

JOB DESCRIPTION

Service:	Child & Adolescent Mental Health Service
Title:	Charge Nurse
Band:	6
Directorate:	Child & Adolescent Mental Health Services
Accountable To:	Modern Matron
Reporting To:	Team Leader
Base:	Forest House Adolescent in-patient Unit, Harperbury

JOB SUMMARY:

Forest House is a 16 bedded inpatient unit for 12-18 year olds suffering with emotional, behavioural and psychiatric problems. The unit offers young people a 24 hour, 7 day a week service, assessing, treating and evaluating care through a variety of therapeutic techniques, family work, individual work, group work and the day-to-day milieu.

To act as the lead nurse / care co-ordinator for a group of young people within an inpatient setting. To be responsible for the assessment, planning, implementation and evaluation of nursing care within the multi-disciplinary team. This will include carrying responsibility for the assessment of needs of young people within the service ensuring the treatment and risk management plans are adhered to.

To act as the lead nurse and to be responsible for the provision of supervision both formal and informal of junior staff and support workers.

To work closely /maintain a good working relationship between Forest house and the Adolescent Out reach Team.

All staff are expected to comply with the Trust's Open Culture within a Responsibility Framework.

Organisational Chart:

Community Services

Job Responsibilities:

- To provide sound clinical leadership to nurses at Band 5 and below in delivering of care and treatment to young people admitted to the Unit.
- To provide accurate, clear and concise communications in all aspects of delivering the service.
- To be a key worker/Care co-ordination for a group of young people.
- To participate in the running, facilitation and planning of groups.
- To attend family meetings as the key worker.
- To administer medicines.
- To oversee care team responsibilities/Co-ordinate the CPA process as required.
- To actively participate in group activities with young people.
- To be conversant with NMC Code of Conduct, Mental Health Act and the Children Act.
- To uphold professional standards and conduct at all times.
- To take part in the assessment, treatment with children, adolescents and their families, with problems of behavioural, emotional, psychological or mental illness nature.
- To operate as a member of the multidisciplinary team providing child and mental health services for Hertfordshire, contributing to both the case and specialist work of the AOT.
- To provide a versatile approach in designing creative therapeutic interventions according to clinical assessed need.
- Adopt a multi-service / multi-agency partnership approach in providing effective clinical support to young people.
- To carry out risk assessments and brief intervention work with adolescents, maintaining high levels of safety at all times.
- To attend care team, unit round meetings, review meetings, professional meetings, CPA's and case conferences, promoting clear clinical pathways for young people.
- To facilitate the process of transition between services / mental health teams

and facilities providing telephone consultation and/or advice to colleagues.

- To provide cover for the team manager in incidence of long-term absences, ensuring continuity of Tier 4 specialist services.
- To hold a working awareness of the Children Act (1989) and a working knowledge of Mental Health Act (1983).
- To work with the Modern Matron to ensure clinical governance initiatives and service framework targets are adhered to.
- To initiate and participate in clinical and service audit.
- To promote service user feedback.

Working Relationships and Communication Requirements of the Job

Working relationships

- Team Manager
- Consultant Psychiatrists
- Team Secretaries
- House Keeper
- Domestics
- Nursing Team
- Psychologists
- Psychotherapists
- Family Therapist
- Creative Therapists
- Social Workers
- CAMHS Outreach Team
- Harper House Childrens Services
- Community CAMHS Teams
- Early Intervention in Psychosis
- Adolescent Drug and Alcohol Service Hertfordshire (ADASH)
- Adult Community Mental Health Teams
- Childrens Schools and Families (CSF)
- Forest House Education Unit
- Local Education Providers
- Occupational Therapists
- Training & learning Department
- Specialist Eating Disorder Nurses
- Senior Managers
- Adult Care Services
- Joint Commissioning Team (Local and other)
- Information Team

- Practice Governance Leads
- Lead Nurses
- Modern Matrons
- Service Development Managers

Communication requirements

- To provide clear and concise written and verbal reports on Service Users to staff within the organisation and outside of the organisation. This will involve attending CPA meetings providing CPA reports and discharge summaries. Information needs to be presented in a sensitive manner.
- To provide liaison between Forest House Adolescent Unit and the CAMHS Outreach Team.
- To represent the Forest House Adolescent Unit in Trust wide meetings.
- To work closely within the team to improve areas of practice and to communicate the need for change by giving a clear vision of how this is to be achieved.
- To network with other NHS Trusts and share good practice.
- To work closely with the Information Team and Care Notes Team, as to ensure that Forest House meets the performance criteria.
- To support the Team Manager and Modern Matron with Performance Improvement in line with any new legislation or documentation, both National and local that relates to the performance agenda and distributing this in a timely manner to relevant managers and clinicians.
- Liaison with other professionals in the NHS and other agencies on matters of mutual concern regarding individual service users.
- To work in partnership with parents/carers.

Clinical Responsibility

- To support the Team Manager and Modern matron in ensuring that key clinical targets are achieved and improved upon, for example CPA and 7 day follow-up.
- To work with clinical teams on performance improvement projects as required.
- To demonstrate an understanding of the clinical issues related to Service Users.
- To use Care Notes and COGNOS as to ensure Forest House meets relevant targets.
- To lead and uphold health & safety and infection control standards within the unit.
- To provide clinical and managerial supervision to junior members of staff.
- To participate in clinical and management supervision.
- To lead and coordinate delivery of care to young people.
- To support and ensure treatment plans are followed and reviewed accordingly
- To follow the Trust policies on administering medication
- To act as CPA coordinator
- To liaise closely with the unit House keeper and other food suppliers in order to ensure the unit at all times has adequate food relevant to individuals re-feeding programmes.
- To coordinate and participate in clinical audits.

Leadership and Staff Management Responsibility

The post holder would be expected to manage and lead the nursing team to provide supervision and relevant training to junior staff.

To participate and lead in the development of students, trainees and junior members of staff.

To participate in the recruitment process in accordance to the Trust policy.

To adhere to and participate in the Trusts performance management policy.

To work closely within the team to improve areas of good practice.

To take responsibility in the absence of the Team Manager, to ensure the units standards continue to be maintained.

Financial responsibility

The post holder is responsible to ensure the young peoples finances are recorded and managed in accordance to the relevant Trusts policies.
To participate in managing the unit budget.

Service Development and Improvement

The post holder will be responsible in participating and contributing in the development and improvement action plan of the CAMH services within Hertfordshire as directed by Heads of Service.

Analytical and Judgemental Skills

Detailed knowledge and understanding of psychiatric/mental health diagnosis and treatments

Planning and Organisational Skills

The planning and organisational skills required to fulfil the job responsibilities satisfactorily include planning and organising clinical and non-clinical activities, rotas, meetings, strategic planning and the requirements for the CPA process as outlined in the relevant Trust policies.

Physical Working Conditions and Environment

Forest House is a 16 bedded inpatient unit for 12-18 year olds suffering with emotional, behavioural and psychiatric problems. The unit offers young people a 24 hour, 7 day a week service, assessing, treating and evaluating care through a variety of therapeutic techniques, family work, individual work, group work and the day-to-day milieu.

The post holder may be exposed to some aggressive and challenging behaviour from the young people.

The post holder must uphold health and safety requirements as specified in Trust policies.

It is a requirement of the post holder to travel to existing and potential sites within and outside of HPFT (*unless you have a disability as defined by the Disability Discrimination Act 1995*)

Information Resources

- To support the development and maintenance of the performance management framework involving use of Cognos, Excel and other information systems as necessary.
- To support the development of systems, improving and adapting existing reports and designing reports for use by Trust staff.
- Key involvement with the implementation of performance management systems and communication with staff.

Additional Information:

Knowledge and Skills Framework:

The post holder will be expected to meet the requirements of the NHS Knowledge and Skills Framework (KSF) appropriate outline for the post.

Approved outlines are available on the HPT e-ksf local library

Health and Safety

The post holder has a duty of care to themselves and to others with whom they come into contact in the course of their work as laid down in the Health and Safety at Work Act 1974 and any subsequent amendment or legislation.

Infection Control

All Trust staff will:

Act as a role model and champion for the highest standard of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.

Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene.

Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection.

Equality and Diversity

Hertfordshire Partnership Trust is committed to providing an environment where all staff, service users and carers enjoy equality of opportunity.

The Trust works to eliminate all forms of discrimination and recognise that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

Providing equality of opportunity means understanding and appreciating the diversity of our staff, service users & carers and ensuring a supportive environment free from harassment. Because of this Hertfordshire Partnership Trust actively encourages its staff to challenge discrimination and promote equality of opportunity for all.

Confidentiality

All staff must be aware of the Data Protection Act 1984, and its subsequent amendments, which is now in force. This means that protection of data about

individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the Trust and the individual may be prosecuted.

Standards of Business Conduct and Conflicts of Interest

The Trust has adopted a Standards of Conduct Policy, which reflects NHS Management Executive Guidelines. It is the responsibility of staff to ensure that they do not abuse their official position for personal gain or seek to advantage or further private business or other interests in the course of their official duties. Staff should be informing their line manager if they are working for any other organisation to ensure that this Trust complies with the Working Time Regulations.

Information and Records Management

The post holder must be competent in using IT and have the relevant skills to carry out the activities required for the post.

To comply with the Data Protection Act 1998, Freedom of Information Act 2000 and Department of Health Code of Confidentiality in line with Trust procedures.

To adhere to the Trust's policies on records management including creation, use, storing and retention and disposal of records.

Adhere to the Trust's Corporate Identity (using the standard templates – available on www.hpt.nhs.uk).

Safeguarding Adults and Children

The Trust is committed to ensuring adults and children are protected and come to no harm from abuse. All employees have a responsibility to be aware of national and local policies, their individual responsibilities with regards to the protection and safeguarding of both adults and children, and must adhere to them at all times.

Organisational Change

As services develop and change, the post holder may be required to undertake other responsibilities within the Trust.

Review:

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the

job description will be amended from time to time in consultation with the post holder.

Job description for Band 6 Charge Nurse 07.2010.doc

PERSON SPECIFICATION

Job Title: Charge Nurse

Department: Forest House Adolescent in-patient Unit, Kingsley Green

CRITERIA	ESSENTIAL	DESIRABLE
AREAS OF KNOWLEDGE, TRAINING AND EXPERIENCE:		
At least 2 years experience at Band 5, with 1 year in CAMHS	✓	
Registered Nurse Mental Health or RSCN	✓	
Ability to run groups	✓	
Ability to plan, implement and carry out nursing care	✓	
Knowledge of Mental Health Act	✓	
Awareness of Child Protection	✓	
Relevant Clinical knowledge	✓	
A working knowledge of child development and adolescents	✓	
Up to date working knowledge of child and family problems and disorders	✓	

Emphatic interviewing and counselling skills	✓	
Experience of working with children, adolescents, family and carers	✓	
Ability to manage staff	✓	
Previous experience of managing and supervising junior staff (including those from other professional backgrounds)	✓	
An understanding of the complex nature of eating disorders and associated difficulties.	✓	
Ability to monitor and manage adolescents with eating disorders.	✓	
Ability to support and nurse junior staff when dealing with complex eating disorders.	✓	
COMMUNICATION SKILLS		
Excellent communication skills both verbal and written	✓	
Ability to work and communicate effectively with others	✓	
Ability to think clearly and express self	✓	
Ability to assess reports and clinical information and provide clear and concise information tailored for different audiences	✓	
ANALYTICAL SKILLS		
Detailed knowledge and understanding of psychiatric/mental health diagnosis and treatments	✓	
DIVERSITY		
Ability to form good working relationships within a multidisciplinary setting and understanding of roles and responsibilities of agencies involved with	✓	

working with young people	✓	
Ability to assess children presenting with a range of Mental Health problems from different ethnic origins	✓	
PHYSICAL SKILLS		
I T skills	✓	
Car Driver		✓
PHYSICAL EFFORT		
Ability to contribute to young peoples healthy development (including sexual)	✓	
MENTAL EFFORT		
Ability to work with young people whose behaviour is personally challenging	✓	
EMOTIONAL EFFORT		
Regular requirement to deal with distressing or emotionally charged situations	✓	
Ability to establish and maintain professional relationships and boundaries with young people	✓	
GENERAL		
Describe any personal characteristics not already mentioned.		

NB: ALL INDICATORS SHOULD BE SUPPORTED BY APPROPRIATE EVIDENCE WHICH IS CLEAR AND CHECKABLE AT INTERVIEW

