



**BIRMINGHAM AND SOLIHULL MENTAL HEALTH NHS FOUNDATION TRUST**

**JOB DESCRIPTION**

**Job Title:** Clinic / Physical Health Nurse

**Grade:** Band 5

**Reporting to:** Team Manager

**Accountable to:** Team Manager

**Location:** North HUB CMHT, Northcroft

**Job Purpose:**

To work within the depot, physical well-being and blood clinics at North HUB CMHT. To provide evidence-based interventions to those people attending the clinics and provide outreach work within service users homes to administer depot medication as and when required.

**Job Summary:**

Will act as an independent practitioner within the clinics at North HUB CMHT, liaising with other professionals as necessary and working with support and supervision of a senior nurse.

Will manage a defined caseload of people attending the clinics and provide supervision to others as appropriate under the guidance of a senior nurse.

Will be responsible for the upkeep of the clinic setting and ensure that equipment stocks are maintained.

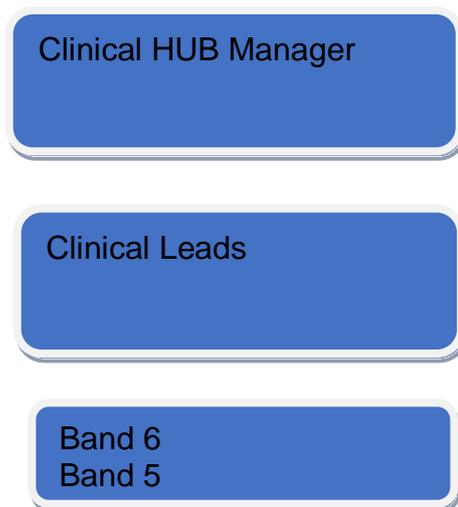
Will be responsible for the assessment, planning, implementation, and evaluation of nursing care within agreed parameters, and have a working knowledge of local, national policies and legislation, which govern current service provision and audit.

Will be responsible for ensuring effective communication pathways exist.

Will be responsible for ensuring the promotion of equality, diversity and rights in accordance with good practice and legislation.

Will be responsible for identifying and contributing to the training needs of others to provide quality evidence based care as appropriate

## Organisation Chart:



## Key Communications and Working Relationships

**Internal:** Multi-Disciplinary Team, Service Users, Carers, Support Service Staff, other functional and specialist teams

**External:** General Practitioners and other care staff members, Statutory Services and Voluntary Sector Agencies

## Principle Duties and Responsibilities

### Clinical

To be responsible for the planning, implementation and evaluation of evidence-based care, including health promotion for a named service user/group.

Responsible for running and maintaining the clinics based at Northcroft, including management of those who do not attend.

Responsible for maintaining the clinical area, doing daily checks, following infection control and health and safety procedures, and ordering of drugs and stores.

Responsible for keeping up to date clinical records in line with the trusts policy and procedures and using ICR documentation documented on RIO system.

Responsible for the safe storage and disposal of drugs and clinical waste/ equipment in line with legislation, policies and procedures and ensuring that the appropriate records are kept and are available for audit purposes.

Responsible for the appropriate clinical risk assessment of service users, providing effective advice and guidance.

Responsible for participating in the development of the service, setting of quality standards within a clinical governance framework, including, auditing, monitoring and reviewing in line with current clinical practice and policy.

Responsible for communicating within the CMHT regarding clinic attenders, any issues or changes with the service user's care and presentation.

The post holder is responsible for understanding and meeting their professional responsibilities under safeguarding and child protection legislation.

Responsible for ensuring that the requirements of the Mental Health Act 1983 are observed, adhered to and implemented.

Responsible for the promotion of carer and service user involvement within the service and for its provision under the supervision of the senior nurse.

Responsible for establishing therapeutic relationships with service users, and the implementation of evidence based therapeutic interventions in accordance with Nursing and Midwifery Councils professional code of conduct.

Responsible for co-ordinating a rapid response for the service user requiring crisis intervention via the duty system

### **EDUCATION**

Responsible for the provision of formal and informal training of pre/post registration students, staff members, carers and service users.

Responsible for providing formal and informal training on Mental Health promotion to statutory and non-statutory services.

Responsible for the provision of staff induction, mentorship, and clinical supervision to professional colleagues as appropriate.

### **MANAGERIAL**

Responsible for the effective utilisation of nursing/financial resources to ensure adequate clinical care is provided with a requirement that all incidents, which may compromise care, are reported immediately to a senior manager, and clinicians involved in their care as appropriate.

To make decisions and work within a framework commensurate with their level of knowledge and competence and to act accordingly within their sphere of responsibility.

Responsible for ensuring that appropriate safeguards and practices are adopted when working autonomously with clients independently.

## **General**

### Confidentiality

It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant trust policies are met in respect of information held on the Trust's computerised systems.

### Equal Opportunities

The Trust is committed to equality of opportunity. All staff are required to comply with current legislation, trust policies and guidance good practice and the NHS Executive's Planning & Priorities Guidance 1996/7.

### Conduct

It is expected that all employees will conduct themselves and represent the Trust in a responsible manner and comply with all policies and procedures;

### Risk Management and Health & Safety

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, employees and visitors from harm, and stress that all employees have a responsibility to minimise risk. The post-holder will be required to observe local Health & Safety arrangements and take reasonable care of him/herself and the persons that may be affected by his/her work;

### Safeguarding

All members of employees have a duty to safeguard and promote the welfare of vulnerable adults, children and young people in all relevant areas of their work. This will include any timely attendance at relevant training events and compliance with the Safeguarding Procedures;

### Training, Education and Development

All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying his or her own training and development needs to meet their KSF outline;

### Research and Development

Research and development is at the heart of providing effective treatment and high quality services, supporting a culture of evidence based practice and innovation amongst employees. All employees have a duty to be aware of and comply with their responsibilities for research governance, whether as researchers, as part of the team caring for those participating in research or as research participants themselves;

### Control of Infection

All employees whether clinical or non-clinical are required to comply with the Health and Social Care Act 2008: Code of Practice for health and adult social care on the prevention and control of infections and related guidance;

Therefore the post-holder is expected to keep patients, visitors, themselves and other employees safe by continuously reducing the risk of healthcare associated infections;

As a manager the post holder is required to ensure that infection control responsibilities are clearly identified, allocated and understood within your team and that appropriate resource, training and support is provided to ensure that they are compliant with Trust policies and procedures on Infection Control and Hygiene;

As a manager the post holder is required to ensure that employees are supported in

attending the necessary training and on-going professional development to support their responsibilities and ensure full awareness of infection control and hygiene;

#### Governance Standards

Comply with the relevant Governance Standards applicable to the Trust as communicated to the post-holder from time to time;

#### Records Management

Maintain Trust and patient records (both paper and electronic) in accordance with Trust policies to facilitate clinical care and effective administration;

#### Freedom of Information

Provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with Trust Freedom of Information procedures;

#### Standards of Professional and Business Conduct

The post-holder will be required to comply with the Trust's Standing Orders and Stranding Financial Instructions, and at all times deal honestly with the Trust, with colleagues and all those who have dealings with the Trust, including patients, relatives and suppliers. The post-holder will also be required to comply with the Code of Conduct for NHS Managers and/or the relevant professional Codes of Conduct;

#### Data Protection

Comply with Trust Policies and the Data Protection Act in all respects, with particular relevance to the protection and use of personal and patient information;

#### Security

Comply with Trust policies to ensure there is a safe and secure environment that protects patients, employees and visitors and their property, and the physical assets and the information of the organisation;

#### Smoking

The Trust operates a No Smoking Policy.

#### Mobility

This is a Trust Wide appointment and travel around the Trust may be required;

#### Flexibility

BSMHFT is currently working in a climate of great change within the NHS. It is therefore expected that all employees will develop flexible working practices both within the Trust on a cross-directorate basis, and across Trust's and other organisations to meet the challenges and opportunities of working within the new NHS, which could include taking on new and changing responsibilities, according to the needs of the directorate;

This job description is a reflection of the current position and a summary of the key tasks and may change in light of the developing organisation and in consultation with the post holder.

It is the practice of the Trust to regularly examine employees' job descriptions and to update them to ensure that they relate to the job being performed or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager and those working directly to him or her. You will therefore be expected to participate fully in such discussions and in connection with them and to help re-write your job description to bring it up to date if this is considered necessary or desirable. The aim is to reach agreement on reasonable changes, but if agreement is not possible the Trust reserves the right to insist on changes to your job description after consultation with you;

Work will be managed rather than supervised;

Environment

BSMHFT is a major NHS Trust and we pride ourselves in the unique environment which exists for all employees. An environment where innovation is encouraged, hard work rewarded, and where our employees play an inclusive role in new developments;

Health and Safety

Staff must ensure that they are familiar with the requirements of the Health and Safety at Work Act (1974), the Trust's Health & Safety policies/codes of practice or regulations applicable to the work place.

Birmingham and Solihull Mental Health Foundation NHS Trust is a major NHS Trust located conveniently to the centre of Birmingham, as a Trust we pride ourselves on the unique environment, which exists, for all our staff.

An environment where innovation is encouraged, hard work rewarded and where our staff, play an inclusive role in new developments.

This job description is indicative only, and the post will continue to evolve as the Trust's priorities develop. It will therefore be revised in consultation with the post holder from time to time and not less than annually. You may also be required to provide cover in other areas following appropriate discussion.

*This job description is indicative only, and the post will continue to evolve as the Trust's priorities develop. It will therefore be revised in consultation with the post holder from time to time, and not less than annually. You may also be required to provide cover in other areas following appropriate discussion.*

**Additional Information**

**Job Description Agreement**

Budget Holder	.....	<b>Signature</b>
	.....	<b>Name</b>
Post Holder	.....	<b>Signature</b>
	.....	<b>Name</b>
Date	.....	

Birmingham and Solihull Mental Health Foundation NHS Trust is a major NHS Trust located conveniently to the centre of Birmingham, as a Trust we pride ourselves on the unique environment, which exists, for all our staff.

An environment where innovation is encouraged, hard work rewarded and where our staff, play an inclusive role in new developments.

**BIRMINGHAM & SOLIHULL MENTAL HEALTH FOUNDATION NHS TRUST**

**PERSON SPECIFICATION**

<b>Location:</b> North HUB CMHT	<b>Department:</b> ICCR – North HUB CMHT
<b>Post Title:</b> Clinic / Physical Health Nurse	<b>Grade:</b> Band 5

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
<b>Training &amp; Qualifications</b>	Registered Mental Health Nurse (part 3 or 13)	Additional physical health training Additional depot training Mentor qualification Phlebotomy trained	Application form Interview

<p><b>Experience</b></p>	<p>Post registration experience in mental Health</p> <p>Understanding by the post holder of their responsibilities under the Mental Health Act 1983.</p> <p>Understanding by the post holder of their responsibilities under the Care programme Approach, Clinical Governance, Risk Assessment and Safeguarding</p> <p>Knowledge of physical health issues and assessment</p> <p>Knowledge around mental health medications including depots</p>	<p>Experience of working within CMHT</p>	<p>Application form</p> <p>Interview</p>
<p><b>Skills/Knowledge</b></p>	<p>Supervisory leadership skills</p> <p>Basic Keyboard Skills</p> <p>Active Listening Skills</p> <p>Effective Communication both written &amp; verbal.</p> <p>Ability to inspire confidence in service users, carers and senior and junior staff.</p> <p>Influencing and Negotiating skills.</p> <p>Ability to prioritise workload</p>		<p>Application form</p> <p>Interview</p>
<p><b>Personal Qualities</b></p>	<p>Flexible approach and ability to manage change</p> <p>Ability to work under pressure</p> <p>Personal Integrity</p> <p>Drive and enthusiasm</p> <p>Positive attitude</p> <p>Demonstrates and recognises difference and doesn't discriminate because of these differences.</p> <p>Genuine interest in working with client group.</p> <p>Access to own transport/ability to drive</p>		<p>Application form</p> <p>Interview</p>