

## Job Description

<b>Job title:</b>	Nurse Mental Health - Inpatient
<b>Directorate:</b>	Operational Services – relevant care group
<b>Department:</b>	Relevant department
<b>Professionally accountable for:</b>	
<b>Responsible to:</b>	
<b>Accountable to:</b>	Ward Manager
<b>Pay band:</b>	5
<b>Hours of Work:</b>	37.5 hours across 24 hour period
<b>Contract:</b>	Agenda for Change
<b>On call requirement:</b>	Yes/No – if Yes give details
<b>Disclosure required:</b>	Enhanced DBS
<b>Professional Registration:</b>	Yes

### Job outline:

- To deliver a high standard of evidence based inpatient nursing care in the designated care group in partnership with the team, the service users and where appropriate their family
- To act as a primary nurse in the assessment of needs and organising of care.
- To co-ordinate shifts and provide supervision for support workers and students.
- To work within a team of nurses and other professionals who are committed to the delivery of a quality service.
- To adopt a flexible approach to hours of duty, in order to meet the needs of the service over a 24-hour period.
- To take charge of a designated clinical area and deputise as appropriate.
- To represent the Ward Manager and/or care team, at appropriate forums and disseminate information as required.
- To represent the clinical team perspective at multidisciplinary meetings and clinical reviews of patient care.
- To be an active participant in the multi-disciplinary team, formulating care plans and utilising appropriate assessments.

### Scope & Authority

- To undertake assessments of individuals and their families and carers as appropriate admitted to inpatient care, including service users presenting with high risk. To develop care plans and discharge plans in collaboration with the service user and their families and carers.
- In conjunction with the multi disciplinary teams, assess and manage risks as identified through assessment. To regularly review risk factors and work in conjunction with the MDT to modify care plans.
- To act as the Primary Nurse for inpatient stay.
- To ensure that clinical practice is evidenced based and consistent with relevant NICE guidelines and Trust policies and procedures.
- To provide supervision of junior staff and student nurses where appropriate.
- To maintain and contribute to standards of professional care, ethics, policies and procedures.
- Ensure that all clinical records are maintained and that other systems and good practice, such as handovers, occur for all staff to communicate effectively.

### Key Result Areas:

#### Clinical practice, including own professional development

- To ensure a comprehensive assessment is completed on admission.
- To ensure that all patients have an individual care plan and risk assessment, which has taken into account patient and (if appropriate) carers views, ensuring the regular review of both.
- Develop care plans based on individual's needs and that are outcome based taking into consideration the needs of the family as appropriate.
- Monitor, evaluate and modify interventions/treatment in order to measure progress and ensure effectiveness of intervention(s).
- To provide a highly specialised range of clinical interventions and knowledge of evidence based models of practice relevant to the care group.
- Working autonomously confidently, competently and safely but utilising supervision and acknowledging others expertise if required.
- To maintain confidentiality.
- To take appropriate action when working with vulnerable adults and children following safe guarding vulnerable adult and children procedures, liaising with appropriate agencies.
- To work in partnership with other agencies to gain the best person centred outcomes for the individual.
- The ability to act promptly and safely by prioritising clients needs and co-ordinating their care.
- Collect data as directed to ensure service delivery is accurately reflected.
- Ensure participation in clinical supervision.
- Maintain awareness of professional, care group and organisational developments, participating in the clinical governance framework to ensure communication with the wider organisation and dissemination of information to the team.
- Ensure that own development needs are addressed through the staff appraisal framework and prioritised to meet requirements for registration purposes.

- Knowledge of the MHA (1983/2007).
- Knowledge of the Mental Capacity Act (2005) to include practical knowledge of FACE documentation, Deprivation of Liberties, Safeguarding (DOLS) and best interest decisions.
- To promote respect for diversity and combat stigma and exclusion.
- To communicate with and support relatives and carers and actively promote their involvement with the care plan.
- Take charge of the shift. This involves deploying, recording the use of and managing human resources effectively, managing the patient group, ensuring individualised care is delivered where specified, and its effect noted, completing any daily activities or tasks associated with that shift, facilitating continuity of care, and resolving any problems and reporting anything untoward to the Ward Manager at an appropriate time.
- To check the physical safety of the building from a hygienic, structural, and security perspective, reporting any problems.
- To administer medication within NMC guidelines and the Trusts Medicines Code.
- Ensure that an up to date knowledge of developments related to the care group is maintained.

**Practice Development , including professional development of others**

- To act as a mentor/preceptor to junior staff and students.
- To supervise junior staff in carrying out individual care plans.
- To access own supervision and to use this and reflective practice principles to enhance own development.
- Report any incidents which put at risk or have the potential to put at risk, the health and safety of patients, staff or the assets or reputation of the Trust.
- Provide managerial supervision where appropriate to support workers.
- To promote and monitor appropriate standards of organisational skills, planning and priority setting both clinically and organisationally.

**Research and Development**

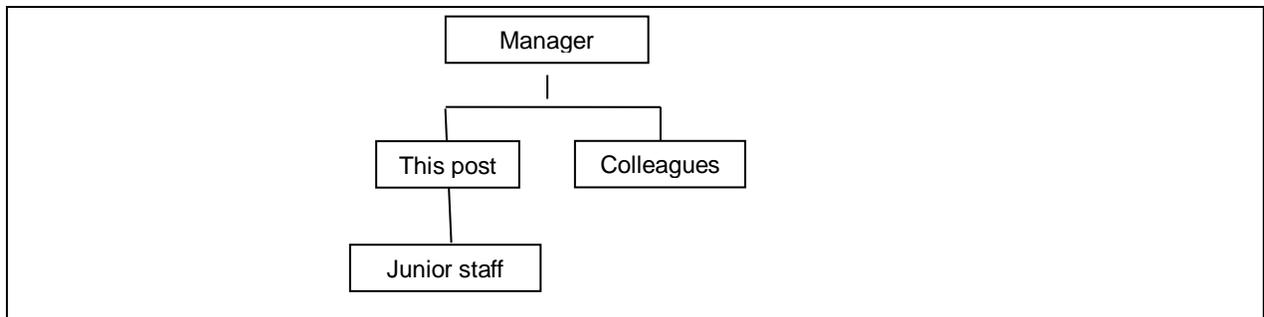
- To use research in practice and developing research work from ones own practice.

**Governance – including quality , standards, documentation & ethics**

- To maintain and contribute to students or professional care – NMC.
- To ensure that up to date written and electronic records and activity data are maintained in accordance with Professional and Trust standards and to provide specialist reports relevant to practice setting.
- To adhere to the Nursing & Midwifery Council Code of Conduct, professional standards and ethics and comply with local and national standards of practice.
- To keep accurate and timely records.
- To comply with and have a good working knowledge of the MHA (1983/2007), knowledge of Mental Capacity Act (2005) to include practical knowledge of FACE documentation, DOLS and Best Interest decisions.
- To follow safe guarding vulnerable children and adult procedures.
- To maintain confidentiality.
- To be aware of and to work to implementation of Trust and NMC policies and procedures.
- To develop and promote safe working practices and maintain requirements for health and safety, Manual handling, COSHH: Fire Safety and Environment and attend relevant mandatory training.

- All staff have a responsibility to maintain the health and safety of themselves and others within the performance of their duties in accordance with Trust health and safety policies and to undertake specific health and safety responsibilities as necessary.
- To maintain and further develop knowledge and experience in the specific care group through training and ongoing clinical development. To participate with monitoring service development and personal growth in line with the post holder's PDP.
- To attend essential Trust training.
- To promote, maintain and further develop the necessary requirements for communicating in an age appropriate way with patients whose understanding may be impaired by their mental health needs, learning disability, their age or by the nature of distress they are experiencing.
- Effective use of interpersonal skills such as reassurance is essential to obtain and provide sensitive key information.
- Use of negotiating skills with clients, carer and other agencies.
- The ability to use different teaching networks to suit patients, carers and other agencies.
- To seek and attend monthly clinical supervision.

### Position in the Organisation & Key relationships



### All staff are required to:

- **Take responsibility for the safeguarding and protection of children and young people and vulnerable adults very seriously, as does The Trust. The Trust works with adult and children's social care to ensure that the integrated service has systems in place to equip staff with the knowledge and skills to recognise abuse, and take action to safeguard and protect vulnerable adults and children and young people. It is expected that all staff familiarise themselves with the appropriate structures and policies and with the Sussex child protection and safeguarding procedures and the Sussex multi-agency policy and procedures for safeguarding vulnerable adults and undertake the relevant essential training and further training appropriate to their role.**
- Abide by the standards of behaviour expected by their professional body and the standards of behaviour expected of all staff in the Trust disciplinary policy and procedure.

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- Adhere to all Trust policies and procedures and are responsible for making themselves aware of these policies and procedures.
- Treat information relating to patient, employees and businesses of the Trust in the strictest confidence. Under no circumstances should such information be discussed with any unauthorised person(s) or organisations. At all times employees are required to comply with the provisions of the Data Protection Act.
- Maintain their own awareness of, and comply with, policies and procedures relating to Health and Safety (whether statutory or Trust), and assist in ensuring the compliance of other staff.
- Support the Trust's visions and values and in particular the promotion of a positive approach to diversity, equality, rights, and treating others with dignity and respect; to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply by adhering to the Trust's Equality and Diversity Policy.
- Demonstrate the core principles of safeguarding and protection Human Rights; treating people with dignity, fairness, equality, respect and autonomy.
- Develop and maintain positive relationships with all colleagues, taking account of their age, religion or belief, ethnicity, sex, marital or civil partnership status, sexual orientation, gender identity, pregnancy or maternity status and any disability. Ensure that they are approachable and that their conduct towards colleagues is open and honest, dealing with differences in opinion, in ways which avoid offence.

## Person Specification

<b>Job title:</b>	<b>Nurse Mental Health - Inpatient</b>		
<b>Directorate:</b>	Operational Services – relevant care group		
<b>Department:</b>	Relevant department		
<b>Pay band:</b>	5		
	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced by</b>
<b>A – Qualifications</b>			
<ul style="list-style-type: none"> <li>▪ Registered Nurse with current registration (mental health / LD/ Adult) appropriate to the job role.</li> </ul>	✓		A / C
<ul style="list-style-type: none"> <li>▪ Studying towards Diploma/ Degree.</li> </ul>		✓	A / C / I / T
<ul style="list-style-type: none"> <li>▪ Other post-basic professional qualifications relative to the role and to the care group.</li> </ul>		✓	
<b>B – Knowledge/Experience</b>			
<ul style="list-style-type: none"> <li>▪ Knowledge of MHA (1983/2007).</li> </ul>	✓		A / C / I / T
<ul style="list-style-type: none"> <li>▪ Knowledge of Mental Capacity Act (2005), to include practical knowledge of FACE documentation, DOLS and Best Interest decisions.</li> </ul>	✓		A / C / I / T
<ul style="list-style-type: none"> <li>▪ Child and Adult safe guarding procedures.</li> </ul>	✓		A / C / I / T
<ul style="list-style-type: none"> <li>▪ Change management, organising and prioritising workloads.</li> </ul>	✓		
<ul style="list-style-type: none"> <li>▪ Demonstrate ability to enhance care through evidence based knowledge.</li> </ul>	✓		A / C / I / T
<ul style="list-style-type: none"> <li>▪ Demonstrate professional development relevant to the care group.</li> </ul>	✓		
<ul style="list-style-type: none"> <li>▪ Demonstrates ability to assess and manage clinical risk</li> </ul>	✓		
<ul style="list-style-type: none"> <li>▪ Lived experience of mental health issues</li> </ul>		✓	
<b>C – Skills</b>			
<ul style="list-style-type: none"> <li>▪ <b>Communication/Relationship skills:</b> Effective written and verbal skills. Effective team worker. Excellent interpersonal skills.</li> </ul>	✓		A / C / I / T
<ul style="list-style-type: none"> <li>▪ <b>Analytical &amp; Judgement skills:</b> Analytical skills to assist in diagnosing or highlighting an unmet health need. Understanding clinical information to formulate recommendations and appropriate intervention/action or referrals to be made. Undertaking initial patient assessments</li> </ul>	✓		A / C / I / T
<ul style="list-style-type: none"> <li>▪ <b>Planning &amp; Organisational skills:</b> Change management skills. Leading projects, chairing and running of regular meetings</li> </ul>	✓		A / C / I / T
<ul style="list-style-type: none"> <li>▪ <b>People Management/Leadership/Resources</b> Supervising junior staff, co-ordinating training to carers and service users</li> </ul>	✓		A / C / I / T

	Essential	Desirable	Evidenced by
<ul style="list-style-type: none"> <li>▪ <b>IT skills:</b> Computer literate. Sound working knowledge of Microsoft Word and Outlook</li> </ul>	✓		A / C / I / T
<ul style="list-style-type: none"> <li>▪ <b>Physical skills:</b></li> <li>▪ Ability to administer injections with good hand to eye co-ordination.</li> <li>▪ Able to carry out PMVA interventions</li> </ul>	✓ ✓		A / C / I / T
<ul style="list-style-type: none"> <li>▪ <b>Abilities</b></li> </ul>			
<ul style="list-style-type: none"> <li>▪ <b>Mental Effort:</b></li> <li>▪ Ability to prioritise/cope with pressure. Ability to assess health needs in an initial assessment and prioritise them in order as soon as assessment is completed. Ability to deal with an unpredictable work pattern and deal with deadlines</li> </ul>	✓		A / C / I / T
<ul style="list-style-type: none"> <li>▪ <b>Emotional Effort:</b></li> <li>▪ Ability to deal with distressing and emotional circumstances which can happen unpredictably throughout a working day.</li> </ul>	✓		A / C / I / T
<ul style="list-style-type: none"> <li>▪ <b>Working Conditions:</b></li> <li>▪ The post will be based in an in patient setting</li> <li>▪ To be able to use a PC.</li> </ul>	✓ ✓		A / C / I / T
<b>D – Approach/Values:</b>			
<ul style="list-style-type: none"> <li>▪ Demonstrate support for the values and beliefs of the Care Group and those of the Trust</li> </ul>	✓		I
<ul style="list-style-type: none"> <li>▪ Demonstrate an understanding of the practices of Human Rights in the delivery of this role</li> </ul>	✓		I
<ul style="list-style-type: none"> <li>▪ Team working</li> </ul>	✓		I
<ul style="list-style-type: none"> <li>▪ Ability to travel across sites</li> </ul>	✓		I
<ul style="list-style-type: none"> <li>▪ Punctual and flexible across hours of work when required</li> </ul>	✓		I
<ul style="list-style-type: none"> <li>▪ Flexible, enthusiastic and motivated</li> </ul>	✓		
<ul style="list-style-type: none"> <li>▪ Non-judgemental attitude</li> </ul>	✓		

To be evidenced by key: A – Application C - Certificate I – Interview T - Test

Approved by:

Approved

Manager  Date