and treatment equipment relevant to the post. This will range from basic items such as sphygmomanometers and syringes, to more sophisticated and complex equipment such as specialist mattresses, hoists and syringe drivers.

The post holder may be required to set up specific pieces of equipment e.g. specialist mattress, bathing aids, syringe drivers. Specialist equipment may on occasion be specifically purchased for patients, which require the post holder to gain further knowledge.

In addition the post holder will be expected to use computers on a daily basis.

Whilst on duty the post holder is contactable by mobile telephone/radio pager and part of the on call rota for out of hours’ service.

7b. Systems

Responsible for the creation and maintenance of accurate and up to date clinical records complying with the requirements for patient confidentiality and in accordance with all statutory policies and procedures within the clinical governance framework of the Health Board and the Nursing and Midwifery Council (NMC) Code of Professional Practice.

Responsible for daily recording all activity.

Responsible for inputting, updating and maintaining a range of information databases e.g. local GP system: EMIS PCS; Gpass; Docman;

Assessing involves sharing information with colleagues both internal and external to the organisation.

Responsible for regularly completing and signing off timesheets/mileage forms.

Responsible for ordering supplies e.g. clinical supplies and equipment. The post holder is not a budget holder.

8. Assignment and Review of Work

Workload is generated by means of an open access referral system and is self generated.
There is no defined maximum caseload size/dependency.

The post holder is required to monitor and audit caseload activity and report to the Clinical Team Leader monthly.

As an autonomous practitioner the post holder will be expected to prioritise their own and the team’s workload on a daily basis and anticipate and resolve problems. The post holder will contribute to the development of specific areas of work within the wider context e.g. service development. Certain aspects of this will be self-generated.

Responsible for initiating and receiving patient referrals from and to a wide range of agencies including patients and carers.

The Clinical team leader will undertake performance review with the post holder on an annual basis and agree a professional development plan. Which will be recorded on the E-KSF system.

Ensure that clinical supervision is accessed regularly every three months and additionally as needed for self and team members.

9. Decisions And Judgements

The post holder is expected to work autonomously and prioritise their own and other team members workload on a daily basis in accordance with local and national policies. Uses analytical and judgemental skills to deal with complex facts or situations.

Takes the lead when making decisions regarding assessing and interpreting individual conditions and responding appropriately with regard to risk management issues.

Actively involves patients, carers and other professionals when making decisions regarding the support and management of appropriate packages of care to maintain independent living.

This will include the need to facilitate a quality and effective delivery of care balancing conflicting priorities on a daily basis.

Determines when to refer to other healthcare professionals and statutory and voluntary services.

Co-ordinates and supervises team members and makes judgements about their competency.

Takes action to support staff and resolve any staff problems/disputes within own team.
10. **Most Challenging/Difficult Parts of the Job**

To consistently use highly developed assessment skills and deliver quality holistic care in isolation and in a range of settings.

To balance conflicting and unpredictable priorities in addressing the health and social care needs of the local population.

To consistently negotiate and balance the different priorities and demands from a wide range of professionals and agencies to ensure optimal care is delivered.

11. **Communications and Relationships**

**Internal:**
- All Members of Primary Health Care Team
- Out of hours nursing and medical colleagues
- Board staff, Human Resources, Finance, Information Technology, Facilities, Professional Development Unit
- Other NHS Services and Boards out with Shetland Staff representatives

**External:**
- Social work, education, housing, institutes of higher education, police, voluntary and charitable agencies

Communication is regular, face-to-face, on the telephone or in written correspondence and may be about any aspect of service delivery. It is also often around complex, sensitive or contentious issues.

Responsible for the recording and dissemination of minutes; report writing; organisation, facilitation and chairing of meetings including case conferences.

12. **Physical, Mental, Emotional And Environmental Demands Of The Job**

**Physical Skills:**
- Highly developed physical skills, accuracy important; manipulation of fine tools, materials
- Manual dexterity and accuracy required for setting up syringe drivers, infusions, administrating IM injections, complex wound dressings, removal of sutures, insertion of catheters, venepuncture, Doppler Assessment
- Manual handling
- Keyboard skills
Physical Demands:

- Personal safety - daily
- Regularly kneeling and bending for long periods to dress complex wounds
- Carrying equipment daily
- Regularly standing for long periods
- Regularly working in cramped and restricted conditions
- Daily manoeuvring patients with or without the assistance of equipment as required
- Stairs - daily
- Daily travelling

Mental Demands:

- Concentration required during patient assessment, subsequent documentation and over seeing of other assessments carried out by the team. Concentration also required when organising and attending case conferences, report writing, sharing information, addressing patient/carers and staff needs and requirements.
- Increased concentration is required when completing documentation in the patients’ home where there is little opportunity to control the level of background distraction or frequent interruptions from individuals/carers.
- A higher level of concentration required when working with complex cases i.e. vulnerable adults and single nurse administration of controlled drugs.
- Frequently responds to telephone calls (either in the office or in patients’ homes) from professionals/patients/carers about a crisis situation, which means that work plans need to be changed.
- The ability to act expediently and appropriately when responding to crisis situations. This happens on a frequent basis.
- Ability to adapt to complex clinical situations when they arise, often without immediate medical support.
- On-going requirement for continual updating and learning of techniques and practices, including information technology skills.
- Working with patients with complex and diverse needs.
- Plan and organise workload, staff meetings, rotas reflecting the unpredictability necessitated through unplanned staff absence.
- Constant awareness of risks associated with lone working.

Emotional Demands:

- Communicating with distressed/anxious/worried patients and carers on a daily basis
- Discussion with patients and carers about prognosis, treatments and implications of terminal illness
- Frequently care for patients and families throughout their palliative care journey. This is particularly distressing when dealing with younger age groups
- Dealing with bereaved and grieving families and carers
- Dealing with vulnerable people
- Acting as advocate for patients and carers
- Occasional exposure to domestic violence
- Occasionally involved in family breakdown
- Managing/dealing with aggressive behaviour and situations
- Managing conflict
- Frequently deal with team issues and individual staff support

**Working Conditions:**
- Daily exposure to bodily fluids
- Management of potentially volatile situations on a daily basis
- Exposure to verbal and physical aggression
- Home environments i.e. hygiene, ergonomics, pets, passive smoking on a daily basis
- Personal safety, lone working on a daily basis
- Road traffic conditions daily
- Significant driving mileage due to geographical area
- Inclement weather

**13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

- The post holder will be a first level Registered General Nurse and will hold a relevant specialist District Nursing or recognised Nurse Practitioner qualification (at least at degree level).
- Recorded with the NMC as being a Non-Medical Prescriber – Community Practitioner Prescriber (essential), Extended Independent Prescriber (desirable) or currently undertaking this.
- Experience at Band 6 and of caseload management
- A sound knowledge of NHS environment and current policies affecting the health of the population.
- Well-developed communication and interpersonal skills, particularly influencing and negotiating skills.
- Evidence of continuous professional development.
- The ability to work flexibly as part of a team.
- General information and technology skills, including use of the computer to record and retrieve clinical information.
14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:  

Head of Department Signature:  

Date:  

Date: