

**Title:** Registered Nurse

**Band:** Band 5

**Directorate:** Acute Inpatient Services

**Responsible to:** Ward Manager

**Accountable to:** Modern Matron

### **Hertfordshire Partnerships University Foundation Trust**

- Hertfordshire Partnership University NHS Foundation Trust (HPFT) is an exceptional organisation with big ambitions, our aim is to be the leading provider of mental health and specialist learning disability services in the country.
- With a workforce of c. 3,000 and an annual income of c. £200m, the Trust is organised across three Strategic Business Units and provides integrated health and social care services through a large network of community and inpatient settings, serving diverse communities across Hertfordshire, Norfolk, North Essex and Buckinghamshire. As a university trust, HPFT continues to develop strong links with the University of Hertfordshire providing excellent learning and development opportunities, as well as strengthening our clinical research capability.
- Whilst it is a challenging period for the NHS, there has never been a more exciting time to join HPFT following our CQC rating of Outstanding awarded to us in April 2019. We are on our “Good to Great” journey as we continue to innovate, improve, transform and ultimately deliver the very highest standards of care to the service users and communities that we serve.



### **Our Services**

We provide mental health and social care services - including Adults of Working Age, Older Adults, Children and Adolescents and Specialist Learning Disabilities services.

The Trust works in close partnership with Hertfordshire County Council and also with other NHS organisations to promote and support mental health in the community. We also provide specialist learning disability services in Norfolk and North Essex.

The Trust provides:

- Community Services including local teams for mental health
- Acute and Rehabilitation Services including inpatient services and crisis team
- Specialist Services such as mental health services for older people, eating disorders, and our mother and baby unit
- Learning Disability and Forensic Services

## Our Mission

We help people of all ages live their lives to their full potential by supporting them to keep mentally and physically well.

Everything we do is aimed at providing consistently high quality, joined up care, support and treatment that:

- Empowers individuals to manage their mental and physical wellbeing
- Keeps people safe from avoidable harm
- Is effective and ensures the very best clinical and individual recovery outcomes
- Provides the best possible experience

## Our Vision

Our conversations with service users, carers, staff, commissioners and the wider communities we serve have informed a simple but ambitious vision:

***“Delivering great care, achieving great outcomes - together”***

We will achieve our vision by:

- Putting the people who need our care, support and treatment at the heart of everything we do - always
- Consistently achieving the outcomes that matter to the individuals who use our services, and their families and carers, by working in partnership with them and others who support them
- Providing the very best experience of joined-up care in line with what service users and carers have told us makes ‘Great Care’

## Values and Behaviours

Our values and behaviours have been developed by over 800 service users, carers and members of staff. They describe how we aim to be with service users, carers and each other. By living our values we will deliver our ambition to be a leading provider for everyone we work with.

	we are...	you feel...
Our Values	<b>Welcoming</b>	✔ Valued as an individual
	<b>Kind</b>	✔ Cared for
	<b>Positive</b>	✔ Supported and included
	<b>Respectful</b>	✔ Listened to and heard
	<b>Professional</b>	✔ Safe and confident

**Our values set the tone for:**

- The way we plan and make decisions.
- The way we behave with service users and each other.
- The kind of colleagues we recruit.
- The way we induct, appraise and develop our staff

**Job Summary:**

In line with the philosophy of the clinical area the post holder will be responsible for the assessment, planning and implementation and evaluation of care for the identified service user group in conjunction with other staff.

To maintain high standards of nursing care to service users and to contribute to the development of comprehensive psychiatric nursing service, which meets the needs of service users and carers

To take charge of the Unit in the absence of the Unit Manager or deputy and to instruct/demonstrate knowledge and skills to junior staff.

All staff should comply with the Trust's Anti-Discriminatory Statement, Employee Charter, Trust Policies and Procedures, Code of Conduct and Equality and Diversity.

**Rotation & Preceptorship**: All newly registered nurses will take part in the Trust's rotation nursing scheme for the first year of their employment. The scheme is run for one year and includes the nurse working in their allocated post for six months and rotated to another area of clinical practice for a further six months. As part of the rotation nursing scheme the newly registered post holder will automatically be selected to participate in and complete the nurse's preceptorship programme. The aim of preceptorship is for newly registered nurses to engage in a 12 month structured process of support and development running parallel to the rotation nursing scheme. The process will encourage the post holder to engage in the development of professional skills, knowledge and competency.

## **Job Responsibilities:**

### **Communication requirements**

To communicate complex and sensitive information and overcome barriers to communication as appropriate to people with mental health problems and/or learning disabilities, according to the clinical speciality.

To provide support to relatives, carers and colleagues appropriate to caring for a person with mental health problems.

To develop effective communication and relationships in order to ensure good liaison with other professional disciplines and with external statutory and voluntary agencies.

To ensure that wherever possible service users are fully involved in and consulted about the care planning process

To ensure effective reporting and communication with line managers and multi-disciplinary team regarding service users care, incidents, health & safety issues and service deficits

### **Knowledge Training and Experience**

To demonstrate a sound knowledge of caring effectively for people with mental health problems as appropriate to the speciality and use this to guide and teach others

To be aware of all policy documents and legal requirements concerning the unit and ensure that these are adhered to, e.g. Mental Health Act, administration of drugs and implement appropriately

To have a working knowledge of the Mental Health Act (1983) along with current changes in legislation.

To be fully conversant and ensure compliance with Nursing & Midwifery Council (NMC) codes of conduct and practice.

*NB: The post holder is required to maintain current registration with the NMC*

### **Analytical & Judgement Skills**

To use clinical judgement on problems requiring investigation and analysis regarding service users' condition

To assess and manage risk associated with the working environment ensuring appropriate Trust policies and procedures are followed accordingly

### **Planning & Organisational Skills**

To occasionally take charge of the ward if required to do so (except under preceptorship).

When in charge of the ward to ensure the consistency and continuity of all care programmes, unit policies, and budgeting issues.

To act up in the absence of the Deputy Ward Manager, if required (except under preceptorship).

### **Physical Skills**

To supervise and maintain the safe custody, control and administration of drugs and take appropriate action/measures to provide safe administration as prescribed to service users, in accordance with Trust policies and procedures.

To use a range of therapeutic techniques when managing service users with challenging and unpredictable needs, including when this leads to aggressive incidents

### **Responsibility for Service User Care**

To assess, plan, implement and evaluate the clinical care of people with mental health problems, as appropriate to the clinical specialty, using evidence based practice.

To act as named nurse to an identified group of service users.

To co-ordinate all co-workers assigned to his\her group of service users and ensure they are fully conversant with all aspects regarding the service user's care and treatment.

To ensure that assessments and care plans reflect the psychological, emotional, social care, treatment, intervention, risk management and physical healthcare needs of the service user.

To maintain close liaison with all disciplines\staff involved in a service user's care and report on progress and effectiveness to the Multi Disciplinary Team.

To provide a nursing perspective and representation in ward rounds, case conference, etc and to prepare reports on service users as required.

To demonstrate and serve as an example for all clinical activities to appropriate grades of staff.

To maintain sufficient personal awareness of clinical developments and practice, nursing research and clinical audit as required.

### **Service Development and Improvement**

To personally practice and deliver skilled nursing care working with the framework of agreed policies and procedures

To be aware of, and adhere to, policies and guidelines at all times, and in particular those in relation to service user's valuables, finance, budget policy.

To participate in any formal monitoring, review or quality systems developed by the Trust or unit. This will include clinical supervision, individual performance reviews and standard setting.

To ensure effective reporting and communication with line managers and multi-disciplinary team regarding service user care, incidents, health and safety issues and service deficits.

To encourage and partake in the development and trial of new ideas and methods on the ward for improving the quality of care and promotion of morale.

To carry the Unit bleep when required, (except under preceptorship) particularly outside of office hours. When in charge of the unit to ensure the consistency and continuity of all care programmes, unit policies, and budgeting issues.

### **Financial & Physical Resources**

To order supplies for the workplace as necessary and ensure their use is kept within budget

To follow procedure for handling patient money and valuables.

### **Human Resources**

To provide support to all team members to ensure the smooth running of the ward

To allocate and monitor work delegated to staff and supervise junior staff.

To participate in all teaching activities for both registered and non registered members of staff including induction.

To assist in the setting of objectives and act as mentor for student nurses seconded to the unit if appropriately trained.

To maintain a personal and professional profile in accordance with Post Registration Education & Practice (PREP) and assume individual responsibility for maintaining current awareness of developments and trends in Mental Health nursing, maintaining a high level of professional knowledge and expertise through in-service training opportunities, supervision and post registration courses.

### **Information Resources**

To maintain meaningful and accurate service user records on a day to day basis.

To ensure that all service user records comply with issues relating to confidentiality and safe storage.

**Research & Development**

To participate in research projects and data collection.

**Freedom to Act**

To undertake work as guided by the NMC Protocols and Code of Conduct

To work within Codes of Practice and Professional Guidelines

To co-ordinate shifts effectively on a day to day basis

**Physical Effort**

To ensure the patient care needs are carried out to a high standard as reflected in the care plan

To ensure the active de escalation and diffusion techniques are used to minimise risk of physical aggression. If physical restraint is required this must be carried out using recognised Strategies for Crisis intervention & Prevention techniques and adhere to policy and procedure.

**Mental Effort**

To provide written reports as instructed by senior colleagues regarding service users

To respond to emergency situations as they occur and ensure appropriate support networks are used as necessary

To be creative in finding solutions to problems as they arise

**Working Conditions**

To provide effective care to service users patients who present with a range of complex, often challenging needs that could be unpredictable in nature.

**Security**

The post holder will be fully conversant with all aspects of security concerning the Unit and that they are correctly implemented. Any identified difficulties with security will be reported to registered staff.

**Other****Additional Information:**

**The following statement forms part of all job descriptions:-**

**Knowledge and Skills Framework:**

The post holder will be expected to meet the requirements of the NHS Knowledge and Skills Framework (KSF) appropriate outline for the post.

*Approved outlines are available on the HPT e-ksf local library*

## **Health and Safety**

The post holder has a duty of care to themselves and to others with whom they come into contact in the course of their work as laid down in the Health and Safety at Work Act 1974 and any subsequent amendment or legislation.

## **Infection Control**

All Trust staff will:

Act as a role model and champion for the highest standard of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.

Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene.

Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection.

## **Equality and Diversity**

Hertfordshire Partnership University NHS Foundation Trust is committed to providing an environment where all staff, service users and carers enjoy equality of access, provision, opportunity and outcomes.

The Trust works to eliminate all forms of discrimination and recognise that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

Providing equality of opportunity means understanding and appreciating the diversity of our staff, service users & carers and ensuring a supportive environment free from harassment. As a result Hertfordshire Partnership University NHS Foundation Trust actively encourages its staff to challenge discrimination and promote equality of opportunity for all.

## **Confidentiality**

All staff must be aware of the Data Protection Act 1984, and its subsequent amendments, which is now in force. This means that protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the Trust and the individual may be prosecuted.

## **Standards of Business Conduct and Conflicts of Interest**

The Trust has adopted a Standards of Conduct Policy, which reflects NHS Management Executive Guidelines. It is the responsibility of all staff to ensure that they act as a role model, by upholding the principle of a leading mental Trust. Staff should be informing their line manager if they are working for any other organisation to ensure



that this Trust complies with the Working Time Regulations.

### **Information and Records Management**

The post holder must be competent in using IT and have the relevant skills to carry out the activities required for the post.

To comply with the Data Protection Act 1998, Freedom of Information Act 2000 and Department of Health Code of Confidentiality in line with Trust procedures.

To adhere to the Trust's policies on records management including creation, use, storing and retention and disposal of records.

Adhere to the Trust's Corporate Identity (using the standard templates – available on Trustspace).

### **Safeguarding Adults and Children**

The Trust is committed to ensuring adults and children are protected and come to no harm from abuse. All employees have a responsibility to be aware of national and local policies, their individual responsibilities with regards to the protection and safeguarding of both adults and children, and must adhere to them at all times.

### **Organisational Change**

As services develop and change, the post holder may be required to undertake other responsibilities within the Trust.

### **Flexible Working**

The Trust believes that its staff members are its most valuable asset and is committed to attracting and retaining the very best, and utilising all the talent and experience available. The Trust recognises the importance of helping its employees balance their work and home life by offering flexible working arrangements that enable them to balance their working life with other priorities, including parental and other caring responsibilities, life-long learning, charity work, leisure activities and other interests.

### **Health and Safety**

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

### **Review:**

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post holder.

### **PERSON SPECIFICATION**

**Job Title:** Registered Nurse

**Grade:** Band 5

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Qualifications	<ul style="list-style-type: none"> <li>• RMN\Dip (Mental)</li> <li>• Live registration with NMC</li> <li>• Mentorship &amp; Preceptorship after one year</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate post registration qualification Basic Food Hygiene Certificate</li> </ul>
Skills\knowledge	<ul style="list-style-type: none"> <li>• Detailed knowledge of legislation and practise guidelines concerning Adult Acute Mental Health</li> <li>• Ability to develop professional relationships with staff, service users and all other stakeholders</li> <li>• Ability to lead and motivate others</li> <li>• Provision of effective clinical supervision</li> <li>• Excellent communications skills – written, verbal and able to complete computer data entry and recording</li> <li>• Good interpersonal skills</li> <li>• Good team worker, able to demonstrate organisational skills</li> <li>• Awareness of budgetary needs of the service</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to participate in training of others – students and other team members</li> <li>• Working with people detained under the Mental Health Act (1983)</li> </ul>
Appearance	Smart and well-groomed	
Aptitude	<ul style="list-style-type: none"> <li>• Ability to identify priorities of service and the need to deliver a high standard of care</li> <li>• Ability to demonstrate flexibility in approach to solutions of service needs</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work with resources available</li> <li>• Demonstrate ability to manage ward on a shift by shift basis</li> </ul>

Professional	<ul style="list-style-type: none"> <li>• Maintains a high standard of care delivery</li> <li>• Detailed awareness of current issues in Acute Mental Health</li> <li>• Ability to support and educate others in their professional development</li> <li>• Ability to act as a mentor to students, nurses and healthcare assistants</li> </ul>	
Other	<ul style="list-style-type: none"> <li>• Participate in preceptorship process</li> <li>• Maintains 'Passport to Practice'</li> <li>• Ability to participate in staff supervision, where appropriate to act as clinical supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to support others with their 'Passport to Practice'</li> <li>• Appropriate training taken up</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Willingness to develop skills in ward shift management</li> <li>• Able to undertake preceptorship</li> <li>• Able to maintain 'Passport to Practice' portfolio</li> <li>• Participation in staff supervision and ability to identify own skills deficits, and plan with supervisor Personal Development Plan to meet these</li> <li>• Knowledge and commitment to Improving Working Lives</li> <li>• Ability to work under pressure and within agreed timescales</li> <li>• Flexibility to work on a 24 hour rota basis</li> <li>• Car driver essential, or access to a car (unless you have a disability as defined by the Disability Discrimination Act 1995)</li> </ul>	

## Our values

Welcoming Kind Positive Respectful Professional



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