

### Job Role/ Description

<b>JOB TITLE</b>	Community Mental Health Nurse/OT
<b>DEPARTMENT</b>	Older Peoples Community Mental Health Services
<b>BAND</b>	6
<b>REPORTS TO</b>	Team Manager
<b>OPERATIONALLY RESPONSIBLE TO</b>	Associate Director
<b>PROFESSIONALLY ACCOUNTABLE TO</b>	Director of Nursing/ AHP Lead
<b>LOCATION</b>	Community – Base to be confirmed

### JOB PURPOSE

- To work closely with the Clinical Team Manager (CTM) in overseeing efficiency and effectiveness of treatment given and support the CTM in carrying out his/her duties.
- To present as a positive and professional role model to all staff within the unit, striving to maintain a philosophy of service user involvement in continuously improving the service
- To work as an integrated member of the clinical team, participating in all aspects of day to day service provision.
- Band 6 practitioners work with a defined caseload of service users and usually as part of a multi-disciplinary team, providing assessment, care planning and care delivery. This will include the provision of highly skilled nursing care, psychological interventions, group work, clinical assessment, risk assessments / risk management, and promoting recovery and inclusion. Band 6 nurse posts within a community setting will be required to: work autonomously, manage caseloads, undertake initial assessments and carry out home based treatment interventions.
- Band 6 practitioners also provide leadership, management and supervision / appraisal for junior staff (and sometimes other members of a multi-disciplinary team) and often lead / coordinate / supervise teams of staff in the delivery and evaluation of care.
- In some roles specialist skills and knowledge may be required. Band 6 nurses/OTs will often have designated areas of practice to lead within the team / unit.

- Band 6 nurses/OTs will be required to regularly take charge of a team and to delegate and supervise the work of other junior staff, and may be required to oversee the safe running of groups.
- Nurses and OTs are expected to consistently demonstrate the 'Six C's' – namely care, compassion, competence, communication, courage and commitment.
- The older peoples services provide care and treatment across 7 days a week. Depending on the location of the community post, the post holder may therefore be required to work extended hours across 7 days of the week, which may include some long days.

## **DUTIES AND RESPONSIBILITIES**

### **1. Communication/Relationship Skills**

The post holder is expected to demonstrate articulate and effective written and verbal communication skills, with a wide range of people.

- Communicates in an effective manner with all service users and carers, ensuring use of additional services where required, e.g translation services, communication aids, visual aids.
- To provide advice, support and information to service users and carers.
- Promotes effective team working to provide high quality care through effective communication and liaison.
- Ensure effective communication with the team and more senior team members during the planning, implementation and evaluations of care
- Liaise with other agencies, providers, service users/carers during the planning implementation and evaluations of care as appropriate to the role
- Maintains effective communication and liaison systems which ensures the accurate and timely distribution and receipt of information (on a shift by shift basis) and is able to delegate responsibilities and duties where necessary.
- Is aware of the limitations of their own role and utilises senior support and advice systems (including 24hr management advice structure) as required May provide clinical supervision to colleagues if approached
- Attend local team and clinical meetings as required/ requested. Attend care group meetings as required/ designated representing the team, give feedback as appropriate.
- Participate in managerial supervision and participate in performance review/appraisal with an identified supervisor
- To adhere to all professional and Trust policies including the reporting of Trust incidents, complaints procedure and information governance.
- Adhere to the Lone Working policy as appropriate

### **Reporting and Recording**

- Develop and follow integrated care plans.
- The post holder will maintain and produce detailed contemporaneous and accurate records and reports, in accordance with agreed procedures.
- Assist with data collection and the daily completion of statistical information
- Use a computer to aid work and other agile technologies .
- Contribute data for local performance indicators.
- The post holder on occasions may be involved in project work or contribute ideas/participate in sub groups to provide feedback on specific topics that they currently have experience with in their scope of professional practice.

## 2. Knowledge, training and experience

- Registered Nurse Qualification for Mental Health and with live NMC registration or Recognised professional qualification Dip COT or BSc/degree Occupational Therapy
  - Evidence of further study relevant to role
  - Experience and knowledge of the problems and difficulties experienced by older people with mental health illness
  - Understanding of and ability to effectively implement the Mental Health Act and DoLS as relevant to clinical area
  - Knowledge / experience of joint working with Local Authority for example social care and Leeds Community Health.
  - Experience of working effectively as part of a multi-disciplinary team
  - Demonstrate knowledge in person centred approaches and awareness of legislation that affects delivery of health care in mental health.
  - Experience in assessing, planning, implementing and evaluating care to meet service user needs.
  - Demonstrates importance of sound evidence based health interventions when delivering/initiating direct care work
  - Ability to work in partnership with families / carers
  - Demonstrates experience in assessing and formulating treatment plans.
  - Demonstrates knowledge of sound evidence based health interventions when delivering/initiating direct care work
  - High level of skill in de-escalation of distress and anger.
  - Knowledge of CPA framework and ability to act as named care coordinator
  - Has a good working knowledge of psychological approaches in mental health
  - Has an understanding of the relevant skills required and a commitment to developing skills in psychological thinking and interventions (appropriate to skill level and in line with the serviced integrated care pathways)
  - Will engage in the supervision, learning and development of junior staff, student nurses, other professionals, carers and service users, and volunteers
  - Actively participate in the Trust and team structures and systems to enable professional development and growth of individuals and the team
  - Values the importance of partnership working and the contributions this brings to clinical care/services
  - Demonstrate knowledge of clinical governance and the ability to implement this in practice within the relevant service area / setting
  - Has experience of working with diverse populations and values the work

associated to promoting diversity and social inclusion.

- Ensure that own continuing professional development is undertaken, including maintaining an updated knowledge of current legislation in relation to care delivery
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### **3. Analysis, Problem Solving and Judgmental Skills**

- Ability to assess and plan to meet complex needs and manage complex situations
- Assist with the management of staff performance
- To provide advice and support to junior staff as required
- The post holder has a responsibility to seek advice from a senior nurse / health care professional on clinical decisions when required, and to work within their scope of practice
- Manages and makes judgements regarding clinical work on a day to day basis, and is able to effectively coordinate a shift as appropriate

### **4. Planning and Organisational Skills**

- To use professional judgement and exercise professional accountability in all aspects of clinical practice.
- Will plan the delivery of care (including coordination of a community team on a regular basis) and delegate appropriately, ensuring junior staff have defined tasks that contribute to the clinical care of the service users
- Post holder will be involved in the risk assessment of individuals (in conjunction with other members of the team, service users and their carers). They will ensure appropriate plans of action are in place to manage identified risks.
- Will cover and support team members during times of annual leave or unexpected leave of absences.
- To work flexibly ensuring the services are delivered safely and timely.

### **5. Physical Skills**

- IT literacy skills and the ability to work with electronic care records.
- To be able to perform moving and handling interventions in line with Trust policy.
- To be able to perform breakaway techniques as per Trust requirements on compulsory training.
- Holds a current drivers licence and has access to a car.

### **6. Service User/Client Care**

- To provide assessment, planning and delivery of evidence based care / interventions based upon the individual needs of the service user
- To maintain a commitment to person centred care and to promote the use of the recovery model where appropriate, engaging service users in all aspects of their care.

- Undertake direct clinical treatment interventions as required by the service user in differing settings, and support / supervise the delivery of care by junior staff
- To safely administer medication in accordance with NMC Code and policy / procedures
- Collaborate with outside agencies to ensure care packages are in line with all agencies policies and procedures and current legislations.
- To promote social inclusion and diversity for clients by coordinating/facilitating and supporting access to a variety of community based opportunities
- To promote the physical health and wellbeing of older people by supporting assessment and interventions that facilitates access to relevant screening and information around health promotion and prevention (including effects of medication, diet, nutrition, exercise, alcohol & drug use, and smoking cessation).
- Have a good working knowledge of the impact of co morbidities on older people

#### **7. Policy and Service Development Implementation**

- The post holder will abide by the NMC Code for nurses and midwives.
- The post holder will work in accordance with Trust policy and procedures
- To contribute to the development of policies and procedures as appropriate
- To lead and actively participate in evaluation of care delivery and in wider service evaluation and developments as required

#### **8. Responsible for Financial and Physical Resources**

- To make effective use of all available resources under the guidance of the Clinical Team Manager.  
To support the CTM in ensuring services are delivered within agreed budgets
- Adhere to Trust Financial Instructions e.g.: mileage and expenses claims, timely submission of attendance sheets and activity recording.
- Maintain stock of clinical supplies as appropriate for care delivery

#### **9. Responsible for Human Resources**

- To provide clinical and managerial supervision, appraisal and other staff developmental work for junior staff
- To act as named line manager for staff as required
- In collaboration with the Team Manager, develop and implement action / performance plans for individual staff members
- To coordinate the safe and effective running of a community team on a daily basis, including managing the deployment of staff, in the role of coordinator / senior nurse on duty
- Participate in own clinical supervision as stated within Trust policy.
- Participate in PDP / Appraisal system
- In conjunction with line manager provide cover for the team caseload for holidays and sickness if required
- To be responsible for pre-registration education and preceptorship
- To participate in the recruitment and induction of new staff.

#### **10. Responsible for Information Resources**

- Post holder will maintain and produce detailed contemporaneous and accurate

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| <p>records and reports at all times in accordance with agreed procedures.</p> <ul style="list-style-type: none"> <li>▪ Post holder will ensure compliance with relevant Information Governance policies and procedures</li> </ul> |
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<b>11. Research and Development (R &amp; D)</b>
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| <ul style="list-style-type: none"> <li>▪ Participate and contribute in the in the process of research and audit within the service.</li> </ul> |
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<b>12. Freedom to Act</b>
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| <ul style="list-style-type: none"> <li>▪ The post holder is responsible for organising time management of their workload as an individual practitioner.</li> </ul> |
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## HEALTH, SAFETY & RISK MANAGEMENT

You must at all times comply with the Leeds and York Partnership NHS Foundation Trust Health & Safety Policies, in particular by following agreed safe working procedures and reporting incidents using the trust's risk incident reporting system.

You are required to inform the line manager of any safety issues that could affect you or others in the work place. You are responsible for your own Health & Safety and must co-operate with the management at all times in achieving safer work processes and work places, particularly where it can impact on others.

You will be trained in the correct use of any equipment provided to improve Safety and Health within the trust. You are required to use the equipment when necessary and as instructed; it is your responsibility to ensure the equipment is safe to use, prior to its use and must report any defects immediately to your manager.

You have a duty to take reasonable care of health and safety at work for you, your team and others, and to co-operate with employers to ensure compliance with health and safety requirements

### PLUS FOR SUPERVISORY GRADES ONLY

You are required to provide adequate supervision to ensure compliance with safe work practices.

You will be expected to carry out risk assessments, identify hazards in your work place, and evaluate the level of risk associated with identified hazards and implement adequate controls to eliminate or reduce the level of risk.

### OR FOR MANAGEMENT GRADES ONLY

You are responsible for the implementation and adherence to trust Safety Policies and Procedures for areas within your remit.

You are required to ensure suitable and sufficient risk assessments are completed for all areas within your remit. The controls identified must be evaluated and implemented where necessary.



You are required to review all risk assessments periodically and particularly when staffing and/or equipment changes. Monitoring the effectiveness of any control measures implemented

You are to ensure suitable and sufficient equipment is provided to sustain the Health & Safety of staff, patients and visitors to areas within your remit

### **TRAINING AND PERSONAL DEVELOPMENT**

You must take personal responsibility in agreement with your line manager for your own development by ensuring that continuous professional development remains a priority. You will undertake all mandatory training required for the role and participate in supervision/appraisal as necessary.

### **SAFEGUARDING**

Any postholder within the organization will be expected to undertake safeguarding training (Children and Adults) appropriate to their role and adhere to policies and procedures relevant to the area they work in.

### **INFORMATION GOVERNANCE AND DATA QUALITY**

#### **CONFIDENTIALITY**

You have a duty to protect the confidentiality of personal information you hold. You should respect patient confidentiality at all times, and protect, and not divulge patient information unless sanctioned by the requirements of the role.

#### **DATA QUALITY**

If your job involves collecting and / or inputting data into Trust information systems, and particularly if this relates to service users or other persons, then you must follow Trust policies and procedures to ensure the accuracy and completeness of this information.

#### Plus for supervisory and management grades

If you supervise or manage staff then you are required to ensure staff understand and comply with Trust policies and procedures concerning the collection and input of data into Trust information systems.

### **TRUST VALUES**

You are required to act at all times in accordance with the Trust values of we act with integrity, we are caring and we keep it simple.

### **EQUALITY AND DIVERSITY**

You have a duty not to discriminate against service users/patients, staff or visitors and to adhere to equal opportunities and equality and human rights legislation.

### **SPECIAL WORKING CONDITIONS**

This is community post so will involve travelling between sites and service users homes. You may need to escort service users as necessary. Extended hours may be required, across seven days

## **INFECTION CONTROL RESPONSIBILITIES**

You have the following key responsibilities:

- You must wash your hands or use alcohol gel on entry and exit from all clinical areas and/or between each patient/service user contact.
- You have a duty to attend annual mandatory hand hygiene training (clinical staff) or three yearly mandatory hand hygiene training (non clinical staff) provided for them by the Trust.
- If you develop an infection (other than common colds and illness) that may be transmittable to patients you have a duty to contact Occupational Health or Infection Control and seek advice on its' management.
- Compliance with all infection control policies and procedures will form an integral part of the practice of all staff.

## **HIGH QUALITY PATIENT CARE**

*For clinical staff only*

You will maintain the highest standards of care and service treating every individual with compassion, dignity and respect taking responsibility not only for the care you personally provide but also your wider contribution to the aims of your team and the NHS as a whole.

You will play your part in sustainably improving services by working in partnership with patients, the public and communities

## **RAISING CONCERNS**

You should aim to raise any genuine concern you may have about a risk, malpractice or wrongdoing at work which may affect patients, other staff or the public or the Trust at the earliest reasonable opportunity. Please refer to the Trust's Whistleblowing/Raising Concerns Procedure

## **THE NHS CONSTITUTION**

Staff within the NHS have legal duties under Section 9 of the NHS Constitution and these should be complied with. A copy of the Constitution can be found on the Trust's staff net or on the NHS Employers web-site.

**LINE MANAGER'S NAME .....****SIGNATURE.....**  
**DATE.....**