

JOB DESCRIPTION

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

JOB TITLE	Community Mental Health Nurse
BAND	Band 5
RESPONSIBLE TO	Team Manager/Clinical Lead
ACCOUNTABLE TO	Team Manager/Clinical Lead
BASE	Brentwood Resource Centre, Brentwood
HOURS OF WORK	37.5 hours per week - 9am-5pm from Monday-Friday

ROLE SUMMARY

- You will be working as part of a team and responsible for a caseload of individuals, providing person-centred and evidence-based intervention whilst ensuring quality interventions and high standards of documentation, you will need knowledge of physical health and the impact on mental health. You will need to be motivated, caring, compassionate and able to promote positive change to the people under your care.
- You will be expected to work collaboratively with key partner organisations, patients, carers, clinicians and other practitioners within the multi-disciplinary team in delivering services. You will need excellent communication skills and you will need to be able to work closely with families and carers as a routine part of care.
- You will work as a member of the nursing team in providing high quality, evidence-based, holistic nursing 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 Team Manager/Clinical Lead. 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 of lower banded staff within your professional group and team locality.
- 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.
- 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 CLINICAL

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

- To work collaboratively with clients, service colleagues and other agencies to prevent inappropriate A&E attendances and Acute Hospital admissions
- To provide advice and decisions to other service members and partner agencies in relation to crisis situations, conditions and treatment plans, based on medical history and knowledge of certain conditions.
- Provide management and care of service users.
- Produce accurate and timely documentation on all clients in line with your Professional Code of Conduct and Trust policies.
- Conduct / contribute to the assessment process, as well as the observation and ongoing assessment, providing accurate and timely feedback.
- Participate in the planning, implementation / evaluation and ongoing review of treatment plans.
- Provide practical support, advice and education to service users, carers and other disciplines.
- Responsible for the recording of all patient related activity information onto system one.
- Carry out risk assessments including any potential hazards in the service users environment.
- Attend multi-disciplinary meetings i.e. referral / review / business.
- Report and document incidents as required.
- Conduct physical health care checks of service users and act upon findings.
- Act as a key worker.
- Facilitate and support in 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.
- Compassionate Empowering Open
- Provide education and support to develop service users' understanding of mental illness.
- With relevant expertise and experience and support, provide psycho-social intervention, education and support to develop service users' understanding of mental illness with aim to prevent relapse and admission.
- Undertake carer's assessment in line with Trust's key performance indicators.
- Undertake nursing needs and continuing care assessments.
- Be competent in use of relevant screening and assessment tools.
- Provide comprehensive assessment, care planning, treatment and review of care in line with the requirements of Mental Health Care Clusters.

WE CARE. WE LEARN. WE EMPOWER.

- Provide formulation, delivery and review of individualised evidence based care / care packages according to NICE guidance including non-medication strategies.
- Support the induction and ongoing development of newly qualified nursing staff.
- Be an Infection control link person.
- Deliver smoking cessation training.
- Participate in audit and research.

Core Non-Clinical Function

- Promote the Nursing Strategy within the service.
- Take part in service development and review.
- Participate in the recruitment process of other clinical staff as required, supported by senior members of the team.
- Ensure the service meets the agreed performance / contractual targets and adheres to local and government initiatives.
- Provide clinical leadership and expertise to team.
- Deliver training where appropriate for other professionals.

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
- 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.

OUR TRUST STRATEGIC OBJECTIVES SUPPORTED BY OUR VISION AND VALUES

PEOPLE FIRST

OUR PURPOSE

We **CARE** for people, every day.
What we do **together**, matters.

OUR VALUES

We **CARE**
We **LEARN**
We **EMPOWER**

OUR VISION

To be the **leading** health and wellbeing service in the provision of **mental health** and **community care**.

OUR STRATEGIC OBJECTIVES

We will deliver **safe**, high quality **integrated** care services.

We will **enable** each other to be the **best** that we can.

We will work together with our **partners** to make our services **better**.

We will help our communities **thrive**.



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

WE CARE. WE LEARN. WE EMPOWER.

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.

WE CARE. WE LEARN. WE EMPOWER.

PRACTICE ASSESSORS AND PRACTICE SUPERVISORS

As a band 5 or band 6 Nurse you will be responsible and applicable for the following:

- As a minimum requirement all clinical band 6's will be expected to undertake the duties of a Practice Assessor for students placed within the trust, and will be able to act as Practice supervisors for students placed within their area of work.
- As a minimum requirement all clinical band 5's will be expected to act as Practice supervisors for students placed within their area of work. With the opportunity to also be trained to act as a Practice Assessor for students placed within the Trust.

CONFIDENTIALITY

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use of 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