

JOB DESCRIPTION

OUR VISION: 'TO BE THE LEADING HEALTH AND WELLBEING SERVICE IN THE PROVISION OF MENTAL HEALTH AND COMMUNITY CARE'

JOB TITLE	Senior Community health care professional
BAND	6
RESPONSIBLE TO	Advance Nurse Practitioner
ACCOUNTABLE TO	Clinical Manager
BASE	Nominal base is the Mental Health Unit in Epping but will be required to work at other Trust locations as requested in response to the demands of the service.
HOURS OF WORK	37.5

ROLE SUMMARY

You will work as a member of the Multi Disciplinary Team in providing high quality, evidencebased, holistic care to patients in line with your NMC professional code of conduct and Trust policies. You will assess, plan, implement and evaluate packages of care based upon individual service user needs, under the guidance of the Advanced Nurse Practitioner as per NICE guidance. You will also undertake and maintain service users' Self Directed Support assessments.

As required by your manager, you will have responsibility for the day to day supervision and management of lower banded staff within your professional group and team locality. This will include the management of these staff in line with agreed Trust HR processes.

You will be expected to work collaboratively with key partner organisations, service users, carers, clinicians and other practitioners within the multi-disciplinary team in delivering services; providing a 7-day a week, 24-hours a day service for 365 days a year working shifts where appropriate and operationally required.

In delivering your duties you are expected to display behaviours that are aligned with the Trust values and in accordance with the NHS Constitution at all times.

WE CARE. WE LEARN. WE EMPOWER.

KEY RESPONSIBILITIES

Please note that this role outline serves to provide an illustrative example of the duties and responsibilities you may be expected to undertake during the course of your normal duties. It is not an exhaustive list and you will therefore be required to undertake other responsibilities and duties that are considered to be commensurate with the band.

Core Clinical Function

- Provide and oversee the management and care of service users
- Produce accurate and timely documentation, conduct and manage the maintenance of accurate and timely documentation / records on all service users in line with your professional code of conduct and Trust policy
- Oversee the conduct / contribute to the assessment process, as well as the observation and ongoing assessment, providing accurate and timely feedback
- Conduct risk assessment of the individual and of the potential hazards in the service users environment
- Attend multi-disciplinary meetings i.e. referral / review / business
- Report and document incidents as required
- Conduct and oversee physical health care checks and act upon the findings
- Act as a care coordinator / and or key worker
- Lead, facilitate and support group work such as relaxation, health promotion, hearing voices, anger management, psycho education etc.
- Responsible for administration of medications, assessment of side effects, review concordance and clinical effectiveness of medication regime in line with Trust policy including
 - Safe transportation and storage of medicines, checking receipt, storage of medicines in medicine cupboard
 - Provide education around the medication prescribed, side effects, actions and aids to compliance.
- Provide education and support to develop service users understanding of mental illness and training packages for staff
- Provide psycho-social intervention, education and support to develop service users understanding of mental illness with aim to prevent relapse and admission and training packages for staff
- Provide practical support, guidance and education for service users, carers □ Undertake carers assessment in line with the Trust's key performance indicators
- Undertake, supervise and sign-off nursing needs assessments and where necessary contribute to Self-Directed Support assessments
- Be competent in use of relevant screening and assessment tools and supervise lower banded staff to undertake this function.
- Provide comprehensive assessment, care planning, treatment and review of care in line with the requirements of the Mental Health Care Clusters

- Provide formulation, delivery and review of individualised evidence based care / care packages according to NICE guidance including non-medication strategies
- Lead in the continuing development of a high quality service that is underpinned by evidence based practice, care pathways / packages and NICE and DH Guidance
- Identify, assess and manage clinical and non-clinical risks/hazards in your area through the completion of the relevant risk assessments
- Implement the risk treatment plans for inclusion in the local and Trust's risk registers through the Risk Management department
- Participate in audit and research
- Undertake physical health checks of services users and act on the findings appropriately
- Understand the eligibility criteria and assessment process for Self-Directed Support (SDS) to meet service user needs
- Review SDS services in a robust and efficient manner, pro-actively promoting the approach of SDS
- Understand and utilise Health and Social Care commissioned services, demonstrating an empathetic approach of Fairer Access to Care Services

For Non-Medical Prescribers

- Where qualified, to prescribe under a clinical management plan for a specified group of service users

Core Non-Clinical Function

- Manage and coordinate multi-disciplinary meetings i.e. referral / review / business / handover
- Take part in service development and review
- Participate in the recruitment process for clinical staff as required
- Ensure the service meets the agreed performance / contractual targets and adheres to local and government initiatives
- Provide clinical and managerial leadership and expertise to team.
- Work closely with and assist Clinical Manager / professional lead with development and implementation of team operational policies
- Deliver training where appropriate for other professionals □ Manage the nursing capability process as appropriate □ Promote the Nursing Strategy within the Trust.

PROFESSIONAL DELIVERY FRAMEWORK

In addition to core clinical and non-clinical support the following are additional key activities identified as being necessary to the role in the delivery of your normal day to day activities.

- Complete mandatory training in line with the Trust Policy
- Receive annual appraisal and conduct annual appraisals to lower banded staff
- Training relevant to Band 6 competency framework
- Take all allocated annual leave

- Receive management supervision and deliver management supervision as required by your manager
- Supervise and manage on a day to day basis lower banded staff within the professional group and team locality as required and in line with Trust HR processes
- Ensure lower banded staff are appropriately inducted, receive appropriate supervision, have an annual appraisal and are compliant with mandatory training requirements
- Comply with the CPD and practice hours requirements set out by Nursing Midwifery Council NMC / Medicines competency framework (This is the essential requirement for yearly registration)
- Mentorship and supervision of students and lower banded staff
- Provide management supervision for Bands 3-5 in your professional staff group
- As and when required participate in file scrutiny work
- Participate in SI investigations, disciplinary and grievance procedures plus any relevant investigations in line with Trust policies
- Receive clinical supervision
- Deliver clinical supervision to lower banded staff in accordance with Trust policy
- Attend seminars / conferences and other CPD events – external/internal
- Attend regular key Trust-wide meetings / forums i.e. Professional nurse advisory committee, nurse forum, Link nurse forum (Infection control)
- Attend additional in-house developmental training
- Support the delivery of other mandatory training e.g. STORM, ECC&R, Infection Control, Safeguarding
- Be a Remedy representative □ Act as Safeguarding Champion.

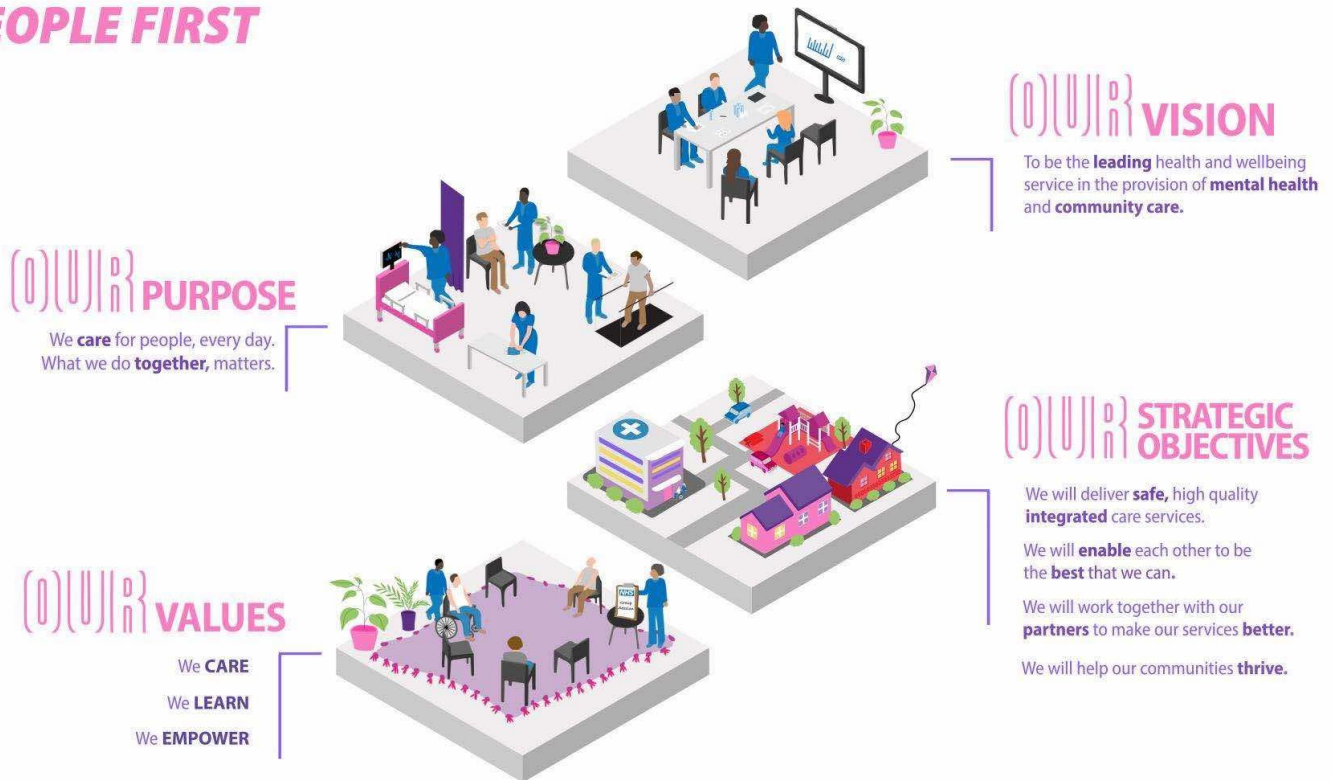
ADDITIONAL DUTIES

In addition to the above duties you will also be expected to perform the below key activities in line with your job role;

- Complete mandatory training in line with Trust policy and procedures
- To participate in the staff appraisal process and to undertake for any staff you manage
- To keep yourself updated on all matters relating to Trust policy
- To provide management supervision where appropriate

OUR TRUST STRATEGIC OBJECTIVES SUPPORTED BY OUR VISION AND VALUES

PEOPLE FIRST



ASSURANCE STATEMENT

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

NHS CONSTITUTION

You are responsible for ensuring that the values outlined in the NHS Constitution are adhered to daily and any matters of concern are raised with the relevant Line Manager or through the necessary processes within the Trust.

You are responsible for delivering a compassionate, dignified and respectful service to patients at all times.

DUTY OF CANDOUR

You must adhere to the principles of openness, transparency and the statutory duty of candour in your day to day work and conduct and encourage the same behaviours within the wider organisation.

EQUAL OPPORTUNITIES STATEMENT

The Trust operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity in relation to employment, development, training and service delivery.

NO SMOKING POLICY

The Trust is committed to a policy which discourages smoking and prohibits smoking on Trust property and on Trust business outside it.

INFECTION CONTROL

The post holder is accountable and responsible for the prevention of healthcare associated infections by complying with all Infection Prevention & Control policies and procedures in line with legislation (Health Act 2006; Code of Practice for the Prevention and Control of Healthcare Associated Infections.)

HEALTH AND SAFETY

All employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

GENERAL DATA PROTECTION REGULATION 2018

The General Data Protection Regulation (2018) is to ensure compliance with all Trust policies, and those procedures relevant to the area of work.

The Trust will always seek to process your personal data in accordance with its obligations and your rights.

The GDPR requires that personal data shall be;

- Processed Lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purpose;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate, technical or organisational measures.

All employees must adhere to the Trust's Policy on the Protection and Use of Personal Information which provides guidance on the use and disclosure of information. The Trust also has a range of policies for the use of computer equipment and computer generated information. These policies detail the employee's legal

obligations and include references to current legislation. Copies of the Policy on the Protection and Use of Personal Information and other Information Technology policies are included in the Trust's Policies and Procedures Manual/Intranet.

INFORMATION ASSET OWNERS AND ADMINISTRATORS

An information asset is a service user, staff or corporate information/data, processed by us and held in an electronic or hard copy/manual format. An information asset owner (IAO) is a senior member of staff who is the nominated owner for one or more identified information assets within the service/Trust. If you are a nominated IAO you will understand and monitor the following;

- What information assets are held and for what purpose within your team
- How information is created, amended or added to over time
- Who has access to information and why
- Understand and address the risk to the asset, providing assurance to the senior information risk owner in the overall information risk management function
- As an Information Asset Administrator you will ensure you fulfil the following responsibilities
- Ensure that policies and procedures are followed
- Recognise actual or potential security incidents, consulting with IAO's on incidents and management
- Ensuring that information asset registers are accurate and up to date.

CONFIDENTIALITY

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the General Data Protection Regulation.

You are required to observe the strictest confidence regarding any Confidential Information relating to work of the Trust, its patients/clients and its employees.

"Confidential Information" includes but is not limited to information relating to the Trust received by you in the course of your employment with the Trust or its predecessors, information relating to patients, personnel information, budgeting and financial information and information in respect of which the Trust owes a duty of confidentiality to a third party.

You are required not to disclose any Confidential Information either during or after your employment with the Trust, unless expressly authorised to do so by the Trust or required in the proper performance of your duties or as required by law.

This obligation will cease only when such information comes into the public domain other than through unauthorised disclosure by you.

Failure to comply with these requirements could result in action being taken under the Trust's Conduct/Disciplinary Policy and Procedure.

This obligation is without prejudice to the law concerning protected disclosures in the Public Interest Disclosure Act 1998 (the so-called “Whistleblowers Act”).

RISK MANAGEMENT

All staff working in, or for the Trust have a responsibility for participating in the risk management programme. All post-holders have a responsibility to assess all risks to systems, processes and environment and contribute to the clinical and corporate governance agendas as appropriate.

SAFEGUARDING DUTY

“It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Children and Adults as stated in the Trust Safeguarding Policy and the Southend, Essex and Thurrock (SET) Child Protection Guidance. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for ensuring they receive the appropriate level of Safeguarding Children training according to their role”.

INFORMATION TECHNOLOGY

It is the responsibility of the post holder to have a level of IT competence relevant to their job role and will be expected to continue to keep their skills up to date as part of their Continuing Professional Development.

CHANGES TO THIS JOB DESCRIPTION

Post holders have a responsibility to discuss any significant job changes with their line manager at the time the change occurs and agree any permanent substantial change.

On appointment within the Trust staff may be allocated to a specific area of care. It is however Trust policy to allocate staff to other areas of work within the Trust from time to time where this is in the interest of the individual and / or the service.

The Job Description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

Date post holder in receipt of job description

Signature of post holder

Signature of line manager