

### JOB DESCRIPTION

#### JOB DETAILS

JOB TITLE:

Mental Health Nurse

JOB REFERENCE NUMBER:

LW-GEN-132

BAND:

5

WARD/DEPT.

Generic – Ward Based

DIRECTORATE/LOCALITY:

Trust Wide

ESSENTIAL QUALIFICATIONS:

Registered nurse – mental health

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### ORGANISATIONAL ARRANGEMENTS

ACCOUNTABLE TO:

Nurse Manager

REPORTS TO:

Senior Charge Nurse / LIDTS

RESPONSIBLE FOR:

Supervising health care assistants / senior health care assistants

## **ROLE SUMMARY**

The post holder will undertake the planning and delivery of direct patient care without direct supervision, ensuring continuity of practice.

As named nurse to ensure accurate mental health clustering is carried out on admission, discharge and at reviews.

## **DUTIES AND RESPONSIBILITIES**

Ensure that nursing practice is person centred and, as far as possible, promoting the direct involvement of patients and carers in the development of the plan of care from admission to discharge.

Ensure that clinical practice is consistent with the Care Programme Approach.

Identify personal learning and training needs through appraisal and personal development plans linked to service needs.

Take responsibility for ensuring that personal nursing practice is informed by relevant local and national developments and is evidenced based.

Under the direction of the Ward Manager/Senior Charge Nurse, participate in clinical audit and clinical governance activities.

Carrying out Risk Assessment

Act as the named nurse for a group of patients with ultimate responsible for providing an individualised plan of care for each patient.

Delegate appropriate tasks to junior staff where appropriate.

Effective management/co-ordination of shifts.

Share information with other members of the multi disciplinary team, either verbal or written.

Attending appropriate meetings.

Use available resources effectively.

Provide and receive clinical supervision as per Trust guidance.

Act as a mentor to students in line with NMC requirements for Registered Nurses including attending annual mentor updates and evidence for Triennial Review

Participate in recruitment, selection and induction of junior staff.

Report and record incidents, complaints and accidents involving patients, staff or visitors in accordance with Trust and Service Standards.

Ensure that personal appearance, practice and manner conform to the Standards and

expectations of the Trust and are in accordance with the NMC code of professional conduct.

Ensure compliance with the regulations in respect of the storage and administration of drugs pursuant to the Misuse of Drugs Act 1973.

Ensure compliance with the Trust and Service policies for the care of patient's valuables and ensuring awareness amongst other staff of Standing Financial instructions and others relevant guidance documents.

Maintain a professional Therapeutic relationship/boundary with patients, carers and colleagues.

Report any untoward incidents, accidents or complaints involving patients, relatives/carers or staff to the nurse in charge of the area.

Maintain a general knowledge of current ward, service and trust arrangements, operational policies, clinical objectives, procedures and overall philosophy and working in accordance with these.

Ensure good working relationships with all disciplines, contributing to the effective running of the ward by engaging in ward discussions and attending appropriate meetings.

Be aware of personal limitations and role boundaries.

Induct new starters to the work environment.

Attend mandatory and non-mandatory in-service training sessions and refresher courses as required by the trust and as identified in the KSF/PDP process.

Undergo IT training and utilise basic IT skills as necessary including the Intranet, computerised selfrostering and electronic stores ordering.

Carry out basic administrative tasks as required such as photocopying, faxing and the making and receiving of phone calls.

Carry out PMA interventions.

Undertake surveys and audits.

Regularly undertake research and development and clinical trials

To discharge statutory social care functions as delegated under section 75 agreement with Norfolk County Council for Service Users and Carers on behalf of the organisation (For Norfolk Service Users only)

To provide appropriate health and social care interventions according to service users recovery goals (For Norfolk Service Users only)

To assess health and social care needs as part of an integrated team, and implement/commission packages of care where appropriate. (For Norfolk Service Users only)

## SPECIFIC DUTIES

### TRUST VALUES AND BEHAVIOURS

To promote and adhere to the workplace values of NSFT.

Our values and behaviors were created by 1,300 staff members, service users and carers all working together in the Putting People First project.

They reflect what we all believe makes the most positive difference to the care we offer and to the way we work with one another. By 'living our values' we will develop our Trust, our people, and continue to improve the quality of everything we do.

## Our values... Our behaviours... Our future

Working together for better mental health...

### Positively...



#### Be proactive...

Look for solutions, think creatively and focus on what we can do

#### Take pride...

Always do our best

#### Take responsibility...

Plan ahead, be realistic and do what we say we will

#### Support people to set and achieve goals...

And be the best they can

#### Recognise people...

Their efforts and achievements, and say thank you



Working together  
for better mental health

### Respectfully...



#### Value everyone...

Acknowledge people's unique experiences, skills and contribution

#### Step into other people's shoes...

Notice what's actually happening

#### Take time to care...

Be welcoming, friendly and support others

#### Be professional...

Respect people's time and be aware of our impact

#### Be effective...

Focus on the purpose and keep it as simple as possible

### Together...



#### Involve people...

Make connections and learn from each other

#### Share...

Knowledge, information and learning

#### Keep people updated...

With timely, open and honest communication

#### Have two-way conversations...

Listen and respond

#### Speak up...

Seek, welcome and give feedback

nsft.nhs.uk

### REGISTERED HEALTH PROFESSIONAL

All staff that are members of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure that they are familiar with and adhere to these requirements.

### SUPERVISORY RESPONSIBILITIES

Responsibility: to receive clinical and managerial supervision from a competent supervisor. The supervision of junior staff.

## **RISK MANAGEMENT / HEALTH AND SAFETY**

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures as laid down by the Trust. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

## **FLEXIBILITY**

You are expected to be flexible in the duties you carry out and the Trust reserves the right to vary your duties from time to time in line with service needs and as commensurate with your Pay Band. You may, therefore, be required, during the course of your employment, to work in a different location and/or to carry out alternative duties consistent with your status, role, knowledge and experience, taking account of any professional registration and/or qualification requirements, and which are commensurate with your Pay Band; this may include a temporary or longer term transfer to work within a different Locality or Service. Arrangements under your Terms and Conditions of Service and Trust policies will apply.

## **RECORDS MANAGEMENT**

The post holder has responsibility for timely and accurate record keeping where appropriate and in line with professional guidelines.

The post holder has responsibility for the creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and other relevant statutory requirements. Training will be provided in appropriate information management for the post.

## **SUSTAINABILITY**

Carbon reduction and sustainable development are issues that impact on the lives of everyone and it is expected that all staff will commit to the principles of carbon reducing behaviours and sustainable development to ensure that resources are used efficiently, our carbon footprint is reduced and health services continue to improve.

## **SAFEGUARDING**

### **Clinical**

The NSFT expects all practitioners to act in accordance with statutory and local policies regarding recognition, reporting, information sharing, record keeping and joint working in relation to the Safeguarding of Children and Adults as outlined in Children Act 1989/2004, Working Together to Safeguard and Promote the Welfare of Vulnerable Children 2010 and No Secrets 2002.

## **WORKING WITH FAMILIES OF SERVICE USERS**

Ensure that (practitioners / clinicians etc.) when working with service users consider the effects and impact of their mental health and risk behaviours on their families, and provide appropriate support, advice and education for all family members. The needs of children and young people within the household/family should be given special consideration in line with Social Care Institute for Excellence's guidance "Think Child, Think Parent, Think Family" and must always be

the priority for NSFT staff across all roles and services.

**CONFIDENTIALITY**

The post holder is required to maintain confidentiality of information in accordance with professional and Trust policy. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of their duties.

This job description is an outline and account of the main duties required to carry out the post. It will be reviewed periodically to reflect changes and developments in service requirements. The post holder is advised that they have a responsibility to ensure they are familiar with their Terms and Conditions of Service detailed in the Contract of Employment.

Signed:.....Manager

Signed:.....Post Holder

## PERSON SPECIFICATION

The person specification should set out the qualifications, experience, skills and knowledge, personal attributes, interests and other attributes necessary for the post holder to perform the job to a satisfactory level.

### JOB TITLE

**Mental Health Nurse**

	<b>ESSENTIAL</b>  <b>Without which the post holder could not be appointed</b>	<b>DESIRABLE</b>  <b>Extra qualities that can be used to choose between candidates with all essential criteria</b>	<b>METHOD OF ASSESSMENT</b>
<b>QUALIFICATIONS</b>	Nursing degree or equivalent RN(MH)  Mentorship qualification or willingness to undertake training		<b>Certificates</b>
<b>EXPERIENCE</b>		Previous experience of working with people with mental health needs	<b>Application Form / Interview / References</b>
<b>SKILLS</b>	Ability to work regularly unsupervised  Good interpersonal and communication skills  Good verbal and written skills  Good observation and reporting skills  Ability to use own initiative  Ability to display common sense  Ability to display calm, mature response to difficult situations	Ability to supervise others	<b>Application Form / Interview / References</b>

	<p>Be self-aware and have the ability to learn</p> <p>Ability to motivate others</p> <p>Satisfactory verbal and written English language skills</p>		
<b>KNOWLEDGE</b>	<p>Understanding of issues surrounding confidentiality</p>	<p>Awareness of security and its impact and willingness to expand knowledge on it.</p> <p>Working knowledge /application of the Mental Health Act 1983</p>	<p><b>Application Form / Interview / References</b></p>
<b>OTHER (Please specify)</b>	<p>Flexibility and adaptability</p> <p>Fitness to undergo PMA training and perform full duties of post</p> <p>Enthusiastic and well motivated</p> <p>Able to work as part of a close team</p> <p>Awareness and understanding of equity and diversity issues</p> <p>Flexibility of duty and hours over a 24hr 7 day a week period</p> <p>Generally interested and motivated to work in a care environment</p> <p>Ability to travel independently</p>		

	Positively...	Respectfully...	Together...	METHOD OF ASSESSMENT
VALUES (APPLICABLE TO ALL POSTS )	Look for solutions, think creatively and focus on what we can do	Acknowledge people's unique experiences, skills and contribution	Make connections and learn from each other	Application and Interview
	Take pride...  Always do our best	Step into other people's shoes...  Notice what's actually happening	Share...  Knowledge, information and learning	
	Take responsibility...  Plan ahead, be realistic and do what we say we will	Take time to care...  Be welcoming, friendly and support others	Keep people updated...  With timely, open and honest communication	
	Support people to set and achieve goals...  And be the best they can	Be professional...  Respect people's time and be aware of our impact	Have two-way conversations...  Listen and respond	
	Recognise people...  Their efforts and achievements, and say thank you	Be effective...  Focus on the purpose and keep it as simple as possible	Speak up...  Seek, welcome and give feedback	

## JOB DESCRIPTION SUPPLEMENTARY INFORMATION

POST TITLE:	Mental Health Nurse
WARD / LOCALITY:	Trust Wide – Ward Based
DATE COMPLETED:	Generic

Please indicate in the boxes whether the post holder will be expected to work in or be directly exposed to the following factors:

### WORKING CONDITIONS

	YES	NO		YES	NO
1. Inclement weather		X	11. Humidity		X
2. Extreme Temperatures		X	12. Contaminated equipment/work area		X
3. Unpleasant smells	X		13. Driving/Being Driven (normal conditions)		X
4. Noxious Fumes		X	14. Driving/Being Driven (emergency conditions)		X
5. Excessive noise/vibration		X	15. Fleas/Lice/Infestation	X	
6. Continuous use of VDU equipment		X	16. Dangerous Chemicals – Substances in containers	X	
7. Unpleasant substances	X		17. Dangerous Chemicals – Substances (uncontained)		X
8. Infectious material	X		18. Exposure to verbal aggression (little/no support)	X	
9. Body Fluids, Faeces/Vomit	X		19. Exposure to physical aggression (little/no support)	X	
10. Dust/Dirt		X			

**Each YES response requires completion in 'Further Information' Section**

## PHYSICAL EFFORT

	YES	NO		YES	NO
1. Working in uncomfortable conditions		X	9. Standing/sitting with limited scope for movement		X
2. Working in physically cramped conditions		X	10. Kneeling, crouching, twisting, bending, stretching	X	
3. Making repetitive movements		X	11. Walking for long periods		X
4. Lifting weights/equipment without mechanical aid	X		12. Heavy duty cleaning		X
5. Climbing or crawling		X	13. Pushing/pulling trolleys or similar equipment	X	
6. Manipulating objects	X		14. Working at heights		X
7. Manual Digging		X	15. Controlled restraint i.e. in post requiring training/certification	X	
8. Running		X			

**Each YES response requires completion in 'Further Information' Section**

## EMOTIONAL EFFORT

	YES	NO
1. Processing (e.g. typing/transmitting) news of highly distressing events		X
2. Giving unwelcome news to patients/clients/carers/staff	X	
3. Caring for the terminally ill	X	
4. Dealing with difficult situations/circumstances	X	
5. Designated to provide emotional support to front line staff		X
6. Communicating life-changing events	X	
7. Dealing with people with challenging behavior	X	
8. Attending scenes of accidents	X	

**Each YES response requires completion in 'Further Information' Section**

## MENTAL EFFORT

	YES	NO		YES	NO
1. Carry out formal student/trainee assessments	X		9. Check documents	X	
2. Carry out clinical/social care interventions	X		10. Drive a vehicle		X
3. Analyse statistics		X	11. Perform calculations		X
4. Operate equipment/machinery	X		12. Make clinical diagnoses		X
5. Give evidence in court/tribunal/formal hearings	X		13. Carry out non-clinical fault finding		X
6. Attending meetings (if yes, describe role in "Further Information")	X				
7. Carry out screening tests/microscope work		X			
8. Prepare detailed reports	X				

**Each YES response requires completion in 'Further Information' Section**

## FREEDOM TO ACT

	YES	NO
1. Does the post holder generally work without close supervision	X	
2. Does the post holder work without direct access to a manager	X	
3. Does the post holder work without access to a manager by telephone		X
4. Is the post holder the lead specialist in their field		X

**Each YES response requires completion in 'Further Information' Section**

**How often on average does the post holder give guidance and advice to others?**

Daily: ☒

Weekly: ☐

Other frequency (please comment)

**How often is the post holder's work checked/monitored/assessed?**

Daily: ☐

Weekly: ☒

Other frequency (please comment)

The post holder will often be the nurse in charge of a shift on a ward but will have contact from a senior charge nurse / charge nurse at least once a week in relation to their work. CPA notes audited every 3 months.

## FURTHER INFORMATION

Please enter here details of YES responses in the preceding sections

### Element

(e.g. mental effort)	Ref No	Details of frequency and intensity
<b>Working conditions</b>	3	Occasional exposure to unpleasant smells (faecal incontinence)
	7	Occasional exposure to unpleasant substances (patients' homes)
	8	Occasional exposure to foul linen (i.e. linen/incontinence pads)
	9	Occasional exposure to faeces/vomit
	15	Rare exposure to fleas/lice/infestations
	18	Frequent exposure to verbal aggression
<b>Physical effort</b>	19	Occasional exposure to physical aggression (dependent upon work area)
	4	Occasional requirement to lift without any mechanical aids
	6	Subject to appropriate training post may be required to take bloods
	10	Frequent exposure to kneeling, crouching, twisting and bending
	13	Frequent exposure to pushing and pulling trolleys
	15	To undertake breakaway and yearly refresher courses
<b>Emotional effort</b>	2	Frequent exposure to giving unwelcome news to clients, carers or staff
	3	Rare exposure to caring for terminally ill
	4	Frequent exposure to dealing with difficult family situations
	6	Frequent exposure to dealing with life changing events
	7	Frequent exposure to dealing with people with challenging behaviour
	8	Rare exposure to attending scenes of accidents/incidents
<b>Mental effort</b>	1	Carry out formal student/trainee assessment as part of ongoing development
	2	Frequent retirement for prolonged concentration whilst carrying out clinical/social care interventions
	4	Occasional requirement to operate machinery or equipment
	5	Rare requirement to give evidence at formal hearings
	6	Frequently attend meetings
	8	Rare requirement to prepare detailed reports
<b>Freedom to act</b>	9	Frequent requirement to check documents
	1	Works within clearly defined occupational policies, work is managed rather than supervised. Works within codes of practice and professional guidelines.

### Manager responsible for completion of this document

Name:

Member of Staff to whom this document relates:

Date Completed:

Review Date:


**DISTRIBUTION:** One copy to member of staff, one copy to personal file.

**Please ensure Job Description is agreed and signed by both manager and employee**