

## JOB DESCRIPTION

### 1. General information

JOB TITLE: Community Mental Health Nurse

GRADE: Band 5

AFC Ref: 3500.22

DIRECTORATE: Adult Mental Health Greenwich

HOURS OF WORK: 37.5 HOURS 9-5 Monday- Friday (Agile Working and Compressed Hours considered).

RESPONSIBLE TO: Greenwich EIP Team Manager/Advanced Practitioner

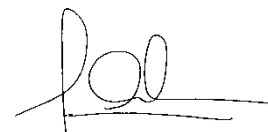
ACCOUNTABLE TO: Service Director

BASE: Ferryview Health Centre

At Oxleas NHS Foundation Trust, we offer a wide range of NHS healthcare services to people living in South-East London and to people in prison across England. Our wide array of services includes community health care, such as district nursing and speech and language therapy, care for people with learning disabilities and mental health such as psychiatry, nursing and therapies.

Oxleas is a great place to work. It has been recognised as one of the Top 10 Best Places to Work 2023 by the Sunday Times amongst very big employers. Our staff survey results show that we are in the Top 5 in England and the highest in London for staff experience amongst similar trusts.

*"We are always delighted to welcome new colleagues to the Oxleas family. We care about making Oxleas a great place to work - it's a big priority in our strategy. Come and join us - it's a place where our values, teamwork, equity, and wellbeing matter and where you can really help to improve people's lives."*



Ify Okocha  
Chief Executive

We have distinctive values at Oxleas - We're Kind, We're Fair, We Listen, We Care. Our values are very important to us. They help Oxleas to be a great place to work.

### **Overview of the Post**

Mental Health Nurses work as part of a team to deliver quality evidence based mental health nursing care to clients within their own home, community locations, clinical environments and care settings.

The post holder will work as a member of the multi-disciplinary mental health care team (community based) assessing, planning, implementing and evaluating patient care, under the supervision of senior community mental health staff.

The post holder will maintain positive communication link between primary care, secondary care, social services and voluntary agencies.

### **Key Task and Responsibilities**

To participate and provide support and health education programmes for patients, carers and families.

To establish professional relationships with patients and carers through effective interpersonal skills.

To ensure own mandatory training is kept up to date in line with Oxleas Foundation NHS Trust guidelines.

To provide evidence based care to patients, assess and formulate personalised care plans, and implement and evaluate care

Work to NMC Guidelines and maintain professionalism at all times.

To work flexibly and support colleagues within Community Mental Health Services as required and requested by the line manager to meet the needs of the service.

### **Management responsibilities**

To prioritise clinical workload according to patient need.

To report all clinical and non-clinical accidents or near misses promptly and when required, to co-operate with any investigation undertaken.

To demonstrate efficient and effective use of resources within own practice.

To attend and participate in clinical supervision in line with Trust policy.

To understand and adhere to all Oxleas Foundation NHS Trust policies procedures and guidelines.

To demonstrate an awareness of mental health care delivery systems and the local and national priorities of mental health care delivery.

To actively participate in the Professional Development Review (PDR) process and ensure training needs are addressed.

To maintain NMC registration.

### **Leadership**

Complies with the NMC Code of Conduct & PREP requirements

To be accountable to line manager and professional leads.

To act as a mentor to non-registered team members and support them to achieve their learning objectives.

To undertake preceptor training (if not completed) and support more senior staff in mentoring of student nurses.

### **Clinical**

To work under supervision during induction period and identify any learning in own competencies to undertake the role.

Work/Liaise with other nursing team members to ensure that plans of nursing care are carried out to the agreed standard.

To demonstrate evidence of comprehensive nursing assessment and documentation of physical, psychological, social and spiritual needs of patient/client.

To work within a clinical effectiveness framework using evidence based practice, research and audit to plan implement and evaluate care.

To share good practice in order to improve standards of care.

To assist in the development and evaluation of teaching programmes for students and other care workers.

## **Research**

The post-holder will be required to participate in annual EIP audit (NCAP) of their caseload and engage in any other EIP team clinical audits as required. The post-holder will also be encouraged to engage in Quality and Service Improvement projects.

To be aware of and keep up to date with current research-based evidence.

To participate in research, audit or quality assurance projects as required and provide evidence-based care

## **Communication**

To ensure effective communication with patients and their carers, including the provision of patient education, health promotion and emotional support where appropriate.

To ensure effective communication with senior nursing staff and all members of the multidisciplinary team.

To record treatment and care carried out in the patients/clients home on appropriate documentation. Records must be kept up to date and accurate in accordance with trust policies.

Ensure that all relevant information regarding patients is documented and where appropriate reported and acted upon immediately.

To provide accurate written and verbal reports as required.

To keep a diary for the purpose of planning work and recording all visits.

To maintain confidentiality of information relating to patients, staff and organisation.

To have the ability to interpret sensitive information and communicate with a sympathetic and empathic approach to patient-centred care.

To be able to work appropriately with any barriers to communication: physical disabilities and cultural backgrounds.

**On Call/Unsocial Hours**

The Greenwich Early Intervention Team operates within office hours (9.00am-5.00pm Monday to Friday). The post holder needs to meet the needs of the service by being available to work flexibly (outside of office hours under supervision if required).

**The following statements are mandatory for all job descriptions:****Terms and Conditions**

The post holder is subject to the terms and conditions of OXLEAS NHS FOUNDATION TRUST. This Job description gives an outline of the post and is subject to review in consultation with the post holder.

**Confidentiality**

The Post holder must maintain the confidentiality of information about patients, staff and other health service business in accordance with Trust Policy.

**Risk Management**

The Post holder will ensure compliance with the Trust's risk management policies and procedures. These describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm and stress and that all staff have a responsibility to minimise risk.

**Infection Control**

All staff are required to be familiar with the Trusts infection control policies, and national guidance in relation to infection control. All staff whose normal duties are directly or indirectly concerned with patient care must ensure that they complete mandatory infection control training and are compliant with all measures known to be effective in reducing Healthcare Associated Infections.

**Equality, Diversity and Human Rights**

The Post holder will treat all colleagues, service users, carers and members of the public with respect and dignity regardless of their gender, age, race, religious beliefs, religion, nationality, ethnic origin, social background, sexual orientation, marital status, disability, HIV/Aids status, criminal background and Trade Union status. The Trust has a Policy for Equality and Human Rights and it is the responsibility of all staff to ensure that this is implemented.

**Health & Safety**

All staff must be aware of the responsibility placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients and visitors.

**Professional and NHS Codes of Conduct**

You are required to act at all times in accordance with the relevant professional Codes of Conduct and Accountability (including, where applicable, those for Board

Members). In addition, all management staff must comply with the 'Code of Conduct for NHS Managers' and 'Standards of Business Conduct for NHS Staff'.

### **Safeguarding**

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Trust's intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

### **Financial Management and Control of Resources**

All staff are responsible for the security and the property of the Trust, avoiding loss or damage and being economical and efficient in the use of resources. Staff are required to act in accordance with the rules and regulations as described in the Trust's Policy relating to the Financial Management and Control of Resources'.

### **Customer Care**

It is the aim of the Trust to provide patients and clients with the best possible care. All staff are required to put the patient/client first and do their utmost to meet requests and needs courteously and efficiently.

### **Personal/Professional Development Planning/Mandatory Training**

All staff should have a personal development plan and in conjunction with their manager, should actively determine and pursue agreed training and development needs and opportunities. All staff are required to attend mandatory training as designated by the Trust.

### **No Smoking**

Oxleas NHS Foundation Trust has a no smoking policy. Staff are not permitted to smoke within or on Trust premises.

### **Our Values**

We have distinctive values at Oxleas - We're Kind, We're Fair, We Listen, We Care.

Our values are very important to us. They help Oxleas to be a great place to work. We want everyone who works at Oxleas to live our values and we will expect this of all our new joiners.

Our Values and Behaviours framework describes what it means for every one of us in the Trust to put our values into action. The framework can be found on our Trust Website: [Our values - Oxleas NHS Foundation Trust](#)



AFC Reference Number	
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Signed by Line Manager

Signed by post holder

Date

Date

Print Name

Print Name

**Note:**

**Please attach an organisational chart alongside, a person specification, and Job Description.**



**OXLEAS NHS FOUNDATION TRUST  
PERSON SPECIFICATION**

**JOB TITLE:** Community Mental Health Nurse  
**DEPARTMENT:** Community Mental Health Services  
**GRADE:** Band 5

<p><b><u>GENERAL EDUCATION/QUALIFICATIONS</u></b></p> <p>Registered Nurse or equivalent NMC registration  Practice Assessor or willingness to undertake PA training  Good verbal and written skills and understanding of English to IELTS level</p>	<p align="center"><b>E D E</b></p>
<p><b>EXPERIENCE</b></p> <p>Experience of working within the NHS.  Able to demonstrate the ability to write personalised patient care plans through holistic assessment and implement and evaluate care in line with contemporary practice.</p>	<p align="center"><b>E E</b></p>
<p><b>KNOWLEDGE, SKILLS AND ABILITIES</b></p> <p>Knowledge of the role of the Community Mental Health Team  Knowledge of DH Mental Health initiatives  Multidisciplinary team working  Computer literacy  Clinical Supervision  Research and audit awareness  Practice in line with NMC practices at all times  Commitment to Team working  Maintains good time management</p>	<p align="center"><b>E D E E D E E E E E D E</b></p>



Ability to work independently	E
Good organisational skills	E
Ability to facilitate learning for students	
<b>Physical Effort</b>	
Physically able to carry out lifting and handling tasks	E
<b>Mental Effort</b>	
Work pattern - frequent concentration required when administering care and writing reports.	E
Ability to working in the community MH setting with vulnerable families with language and cultural barriers	E
<b>Emotional Effort</b>	
To ensure effective communication with patients and their carers, including the provision of patient education, health promotion and emotional support where appropriate	E
<b>Working Conditions</b>	
Office Hours with slight exception depending on service/patient needs.	
The post holder needs to meet the needs of the service by being available to work flexibly when required (to accommodate service/patient needs).	
Exposure to unpleasant conditions – irregular exposure to bodily fluids, body odours, also encountering verbal aggressions, unpleasant working conditions in the community setting (e.g. dust, noise, household pets, cluttered/cramped or unsanitary environments).	

**Organisational chart**