



Post Title: Community Psychiatric Nurse

Department: Community Mental Health Teams

Location: Pan Trust

Directorate: Mental Health Division

Band: 6

Hours: 37.5

Contract Type: Permanent

Responsible to: Team Manager

Job Purpose

To be responsible for assessing the mental health needs of individuals referred to the team and to lead in the development and implementation of therapeutic interventions to address that identified need.

In the absence of the Team Manager, the post holder will report to the Clinical Lead/Community Operational Manager.



There is an expectation that the post holder will work with wider community services including primary care and the voluntary sector. To be part of a multi-disciplinary team that provides evidence based interventions to meet the mental health needs of adults and their families. To work towards own professional development. The post holder will have responsibility for a caseload and will be proactive in the assessment of client need and implementation of packages of care.

Main Duties/Responsibilities

- To provide individual or group interventions to service users and/or carers in accordance with care plans.
- To support and monitor service users and to share as appropriate with relevant members of the multi-disciplinary team/other services.
- To provide care appropriate to their level of training as specified within the NMC
- To seek advice and guidance from Senior Staff as appropriate.
- To demonstrate effective communication with service users/carers /members of the Multidisciplinary team and other services
- To accompany staff on community visits as required.
- To attend clinical meetings and provide feedback as appropriate.
- To contribute to the development of the community team for adult with mental health difficulties.
- Responsible for supporting the care co-ordination process for an allocated number of individual service users.
- To actively participate in training sessions, team/care plan review meetings and supervision as appropriate.
- To support service users to engage effectively with the agreed Care Plan and access appropriate services provided on a regular and consistent basis.
- Positively promote independent living of service users within community.
- Developing a rapport based within appropriate and transparent boundaries.
- Provide regular and therapeutic activities to service users and their carers in developing and managing their independence.
- To be aware of the escalation process to highlight any service user potential risk in a timely manner to contribute to ongoing risk reduction and management
- Help service users gain access to resources to include benefits and welfare rights.
- Provide information on health promotion.
- Assist in identifying early warning signs of relapse by monitoring the service users' progress, level of functioning and mental state and alert the appropriate staff involved in their care.



Job description – CPN Post, Band 6

- To maintain adequate records as required by existing procedures, entering appropriate details on the service users' records as necessary.
- To undertake other duties as may be determined from time to time within the general scope of the post and service needs.
- Participate in the planning of protocols to develop the service.
- Ensure the care of patients is assessed and planned by self and other members of the multi-disciplinary team according to the patient's individual needs.
- Provide nursing interventions to contribution to the functioning of the multi-disciplinary team.
- Participate in the duty system responding to queries and crisis that may arise and taking appropriate action.
- To provide Duty Worker role within the team.
- Apply appropriate skills of prioritisation, decision making and in planning and implementing interventions taking account of clinical risk factors and personal safety.
- Apply assessment, interpretation and judgement skills in assessing and managing clinical risks.
- Ensure the appropriate risk tools are completed and recorded accurately.
- Manage a defined caseload fulfilling the role of care co-ordinator and facilitating allocation and discharge to and from the caseload.
- Encourage service user and carer involvement in all aspects of assessing, planning, implementation and evaluation of care.
- Ensure carer's needs are identified and facilitate onward referral to appropriate services for assessment where necessary.
- Delegate, oversee and monitor care provided by support staff to ensure required standards are maintained and delivered.
- Ensure care packages are regularly reviewed and evaluated.
- Participate in multi-disciplinary ward reviews.
- Liaise with statutory and non-statutory agencies to provide holistic care related to service user choice.
- Provide specialist information, education and advice within the primary care setting including GPs and others.
- To take an integrated approach to working with GPs and other primary care practitioners and services
- To be responsible for the safe storage, administration and recording of medication.
- Administration and monitoring of medication to facilitate compliance and concordance to treatment for service users attending depot clinics or requiring depot administration in their home.
- Participate in the local depot clinic



Job description – CPN Post, Band 6

- Assess and monitor service users' response to medication providing information and advice and taking action as necessary.
- Recognise and respect the rights of the service users
- Recognise the diversity of service users under the Protected Characteristics including personal preferences and identify any unmet needs.
- To support MHA assessments with appropriate members of the multi-disciplinary team
- Compiles reports for various legal processes in relation to the MHA 1983.
- Complies and submits reports for service users regarding nursing /residential placements.
- To attend placement panels to support application for funding
- To deliver psychological interventions to meet the service users needs.
- To attend regular management and clinical supervision and regular
- To engage with teams arrangements for reflective practice.
- Ensure service Key Performance Indicators (KPI) are adhered to, i.e. 72 Hour Follow Up
- To undertake any other duties of a similar nature consistent with the responsibilities of this post in order to provide a quality service.
- To work with trust safeguarding leads and other agencies regarding child and adult safeguarding and ensure that policies and procedures are adhered to.
- To apply highly interpersonal skills in order to deal with potential aggression with service users who may be in crisis and place themselves at risk

Communication and Documentation

- Ensure effective communication practices are in place, particularly in regards to care and progress, to include service users, carers, the multidisciplinary teams and wider services.
- Ensure an integrated approach to service delivery by maintaining close working links with other areas of the Trust.
- Attend local meetings as agreed with the Team Manager.
- Provide and receive complex and/or sensitive information an appropriate manner.
- Maintain the confidentiality of all information relating to service users and the organisation.
- Produce comprehensive, accurate and up to date service user records based on local Trust policies and NMC Record Keeping Standards.
- Provide timely and accurate statistical information as required.
- To use the electronic record system, currently RIO



- Uphold and monitor the standards and values of the trust and that those of the local team are maintained
- To produce clinical reports / letters / care plans and risk plans using relevant data systems.

Development and Training

- Participate fully in the Trusts Performance Review Procedures.
- Ensure mandatory training is maintained and up to date
- Encourage engagement in sharing knowledge and information with the multi-disciplinary team in order to upskill self and others.
- Staff to attend psychological skills training to deliver evidence based therapeutic intervention
- Maintain a professional portfolio and NMC Revalidation for registration to practice.
- Report and discuss any professional concerns with the Team Manager.
- Participate and provide clinical supervision sessions with other members of the team.
- Assist with recruitment and induction of new staff.
- Participate in the induction, education and training of student nurses and allied professionals.
- Engage in annual Personal Development Conversation (PDC) review to identify training and development needs.
- To assist in the development of staff in progression posts

Research and Development

- Participate in the auditing of quality standards of care, in line with the requirements of clinical governance.
- Make appropriate responses to the outcomes of quality audits.



Trust Values

Employees, workers, and / or contractors will be expected to uphold the values of the Trust and exhibit the expected Trust behaviours aligned to the Trust's values. Individuals have a responsibility to ensure that they display the Trust values and behaviours in carrying out their job and that individuals feel able to challenge (or raise a challenge) when other colleagues' behaviours breach the spirit of Trust values.

Confidentiality and Data Protection

Staff are to familiarise themselves with the Employer's data protection policy when this is available, which sets out its obligations under the General Data Protection Regulation, the UK Data Protection Act 2018 and all other data protection legislation. You must comply with the Employer's data protection policy at all times and you agree that you will only access the systems, databases or networks to which you have been given authorisation and only for the purposes of your work for the Employer. The Employer will consider a breach of its data protection policy by you to be a disciplinary matter which may lead to disciplinary action up to and including summary dismissal. You should also be aware that you could be criminally liable if you disclose personal data outside the Employer's policies and procedures. If you have any queries about your responsibilities in respect of data protection you should contact the Employer's Data Protection Officer.

Data Quality

The post holder should ensure any data/information prepared for either internal or external analysis is 'fit for purpose' i.e. that it is accurate, valid, reliable, timely, relevant and complete.

No Smoking

The Trust has a no smoking policy. Smoking is not allowed on any Trust premises.

Health and Safety

The post holder will take personal responsibility for any Health & Safety issues and obligations under the Health & Safety at Work Act. The post holder should also be aware of and comply with other relevant legislation and policies e.g. Fire Regulations.



Clinical Governance

All employees are required to actively contribute towards the Trust's clinical governance systems, taking responsibility as appropriate for quality standards, and work towards the continuous improvement in clinical and service quality.

Infection Prevention & Control

Infection prevention & control is everybody's responsibility, it is a requirement for all Trust staff to comply with all Trust infection control policies and procedures.

- All Trust staff should ensure that they fulfil their responsibilities for infection prevention and control, that they provide leadership where appropriate in infection control matters and that they challenge poor infection control practice in their workplace.
- All staff must adhere to the Trust's Hand Decontamination Policy
- All staff are expected to behave in a manner which protects patients, public and colleagues from infection risks within the scope of their role.
- All staff should have infection control training at induction and annual infection control updates as required.
- All clinical staff will have annual infection control objectives set and these will be reviewed at appraisal.

Safeguarding Adults

Safeguarding is 'Everybody's Business'. It means protecting people's health, well-being and human rights. It includes protecting their rights to live in safety, free from abuse and harm; taking their views, wishes, feelings and beliefs into account. In the West Midlands, the main statutory agencies work together to promote safer communities, to prevent harm and abuse and to deal with actual or potential when concerns arise. These Organisations which include Black Country Healthcare NHS Foundation Trust work together to achieve these outcomes by working within the Safeguarding Adults multi-agency policy and procedures for the West Midlands and adhering to the local Safeguarding Adult policy and procedures. Staff can contact the Trust Named Nurses for Safeguarding Adults or a member for advice and support if they have concerns. It is an employee's responsibility to comply with all current legislation and relevant Safeguarding training as breaches may lead to an employee being subject to disciplinary action.

Safeguarding Children

All members of staff have a responsibility to ensure that children and young people are safe from abuse or harm. Employees must comply with Local Safeguarding Board Child Protection Policy, Procedures, and Black Country Healthcare NHS Foundation Trust Safeguarding Children Policy. Staff can contact the Trust Named



Nurses for Safeguarding Children or a member for advice and support if they have concerns. It is an employee's responsibility to comply with all current legislation and relevant Safeguarding training as breaches may lead to an employee being subject to disciplinary action.

Professional / Managerial Codes of Practice

The post holder is expected to abide by the relevant codes of practice of the registering body for healthcare professionals, and, where applicable, the NHS Code of Conduct for managers.

Policies and Procedures

The post holder is required to abide by all policies and procedures of the Trust.

Pandemic / Other Emergencies

In the event of a pandemic being declared, the post holder may be required to adjust their days of work, hours of attendance, work base, and duties to support the delivery of services.

Job Description

This document is not intended to be an exhaustive list. Other duties, responsibilities and work base appropriate to this role / grade, may also be required. The manager will discuss this with the post holder where necessary.

Post Holder's Signature:

Date:

