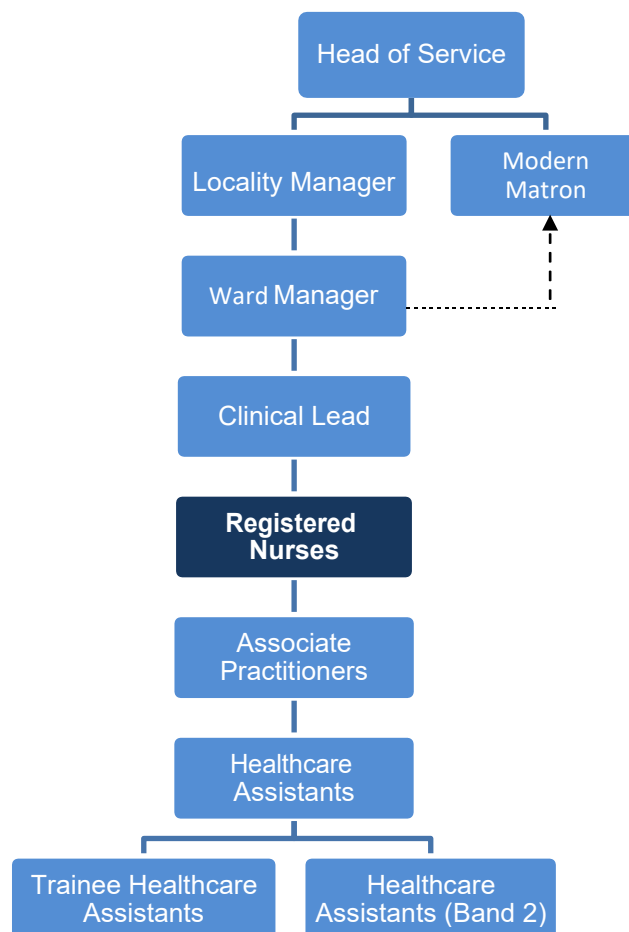


## **JOB DESCRIPTION**

### **Section One**

<b>Job Title:</b>	<b>Registered Nurse (inpatients)</b>
<b>Band:</b>	5
<b>Locality:</b>	As designated (D&D, Tees or NY)
<b>Service:</b>	<b>Adult Mental Health</b>
<b>Accountable to:</b>	Locality Manager (managerially) Modern Matron (professionally)
<b>Responsible to:</b>	Ward Manager
<b>Responsible for :</b>	Day to day supervision of associate practitioners and healthcare assistants

### **Organisation Chart:**



## **2.0 Job Summary**

- 2.1 To improve the lives of people with mental ill health by minimising the impact of their condition through the delivery of excellent services to promote recovery and well being.
- 2.2 To be compassionate in meeting the needs of patients and their carers.
- 2.3 To achieve successful completion of the Preceptorship Programme.
- 2.4 To be professionally accountable and responsible for patient care, undertaking a range of clinical/therapeutic interventions.
- 2.5 Acts as named nurse, lead professional or care co-ordinator as appropriate.
- 2.6 To facilitate others in the team to develop competence by providing leadership, day to day supervision, clinical advice and clinical supervision to associate practitioners, healthcare assistants and students as appropriate.
- 2.7 To be committed to and involved in activities integral to the Trust's Quality Improvement System.
- 2.8 To be responsible for the day to day running of the ward.
- 2.9 To promote at all times a positive image of people with mental ill health.
- 2.10 To promote at all times a positive image of the Adult Mental Health Service and the wider Trust.

## **3.0 Main Duties and Responsibilities**

### **3.1 Clinical Responsibilities, Patient Contact**

- 3.1.1 Maintains safety, privacy and dignity of all patients in the delivery of patient centred care, recognising and respecting differences including spiritual and cultural beliefs
- 3.1.2 Takes steps to obtain patient consent to care and treatment in accordance with the Mental Capacity Act, ensuring that patients who lack mental capacity are cared for in the least restrictive way; where restrictions are in place, considers whether a deprivation of liberty is occurring and raises this with the senior nurse.
- 3.1.3 Acts, wherever applicable, in accordance with the Mental Health Act and associated policies and procedures.
- 3.1.4 Responsible for recognising the potential for or signs of patient harm, abuse or neglect, including poor clinical practice, reporting all such concerns and taking all reasonable steps to protect the patient. Responsible for identifying and reporting concerns regarding the safeguarding of children who may be at risk.
- 3.1.5 Maintains and further develops a physical and psychological environment conducive to the provision of high quality care

- 3.1.6 Ensures the highest professional standards and attitudes towards the care of patients from all ward staff. Patients have a range of mental health conditions, may demonstrate behaviours that challenge and may have difficult family situations of relevance.
- 3.1.7 Acts as named nurse or lead professional for patients on Standard Care and may take responsibility as care co-ordinator for patients on Care Programme Approach as appropriate.
- 3.1.8 Assesses patients' needs and develops, implements and evaluates intervention plans as part of the multi-disciplinary team, with the involvement of the patient and where appropriate, their carer. Guidance is provided by the clinical lead as required, for more complex patients.
- 3.1.9 Ensures intervention plans are based on current risk assessment, evidence based practice, critical thinking and whole system support requirements that take account of relevant physical, social, cultural, psychological, spiritual, genetic and environmental factors.
- 3.1.10 Undertakes risk assessments in accordance with the Trust's Clinical Risk Assessment and Management Policy, devising and implementing actions and intervention plans which take the risk formulation fully into account.
- 3.1.11 May be required to accompany and provide support to patients away from the clinical area dependent on current risk assessment. This may include social inclusion/community integration/transfer to and from appropriate areas e.g. acute hospitals, police stations etc. Drives Trust vehicles as and when required, if licensed.
- 3.1.12 Responsible for the safe administration of medicines in accordance with Trust policy, legal requirements and NMC guidance.
- 3.1.13 Provides health education and advice on health promotion to patients and their carers.
- 3.1.14 Contributes to the planning and co-ordination of clinical interventions to challenging behaviour such as self harm and aggression. Promotes positive interventions based on a formulation of the factors surrounding a patient's behaviour. Demonstrates safe physical interventions in the management of violence and aggression as required.
- 3.1.15 Carries out ECG or venepuncture as required, if trained.
- 3.1.16 Demonstrates safe moving and handling of patients using equipment as required.
- 3.1.17 May be required to attend Mental Health Act tribunals.

## **3.2 Administrative Responsibilities**

- 3.2.1 Undertakes administrative tasks in relation to own work.
- 3.2.2 Uses Microsoft Office applications

### **3.3 Responsibility for Information Systems**

- 3.3.1 Responsible for maintaining accurate and comprehensive patient records using PARIS, in accordance with the Trust and professional record keeping standards
- 3.3.2 Uses clustering tools, related assessments and other performance measures accurately, as a key part of the Payment by Results system to facilitate clinical reporting, monitoring and improvement activities.
- 3.3.3 May be required to write reports for Mental Health Act tribunals.

### **3.4 Responsibility for Planning/Organising & Strategic/Business Development**

- 3.4.1 Arranges short-notice cover for absent staff and co-ordinates staff resources for the duration of the shift, on a rota-basis.
- 3.4.2 Plans own and others' workload, managing competing demands to ensure care is delivered according to clinical priority.
- 3.4.3 Delegates tasks to members of the clinical team whose competence has been established, whilst maintaining professional accountability and ensuring their work meets required care standards.
- 3.4.4 Undertakes care co-ordination as appropriate.
- 3.4.5 Contributes to the business planning process as a member of the team.

### **3.5 Policy Development**

- 3.5.1 Contributes to the development of policies and procedures in own area as part of the ward team or special interest group.
- 3.5.2 Assists in the implementation, monitoring and evaluation of new or revised policies and procedures in the workplace.

### **3.6 Service Development, Project Management**

- 3.6.1 Contributes to continual safety and quality improvement activities as part of the ward team or special interest group.
- 3.6.2 May participate in projects to develop services to meet the changing needs of the patient group.

### **3.7 Financial Responsibilities**

- 3.7.1 Handles cash, cheques and patient valuables as part of the safe keeping procedure.
- 3.7.2 Authorises re-ordering of stock within set limits.

### **3.8 Responsibility for Physical Resources, Estates, Hotel Services**

- 3.8.1 Has a personal duty of care to ensure all equipment is used safely and effectively, following manufacturer's instructions, and immediately reporting any defects in accordance with local procedures.
- 3.8.2 Uses available resources efficiently and effectively.
- 3.8.3 Responsible for the safe custody and storage of drugs in accordance with Trust policies.

### **3.9 Research and Audit**

- 3.9.1 Participates in clinical audits as required.
- 3.9.2 Keeps up to date with new developments in the field, evaluating available research and disseminating information to inform evidenced based practice.
- 3.9.3 Maintains a personal professional portfolio of learning activity in compliance with registering body requirements.
- 3.9.4 Participates in practice development initiatives as part of the ward team.
- 3.9.5 Contributes to the setting and monitoring of quality standards for clinical work and implements agreed action plans.

### **3.10 Staff Management, Training and Development, HR**

- 3.10.1 Demonstrates clinical leadership through personal practice.
- 3.10.2 Undertakes the day to day running of the ward on a rota-basis.
- 3.10.3 Undertakes day to day supervision of associate practitioners, healthcare assistants and students on the ward, including work allocation, checking record keeping and quality of care delivered and providing clinical advice and guidance as required.
- 3.10.4 May undertake appraisal of associate practitioners and healthcare assistants following appropriate training.
- 3.10.5 Provides clinical supervision to associate practitioners, healthcare assistants and students on the ward.
- 3.10.6 Provides preceptorship / mentorship to team members as appropriate.
- 3.10.7 May participate in the recruitment and selection of associate practitioners and healthcare assistants following appropriate training.
- 3.10.8 Participates in the induction of new staff to the clinical area.

- 3.10.9 Provides training to associate practitioners, healthcare assistants and students, monitoring and evaluating learning outcomes, providing feedback and assessing competencies to facilitate learning in practice.

#### **4.0 Communication**

- 4.1 Communicates in a way which recognises difference and ensures that people feel included and their individual communication needs are met.
- 4.2 Communications with patients must at all times be safe (appropriate) in content, effective and respectful and made compassionately and positively to minimise anxiety and distress related to their health and well-being.
- 4.3 Ensures that effective communication systems are maintained within the team and strengthens partnership links with GPs, social workers, statutory, private and voluntary independent providers of care and other primary care agencies, attending multidisciplinary and other meetings as required.
- 4.4 Uses appropriate communication methods to ensure effective therapeutic engagement with patients including the giving and receiving of complex or sensitive information where understanding may be limited.
- 4.5 Communicates information regarding patients' needs and progress accurately and in a timely manner to their carers/relatives as appropriate having due regard for confidentiality at all times
- 4.6 Proactively engages with visitors to the ward and communicates in a professional and courteous manner at all times.
- 4.7 Resolves informal complaints effectively, avoiding escalation where possible and informs the senior nurse in charge in a timely manner.
- 4.8 Participates in professional forums and special interest groups.

#### **5.0 Analysis and Judgement**

- 5.1 Makes judgements based on a range of facts and situations when assessing patient conditions in order to develop appropriate intervention plans or to determine the best course of action in particular circumstances. Analysis will be required in some situations and judgements may be required where there exists a range of options.
- 5.2 Decides when to escalate issues to more senior staff
- 5.3 Is aware of own limitations and scope of practice.
- 5.4 Uses judgement to provide appropriate advice to associate practitioners, healthcare assistants and students.
- 5.5 Responsible for maintaining appropriate boundaries with patients.

## **6.0 Freedom to Act**

- 6.1 Line managed by the Ward Manager.
- 6.2 Works within Professional Code of Conduct, accountable for own professional practice.
- 6.3 Uses discretion as appropriate in applying clinical policies.

## **7.0 Personal Responsibilities**

The post holder must:

- 7.1 Comply with the terms of the contract of employment, the Staff Compact and the Trust's Statement of Values and Behaviours.
- 7.2 Be aware of, comply with and keep up to date with all Trust Policies and Procedures and other communications relevant to the role.
- 7.3 Maintain registration with the appropriate professional body where applicable and comply with the relevant code of conduct and standards of professional practice.
- 7.4 Fully participate in management, clinical and professional supervision sessions relevant to the role, as required by the Trust.
- 7.5 Fully participate in annual appraisal and appraisal reviews.
- 7.6 Maintain up to date knowledge and competency in the skills required to perform safely and effectively in the role. Undertake relevant training (including statutory and mandatory training) and be responsible for personal development agreed with the line manager and in line with the requirements of the AFC Knowledge and Skills Framework.

## **8.0 General**

The post holder must:

- 8.1 Comply with the Trust's Information Governance Policies and maintain confidentiality of information at all times in line with the requirements of the Data Protection Act.
- 8.2 Comply with the Trust's Health and Safety Policy and risk management procedures and report as necessary any untoward incident or hazardous event in accordance with local procedure.
- 8.3 Carry out the duties of the post with due regard to the Equality and Diversity Policy.
- 8.4 Comply with the Trust's Infection Control Policies as appropriate to the role.
- 8.5 Comply with the Safeguarding of Children and Adults policies and protocols as appropriate to the role.

- 8.6 Comply with the Behaviours that Challenge Policy as appropriate to the role.

## 9.0 Other requirements

- 9.1 The post holder may be required to undertake duties not specified in the job description, but which are commensurate with the role and/or band as required by service need.
- 9.2 The post holder may be required to work in locations other than those specified in the job description as required by service need.
- 9.3 The post holder may be required to work flexible hours as required by service need.
- 9.4 There may be a requirement to change the job description in light of developing service needs.

## 10.0 Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>RNMH, current professional registration with NMC.</li> <li>Evidence of Continuing Professional Development.</li> <li>MIP, FLIP, ENB 998 Teaching &amp; Assessing in Clinical Practice or City &amp; Guilds 730 Teaching in Adult Education or willingness to work towards. Qualification must be achieved within agreed timescale.</li> <li>Trained Clinical Supervisor (within agreed timescale).</li> <li>Key skills in literacy, numeracy and ITQ level 2 (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Post-graduate qualification in a relevant area</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Working with people with mental ill health.</li> </ul>	<ul style="list-style-type: none"> <li>Working in a person centred therapeutic organisation</li> <li>Working in an inpatient environment</li> <li>Working collaboratively with service users and their families/carers</li> <li>Working in a multi-disciplinary team</li> <li>Working in partnership with other agencies</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Evidenced based knowledge of best practice in caring for patients in the designated field.</li> </ul>	



	<ul style="list-style-type: none"> <li>• Understanding of relevant legislation (e.g. Mental Health Act, Mental Capacity Act).</li> <li>• Care Programme Approach and its application in practice.</li> <li>• Understanding of Safeguarding and its application in practice.</li> <li>• Clinical Risk Assessment and Management and its application in practice.</li> <li>• Clinical Governance and its application in practice.</li> <li>• Research and development methodology.</li> <li>• Awareness of psychological models of care and treatment.</li> </ul>	
<b>Skills</b>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Communicate complex and sensitive information effectively to patients, carers/families and all members of the multidisciplinary team.</li> <li>• Work effectively as part of a multidisciplinary team.</li> <li>• Undertake lead professional / care co-ordinator responsibilities (within agreed timescale).</li> <li>• Manage own time and prioritise effectively</li> <li>• Co-ordinate and prioritise the activities of a team.</li> <li>• Motivate and work positively and assertively with other members of the team.</li> <li>• Provide (within agreed timescale) effective teaching, training and clinical supervision.</li> <li>• Use approved techniques in physical intervention (within agreed timescale).</li> </ul>	<ul style="list-style-type: none"> <li>• Competency in ECG and venepuncture</li> <li>• Presentation skills</li> </ul>
<b>Personal Attributes</b>	<p>Able to work in accordance with the Staff Compact and Trust Values and Behaviours.</p> <ul style="list-style-type: none"> <li>• Compassionate in meeting the needs of vulnerable people and their families and carers.</li> <li>• Able to engage with vulnerable people and work effectively in distressing and challenging circumstances</li> <li>• Able to work flexibly and co-operatively as part of a team</li> <li>• Able to use own initiative and make decisions independently</li> <li>• Committed to continual quality and service improvement</li> <li>• Self aware and committed to professional and personal development. Able to accept and respond</li> </ul>	

	positively to feedback from supervision	
<b>Other Requirements</b>	<p>Ability to travel independently in accordance with Trust policies and service need.</p> <ul style="list-style-type: none"> <li>• This post is subject to a satisfactory Criminal Records Bureau Disclosure.</li> </ul>	Licensed to drive Trust vehicles

**JOB DESCRIPTION AGREEMENT** SNM008: v1: 21 March 2013

**Post Holder**

Sign..... Date.....

Print Name.....

**Line Manager**

Sign..... Date.....

Print Name.....

Print Job Title.....

## Our Journey To Change key messages

It's really important that as we continue to raise awareness and embed Our Journey To Change we use key messages. They will help us to use a shared language to communicate consistently with everyone and to make sure that what we say is simple and human. The key messages below are for use in the communications we share and conversations we have about Our Journey To Change.

### Key messages:

- Our Journey To Change sets out why we do what we do, the kind of organisation we want to become and the way we will get there by living our values, all of the time. To help us achieve this we have also committed to three big goals over the next five years.
- Our Journey To Change was created with more than 2,500 colleagues, service users, families, carers, partners and our local communities who all took part in Our Big Conversation. We listened to every piece of feedback – and we will continue to listen.
- Through our conversations it was clear that the experience we provide to our service users, carers and colleagues was not consistently good and partners told us we weren't always easy to work with. We are committed to ensuring that we improve this experience for everyone.
- Change won't happen overnight but Our Journey To Change will be placed at the centre of everything we do and will inspire all actions and decision making at all levels, all of the time.
- This is our journey with you – it's important that everyone continues to be part of this.

### Our values - key messages

- We are committed to co-creating safe and personalised care that improves the lives of people by involving them as equal partners. The most important way we will get there is by living our values, all of the time.
- Our values are respect, compassion and responsibility. They were created with more than 2,500 colleagues, service users, families, carers, partners and our local communities who all took part in Our Big Conversation.
- Our values are:
  - respect – we listen, we are inclusive and we work in partnership
  - compassion – we are kind, we are supportive and we recognise and celebrate achievement
  - Responsibility – we are honest, we are always learning and we are ambitious.
- Our values are at the heart of everything we do.

### Further information

Further information is available at [www.tewv.nhs.uk/about-us/our-journey-to-change](http://www.tewv.nhs.uk/about-us/our-journey-to-change)

There is also further information for colleagues on our internal staff intranet  
<https://intranet.tewv.nhs.uk/our-journey-to-change>