

JOB DESCRIPTION

JOB DETAILS

Job title: Community Nurse – Mental Health
Job code: GNU0008
Band: 6
Location: Recovery Team Avon House, Tewkesbury
Accountable to: Team Manager

JOB PURPOSE

The post holder will be a senior member of the team working with service users across the Strategic Service Units who have a common and severe mental health. The purpose of this role is to:

- Provide assessment and implementation of evidence-based interventions for service users who are experiencing common, acute mental health and longer-term recovery needs
- Optimise the service users' ability to remain in the community and / or be cared for in the least restrictive environment in line with the principles of recovering and social inclusion and the 10 essential capabilities
- Support clinical governance initiatives at ward / hospital level e.g. Essence of Care Clinical Audit

DIMENSIONS

- Working as an integrated member of the Tewkesbury Recovery team providing evidenced based interventions for service users, acting as care coordinator where identified and managing a personal case load.
- Contribute to wider team functions including clinical work, service development and team and Trust objectives.
- Work and liaise with others agencies and organisations.

CORE KEY RESPONSIBILITIES

Clinical

- Engage in complex health assessments as appropriate and plan relevant care in partnership with services users e.g. Specialist assessment of complex nursing needs

- Utilising the Care Programme Approach (CPA) and in line with Trust policy, provide specialist care, education and advice to service users (including carers) who are suffering from common, severe and enduring mental health problem to promote recovery and social inclusion and in accordance with Trust policy act as care co-ordinator as and when required, including adults at risk and supervision procedures
- Develop, implement and evaluate care plans in conjunction with service users, carers and other professionals which reflect individual needs
- Ensure that everyone involved in the care plan receives a copy and to ensure that all relevant details are recorded on trust IT systems
- Assist service users to meet their personal care needs e.g. assisting with bathing and washing, as outlined in the Care Plan. This intervention may be delegated where appropriate
- Liaise with and offer specialist assessment and advice to other agencies and professions. To participate in Multi-Agency meetings to offer advice and opinions to facilitate the on-going treatment and care of clients and to ensure adherence to National Service Framework (NSF) guidelines
- Actively support service users in the management of their medication within a 'concordance framework' and relevant policies. Administer medication, including Intra-muscular injections depot medication as appropriate and monitor side effects. Delegate the checking and delivery of medication when appropriate
- Carry out Independent Prescribing as appropriate within the policy and related protocols if the post holder has the relevant training and qualifications, working with relevant members of the multi-disciplinary team

Professional

- Maintain accurate written records and statistics to ensure that service user details and details of care given are recorded in notes and on the trust database(s) in line with trust policy
- Prepare appropriate reports, including social circumstances reports for Mental Health Act Tribunals and Mental Health Managers review meetings as required by rule 6 (1) of the Mental Health Tribunal rules
- Ensure the physical health needs of service users are met, including advice, support and health education to both the service user and carers
- Provide and receive complex and sensitive information from service users, carers or other professionals and agencies, on a daily basis
- Ensure that psychological intervention or treatment is offered to service users as outlined in National Institute for Health and Clinical Excellence (NICE) guidelines
- Work with and support other members of the multi-disciplinary team, using clinical judgements in the absence of key members of the team, including medical staff
- Undertaking other duties appropriate to the post as requested by senior managers
- Take responsibility for ordering and maintaining stocks of medication and clinical supplies, ensuring clinical waste is disposed of safely and in accordance with trust and national policies (if applicable)

Leadership / Management

- Implementing risk assessments and management plans on a daily basis
 - Take responsibility on an occasional basis to deputise for the Team Manager to ensure ongoing management of the team and adherence to Human Resource procedures
 - To be involved in the recruitment of staff
 - Take responsibility for the provision of appraisal and supervision of other team members including induction of junior staff members and assessment of work based studies such as NVQ
 - Contribute and deliver in the planning and delivery of teaching sessions to members of the multi-disciplinary team and outside agencies including professions from primary care in order to implement mandatory training or to pass on specialist knowledge and skills. These sessions may be part of protected learning time
 - Contribute to service development and quality initiatives in line with local and national policies through the use of audit and policy development
 - Ensure sufficient time is allocated to provide and receive clinical and managerial supervision, to include work load management, focusing on improving quality of care and audit in line with the Government Modernisation Programme, through competent planning and organisational skills
 - Ensure the therapeutic programme across a seven-day period is developed and the outcomes are shown through audit and evaluation of evidence-based practice
- Provide mentorship and preceptorship to junior nurses, nurses in training and other members of the multi-disciplinary team ensuring training objectives are met

SPECIFIC KEY RESPONSIBILITIES

- To take responsibility for ordering and maintaining stocks of medication and clinical supplies, ensuring clinical waste is disposed of safely and in accordance with trust and national policies (if applicable)

ORGANISATIONAL CHART



COMMUNICATIONS AND WORKING RELATIONSHIPS

- Service users and carers
- Multidisciplinary teams MHICT, IAPT Crisis Resolution & Home Treatment Team (CRHT), Recovery, Gloucestershire Recovery in Psychosis Team (GRIP) and AOT)
- Other specialist teams both within and outside the trust
- Professional leads
- Inpatient staff
- Voluntary and statutory agencies including employment, education, housing and leisure services
- Police and probation services and county and district councils services
- Educational departments
- Adults at Risk Facilitators
- Accident & Emergency Department
- Child Protection Unit
- Specialist hospitals and out of county placements
- Approved Social Workers
- Transport providers

EFFORT AND HEALTH & SAFETY FACTORS

- Lone working, regularly in areas where personal safety may be compromised
- Working with people in distress who on occasion may be suicidal, hostile, confused and have difficulty communicating and as a result may pose risks to themselves or the safety of others
- Long periods of intense concentration are required regularly throughout the shift
- Frequent driving, within and outside the locality often in busy and congested conditions and occasionally at night
- Invasive procedures such as Intra-muscular injections with associated risk of injury and infection
- Occasional exposure to body fluids
- Disposal of clinical waste
- Use of computer and VDU equipment

MOST CHALLENGING PART OF THE JOB

- Re-prioritising of clinical and administrative tasks throughout each day based on urgency of need
- Implementing risk assessments and management plans on a daily basis and working with service users with severe and enduring mental health who are frequently distressed and emotionally disturbed, frequent exposure to violent or aggressive behaviour within and outside the work place. This may include working in service users' homes, where risks cannot always be assessed prior to visits
- Working within a rapidly changing service, within budgetary limits
- Assessing and working with individuals presenting with self harm who are not supported by Mental Health Services

GENERIC RESPONSIBILITIES – ALL POST / ALL EMPLOYEES

The following are applicable to all posts and all employees:

Trust Values

The post holder will be expected to work in line with the Trust values which are:

- Working together
- Always improving
- Respectful and kind
- Making a difference

General Duties

To undertake any other reasonable duty, which is appropriate to the band when requested by senior staff.

To be familiar with and comply with all Trust and departmental policies, procedures, protocols and guidelines.

To demonstrate an understanding and commitment to Trust values and Staff Charter.

Professional and Personal Development

All staff must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction programme.

All staff will have a formal appraisal with their manager at least every 12 months. Once performance/training objectives have been set, the staff member's progress will be reviewed on a regular basis so that new objectives can be agreed and set, in order to maintain progress in the service delivery.

Those with management/supervisory responsibility are required to ensure that their direct reports have an appraisal in line with Trust policy.

All staff will be expected to take responsibility for their own professional development and will be supported by the Trust to achieve development opportunities as appropriate.

Infection Control

All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to and to support the Trust's commitment to preventing and controlling healthcare associated infections (HAI).

Health and Safety

All staff have a responsibility to maintain health and safety of self and others within the performance of duties in accordance with Trust health and safety policies, and to undertake specific health and safety responsibilities as directed. All staff have a responsibility to adhere to the Trust's Risk Management Policies & Procedures.

All staff are required to contribute to the control of risk, and must report immediately any incident, accident or near miss involving patients, service users, carers, staff, contractors or members of the public using the Trust Datix system.

Confidentiality

All staff may gain or have access to confidential information about the diagnosis or treatment of patients, information affecting the public, private or work related staff information, or Trust matters. A breach of confidentiality will have occurred where any such information has been divulged, passed (deliberately or accidentally) or overheard by any unauthorised person or person(s). Breaches of confidentiality can result in disciplinary action, which may involve dismissal.

All staff must maintain a high standard of quality in corporate and clinical record keeping, ensuring information is always recorded accurately, appropriately and kept up to date. Staff must only access information, whether paper, electronic or in other media which is authorised to them as part of their duties.

All staff must ensure compliance with the data protection legislation.

Safeguarding: Adults and Children (Section 11 of the Children Act 2004)

Safeguarding: Adults (Care Act 2014) and Children (Section 11 of the Children Act 2004)

Every member of staff has a responsibility to be aware of and follow at all times, the relevant national and local policy in relation to safeguarding children and safeguarding adults. This includes keeping up to date with relevant training and seeking supervision.

Senior Managers

Under Section 11 of the Children Act, senior managers have a duty to safeguard and promote the welfare of children and young people. There should be a culture of listening to children and taking account of their wishes and feelings (with individual decisions and development of service); effective inter-agency working with awareness of information sharing procedures; safe recruitment and effective Allegations Management procedures in place.

Under The Care Act 2014, there is a requirement to demonstrate compliance with the 6 key principles of the Act: Empowerment, Prevention, Proportionality, Protection, Partnership and Accountability in relation to Safeguarding Adults – Making Safeguarding Personal.

Freedom of Information

All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000. The Act gives individuals or organisations the right to request information held by the Trust. Staff must manage information they hold in such a way that meets the requirements of the Act. All requests for disclosures under the Act must be passed to the Freedom of information Officer.

Working on Non-Trust Premises

All staff when working on non-Trust premises are bound by Trust policies and procedures, including home working policy; IT security policy; email and internet acceptable use policy information.

Smoke Free Premises

The Trust is committed to protecting and improving the health and welfare of staff, service users, carers, visitors and contractors, and protecting smokers and non-smokers from the health dangers of second-hand smoke. Therefore all Trust premises are 'smoke free' and staff (and external contractors and visitors) must refrain from smoking in Trust buildings, vehicles and grounds.

Diversity and Promoting Dignity at Work

The Trust recognises the contribution of all employees to deliver responsive and quality services. We expect staff to value and respect the diversity of those who use or contact our services and to respond to the differing and diverse needs of others. We aim to have an environment free of bullying or harassment which would create an intimidating and unpleasant atmosphere impacting on staff wellbeing and service delivery. We want staff to be able to report issues knowing they will be dealt with promptly and sensitively.

All forms of bullying and harassment are unacceptable and will not be tolerated.

This job description seeks to provide an outline of the duties and responsibilities of the post. It is not a definitive document and does not form part of the main statement of Terms and Conditions. The job description will be reviewed as part of the annual appraisal process and will be used as the basis for setting objectives.

Data Quality

The Trust recognises the role of reliable information in the delivery and development of its services and in assuring robust clinical and corporate governance. Data quality is central to this and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high quality mental health services. It is therefore the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the Trust's Policy and Procedures for Data Quality

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Physical Intervention Descriptors

Working Well Pre-employment Assessment

Breakaway – Practical training in Breakaway techniques is intended to enable staff to reduce the likelihood, and risk of personal injury due to aggressive verbal or physical behaviour of others by providing evasion and self-protection strategies (**clinical and non-clinical**). Training involves a degree of physical exertion; trainees are required to stand for the duration of the practical training session and to make controlled body movements. This will include the ability to adopt a stable body position to prevent being pulled or pushed off balance, be able to shift body weight rapidly, and to achieve some limited rotation of the torso.

Prevention and Management of Violence and Aggression (PMVA) – Practical training in the implementation of Physical Intervention techniques that are designed to temporarily gain control of a service user's behaviour at a time when they are placing either themselves or others at risk of injury. Training involves a degree of physical exertion; trainees are required to stand for the duration of the practical training session. Depending on the technique each trainee will be able to adopt a 'stable stance'; balanced to prevent being pulled or pushed off balance, be able to shift body weight rapidly, and to achieve some limited rotation of the torso. They will also be able to safely achieve a controlled movement to and from the floor in support of a service user.

PERSON SPECIFICATION

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QUALIFICATIONS		METHOD OF ASSESSMENT
ESSENTIAL	DESIRABLE	
<ul style="list-style-type: none"> Registered Nurse Mental Health (RNMH) Formal teaching and assessing course 	<p>Evidence of formal post registration learning</p> <p>Registered as a Nurse Independent / Supplementary Prescriber with the NMC having undertaken the necessary training at level 3 (20 Credits</p>	<ul style="list-style-type: none"> NMC Registration NMC Registration Certificate/Portfolio Application

LENGTH AND / OR NATURE OF EXPERIENCE		METHOD OF ASSESSMENT
ESSENTIAL	DESIRABLE	
<ul style="list-style-type: none"> Demonstrable post qualification experience in mental health or related area Significant post registration community experience minimum Extensive experience of first line assessments including the assessment of risk Working knowledge of recovering approach and social inclusion Experience of collaboration working with other agencies including the voluntary sector 	<ul style="list-style-type: none"> Experience of providing short term evidence-based interventions e.g. CBT, Brief solution focussed therapy 	<ul style="list-style-type: none"> Portfolio Interview References

PROFESSIONAL / MANAGERIAL / SPECIALIST KNOWLEDGE		METHOD OF ASSESSMENT
ESSENTIAL	DESIRABLE	
<ul style="list-style-type: none"> • Demonstrated commitment to continuing professional development • Knowledge of appropriate legislation e.g. current Mental Health Act legislation, Safeguarding and MCA and other policy related to mental health • Extensive skills in risk assessment and management • Knowledge of the different approaches to mental health assessment • Knowledge of evidence-based interventions with service users in all phases of mental illness • Ability to work on social factors affecting mental distress e.g. accommodation, substance misuse, domestic violence, welfare rights • Up to date clinical knowledge including risk assessment, dual diagnosis and complex health and social care needs • Competent in the Care Programme Approach and associated countywide risk procedures • Experience of supervising staff 	<ul style="list-style-type: none"> • Broad understanding of National Policy and local implementation, which impacts on the development and provision of services • Certificate level qualification in CBT • Certificate in Motivational Interviewing Techniques • Experience of Group work • Knowledge of Socially disadvantaged family issues • Knowledge of safeguarding Adults and Children • Audit / research / project development in a clinical field 	<ul style="list-style-type: none"> • Interview • References

PERSONAL SKILLS		METHOD OF
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ABILITIES AND ATTRIBUTES		ASSESSMENT
ESSENTIAL	DESIRABLE	
<ul style="list-style-type: none"> • Approachable and flexible • Good communication skills both written and verbal • Be able to prioritise tasks and manage time effectively • Ability to work under pressure and to problem solve in complex and often chaotic situations • Ability to assimilate new concepts and approaches to care • Ability to engage positively with service users • Ability to work effectively as a team member • Able to problem solve in complex and often chaotic situations • Commitment to individual and group / team supervision • Ability to undertake all statutory and mandatory training including Prevention and Management of Violence and Aggression Breakaway (subject to Occupational Health clearance) 	<ul style="list-style-type: none"> • Working knowledge of Microsoft Office packages e.g. Word, Excel, PowerPoint, Publisher and Outlook • Report writing skills 	<ul style="list-style-type: none"> • Interview • References • Portfolio

OTHER REQUIREMENTS		METHOD OF ASSESSMENT
ESSENTIAL	DESIRABLE	
<ul style="list-style-type: none"> • The ability to travel around the locality as requested, independently and efficiently (If you have a full driving licence there will be an expectation to drive trust vehicles where required) • Ability to work flexibly to cover a 24-hour, 365-day service 		Interview

<ul style="list-style-type: none"> • Able to attend and participate in all mandatory and statutory training events 		
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