

JOB DESCRIPTION

Job Title: Staff Nurse (RMN/RGN/RNLD)

Job Summary:

The post holder, as a named nurse (or under the supervision of a senior qualified nurse) will co-ordinate the planning, implementation and evaluation of patient care given for a group of patients. The post holder will work within the principles of the agreed model of care for the service and the requirements of the Care Program Approach.

They will assist and support the Unit Manager in the execution of duties and will accept delegated responsibilities which may include taking charge of the units as deemed appropriate. The post holder will be expected to participate in the rotational system where appropriate for the clinical area which will also include night duty.

Duties & Responsibilities:

1.0 Clinical

- 1.1 To supervise and manage staff allocated to the team on a shift by shift basis
- 1.2 To liaise and communicate with other members of the Multi-Disciplinary Team
- 1.3 Rotational duties, flexibility in rostering and working in alternative care settings as required
- 1.4 To ensure that statutory requirements of the Mental Health Act 1983 (2007) and the Code of Practise (1995) are adhered to in the case of all detained patients
- 1.5 To develop and coordinate individual or group therapeutic activities in the care setting
- 1.6 To administer and monitor the effects and side effects of medication and all aspects of medication management in line with the Trust and NMC guidelines
- 1.7 Participate in clinical review meetings, including CPA, Section 117 and Supervised Discharge
- 1.8 To promote, foster and ensure good working relationships within the units, departments and external agencies
- 1.9 To ensure that nursing records meet the standards of the NMC guidelines and local policies

- 1.10 To provide accurate and appropriate information and support to relatives, carers and visitors of patients in the care setting, in line with the Data Protection Act (1998)
- 1.11 Maintain links with both voluntary and statutory agencies pertaining to the care of the patient
- 1.12 Ensure the safe keep of patients monies and property
- 1.13 Ensure the safe removal and disposal of any potential harmful objects or substances
- 1.14 As a named nurse, to assess, plan, implement and evaluate patient care using the appropriate nursing model and produce written care plans

2.0 Professional and Managerial Leadership

- 2.1 To develop and maintain a learning environment for student nurses and other student professionals. To act as mentors to student nurses and provide preceptorship to newly qualified staff
- 2.2 To be familiar with and comply with all relevant Unit policies, procedures and protocols
- 2.3 To participate in positive, regular managerial and clinical supervision and the formal appraisal system in accordance with Unit policy
- 2.4 To prepare any nursing and incident reports as required
- 2.5 To adhere to all NMC standards and guidelines including code of professional conduct

3.0 Quality, Governance and Administration

- 3.1 To assist and participate in the audit of clinical care and evaluation of patient care outcomes
- 3.2 Participating in the application of evidence based practise
- 3.3 Ensure that clients receive a culturally competent service
- 3.4 Act as an advocate for the service users and carers
- 3.5 Support the manager in collecting and distributing data as required

4.0 Other Responsibilities

- 4.2 The post holder is required to adhere to Unit policies and relevant legislation
- 4.3 When rotated to night duty the post holder may have responsibilities for designated service area and site management

5.0 NMC and Professional Registration

- 5.1 Be personally responsible in undertaking the education necessary to maintain professional registration as required by individuals professional bodies
- 5.2 To deliver and carry out duties within the relevant framework as set out by Care Quality Commission (CQC) [Health and Social Care Act 2008] which brings together the work of the Healthcare Commission, the Commission for Social Care Inspection and the Mental Health Act Commission

6.0 Confidentiality

- 5.1 The post holder must maintain the confidentiality of information about patients, clients, staff and the Company business in accordance with the Data Protection Act (1998), the principles of the Freedom of Information Act (2000) and Caldecott principles.

6.0 Equal Opportunities

- 6.1 The Company values diversity of its staff. All employees must be aware of their obligations to abide by the spirit and nature of our Equal Opportunities Policies to avoid direct and indirect discrimination
- 6.2 The Company operates a zero tolerance approach to such issues as bullying and harassment, all forms of aggression

7.0 Risk Management

- 7.1 The post holder will work within the principles of clinical/non-clinical Risk Assessment and Risk Management in line with unit policy
- 7.2 The post holder will report all clinical and non-clinical accidents or incidents promptly and, when requested, to cooperate with any investigations undertaken

8.0 Health and Safety

- 8.1 It is the general duty of every employee to take reasonable care of the health and safety of themselves and others, including the use of necessary safety devices and protective clothing and co-operate with management in meeting its responsibilities under the Health and Safety at Work Act. Any failure to take such care or any contravention of the safety policy or managerial instructions may result in disciplinary action being take
- 8.2 Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors. Staff are required to attend the appropriate training.

- 8.3 To adhere to Unit Health and Safety policy and procedures, to ensure the health and safety of all patients and staff and to ensure that all risk assessments are adhered to

9.0 Mandatory Training

- 9.1 All staff are required to attend any training designated by the Company as mandatory for the position held or to provide evidence of previous, recent equivalent training at a level appropriate to the post held

10.0 Improving Working Lives

- 10.1 The Trust is working towards full implementation of the national human resource initiative 'Improving Working Lives'. This involves that the seven areas of good practise (the seven standards IWL) are:
- Human resource management and strategy
 - Equality and diversity
 - Staff involvement and communication
 - Flexible working
 - Training and development
 - Flexible retirement, childcare and support for carers
 - Healthy Workplace

This job description sets out the key tasks and responsibilities of the post. It is essential that it be regarded with the degree of flexibility, so that the changing needs of the Service can be met and the role developed further.

Education & Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> • RMN/RMHN/RLDN • Valid registration with NMC • Evidence of further professional development 	<ul style="list-style-type: none"> • Working towards Level 6 Mentorship
Previous Experience	

Essential	Desirable
<ul style="list-style-type: none"> • Experience of working in a clinical area in mental health nursing • Experience of multi-disciplinary working • Working knowledge of CPA • Working knowledge of MHA 1983 and it's 2007 amendments • Working knowledge of Mental Capacity Act and DOLS 	<ul style="list-style-type: none"> • Managing a team • Working knowledge of Clinical Audits
Skills, Knowledge & Abilities	
Essential	Desirable
<ul style="list-style-type: none"> • Demonstrate effective interpersonal skills • Demonstrate a working knowledge of risk assessment and risk management • Safe drug administration • Knowledge of MHA 1983 (2007) • Working knowledge of the Health and Safety Act (1974) • Relevant NMC guidelines • IT skills • Delegation skills • Ability to prioritise workload • Person centred care and care planning • Working knowledge of CQC's essential standards • Manage the competing priorities and demands arising from the unpredictable nature of the environment and patient needs 	<ul style="list-style-type: none"> • Leadership skills • Understanding of the process of clinical supervisor • Understanding of clinical governance • Understanding of psych-social interventions • Concept of Protected Therapeutic Time an therapeutic social activities • Able to formulate reports for clinical and legal processes
Attitude, Aptitude & Personal Characteristics	
<ul style="list-style-type: none"> • Flexible approach • Evidence of being a team player • Evidence of innovation that includes improvement and initiative • Evidence of professionalism that includes taking accountability for ones own practise/actions • Evidence of taking pride in 'customer' focus eg. Listening, respecting, responding and involving • Demonstrates a 'can do' attitude • Confident, and able to inspire confidence in others • Self-aware, self-motivated and able to motivate others • Ability to work collaboratively • A special interest in chosen clinical area • Interested in supporting student experience 	<ul style="list-style-type: none"> • Willingness to undertake additional clinical training (Phlebotomy, catheterisation) and update Mental Health Knowledge and Skills as required by the company
Other Requirements	
<ul style="list-style-type: none"> • Able to work operational shifts over a 24 hour period • Sickness and attendance record that is acceptable to the company, to be checked at interview 	<ul style="list-style-type: none"> • Awareness of marketing and customer care • Current driving licence and access to a car

<ul style="list-style-type: none">• Ability to understand and implement the Equal Opportunities Policy at a level appropriate to the job role• Ability to undertake training which is appropriate to the service model e.g Control and Restraint• Willingness to work within other units to meet leadership requirements	
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--