



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Aneurin Bevan
University Health Board

ANEURIN BEVAN UNIVERSITY HEALTH BOARD JOB DESCRIPTION

JOB DETAILS:

Job Title	Registered Mental Health Nurse Inpatient
Pay Band	Band 5
Hours of Work and Nature of Contract	
Division/Directorate	Mental Health & Learning Disabilities Division
Department	
Base	

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Ward Manager
Reports to: Name Line Manager	
Professionally Responsible to:	Senior Nurse

OUR VALUES:

Ein GWERTHOEDD yw...

Pobl yn gyntaf

Cyfrifoldeb personol

Angerdd am welliant

BALCHDER

Our VALUES are...

People first

Personal responsibility

Passion for improvement

PRIDE

Am fwy o wybodaeth ffoniwch 01633 623801

For more information please contact the Organisational Development Team on 01633 623801

This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg

Job Summary/Job Purpose:

To be responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care without direction and supervision.

Demonstrate and supervise practice and procedures to registered and unregistered nursing staff to secure effective nursing practice.

To take a key role in the induction and mentorship of new and unregistered staff, and provide supervision.

DUTIES/RESPONSIBILITIES:**CLINICAL RESPONSIBILITIES**

- To assess, plan, implement, and evaluate programmes of care for those clients allocated to you, by the line manager or deputy within the unit.
- Communicates sensitive, confidential information to patients/clients requiring empathy, persuasion and reassurance. Some may have special needs
- To provide clinically effective and evidence based nursing care for their patients.
- To supervise the work of junior staff.
- To carry out risk assessments and ensure the unit manager is made aware of any patient they consider to be at risk and/or vulnerable.
- To maintain an accurate and up-to-date record of patient presentation and progress using the relevant documentation.
- To participate in the review of at risk/vulnerable patients as directed by the unit line manager.
- To adopt the role of named nurse for those patients/ clients allocated by the unit line manager.
- Promote a multi-disciplinary team (MDT) approach to patient care on the ward.
- To arrange meetings regarding patient care as directed by the MDT including writing Care and Treatment Plan (CTP) reports for identified patients.
- To seek appropriate community placements in conjunction with the MDT.
- To support the patient to access advice in relation to the appropriate benefits.

MANAGERIAL RESPONSIBILITIES

- To act up in absence of the unit line manager/ deputy.
- To be nurse in charge of the unit on a rostered basis

- To delegate tasks and duties responsibly, considering skills and competency.
- To provide support and advice as required by junior members within the team.
- To participate in managerial supervision of support staff as organised by the unit line manager.
- To participate in meetings as directed by the unit line manager.
- To ensure that the unit line manager is made aware of any untoward incidents.
- To write the necessary patients reports when applying for continuing care funding.

ORGANISATIONAL RESPONSIBILITIES

- To assist the unit line manager in providing statistical information as and when required.
- To participate in the training of nursing students and students of other disciplines.
- To work to all organisational policies and procedures.
- To participate in the Personal Appraisal Development Review (PADR) process promoting professional development.
- To fully engage with the preceptorship programme and Journey of Excellence.

PERSONAL RESPONSIBILITIES

- To develop their range of clinical skills.
- To maintain a positive attitude.
- To keep abreast of most recent professional nursing issues.
- To manage their own health and wellbeing, whilst promoting a sensible work life balance.
- To ensure that all mandatory and statutory training is completed as required.
- To maintain their individual personal profile as per re-validation requirements.
- To recognise their own professional accountability in line with the Nursing Midwifery Council (NMC) code of conduct.

Note: This framework is a guide to the duties you will be expected to perform immediately on your appointment. It does not form part of your contract of employment and your duties may well be changed from time to time to meet changes in the Health Board's requirements.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	RMN Qualification - Nursing Degree/ Diploma Up to date NMC registration Able to work in a multidisciplinary environment Possess a clear understanding of the roles and responsibility of a Band 5 staff nurse in inpatient Psychiatry.	Evidence of CPD Up to date training PMVA Good understanding of CTP and WARRN risk assessment.	Application Form/ Interview/ References.
Experience	Have relevant post registration experience Evidence of reflective practice.	Committed to professional development	Application Form/ Interview/ References.
Aptitude and Abilities	Excellent communication skills, verbal and written IT skills Ability to facilitate learning Ability to work within a team and independently Flexible to meet the needs of the service. Ability to work under pressure.	Ability to innovate and motivate team. Highly motivated team player. Professional manner.	Interview
Values	Self-motivated and enthusiastic Willing to learn Courteous Reliable and conscientious Flexible to meet organisational needs.		Application Form/ Interview
Other	Subject to satisfactory DBS check Ability to demonstrate responsibilities under NMC code of conduct.	Ability to speak Welsh.	Application form/ Interview

GENERAL REQUIREMENTS

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their 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 the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the

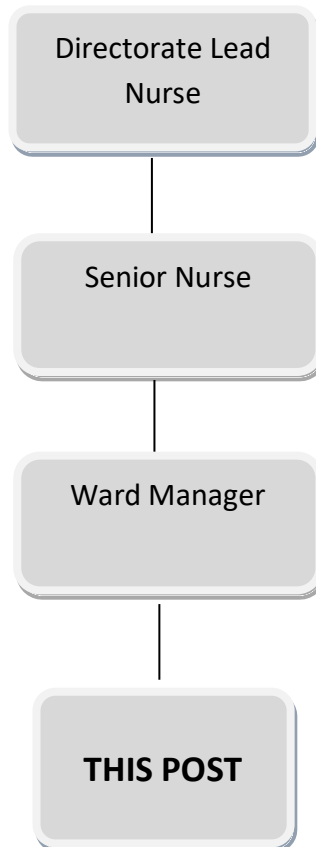
HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.

- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have direct contact with patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Standard Disclosure Check as part of the HB/Trust's pre-employment check procedure.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.

Flexibility Statement: The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Job Title:

Organisational Chart



Job Title: Band 5 Inpatient Nurse**Supplementary Job Description Information****Physical Effort**

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
Lifting weights, equipment or patients with mechanical aids	Occasionally	Varies	
Moving patients without mechanical aids	Occasionally	Varies	
Running	Daily	Varies	
Kneeling, crouching, twisting, bending or stretching	Daily	Varies	
Pushing/ pulling trolleys or similar	Daily	Varies	
Restraint i.e. jobs requiring training/ certification in physical interventions	Daily	Varies	
Giving intramuscular/ intravenous injections/ medication	Daily	Varies	

Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
Carry out formal student/ trainee assessments	Daily	Varies	
Carry out clinical/ social care interventions	Daily	Varies	
Analyse statistics	Daily	Varies	
Operate equipment/ machinery	Daily	Varies	
Give evidence in a court/ tribunal/ formal hearings	Occasionally	Varies	
Attending meetings such as Tribunals/ MDT's/ Handover	Daily	Varies	
Prepare detailed reports e.g. Tribunal Nursing reports	Occasionally	Varies	
Checking documents	Daily	Varies	
Dealing with distressing situations, e.g. restraint	Daily	Varies	

Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Processing news of highly distressing events (typing and in person)	Daily	Varies	
Giving unwelcome news to patients/ clients/ carers/ staff	Daily	Varies	
Dealing with difficult situations/ circumstances	Daily	Varies	
Dealing with people with challenging behaviour	Daily	Varies	
Engaging in restraint situations, which may be distressing	Daily	Varies	

Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
Use of VDU	Daily	Varies	
Infectious material/ foul linen	Occasionally	Varies	
Body fluids, faeces, vomit	Occasionally	Varies	
Fleas or lice	Occasionally	Varies	
Exposure to aggressive verbal behaviour	Daily	Varies	
Exposure to aggressive physical behaviour	Daily	Varies	