

### Job Description

<b>Post Title</b>	<b>Charge Nurse</b>
<b>Band</b>	<b>6</b>
<b>Directorate</b>	<b>South Manchester</b>
<b>Location/Base</b>	<b>Bronte Ward, Laureate House</b>
<b>Responsible to</b>	<b>Ward Manager</b>
<b>Accountable to</b>	<b>Operational Manager</b>

#### Job Summary/Purpose

To assist the Ward Manager in providing Leadership and Operational Management to a Ward ensuring the provision of quality nursing care to all service users on the ward/department. The post holder will assess, plan and implement care, and provide specialist nursing advice and carry out specialist nursing procedures in the agreed care group. They will provide clinical and managerial leadership to junior staff, providing supervision to junior staff and students.

### Main Duties & Responsibilities

<b>Heading</b>	<b>Duty/Responsibility</b>
<b>Clinical duties and responsibilities</b>	<p>Assess, plan, implement and evaluate individual patient centred care in conjunction with the multi-disciplinary team using evidence-based practice and thus act as a role model of good nursing practice to other staff.</p> <p>Assist the Ward Manager in developing services to meet the changing needs of service users in keeping with the Service and Resource plan and in consultation with the Clinical Manager.</p> <p>To ensure the Care Programme Approach is implemented.</p> <p>Develop and maintain systems to ensure all clinical information is communicated to members of the team involved in the treatment programme – both departmental staff and others.</p> <p>Develop, maintain and monitor MDT case records.</p> <p>Work in productive co-operation with other professional and voluntary staff to ensure the delivery of patient centred care particularly the relatives/main carers of the patient.</p> <p>To be involved in the clinical supervision and staff appraisal systems as agreed with the Clinical Manager.</p> <p>Ensure requirements of continual professional development are met.</p> <p>To adhere at all times to NMC Codes of Practice.</p>

	<p>Deliver the Clinical Governance/Quality Agenda.</p> <p>Comply with the requirements of Caldicott Report, Data Protection Act (1993) and common law duty to maintain confidentiality.</p> <p>Foster and nurture in individual practitioners a critical awareness of the service in an attempt to constantly improve that service.</p> <p>Ensure that all staff are sensitive to and demonstrate respect for individual service users need for dignity and privacy and adopt a courteous manner in their interpersonal activities.</p> <p>Ensure that staff within the ward are aware of issues related to practice development</p> <p>Ensure that they are up-to-date with both de-escalation and PMVA techniques appropriate to the ward environment.</p>
<p><b>Staff development</b></p>	<p>Act as a mentor for student nurses.</p> <p>Provide preceptorship for newly qualified staff.</p> <p>Apply the findings of relevant research, and endeavour to initiate research.</p> <p>Undertake necessary activities to ensure the department is included in the training of various professions in consultation with the Clinical Manager.</p>
<p><b>Management duties and responsibilities</b></p>	<p>Assist in the management of the ward as agreed with the Ward Manager.</p> <p>To act as a role model within the team continually promoting a high standard of care for all patients admitted to the ward, which is effective and responsive to the needs of service users.</p> <p>Ensure the development and maintenance of a culture within the department this is reflective of the philosophy of the Mental Health Service.</p> <p>Assist with the development and maintenance of appropriate Operational Policies in conjunction with the staff and the Ward.</p> <p>Ensure that all staff within the sphere of responsibility carries out their duties and responsibilities in a manner acceptable to the Trust and in keeping with its policies and procedures.</p>

	<p>Agree Individual Performance Plans with the Ward Manager.</p> <p>Exercise leadership and endeavour to achieve and maintain high moral in all staff.</p> <p>Ensure efficient and effective use of resources and manage the ward within the given budget.</p> <p>Work with the Ward Manager to introduce and support the use of up to date evidence-based practice, skills and practice which are evidence based.</p> <p>Act as bleep holder for the unit as required.</p> <p>To adhere to the guidelines laid out in the NMC Code of Professional Conduct.</p> <p>To take charge as required, and assist in the effective management of the ward.</p> <p>To be deliver an effective resource management.</p> <p>Assist the Ward Manager in the induction programme for new staff which will enable staff to feel welcomed and equipped to take on their new roles within the ward environment.</p> <p>To support and actively participate in developments that support the Service and Resource Plan and the Directorate's Strategic Direction.</p> <p>To maintain a safe environment for clients/staff and visitors, ensuring all Health &amp; Safety policies are adhered to.</p> <p>Ensure the maintenance of effective electronic, written and verbal communication systems.</p> <p>To be involved in the development of clinical governance systems within the unit.</p> <p>To participate in the recruitment, selection and induction of junior staff onto the unit.</p> <p>To be responsible for ensuring compliance with the Mental Health Act 1983. Take responsibilities regarding paperwork i.e. 132 rights, 117 Leave.</p>
<p><b>Service user and carer involvement</b></p>	<p>Ensure that service users receive clear and accurate information on the following:</p>

	<p>How to access the service around the clock Confidentiality Access to records Their assessment Care Plan Care Plan reviews Mental Illness Community Resources What they can expect from the service How they can access Advocacy Services</p> <p>Ensure effective forums for service user participation in care delivery.</p> <p>To involve service user is fully involved in the development and evaluation of their Care Plan as far as possible, and where appropriate, their relatives and their carers.</p>
<b>Health and Safety</b>	All employees have a duty to take reasonable care to avoid injury to themselves or to others and to co-operate with the Trust in meeting its statutory requirements.
<b>Confidentiality</b>	All information relating to patients and staff gained through your employment with this Trust is confidential. Disclosure to any unauthorized person is a serious disciplinary offence.
<b>Policies and procedures</b>	To be conversant with and adhere to the policies and procedures of the Trust
<b>Trust Mandatory On-going Requirements - to be met by the candidate after commencing in post, these will not be assessed at the recruitment stage</b>	<ul style="list-style-type: none"> <li>• To undertake any other reasonable duty, when requested to do so by an appropriate Trust manager.</li> <li>• To understand and comply with all Trust policies, procedures, protocols and guidelines.</li> <li>• To understand the Trusts Strategic Goals and how you can support them.</li> <li>• To understand the need to safeguarding children and vulnerable adults and adhere to all principles in effective safeguarding.</li> <li>• To carry out all duties and responsibilities of the post in accordance with Equal Opportunities, Equality and Diversity and dignity in care/work policies and principles</li> <li>• To avoid unlawful discriminatory behaviour and actions when dealing with the colleagues, services users, members of the public and all stakeholders.</li> <li>• To access only information, where paper, electronic, or, in another media, which is authorised to you as part of the duties of your role.</li> <li>• Not to communicate to anyone or inside or outside the NHS, information relating to patients, services users, staff, contractors or any information of a commercially sensitive nature, unless done in the normal course of carrying out the duties of the post</li> </ul>

	<p>and with appropriate permission.</p> <ul style="list-style-type: none"><li>• To maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately, appropriately and kept up to date.</li><li>• To ensure their day to day activities embrace sustainability and reduce the impact upon the environment by minimising waste and maximising recycling; saving energy; minimising water usage and reporting electrical faults, water leakages or other environmental concerns to the facilities department or their line manager.</li><li>• Take reasonable care of the health and safety of yourself and other persons</li><li>• To contribute to the control of risk and to report any incident, accident or near miss</li><li>• To protect service users, visitors and employees against the risk of acquiring health care associated infections.</li><li>• To take responsibility for your own learning and development by recognising and taking advantage of all opportunities to learn in line with appraisal and supervision.</li><li>• At Trafford, internal rotation (of all grades) is promoted / expected, to develop staff and the service.</li></ul>
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### **Further Information for Postholder(s)**

This job description is not exhaustive, but is intended to give an overall picture of the role. Other duties within the general scope of the post may be required from time to time. The duties of the post and job description can be reviewed through the agreed process. All information obtained or held during the post-holders period of employment that relates to the business of the Trust and its service users and employees will remain the property of the Trust. Information may be subject to disclosure under legislation at the Trust's discretion and in line with national rules on exemption.

All Trust sites have been designated a no smoking area. The post holder is therefore advised smoking is not permitted within the hospital premises or grounds or whilst representing the Trust in the course of their duty. While the Trust will not discriminate against employing smokers, all prospective employees should be aware of this policy

### Person Specification

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Band	6
Directorate	South Manchester
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Responsible to	Ward Manager
Accountable to	Operational Manager
<b>Job Summary/Purpose</b> To assist the Ward Manager in providing Leadership and Operational Management to a Ward ensuring the provision of quality nursing care to all service users on the ward/department. The post holder will assess, plan and implement care, and provide specialist nursing advice and carry out specialist nursing procedures in the agreed care group. They will provide clinical and managerial leadership to junior staff, providing supervision to junior staff and students.	

<b>Essential Criteria</b> - The qualities without which a post holder could not be appointed.	<b>Desirable Criteria</b> - Extra qualities which can be used to choose between candidates who meet all the essential criteria	<b>How Assessed –</b> AP = Application form IN = Interview OA = Other Assessment
<b>Education / Qualifications</b> - to be able to complete the duties as laid out on the Job Description		
Be a registered mental health nurse.	Degree in mental health nursing or equivalent	AP, IN
Hold a mentor qualification		
Evidence of continuous professional development		
<b>Experience</b> - to be able to complete the duties as laid out on the Job Description		
Experience of working within an In-Patient environment.		AP, IN
Evidence of continuing professional development.		AP, IN
Experience of working alongside people with severe mental health problems particularly in their acute phase of illness		AP, IN
Experience of supervising staff		AP, IN
Experience of working within a multi-disciplinary team		AP, IN

<p>Experience of conducting clinical assessments including risk assessments</p> <p>Experience of partnership working within and across various statutory and non-statutory teams and agencies</p> <p>Experience of working within the CPA process</p>		<p>AP, IN</p> <p>AP, IN</p> <p>AP, IN</p>
<p><b>Knowledge</b> - to be able to complete the duties as laid out on the Job Description</p>		
<p>Ability to utilize evidence-based clinical assessments and therapeutic interventions relevant to the client group.</p> <p>Awareness of current trends in acute mental health and psychiatric nursing.</p> <p>Knowledge of relevant legislation, e.g. Mental Health Act (1983).</p> <p>Awareness of research methods and clinical audit cycle.</p> <p>Understanding of Care Programme Approach.</p>	<p>Demonstrate knowledge of the carers agenda.</p> <p>Demonstrate a knowledge of gender specific issues within inpatient services.</p>	<p>AP, IN</p> <p>AP, IN</p> <p>AP, IN</p> <p>AP, IN</p> <p>AP, IN</p> <p>AP, IN</p>
<p><b>Skills and Abilities</b> - to be able to complete the duties as laid out on the Job Description</p>		
<p>Excellent written and oral communication skills</p> <p>Ability to communicate in a clear and unambiguous way</p> <p>Excellent negotiation and conflict resolution skills</p> <p>Ability to develop effective professional relationships with others</p>		<p>AP, IN</p> <p>AP, IN</p> <p>AP, IN</p> <p>AP, IN</p> <p>AP, IN</p>

<p>Ability to develop good therapeutic relationships</p> <p>Establish and maintain communication with individuals and groups about difficult or complex matters overcoming any differences in communication</p> <p>Develop own skills and knowledge and provide information to others to help their development</p> <p>Participate in partnership working with individuals, groups, communities and agencies</p> <p>Organising and co-ordinating the activities of others within the ward environment</p> <p>Planning off duty rotas</p> <p>Co-ordinating ward meetings</p>		<p>AP, IN</p> <p>AP, IN</p> <p>AP, IN</p> <p>AP, IN</p> <p>AP, IN</p> <p>AP, IN</p>
<p><b>Other Requirements</b> - to be able to complete the duties as laid out on the Job Description</p>		
<p>Work an internal rotation across 24 hours, 7 days a week, including bank holidays.</p> <p>Ability to carry out PMVA techniques</p> <p>Ability to administer medication as required.</p> <p>Ability to use manual handling techniques.</p> <p>There is an occasional requirement to travel across the wide footprint of the Trust to attend meetings and events relevant to the role.</p>		<p>AP, IN</p> <p>AP, IN</p> <p>AP, IN</p> <p>AP, IN</p> <p>AP, IN</p>



**Greater Manchester  
Mental Health**  
NHS Foundation Trust

The Trust will consider any reasonable adjustments to the recruitment and selection process and to employment for applicants who have protected characteristics under the Equality Act 2010.

**Drawn up by: C. Gale**  
**Designation: Ward Manager**  
**Date: 07/12/2020**