



## **JOB DESCRIPTION**

<b>Job Title:</b>	Charge Nurse (LD/MH)
<b>Grade/Band:</b>	Band 6
<b>Department:</b>	Herts Forensic Services
<b>Responsible to:</b>	Team Leader
<b>Accountable to:</b>	Modern Matron
<b>Base:</b>	Beech Unit, Radlett, Herts

### **Main Duties & Responsibilities:**

The Charge Nurse will:

- Provide local clinical leadership to the team under the direction of the Team Leader
- Be responsible for the running of an identified clinical area including Key Performance Indicators (PDP, Attendance Management and e-rostering)
- Be responsible for the assessment, planning, implementation and evaluation of care for service-users
- Teach other nursing and non-nursing personnel
- Be a role model through their own good practice
- Be responsible for maintaining clinical standards and team systems under the direction of the Team Leader
- Assist the team leader in maintaining effective team-working processes, including outcome measures
- Deputise for the Team Leader in their absence
- Manage the unit resources and clinical environment during their shift

### **Clinical Responsibilities:**

- Act as a clinical expert in their service area. This means keeping clinically up to date, being able to assess service-users thoroughly, plan care rigorously, and audit and evaluate nursing interventions based on evidence and locally agreed protocols and policies.
- Co-ordinate all co-workers assigned to their service-user group and ensure they are familiar with all aspects of the service-user's care and treatment.
- Identify the individual care needs of allocated service-users, and plan, implement and evaluate all care programmes in conjunction with the unit's nursing team and the MDT.
- Maintain close links with all department/staff involved in a service-user's care and report on progress and effectiveness to the MDT.
- Lead and/or participate in ward rounds, case conferences etc, and prepare reports on service-users as required.
- Be aware of all policy documents and legal requirements pertinent to the post and ensure they are adhered to.
- For all clinical activities, demonstrate and serve as an example to more junior staff.
- Be fully conversant in, and ensure compliance with, NMC codes of conduct and practice, and relevant legislation, policies and procedures.
- Participate as appropriate in the assessment, care planning and review of individuals referred to the unit, in liaison with the relevant disciplines.

### **Leadership and Staff Management Responsibilities:**

- Exercise leadership and develop a good working relationship with colleagues in the MDT and the unit as a whole.
- Ensure Trust policies and procedures and NMC guidelines and protocols are adhered to at all times.
- Monitor and review sickness/absence, in partnership with the Team Leader.
- Participate in the recruitment and selection of junior staff.
- Participate in positive, regular clinical supervision and formal appraisal systems, in line with Trust policy.
- Contribute to orientation/induction programmes for new staff, and training/development programmes for all staff and students.
- Help ensure the physical environment is therapeutic, and conducive to the well-being of both service-users and staff.
- Develop regular teaching sessions within the clinical environment.
- Act as a mentor to student nurses, providing ongoing support.
- Act up in the absence of the Team Leader.
- Take charge of the Unit as required.

### **Quality, Governance and Management Responsibilities:**

- Participate in the Trust's Practice Governance and monitor the quality standards in order to benefit service-users and service improvement.
- Ensure that the Care Programme Approach (CPA) is fully implemented for all inpatients in liaison with the MDT and other agencies.
- Ensure the requirements of the Mental Health Act are adhered to as laid down by the Code of Practice (if applicable).
- Promote the concept of evidence-based practice and facilitate staff in the Trust PACE.
- Ensure all nursing records meet the standards of NMC guidelines and Trust policies.
- Co-ordinate the clinical activities of qualified nurses and healthcare assistants.
- Maintain an awareness of budgetary issues, supporting the Team Leader in managing budgetary balance.
- Act as a signatory for staff timesheets
- Be aware of, and adhere to, policies and guidelines at all times.

### **Communication and Relationship Responsibilities:**

- Be an effective communicator and the service area 'hub'. This means being the link between service area staff, service-users and their relatives, and professional visitors (such as members of the MDT). It includes being an advocate for both the service area staff and the service-users.
- Maintain a positive working relationship and clear communications with team members and other staff within the MDT and the wider Trust.
- Manage concerns/complaints with the appropriate people effectively.
- Ensure clinical information is shared with the appropriate staff.
- Help ensure a working environment conducive to high morale and effective communication, where staff are encouraged to contribute fully.
- Report to, and communicate with, line managers and multi-disciplinary team members effectively regarding patient care, incidents, health and safety issues, and service deficits.

### **Supervision, Personal Development, Training & Education Responsibilities:**

- Receive and deliver clinical supervision and participate in appraisal and performance development.
- Adhere to the NMC Code of Professional Conduct for Nursing.
- Ensure attendance at all essential Trust training.
- Identify personal development needs and set personal development objectives in discussion with the Team Leader.

- Work towards achieving competencies outlined within the role and collect evidence for personal portfolio.
- Contribute to the experience of learners and ensure the delivery of mentorship requirements, meeting NMC standards for nursing students.
- Ensure the development of an environment that is conducive to learning and to promoting staff development and involvement.
- Teach registered and non-registered staff, including students, in all aspects of professional nursing, as required.
- Be responsible for developing own skills and knowledge, as well as contributing to the development of others'.
- Work in collaboration with the Team Leader to monitor and regulate training and development of all staff to ensure:
  - All mandatory training is undertaken and recorded.
  - Study leave is consistent and equal.
  - All staff are competent in relevant care skills.

### **EMPLOYER OVERVIEW**

- 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 around 3,500 people, and an annual income of some £330m, the Trust provides integrated health and social care services through a network of community and inpatient settings, serving diverse communities across Buckinghamshire, Essex, Hertfordshire and Norfolk.
- As a university NHS foundation 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.
- There has never been a more exciting time to join HPFT following our CQC Outstanding rating, awarded 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 we serve.
- HPFT provides a range of mental health and social care services, including community mental health services, acute and rehabilitation services, specialist mental health services, and learning disability and forensic services.
- Herts Forensic Services (part of HPFT) offer assessment and treatment in medium- and low-secure settings to individuals who have a history of offending behaviour. All patients are detained under the Mental Health Act 1983 and have complex health needs.

## **PERSON SPECIFICATION**

**Job Title:** Charge Nurse, Band 6

**Department:** Herts Forensic Services

### **KNOWLEDGE, TRAINING AND EXPERIENCE:**

#### **Essential criteria:**

- RNMH/RNLD/RMN/RGN
- Registered with NMC
- ENB 998/Mentorship training
- At least two years' experience at Band 5
- Evidence of CPD

#### **Desirable criteria:**

- Experience of working in other clinical settings

### **SKILLS AND ATTRIBUTES:**

#### **Essential criteria:**

- The ability to communicate effectively within a multi-disciplinary team
- The confidence to work autonomously, use own initiative, and make decisions in complex situations
- The ability to provide and receive complex, sensitive or contentious information, where persuasive, motivational, negotiating, training, empathic or reassuring skills may be required
- The ability to deal with distressing circumstances and challenging behaviour
- The ability to cope with an unpredictable work pattern and frequent interruptions
- An understanding of the legal, safeguarding and social factors involved in care
- Supervision skills
- The ability to work flexibly according to service-user/service needs
- The ability to be receptive to changing environments and promote positive approaches to implementing change
- Leadership qualities
- The ability to remain calm in difficult situations
- A positive approach to work
- A good attention to detail

#### **Desirable criteria:**

- Specific applicable clinical skills eg cognitive therapy and anxiety management
- Knowledge or experience of implementing quality improvement initiatives
- Car driver

## Hertfordshire Partnership University NHS Foundation Trust

### 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.
- Delivering 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 **welcoming** so you feel valued as an individual
- We are **kind** so you can feel cared for
- We are **positive** so you can feel supported and included
- We are **respectful** so you can feel listened to and heard
- We are **professional** so you can feel 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.

## **ADDITIONAL INFORMATION**

### **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**

- HPFT 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 recognises 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 and 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**

Employees must maintain confidentiality of staff, patients and Trust business and have a responsibility to comply with the General Data Protection Regulations (GDPR) 2018 and be aware of the Caldicott principles. If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose. You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance with the General Data Protection Regulations (GDPR) 2018. For those posts where there is management or supervision of other staff, it is the responsibility of that employee to ensure that their staff receive appropriate training.

### **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, and their individual responsibilities with regards to the protection and safeguarding of both adults and children, and must adhere to them at all times.

## **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.
- Comply with the Data Protection Act 1998, Freedom of Information Act 2000 and Department of Health Code of Confidentiality in line with Trust procedures.
- 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 the Trust intranet 'HIVE').

## **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**

Health and Safety at Work In accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, staff have a duty to take responsible care to avoid injury to themselves and others by their work activities, to maintain a safe working environment for patients, visitors and employees and to co-operate in meeting statutory requirements

## **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.

