

Job Description Bank Registered Nurse (Mental Health/ Learning Disability)

Position:	Bank Qualified Nurse
Division:	Bank
Band:	5
Responsible to:	Senior Sister / Charge Nurse
Responsible for:	Nursing Assistants, Student Nurses
Reports to:	Senior Sister / Charge Nurse
Location:	East Surrey Hospital

Job purpose

The post holder will work within East Surrey Hospital delivering outstanding enhanced nursing care to a specific patient / patient as identified by the Trusts Enhanced care policy.

This patient group many include but not limited to:

- Mental illness
- Learning disability
- Dementia
- Delirium
- Intoxication

To support and assist in the delivery of professional nursing care to patients ensuring the highest possible standards of care are received by patients and their carers, Is responsible and accountable for the carrying out and updating risk and mental health assessments for designated patients from admission to discharge. Utilises and integrates evidence into practice.

Dimensions

Following a period of training and support patients who have been assessed to require enhanced care due to complex mental health problems or cognitive impairment utilising knowledge of Trust standards, policies and procedures. As well as work as part of the whole team.

Our values

As an employee of Surrey and Sussex Healthcare NHS Trust, you have an individual responsibility to treat everybody with:

Dignity and Respect: we value each person as an individual and will challenge disrespectful and inappropriate behaviour.	One Team: we work together and have a 'can do' approach to all that we do recognising that we all add value with equal worth.
Compassion: we respond with humanity and kindness and search for things we can do, however small; we do not wait to be asked because we care.	Safety and Quality: we take responsibility for our actions, decisions and behaviours in delivering safe, high quality care.

Our objectives

1. **Safe** – Deliver safe, high quality care and improving services which pursue perfection and be in the top 20% of our peers
2. **Effective** – As a teaching hospital deliver effective and improving sustainable clinical services within the local health economy
3. **Caring** – Work with compassion in partnership with patients, staff, families, carers and community partners
4. **Responsive** – To become the secondary care provider of choice for our the people of our community
5. **Well led** – To be a high quality employer of choice and deliver financial and clinical sustainability around a patient centred, clinically led leadership model

Main duties and key responsibilities

- To participate as an effective member of the MDT and be responsible for the development and facilitation of a patient centred approach to outstanding care: assessing, developing, implementing and evaluating the care needs of patients and their careers
- To ensure that a range of therapeutic interventions are available so that individual treatment programs can be implemented
- For patients living with dementia, ensure that the Butterfly Scheme is used and information recorded and support families with completing the Reach out to me Document.
- Ensure families that need additional support with understanding dementia that they are referred to support from the Trust's Admiral Nurse Service and or carers support.
- For patients living with learning disability, are aware of the principles of the "Treat me well" campaign and that staff actively use the "All About Me" hospital passport.
- To ensure that statutory and legal requirements of care are incorporated safely within each patient's program of care including Deprivation of Liberty Safeguards (Liberty Protection Safeguards 2020)

- To observe the requirements of the Mental Health Act 1983 ensuring the patient is fully informed of their legal position and their rights under the Act
- To interpret the significance of clinical observations, act upon them, make available documentation to other nurses and medical staff
- To determine nursing priorities and plan patient care accordingly including full risk assessment, inform the Nurse in Charge when changes in circumstances may affect standards of care
To meet the physical, psychological, social and cultural needs of the individual and their family, using research-based knowledge and skills to maintain the individual's identity
- To recognise the needs of the family/careers, ensuring their involvement in care where appropriate whilst offering support and education with empathy
- To ensure that due regard is given to the customs, values and spiritual beliefs of patients
- To ensure that measurable high standards of nursing care are maintained and participate in the setting and review of standards
- To liaise with other professionals / specialist nurses and special units to ensure that all aspects of the patient's care is covered
- Assist in the education of patients promoting a greater understanding of their mental health condition and working towards developing their strengths and coping strategies
- Have a working knowledge of medication used in the treatment of mental health and be able to provide basic information regarding medication as requested by patients
- Recognise escalation in distress and use meaningful engagement / recommend to substantive nursing staff when PRN medication is required
- You will be expected to provide, on occasion one to one care. You will not be expected to provide this for longer than 4 hours without a 30-minute break. This will be in-adhesion to your statutory break. During the care break you will be 'swapped' with a member of the ward team and as such will be expected to carry out that persons care duties i.e. provide physical health care duties, take physical observations. You will not be expected to administer medication
- To be aware of and practice professional accountability with due regard to the NMC Code of Professional Conduct
- To adhere to all Trust policies, procedural guidelines and current legislation
- To ensure that the nursing activities within the Ward/Unit reach the required professional standard and encourage staff to do likewise
- To ensure that documentation of treatment of individuals is maintained to NMC standards
- To carry out risk assessments using the Trusts enhanced care policy
- To maintain and update registration with the NMC
- To maintain patient confidentiality at all times
- To maintain a safe environment within the Ward/Unit/Directorate
- To liaise with relatives, community mental health team staff, GPs, other hospitals and local agencies to facilitate the smooth progression of care and aftercare of patients
- To monitor and report serious untoward incidents/near misses so that appropriate remedial action can be taken

- To undertake and develop the appropriate skills of practice to widen professional scope, ensuring a period of training and in line with approved policies and procedures
- To attend mandatory training relevant to role
- To undertake any other duties as identified by line manager
- Work within Trust Nursing policies and procedures and professional boundaries undertake all appropriate aspects of Nursing Care required including specific relevant clinical skills gained following appropriate training instruction.
- Liaise with other clinical areas, psychiatric liaison service or community teams as necessary for the coordination of patient care and the smooth running of the ward.
- Maintain complete and accurate patient records ensuring that they provide a detailed account of all care provided throughout the patients stay. Ensure the enhanced care documentation is accurately completed and reviewed daily with the ward MDT and any updates or new information recorded
- Provide clinical advice as required to staff, carers and junior colleagues.
- Liaise and maintain excellent communication between the multidisciplinary team, patients, relatives and carers.
- Act as a role model for students and junior staff, where applicable act as their mentor.
- Be aware of and follow legislation and/or policies and procedures with regard to yourself, patients, other members of staff, equipment and the general public
- Assist in the investigation of complaints as required.
- Assist in maintaining and improving patient care by participating in quality initiatives, e.g. Audit.
- Liaise with senior/managerial staff to bring to their attention any problems identified.
- Maintain own professional competence through on going professional development to include clinical supervision, annual mandatory training, appraisal process and personal development planning
- Use resources effectively in order to provide quality patient care whilst having an awareness of budgetary issues.
- Ensure privacy, dignity and confidentiality for patients and relatives.
- Communicate sensitive/difficult information and provide support for patients, relatives, carers and colleagues as appropriate.
- Utilising clinical reasoning skills, identify when a patient's condition is deteriorating and ensure that this is escalated and acted upon in a timely manner.

Key attitudes and Behaviours

- Collaborative
- Good communication
- Caring and compassionate
- Respond positively and act promptly

Professional Responsibilities – NMC

1. Be accountable for own professional practice in accordance with NMC Code of Conduct.
2. Ensures own and others practice is in line with NMC Code of Professional Conduct at all times.

This is an outline job description designed to give an overview of the responsibilities of the post. The post holder will be expected to be flexible to respond to change and organisational need. The post holder will also be expected to contribute to the wider corporate and organisational needs of the Trust as appropriate.

General

- To work independently within the clinical and professional guidelines and policies laid down by the Trust and by the NMC professional code of conduct.
- Any other duties which become necessary to ensure the smooth running of the department commensurate with the grade of the appointee.
- To carry out duties in a courteous and sympathetic manner at all times.

Information Governance

Whilst employed by the Trust you may have access to patient or staff information, this information must be kept confidential and must not be disclosed to anybody other than when acting in an official capacity. The unauthorised use or disclosure of patient or other personal information is a dismissible offence and in the case of disclosure of computerised information, could result in prosecution for an offence or action for civil damages under the Data Protection Act 1998.

If this post involves the collection, entry, change or deletion of any data items either electronic or manual (e.g. the Trust Patient Administration System) it is your responsibility to ensure that as far as is reasonably possible, you have ensured that those details are accurate and up-to-date.

All employees must familiarise themselves with and adhere to all Trust policies and procedures including the following:

- Risk Management Policy and Strategy
- No Smoking at Work
- Equal Opportunities in Employment, including the Disability Discrimination Act
- The Caldicott Principles

Safeguarding Vulnerable adults, children and young people

All Trust employees have a responsibility to safeguard and promote the welfare of vulnerable adults, children and young people. As such, you have a duty to familiarize yourself with the Trust adult and Child Protection Procedures and Guidelines which are accessible on the intranet.

No Smoking Policy

Surrey and Sussex Healthcare NHS Trust is a smoke free Trust covering trust premises, grounds and any trust owned vehicle. Staff should not smoke during their working hours and will be protected from passive smoking both in the Trust and whilst making home visits.

Research

The Trust manages all research in accordance with the Research Governance Framework, a copy of which is available in the Medical Director's Office. As an employee of the Trust, you are required to comply with all reporting requirements, systems and duties of action put in place by the Trust to deliver research governance standards

Intellectual Property

From time to time during the normal course of your employment you may generate Intellectual Property (IP) which may have value in the delivery of better patient care. Where such Intellectual Property (IP) is created in the course of your employment or normal duties then under UK law it will generally belong to the Trust, unless agreed otherwise in writing between you and the Trust.

The Trust management procedures for Intellectual Property (IP) have been approved by the Trust Board and can be found on the Trust Intranet Site. Trust Procedures are consistent with the Management Framework for Intellectual Property (IP) of the Department of Health. You are required to comply with these procedures.

Essential	Desirable	Evidenced by
Qualifications		
<ul style="list-style-type: none"> • RN (Mental Health) Current NMC registered • RN (Learning Disability) • Mentor preparation 	<ul style="list-style-type: none"> • ILS • Update Proactive Physical Interventions (Restraint/Safe holding training) • Willingness to undertake relevant clinical course • Makaton sign language (RNLD) 	Application Form and Certificates

Experience		
<ul style="list-style-type: none"> Minimum of 12 months post registration experience 6 months of Evidence of excellent interpersonal skills 	<ul style="list-style-type: none"> Post registration experience Taking charge of a Ward Experience of teaching Experience in supervision of others 	Application Form and Interview
Knowledge, Skills and Competencies		
<ul style="list-style-type: none"> Demonstrate competence in clinical skills relevant to the clinical area. Clinical rea*soning and decision making skills Ability to work with minimum supervision Evidence of understanding and insight into current issues in nursing and NHS Is aware of responsibility in relation to NMC Professional Code of Conduct Excellent communication skills, including written and spoken English Ability to accurately and efficiently calculate and administer medications Evidence of self-development Ability to problem solve, anticipate and forward plan Computer and IT skills Knowledge of clinical supervision Is aware of National and local policies and initiatives which impact on patient and nursing care and is able to demonstrate their application in the ward/department. 	<ul style="list-style-type: none"> Knowledge of Clinical Governance 	<p>Application and Interview</p> <p>Test</p>
Behaviours and Values		
<ul style="list-style-type: none"> Flexibility in shift/working patterns to meet the needs of the service Is able to participate as a team member Is of good health and good character as per NMC requirements Willing to accept additional responsibilities as delegated by senior staff Displays the Trust's Values: <ul style="list-style-type: none"> Dignity and Respect One Team Compassion Safety and Quality 		Application and Interview