

Job Description

Job Title:	Return to Practice Nurse
Band:	4
Responsible to:	Ward Manager
Department:	Ward S3 Adult Eating Disorders
Directorate:	Adult and Specialist

Our Values

	Behaviour	How we will demonstrate this behaviour
Professionalism	We will maintain the highest standards and develop ourselves and others	By demonstrating compassion and showing care, honesty and flexibility
Respect	We will create positive relationships	By being kind, open and collaborative
Innovation	We are forward thinking, research focused and effective	By using evidence to shape the way we work
Dignity	We will treat you as an individual	By taking the time to hear, listen and understand
Empowerment	We will support you	By enabling you to make effective, informed decisions and to build your resilience and independence

Job Purpose

- The Return to Practice Nurse will be undertaking a training programme within Cambridgeshire and Peterborough NHS Foundation Trust and Anglia Ruskin University. A placement within an agreed clinical area will be undertaken as part of the course. A minimum of 150 hours will be spent in clinical practice.
- The Return to Practice Nurse will assist in the overall implementation and evaluation of care as part of the multi-disciplinary team.
- The Return to Practice Nurse is expected to plan, implement, deliver, and maintain high standards of care.
- The Return to Practice Nurse will be skilled in taking appropriate action(s) to achieve the planned outcome.

CPFT is supported by the **HeadtoToe Charity** – visit www.HeadToToeCharity.org for more details



- The Return to Practice Nurse is expected to work under supervision across a 24-hour service within an agreed clinical environment.
- The Return to Practice Nurse will be expected to practice in accordance with Trust policies, guidelines, standards, and statutory requirements and operate within defined competency boundaries.
- It is required that Return to Practice Nurses will commit to undertake the formal education of the course and successfully complete all components of the training programme within the contract period.

Main Tasks, Duties and Responsibilities

- Provide and deliver a high standard of nursing care recognising and meeting the specific needs of patients.
- Assist in planning, implementation, and evaluation of individual programmes of care for patients.
- Carry out clinical observations on patients, recognising, recording, and reporting abnormalities and changes in patients' condition to the Registered Practitioner.
- Assist in ensuring patients' nutritional needs are met
- Participating in meal preparation.
- Providing meal supervision and post meal observations.
- Undertake phlebotomy training and training in conducting ECG
- Assist in the safe moving and handling of all patients utilising appropriate equipment.
- Participate in the process of involving relatives/carers in the provision of patient care.
- Assist with the psychological/spiritual needs of patients.
- Assist in safe and appropriate use and maintenance of equipment.
- Undertake the escort of patients to other departments and wards as instructed by a Registered Practitioner.
- Utilise early warning score indicators in eating disorders (Marsi MEWS) to recognise any patient deterioration/sudden change in condition, reporting immediately to a Registered Practitioner.
- Prepare and undertake interventions consistent with evidenced based practice, transferring and applying knowledge and skills to meet patients' needs.
- Participating in multi-disciplinary team meetings and CPA meetings
- Evaluate and review the effect of any interventions and the patients agreed plan of care.
- Act as an associate nurse, providing support to primary nurses.
- Spending 1:1 time with patients in the absence of primary nurse.
- Organise and prioritise time effectively.
- Act in such a way that safeguards the health and wellbeing of children and vulnerable adults at all times.
- Acknowledge any limitations of competence in accepting care activities outside agreed limitations and informs a Registered Practitioner.
- Contribute to the prevention and control of infection in line with Trust guidelines.
- Assist in the maintenance of accurate records and documentation, with regard to legal requirements, confidentiality and management of information.
- Ensure that essential information on the patients' condition and progress is recorded in accordance with Trust guidelines.

- Understand the need to maintain and respect patient confidentiality.

Equipment & Systems

- Understand commonly used IT systems
- Able to use electronic systems as set out by the trust

Decisions & Judgements

- Manage own time and workload
- Manage and maintain own clinical practice, ensuring that it is up to date and relevant
- Work to deadlines and maintains a high standard of work with the ability to influence change and service improvement within a high-pressured environment

Research & Audit

- Undertake critical analysis of research to inform and enable best clinical practice
- Maintain up to date knowledge of professional issues through participation in on-going education, research and continuing professional development opportunities
- Participate in innovation, promoting a culture of change and quality improvement based on evidence/research
- Actively participate in the promotion and implementation of evidence-based care, ensuring the dissemination of good practice
- Adhere to policies and procedures relating to own workplace
- Reflect on everyday practice with colleagues to identify areas where improvements in safety and/or quality can be made
- Participate in and act upon the results of related audits and evaluations
- Maintain up-to-date knowledge of relevant clinical, social and legal matters in order to maintain and improve the quality of service

Communication & Relationships

- Demonstrate excellent interpersonal skills and the ability to communicate effectively with a broad range of staff at all levels within the organisation

- Manage own time and workload
- Possess strong interpersonal/communication skills
- Be able to manage conflict, persuade, motivate, and facilitate others
- Manage and maintain own clinical practice, ensuring that it is up to date and relevant
- Work to deadlines and maintain a high standard of work with the ability to influence change and service improvement within a high-pressured environment

Managerial & Financial Requirements

- Demonstrate effective use of materials/resources/supplies in consultation with senior staff

Physical, mental, emotional & environmental demands of the job

- Respond compassionately and professionally to concerns and issues that are raised.
- Using appropriate systems in place to ask for support and guidance when needed.
- Having flexibility to adapt to different working environments.

Training & Development

- To participate in regular supervision (clinical or management) in accordance with good practice guidelines and Trust policy.
- To participate in the Trust's annual Appraisal process.
- To attend all relevant mandatory training as and when required to do so.

Quality & Patient Safety

- Protection of Children & Vulnerable Adults – To promote and safeguard the welfare of children, young people, and vulnerable adults.
- Implementation of NICE guidance and other statutory / best practice guidelines. (if appropriate)
- Infection Control - To be responsible for the prevention and control of infection.
- Incident reporting - To report any incidents of harm or near miss in line with the Trust's incident reporting policy ensuring appropriate actions are taken to reduce the risk of reoccurrence.
- To contribute to the identification, management, and reduction of risk in the area of responsibility.
- To ensure day to day practice reflects the highest standards of governance, clinical effectiveness, safety, and patient experience.
- To ensure monitoring of quality and compliance with standards is demonstrable within the service on an ongoing basis.

- To be aware of the responsibility of all employees to maintain a safe and healthy environment for patients/ clients, visitors and staff.

General

- To maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health.
- To comply with the Professional Codes of Conduct and to be aware of changes in these. To maintain up to date knowledge of all relevant legislation and local policies and procedures implementing this.
- To ensure that all duties are carried out to the highest standard and in accordance with currently quality initiatives within the work area.
- To comply with all relevant Trust policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information and to be aware of any changes in these.
- To comply at all times with the Trust's Information Governance related policies. Staffs are required to respect the confidentiality of information about staff, patients and Trust business and in particular the confidentiality and security of personal identifiable information in line with the Data Protection Act. All staff are responsible for ensuring that any data created by them is timely, comprehensive, accurate, and fit for the purposes for which it is intended.

Equality & Diversity

The Trust is committed to equality and diversity and works hard to make sure all staff and service users have access to an environment that is open and a free from discrimination. As a Trust we value the diversity of our staff and service users, and therefore recognise and appreciate that everyone associated with the Trust is different and so should be treated in ways that are consistent with their needs and preferences.

Therefore, all staff are required to be aware of the Trust's Equality and Diversity Policy and the commitments and responsibilities the Trust has to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

We firmly believe that it makes good business sense to have a workforce representative of the communities we serve and so encourage applications from all sections of the community.

To be noted:

- This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.
- This post is subject to the Rehabilitation of Offenders Act 1974 (Exemption Order 1975) and as such it will be necessary for a submission for disclosure to be made to the Criminal Records Bureau to check for previous criminal convictions. The Trust is committed to the fair treatment of its staff, potential staff or users in line with its Equal Opportunities Policy and policy statement on the recruitment of ex-offenders.

Person Specification

Job Title:	Return to Practice Nurse
Band:	4
Responsible to:	Ward Manager
Department:	Ward S3

Criteria	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> Previous registration with the NMC. 	<ul style="list-style-type: none"> Evidence of post-registration professional development.
Experience	<ul style="list-style-type: none"> Experience of working within a hospital healthcare setting, community team or in the private sector delivering personal and clinical care. 	
Skills & Abilities	<ul style="list-style-type: none"> Able to demonstrate commitment to high quality care and service provision. Good interpersonal skills. Team working. Basic IT skills. 	
Knowledge & Understanding	<ul style="list-style-type: none"> Insight into roles and responsibilities of the post. Willingness to learn and develop their role. 	
Physical Requirements	<ul style="list-style-type: none"> Caring, compassionate and motivated. Reliable and trustworthy, interpersonal skills and confident and enthusiastic. Commitment to complete the training programme. 	
Other	<ul style="list-style-type: none"> Positive approach to older people. Recognise people's right to privacy and dignity, 	

CPFT is supported by the **HeadtoToe Charity** – visit www.HeadToToeCharity.org for more details



	<p>treating every person with respect.</p> <ul style="list-style-type: none"> • Willingness to embrace integrated model and new ways of working. • Willingness to be flexible in approach and attitude. 	
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The Trust believes in treating everyone with dignity and respect and encourages applications from all sectors of the community. We guarantee an interview to candidates with disabilities who meet the minimum essential criteria.