



GIG
CYMRU
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WALES

Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

Job Description

SECTION 1

JOB DETAILS

| | |
|------------------------------|----------------------------|
| Job Title: | Staff Nurse |
| Contract Type | Permanent |
| Contract Hours | 37.5 hours |
| Division/Directorate: | Mental Health |
| Department/Ward: | Psychiatric Intensive Care |
| Responsible to: | Ward Manager |
| Accountable to: | Service Manager |
| Base: | Princess of Wales Hospital |
| Band: | Band 5 |

Main Purpose of the Job:

To undertake the role of key worker/care co-ordinator providing assessment, implementation and evaluation of individuals' care.

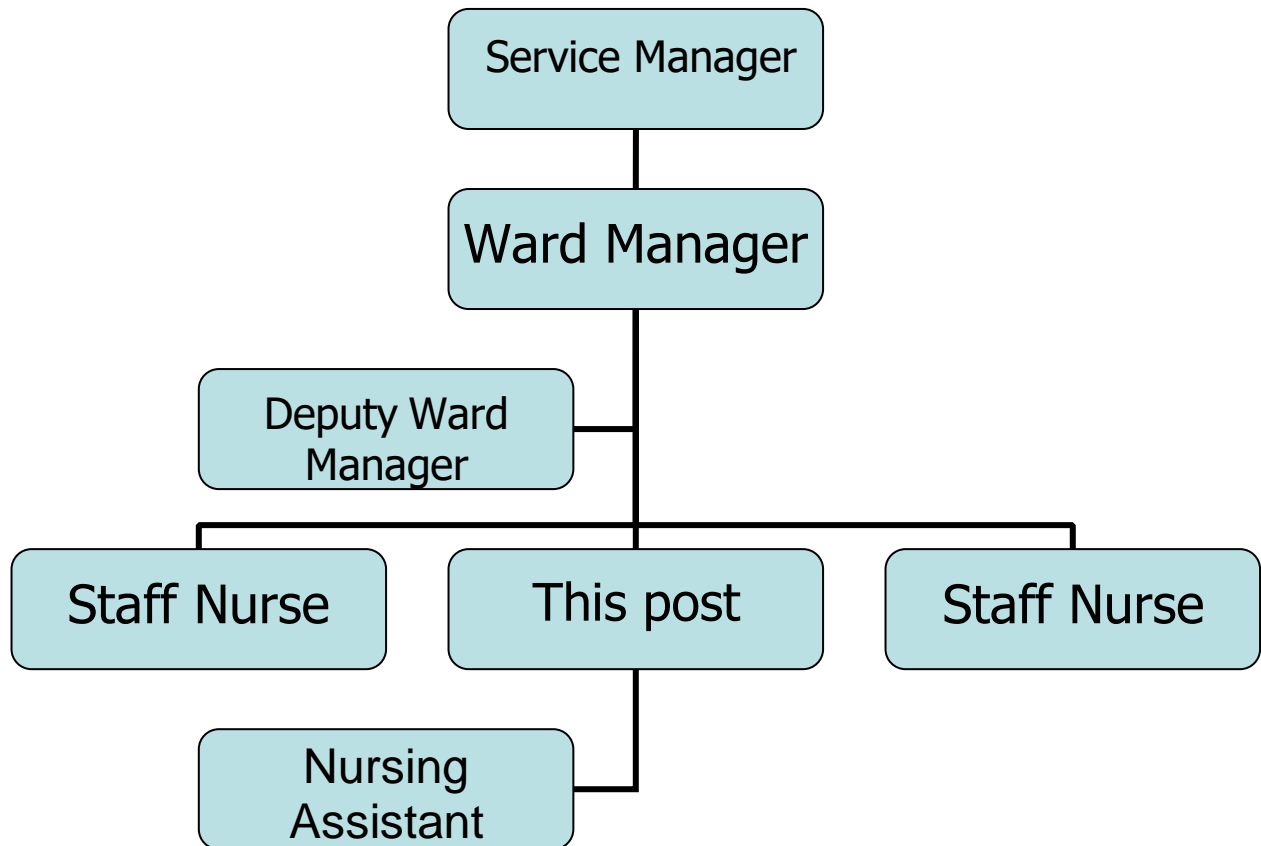
To ensure the care given is patient centred, multidisciplinary, collaborative and evidence based.

Principal Duties:

- To contribute to the effective management of the ward.
- To effectively manage work loads including undertaking regular supervision with line manager.
- To ensure safe administration and storage of medication.
- To ensure accurate records are kept of all contacts in line with professional requirements and departmental guidelines.
- To monitor and update any risk issues in relation to patient care and safety.
- To provide effective communication with other professionals, clients and carers.
- To ensure that the principles and processes related to the Care and Treatment Planning are adhered to.
- To help promote a therapeutic environment for in-patients.
- To attend and participate in patient centred meetings including ward rounds, CTP reviews etc.
- To ensure care is collaborative and meaningful engaging with all relevant stakeholders.

Organisation Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and two levels above and below. Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



SECTION 2

1. Communications and Relationships skills

The post holder will communicate effectively both verbally and in writing, with patients, carers and the multi-disciplinary team, taking into account the situation and context of the communication and using tact and persuasive skills and demonstrating an awareness of sensitive information. This will include report writing for mental health appeals, continuing care applications.

The post holder will communicate appropriately with individuals, considering mental health issues which may affect communication, understanding how to improve communication effectively with patients with a physical impairment, for example deafness, dysphagia.

The post holder will enable other junior staff to improve their understanding of communication issues within the mental health setting.

The post holder will maintain written records to a high standard in accordance with UHB policies and NMC requirements.

The post holder will maintain patient confidentiality at all times in accordance with UHB policies and NMC requirements

The post holder will provide effectively communication within the Unit, with other wards and throughout the Directorate.

To liaise with other professionals to ensure effective working relationships and environments within the work area e.g. Local Authority Staff, Occupational Therapy Staff, Housing Agency Staff.

The post holder will be expected to undertake the role of "nurse in charge" of the ward in the absence of ward manager/Deputy ward manager.

The post holder will need to be able to effectively and safely delegate appropriate duties to others as well as monitor the performance of others.

2. Knowledge, Training and Experience

The post holder will be required to be a first level nurse (Mental Health).

Will need to comply with all mandatory training some of which will be specific

to the area of work e.g. RPI level 4 training within acute in-patients.

Must have knowledge of Mental Health Act Legislation and keep up-dated with changes.

3. Analytical and Judgmental Skills

The post holder will be required to undertake on-going assessments of clients mental health state recognising improvements and deterioration and communicating these effectively to other professionals.

The post holder will undertake Comprehensive assessment in relation to their own case load as well as within the remit of the CTP guidelines. This will involve first contact as well as on-going assessment.

The post holder will be required to facilitate group work including recognising the impact on individuals and their suitability to undertake the therapy. This can be a fluctuating state.

The post holder will be expected to undertake regular risk assessments and risk management planning.

4. Planning and Organisational Skills

The post holder will be required to plan their own clinical work load. This will involve individual and group work as well as ward rounds and other patient meetings which will follow the CTP processes.

As named nurse the post holder will be expected to take the lead in organising multidisciplinary meetings to plan and ensure a co-ordinated delivery of care which is collaborative.

5. Physical Skills

The post holder will be required to have basic IT and keyboard skills.

The post holder will be required to undertake clinical observations.

The post holder will be required to undertake all mandatory training including manual handling.

The post holder will be required to escort patients to appointments within other departments as well as on walks in and out of the hospital grounds as determined by need and accurate risk assessment.

6. Patient/Client Care Responsibilities

The post holder will be fully involved in the assessment, planning and review of patients within an in-patient setting.

The post holder will deliver interventions as prescribed and agreed in the clients care plan and will undertake therapeutic interventions on an individual and group work basis.

Where necessary the post holder will undertake the role of Care Co-ordinator as described under CTP. The post holder will also need to attend client reviews where there is involvement.

To ensure that all clients have a full risk assessment and risk management plan.

7. Policy and Service Development/Implementation

The post holder will be expected to follow all University Health Board and Departmental policies and procedures as well as professional guidelines.

The post holder will be expected to comment on the development of policies and procedures.

8. Financial and Physical Resources:

The post holder will be monitor and maintain adequate stock levels e.g. clinic equipment, needles, syringes swabs etc. as delegated by the Ward manager.

The post holder will be involved in the documentation of patient property and ensure that procedures are followed for the safe storage of property and valuables.

9. Human Resources:

The post holder will provide supervision and support to the Health Care Support worker.

As a regular supervisor of students it is the post holders responsibility to ensure that both the post holder and the student are aware of the limitations of the role and have considered the individuals level of competence, skill and knowledge.

10. Information Resources:

The post holder will be required to use IT systems to record patient activity and assessments.

11. Research and Development:

Participate in clinical and multidisciplinary audit ensuring implementation of evidence based practice.

If necessary to become involved in any external research programmes.

12. Freedom to Act :

The post holder will:

Be guided by clearly defined occupational policies.

Have responsibility for the management of a defined group of clients within the ward area.

Effort & Environment Factors:

The information requested below is for supplementary purposes, to support an accurate job matching outcome, by clearly identifying the post holder's exposure to certain conditions whilst undertaking the job role.

13. Physical Effort The post holder will:

- Be required to use a combination of sitting, standing, kneeling and walking throughout the day and will be required to undertake RPI training to level 4 with annual up-dates.

14. Mental Effort

The post holder will:

- Be required to concentrate for long periods on a frequent basis.
- Be required to respond to unpredictable situations on occasions.
- Be expected to deal with clients and families who may be distressed.

15. Emotional Effort The post holder will:

- Be exposed to distressing situations and challenging behaviour when dealing with serious mental health problems and needing to impart unwelcome news or intervene in a crisis.

16. Working Conditions

The post holder will:

- Have frequent exposure to unpleasant and occasionally highly

unpleasant unavoidable hazards e.g. requirement to work in situations where verbal and/or physical aggression may occur.

SECTION 3

KSF Post Outline

| Dimension Type | Dimension Number | Dimension Name | Foundation Gateway (Subset Outline) | | Second Gateway (Full Outline) | |
|----------------|------------------|--|--|--------------|----------------------------------|--------------|
| | | | Level | Indicator(s) | Level | Indicator(s) |
| Core | C1 | Communication | 2 | a-e | 3 | a-f |
| Core | C2 | Personal and People Development | 2 | a-e | 3 | a-g |
| Core | C3 | Health, Safety and Security | 2 | a-f | 3 | a-e |
| Core | C4 | Service Improvement | 2 | a-f | 2 | a-g |
| Core | C5 | Quality | 2 | a-f | 2 | a-f |
| Core | C6 | Equality and Diversity | 2 | a-d | 2 | a-d |
| Specific | HWB2 | Assessment and Care Planning | 2 | a-f | 3 | a-g |
| Specific | HWB4 | Enablement to address health and wellbeing | 2 | a-e | 3 | a-g |
| Specific | HWB7 | Interventions and treatments | 2 | a-g | 3 | a-i |

NB This Outline is **not** a substitute for a complete KSF post outline which must be approved via the e-ksf tool. No post can be advertised without an approved KSF Outline and matched Job Description.

SECTION 4

Normal Hours

To work in line with department shifts patterns over a seven day week. This may change depending on the needs of the service.

Performance Appraisal

You will be expected to participate in the Performance Development Programme, a part of which is Performance Appraisal.

Registered Health Professional

All employees of Cwm Taf Morgannwg University Health Board who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.

Lease Car

If applicable.

Job Limitation

At no time should you work at a level outside your level of competence. If you have concern regarding this please discuss immediately with your Line Manager/Supervisor. All staff therefore have a responsibility to inform those supervising their duties if they do not feel competent to perform a duty/task.

You must be aware of your Terms and Conditions of Service (read your Statement of Main Terms and Conditions).

If relevant to your role access advice and support from appropriately qualified persons in respect of on-site, on-call and call in arrangements.

Staff have a responsibility to access Occupational Health and other support for advice in times of need.

Risk Management/Health & Safety

Cwm Taf Morgannwg University Health Board is committed to protect its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the relevant Risk/Occupational Health & Safety Policies, actively participate in this process and have responsibility for managing risks and reporting exceptions.

Records Management

As an employee of Cwm Taf Morgannwg University Health Board, you are legally responsible for all records that you gather, create or use as part of your work within the Organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records, and you have a legal duty of confidence to service users. You should consult your manager if you have any doubt as to the correct management of records with which you work.

Confidentiality of Information

Any matters of a confidential nature must not be divulged or passed on to an unauthorised person(s) or third party under any circumstances either during or after employment except in the proper course of your employment or as required by law, by Cwm Taf Morgannwg University Health Board or both. Any such breach of confidentiality may be regarded as gross misconduct and may lead to disciplinary action.

Training & Development

All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.

Review

The duties of this post are not inflexible and will be reviewed periodically and may be changed to be consistent with the grading

of the post as the organisation develops following consultation with the post holder.

Equality

The Cwm Taf Morgannwg University Health Board will take all practicable steps to ensure that staff are recruited, managed, developed, promoted and rewarded on merit and that equal opportunities are given to all staff.

Each employee is responsible for his or her own professional and personal behaviour and there is a requirement of all staff to conduct themselves in a manner, which does not cause offence to another person. The Cwm Taf Morgannwg University Health Board is also committed to providing a safe, healthy and fair working environment and will take all practicable steps to avoid and eliminate harassment of any kind of its employees at work.

Signed: (Post Holder)

Date:

Signed: (Directorate Manager) Date:

Signed: (Divisional Manager)

Date

Date Job Description compiled:

Date for review:



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Person Specification

| Job Title: Staff Nurse | | Band: 5 | |
|--|--|---|--|
| Department: Mental Health | | Responsible to: Ward Manager/Nurse in Charge | |
| Area | Essential at recruitment | Desirable | Assessed by |
| 1.Education/Qualifications / Training | RMN. Excellent clinical knowledge of specialist area. | | Application Form Interview Production of evidence (certificates etc) |
| 2. Experience | | Experience of in-patient nursing. | Application Form Interview References |

| | | | |
|-------------------------------|--|--------------------------------|--|
| 3. Skills | <p>Good clinical, communication and listening skills.</p> <p>Effective organisational and negotiating skills.</p> <p>Work as a member of a Team.</p> <p>Ability to work in a</p> | | <p>Application Form</p> <p>Interview</p> <p>References</p> |
| | <p>challenging and changeable environment.</p> | | |
| 4. Knowledge | <p>Up to date with current Mental Health legislation and developments.</p> <p>Up-to-date knowledge of current mental health practice including CPA processes.</p> | | <p>Application Form</p> <p>Interview</p> <p>References</p> |
| 5. Personal Attributes | <p>Have a positive attitude to Multidisciplinary and MultiAgency working.</p> <p>Flexible approach to work and able to cope with change.</p> <p>Be able to work in an ever changing highly active environment.</p> | <p>Ability to speak Welsh.</p> | <p>Interview</p> <p>References</p> |

| | | | |
|---|---|--|---|
| 6. Circumstances e.g. Mobility/Availabilityspecial attendance requirements | | | Application Form Interview |
| 7.Physical Requirements and attributes (include any specific health requirements) | Physically able to undertake Restrictive Physical Intervention at level 4 with annual up-dates. | | Application Form Interview Occupational Health Questionnaire |
| 8. Any other special requirements not covered by 1-7 above | DBS clearance. | | Interview References |

Essential: Attributes under this heading are essential for adequate job performance upon appointment: - the job cannot be performed unless these factors are present.

Desirable: - Attributes under this heading are not explicitly needed for the post, but which may be used for short listing for interview

Signed: (Post Holder)

Date:

Signed: (Directorate Manager)

Date:

Signed: (Divisional Manager)

Date

Date Person Spec. compiled:

Date for review:

