

## **HERTFORDSHIRE PARTNERSHIP NHS FOUNDATION TRUST**

### **JOB DESCRIPTION**

Post Title: **Community Mental Health Nurse**

Band: **6**

Hours: **37.5 hours per**

Responsible to: **Team Leader**

Professionally accountable to: **Head of Nursing and Patient Safety**

### **Hertfordshire Partnerships University NHS Foundation Trust**

- Hertfordshire Partnership University NHS Foundation Trust (HPFT) is an exceptional organisation with big ambitions, our aim is to be the leading provider of mental health and specialist learning disability services in the country.
- With a workforce of around 3,500 people and an annual income of some £330million this year, the Trust provides integrated health and social care services through a network of community and inpatient settings, serving diverse communities across Buckinghamshire, Essex, Hertfordshire and Norfolk. As a university NHS foundation trust, HPFT continues to develop strong links with the University of Hertfordshire, providing excellent learning and development opportunities, as well as strengthening our clinical research capability.
- Whilst it is a challenging period for the NHS, there has never been a more exciting time to join HPFT following our CQC rating of Outstanding awarded to us in April 2019.

### **Our Services**

We provide mental health and social care services - including Adults of Working Age, Older Adults, Children and Adolescents and Specialist Learning Disabilities services.

The Trust works in close partnership with Hertfordshire County Council and also with other NHS organisations to promote and support mental health in the community. We also provide specialist learning disability services in Norfolk and North Essex.

The Trust provides:

- Community Services including local teams for mental health.
- Acute and Rehabilitation Services including inpatient services and crisis team.
- Specialist Services such as mental health services for older people, eating disorders, and our mother and baby unit.
- Learning Disability and Forensic Services.

## Our Mission

**“We support people to live their lives to their full potential by enabling them to keep mentally and physically well.”**

Everything we do is aimed at providing consistently high quality, joined up care, support and treatment that:

- Empowers individuals to manage their mental and physical wellbeing.
- Keeps people safe from avoidable harm.
- Is effective and ensures the very best clinical and individual recovery outcomes.
- Provides the best possible experience.

## Our Vision

Our conversations with service users, carers, staff, commissioners and the wider communities we serve have informed a simple but ambitious vision:

***“Delivering great care, achieving great outcomes - together”.***

We will achieve our vision by:

- Putting the people who need our care, support, and treatment at the heart of everything we do – always.
- Consistently achieving the outcomes that matter to the individuals who use our services, and their families and carers, by working in partnership with them and others who support them.
- Providing the very best experience of joined-up care in line with what service users and carers have told us makes ‘Great Care’.

## Great Together

Great Together, our Trust strategy for 2023 – 2028, has been developed and co-produced with our service users, carers, staff, partners and local communities and gives us a clear roadmap to achieve our vision of great care and great outcomes.

Great Together places service users and carers at the centre of what we do; commits us to addressing inequalities and achieving equity; focuses on developing our people and creating a vibrant learning organisation whilst working in strong partnerships to deliver high quality care.

### Values and Behaviours

Our values and behaviours have been developed by over 800 service users, carers and members of staff. They describe how we aim to be with service users, carers and each other. By living our values, we will deliver our ambition to be a leading provider for everyone we work with.



	<i>we are...</i>	<i>you feel...</i>
<b>Our Values</b>	<b>Welcoming</b>	✔ Valued as an individual
	<b>Kind</b>	✔ Cared for
	<b>Positive</b>	✔ Supported and included
	<b>Respectful</b>	✔ Listened to and heard
	<b>Professional</b>	✔ Safe and confident

### Our values set the tone for:

- The way we plan and make decisions.
- The way we behave with service users and each other.
- The kind of colleagues we recruit.
- The way we induct, appraise, and develop our staff.

### Job Summary

- The post-holder will be responsible for the clinical and operational day to day service delivery ensuring that an individualised comprehensive assessment and Care Management service is effectively delivered.
- Responsibilities include the clinical and operational supervision of junior nursing staff and students as delegated by the team manager.
- To be accountable for delivering a quality services that is effective and efficient in line with the organisations objectives and performance indicators
- To contribute to strategic service development working collaboratively with other agencies.

### Communication & Relationships

- To support the Team Leader in establishing and maintaining effective inter-team and inter agency communication
- To provide effective liaison/communication throughout the care pathway to service users, their carers and others, responding sensitively to all needs especially in highly emotive settings
- To maintain effective joint working with others, developing positive working relationships and clear communications with MDT and other professionals
- Ensure that all relevant information regarding service users care in particular issues of concern re practice and workload are communicated as necessary to the line manager
- To liaise with other professionals in relation to service user care, actively participating in care planning and review meetings and

attending case conferences required

### **Analytical and Judgemental**

- The post holder will be able to undertake assessment of need of service users who meets the service eligibility criteria, and their family. To formulate a care plan and risk assessment, review its effectiveness and re-plan using evidence based interventions to best effect in partnership with the service user.
- The post holder will be expected to identify and respond to acute presentations in order to manage risk and promote the safety and well being of the service user.
- Utilise clinical judgement to evaluate service user's physical and psychological responses to treatment.
- To initiate, plan and deliver effective risk management systems within the clinical area
- To ensure a consistent and timely response to safeguarding cases in line with departmental procedures
- To provide a responsive effective service to individuals in crisis

### **Planning and Organisation**

- To plan, organise and prioritise resources and tasks on a daily basis to meet service and organisational needs
- To take a leading role in the day to day management of the service supporting the Team Leader, including recruitment retention, rostering and attendance management as required.
- To work in conjunction with and alongside colleagues and partners within the organisation.
- To plan and deliver treatment interventions in line with Best Practice and local and National Guidelines
- To act as a Care Coordinator ensuring high quality care delivery at all times
- To take a leading role in designated projects/service development as allocated
- To support the line manager/service line lead in the effective and timely management of complaints and serious untoward incidents
- To identify the training needs of junior staff highlighting this to the Team Leader

- To plan, develop and deliver training to others as needed

### **Physical & Emotional Working Conditions and Environment**

- Document service user care by recording information on electronic care record, demonstrating keyboard skills.
- To have the ability to sit with service users for extended periods of time, often within pressurised circumstances and to sustain frequent, intense concentration.
- To be adaptable to the physical environment, particularly when meeting service users in their homes, continually being aware of Trust Health & Safety Policies within this context.
- Ability to cope with the physical demands of frequent travel across the Trust.
- To drive own vehicle between bases.
- The post holder may be involved in physical procedures including administration of oral and injectable medications, the storage and transportation of them, and the monitoring of people's physical responses to medications, such as blood pressure, glucose and weight monitoring.
- The post holder will be expected to drive between appointments across a wide geographical area in order to manage numerous visits each day, across the west and south of the county and occasionally further.
- The post holder will be expected to share office space in a hot desk arrangement and work in an open plan environment. Visits to service users occur mainly within their own homes and can therefore include exposure to a range of environments.
- Work frequently in distressing, challenging and emotionally demanding situations requiring mental effort to undertake duties effectively.
- The post holder may be exposed to unpleasant and distressing working conditions; some service users may exhibit aggressive and abusive behaviour.

### **Mental Effort**

#### **Service User Care**

- To carry a clinical caseload and act as a CPA Care Coordinator, adhering to the CPA policy and fulfilling the named nurse role.

- To undertake comprehensive health needs and risk assessments (including capacity assessments) and develop a care plan (Health Action Plan) in accordance with identified needs establishing specialist course of responsibilities/actions based on Recovery Principles.
- To carry out joint assessment with other MDT as required.
- To be aware of and comply with the relevant mental health and work related legislation and policy at all times.
- To provide relevant up to date evidence based information about treatment/intervention that enables service users to make informed choices about their care.
- To deliver evidence based care in a timely manner.
- To make reactive recommendations as necessary when working alone in the community.
- To undertake health promotion activities with individuals and groups.
- To promote physical health and well being by providing health checks/screen and monitoring.
- Where necessary to administer prescribed medication or to supervise its administration and assess the service user for desired and non-desired effects.
- To maintain robust clinical records and prepare reports as required
- To provide and facilitate specialist help and advice to other professionals agencies and carers

### **Human Resources**

- To provide effective professional supervision/mentorship of junior staff and students assessing proficiencies of practice as required.
- To be a sign off mentor for students and provide a conducive learning environment
- To maintain ones own Professional Registration and development
- To actively participate in and seek clinical and professional supervision and appraisal in line with organisational policy

### **Financial and Physical Resources**

- To ensure effective and economic use of resources available

- To comply with the relevant Trust and service financial policies and procedures

### **Research & Development**

- To remain up to date concerning relevant clinical, social and legal issues.
- To be aware of relevant research findings and assist the Team Leader in the development of the team, incorporating evidence based practice.
- To adhere to quality initiatives compatible with national targets and local standards applicable to practice.
- To be involved in the development and use of quality assurance systems contributing to and participating in audits/outcomes, evaluation and lesson learning.

### **Information Resources**

- To gather and record statistical data relevant to service provision and development and to input data as required. This is carried out in order to provide statistical data for research and audit for the service.
- To provide relevant data on treatment provision required by HPFT, whilst complying with the Data Protection Act 1984.
- To maintain effective service user records primarily within the Trust Electronic Patient Record Tool in line with Trust and NMC policies and procedures, to include electronic diary entries and computerised data base system to facilitate collection of statistical information.

### **ADDITIONAL INFORMATION:**

#### **Knowledge and Skills Framework:**

The post holder will be expected to meet the requirements of the NHS Knowledge and Skills Framework (KSF) appropriate outline for the post.

*Approved outlines are available on the HPT e-ksf local library*

#### **Health and Safety**

The post holder has a duty of care to themselves and to others with whom they come into contact in the course of their work as laid down in the Health and Safety at Work Act 1974 and any subsequent amendment or legislation.

#### **Infection Control**



All Trust staff will:

Act as a role model and champion for the highest standard of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.

Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene.

Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection.

### **Equality and Diversity**

Hertfordshire Partnership University NHS Foundation Trust is committed to providing an environment where all staff, service users and carers enjoy equality of opportunity.

The Trust works to eliminate all forms of discrimination and recognise that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

Providing equality of opportunity means understanding and appreciating the diversity of our staff, service users & carers and ensuring a supportive environment free from harassment. Because of this Hertfordshire Partnership University NHS Foundation Trust actively encourages its staff to challenge discrimination and promote equality of opportunity for all.

### **Confidentiality**

All staff must be aware of the Data Protection Act 1984, and its subsequent amendments, which is now in force. This means that protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the Trust and the individual may be prosecuted.

### **Standards of Business Conduct and Conflicts of Interest**

The Trust has adopted a Standards of Conduct Policy, which reflects NHS Management Executive Guidelines. It is the responsibility of staff to ensure that they do not abuse their official position for personal gain or seek to advantage or further private business or other interests in the course of their official duties. Staff should be informing their line manager if they are working for any other organisation to ensure that this Trust complies with the Working Time Regulations.

### **Information and Records Management**

The postholder must be competent in using IT and have the relevant skills to



carry out the activities required for the post.

To comply with the Data Protection Act 1998, Freedom of Information Act 2000 and Department of Health Code of Confidentiality in line with Trust procedures.

To adhere to the Trust's policies on records management including creation, use, storing and retention and disposal of records.

Adhere to the Trust's Corporate Identity (using the standard templates – available on Trustspace).

### **Safeguarding Adults and Children**

The Trust is committed to ensuring adults and children are protected and come to no harm from abuse. All employees have a responsibility to be aware of national and local policies, their individual responsibilities with regards to the protection and safeguarding of both adults and children, and must adhere to them at all times.

### **Organisational Change**

As services develop and change, the post holder may be required to undertake other responsibilities within the Trust.

### **Review:**

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post holder.