

JOB DETAILS:

Job Title	Community Psychiatric Nurse (CPN)
Pay Band	Band 6
Hours of Work and Nature of Contract	37.5
Division/Directorate	Mental Health
Department	Older Persons Mental Health
Base	71 Quarella Road, Bridgend

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Head of Mental Health Nursing
Reports to: Name Line Manager	CPN Team Leader
Professionally Responsible to:	Senior Nurse

MAE EIN GWERTHOEDD YN EIN HELPU NI FOD AR EIN GORAU

OUR VALUES HELP US BE AT OUR BEST

RYDYN NI'N GWRANDO YN DYSGU AC YN GWELLA

WE LISTEN, LEARN AND IMPROVE

RYDYN NI'N TRIN PAWB A PHARCH

WE TREAT EVERYONE WITH RESPECT

RYDYN NI I GYD YN CYDWEITHIO FEL UN TIM

WE ALL WORK TOGETHER AS ONE TEAM

Our values and behaviours are fundamental to the way we do things at Cwm Taf Morgannwg University Health Board. They are everything we stand for and aspire to. That includes the way we behave, how we perform our roles and the way we recruit new talent. We look forward to exploring how your values align with ours. This is how we work:

We listen, learn and improve
We treat everyone with respect
We all work together as one team

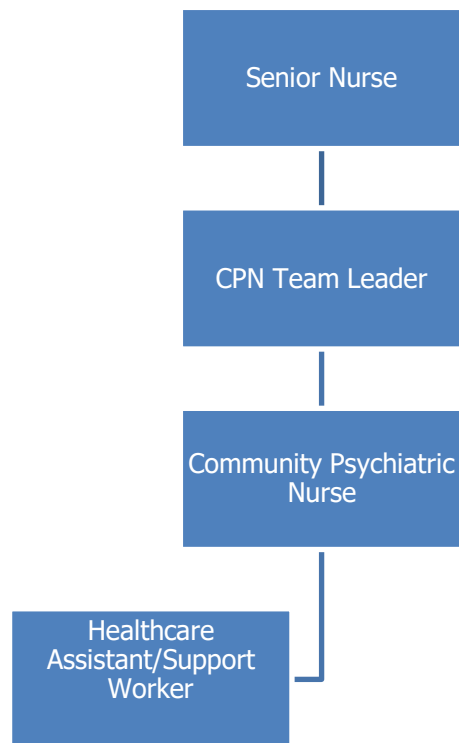
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To find out more about our values, visit: <https://cwmtafmorgannwg.wales/we-are-cwm-taf-morgannwg/>

Job Summary/Job Purpose:

To deliver evidence based holistic care to clients within the context of a multi-disciplinary, multi-agency community mental health service.

Organisational chart:



DUTIES/RESPONSIBILITIES:

Principal Duties:

- a. To take responsibility for a clinical caseload providing comprehensive assessment, care and treatment to clients referred to the Community Mental Health Team in accordance with the Mental Health Measures.
- b. Foster robust working relationships with all partners, in particular, Local Authority and Primary Care.
- c. Contribute to the continuing improvement and development of community mental health services.

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The post holder will:

Work as part of a multi-disciplinary, multi-agency team fostering good communication with colleagues of all disciplines.

Establish rapport and maintain supportive professional relationships with clients and their carers, even when there are barriers to acceptance such as lack of insight or difficulties adjusting to complex life changes; recognising the stress associated with caring, offering and undertaking carers assessments as required.

Liaise with statutory and voluntary sector agencies, in particular GPs and the primary health care team, to meet clients needs.

Provide specialist clinical reports as required e.g. Mental Health Review Tribunal, child protection case conferences, continuing healthcare applications.

Contribute to effective communication with all parts of the mental health service, in particular, in-patient services with specific responsibility for ensuring regular contact and communication is maintained with patients from the team caseload during periods of admission to hospital.

Ensure record keeping meets the standard required by the NMC, utilising paper-based or IT systems as directed by the Senior Nurse/Team Leader and ensuring information sharing protocols are understood and appropriately explained to clients.

Provide evidence of continuing professional development and post registration education.

Demonstrate a good understanding of the legislative and policy framework underpinning mental health service provision e.g. Mental Health Act, Mental Capacity Act, National service frameworks, Mental Health Measure.

Be required to travel independently for community work

Physical dexterity and accuracy to administer oral/intramuscular medication and venepuncture, if required.

Physical skills to monitor physical health using appropriate equipment e.g. thermometer, sphygmomanometer, alcometer.

Keyboard skills and information technology skills, including word processing, email, intranet and internet, power point for communication, correspondence and clinical reports.

Create accurate, contemporaneous clinical records, utilising established systems within clinical teams.

Provide skilful and comprehensive assessment of clients referred to the mental health service, ensuring risk assessment is an integral component of all clinical work.
Demonstrate ability to present cases to the multi-disciplinary team, considering the range of care and treatment options available in line with the current evidence base and making recommendations regarding the appropriate course of action.

Assess and manage critical/unpredictable situations that arise, either in relation to the individual caseload or within the wider team, as required.

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Undertake the comprehensive assessment of care needs, including risk assessment, as directed by the Team Leader.

Participate in the delivery of care, ensuring consistency and continuity in the quality of care.

Evaluate the care given systematically, using evidence based practice, and review care plans to reflect the changing needs of the individual.

Provide expert knowledge in the care and treatment of clients experiencing a range of mental health problems relevant to the area of practice.

Be competent in and provide a range of therapeutic interventions relevant to the area of practice e.g. family intervention, medication management, psycho-social interventions.

Engage in appropriate clinical supervision to support practice development.

Ensure the safe administration of oral/intramuscular medication as prescribed. Monitoring therapeutic effects and side effects, liaising with the appropriate staff regarding the physical and mental state of the patient.

Support clients in state benefit applications and any aspect of housing, employment or educational needs.

Arrange admission for assessment, continuing care and respite when necessary, in consultation with the multi-disciplinary team.

Be responsible for undertaking nursing assessments integral to the overall continuing healthcare assessment process.

Ensure the smooth transfer of care to specialist/out of area placements as required and become re-involved in cases which are assessed as requiring repatriation to the locality.

Provide support to clients on discharge from hospital, ensuring after care is delivered, as planned.

Set up, organise and maintain a range of clinics as required, ensuring effective communication and continuity of care.

Act in accordance with the legal requirements and statutory rules relating to practice and all Health Board policies and procedures.

Participate in patient/client surveys and service evaluation in partnership with service users and carers to inform future service and practice development.

Record unmet needs and submit returns as required within Care and Treatment planning, to highlight deficits and so influence future service development.

Manage a defined caseload, acting as CTP Care Co-ordinator with responsibility for the development of a care plan which is negotiated with the client, and for ensuring that the agreed care plan is delivered, evaluated and reviewed on a regular basis.

Be responsible for negotiating and commissioning care packages to meet identified client needs.

Participate in and when appropriate, chair CTP review meetings.

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Maintain accurate records of treatment and home visits, providing statistical information as required.

Manage and maintain a diary of all work activities, making it available for audit of work and travel, as necessary.

Be responsible for ensuring the safety and wellbeing of self and colleagues via lone working and end of day procedures.

Act up in the absence of the CPN Team Leader.

Demonstrate an understanding of the resource implications of clinical decision making.

Use available resources effectively, ensuring adherence to financial control.

Act as a mentor to students on placement and provide support and supervision to junior staff.

Participate in annual KSF reviews, providing evidence of achievement against agreed objectives and maintaining a professional portfolio as required by the NMC.

Participate in clinical multi-disciplinary audit ensuring the implementation of evidence-based practice.

The post holder will have significant autonomy working to broad occupational policies.

Will frequently work as a lone worker.

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PERSON SPECIFICATION

The knowledge to be measured is the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of years experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post.

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<p>Registered Mental Health Nurse</p> <p>Possess a range of clinical specialist knowledge and experience within the relevant area of practice e.g. adult mental health, older persons care, rehabilitation/recovery.</p> <p>Evidence of post- registration continuing professional development activity.</p> <p>Ability to demonstrate sound clinical knowledge and awareness of current evidence base relevant to the area of practice</p> <p>Sound working knowledge of the legal and policy framework underpinning mental health provision e.g. Mental Health Act, Mental Capacity Act, National</p>	<p>Relevant degree level qualification</p>	<p>Application Form</p> <p>Interview</p> <p>Production of evidence (certificates etc)</p>

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	Service Frameworks, Mental Health Measures Knowledge of safeguarding procedures for children and adults		
Experience	Evidence of achievement in clinical practice within the area of speciality e.g. adult mental health, older person's mental health.	Experience of working within a multi-agency community mental health setting	Application Form Interview References
Aptitude and Abilities	Organisational ability and time management skills Clinical assessment and formulation skills Presentation skills Excellent oral and written communication skills Keyboard/word processing skills Ability to present information clearly		Application Form Interview References
Values	Resilient and self motivated with drive and vision Able to work on own initiative and manage a range of priorities across competing agendas Ability to display care, compassion and understanding to patient group Ability to work under pressure		Interview References

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Other	Ability to travel in a timely manner within the UHB geography Enhanced DBS check Physical dexterity to undertake routine physical investigations on patients		Application Form Interview References Occupational Health Questionnaire
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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.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **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

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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 Act 1998:** 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 Data Protection Act 1998 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 (Data Protection Act) and the HB 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

[Type text]

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 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 is committed to ensuring that no job applicant or employee receives less favourable treatment of 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 and 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 / indirect 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 / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. *Delete as appropriate.
The post holder does not require a DBS Disclosure Check. *Delete as appropriate.
- **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 Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

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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.

APPENDIX 1

Job Title:_____

[Type text]

Job Title: ____ **Community Psychiatric Nurse** _____

Supplementary Job Description Information

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

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.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included**'

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
Be required to use a combination of sitting, standing and walking throughout the day and will be required to travel between different locations.	Daily	varies	Needs to travel to different locations several times throughout

[Type text]

Physical dexterity to undertake routine physical investigations on patients	Several times a week	Varies depending on nursing task to be carried out	Tasks include administering intramuscular medication, using a sphygmomanometer.

[Type text]

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.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
Be required to concentrate for long periods on a frequent basis and may be subject to interruptions	Daily	Hourly	
Be required to respond to unpredictable situations on occasions	Weekly	Varied	
Be expected to deal with clients and families who may be distressed.	Daily	Varied	

Emotional Effort

[Type text]

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.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Be exposed to distressing situations and regular challenging behaviour when dealing with serious mental health problems and needing to impart unwelcome news or intervene in a crisis.	Daily	varied	

Working Conditions

[Type text]

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.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - ***Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
Regularly be exposed to unavoidable hazards e.g. requirement to work in situations where verbal and/or physical aggression may occur.	Daily	Varied	
Travelling in inclement weather or responding to an emergency situation	Daily	Varied	
Visit clients in their own homes where the environment can be unpredictable e.g. hazard from pets, interference from others	Daily	Varied	

[Type text]

KSF Post Outline

Dimension Type	Dimension Number	Dimension Name	Foundation Gateway (Subset Outline)		Second Gateway (Full Outline)	
			Level	Indicator(s)	Level	Indicator(s)
Core	C1	Communication	3	As for full outline at this level	3	tbc
Core	C2	Personal and People Development	4	As for full outline at this level	4	a-h
Core	C3	Health, Safety and Security	3	As for full outline at this level	3	a-e
Core	C4	Service Improvement	2	As for full outline at this level	2	a-f
Core	C5	Quality	3	As for full outline at this level	3	a-g
Core	C6	Equality and Diversity	2	As for full outline at this level	2	a-d

[Type text]

Specific	HWB2	Assessment and Care Planning	4	As for full outline at this level	4	a-h
Specific	HWB4	Enablement to address health and wellbeing	4	As for full outline at this level	4	a-g
Specific	HWB7	Interventions and treatments	3	As for full outline at this level	4	a-h
Specific	G6	People management	3	As for full outline at this level	3	a-h

SECTION 4

Normal Hours

Normal hours, Monday – Sunday 9-5,including Bank Holidays.

[Type text]

Caje Reference Cwm Taf 259 CPN Band 6 (Attached 27/06/2017)

Performance Appraisal

You will be expected to participate in the Performance Development Programme, a part of which is Performance Appraisal.

Registered Health Professional

All employees of Cwm Taf Morgannwg Health Board who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.

Lease Car

Based on business mileage, the post holder may qualify for a lease car.

Job Limitation

At no time should you work at a level outside your level of competence. If you have concern regarding this please discuss immediately with your Line Manager/Supervisor. All staff therefore have a responsibility to inform those supervising their duties if they do not feel competent to perform a duty/task.

You must be aware of your Terms and Conditions of Service (read your Statement of Main Terms and Conditions)

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If relevant to your role access advice and support from appropriately qualified persons in respect of on-site, on-call and call in arrangements.

Staff have a responsibility to access Occupational Health and other support for advice in times of need.

Risk Management/Health & Safety

The Cwm Taf Morgannwg Health Board is committed to protect its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the relevant Risk/Occupational Health & Safety Policies, actively participate in this process and have responsibility for managing risks and reporting exceptions.

Records Management

As an employee of Cwm Taf Morgannwg Health Board, you are legally responsible for all records that you gather, create or use as part of your 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 you have a legal duty of confidence to service users. You should consult your manager if you have any doubt as to the correct management of records with which you work.

Confidentiality of Information

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Any matters of a confidential nature must not be divulged or passed on to an unauthorised person(s) or third party under any circumstances either during or after employment except in the proper course of your employment or as required by law, by Cwm Taf Morgannwg Health Board or both. Any such breach of confidentiality may be regarded as gross misconduct and may lead to disciplinary action.

Training & Development

All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.

Review

The duties of this post are not inflexible and will be reviewed periodically and may be changed to be consistent with the grading of the post as the organisation develops following consultation with the post holder.

Equality

The Cwm Taf Morgannwg Health Board will take all practicable steps to ensure that staff are recruited, managed, developed, promoted and rewarded on merit and that equal opportunities are given to all staff. Each employee is responsible for his or her own professional and personal behaviour and there is a requirement of all staff to conduct themselves in a manner, which does not cause offence to another person. The Cwm Taf Morgannwg

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Health Board is also committed to providing a safe, healthy and fair working environment and will take all practicable steps to avoid and eliminate harassment of any kind of its employees at work.

Signed: (Post Holder)

Date:

Signed: (Directorate Manager)

Date:

[Type text]

Signed: (Divisional Manager)

Date:

Date Job Description compiled:

Date for review:

[Type text]

Caje Reference Cwm Taf 259 CPN Band 6 (Attached 27/06/2017)