

# JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b>	Registered Nurse
<b>Host / Employing Trust:</b>	Oxleas Foundation Trust/ South London and Maudsley Foundation NHS Trust / South West London and St Georges MH NHS Trust
<b>Band:</b>	5
<b>Hours:</b>	37.5 if full time, or pro rata
<b>Reports to:</b>	Ward or Team Manager
<b>Professionally Accountable to:</b>	Director of Nursing

## Job Purpose and Summary

As a **Registered Nurse** you provide direct personal care to service users/ patients, without direct supervision, and co-ordinate the care given by colleagues.

The post holder will deliver high quality safe nursing care, ensuring consistently high standards of practice and clinical excellence which comply with the Nursing and Midwifery Council (NMC) code of professional conduct.

The role includes leading the delivery of comprehensive service user assessment, planning, implementation and evaluation of person-centered care in a collaborative way. The post holder will co-ordinate a first class service that includes assessment and monitoring of physical health, maintaining service users rights, supervising junior staff and students, working collaboratively with the Multi-Disciplinary Team and maintaining a safe and therapeutic working environment and accurate records.

Band 5 nursing roles are only open only to staff with a nursing registration, obtained as a result of completing a qualification recognised by the Nursing and Midwifery Council (NMC).

## Description of Duties

### Clinical Skills

1. Working autonomously within the parameters of the role leading on implementing the delivery of quality nursing care, contributing to the physical, psychological, social, recreational and spiritual care in a recovery-focused way through therapeutic engagement and activities, and taking steps to address any issues that arise.
2. Leading on and undertaking activities to ensure that the fundamentals of care are met - nutrition, hydration, hygiene, comfort, emotional and social support.
3. Co-ordinating and evaluating collaborative patient-centred care; getting feedback and improving plans with the multi-disciplinary team (MDT).
4. Providing accurate information about care in an accessible format to patients and their relatives / carers.
5. Liaising and working positively with members of the multi- disciplinary team and partner organisations.
6. Administering, and monitoring the side-effects of, medication; monitoring service user compliance.
7. Safety; safe custody of medicines, sharps, clinical equipment, report all incidents following trust policy.
8. Developing the management of care needs through:
  - a. Initial data collection
  - b. Monitoring of individual service user / patient progress
  - c. Feedback and discussion
  - d. Producing reports and in-care reviews
  - e. Devising a plan of care and interventions supervised by a Registered Nurse.
9. Leading on and directing junior to staff in providing hands-on care to service users including:
  - a. Undertaking 1-1 engagement with service users in an honest, open and non-judgmental way.
  - b. Recognising and valuing service users as individuals, acknowledging the importance of maintaining the service user's respect and dignity at all times and ensure that the care provided respects equality and diversity.
  - c. Developing care plans that reflect service user needs and relevant patient care documentation working in partnership with service users, wider MDT and friends/relatives/significant others.

- d. Ensuring the monitoring and recording service user clinical observations are undertaken, such as Physical observations and vital signs and treating or escalating as appropriate any signs or symptoms of deterioration or that do not fulfill the personal parameters to the relevant professional for treatment. Promote healthy lifestyles and give health promotion advice and support.
  - e. Implementing the principles of 'recovery': encouraging and supporting service users to engage with healthy lifestyles, facilitating psychosocial activities and other activities of their interest. Where appropriate contributing to psychological interventions.
10. Escorting service users, as required, in line with Trust policies.
11. Facilitating the admission and discharge of service users, ensuring needs of the patient and service including relevant legislative or required documentation are completed.
12. Advocating for service users' needs and rights within Trust policy. Encouraging and empowering service users to have an optimum level of responsibility for their individual programme of care.

### **Knowledge and Frameworks**

13. Demonstrating an enhanced understanding of Mental Health signs and symptoms and an understanding of how these may present in practice including recognition of impact on patient presentation and behaviour including risk factors. Supporting junior staff to develop understanding of mental health signs and symptoms and develop appropriate responses to these in practice.
14. Recognizing and responding appropriately to challenging behaviour in line with Trust policies and training. Supporting junior staff in managing difficult situations and de'escalation and developing resilience and strategies to manage.
15. Demonstrating a depth of knowledge and understanding of the fundamentals of the MHA, MCA and DOLS and other legislation applicable to the practice area and how they are implemented in practice ensuring adherence to legislation at all times.

### **Communication**

16. Contributing to an effective communication process with appropriate and accurate information to patients, carers, family, friends and colleagues. Engaging and listening carefully and actively, and responding using appropriate language and accessible communication methods and skills. Developing communication skills to enable and support difficult conversations, acknowledging cultural differences and professional boundaries.

17. Demonstrating effective clinical communication and documentation to internal and external stakeholders ensuring: effective verbal and written handover of relevant and objective information. Demonstrating ability to determine key information, ability to recognize and describe effectively symptoms of mental illness, distress or of a deteriorating patient, and ability to escalate issues of concerns effectively and in a timely manner
18. Contributing towards the on-going quality of service and care by managing the patient caseload, organizing care including delegating tasks and duties appropriately to staff with relevant competency, identifying and mitigating any risk issues in relation to the service users' health and social care. Informing the relevant Health care professionals if there are any significant:
  - a. Changes in the service user's physical or mental state
  - b. Factors relevant to the service user
  - c. Incidents related to the service user
19. Maintaining timely and accurate service user written/electronic records in line with Trust policy. Use care plans, pathway documents and Information System progress notes appropriately and in a timely manner
20. Reporting, without delay, any safety or security concerns to maintain the safety of service users, carers, staff and others to appropriate persons ( this could include clinical, environmental, legal...)
21. Understanding and contributing to the Trust risk assessment policy, including being aware of the need to follow all safeguarding procedures; being aware of the necessity to safeguard and promote the welfare of children, young people and vulnerable adults at all times when working with service users.
22. Responding respectfully to concerns / complaints raised by patients, families and carers and escalate in accordance with trust policies.
23. Maintaining confidential information in accordance with Trust Policies.

### **Teamworking and Professional development**

24. Protecting service users, self and others by maintaining a clean and healthy environment in accordance with health and safety and infection control policies. Ensuring safe working practices and working environment including monitoring and maintaining cleanliness of the service area and report, without delay, all hazards - real and potential. Leading audit and compliance activities and reports.
25. Working in ways that support shared responsibility within the team: demonstrating support, respect and courtesy towards colleagues; working in a professional manner and with Trust values always in mind, respecting the boundaries of the relationship with service users/patients, carers and staff.

26. Leading, attending and participating in team meetings and contributing ideas to multi-professional team discussions.
27. Engaging in reflective practice to ensure effective patient care is based on evidence based practice and with Trust values in mind. Attending staff training and meetings including reflective practice groups and activities including the development of reflective portfolio.
28. Participating in supervision by nominated senior staff member, including annual review of performance as part of the appraisal (or PADR) system. Providing supervision to Provide supervision to Band 3 and 4 non-registered staff.
29. Demonstrating own role to others and acting as role model to others at all times in accordance with Trust values providing junior leadership role.
30. Undertaking mandatory training as required by Trust policy other CPD training related to the role or area of work. Maintain a relevant work development portfolio and comply with all requirements of NMC revalidation
31. Contributing to clinical or governance reviews of the team's activity and the monitoring of performance. Contributing to relevant audit practice development on research activity that may be taking place in the work area.
32. Contributing in training and development programmes of staff and supporting the clinical placements of student nurses.
33. Acting as lead for the assessment and co-ordination of the Care Certificate for all Healthcare Support Workers in the clinical area, particularly if reasonable adjustments need to be made to complete training and learning.
34. Ability to fulfil all the requirements of the role (including physical) and if unable to then reasonable adjustments may need to be made either to your role or place of work to ensure safety of self, staff and patients.
35. Undertake any other duties that are commensurate with the band and nature of the post

### **Research and Quality**

36. Contributing to research and audit activities, disseminating knowledge and results and contributing to relevant audit practice development on research activity that may be taking place in the work area.
37. Contributing to service improvement (Quality Improvement and Innovation) and developments, benchmarking exercises.

## Frameworks within which you work

As a member of the clinical team, providing patient care, we encourage you to be:

- Caring
- Competent
- Courageous
- Committed
- Communicative
- Compassionate

You will be working with nurses, and may aspire to train to become a registered nurse. The Nursing and Midwifery Council requires nurses to:

- Priorities people
- Practice effectively
- Preserve safety
- Promote professionalism

## Values and Commitments

Each of the Trusts in the South London Mental Health and Community Partnership has a framework of values and commitments:



Excellence	Caring, kind and polite	Respectful
Having user focus	Prompt and value your time	Open
Partnership	Take time to listen to you,	Compassionate
Safety	Be honest and direct with you	Collaborative
Responsive	Will do as I say I am going to do	Consistent
Learning		

## General information for all employees

Below is the section of the Job description with general information for all employees and the requirements on all employees to support and comply with Policy and Legislation.

Relevant policies are highlighted and must be read by all employees – policies are available on the intranet to employees or you can ask your manager for the policy.

Anyone who has any difficulty understanding these requirements please highlight this to your line manager.

### Continuous Improvement

All members of staff are required to play an active role in development and improving services to the benefit of service users.

### Confidentiality

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the Data Protection Act, the Caldicott principles and the common law duty of confidentiality. The post holder must follow record-keeping guidelines to ensure compliance with the Freedom of Information Act 2000.

### Valuing Diversity and Human Rights

No person should receive less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status and must not be placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. Each Trust has an **Equality Policy** and it is for each employee to contribute to its success.

All employees have responsibility to ensure their practice adheres with both legislation and policies. All public authorities have a legal duty to uphold and promote human rights in everything they do. It is unlawful for a public authority to perform any act which constitutes discrimination.

### Infection Control and Health and Safety

The prevention and control of infection is the responsibility of all employees.

Employees must be aware of **Infection Control Policies**, procedures and the importance of protecting themselves and their clients in maintaining a clean and health environment. All staff undertaking patient care activities must attend infection control training and updates as required.

The Registered Nurse or other person in charge of any patient or residential area has direct responsibility for ensuring that the cleanliness standards are maintained throughout that shift.

All staff must comply with all **Health & Safety Policies and Procedures**. Staff must be aware of the responsibilities placed on them under Health and Safety legislation and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Employees must act in a responsible manner to ensure the care of their own health and safety and that of others who may be affected by their omissions at work.

All staff must ensure that waste produced within the Trust is segregated and disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures.

## **No Smoking**

There is a **Smoke Free Policy** in operation. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

Designated smoking areas or smoking rooms are not permitted. Smoking Cessation Support is provided for staff members who wish to stop smoking.

## **Data Protection**

If you have contact with computerised data systems you are required to obtain, process, and/or use information held on a computer or word processor in a fair and lawful way, to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

All staff who contribute to patients' care records are expected to be familiar with, and adhere to, the **Information Governance Policy**. Staff should be aware that patients' care records will be subject to regular audit.

All staff have an obligation to ensure that care records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and on the basis that, on accepting their job description, they agree to maintain both patient / client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act.

All Trust staff are expected to use and to enter data onto the Electronic Clinical Record System and to use other required IT applications where it involves their work. All clinical staff will also need to have the essential IT skills. Initial and on-going IT applications and IT skills training will be provided.

## **Risk Management**

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

## **Safeguarding and Duty of Candour**

The Trusts are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff are expected to implement the **Safeguarding Policies and Procedures**, act promptly on concern, communicate effectively and share information appropriately. All staff must be familiar with and adhere to the Trust's safeguarding procedures and guidelines. All staff have a Duty of Candour to inform their line manager/supervisor as soon as practicable, when they believe or suspect that treatment or care it provided has caused death or serious injury to a patient. It is a criminal offence for any registered medical practitioner, or nurse or allied health professional or director of an authorised or registered healthcare organisation to knowingly obstruct another in the performance of these statutory duties, provide information to a patient or nearest relative with the intent to mislead them about such an incident or dishonestly make an untruthful statement to a commissioner or regulator, knowing or believing that they are likely to rely on the statement in the performance of their duties.

## **Standards of Business Conduct**

The post holder will be required to comply with the **Standing Orders and Standing Financial Instructions** and, to all HR Policies. All employees must deal honestly with their employer, with colleagues and all others, including patients, relatives/carers and suppliers.

## **Job Description Review**

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder on a regular basis. You may be required to work at other locations within the Trust as determined by the duties of your post. You may be required to undertake any other duties at the request of the line manager which are commensurate with the role, including project work, internal job rotation and absence cover. This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.

## Person Specification

### Registered Band 5 Nurse

Requirements	Essential	Desirable
<b>Education and Qualification</b>	Registered Adult Nurse and/or Registered Mental Health Nurse and/or Registered Learning Disabilities Nurse	Mentorship qualification
<b>Experience and Knowledge</b>	<p>Experience of research-based/reflective practice, e.g. understanding and ability to use supervision to reflect on skills, attitude and knowledge and develop these by using evidence based practice.</p> <p>Knowledge of relevant Professional and Clinical legislation</p>	<p>Experience of shift co-ordination.</p> <p>Experience of supervising and mentoring junior staff and students.</p>
<b>Skills and Abilities</b>	<p>Able to provide quality care that is responsive to service user's needs, without close supervision.</p> <p>Resilient: able to cope with difficult interpersonal situations.</p> <p>Approachable.</p> <p>Self-aware, self-confident and intrinsically motivated to do a good job and to motivate others.</p> <p>Forms very effective working relationships with colleagues.</p> <p>Advocates for all individuals, particularly those with protected characteristics; promotes equality and diversity.</p>	<p>IT skills</p> <p>Skilled in supervision of others, and in providing critical and constructive feedback.</p>
<b>Other Requirements</b>	<p>Empathy for service users including individuals who have experienced mental health problems.</p> <p>Loyal and able to advocate for and show pride in the work area and organization and demonstrates values of trust and NHS</p>	

	<p>Flexibility to work shift patterns across 24hrs, 7days a week and across all clinical areas within the Trust as required</p> <p>Ability to fulfil all the requirements of the role (including physical)</p>	
--	--	--