

Job Description

SECTION 1

JOB DETAILS

Job Title:	Staff Nurse
Contract Type	Permanent
Contract Hours	37.5
Division/Directorate:	Bridgend Older Person Service /Mental Health
Department/Ward:	Angelton Clinic
Responsible to:	Ward Manager
Accountable to:	Senior Nurse Older Persons Mental Health
Base:	Angelton Clinic Bridgend
Band:	Band 5

Main Purpose of the Job:

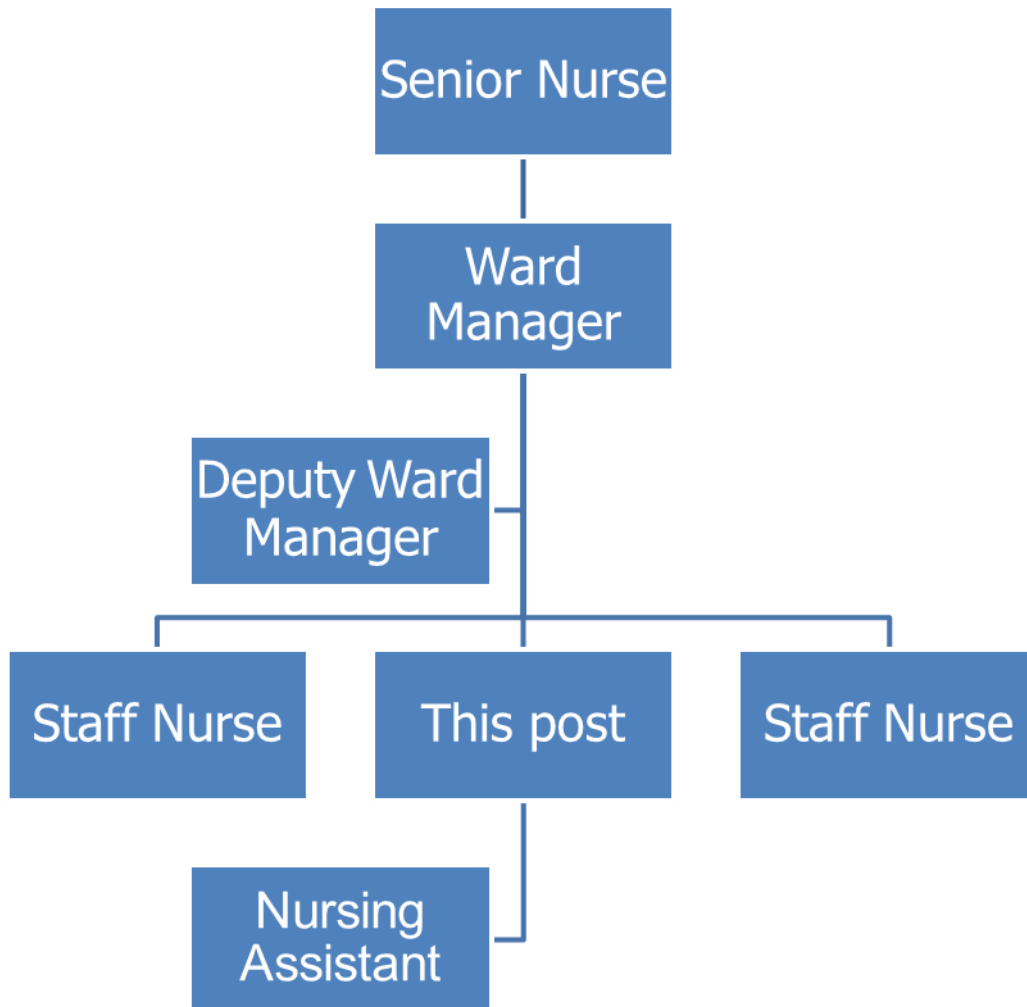
To undertake the staff nurse role on Older Persons Mental Health Wards role in providing assessment and continual assessment of patients. To implement and evaluate patients individual care. To ensure the care given is person centred, multidisciplinary, collaborative and evidence based.

Principal Duties:

- To contribute to the effective management of the ward.
- To effectively manage patients on the ward with regular supervision from the ward and deputy manager.
- To ensure safe administration and storage of medication.
- To ensure accurate records are kept of all contacts in line with professional requirements and departmental guidelines.
- To monitor and update any risk issues in relation to patient care and safety.
- To provide effective communication with other professionals, patients and carers.
- To ensure that the Care & Treatment plan for all patients are accurate and up-to-date.
- To help promote a therapeutic environment for in-patients
- To attend and participate in patient centred meetings including multidisciplinary ward rounds, CTP reviews etc.
- To ensure care is collaborative and meaningful engaging with all relevant stakeholders

Organisation Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and two levels above and below. Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



SECTION 2

1. Communications and Relationships skills

The post holder will communicate effectively, verbally and written, with patients, carers and the multi-disciplinary team, taking into account the situation and context of the communication and using tact and persuasive skills and demonstrating an awareness of sensitive information.

The post holder will communicate appropriately with individuals, considering mental health issues which may affect effective communication, understanding how to improve communication effectively with patients with a physical impairment, for example deafness, dysphasia.

The post holder will enable other junior staff to improve their understanding of communication issues within the mental health setting.

The post holder will maintain written records to a high standard in accordance with Cwm Taf Morgannwg University Health Board policies and NMC requirements.

The post holder will maintain patient confidentiality at all times in accordance with Health Board policies and NMC requirements

The post holder will provide effective communication within the ward/unit, and other wards and throughout the Directorate To liaise with other professionals to ensure effective working relationships and environments within the work area e.g. Local Authority Staff, Occupational Therapy Staff, etc.

2. Knowledge, Training and Experience

The post holder will be required to be a first level RMN.

3. Analytical and Judgmental Skills

The post holder will be required to undertake on-going assessments of patients mental health state recognising improvements and deterioration and communicating these effectively to other professionals.

The post holder will undertake comprehensive assessment of patients in their care and ensure CTP care plans and reviews are up-to-date. This will involve initial assessment in the assessment unit and ongoing assessment in the

specialist dementia wards.

The post holder will be required to facilitate group work for patients on the ward, they must recognise the potential impact on individual patients and their suitability to undertake the specific therapy.

The post holder will be expected to undertake regular risk assessments and risk management plan.

4. Planning and Organisational Skills

The post holder will be required to plan their own clinical work load. This will involve individual and group work as well as ward rounds and other patient meetings which will follow the CPA processes.

As a staff nurse the post holder will be expected to take the lead in organising multidisciplinary meetings to plan and ensure a coordinated delivery of the patients care and treatment plan which must be collaborative.

5. Physical Skills

The post holder will be required to have basic IT and keyboard skills.

The post holder will be required to undertake adapted RPI training with annual up-dates on the assessment unit at RGH or safe management training sessions for all other ward areas.

The post holder will be required to undertake clinical observations.

The post holder will be required to undertake all mandatory training including manual handling.

6. Patient/Client Care Responsibilities

The post holder will be fully involved in the assessment, planning and review of patients within an in-patient setting.

The post holder will deliver interventions as prescribed and agreed in the patients care and treatment plan and will undertake therapeutic interventions on an individual and group work basis.

The post holder will also need to attend the patients CTP reviews for those they are involved with.

To ensure that all clients have a full risk assessment and risk management plan.

7. Policy and Service Development/Implementation

The post holder will be expected to follow all Cwm Taf Morgannwg University Health Board and Departmental policies and procedures as well as professional guidelines.

The post holder will be expected to comment on the development of policies and procedures.

8. Financial and Physical Resources:

The post holder will be responsible for maintaining adequate stock levels e.g. clinic equipment, needles, syringes swabs etc.

The post holder will be involved in the documentation of patient property and ensure that procedures are followed for the safe storage of property and valuables.

9. Human Resources:

The post holder will provide supervision and support to the Health Care Assistants.

As a regular supervisor of students it is the post holders responsibility to ensure that both the post holder and the student are aware of the limitations of the role and have considered the individuals level of competence, skill and knowledge.

10. Information Resources:

The post holder will be required to use IT systems to record patient activity and assessments.

11. Research and Development:

Participate in clinical and multidisciplinary audit ensuring implementation of evidence based practice.

If necessary to become involved in any external research programmes.

12. Freedom to Act :

The post holder will:

Be guided by clearly defined occupational policies.

Have responsibility for the management of a defined group of patients within the ward/unit area.

Effort & Environment Factors:

The information requested below is for supplementary purposes, to support an accurate job matching outcome, by clearly identifying the post holder's exposure to certain conditions whilst undertaking the job role.

13. Physical Effort The post holder will:

Be required to use a combination of sitting, standing, kneeling and walking throughout the day and will be required to undertake adapted RPI training with annual up-dates or safe management training sessions for all other ward areas. Will be required to manoeuvre patients throughout the shift.

14. Mental Effort

The post holder will:

Be required to concentrate for long periods on a frequent basis.
Be required to respond to unpredictable situations on occasions.
Be expected to deal with clients and families who may be distressed.

15. Emotional Effort The post holder will:

Be exposed to highly distressing situations and challenging behaviour when dealing with serious mental health problems and needing to impart unwelcome news or intervene in a crisis.

16. Working Conditions

The post holder will:

Frequent unpleasant and occasionally highly unpleasant exposure to unavoidable hazards e.g. requirement to work in situations where verbal and/or physical aggression may occur. Exposure to bodily fluids.

SECTION 4

Normal Hours

To work in line with department shifts patterns over a seven day week. This may change depending on the needs of the service.

Performance Appraisal

You will be expected to participate in the PDR process in line with the band 5 KSF outline annually.

Registered Health Professional

All employees of Cwm Taf Morgannwg University 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

Not Applicable

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)

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 University 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 University 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

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 University 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 University 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 University 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:

Signed: (Divisional Manager)

Date

Date Job Description compiled:

Date for review:

of 14

Person Specification

Job Title: Staff Nurse		Band: 5	
Department: Ward/Units in OPMHS		Responsible to: Ward Manager	
Area	Essential at recruitment	Desirable	Assessed by
1. Education/Qualifications / Training	RMN. Excellent clinical knowledge of specialist area.		Application Form Interview Production of evidence (certificates etc)
2. Experience		Experience of inpatient nursing.	Application Form Interview References

3. Skills	<p>Good clinical, communication and listening skills.</p> <p>Effective organisational and negotiating skills.</p> <p>Work as a member of a</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>
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	<p>Team.</p> <p>Ability to work in a challenging and changeable environment.</p>		
4. Knowledge	<p>Up to date with current Mental Health legislation and developments.</p> <p>Up-to-date knowledge of current mental health practice including CTP processes.</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>

5. Personal Attributes	<p>Have a positive attitude to multi-disciplinary and Multi-Agency working.</p> <p>Flexible approach to work and able to cope with change.</p> <p>Be able to work in an ever changing highly active environment</p>	Ability to communicate in Welsh.	Interview References
6. Circumstances e.g. Mobility/Availability-special attendance requirements			Application Form Interview
7. Physical Requirements and attributes (include any specific health requirements)	Physically able to undertake Adapted RPI training (Assessment unit in RGH only) or safe management training sessions for all other ward areas.		Application Form Interview Occupational Health Questionnaire
8. Any other special requirements not covered by 1-7 above	DBS clearance.		Interview References

Essential: Attributes under this heading are essential for adequate job performance upon appointment: - the job cannot be performed unless these factors are present.

Desirable: - Attributes under this heading are not explicitly needed for the post, but which may be used for short listing for interview

Signed: (Post Holder)

Date:

Signed: (Directorate Manager)

Date:

Signed: (Divisional Manager)

Date

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Date for review: