

JOB DESCRIPTION

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

JOB DETAILS

Job Title:	Community Mental Health Nurse (CMHN)
Pay Band:	Band 6
Department:	All Departments
Directorate:	All Directorates
Clinical Board:	Mental Health
Base:	All Locations

ORGANISATIONAL ARRANGEMENTS

Managerially Accountable to:	Integrated Team Manager
Reports to:	CMHN Lead
Professionally Responsible to:	Director of Nursing

Our Values: ‘CARING FOR PEOPLE; KEEPING PEOPLE WELL’

Cardiff and Vale University Health Board has an important job to do. What we do matters because it’s our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

We care about the people we serve and the people we work with	Treat people as you would like to be treated and always with compassion
We trust and respect one another	Look for feedback from others on how you are doing and strive for better ways of doing things

We take personal responsibility	Be enthusiastic and take responsibility for what you do.
We treat people with kindness	Thank people, celebrate success and when things go wrong ask 'what can I learn'?
We act with integrity	Never let structures get in the way of doing the right thing .

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high quality services to patients.

JOB SUMMARY/JOB PURPOSE

To deliver evidence based holistic care to clients within the context of a multidisciplinary, multi-agency Community Mental Health Service.

To take responsibility for a clinical caseload providing comprehensive assessment, care and treatment to clients referred to the Community Mental Health Team in accordance with Parts 2 and 3 of the Mental Health (Wales) Measure 2010.

Foster robust working relationships with all partners and key stakeholders, in particular Local Authority, Primary Care and the Third sector.

Contribute to the continuing improvement and development of community mental health services.

DUTIES AND RESPONSIBILITIES

The post holder will:

- Work as part of a multi-disciplinary, multi-agency team fostering good communication with colleagues of all disciplines.
- Establish rapport and maintain supportive professional relationships with clients and their carers, even when there are barriers to acceptance such as lack of insight or difficulties adjusting to complex life changes; recognising the stress associated with caring, offering and undertaking carers' assessments as required.
- Liaise with statutory and voluntary sector agencies, in particular GPs and the primary health care team, to meet client needs.

- Provide specialist clinical reports as required e.g. Mental Health Review Tribunal, Hospital Managers' hearings, child protection case conferences, adult safeguarding procedures, continuing healthcare applications
- Contribute to effective communication with all parts of the mental health service, in particular in-patient services with specific responsibility for ensuring regular contact and communication is maintained with patients from the team caseload during periods of admission to hospital
- Ensure record keeping meets the standard required by the NMC, utilising paperbased or IT systems as directed by the CMHN Lead/Integrated Team Manager and ensuring information sharing protocols are understood and appropriately explained to clients.

Provide skilful and comprehensive assessment of clients referred to the mental health service ensuring risk assessment is an integral component of all clinical work.

- Demonstrate ability to present cases to the multi-disciplinary team considering the range of care and treatment options available in line with the current evidence base and making recommendations regarding the appropriate course of action.
- Assess and manage critical/unpredictable situations that arise, either in relation to the individual caseload or within the wider team as required
- Manage a defined caseload, acting as Care Co-ordinator with responsibility for the development of a Care and Treatment Plan which is negotiated with the client, and for ensuring that the agreed care is delivered, evaluated and reviewed on a regular basis.
- Be responsible for negotiating and commissioning care packages to meet identified client needs
- Participate in and when appropriate, chair Care and Treatment Planning review meetings.
- Maintain accurate records of treatment and home visits providing statistical information as required

- Manage and maintain a diary of all work activities, making it available for audit of work and travel as necessary
- Be responsible for ensuring the safety and wellbeing of self and colleagues via lone working and end of day procedures
- Act up in the absence of the CMHN Lead
- Undertake the comprehensive assessment of care needs including risk assessment as directed by the Integrated Team Manager.
- Participate in the delivery of care, ensuring consistency and continuity in the quality of care.
- Evaluate the care given systematically, using evidence based practice and review care plans to reflect the changing needs of the individual

Provide expert knowledge in the care and treatment of clients experiencing a range of mental health problems relevant to the area of practice.

Be competent in and provide a range of therapeutic interventions relevant to the area of practice e.g. family intervention, medication management, psycho-social interventions.

- Engage in appropriate clinical supervision to support practice development.
- Ensure the safe administration of oral/intramuscular medication as prescribed. Monitoring therapeutic effects and side effects, liaising with the appropriate staff regarding the physical and mental state of the client.
- Support clients in state benefits applications and any aspect of housing, employment or educational needs.
- Arrange admission for assessment, continuing care and respite when necessary in consultation with the multi-disciplinary team.
- Be responsible for undertaking nursing assessments integral to the overall continuing healthcare assessment process.
- Ensure the smooth transfer of care to specialist/out of area placements as required and become re-involved in cases which are assessed as requiring repatriation to the locality.
- Provide support to clients on discharge from hospital, ensuring after care is delivered as planned.
- Set up, organise and maintain a range of clinics as required ensuring effective communication and continuity of care.
- Act in accordance with the legal requirements and statutory rules relating to practice and all Health Board Policies and Procedures
- Participate in patient/client surveys and service evaluation in partnership with service users and carers to inform future service and practice development
- Record unmet need and submit returns as required within Part 2 of the Mental Health (Wales) Measure, highlight deficits and so influence future service development

- Demonstrate an understanding of the resource implications of clinical decision making

Use available resources effectively ensuring adherence to financial control procedures

Act as a mentor to students on placement and provide support and supervision to junior staff

- Participate in annual Performance and Development Reviews (PADRs) providing evidence of achievement against agreed objectives and maintaining a professional portfolio as required by the NMC.
- Create accurate, contemporaneous clinical records utilising established systems within clinical teams
- Participate in clinical multi-disciplinary audit ensuring the implementation of evidence-based practice

GENERAL

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.
- **Competence:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection legislation and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. 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 duties.
- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part

of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.

Information Governance: The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will, in many cases, include access to personal information relating to service users.

- **Health & Safety:** The post holder is required to co-operate with the UHB to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the Safeguarding Children and Adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of and complying with the UHB Infection, Prevention and Control procedures/policies, not to tolerate noncompliance by colleagues, and to attend training in infection control provided by the UHB.
- **Registered Health Professionals:** All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.

- **Healthcare Support Workers:** The All Wales Health Care Support Worker (HCSW) Code of Conduct outlines the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed in NHS Wales. Healthcare Support are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention

- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital based service can be accessed by telephoning 02920 743582 or for a community based service, Stop Smoking Wales can be contacted on 0800 0852219
- **Equality and Diversity:** All staff have a personal responsibility under the Equality Act 2010 to ensure they do not discriminate, harass, or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination or bullying because of someone's 'protected characteristics'. These protected characteristics are: age, religion, sexual orientation, belief or nonbelief, sex, disability, race, gender identity, pregnancy and maternity, marriage and civil partnerships. The line manager and post holder will be responsible for promoting diversity and equity of opportunity across all areas of your work. This applies to service delivery as an employee and for anyone who you may be working with, whether they are patients, family/carer, visitors or colleague. You will be made aware of your responsibilities to uphold organisational policies and principles on the promotion of equality valuing diversity and respecting people's human rights as part of your everyday practice.
- **Dignity at Work:** The UHB condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report and form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the UHB Disciplinary Policy.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Standards and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

PERSON SPECIFICATION
CARDIFF AND VALE UNIVERSITY HEALTH BOARD

Job Title:	Community Mental Health Nurse	Department:	All Departments
Band:	Band 6	Clinical Board:	Mental Health
Base:	All Locations		

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<p>Registered Mental Health Nurse</p> <p>Relevant degree level qualification</p> <p>Evidence of post-registration continuing professional development activity, including attendance of appropriate study days, short courses and undertaking self-study</p>	Psychological therapies, e.g. CBT	<p>Application Form</p> <p>Certificate Check</p> <p>Registration Card – Nurse/AHP</p>
EXPERIENCE	Evidence of experience in clinical practice within the area of speciality e.g. adult mental health, older person's mental health.	Experience of working within a multi-agency community mental health setting	<p>Application Form</p> <p>Interview</p> <p>References</p>

SKILLS	<p>Organisational ability and time management skills</p> <p>Clinical assessment and formulation skills</p> <p>Presentation skills</p> <p>Excellent oral and written communication skills</p> <p>Keyboard/word processing skills</p>	Welsh speaker	<p>Application Form</p> <p>Interview</p> <p>References</p>
SPECIAL KNOWLEDGE	<p>Demonstrable postregistration knowledge through experience as a qualified mental health nurse and attendance of formal/informal specialist courses/training to be able to work autonomously in the community</p> <p>Ability to demonstrate sound clinical knowledge and awareness of current evidence base relevant to the area of practice</p> <p>Sound working knowledge of the legal and policy framework underpinning mental health service provision e.g. Mental Health Act, Mental Capacity Act, National Service Frameworks, Mental Health (Wales) Measure</p>	<p>Experience of delivering psychosocial interventions /CBT and / or experience of postgraduate psychosocial skills training.</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>

	Knowledge of safeguarding procedures for children and adults		
PERSONAL QUALITIES <i>(Demonstrable)</i>	Flexibility to meet the needs of the service Ability to work under pressure Able to work on own initiative		Application Form Interview References
OTHER <i>(Please Specify)</i>	Able to travel, in a timely manner to undertake the duties of the post at various locations.		Interview Document Check*