

JOB DESCRIPTION

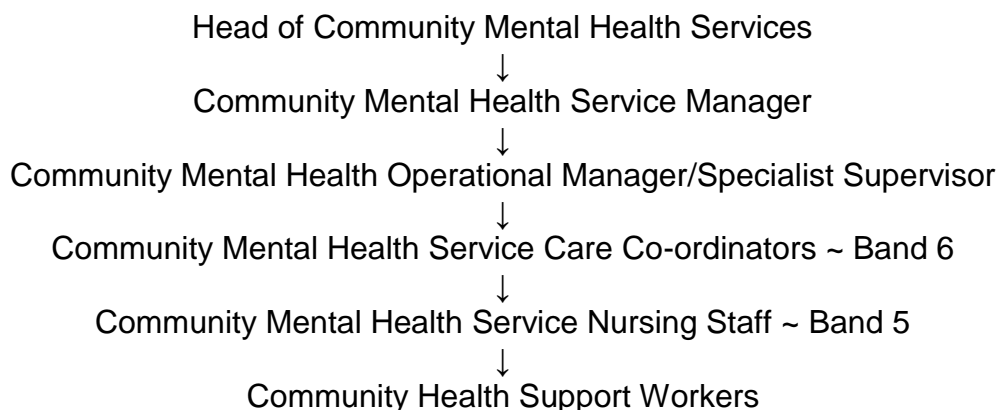
JOB DETAILS

Job Title:	Community Psychiatric Nurse
Pay Band:	5
Directorate:	Mental Health
Department:	Community Mental Health Service

ORGANISATIONAL ARRANGEMENTS

Managerial Accountable to:	CMHS Operations Manager
Reports to:	CMHS Operations Manager/Specialist Supervisor
Professionally Responsible to:	Community Psychiatric Service
Responsible For:	N/A

Organisation chart:



JOB SUMMARY / PURPOSE

Community Practitioner providing nursing care to patients in the community setting.

Patients can be of all age groups. This can be in the patients own home, clinical setting, nursing home or holiday accommodation.

Has delegated responsibility for implementation and evaluation of nursing packages.

To have the appropriate skills and ability to work alone and be confident in making decisions without direct supervision.

To work within the Structure of the Mental Health Measure and to carry out the duties as directed in the Community Care and Treatment Plan.

The post holder should be flexible, adaptable and aim to accommodate the needs of the service.

To contribute to the performance of the nursing team.

The post holder liaises with members of the Community Mental Health Services, the Local Primary Mental Health Support Service, Primary Health Care Team and associated agencies, voluntary groups , patients, carers and families.

This post meets the definition of a lone-worker.

MAIN DUTIES AND RESPONSIBILITIES

Provision of Nursing Care to patients attending the Depot Clinic. The Mood Clinic, and the Physical Health Monitor Clinic.

Providing mental health monitoring/treatment, to a delegated case load under the direction of the Care Co-ordinator.

Providing assessment of patients referred to the Community Mental Health Service.

Taking part in the rota for Duty Officer role under the supervision of a band 6.

To actively engage in quality and caseload management.

The post holder has a responsibility to engage in clinical supervision.

Service Improvement

Make changes in own practice and offer suggestions for improving services.

Communications

Communicate with a range of people on a range of matters.

To communicate condition related information to patients and their carers. This may involve complex issues where there are problems in communicating with clients requiring tact, diplomacy and flexibility.

Communicate effectively with patients, carers, other professionals and support agencies to ensure an individualised, patient centered approach.

Personal and People Development and People Management

Develop own skills and knowledge and provide information to others to help their development.

Information Processing

Be responsible for timely and accurate record keeping and where appropriate in accordance with professional guidelines.

Health, Safety and Security

Monitor and maintain health, safety and security of self and others.

Quality

Maintain the quality of own work and encourage others to do so.

Equality and Diversity

Support equality and value diversity.

Effort and Environmental

Visits to patients in the community may require exposure to highly unpleasant working conditions as the environment that cannot be effectively controlled by health and safety measures.

General

The postholder needs to ensure they are familiar with their terms and conditions of service.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and Knowledge	RMN Driving Licence	PSI, CBT qualifications ECDL	Certificates
Experience	Experience of working with people who have long term mental health needs, and whomay present with challenging behaviour/a high risk of violence to others. Commitment to life long learning.	Evidence of ongoing professional development and must be willing to undertake identified local courses/study days and mandatory training.	Application form and interview References Portfolio
Aptitude and Abilities	Must work effectively in a multi disciplinary team. Must be able to make decisions autononmously and delegate work appropriately. Must have sound knowledge of clinical issues within area of practice. Must have a good working knowledge of the Mental Health Act/Welsh Mental Health Measure. Must be able to work safely and demonstrate an understand of the Health & Safety at Work Act 1974. Maintaines high standards in the workplace as directed by policies and procedures. Must be able to maintain a high level of energy and enthusiasm. Must portray a professional and caring image. Must be able to have the ability to obtain relevant information in face to face	Welsh Speaker (Level 1) <i>Full details around the expectations associated with level 1 may be found at the bottom of this page</i>	Interview Application Form. References

	discussion with patients/families/carers and other agencies involved in the care process.		
Circumstances	Ability to travel between sites in a timely manner		Application form and interview
Values	<p>Ability to embrace the following personal values and behaviours on a daily basis -</p> <ul style="list-style-type: none"> • Dignity, Respect and Fairness • Integrity, Openness and Honesty • Caring, Kindness and Compassion <p>Ability to demonstrate a commitment to our organisational values -</p> <ul style="list-style-type: none"> • Working together to be the best we can be • Striving to develop and deliver excellent services • Putting people at the heart of everything we do 		

Level 1 Welsh

(Please note that for this particular post level 1 in spoken Welsh is desirable but not essential)

Listening/Speaking: Pronounce Welsh words, place names, department names, etc. Greet and understand a greeting. Use basic every day words and phrases, e.g. thank you, please, excuse me, etc. Understand / pass on simple verbal requests of a routine / familiar / predictable kind using simple language, e.g. 'May I speak to...'. State simple requests and follow up with extra questions / requests in a limited way.

Reading/Understanding: Understand simple key words and sentences on familiar / predictable matters relating to own job area, e.g. on signs, in letters.

Writing: Fill in simple forms, note down simple information, e.g. date and venue of a meeting, Welsh address, etc.

GENERIC STATEMENTS

NHS CODE OF CONDUCT FOR MANAGERS

** For Managers only:

The post holder will be expected to adhere to the standards laid down in the NHS Code of Conduct for Managers and at all times act in a manner that reflects and promotes the values of the HB.

The post holder must ensure all activity and service objectives are effectively met in compliance with HBs standing orders and SFIs, scheme of delegated authority and employment legislation.

REGISTERED HEALTH PROFESSIONAL

** For Registered Health Professionals only:

All staff who are members of a regulatory body must comply with standards of professional practice/conduct. It is the postholders responsibility to ensure they are both familiar with and adhere to these requirements.

HEALTHCARE SUPPORT WORKERS

** For Healthcare Support Workers only:

All healthcare support workers should be familiar with and must comply with the Code of Conduct for Healthcare Support Workers in Wales.

COMPETENCE

The post holder is required to participate in the Hywel Dda PDR process and work towards meeting identified development needs.

The postholder is required to demonstrate on-going continuous professional development.

At no time should the postholder work outside their defined level of competence. If the postholder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The postholder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

TEAM BRIEF

The post holder is required to actively participate in Hywel Dda Team Briefing in order to aid communication within the Health Board.

Managers and supervisors will regularly deliver the Team Brief verbally to their own staff teams by means of a Core Brief and additional departmental information.

RISK MANAGEMENT/HEALTH & SAFETY

The postholder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Hywel Dda. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

The postholder has the responsibility for monitoring the progress on action plans in relation to risk, health and safety.

The postholder has the responsibility for the development of risk profiles and a risk register within their area of responsibility.

The postholder has the responsibility for developing systems to monitor performance against agreed performance indicators.

HARRASSMENT & BULLYING

The HB condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff is requested to report any form of harassment and bullying to their line manager or to any Director of the HB.

RECORDS MANAGEMENT

The postholder has the responsibility for timely and accurate record keeping and where appropriate in accordance with professional guidelines.

The postholder has the responsibility for the creation and maintenance of records in accordance with Hywel Dda policy and the data protection act.

FLEXIBILITY STATEMENT

The developing and rapidly changing nature of the organisation will require considerable flexibility from the post holder. This job description indicates the main functions and responsibilities for the post and is not intended to be a fully inclusive list and the duties and responsibilities specified in this job description are subject to change as the needs of the HB evolve. On agreement with the post holder, this job description will be amended, as necessary, in the event of future organisational and professional changes and/or personal development.

CONFIDENTIALITY

All staff may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. Any breach of such confidentiality is considered a serious

disciplinary offence, which is liable to dismissal and /or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

EQUAL OPPORTUNITIES

It is the aim of the Hywel Dda HB to ensure that no job applicant or employee receives less favourable treatment on grounds of gender, religion, race, colour, sexual orientation, nationality, ethnic or national origins or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, the HB has an Equal Opportunities Policy and it is for each employee to contribute to its success.

OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of the HB.

ENVIRONMENTAL

The Hywel Dda Health Board is committed to its environmental responsibilities. The Board recognizes that its activities, including energy consumption, waste generation, transportation emissions, water use and resource consumption, have a significant impact on the environment. As an integral part of its commitment to ensure high quality patient care, all staff have a responsibility to adhere to environmental policy and procedure at both an organisational level and within their own area of work to ensure legal compliance. Staff will do their utmost to minimize the environmental impacts of Health Board activities and services, and seek to continually improve operations to minimize their environmental effects. Staff should take note of relevant communications and attend mandatory training when required.

SMOKE FREE POLICY

All Health Board sites and premises and grounds are designated as smoke free areas. This policy applies to all staff, contractors/service providers, patients*, visitors and the public.

***Those patients staying in residential mental health units will be exempt under the Smoke-Free Premises (etc) Wales Regulations 2007.**

SAFEGUARDING ADULTS AND CHILDREN

Every employee of the Health Board, whatever their job, role, profession, status or place of work, paid or voluntary, has a responsibility for Safeguarding both adults and children. Staff must:

- Understand the nature of abuse and how children and adults might be at risk of harm and neglect.
- Understand their own safeguarding responsibilities and what actions they may need to take.
- Know where they can access local policies and procedures in relation to Safeguarding Children and Safeguarding Adults.
- Report allegations or suspicions of abuse to their line manager, including suspicions about a colleague or manager, irrespective of their status, profession or authority. This includes whistle-blowing
- Know how to make a Safeguarding referral to Social Services and/or the Police for both adults and children to report allegations or if they have concerns.
- Know what services, advice and support are available locally to vulnerable children and adults and how to access help needed.

INFECTION CONTROL

"The document *Commitment to Purpose: Eliminating Preventable Healthcare Associated Infection: A Framework of actions for healthcare organisations in Wales* stipulates that all staff must understand their responsibility and accountability for Infection Prevention & Control and the Health Board must be assured of this on an ongoing basis".

IP&C is the personal and individual responsibility of all Health Board staff. All staff have a responsibility to protect and safeguard patients, service users, visitors and employees against the risk of acquiring healthcare associated infections.

This responsibility includes being aware of the content of and consistently observing, Health Board Infection Prevention & Control Policies and procedures; and best practice guidance in order to maintain high standards of Infection Prevention & control.

GENERAL

The postholder needs to ensure they are familiar with their terms and conditions of service,