



# **Postoutline : Community Clinical Nurse - Band 5**

## **Directorate of Learning Disability Services**

Created On Wednesday, July 26, 2006

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Post Outline is Approved

### **Assigned To :**

**Purpose : The post holder will have an understanding of the knowledge and skills of the professional activities within the multi-disciplinary community support team within the field of Learning Disabilities. They will be responsible for managing a clinical caseload and will liaise with both Social and Healthcare professionals to meet client need.**

**Pay Band :**

**Reporting To : Band 7 Nurse (Community)**

## KSF Dimensions, Levels And Indicators

Dimension Type	Dimension Number	Dimension Name	Second Gateway (Full Outline)	
			Level	Indicator
Core	C1	COMMUNICATION	3	A,B,C,D,E,F
Core	C2	PERSONAL AND PEOPLE DEVELOPMENT	2	A,B,C,D,E,F
Core	C3	HEALTH, SAFETY AND SECURITY	3	A,B,C,D,E
Core	C4	SERVICE IMPROVEMENT	2	A,B,C,D,E,F
Core	C5	QUALITY	2	A,B,C,D,E,F
Core	C6	EQUALITY AND DIVERSITY	2	A,B,C,D
Specific	HWB2	ASSESSMENT AND CARE PLANNING TO MEET HEALTH AND WELLBEING NEEDS	3	A,B,C,D,E,F,G
Specific	HWB3	PROTECTION OF HEALTH AND WELLBEING	2	,A,B,C,D,E
Specific	HWB6	ASSESSMENT AND TREATMENT PLANNING	3	A,B,C,D,E,F,G,H,I,J
Specific	IK1	INFORMATION PROCESSING	1	A,B,C,D,E
Specific	IK2	INFORMATION COLLECTION AND ANALYSIS	1	A,B,C,D
Specific	G1	LEARNING AND DEVELOPMENT	2	A,B,C,D,E,F

C1 COMMUNICATION

**Second Gateway (Full Outline)**

Level : 3 Develop and maintain communication with people about difficult matters and/or in difficult situations

**Level Indicators:**

- a) identifies the range of people likely to be involved in the communication, any potential communication differences and relevant contextual factors
- b) communicates with people in a form and manner that:
  - is consistent with their level of understanding, culture, background and preferred ways of communicating
  - is appropriate to the purpose of the communication and the context in which it is taking place
  - encourages the effective participation of all involved
- c) recognises and reflects on barriers to effective communication and modifies communication in response
- d) provides feedback to other workers on their communication at appropriate times
- e) keeps accurate and complete records of activities and communications consistent with legislation, policies and procedures.
- f) communicates in a manner that is consistent with relevant legislation, policies and procedures.

**Examples Of Application:**

- \*Maintain confidentiality of information and records of clients
- \*Create and maintain effective communication systems and working relationships between colleagues, peers and key stakeholders from various professions and agencies e.g. regularly attending meetings and taking minutes.
- \*Frequently receive and communicate highly complex and sensitive information to/with client, carer(s) and other professionals, regarding services to meet the needs of individuals.
- \*Work in a team with nurses and other members of the multi disciplinary team, using effective communications systems, written and verbal.
- \*Provide specialist nursing reports to contribute to the provision of social or health care for clients e.g. community care plans and/or continuing health applications.
- \*Adhere to NMC Guidelines for Records and Record Keeping (2002)

C2 PERSONAL AND PEOPLE DEVELOPMENT

**Second Gateway (Full Outline)**

Level : 2 Develop own knowledge and skills and provide information to others to help their development

**Level Indicators:**

- a) assesses and identifies:
  - feedback from others on own work
  - how s/he is applying knowledge and skills in relation to the KSF outline for the post
  - own development needs and interests in the current post
  - what has been helpful in his/her learning and development to date
- b) takes an active part in the development review of own work against the KSF outline for the post with their reviewer and suggests areas for learning and development in the coming year
- c) takes responsibility for own personal development and takes an active part in learning opportunities
- d) evaluates the effectiveness of learning opportunities and alerts others to benefits and problems
- e) keeps up-to-date records of own development review process
- f) offers information to others when it will help their development and/or help them meet work demands.

**Examples Of Application:**

- Contribute to the professional leadership agenda.
- Maintain own work schedule on a daily basis, including reprioritisation to respond to crisis situation's for clients and carers.
- Develop ones own knowledge and skills by participating in education and training as a result of undertaking a personal development review and resulting in a personal development plan.
- Actively seeking opportunities to continually develop oneself, consistent with the principles of life long learning and in line with the professional bodies Continuous Professional Development requirement.
- Providing/participating in preceptorship/mentorship to newly qualified nurses and student nurses, undertaking activities with individuals that will enhance their performance and encourage competent, independent and reflective practitioners.
- Participate in systems of management and clinical supervision.

C3 HEALTH, SAFETY AND SECURITY

**Second Gateway (Full Outline)**

Level : 3 Promote, monitor and maintain best practice in health, safety and security

**Level Indicators:**

- a) identifies:
  - the risks involved in work activities and processes
  - how to manage the risks
  - how to help others manage risk
- b) undertakes work activities consistent with:
  - legislation, policies and procedures
  - the assessment and management of risk
- c) monitors work areas and practices and ensures they:
  - are safe and free from hazards
  - conform to health, safety and security legislation, policies, procedures and guidelines
- d) takes the necessary action in relation to risks
- e) identifies how health, safety and security can be improved and takes action to put this into effect.

**Examples Of Application:**

Work alone with frequent exposure to highly unpleasant working conditions, either client related e.g. verbal and physical aggression, faeces, urine and bodily fluids or external influences e.g. weather and driving conditions and unhygienic environments e.g. verbal and physical aggression, faeces, urine and bodily fluids.

Personal duty of care in relation to Health Safety and Security, Trust/Directorate policies and procedure e.g. lone working and inclement weather.

Attending relevant statutory update workshops/seminars in Health & Safety, moving and handling, Cardio Pulmonary Resuscitations and Positive Behavioural Management,

C4 SERVICE IMPROVEMENT

**Second Gateway (Full Outline)**

Level : 2 Contribute to the improvement of services

**Level Indicators:**

- a) discusses and agrees with the work team
  - the implications of direction, policies and strategies on their current practice
  - the changes that they can make as a team
  - the changes s/he can make as an individual
  - how to take the changes forward
- b) constructively makes agreed changes to own work in the agreed timescale seeking support as and when necessary
- c) supports others in understanding the need for and making agreed changes
- d) evaluates own and other's work when required to do so completing relevant documentation
- e) makes constructive suggestions as to how services can be improved for users and the public
- f) constructively identifies issues with direction, policies and strategies in the interests of users and the public.

**Examples Of Application:**

- Contribute to the implementation of NICE Guidelines, National Service Frameworks where applicable.
- Be aware of innovations and developments in health care and its application to practice.
- Take responsibility for the control and effective use of physical resources by the appropriate, safe use, carriage and maintenance of any clinical equipment.
- Develop and maintain effective systems of liaison with Primary and Secondary Care services to improve/maintain the physical health of clients.
- Contribute to the maintenance and improvement of services, products and systems by participating in discussions, meetings, task teams in line with operational policies.
- Gather required information to promote decision-making, which will contribute to the further development of the Clinical Governance framework, within the work environment.
- Contributing and participating in the development of a research and development culture within your work area, which will result in the undertaking and utilisation of nursing research as part of evidence based care in line with the Trust's R & D strategic framework.

## Second Gateway (Full Outline)

Level : 2 Maintain quality in own work and encourage others to do so

### Level Indicators:

- a) acts consistently with legislation, policies, procedures and other quality approaches and encourages others to do so
- b) works within the limits of own competence and levels of responsibility and accountability in the work team and organisation
- c) works as an effective and responsible team member
- d) prioritises own workload and organises own work to meet these priorities and reduce risks to quality
- e) uses and maintains resources efficiently and effectively and encourages others to do so
- f) monitors the quality of work in own area and alerts others to quality issues.

**Examples Of Application:** ·Contribute to the development of teams, individuals and self to enhance performance.

·Participate in audit compliance using quality systems as required.

·Responsible for the safe storage, ordering and administration of medication.

·Adhere to the NMC Code of Professional Conduct (2002) and midwives Rules and Code of Practice (1998).

·Adhere to the principles of Clinical Governance

- teamwork

- communication

- leadership

- systems awareness

- ownership

·Comply with Bro Morgannwg NHS Trust

-Nursing and Midwifery Strategy and Clinical Policies

-Corporate and Operational Policies and Procedures

-Legislation and Strategy requirements e.g. Health and Safety.

C6 EQUALITY AND DIVERSITY

**Second Gateway (Full Outline)**

Level : 2 Support equality and value diversity

**Level Indicators:**

- a) recognises the importance of people's rights and acts in accordance with legislation, policies and procedures
- b) acts in ways that:
  - acknowledge and recognise people's expressed beliefs, preferences and choices
  - respect diversity
  - value people as individuals
- c) takes account of own behaviour and its effect on others
- d) identifies and takes action when own or others' behaviour undermines equality and diversity.

**Examples Of Application:**

Promote the rights, responsibilities and diversities of people with a learning disability.

Actively identify ways in which improvements can be promoted for the social and emotional environments of clients, and advocate for clients when appropriate.



**HWB2 ASSESSMENT AND CARE PLANNING TO MEET HEALTH AND WELLBEING NEEDS**

**Second Gateway (Full Outline)**

Level : 3 Assess health and wellbeing needs and develop, monitor and review care plans to meet specific needs

**Level Indicators:**

- a) plans the assessment of people's health and wellbeing needs and prepares for it to take place
- b) explains clearly to people:
  - own role, responsibilities and accountability
  - the information that is needed from the assessment and who might have access to it
  - the benefits and risks of the assessment process and alternatives approaches
- c) respects people's dignity, wishes and beliefs; involves them in shared decision making; and obtains their consent
- d) uses assessment methods and processes of reasoning that
  - are based on available evidence
  - are appropriate for the people concerned
  - obtain sufficient information for informed decision making
  - s/he has the knowledge, skills and experience to use effectively
  - are consistent with legislation, policies and procedures
- e) considers and interprets all of the information available and makes a justifiable assessment of people's health and well-being, related needs and risks and explains the outcomes to those concerned
- f) develops and records care plans that are appropriate to the people concerned and:
  - are consistent with the outcomes of assessing their health and wellbeing needs
  - identify the risks that need to be managed
  - have clear goals
  - involve other practitioners and agencies when this is necessary to meet people's health and wellbeing needs and risks
  - are consistent with the resources available
  - note people's wishes and needs that it was not possible to meet
- g) monitors the implementation of care plans and makes changes to meet people's needs

**Examples Of Application:**

Devise, implement and evaluate a specialised plan of nursing care based on comprehensive and observational assessments undertaken, with the co-operation of the client and/or his/her advocate/carer where possible, taking into account the multidisciplinary approach, and uniqueness of each client, e.g. clients with complex health needs and/or challenging behaviour and/or dual diagnosis.

Contribute to the process of health diagnosis by, providing specialised nursing assessment, and following a diagnosis, giving advice regarding treatment and management.

Be empathic and provide support and counselling for clients/carer(s), e.g. dealing with difficult family/residential situations or circumstances and initiating carers assessment when appropriate.

Be responsible for the management of care for a group of clients over a period of time and organise appropriate support services working autonomously and being accountable for own practice.

Develop and maintain effective systems of liaison with primary and secondary care services to improve/maintain the physical health of clients.

HWB3 PROTECTION OF HEALTH AND WELLBEING

**Second Gateway (Full Outline)**

Level : 2 Contribute to protecting people at risk

**Level Indicators:**

- a) contacts people who are at risk taking the necessary action if difficulties are encountered
- b) explains to people the purpose for the contact, relevant regulatory powers, whether information will be confidential or disclosed and involves them in shared decision making
- c) prepares for and contributes to protective interventions in a manner that
  - is consistent with legislation, policies and procedures
  - is appropriate to the people concerned
  - is appropriate for the setting
  - maintains the health and safety of the people themselves, self and others
- d) takes appropriate and immediate action in response to contingencies
- e) records and reports the interventions consistent with legislation and relevant policies and procedures.

**Examples Of Application:**

Recognise situations that may be detrimental to the health and wellbeing of the client/carer by utilising clinical risk management assessment and giving advice on management strategies.

Undertake role of Appropriate Adult

Initiate referral for child protection or protection of vulnerable adults, and contribute to the process e.g. by attendance at meetings and providing supportive information.

Keep up to date with current POVA issues and attend any relevant training.

## HWB6 ASSESSMENT AND TREATMENT PLANNING

**Second Gateway (Full Outline)**

Level : 3 Assess physiological and/or psychological functioning and develop, monitor and review related treatment plans

**Level Indicators:**

- a) evaluates relevant information to plan the range and sequence of assessment required and determines:
  - the specific activities to be undertaken
  - the risks to be managed
  - the urgency with which assessments are needed
- b) selects appropriate assessment approaches, methods, techniques and equipment, in line with
  - individual needs and characteristics
  - evidence of effectiveness
  - the resources available
- c) respects people's dignity, wishes and beliefs; involves them in shared decision making; and obtains their consent
- d) prepares for, carries out and monitors assessments in line with evidence based practice, and legislation, policies and procedures and/or established protocols / established theories and models
- e) monitors individuals during assessments and takes the appropriate action in relation to any significant changes or possible risks
- f) evaluates assessment findings/results and takes appropriate action when there are issues
- g) considers and interprets all of the information available using systematic processes of reasoning to reach a justifiable assessment and explains the outcomes to those concerned
- h) determines and records diagnosis and treatment plans according to agreed protocols / pathways / models and that are:
  - consistent with the outcomes of the assessment
  - consistent with the individual's wishes and views
  - include communications with other professions and agencies
  - involve other practitioners and agencies when this is necessary to meet people's health and wellbeing needs and risks
  - are consistent with the resources available
  - note people's wishes and needs that it was not possible to meet
- i) monitors and reviews the implementation of treatment plans and makes changes within agreed protocols / pathways / models for clinical effectiveness and to meet people's needs and views
- j) identifies individuals whose needs fall outside protocols / pathways / models and makes referrals to the appropriate practitioners with the necessary degree of urgency.

**Examples Of Application:**

Deliver nursing care to meet the needs of clients as prescribed in care plans aligned with The Fundamentals of Care (2003).

Devise, evaluate and contribute to the planning and implementation of therapeutic and highly complex programmes of care to promote the health and wellbeing of clients.

Carry out physical nursing skills e.g. Health Assessment depot medication and venepuncture, attendance at epilepsy and health clinics.

IK1 INFORMATION PROCESSING

**Second Gateway (Full Outline)**

Level : 1 Input, store and provide data and information

**Level Indicators:**

- a) inputs data and information accurately and completely:
  - using the correct formats
  - consistent with legislation, policies and procedures
- b) uses available automated facilities for checking the data/information and for resolving difficulties in using applications
- c) finds and provides requested data/information using agreed procedures and formats
- d) maintains the integrity of data/information using agreed procedures
- e) stores data/information safely and correctly

**Examples Of Application:**

Identify opportunities to maximise benefits and effectiveness of new information and information technologies.

Accurately input personally generated information on clients electronically and paper base.

IK2 INFORMATION COLLECTION AND ANALYSIS

**Second Gateway (Full Outline)**

Level : 1 Collect, collate and report routine and simple data and information

**Level Indicators:**

- a) collects and collates data/information effectively and to time, using set systems and consistent with legislation policies and procedures
- b) confirms that the data/information meets pre-set quality criteria and reports any quality issues
- c) maintains the integrity of data/information using agreed procedures
- d) reports the data/information clearly in the required format at the time agreed

**Examples Of Application:**

Maintain and enhance effective communication to assist decision making and achievement of organisational goals.  
Create and analyse data using appropriate methods e.g. client records.

G1 LEARNING AND DEVELOPMENT

**Second Gateway (Full Outline)**

Level : 2 Enable people to learn and develop

**Level Indicators:**

- a) agrees with the team the purpose, aims and content of the learning and development and own role in the process
- b) prepares thoroughly for own role addressing any issues in advance
- c) supports learning
  - recognising individuals' particular needs, interests and styles
  - using the agreed methods and approaches
  - in a manner that stimulates individuals' interest, promotes development and encourages their involvement
  - by developing an environment that supports learning
  - consistent with legislation, policies and procedures
- d) gains feedback from learners and relevant others on the effectiveness of learning and development and their ideas for how it can be improved
- e) reflects on and evaluates the effectiveness of learning and development using feedback from learners and others
- f) discusses own evaluation with the team and agrees how learning and development might be improved in the future.

**Examples Of Application:**

Manage community placement for student nurses by planning, allocating and evaluating their work and undertaking assessment in line with Fitness For Practice. Identifying the need for, and then designing, developing, delivering and evaluating complex learning/training programmes for clients/carers and multi-disciplinary and multi-agency groups e.g. medication awareness/proficiency tests, sexuality, health promotion and network training.



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