

# JOB DESCRIPTION

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

<b>JOB TITLE</b>	Community Mental Health Nurse
<b>BAND</b>	6
<b>RESPONSIBLE TO</b>	Dementia Lead South West
<b>ACCOUNTABLE TO</b>	Service Manager, Dementia and Frailty
<b>BASE</b>	Brentwood Resource Centre
<b>HOURS OF WORK</b>	37.5

## ROLE SUMMARY

The post holder:

- Will act as an independent practitioner within a defined community setting, while liaising with other professionals as necessary.
- Will manage a defined caseload and provide supervision to others as appropriate.
- Will be responsible for the assessment planning implementation and evaluation of nursing care within agreed parameters, and have a working knowledge of local, national policies and legislation, which govern current service provision and audit.
- Will be responsible for ensuring effective communication pathways exist.
- Will be responsible for ensuring the promotion of equality diversity and rights in accordance with good practice and legislation.
- Will be responsible for identifying and contributing to the training needs necessary in providing quality evidence based care as appropriate.

To be responsible as the Care Coordinator for the assessment and coordination of care needs, planning and implementation of evidence based care to a defined group of service users and their carers within a defined catchment area/locality. Provide professional advice and support to other agencies and members of the multidisciplinary team. To act up for the Team Manager in their absence as appropriate. To act as a role model and resource for junior/less experienced staff.



## **KEY RESPONSIBILITIES**

- To be responsible for the assessment, planning implementation and evaluation of the evidence based care required, including health promotion for a named service user/group.
- Responsible for the appropriate clinical risk assessment of service users contacting the “Out of Hours” service, providing an effective advice, guidance and decision making process culminating in the coordination of any reviewed plan of care.
- To participate in the CMHT Duty System and in the “Out Of Hours On Call” Service e.g. evening visits, clients’ social clubs as necessary and in agreement with Line Manager and work flexibly to provide a 7-day service as agreed by South Essex Partnership University NHS Foundation Trust.
- Responsible for the admission, case conference/reviews and discharge in collaboration with members of the multi-disciplinary team.
- Responsible for coordinating the care and assessment under the Care Programme Approach of a designated caseload
- Responsible for participating in the development of the service, setting of quality standards, including the auditing, monitoring and reviewing in line with current clinical guidance practice and policy.
- Responsible for ensuring the postholder understands and meets their professional responsibilities under Safeguarding Vulnerable Adults and Children Legislation.
- Responsible for ensuring that the requirements of the Mental Health Act 1983 are observed, adhered to and implemented.
- Responsible for the promotion of carer and service user involvement within the service and for its provision.
- Responsible for establishing therapeutic relationships with service users, and the implementation of evidence based therapeutic interventions with appropriate boundaries in accordance with Nursing and Midwifery Councils professional code of conduct.
- Responsible for ensuring that carers’ assessments, education and support is delivered in accordance with the requirements of the NSF.
- Responsible for deputising and providing appropriate support and caseload coverage for colleagues/team members.
- As NMC to be a Practice Assessor or a Practice Supervisor for Student Nurses

## **OPERATIONAL RESPONSIBILITIES**

- Responsible for participation in the Trust appraisal process, and take a lead in identifying own/others mandatory professional, supervisory, personal development and training needs for junior and senior team members.
- Responsible for ensuring that the post holder and junior staff members’ access and participate in clinical supervision.
- Responsible for the safe custody and administration of medicines.
- To participate and contribute appropriately in research, service modernisation, clinical governance and the National Service Framework.  
To ensure that the agreed philosophy approach is adopted and followed, whilst respecting and valuing the different therapeutic approaches available within the multi-disciplinary team



- Responsible for ensuring confidentiality is maintained at all times in accordance with the data protection act, trust policy and good practice.
- Responsible for maintaining and conducting oneself in a professional manner towards service users, carers, colleagues and other agencies.
- Participate in joint working with appropriate experts/agencies.
- The post holder is responsible for ensuring that they contribute and work towards the service/organisational aims and objectives.
- The post holder as an individual is required to understand their responsibility for respecting and promoting issues of equality diversity and rights in accordance with good practice and legislation.
- Responsible for reading, understanding and complying with all relevant trust and statutory policies and procedures.

## **STAFF MANAGEMENT**

- Responsible for the effective utilisation of nursing/financial resources to ensure adequate clinical care is provided with a requirement that all incidents, which may compromise care, are reported immediately to a senior manager, and clinicians involved in their care as appropriate.
- To make decisions and work within a framework commensurate with their level of knowledge and competence and to act accordingly within their sphere of responsibility.
- Responsible for ensuring that appropriate safeguards and practices are adopted when working autonomously with clients independently.
- Responsible for the provision of formal and informal training of pre/post registration students, staff members, carers and service users.
- Responsible for providing formal and informal training on Mental Health promotion to statutory and non-statutory services.
- Responsible for the provision of staff induction, mentorship, appraisal and clinical supervision to professional colleagues as appropriate.

## **COMMUNICATION AND WORKING RELATIONSHIPS**

- The post holder is responsible for ensuring accurate and timely written records are kept which comply with the Trust policy and NMC guidance, reporting on any issues as appropriate.
- The post holder is responsible for ensuring they comply with current good practice in informing/updating all members of the multi-disciplinary team, their colleagues, service users and appropriate others of changes involving current nursing care plans, progress, mental state and psychosocial factors in line with best practice.
- The post holder is responsible for ensuring that they clearly communicate with clients and carers, actively listen to establish an understanding of the needs of the service user and their carers.



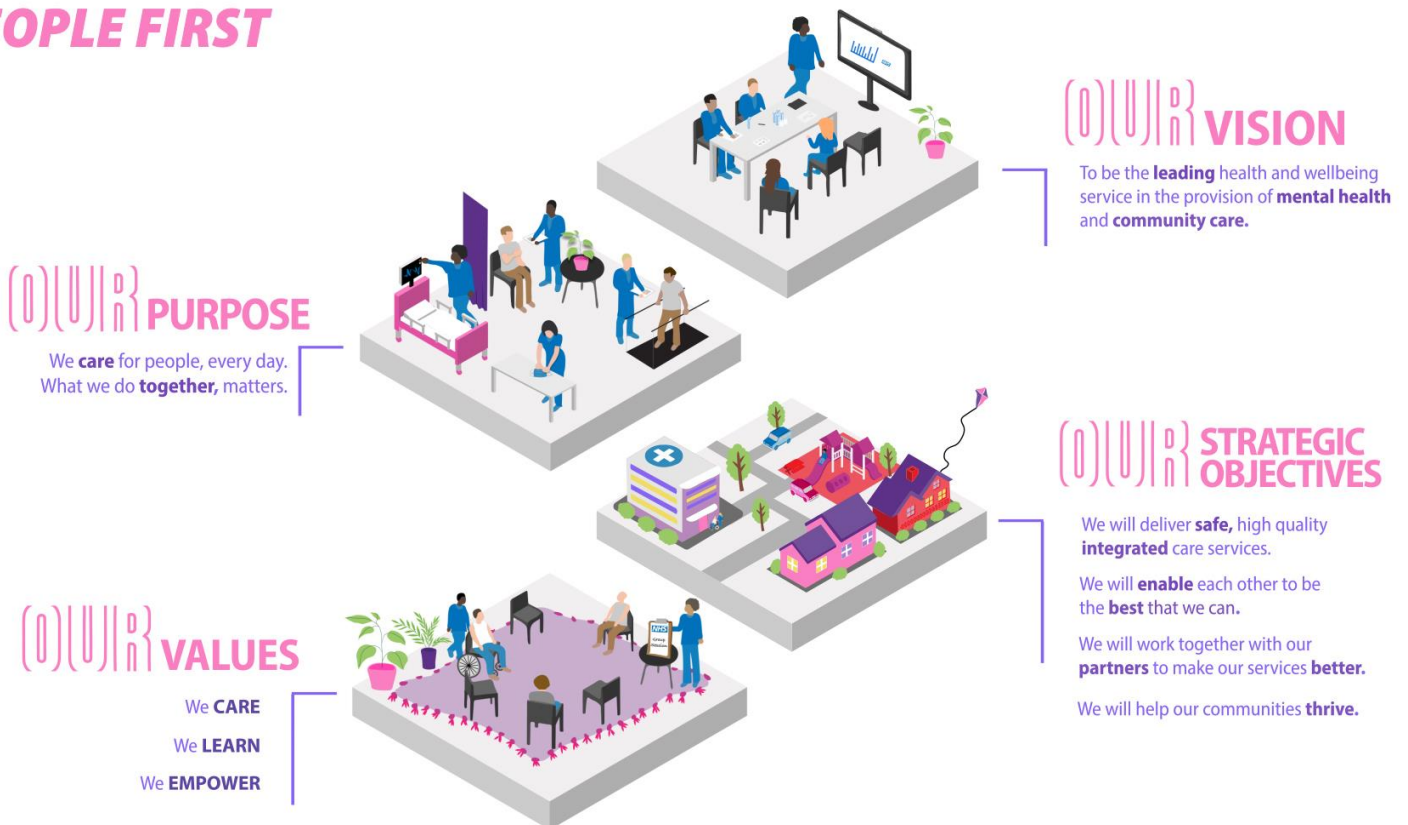
## ADDITIONAL DUTIES

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 .....

