

ACUTE INPATIENT SERVICES – LEARNING DISABILITIES

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Staff Nurse

BAND: Band 5

REPORTS TO: Relevant Unit Manager

BASE: Brooklands Hospital
 Secure Service
 SATS Service

JOB SUMMARY

The post holder will be appointed to work within an inpatient environment at Brooklands Hospital and will be accountable to the unit manager.

The post holder will work as part of a multi-disciplinary team in implementing planned packages of care from admission through to discharge within a therapeutic environment.

The post holder will be expected to participate in and facilitate the various group activities that occur on the ward as part of the inpatient treatment programme and will act as named nurse to allocated clients. Staff nurses are also required to act as nurse in charge of a shift.

Whilst full induction and training will be given, due to the specialist nature of the service it is crucial that staff have a particular interest in this group.

The post holder is required to possess and constantly update skills which enable them to provide services to this specialist group of clients.

The post holder will be required to provide emergency cover to other units in the event of temporary staff deficits.



Respect



Excellence



Integrity

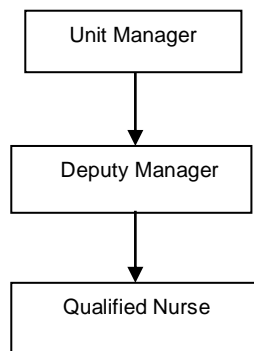


Collaboration



Compassion

ORGANISATIONAL CHART



Organisational Values:



Compassion - We are compassionate, kind and caring to everyone, including people who use our services and people we work with.



Respect - We are civil and respectful. We celebrate diversity and always appreciate the views of other people.



Excellence - We always do our best and seek to achieve excellence in all we do. We innovate and try out new things, and when things don't go to plan we embrace this as an opportunity to learn and improve.



Collaboration - We take pride in involving people and working together as an inclusive team, both within our organisation, and in co-production with people who use our services, carers, partners, local community groups and others.



Integrity - We do the right thing and people can trust us. We are open, honest and transparent, even when things go wrong.

MAIN RESPONSIBILITIES OF THE POST

Act as named nurse to identified service users providing comprehensive person centred treatment packages

Act as nurse in charge of shift when delegated to do so by unit manager

Ensure that dignity, choice, respect, independence and the rights of the people with learning disabilities are maintained at all times

Ensure the safety of service users at all times whilst at the same time promoting positive risk taking

Ensure service users are central to and involved in all aspects of their care



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Compassion

Monitor and evaluate care packages and make appropriate changes in a timely manner

Supervise staff in line with Trust policies and procedures

Ensure continued personal development of self and staff team.

Have an awareness of relevant national and local policy and the implications for service delivery

Participate in the monitoring and maintenance of standards in accordance with Trust and Unit policies and procedures, plus the NMC professional standards

Be conversant with legal requirements as laid down by the Mental Health Act ensuring practice is within a legal framework

Inform the Unit manager of professional concerns and promote professional evidenced based practice at all times

Recognise own limits seeking appropriate specialist support and supervision.

Promote a positive and open culture both within the clinical areas and across the service

Maintain the physical, procedural and relational safety of patients, colleagues and self in line with current policy and practice

Contribute to maintaining safety and security, observing local policies and procedures in relation to risk.

Ensure the safe use and care of security equipment, e.g. Pinpoint Alarms, two-way radios, mobile phones etc.

Engage appropriately in the clinical supervision processes in accordance with the NMC Code of Conduct

Ensure that the requirements of NMC Revalidation programme is met

Communication

Forms effective working relationships with other professionals, specialists and specialist departments within the Trust and with outside agencies.

Promptly report all complaints, mishaps, untoward occurrences or situations affecting the care provided to the clients to the Unit Manager/Senior Nurse Manager.

Appropriately share information with staff of other departments and disciplines.



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Compassion

Help establish and maintain good communications within the unit ensuring continuity of information over the twenty-four hour period

Attend team meetings as part of front line communication making an active contribution and functioning within a team environment.

To make maximum use at all times of verbal and non-verbal communication techniques at the prescribed manner level and pace in order to create the optimum communication environment.

Analytical and Judgemental Skills / Freedom to Act

Work with some supervision but will be required to deal with a wide range of situations requiring decisions or judgments in relation to risk assessment or care pathways on a day to day basis

Take on the role of nurse in charge on a daily basis or when delegated by the Unit Manager or Deputy and prioritise competing demands and the workload of other staff across the service

Ensure all judgements / decisions made are in the best interest of the service user or service and are in line with local and Trust wide policies and the Nursing and Midwifery Councils Code of Professional Conduct.

Ensure all complaints, incidents, untoward occurrences or situations affecting the care provided to the service user are reported to the Unit Manager at the earliest opportunity.

Planning and Organisational Skills

Act as named nurse to Co-ordinate complex care packages and be able to develop and manage staff to provide creative and innovative care packages meeting a variety of mental and physical health needs.

Act as nurse in charge of the shift when delegated to do so by unit or deputy manager, prioritise competing demands and the work load of other staff across the service.

Physical Skills

The post holder must be proficient in the use of Microsoft office packages

Ability to undertake and be proficient at BILD accredited MAPA (Management of actual and possible aggression) training that will equip you with the skills to work alongside service users who present with challenging behaviour which can include, violence and aggression, verbal abuse, destruction to property or service users who have offence related histories.



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Ability to undertake and be proficient at Emergency/Immediate Life Support Skill training

Able to transport themselves on behalf of the service this may include travelling to other Trust sites or further afield when gathering or handing over information pre and post admission

Responsibility for Patients / Clients

Ensure the service user is supported and encouraged to actively participate in his/her treatment plan through advocacy / self-advocacy/1:1 sessions.

Ensure that the appropriate referrals are made to meet the individual treatment needs of service users.

To assist the service user to maintain contact with family, friends and those people who are important to them where appropriate.

To maintain professional links with members of agencies outside of the Trust to ensure the Treatment plan is sustainable.

Policy and Service Responsibilities

Assist the Manager in ensuring that an operational policy, aims and objectives are set for the unit and are reviewed on an on- going basis.

Assist the Manager in ensuring that service standards are consistent with the Trust's service agreements and are implemented within the unit.

Participate in the monitoring and maintenance of standards in accordance with Trust and Unit policies and procedures, plus the NMC professional standards.

Assist the Manager in ensuring that policies and procedures are developed, kept up-to-date and that staff are monitored as to their knowledge and adherence to them.

Responsibility for Financial and Physical Resources

Assist the Manager in maintaining effective systems for the control of service user finances and cash accounts (petty cash) within the unit in accordance with the Trust's standing financial instructions.

Assist the manager in maintaining a flexible rota system with appropriate skill mix of staff to meet client need that is cost effective and fair. Check timesheets and input for payment.

Monitor the ordering of equipment and supplies and comply with any 'stock labelling systems' to ensure cost effective maintenance of the non-pay budget.



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Compassion

Help maintain effective records are maintained re sickness, absence and annual leave.

Monitor expenditure relating to the service and take corrective action where necessary

Responsibility for Staff

Participate in planning, developing and implementing programmes of training for the service.

Supervise health care assistants and learner nurses through 1:1 supervision /mentorship

Act as an appraiser for staff in the Trusts annual appraisal process, supporting staff in developing their objectives and personal development plans

Attend training both in house or external that meets both statutory and mandatory requirements

Identify and report allegations of misconduct in line with the Trusts disciplinary policy or issues reportable under local safeguarding procedures without delay

Responsibility for Information

Ensure all information, verbal, written and electronic is kept confidential and in line with information governance guidelines/policies and data protection

Ensure all records are up to date and in an appropriate format

Contribute to and be the author of various reports and documents in relation to the care and treatment of service users or in line with the requirement of Trust policies.

Ensure that all documentation in relation to the care of the service user is in line with the Nursing and Midwifery Councils guidelines for records and record keeping

Research and Development

Ensure practise is based on credible evidence in line with the principles of Clinical Governance and evidence based practice

Participate in the on-going development of the service through peer reviews, inspections and programmes of audit



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Physical Effort

Ability to undertake BILD accredited MAPA (Management of actual and possible aggression) training that will equip you with the skills to work alongside service users who present with challenging behaviour which can include, violence and aggression, verbal abuse, destruction to property or service users who have offence related histories.

Mental Effort

The post holder will be required to check documents, carry out assessments, and prepare reports at times when their concentration may be interrupted. Frequency of the task or interruptions will depend on service demands.

Emotional Effort

Able to Work alongside service users who present with challenging behaviour which can include, violence and aggression, verbal abuse, destruction to property or service users who have offence related histories.

Able to support service users when in distressed states which includes reliving past abuse

Working Conditions

Supporting service users in maintaining their personal appearance and or physical wellbeing which will require hands on personal care or medical intervention.

This may involve some exposure to bodily fluids.

OTHER DUTIES

1. The post holder will be required to use a computer, either a standalone or as part of a networked system and will be responsible for the quality of information. The amount of time spent on this type of work will depend on the job.
2. The Trust embraces the principles of Improving Working Lives and all staff will be required to adhere to the standards laid down in this initiative.

The post holder will be required to take part in an annual performance appraisal, where this job description will be reviewed, and objectives set.

The Trust has a No Smoking Policy that prohibits any smoking whilst at work.

To follow and adhere to the Trust's Health and Safety Policies and instructions and be responsible for your own and others health and safety in the workplace.



The post holder is expected to contribute to the creation of a working environment where everyone feels respected, valued and treated with dignity.

This job description is not exhaustive and may be amended in consultation with the post holder. It should be reviewed whenever major changes have been agreed to the post and should be reviewed as part of the annual appraisal process to ensure it remains an accurate reflection of the duties and responsibilities undertaken by the post holder.

Safeguarding Children and Adults

All Trust staff have a responsibility to ensure the safeguarding of children, young people and vulnerable adults. This includes attending statutory and mandatory training, adhering to local Safeguarding Children and Adults boards' policies and procedures and inter-agency guidance as identified in the Trust's Safeguarding policies and procedures.

Confidentiality

Personal information and many of the duties of this post are of a confidential nature and disciplinary action will be taken if confidential information is divulged to inappropriate persons.

Data Protection Act

All staff are reminded of their duties and responsibilities as employees under the General Data Protection Regulations (2018) and in particular to ensure that Personal Data is not negligently or unlawfully handled or disclosed to unauthorised persons.

Infection Control

As an employee of Coventry and Warwickshire Partnership Trust you are responsible for protecting yourself and others against the risk of acquiring a Healthcare Associated Infection. All staff, clinical or non-clinical are expected to comply with infection control policies and procedures. You will attend the mandatory infection control training and updates as required by the Trust.

Environmental Issues

The Trust is committed to reducing its impact on the environment by preventing pollution, continually improving its environmental performance which increases the wellbeing of staff and patients. As a member of staff, you are expected to adhere to policies to assist the Trust in meeting its environmental and sustainability targets.



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Post holder's Signature

Date:

Post holder's Name:

Manager's Signature

Date:

Manager's Name:



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PERSON SPECIFICATION

JOB TITLE: Staff Nurse – Band 5

		HOW MEASURED? A (Application form) I (Interview)	WEIGHTING 1 – Low 2 – Medium 3 – High
Coventry and Warwickshire Partnership Trust Values	Demonstrable ability to meet the Trust Values  Respect  Excellence  Integrity  Collaboration  Compassion	A / I	3
QUALIFICATIONS	Nursing qualification Learning Disability: RNMH, RNLD Nursing qualification Mental Health: RMN, RNMH	A A	3 3
KNOWLEDGE & SKILLS	Demonstrate an ability to develop a nursing care plan. Willingness to assist in the provision of personal care in line with treatment plans Demonstrates a good understanding of equality and diversity Demonstrates a good understanding of the principles of 'valuing people and valuing people now'	I I I I	3 3 3 3



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	Demonstrates a good working understanding of the Transforming Care Agenda	I	3
	Able and willing to share knowledge and skills with staff and take part in staff induction	I	3
	Understands the need and value of quality, standard setting and monitoring in the working environment	I	3
	Must be able to demonstrate sound and current knowledge of the Mental Health Act, Mental Capacity act and Deprivation Of Liberty	I	3
	Must have good verbal and written communication skills	I	3
	Must be able to work within a multidisciplinary team	I	3
	Must be able to work on own initiative	I	3
	Must have a sound knowledge of the treatment approaches in a LD forensic setting	I	3
EXPERIENCE	A range of experience of working with people with a mental disorder	A / I	3
PERSONAL ATTRIBUTES (Demonstrable)	Demonstrates a good attitude towards people with a learning disability	I	3



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	Able to recognise the effect of working with service users who may: <ul style="list-style-type: none"> a. Have committed a serious sexual offence b. Have been the victim of abuse (physical, sexual, emotional) c. Display violence and aggression 	I	3
	Demonstrates the fundamental values of high quality compassionate care and treatment and how this is reflected in practise.	I	3
	Demonstrate caring compassionate values and a commitment to nursing	A / I	3
	Demonstrate the ability to supervise and support care staff in their role and undertake the role of the nurse in charge.	I	3
	Able to prioritise needs of the service on a day to day basis and take on role of nurse in charge.	I	3
	Able to function effectively within a team and assist in it's development.	I	3
	Able and willing to form good working relationships with other disciplines, parents and advocates	I	3
	Demonstrates the ability to communicate effectively with all service users and staff of all disciplines	I	2
	Able to set and achieve personal objectives	I	2



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	Able and willing to take on the role of mentor for students and junior staff	I	3
	Able to demonstrate the need for confidentiality	I	3
	Able and willing to participate in the management and assessment of violence and aggression including physical intervention	I	3
OTHER (Please specify)	Able to carry out multi role duties	I	3
	Able to work flexibly over a 24 hour period including awake nights and sleep-in duties as required.	I	3
	Willing to travel on behalf of the service or for training	I	3
	Able to assist in the management of pay and non pay budgets in line with standing financial instruction	I	2
	Willing to undertake DBS (Disclosure & Barring Service) Check at Enhanced level	A / I	3



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