



## JOB DESCRIPTION

<b>Job Title:</b>	Charge Nurse
<b>Band:</b>	Band 6
<b>Base:</b>	Inpatient
<b>Reports to:</b>	Ward Manager
<b>Professionally Accountable to:</b>	Clinical Team Manager / Matron

### Job Summary

To inspire, lead and provide clear leadership to those working on the ward, enabling service delivery of the highest quality, ensuring that people who have Mental Health concerns are provided with a quality, person centered approach to care delivery, which always considers people's safety, privacy and dignity.

To work within a multi-professional team in an inpatient setting, providing, support, care, and treatment to individuals, within guidelines and protocols identified. Managing the development and practice of a set of therapeutic care skills, making a significant contribution to service users' psychological, emotional and social wellbeing.

Overseeing that the service provided enables patients to reach their optimum level of independence, take responsibility for ensuring individuals and their relatives receive care that prioritises safety, effectiveness, partnership and hope. To provide enhanced support to our service users who often have complex needs as expected from a secure service.

To be a senior leader on the unit taking responsibility for coaching and supervising team, utilising the best use of resources ensuring the care and treatment activities delivered are safe, effective, caring and responsive to the needs and preferences of service users and carers. The role integrates aspects of clinical management, employee support, clinical leadership and accountability and the post holder will be expected to provide general management cover in the absence of Clinical Team Manager/Operational Team Manager.

### Description of Duties

#### 1. Scope & Range

- As per the NMC Code, operational responsibility for the day-to-day clinical management of the Unit and the safe running of the shift, ensuring mechanisms are in place to support, develop and monitor all aspects of care and service delivery.
- To take the role of Nurse in Charge on a rota bases as allocated.
- Oversee and deliver clinical practice within the designated clinical areas, ensuring that high quality evidence-based nursing assessment, care planning, risk assessments, interventions and evaluations for patients is provided.
- Being an accountable, candid and responsible point of contact and facilitator for clinical quality, collaboratively responsible for reporting, presenting and acting upon improvement actions (in accordance with internal, Care Quality Commission, Local Authority or Clinical Commissioning Group requirements).
- Facilitate a learning environment that coaches and enables others to develop advanced clinical skills e.g. specialist assessment, planning, and evaluation for individuals with a Learning Disability and Autism,
- Demonstrate competence in complex decision making, assessment and the management of clinical needs,
- Monitor standards, conduct audits and lead innovative processes to improve quality and the operational management of the unit,



- Ensuring the team works in accordance with organisational, regional and statutory guidelines, as well as best practice guidance as outlined in formal benchmarks or standards (e.g. National Institute for Health and Care Excellence etc.),
- Mentor and teach as required with specific responsibility for the provision of leadership and clinical practice using a 'just culture', compassionate management and coaching approach as required to develop and maintain the skills required within a forensic environment.
- To rotate and ensure others work with different service users to ensure maintenance of skills and to manage their own wellbeing. Qualified staff are allocated as named nurse for a service user, however, are responsible each shift for their own wellbeing of all of the service users.

## **2. Clinical Practice Leadership**

- Ability to administer medicine within relevant Trust and legislative guidance e.g. NMC Standards for Medicines Management 2010, the Misuse of Drugs Act 1971, MHA 1983. Ensure all others apply these, to support safe practice
- Be a clinical Leader within the inpatient environment, responsible for the shift management and accountable for the quality of all clinical activity within the designated area working independently in the absence of senior management,
- Confidential, sensitive and comprehensive, person-centered assessment of the full range of patient safety and wellbeing needs (includes risk, behavioural and mental state assessments),
- Work with the team to ensure that every service user has a SMART, person-centred, evidence-based and holistic care and treatment plan ensuring service users are supported to reach the optimum level of independence and that robust processes are in place to keep such plans under continual review,
- Work with the team to ensure that service users are able to take an active role in the assessment, management and evaluation of their care and treatment plan, as well as all relevant risk and personal safety plans,
- Enabling service users to be at the centre of their care, ensuring patient and carer participation in decision-making. and promoting health and independence through raising awareness and care navigation to other professionals as appropriate.
- As directed, setting and maintaining high standards for the ordering, storing, administering, disposal and recording of service user medicines, including all assessment, monitoring and response requirements related to it (this will be informed by relevant AWP Trust Policies and national standards set by NMC, NICE and the Mental Health Act (1983/2007)),
- Support the team to establish, embed and maintain a sustainable programme of psychosocially-informed therapeutic engagement, affording service users opportunities for connection, interpersonal understanding and shared personal learning,
- Support the team to offer individualised care and treatment interventions based service users' care plans,
- Embed, audit and maintain high standards for clinical record keeping (progress notes, care planning and the full range of service user assessments), actively support team members to meet and build on these standards,
- Address concerns, supporting people to resolve problems and overcome barriers effectively,
- Using own specialist skills and knowledge, act as a conduit and translator of corporate clinical guidance for the team, actively translating policy and protocol guidance into the clinical setting. Protecting time for clinicians to engage actively with Trust and national policy related to clinical care delivery and safety.

## **3. Communication & Relationships**

- Communicate with individuals, carers and other visitors in a courteous and helpful manner, whilst being mindful that there may be barriers to understanding,
- Demonstrate those inter-personal skills that promote clarity, compassion, empathy, respect and trust,
- Many of the service users will present with wide variety of mental health conditions, which might result in distressing and emotional situations. The post holder will often be required to role model, lead and develop the team's skills. Supporting the team when these demanding situations occur, utilising de-brief processes and other specialist support as required.



#### **4. Culture of Reflective Learning, Development and Progression Objective**

- Embedding a reflective learning and development culture, in which team are encouraged to be curious, analytical and constructively critical in their work, providing regular advice and mentoring
- Support students, preceptors and new employees on the unit, utilising mentoring and buddy skills to enable full integration and welcome to the unit
- Ensuring team members have access to ongoing practice development activities in addition to their statutory and mandatory training – this may be in the form of formal learning programmes, or something more local / regional,
- Recognize the ward's function as an educational hub and center of learning for nurses, occupational therapists, medics, physiotherapists, support workers, nursing associates, paramedics and many more,
- Lead by example, motivating and empowering others and promoting positive attitudes, mutual understanding and collaboration between service users, carers and colleagues,
- Promote and embed a sustainable culture of continuing professional development and everyday learning by ensuring all team members have access to rigorous formative and restorative clinical supervision and practice development support,
- Treat all feedback from any source (e.g. service users, carers, visiting professionals, CQC, CCG etc.) as an invitation to review and maintain high standards, supporting the clinical team to be actively engaged with improvement as a day-to-day activity (i.e. not only in response to formal feedback),
- Work within the spirit of everyday learning, and recording / evidencing of development activity for practitioner revalidation,
- Form strong professional relationships with colleagues both within and beyond the locality, to ensure the inpatient clinical team is connected to the wider mental healthcare and/or learning disabilities care landscape, including attendance of, and participation in, relevant professional forums (these colleagues may include locality clinical, operational and subject-matter leads, Nursing & Quality, clinical networks, Learning & Development etc.).

#### **5. Finance, Workforce and People Management Objective**

- Manage resources to maximize the team's ability to perform its core function of providing safe and effective patient care,
- Oversee the management, completion of appropriate supervision, MAST and Appraisal for a small team. Cross covering for peers as required
- Ensure that all nurses, for whom the post-holder is responsible, abide by all Trust and local policies and procedures, in particular, Health and Safety at Work, Security and Confidentiality to guarantee legal obligations are fulfilled.
- Ensure the environment is clean, tidy, comfortable, safe and clinically appropriate, establishing and participating in robust environmental monitoring, reporting and improvement processes (including all aspects from hygiene, safety to clinical risk e.g. ligatures, blind spots etc.),
- Contribute to reviews of staffing resource and skill mix, ensuring that service provision is both safe and therapeutic,
- Develop/review staff rosters in line with AWP guidance utilising electronic rostering systems, and delegate the clinical and administrative elements of this appropriately,
- Monitor, record and manage performance and conduct in accordance with Trust policy,
- Participate in the relevant informal HR processes e.g. Health and wellbeing support, raising performance concerns, active participant in recruitment, onboarding, induction etc.

#### **6. Other**

- Deputise for the Clinical Team Manager/Operational Team Manager as and when required,
- Promote a positive and open culture which supports equality and values diversity and inclusion,
- On occasions use moderate effort when undertaking manual handling and physical behavioural management adhering to best practice principles and utilising specialist training,



- The ability to work in a flexible manner, both proactively and reactively to situations that arise on a daily basis is essential.
- To oversee and gain assurance that induction programmes for new staff are provided to the standards required.

## General Information

Below is the section of the Job Description with general information for all employees and the requirements on all employees to behave in accordance with AWP values and to support and comply with Policy and Legislation. Some policies are highlighted and must be read by all employees – all AWP policies are available on the intranet to employees or you can ask your manager for the policy. Anyone who has any difficulty understanding these requirements please highlight this to your line manager.

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder on a regular basis. You may be required to work at other locations within AWP as determined by the duties of your post. You may be required to undertake any other duties at the request of the line manager, which are commensurate with the role, including project work, internal job rotation and absence cover. This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.

## Values and behaviours

AWP has a set of values. Your behaviours should reflect AWP **PRIDE** values:

**Passion:** Doing my best all of the time

Everything I do is in the interests of everyone who uses our services  
I am positive and enthusiastic in my work  
I am receptive to new ideas and service improvements  
I actively seek opportunities to learn and develop

**Respect:** Listening, understanding and valuing what you tell me

I show compassion and kindness at all times  
I am a team player and support my colleagues  
I listen carefully and communicate clearly  
I respond positively to differences of opinion

**Integrity:** Being open, honest, straightforward and reliable

I encourage and value feedback from others to help me develop  
I try to always do what I say I will do  
I am open and honest about when things have not gone well  
I raise concerns and report incidents that arise

**Diversity:** Relating to everyone as an individual

I try to listen without judging  
I respect other people's culture, beliefs and abilities  
I actively take account of the needs and views of others  
I understand and support the benefits that diversity brings to my team

**Excellence:** Striving to provide the highest quality support

I set high standards for my work and personal conduct  
I plan my workload and deliver on my commitments  
I make best use of available resources  
I put forward ideas to improve the quality of services



## Service User Experience Statement

In all service user and carer contact, your attitude, actions and ambitions should reflect wholeheartedly AWP's motto of 'You matter, we care'. Your goal must be to provide for each individual the quality of care, support and involvement that you would personally expect from a leading mental health & Learning Disability Trust. 'You matter, we care' should shape your approach to all those who have contact with AWP.

## Other Information

### CONFIDENTIALITY

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with relevant legislation, the Caldicott principles and the common law duty of confidentiality. The post holder must follow record-keeping guidelines to ensure compliance with the Freedom of Information Act.

### VALUING DIVERSITY & HUMAN RIGHTS

No person should receive less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status and must not be placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. AWP has an **Equality Policy** and it is for each employee to contribute to its success.

### INFECTION CONTROL AND HEALTH AND SAFETY

The prevention and control of infection is the responsibility of all employees. Employees must be aware of **Infection Control Policies**, procedures and the importance of protecting themselves and their clients in maintaining a clean and health environment. All staff must comply with all **Health & Safety Policies and Procedures**. Staff must be aware of the responsibilities placed on them under Health and Safety legislation and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

### NO SMOKING

There is a **Smoke Free Policy** in operation. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

### DATA PROTECTION

If you have contact with computerised data systems you are required to obtain, process, and/or use information held on a computer or word processor in a fair and lawful way, to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed. All staff who contribute to patients' care records are expected to be familiar with, and adhere to the **Information Governance Policy**. Staff should be aware that patients' care records will be subject to regular audit.

### RISK MANAGEMENT

All AWP employees are accountable, through the terms and conditions of their employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the **Risk Management Policy** and emergency procedures and attendance at training as required.

### SAFEGUARDING & DUTY OF CANDOUR

AWP is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff are expected to implement the **Safeguarding Policy** and Procedures, act promptly on concern, communicate effectively and share information appropriately. All staff must be familiar with and adhere to AWP's safeguarding procedures and guidelines. All staff have a Duty of Candour to inform their



line manager/supervisor as soon as practicable, when they believe or suspect that treatment or care it provided has caused death or serious injury to a patient.

#### **STANDARDS OF BUSINESS CONDUCT AND 'BOUNDARIES'**

You are required to adhere to all corporate policies, including AWP **Standing Orders and Standing Financial Instructions**. This includes not accepting gifts or hospitality in the course of your duties, not acting fraudulently and maintaining appropriate behavioural 'boundaries' regarding your interactions with service users, staff and stakeholders.

## **PERSON SPECIFICATION**

**JOB TITLE** Learning Disability & Autism - Deputy Clinical Ward Manager / Charge Nurse

<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education and Qualification</b>	<ul style="list-style-type: none"><li>▪ Registered Nurse (Learning Disabilities, Mental Health or Adult) with current NMC registration</li><li>▪ Evidence of Continuing Professional Development (CPD)</li><li>▪ Post registration qualifications relevant to the post e.g. DipHE, MSc teaching and assessing, dual diagnosis, health</li></ul>	<ul style="list-style-type: none"><li>▪ Training around understanding of behaviours that challenge.</li><li>▪ PBM &amp; PBS Trained</li><li>▪ Qualification in Management and/or leadership (e.g. ILM, CMI or NHS Leadership Academy)</li></ul>
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"><li>▪ Substantial post-registration clinical practice, and experience of managing / leading</li><li>▪ Experience of medication administration, and related monitoring, reporting and response activities e.g. DEPO, Epilepsy mgt etc</li><li>▪ Experience of supporting the coordination and time-limited episodes of clinical activity (e.g. shifts, day duties, clinical delivery Programmes)</li><li>▪ Experience in the therapeutic engagement with, and management of, challenging behavior in a clinical context (e.g. patient agitation, self-injury, aggression, violence or high-attentional demand)</li><li>▪ Experience of supporting change and/or quality improvement projects or activities</li><li>▪ Good working knowledge of relevant statutory codes of conduct and practice relevant to your own professional body and that of other professionally registered team members (e.g. NMCs the Code, Mental Capacity Act, Mental Health Act, DoL's, RCOT Standards and Ethics etc.)</li><li>▪ Good working knowledge of, and</li></ul>	<ul style="list-style-type: none"><li>▪ Experience of facilitating groups</li><li>▪ Experience of managing a small team</li><li>▪ Experience of leading team with the provision of care and treatment</li><li>▪ Understanding of court protection &amp; legal frameworks</li></ul>





	<p>experience of using, a systematic care planning, management, delivery and evaluation model (e.g. the Care Programme Approach)</p> <ul style="list-style-type: none"> <li>▪ Able to contribute to the development of students, nurses and oneself</li> </ul>	
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>▪ Ability to organise and manage day to day departmental activities and the activities of large multidisciplinary team within this</li> <li>▪ Ability to assess, plan, implement, and evaluate programmes of care and treatment, including the component activities and tasks within such programmes.</li> <li>▪ Organisational skills, and ability to record, store and report on accurate, relevant data.</li> <li>▪ Excellent written and verbal communication skills, including coherent data presentation and reporting</li> <li>▪ Ability to receive and deliver a high standard of clinical and management supervision, performance appraisal, mentorship and supportive people management.</li> <li>▪ Ability to undertake the clinical activity (appropriate to own professional training / registration) undertaken by the inpatient team in order to provide credible clinical as well as operational oversight.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Physical skills to manually handle patients and use appropriate lifting aids.</li> <li>▪ Undertake specific nursing/therapy skills.</li> <li>▪ Delivering patient focused care.</li> <li>▪ Ability to utilise research in clinical practice</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>▪ Empathy with, and compassion for, all those who use AWP's services, their carers' and our staff who work so hard to support them.</li> <li>▪ A motivated, proactive, solution-focused professional attitude – ability to see problems and limitations as challenges to be worked with and overcome.</li> <li>▪ Recognition of the changing nature of the NHS clinical workforce, and the impact this has on the stability and health of clinical teams and their members – recognition of the corresponding need for increased pastoral support, strong career development focus and the importance of flexibility wherever possible.</li> <li>▪ Driven to achieve &amp; Self-motivated.</li> <li>▪ Good time management.</li> <li>▪ Passion to work with people</li> </ul>	<ul style="list-style-type: none"> <li>▪ Resilience to work in an environment that may be challenging but highly rewarding</li> <li>▪ Driving licence with access to a car</li> </ul>



**Date Job Description and Person Specification agreed: 05/07/2022**