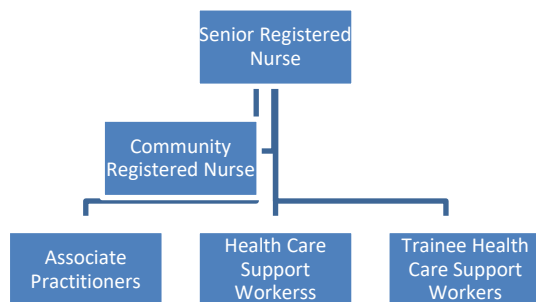


ZZZ-NM-06 Oct 23

## Job Description

<b>Job Title:</b>	Senior Registered Nurse (Community)
<b>AFC Band:</b>	6
<b>Accountable to</b>	Service Manager
<b>Responsible to</b>	Clinical Team Manager - Community
<b>Responsible for</b>	Band 5 and below clinical staff members

### Organisation Chart:



<b>2.0</b>	<b><u>Job Summary</u></b>	
	2.1	To improve the lives of people accessing our service by minimising the impact of their condition through the delivery of excellent services to promote recovery and well-being.
	2.2	To be compassionate in meeting the needs of patients and their carers.
	2.3	To work as part of a community team which may be integrated or co-located, working collaboratively and in partnership with local authority services.
	2.4	To be professionally accountable and responsible for patient care, undertaking a range of clinical/therapeutic interventions, wherever the patient resides.
	2.5	To act as key worker as appropriate.
	2.6	To promote at all times a positive image of people with mental health conditions, autism and learning disabilities
	2.7	To promote at all times a positive image of the Service/Department and the wider Trust.
	2.8	To promote social inclusion, community access and participation through the provision of patient care.

	2.9	To facilitate others in the team to develop competence by providing leadership, day to day supervision, clinical advice and clinical supervision to registered healthcare professionals as appropriate, associate practitioners, healthcare support workers and students. To be committed to and take a lead role in activities integral to the Trust's Quality Improvement System
	2.10	To promote at all times a positive image of people with mental ill health, autism and learning disabilities

<b>3.0</b>	<b><u>Main Duties and, area of Responsibilities</u></b>
<b>3.1</b>	<b>Delivering high quality patient care</b>

	<b>3.1.1</b>	Promotes and maintains safety, privacy and dignity of all patients in the delivery of patient centred care, recognising and respecting differences including spiritual and cultural beliefs
	<b>3.1.2</b>	Ensures that steps are taken to obtain appropriate consent , to provide care and treatment in accordance with the Mental Capacity Act.
	<b>3.1.3</b>	Acts, wherever applicable, in accordance with the Mental Health Act, Mental Capacity Act, duty of candour and associated legislation, policies and procedures.
	<b>3.1.4</b>	Responsible for recognising the potential for or signs of patient harm, abuse or neglect, including poor clinical practice. Reporting all such concerns and taking all reasonable steps to protect the patient. Responsible for identifying and reporting concerns regarding the safeguarding of all those who may be at risk.
	<b>3.1.5</b>	Responsible for ensuring the highest professional standards and attitudes towards the care of patients are maintained at all times and that care is delivered in accordance with evidence based practice by all members of the team.
	<b>3.1.6</b>	Provide clinical advice on complex issues to other members of the clinical team and staff from other disciplines and partner organisations.
	<b>3.1.7</b>	Has responsibility for own caseload of complex patients and takes responsibility as key worker as appropriate.
	<b>3.1.8</b>	Assesses patients including those with complex needs and develops, implements and evaluates care plans based on current risk assessment, evidence based practice, critical thinking and whole system support requirements as part of the multi-disciplinary team, with the involvement of the patient and where appropriate, their carer.
	<b>3.1.9</b>	May be required to accompany and provide support to patients within a variety of community settings, dependent on current risk assessment. This may include social inclusion/community integration/transfer to and from appropriate areas e.g. acute hospitals, police stations etc.
	<b>3.1.10</b>	Where professionally appropriate may be responsible for the safe transport and administration of medicines in accordance with Trust

		policy, legal requirements and NMC guidance, Administers intramuscular injections. May be a non-medical prescriber
	3.1.11	Supports individual patients and their families/carers, providing advice and liaising with other support services to co-ordinate individual support packages.
	3.1.12	Provides health education and advice on health promotion to patients and their carers.
	3.1.13	Responsible for decision making and coordination in a crisis situation, where necessary seeking advice and guidance from other relevant professionals
	3.1.14	Where appropriate and with authorisation, advocates for patients/carers
	3.1.15	Attend and complete reports for Mental Health Act tribunals, Coroners Courts, Serious incident Panels, CTRs and other legislative bodies as required.
	3.1.16	Participates in the duty rota, triage and/or access as required

<b>3.2</b>	<b>Successfully communicating with others, establish and maintain great working relationships and gain co-operation</b>	
	3.2.1	Communicates in a way which recognises difference and ensures that people feel included and their individual communication needs are met.
	3.2.2	Communications with patients must at all times be safe (appropriate) in content, effective and respectful and made compassionately and positively to minimise anxiety and distress related to their health and well-being.
	3.2.3	Ensures that effective communication systems are maintained within the team and strengthens partnership links with GPs, social workers, local authorities, statutory, private, police, probation and voluntary independent providers of care and other primary care agencies, attending multidisciplinary and other meetings as required.
	3.2.4	Uses appropriate communication methods to ensure effective therapeutic engagement with patients including the giving and receiving of complex or sensitive information where understanding may be limited.
	3.2.5	Communicates complex and sensitive information regarding patients' needs and progress accurately and in a timely manner to their carers/relatives as appropriate having due regard for confidentiality at all times
	3.2.6	Responsible for ensuring that communication with the public is professional and courteous at all times.
	3.2.7	Resolves informal complaints effectively, avoiding escalation where possible and informs the team manager in a timely manner.
	3.2.8	Participates in professional forums and special interest groups. May be a local team lead for an area of special interest.
	3.2.9	Ensures that staff engage proactively with visitors to the team and communicate in a professional and courteous manner.

<b>3.3</b>	<b>Effectively analysing information, identify problems, develop solutions and make recommendations/decisions</b>	
	3.3.1	Analyses and interprets a range of complex facts and situations when assessing patient conditions in order to develop appropriate care plans or to determine the best course of action in particular circumstances. Judgements may be required where there exists a range of options.
	3.3.2	Decides when to escalate issues to more senior staff
	3.3.3	Is aware of own limitations and scope of practice.
	3.3.4	Responds appropriately to crisis situations, where necessary seeking advice and guidance from other senior professionals. Implement prescribed strategies/interventions to manage the crisis effectively and informs relevant staff in a timely manner.
	3.3.5	Uses judgement when providing advice and guidance on complex clinical cases to other members of the clinical team and staff from other disciplines.
	3.3.6	May assist in the investigation of Serious incidents, Patient Safety incidents and Complaints.
	3.3.7	Responsible for maintaining appropriate boundaries with patients.
	3.3.8	Uses analysis and judgment when developing care plans

<b>3.4</b>	<b>Effective processing and management of information and the use of information systems</b>	
	3.4.1	Responsible for the maintenance of accurate and comprehensive patient records by self and others under your supervision approved by the Trust, in accordance with the Trust and professional record keeping standards.
	3.4.2	Undertakes administrative tasks in relation to own work
	3.4.3	Uses Microsoft Office applications
	3.4.4	Uses Trust-approved electronic systems as required

<b>3.5</b>	<b>Efficient and effective planning and organising of activities</b>	
	3.5.1	Plans own and others workload, managing competing demands to ensure care is delivered according to clinical priority.
	3.5.2	Delegates tasks to members of the clinical team whose competence has been established whilst maintaining professional accountability and ensuring their work meets required care standards.

	3.5.3	Plans and delivers training and appraisals for members of the clinical team.
	3.5.4	Contributes to the business planning process and speciality work plans as a member of the team.
<b>3.6</b>	<b>Developing and implementing policies and or services</b>	
	3.6.1	As a member of working groups, proactively engages in or leads the development of local policies and procedures.
	3.6.2	Responsible for ensuring robust implementation, monitoring and evaluation of new or revised policies and procedures in the workplace. <b>Developing and implementing policies and or services</b>
	3.6.3	As a member of working groups, may contribute to the development of policies which impact across other services.
	3.6.4	Uses the techniques of the Trust's Quality Improvement System to facilitate continual safety and quality improvement activities as part of the ward/unit team or special interest group.
	3.6.5	May participate in or lead local projects to develop services to meet the changing needs of the patient group.
	3.6.6	May participate in service improvement projects which impact across other services.

<b>3.7</b>	<b>Managing finance and physical resources/assets e.g. equipment, fixtures and fittings, stationery etc</b>	
	3.7.1	Handles cash, cheques and patient valuables as part of the safe keeping procedure.
	3.7.2	Authorises re-ordering of stock within set limits.
	3.7.3	May be an authorised signatory for staff expenses and petty cash expenditure.
	3.7.4	In the community may draft applications for continuing health care funding (for authorisation by others) attends continuing health care panels, supports patients in accessing alternative funding streams.

	3.7.5	Ensures all equipment is used safely and effectively by self and staff, following manufacturer's instructions, and immediately reporting any defects in accordance with local procedures.
	3.7.6	Ensures that available resources are used efficiently and effectively by self and staff.

	3.7.7	Responsible for the safe custody and storage of drugs in accordance with Trust policies, as applicable.
3.8	<b>Undertaking research, audits and governance, providing assurance to others</b>	
	3.8.1	Keeps up to date with new developments in the field, evaluating available research and disseminating information to inform evidenced based practice.
	3.8.2	Leads practice development initiatives within the team.
	3.8.3	In conjunction with the team manager, sets and monitors quality standards for clinical work, reports outcomes and proposes action plans to address areas of concern, facilitating implementation and evaluation of agreed action plans.
	3.8.4	Promotes and participates in and may lead research projects and complex audits using research methodology.
3.9	<b>Management of others, including planning and allocating work, training and development and management of the employment contract</b>	
	3.9.1	Demonstrates clinical leadership through personal practice.
	3.9.2	Responsible for day to day supervision of the clinical team including work allocation, checking record keeping and quality of care delivered and providing clinical advice and guidance as required.
	3.9.3	Provides clinical supervision to members of the clinical team as professionally appropriate.
	3.9.4	Provides preceptorship / Practice Assessor or Practice Supervisor to team members as appropriate.
	3.9.5	May participate in the recruitment and selection of staff in the clinical team, following appropriate training.
	3.9.6	Participates in the induction of new staff to the clinical area.
	3.9.7	Provides training to all members of the clinical team, monitoring and evaluating learning outcomes, providing feedback and assessing competencies to facilitate learning in practice. Practice Assessor or Practice Supervisor for students as professionally appropriate
	3.9.8	Provides training in relation to own work to GPs, statutory, private and voluntary providers of care and other primary care agencies as appropriate.
	3.9.9	Depending on work area may be responsible for conducting delegated appraisals, ensuring appropriate training is delivered and undertaking the informal stages of sickness management.

3.10	<b>Managing Self and Level of Autonomy</b>	
	3.10.1	Line Managed by the Clinical Team Manager - Community
	3.10.2	Works within Professional Code of Conduct – accountable for own professional practice
	3.10.3	Uses discretion as appropriate in applying clinical practice

<b>4.0</b>	<b><u>Other Requirements</u></b>
	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• All staff members have a duty to report any concerns they have about the safety or wellbeing of adult service users, members of their families, including children. Employees should be aware of their roles &amp; responsibilities to both prevent and respond appropriately to abuse.</li> <li>• They should undertake the safeguarding training relevant for their role.</li> </ul> <p><b>Flexibility</b></p> <ul style="list-style-type: none"> <li>• The post holder may be required to undertake duties not specified in the job description, but which are commensurate with the role and/or band as required by service need.</li> <li>• The post holder may be required to work in different locations as required by service need.</li> <li>• The post holder may be required to work flexible hours as required by service need.</li> <li>• There may be a requirement to change the job description in light of developing service needs.</li> </ul> <p><b>Physical Skills required for the role</b></p> <ul style="list-style-type: none"> <li>• The nature of this role will require frequent moderate levels of physical effort, for example when manoeuvring patients, responding to alarms</li> </ul> <p><b>Exposure to Emotional Circumstances/information</b></p> <ul style="list-style-type: none"> <li>• The nature of this role will have frequent exposure to distressing and emotional circumstances, caring for patients with challenging behaviour. There will also be occasional exposure to highly distressing and emotional circumstances i.e. safeguarding issues</li> </ul> <p><b>Predictability of the role and level of concentration/mental effort required</b></p> <ul style="list-style-type: none"> <li>• This role will involve frequent concentration with an unpredictable pattern, for example when assessing patient needs, development of care plans, responding to unpredictable challenging behaviour</li> </ul> <p><b>Working conditions</b></p> <ul style="list-style-type: none"> <li>• The nature of the role will have frequent exposure to verbal aggression.</li> </ul>

## 5.0 Person Specification

Essential	Measured by
<p><b>The following identified Qualification Experience and knowledge are all essential criteria that all candidates/post holders will have in order to be shortlisted for the role</b></p> <p><b>Qualifications Required</b></p> <p>Current professional registration with Nursing &amp; Midwifery Council. RMNH/RNLD</p> <p>Evidence of Continuing Professional Development.</p> <p>Recognised Practice Supervisor and/or Practice Assessor, clinical educator or equivalent. Must be achieved within 6 months</p> <p>Trained in Clinical Supervision and providing clinical supervision <b>OR</b> willingness to work towards within 6 months</p> <p><b>Experience Required</b></p> <p>Minimum of 12 months experience post completion of preceptorship experience working with people with mental ill health, Autism or Learning Disability in a care environment.</p> <p>Working collaboratively with service users and their families/carers.</p> <p>Providing clinical supervision to individuals or groups as professionally appropriate.</p> <p>Supervising or assessing students on practice placement.</p> <p>Working in a multi-disciplinary team</p> <p>Quality improvement activities</p> <p><b>Knowledge Required</b></p> <p>Demonstrable knowledge to post-graduate level of evidence-based practice in caring for patients in the designated field</p> <ul style="list-style-type: none"> <li>• Understanding of relevant legislation (e.g. Mental Health Act, Mental Capacity Act).</li> <li>• Detailed understanding of Safeguarding and its application in practice.</li> <li>• Clinical Risk Assessment and Management and its application in practice.</li> <li>• Clinical Governance and its application in practice.</li> <li>• Research and development methodology.</li> <li>• Understanding of psychological models of care and treatment.</li> <li>• Working knowledge of clinical medicines management, including administration of injections</li> </ul>	<p>Application Form and Interview</p> <p>Application Form and interview</p> <p>Application Form and Interview</p> <p>Application Form and Interview</p> <p>Application form and Interview</p>



<p>The following sets of Knowledge, Skills, Experience, Personal Attributes are all essential requirements of the role, as identified some will be measured as part of the interview process and other must be acquired by the post holder within the first 6 – 12 months of being in post.</p>		Method of Assessment and timescales	Desirable
<p><b>Knowledge/ Skills/experience</b></p>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Provide leadership and monitor, co-ordinate and prioritise the activities of a team.</li> <li>• Communicate complex and sensitive information effectively to patients, carers/families and all members of the multidisciplinary team.</li> <li>• Work effectively as part of a multidisciplinary team and undertake key worker responsibilities</li> <li>• Provide effective clinical supervision, teaching, training and assessing in clinical practice.</li> <li>• Write reports.</li> <li>• Use multimedia materials for presentations in professional settings.</li> <li>• Use approved techniques in physical interventions.</li> <li>• Demonstrate recovery focussed practice</li> </ul>	<p>At Interview All within 6 – 12 months of being in post</p>	<ul style="list-style-type: none"> <li>• Experience of working within a range of services, including inpatient and community settings.</li> <li>• Experience of undertaking or participating in research</li> <li>• Specialist knowledge of working within a multi-disciplinary/multi-agency community team setting.</li> <li>• Principles of change management.</li> </ul> <p>Principles of project management</p>
<p><b>Personal Attributes</b></p>	<ul style="list-style-type: none"> <li>• Able to work in accordance with the Staff Compact and Trust Values and Behaviours.</li> <li>• Compassionate in meeting the needs of vulnerable people and their families and carers.</li> <li>• Able to engage with vulnerable people and work effectively in distressing and challenging circumstances</li> </ul>	<p>Interview by Values based Questions</p> <p>Within 6 – 12 months of being in post</p>	

	<ul style="list-style-type: none"> <li>• Able to work flexibly and co-operatively as part of a team</li> <li>• Able to use own initiative and make decisions independently</li> <li>• Committed to continual quality and service improvement</li> <li>• Self-aware and committed to professional and personal development. Able to accept and respond positively to feedback from supervision</li> <li>• Self-motivated, resourceful and resilient in challenging situations</li> </ul>		
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to travel independently in accordance with Trust policies and service need.</li> </ul> <p>This post is subject to the relevant satisfactory Disclosure and Barring Service check.</p>		

## JOB DESCRIPTION AGREEMENT

### Post Holder

Sign..... Date.....

Print Name.....

### Line Manager

Sign..... Date.....

Print Name.....

Print Job Title.....



### **Our Journey To Change key messages**

It's really important that as we continue to raise awareness and embed Our Journey To Change we use key messages. They will help us to use a shared language to communicate consistently with everyone and to make sure that what we say is simple and human. The key messages below are for use in the communications we share and conversations we have about Our Journey To Change.

#### **Key messages:**

- Our Journey To Change sets out why we do what we do, the kind of organisation we want to become and the way we will get there by living our values, all of the time. To help us achieve this we have also committed to three big goals over the next five years.
- Our Journey To Change was created with more than 2,500 colleagues, service users, families, carers, partners and our local communities who all took part in Our Big Conversation. We listened to every piece of feedback – and we will continue to listen.
- Through our conversations it was clear that the experience we provide to our service users, carers and colleagues was not consistently good and partners told us we weren't always easy to work with. We are committed to ensuring that we improve this experience for everyone.
- Change won't happen overnight but Our Journey To Change will be placed at the centre of everything we do and will inspire all actions and decision making at all levels, all of the time.
- This is our journey with you – it's important that everyone continues to be part of this.

#### **Our values - key messages**

- We are committed to co-creating safe and personalised care that improves the lives of people by involving them as equal partners. The most important way we will get there is by living our values, all of the time.
- Our values are respect, compassion and responsibility. They were created with more than 2,500 colleagues, service users, families, carers, partners and our local communities who all took part in Our Big Conversation.
- Our values are:
  - respect – we listen, we are inclusive and we work in partnership
  - compassion – we are kind, we are supportive and we recognise and celebrate achievement
  - Responsibility – we are honest, we are always learning and we are ambitious.
- Our values are at the heart of everything we do.

### Further information

Further information is available at [www.tewv.nhs.uk/about-us/our-journey-to-change](http://www.tewv.nhs.uk/about-us/our-journey-to-change)

There is also further information for colleagues on our internal staff intranet <https://intranet.tewv.nhs.uk/our-journey-to-change>