

SHEFFIELD CHILDREN'S NHS FOUNDATION TRUST

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Deputy Clinical Nurse Manager, Band 6
Department: The Becton Centre - CAMHS Tier 4 Mental Health / LD - MH
Responsible to: CAMHS Tier 4 Clinical Nurse Manager MH
Accountable to: Lead Nurse
Band: 6

2. JOB PURPOSE

- Deputise in the absence of the Clinical Nurse Manager
- Assist the Clinical Nurse Manager in ensuring that day to day operational management of the Unit is effective and efficient
- Assist the Clinical Nurse Manager in managing and giving clear direction to the nursing team, and to represent them within the multidisciplinary team
- Provide leadership on a shift-by-shift basis and be a source of specialist clinical advice, having a working knowledge of therapeutic interventions, treatments and clinical management strategies
- Promote the guiding principles of clinical governance, maintain and enhance clinical practice and quality within the unit
- Promote best practice in clinical risk management, health and safety, and security of self, others and the workplace

3. MAIN DUTIES/RESPONSIBILITIES

Communication and Relationship skills

- Maintain confidentiality of information regarding young people, families, and staff at all times
- Provide and receive complex or sensitive information where there are barriers to understanding and to be proactive, having the ability to pre-empt, work with and overcome barriers to communication
- Promote collaborative and partnership working, with both colleagues and the client group
- Promote and maintain effective communication and positive working relationships throughout the unit and wider service, both internal and external to CAMHS
- Promote and maintain effective communication with young people and families, ensuring lines of communication are open so that they can participate fully in their care
- Receive and manage highly sensitive information that may affect staff's ability to work e.g., illness, relationship breakdown or bereavement
- Use effective delegation in the allocation of tasks to colleagues
- Utilise skills to manage and resolve conflict
- Attend and participate in regular unit and wider CAMHS, Trust, regional or national meetings
- Assist the Clinical Nurse Manager in ensuring that reports, incident forms, health and safety records and other paper or e-formats of record keeping are maintained to a high standard
- Liaise with and report issues, concerns, or untoward incidents to the Clinical Nurse Manager/CAMHS Tier 4 Senior Nurse Manager

Knowledge, Training and Experience

- RMN or RNLD qualification and use this knowledge in the daily care of young people and families
- Knowledge of the relevant CAMHS or Mental Health speciality, gained through in-depth, post registration training e.g., ENB 603/diploma or equivalent CAMHS or Mental Health specific training
- Carry out the duties as directed by the NMC and within the Code of Professional Conduct
- Be a clinical and management resource within the Unit
- Take responsibility for own continuing professional development and performance
- Act as a mentor, preceptor, practice supervisor and practice assessor to students and junior staff
- Contribute to developing the unit as a learning environment
- Facilitate training as identified/required
- Assist in the promotion of learning, professional development, and training for the nursing team

Analytical and Judgement Skills

- Analyse and make decisions regarding client and environmental risk and care in complex situations
- Assist in assessing the needs of the unit, analysing client dependency and staffing skill mix required

Planning and Organisational

- Plan straightforward tasks on an ongoing basis
- Plan staffing rotas and therapeutic programmes/interventions which are often subject to change
- Assist the Clinical Nurse Manager in ensuring systems are in place to maintain effective day to day running of the unit
- Support the Clinical Nurse Manager and Consultant Psychiatrist in planning admissions and discharges, ensuring effective use of client places

Physical Skills

- Carry out clinical procedures requiring highly developed skills where accuracy is important, e.g., physical observations, ECG, capillary bloods, management of and citing NG tubes
- Demonstrate and maintain skills in basic life support
- Be trained in and utilise techniques and strategies for safe physical management of young people
- Basic keyboard/IT skills to effectively use and input data to information systems, use of email, the intranet and internet

Responsibility for Client Care

- Assess, plan, implement and evaluate care for young people and their families.
- Participate within the clinical arenas of individual, group and family interventions
- Contribute to the development of programmes of care
- Promote clinical supervision to support the nursing team
- Provide clinical supervision to junior members of the nursing team
- Utilise support mechanisms including own clinical/managerial supervision
- Devote a proportion of time to direct/indirect clinical practice
- Devote a proportion of time to management, including the provision of nurse management cover
- Administer medications according to the Code of Professional Conduct and local policy
- Be a clinical role model within the unit
- Ensure that legal frameworks governing young people are adhered to at all times

Responsibility for Policy / Service Development

- Assist in the monitoring and evaluation of nursing practice within the unit.
- Contribute to the development and implementation of policies and procedures within the unit
- Contribute to the development of the unit

Responsibility for Financial and Physical Resources

- Assist in management of resources within the delegated financial budget
- Act as an authorised signatory for requisitions and financial payments e.g., certification of unsocial

hours claims/overtime payments, equipment purchases

- Assist the Clinical Nurse Manager in ensuring a safe working environment in line with Trust policies and Health and Safety Legislation

Responsibility for Human Resources

- On a deputy basis manage the unit, ensuring a safe environment and high standards of care are maintained at all times
- Assist in the deployment of staff according to competency and workload to meet client need
- Assist in the management of staff attendance according to Trust policy
- Effectively manage and motivate nursing staff
- Participate in the recruitment, selection and induction of new staff
- Participate with the unit PDR system for the nursing team
- Assist in the utilisation of performance management strategies with individual staff
- Offer advice and guidance to individuals in relation to general HR issues
- Assist in ensuring that Trust, local and national HR policies, and guidance are adhered to

Responsibility for Information

- Accurately complete clinical records, using both paper and computerised systems
- Assist in the monitoring of clinical record standards
- Input information and have a working knowledge of directorate information systems.

Responsibility for Research and Development

- Contribute to the development of nursing practice within the unit
- Assess and apply evidence-based findings to nursing practice
- Assist in multidisciplinary audit projects within the clinical area and CAMHS care group

Freedom to Act

- Manage own workload
- Work within a defined set of clinical/managerial parameters and to guide others

Physical Effort

- Occasional requirement to exert intense physical effort for short periods e.g., physical containment of young people
- Sitting for extended periods

Mental Effort

- Respond effectively to an unpredictable workload and different levels of concentration required
- Respond effectively to frequent interruptions

Emotional Effort

- Frequently cope with the emotional demands of working directly with young people and families involved in distressing situations e.g., distressing life experiences, safeguarding issues and behaviour that challenges
- Frequently cope with the emotional demands of direct operational and staff management e.g., distressing life experiences, individual staff distress and staff conflicts

Working Conditions

- Rare exposure to blood and body fluids
- Exposure to verbal and physical aggression on an occasional basis

4. SCOPE AND RANGE

CAMHS Tier 4 RMN/RNLD - Amber Lodge: 8 day places and 20 - 25 outreach cases
Emerald Lodge: 9 beds and 3 day places
Sapphire Lodge: 14 beds
Ruby Lodge: 7 beds

Provide clinical/managerial input via shift work on a 24/7 basis across the week

Provide Nurse Management Cover on a 24/7 basis across the week

Work across all Lodges to provide additional support as required

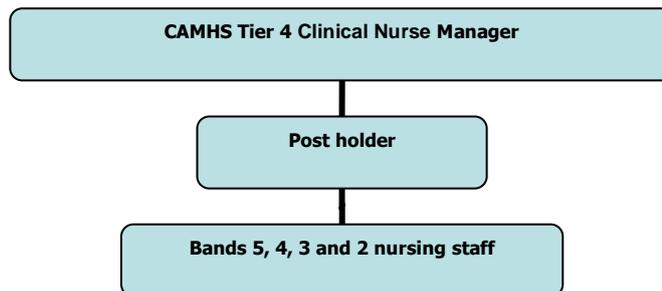
Staffing ratio a minimum of 1:1 within the Extra Care Area and Ruby Lodge

Managerial: CAMHS MH Tier 4 Inpatient Extra Care service - 2 beds

Assist in the line management of the Nursing team/deputise for the Clinical Nurse Manager

Clinical: Direct clinical practice: Clinical shift work
Provide direct clinical interventions to a caseload
Indirect clinical practice: Clinical supervision, attendance at reviews/ meetings and clinical discussions

5. ORGANISATIONAL POSITION



6. JOB DESCRIPTION AGREEMENT

Job Holder's Signature:

Date:

Manager's Signature:

Date:

TRUST VALUES

Our Values express what it is like to work in our organisation and our employees should make these a part of everything we do.

Keeping children, young people and families at the heart of what we do

Compassion

- We are led by kindness for all – for our patients, their families and our colleagues
- We will show empathy and understanding, treating everyone with dignity and courtesy

- We will respect each other and those we care for

Accountability 

- We always strive to do the right thing
- We own responsibility for our successes, failures and understand where we need to improve
- We will create a supportive working environment where everyone takes responsibility for their own actions

Respect 

- We value differences and treat everyone fairly and consistently
- We will actively tackle inequality and will foster a culture of inclusion

Excellence 

- We will seek to improve the way we work and deliver a high-quality standard of care
- We will be open to new ideas, through innovation, partnership, research and education locally, nationally and internationally

Together we care

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PERSON SPECIFICATION – CAMHS Tier 4 Deputy Clinical Nurse Manager MH outreach, day, inpatient service Band 6

Assessment Criteria	Essential	Desirable	How assessed
Qualifications and Training	RMN/RNLD Post registration training relevant to CAMHS or Mental health Teaching & Assessing ENB 998/Mentorship/Practice Assessor	Degree in relevant subject	AF/In
Experience	Post registration experience within a Mental Health setting Multi-disciplinary working	Auditing clinical standards Utilisation of research in practice	AF/In/Ref
Knowledge and Skills	Working knowledge of mental healthcare legislation Health and Safety Risk assessment/management Current CAMHS practice/issues Self-Management and organisation Excellent Communication/interpersonal skills (verbal and written) Specific clinical interventions/strategies	Knowledge of current policy context and implications for mental health nursing Clinical governance Conflict resolution Negotiation and influencing Leadership	AF/In/Pres
Personal Attributes	Commitment to: CAMHS Self and service development Flexible practice Flexible working patterns Management of change Personal integrity and credibility Physically able to carry out the duties of the post		AF/In/Ref/Pres
Demonstrates Trust Values	Compassion, Accountability, Respect and Excellence		In/REF

Key for How Assessed: AF = Application form, In = Interview, P = Presentation, T = Test, REF= Reference