COMMUNITY STAFF NURSE
- DISTRICT NURSING

Job Reference: 0000054269N
Closing Date: 21 December 2018

www.nhsggc.org.uk
Dear applicant,

Thank you for your interest in this post and for taking the time to read this information pack. We hope this exciting and rewarding role catches your imagination and that you are encouraged to apply.

As the largest Health Board in Scotland, NHS Greater Glasgow and Clyde plays a vital role in the education and training of doctors, nurses and other health professionals, working closely with local universities and colleges. It also provides the full range of community hospital services. The Board has an annual turnover of £3.337 billion per year. It serves a population of 1.14 million people and employs 39,286 staff.

The following is included in this information pack to help you with your application:

- Job description
- Person specification
- A summary of the terms and conditions for the post
- Agenda for Change pay bands and points
- The application process
- Guidance for completing your application form
- Working for NHS Greater Glasgow and Clyde

If you have a disability or long-term health problem, the Board is committed to offering reasonable adjustments throughout the recruitment process and employment. If you require further information or support, please contact Recruitment Services.

We very much look forward to receiving your application.

Recruitment Services
<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Community Staff Nurse</th>
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<td>Department(s):</td>
<td>District Nursing</td>
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<td>Operating Division or GGHB:</td>
<td>Glasgow City CHP – South Sector</td>
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2. JOB PURPOSE

The post holder will be expected to provide an accessible, appropriate, high quality, culturally sensitive and effective nursing service to all age groups in the community, by working in partnership with service users, care providers and other agencies. The post holder will be a first level nurse (RGN / Adult Branch) who will support the district nurse/charge nurse in delivering care to patients within the caseload. The post holder will be responsible for providing skilled nursing interventions for patients within the caseload.

3. ROLE OF DEPARTMENT

The District Nursing Service operates an open access policy delivering care to patients within either a community or primary care setting, or who have a nursing need which makes a home visit more appropriate.

The District Nursing Service will undertake case management, skilled clinical interventions that encompass a broad spectrum of technical expertise, health education and health promotion in order to rehabilitate or promote and maintain independent living for patients and support carers.

4. ORGANISATIONAL POSITION

![Organisational Position Diagram]

- Management
- Professional Support
- Community Nurse (District Nursing)
- Community Nurse (District Nursing)
- District Nurse / Charge Nurse
- Senior Nurse
- District Nursing Team
  
  Could consist of one or more of the following staff
  
  - Staff/Support Nurse
  - Healthcare Assistant
5. SCOPE AND RANGE

The district nursing service operates an open access policy that is available 365-days a year. The service does not operate a waiting list, however, care needs are prioritised to be able to respond to both planned and unplanned care. This includes the ability to respond timeously to unscheduled care requests for those patients who require urgent district nursing intervention.

The community nurse (district nursing) will be responsible for delivering care to patients as delegated by the district nursing /charge nurse. The caseload population is derived from either the GP practice to which the team are aligned, or within a defined geographical population and/or a defined client group.

The caseload comprises approx. 30-60 patients with a range of needs requiring nursing interventions, such as cancer and non-cancer palliative care patients, those requiring nursing care in relation to chronic disease management and the provision of skilled technical interventions, e.g. subcutaneous infusions, central venous lines and tracheotomy management.

The post holder will support the caseload holder to ensure the effective utilisation of resources.

The post holder will work mainly independently and autonomously without direct supervision.

6. MAIN DUTIES/RESPONSIBILITIES

The post holder is responsible and accountable for assessing, planning and implementation of programmes of care as directed by district nursing/charge nurse. These will be developed in partnership with Patients, Family, Carers and Significant others, and will be evidence based taking into consideration the lifestyle, race, gender and cultural background, and factors which impact on physical, mental or emotional health.

- The post holder will adhere to local, regional and national policies, procedures and guidelines pertinent to their area in the pursuit of the highest standard of care.

- Develop clinical leadership skills and be a role model for junior members of the team by representing the values and beliefs of the nursing profession as well as that of the organisation.

- The post holder will prioritise their own workload as delegated by the district nursing/charge nurse.
  - Participate in systems of practice support, caseload supervision and personal development plans.
The post holder will attend staff meetings and clinical and mandatory training.

The post holder will have the skills to respond to emergency situations e.g. anaphylaxis and cardiac arrest, by providing basic life support.

The post holder is responsible for ensuring that they practice within the Legal & Ethical framework as established by Nursing & Midwifery Council (NMC) and National Legislation to ensure the patients' interests and wellbeing are met.

Maintain accurate up-to-date clinical records and care plans in accordance with NMC standards for records and record keeping, ensuring compliance with the Data Protection Act and the Freedom of Information Act.

As a mentor (underpinned by theoretical and experiential knowledge) the post holder will ensure that systems are in place to supervise and support pre-registration nursing students. Accommodate other multi-disciplinary and multi-agency personnel who require an overview of the district nursing service.

Participate in any audits relating to clinical placements in partnership with Higher Education Institutions.

The post holder will utilise clinical and environmental risk assessment tools in order to identify actual and potential risks and implement appropriate interventions. The post holder will be responsible for reporting and participating in the critical appraisal of incidents to reduce any recurrences and participate in further investigation as required.

As a member of the district nursing team the post holder will be able to support patients, families and carers in order to achieve optimum health and independence.

Plan and prioritise workload as required, delegate work using available resources and make decisions to ensure that patients’ needs are being met.

Work within systems to ensure continuation of a quality 24-hour nursing service.

The post holder will recognise where there are either barriers to understanding or financial constraints within the patient's home, and report concerns in order that a safe and effective care package can be provided.

Participate in clinical audit and research that will ensure continuing improvements in practice and enhance individual and team performance for the improvement of patient care.

Participate in the implementation of evidence-based nurse interventions to meet the individual needs of patients using national guidance and standards developed by NHS Quality Improvement Scotland, Scottish Intercollegiate Guidelines Network and Best Practice Statements.

Participate in the induction of all new nursing staff into the team. Supervise junior
staff within delegated areas of responsibility. This could include supporting their personal development planning process.

- Be responsible for own professional development and encourage and support the continuing professional development of junior team members.

- Be responsible for establishing and maintaining effective communications and working relationships with primary, secondary and tertiary care colleagues, and collaborate with statutory and voluntary agencies to ensure effective co-ordination of services for individuals and groups. This will include discharge planning in order to develop effective client/family health plans.

- To have a knowledge of the determinants of ill health to enable patients to improve and maintain their health and wellbeing.

7a. EQUIPMENT & MACHINERY

- The post holder will be competent in the use of the following:
  
  o Mechanical / Electric / Tracking Hoists
  o Wheelchairs / Shower Chairs
  o Moving and Handling equipment
  o Bathing equipment
  o Ear syringing equipment
  o Phlebotomy apparatus
  o Injection apparatus
  o Syringe driver equipment
  o Electric/manual pressure relieving equipment
  o Clinical observation equipment
  o IT equipment
  o Mobile phone

The above equipment and machinery requires a high degree of knowledge and expertise to operate and much of it requires manual dexterity skills, and adequate hearing and eyesight. The post holder is also responsible for demonstrating the safe use of nursing/moving and handling equipment in the home.

7b. SYSTEMS

- The post holder will be competent in the use of the following:
  
  o Divisional Health & Safety Guidelines, Risk Assessment and Incident Reporting mechanisms
  o IT system used by all nurses within the Primary Care Division (i.e. Internet, Intranet, E mail, GGILES)
  o IT System which may be in place within particular LHCC’s e.g. GPASS
  o Documentation of patient related information in Patient Held Records / Care
Plans
- Documentation of patient related information with the D.N. base / GP records
- Wound Care Guidelines
- Lone Worker – Mobile telephone Health and Safety System.

8. DECISIONS AND JUDGEMENTS

The post holder is accountable for his/her own professional actions and must be able to justify decisions based on the assessment of the patient and family/carer.

The post holder must be aware of his/her own scope of practice and will work independently without direct supervision whilst regularly reporting back to the caseload holder.

The post holder will have the ability to identify their own training needs.

9. COMMUNICATIONS AND RELATIONSHIPS

The post holder will regularly be involved in communicating internally and externally with health, social care professionals, health improvement workforce, community groups and education as well as clients and families. The role will involve an educational dimension with families/carers and colleagues. The post holder will be required to receive and communicate sensitive information on a daily basis. They will actively participate in a range of meetings that support effective communications.

KEY RELATIONSHIPS

Internal

Other Community Nursing Staff
Administrative Staff
Doctors
Practice Nurses
Specialist Community Nurses
Community Rehabilitation Team
Adult Services Manager
Nurse Team Leader
Senior Nurse Manager
Practice Development Nurse
Practice Education Facilitator
Public Health Practitioners
Health Visitor/Public Health Nurse
Allied Health Professionals
Health Promotion Staff
Professional Nurse Advisor
OD and HR Functions
Partnership Colleagues
3. ORGANISATIONAL POSITION

The role frequently places a high level of mental and emotional demand on the post holder. This could be driven by the needs of service users and carers. Mental demands are significant in relation to the retention and communication of knowledge and information. Emotional demands are significant in relation to supporting patients and families, for example, terminal care or the long-term care and support for families of patients with degenerative conditions.

Working conditions are variable and unpredictable as the role will involve visiting clients/families in their own homes and community settings e.g. practice surgeries and clinics.

Many of the following skills and demands are performed on a daily basis as part of the clients/families care package requiring a level of manual dexterity, precision and hand/eye co-ordination.
Physical Skills
- Parenteral administration of medicines
- Enteral feeding
- Wound care
- Insertion of male and female and supra-pubic catheters
- Removal of sutures/clips
- Leg Ulcer Care
- Bowel and Bladder Care
- Manoeuvre and move patients with and without the use of mechanical aids

Physical Demands
- Manoeuvre and move patients with and without the use of mechanical aids
- Push wheelchairs/shower chairs/hoists – with and without patients in them
- Carry nursing bag/equipment to patients’ homes
- Stand or walk for majority of shift
- Drive within city/countryside environments
- VDU exposure
- Bending and kneeling
- Climbing/descending stairs

Mental Demands
- Concentration required when checking instructions/documentation/patient’s notes
- Calculating and checking drug doses whilst subject to frequent interruptions
- Regular requirement to retain large volumes of information from a wide variety of sources

Emotional Demands
- Communicating with bereaved/distressed/anxious/worried patients/relatives
- Exposure to verbal/physical aggression especially when working alone
- Care for terminally ill patients or patients with degenerative conditions
- Responding to urgent requests for care in a timeous way
- Dealing with difficult family, circumstances or situations e.g. elder abuse
- Dealing with complaints

Working Conditions
- Exposure to body fluids such as blood, faeces, sputum, vomit, and urine
- Exposure to verbal/physical aggression
- Exposure to dirty/smoky working conditions
- Driving/walking in all types of weather conditions
- Exposure to bacteria and viruses
- Exposure to dust, dirt, fleas, lice and scabies
- Needle stick injuries
- Exposure to pets
11. MOST CHALLENGING / DIFFICULT PARTS OF THE JOB

The most challenging parts of the job are in relation to the following:

- Delivering safe, responsive, effective and efficient care, within environments that are not conducive to this approach.
- The non-compliance by patients and families with programmes of care.
- Working alone most of the time.
- Exposure to verbal and physical abuse.
- Difficulty accessing services due to other health services/agencies restrictive referral criteria and waiting lists.
- Working aligned to general practice, whilst remaining within different organisational and governance structures.

12. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

**Essential**

- 1st Level RGN or RN (Adult Branch)
- Evidence of continuing professional development
- IT skills-word processing/email/internet
- Good communication skills (both verbal and written)
- Ability to work on own initiative
- Problem-solving skills
- Ability to work as part of a team

**Desirable**

- Minimum of 1 year post-registration experience
- Previous experience in primary care/community setting
- Full Driving Licence
- Leadership skills
Summary of terms and conditions

The terms and conditions of service are those approved and amended from time to time by the National Agenda for Change Terms and Conditions Agreement.

Job title: Community Staff Nurse - District Nursing
Job reference number: 0000054269N
Closing date: 21 December 2018
Vacancy enquiries to: For information specific to the role, contact: Linda Brennan, 0141 427 8305
Agenda for Change band: Band 5
Salary: Please refer to Agenda for Change Payscale on the following page. All values are per annum (pro rata where applicable). Please note candidates new to the NHS should expect to start at the entry point of the payscale shown.

Hours: 37.50 hours per week
Base
Contract type: Fixed Term
Annual leave: The basic annual leave entitlement in a full year commencing 1st April to 31st March is 27 Days on appointment, rising to 29 days after five years and 33 days after 10 years. Leave entitlement is pro rata where applicable.

Superannuation: All employees are automatically enrolled in the Scottish Public Pensions Agency.

Healthcare Support Workers: All NHS Scotland postholders that are not governed by a regulatory or professional body are considered to be healthcare support workers. On appointment, you will be expected to comply with the NHS Scotland Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers.

Healthcare Support Workers are expected at all times to practice competencies that demonstrate insight, understanding and mutual respect of patients, their families, carers and work colleagues. Whether in a clinical or non-clinical role the post holder is expected at all times to be an exemplar of person centred care, embracing their Code of Conduct to a high standard as part of an integrated health professional team.

Smokefree policy: NHS Greater Glasgow and Clyde operates a smokefree policy on all premises and grounds.

Equal opportunities: NHS Greater Glasgow and Clyde is an equal opportunities employer.
## Agenda for Change pay bands and points

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The Application Process

Please ensure you read the Job Description and Person Specification along with the guidance notes on completing your application form. The hiring manager will shortlist an application for interview based on its content, therefore it is in your best interests to ensure you submit a fully and appropriately completed application.

You will receive confirmation that your application submission has been received when you submit your online application form. When we begin to process your application, you will receive an email from NHS Greater Glasgow and Clyde confirming receipt. If you have not received a confirmation email within 3 days working days from the closing date, please email nhsggcrecruitment@nhs.net.

Unfortunately, due to the volume of applications NHS Greater Glasgow and Clyde receive, we are unable to write to applicants who are not successfully shortlisted for interview. Accordingly, if you have not received an invitation for interview within six weeks of the closing date please assume on this occasion you have been unsuccessful. We hope this will not deter you from applying again.

We will use several methods of communication to advise you of each stage of the recruitment process this includes: email, letter, SMS text, or telephone. It is essential that you regularly check your email and your phone to see if we have been in contact with you to update you on the progress of your application. Please ensure your email account does not treat NHS Greater Glasgow and Clyde email as spam or junk by adjusting the necessary settings.

Please ensure you retain a copy of the job description and person specification for the post you are applying for – you will need this to help you prepare if you are selected for interview.

Please retain details of the job reference number – you will need this if contacting NHS Greater Glasgow and Clyde Recruitment Services.

Should you require further information or assistance in relation to your application please visit www.nhsggc.org.uk/recruitment or email your enquiry to nhsggcrecruitment@nhs.net. Please ensure you have the job reference number to hand.

For details on what happens once you have submitted your application, please visit the NHS Greater Glasgow and Clyde – recruitment guidance for applicants.
Guidance for completing your application form

Completion of the application form is the first stage in the recruitment process, and if you are successful, will form the basis of your employment record. Complete and accurate information is essential. Please note: If you knowingly withhold or provide false or misleading information, this may result in your application being rejected, or if appointed, may result in dismissal from your post.

Your application form plays a vital role in the recruitment and selection process. The information you provide us with in your application form will be used to decide whether you are shortlisted to attend an interview. Only those applicants who can clearly demonstrate in their application form how they meet the minimum essential requirements for the post as specified in the job description and person specification will be considered for interview selection.

Applicants should read the candidate information pack and job description for the post prior to completing the online application form.

When completing the online application form applicants should read the instructions in each section and note the following:

- the application form has an automatic time out mechanisms, therefore you should click on the "save" button as you go through the application form or copy and paste from another document, to avoid losing content.
- please do not use any special characters (i.e. £, #, &, %) when completing your application. You are permitted to use the '@' symbol.

It is recommended that you complete all relevant sections of the application form. It does not matter how long ago your last employment was, if you have an employment history please list it.

If you have not previously been employed, please use the “Present or Most Recent Post” section to detail what you have been doing (i.e. full time student / parent / carer).
Please note that you can list unpaid work including work placements and volunteer work in your employment history.

NHS Greater Glasgow and Clyde do not accept Curriculum Vitae (CV), unless a CV has been specifically requested as part of the recruitment process.

By completing and submitting an application for this post you give your consent for NHS Greater Glasgow and Clyde to commence pre-employment checks, including reference checks, once your formal conditional offer of employment is made to you. Click Here for more information. For details on NHS Greater Glasgow and Clyde’s pre-employment check procedures, please visit the NHS Greater Glasgow and Clyde – recruitment guidance for applicants.
Part A (Personal information), Part B (Declarations), Part C (Application Details)

The job description provides information about the main duties and responsibilities of the post being advertised. It also describes the purpose of the post. Please ensure that your application form clearly demonstrates how your skills / knowledge / experience can be utilised in the role.

The job description and person specification also specify the requirements or criteria (knowledge, skills, experience, abilities and qualifications) that are essential or desirable to perform the duties outlined. Please ensure in your application that you demonstrate how you meet the minimum essential criteria and where applicable, the desirable criteria for the role.

Certain posts in NHS Scotland are exempt from the 1974 Rehabilitation of Offenders Act (Exclusions & Exceptions) (Scotland) Order 2003. Click Here for more information. If the advertisement for this position has declared that we require a Disclosure Scotland PVG Scheme Membership / Disclosure Scotland Check, you must declare any previous convictions, classed as either “spent” or “unspent”, including criminal convictions received outside the United Kingdom.

The Asylum and Immigration Act 1996 states that it is a criminal offence to employ a person who is not entitled to work in the United Kingdom (UK). Consequently, before NHS Greater Glasgow and Clyde offers employment, the prospective employee must provide evidence, that he/she is entitled to work in the UK. All applicants regardless of nationality will be asked to provide evidence of eligibility to live and work in the UK.

As a Disability Confident Employer, NHS Greater Glasgow and Clyde operates a Guarantee Interview Scheme for disabled applicants. Candidates who have declared a disability and who meet the minimum essential criteria outlined within the job description / person specification will be guaranteed an interview.

You must provide full and complete employment references including a work email address (personal email address for employment references may not be acceptable) covering a minimum period of the last three years. Employment referees should be listed in chronological order – that is the most recent first. If you have had more than two employers in the last three years we will require additional references. Character referees should only be used in the event that you cannot provide two employer references covering the last three years.

Any gaps in employment history must be detailed within your supporting statement and will be explored carefully with you at the interview stage.

If you have an employment history of less than three years, you should provide full details of an academic referee or other person who is not a friend, is not related to you or involved in any financial arrangement with you to provide a personal reference.
If you have had no previous employment or have been self-employed you should provide details of two personal referees as outlined above and where applicable evidence to confirm your status (i.e. letter from Jobcentre Plus, academic record or evidence from HM Revenue & Customs) if you are shortlisted for interview.

Your application form provides you with an opportunity to provide a supporting statement. This section is one of the most important in the application form as the information that is provided here will be evaluated and used to decide if you are invited to attend interview. This section gives you the opportunity to describe and demonstrate the particular qualifications, skills, abilities, knowledge, relevant experience and other qualities that make you a good candidate for the post.

Part D (Equal Opportunities)
This part of the form is optional and the information you provide in this section exercises no part of the selection process. It is treated in confidence and only the Recruitment Service or Human Resources staff can access this information for the purpose of recording and compliance monitoring, to ensure our workforce is balanced and represents the best candidates from all parts of society regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity status, race, religion or belief, sex, sexual orientation and/or socio-economic status.

Data Protection legislation
The information supplied by your application will only be processed by authorised NHS Greater Glasgow and Clyde personnel involved in relevant stages of the recruitment process. Applications submitted via the NHS Scotland Application form will be imported into the NHS Greater Glasgow and Clyde recruitment system. The information you provide will be retained by NHS Greater Glasgow and Clyde and will be used for the purpose of processing your application and for statistical and audit purposes. NHS Greater Glasgow and Clyde will process the information for the stated purposes in regards your application for employment. If your application is unsuccessful, your information will be retained securely for 12 months from the completion of the recruitment process and then confidentially destroyed.
Working for NHS Greater Glasgow and Clyde

About us
NHS Greater Glasgow and Clyde is the largest health board and provider of healthcare in Scotland and one of the largest health care providers in the UK.

NHS Greater Glasgow and Clyde’s purpose is to:

“Deliver effective and high quality health services, to act to improve the health of our population and to do everything we can to address the wider social determinants of health which cause health inequalities.”

The Board works in close partnership with other NHS organisations, local authorities and other agencies including the third sector to ensure that social work, education, housing, employment and environmental services unite effectively and efficiently with the NHS in tackling inequalities and underlying health problems in local communities.

The future shape of health and social care provision is changing following the move to establish new statutory Partnerships between NHS and Local Authorities, responsible for the planning and delivery of Health and Social care for local populations. This requires the development of very different relationships between primary care, mental health services, community and acute services.

NHS GGC serves a population of 1.2 million (over 1/5 of the population of Scotland) with services provided by 39,000 staff.

The geographical area covered includes: Glasgow City, West Dunbartonshire, Inverclyde, Renfrewshire, East Renfrewshire, East Dunbartonshire and North Glasgow (Stepps-Moodiesburn corridor).

Our services
NHS Greater Glasgow and Clyde provides a full range of Secondary and Tertiary Clinical services, Primary Care, Mental Health and Community services included in which are a number of world-class specialist services.

Find out more about NHS Greater Glasgow and Clyde at www.nhsggc.org.uk.

If you want to know more about the NHS Scotland, visit www.show.scot.nhs.uk.

If you are successful in your application to join us, you will be working within one of our Acute, Primary and Community Care Services. These services are in turn supported by a range of Corporate Service functions including Administration, eHealth, Finance, Human Resources, Public Health, Corporate Planning, Facilities and Estates.
Click Here to find out more about our Community Services
Click Here to find out more about our Mental Health Services
Click here to find out more about the services in your area

Employee benefits
We offer all our staff excellent benefits including;
• NHS Superannuation pension scheme,
• Child Care Vouchers,
• Bursaries to support education and training,
• Interest free loans to purchase Zonecards for trains, buses, underground and some ferries
• Cycle to work interest-free loans to purchase bicycles and equipment

For more information on the benefits available to NHS Greater Glasgow and Clyde staff, visit www.healthservicediscounts.com.

Further information
For further information on any aspect of the recruitment process or for further details on working within NHS Greater Glasgow and Clyde contact:

NHS Greater Glasgow and Clyde
Recruitment Services
West Glasgow Ambulatory Care Hospital
Dalnair Street
Glasgow
G3 8SJ

Tel: +44 (0)141 278 2700
Email: nhsggcrecruitment@nhs.net