



HERTFORDSHIRE PARTNERSHIP NHS FOUNDATION TRUST

JOB DESCRIPTION

Title:	Community Mental Health Nurse
Band:	05
Directorate:	Community Mental Health Services
Responsible to:	Team Leader
Accountable to:	Team Manager
Base:	North & East Herts Locality. Staff may be required to travel to other areas as part of their duties as required.

Job Summary:

The Community Mental Health Nurse will be an active member of the multi disciplinary team and will work in close co-operation with hospital based, primary care based professionals, other community agencies such as Housing, Probation, Police, Children Schools & Families and Voluntary Agencies.

The Community Mental Health Nurse will be responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care for a defined caseload of people with complex mental health and or social care needs; and maintaining associated records. They will also act as mentor for student nurses as required.

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

Job Responsibilities:

1. Working Relationships and Communication Requirements of the Job

1.1. *Working relationships*

- 1.1.1. To support the CMHT Team Leader in establishing and maintaining effective inter-team and inter-agency communication
- 1.1.2. To provide effective liaison/communication relating to referrals to and discharge from the CMHT across in-patient, primary care and community services
- 1.1.3. Maintain effective joint working with Sector EPMHS, CATTs, , EIP's, AOTs and other community based teams according to local circumstances
- 1.1.4. Ensure that all relevant information regarding client care is communicated to the appropriate persons within and outside the team, bringing to the CMHT Team Leader's attention issues of concern regarding practice or workload
- 1.1.5. Ensure effective communications with relatives, visitors, voluntary organisations and the general public, thus encouraging participation in care delivery. To respond sensitively to the needs of relatives and carers, often in a highly emotive setting.
- 1.1.6. To liaise with other professionals in relation to client care, actively co-ordinating care planning and review meetings, and case conferences as appropriate.
- 1.1.7. To advise others as to the role and practices of the CMHT
- 1.1.8. To maintain positive working relationships and clear communications with team members and other professionals

1.2. *Communication requirements*

- 1.2.1. To provide and receive complex, sensitive and contentious information using developed skills of persuasion, motivation, negotiation, empathy and re-assurance to ensure client assessments, care planning, reviews and other tasks can be completed.
- 1.2.2. To be able to communicate with clarity, tact and purpose in all relevant situations.
- 1.2.3. To be able to use effectively a range of modes of communication including verbal, by email, by telephone, in formal reports, written clinical notes and in presentations taking into account issues of confidentiality.
- 1.2.4. To be able to communicate to people at various points within the hierarchy of relevant organisations.
- 1.2.5. Ensure effective and confidential communication between medical, nursing, social care and health care agents on significant information governing patient care and treatment. Adhere to NMC Code of Conduct and the HPfT policies on confidentiality and information sharing.
- 1.2.6. To keep accurate records on all clients in accordance with Trust policy and guidance from professional bodies.
- 1.2.7. To collect data in accordance with the Data Protection Act.

1.2.8. To collect and submit activity statistics as required.

2. Clinical Responsibility

- 2.1. To manage a patient caseload, identified in consultation with medical, nursing and other professions and agreed by the CMHT Team Leader.
- 2.2. To establish and maintain effective individualised nursing and social care by assessment of patient's problems; planning; implementation and evaluation of agreed interventions; clear and concise documentation of individualised client care and use of electronic patient record systems.
- 2.3. To be aware of the physical needs of people with mental health problems and refer physical conditions on as appropriate.
- 2.4. Establish therapeutic relationships with individual clients, relatives and carers.
- 2.5. Be responsible for the administration, carriage and storage of medication in accordance with relevant Trust policies. To ensure safe disposal of equipment used in the Community e.g. syringes, needles, in accordance with Trust policies.
- 2.6. Be responsible for the administration of prescribed medical treatments and monitoring effects in accordance with clinical procedures adopted by the Trust.
- 2.7. Use research findings in designing nursing care programmes and develop awareness of the significance of nursing research and wider evidence based practice in community mental health care.
- 2.8. Participate and be responsible for running nurse led clinics e.g. Clozapine.
- 2.9. Demonstrate an awareness of the needs of carers of patients with mental health problems and develop strategies to meet those needs; e.g. self-help groups, respite care, Carers Act.
- 2.10. Ensure that the principle of continuity of care is maintained and that appropriate plans are made for client's discharge and transfer from the clinical areas in line with Care Programme Approach (including acting as care coordinator), Community Care Act 1990 and Discharge Policies and the National Service Framework for Mental Health.
- 2.11. To have a working knowledge of the Mental Health Act 1983 and subsequent legislation as it affects the client group.
- 2.12. To participate in the Trust's adverse incidents reporting systems and comply with the Trust's procedure and techniques for managing risks.

3. Leadership and Staff Management Responsibility

- 3.1. Assist in identifying training needs with the community team for self and team members.
- 3.2. Act as preceptor and mentor for learner nurses.
- 3.3. Participate in annual appraisal, professional development and mandatory training.

4. Financial responsibility

- 4.1. To assist the Team Manager to manage the team budget effectively
- 4.2. Comply with relevant Trust and Team financial policies and procedures to ensure cost effective and efficient use of team and Trust resources

5. Service Development and Improvement

- 5.1. To be involved in clinical audit and evaluation of mental health services within secondary care. Playing an enthusiastic role in the achievement of the team's contribution to achieving NSF objectives for the service at a local level and contribute to such audit requirements (of own practice and recording) as are requested from time to time.
- 5.2. To contribute to data collection and entry as part of audit and evaluation of such services.
- 5.3. To participate fully in training relevant to the delivery of the services outlined above.
- 5.4. To actively seek supervision for all aspects of the post.
- 5.5. To recognise personal and professional limitations.

6. Physical Working Conditions and Environment

- 6.1. The post holder is based within the Community Mental Health Team and will be expected to visit people within their own homes, or a variety of public places or voluntary organisations within the community as well as GP practices through out the Trust.
- 6.2. The post holder will also be expected to carry out duties such as Phlebotomy or giving intramuscular injections on a frequent basis and dealing with people daily who display a full spectrum of behaviour from potentially violent and aggressive to suicidal and extremely distressed.
- 6.3. Travel throughout the County is required.

7. Additional Information:

7.1. 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.

7.2. 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.

7.3. Equality and Diversity

Hertfordshire Partnership Trust is committed to providing an environment where all staff, service users and carers enjoy equality of opportunity.

This includes recognising diversity of staff, service users and carers and not treating anyone less favourably on grounds of age, ethnic origin, religion or belief, gender, gender reassignment, culture, health status, relationship status, disability, sexuality, social background, trade union affiliation or any other unreasonable grounds.

The Trust will strive to eliminate all forms of discrimination. We recognise that this requires not only a commitment to remove discrimination, but also action through positive policies to redress the inequalities produced by past discrimination.

7.4. 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.

7.5. 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 staff to ensure that they do not abuse their official position for personal gain or seek to advantage or further private business or other interests in the course of their official duties. 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.

7.6. Information and Records Management

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 www.hpt.nhs.uk).

7.7. Organisational Change

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

7.8. 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.

HERTFORDSHIRE PARTNERSHIP NHS TRUST

PERSON SPECIFICATION

Job Title: Community Mental Health Nurse (Band 5)

Department: North & East Herts Locality

CRITERIA	ESSENTIAL	DESIRABLE	How Tested
KNOWLEDGE, TRAINING AND EXPERIENCE:	<ul style="list-style-type: none"> • RMN or Dip / BSc (Hons) in Mental Health Nursing 	<ul style="list-style-type: none"> • ENB 998 / Preceptorship and Mentorship. 	Evidence of Exam results Interview, Application form, CV, References
AREAS OF EXPERIENCE AND KNOWLEDGE:	<ul style="list-style-type: none"> • At least 1 years post registration experience at Band 5 in a relevant mental health setting • Evidence of continuing professional development. • Working knowledge of MHA (1983), CPA, Risk Assessment and Section 25 etc. • Effective multi-professional team communication & team working. • Ability to assess, plan, implement and evaluate nursing care with supervision. • Medication administration. 	<ul style="list-style-type: none"> • Experience in working with acute mental health problems in a community setting • Understanding of the National service framework. • Understanding primary/secondary care interface. • Successful change experiences. 	Interview, Application form, CV, References
COMMUNICATION SKILLS	<ul style="list-style-type: none"> • Able to communicate clearly and effectively with colleagues, service users, carers, and relatives. Also with a range of local statutory and non statutory agencies. 	<ul style="list-style-type: none"> • High standard of report writing 	Interview, Application form, CV, References
ANALYTICAL SKILLS Detail the types of analytical skills (if necessary), e.g. problem solving, diagnosis.	<ul style="list-style-type: none"> • Able to elicit information from service users, carers and professional staff surrounding a wide range of topics • Able to use problem solving techniques in a variety of situations • Able to manage own time and case load and has good administration skills • Ability to provide and receive complex, sensitive or contentious information, where persuasive, motivational, negotiating, training, empathic or reassuring skills are required. 		Interview, Application form, CV, References

DIVERSITY Utilise the KSF subset to identify particular indicators, e.g. show respect and treat people with dignity.	<ul style="list-style-type: none"> • Understanding and able to demonstrate how issues surrounding social inclusion occupation and work can affect mental health • Able to work in partnership with service users, relatives, carers and service providers including members of own team/service • Is able to practice ethically within own frame of reference • Promotes recovery at all times • Able to recognise individual strengths and needs in service users, relatives, carers, self and team • Promotes safety and positive risk taking • Is able to demonstrate a commitment to equal opportunities for all and encourage active participation in every aspect of care and treatment • Able to demonstrate values based practice in the areas of age, sexuality etc 		Interview, Application form, CV, References
PHYSICAL EFFORT	<ul style="list-style-type: none"> • Able to use computers for clinical record entry, seeking information, producing detailed reports and communication purposes • Car Driver (unless you have a disability as defined by the Disability Discrimination Act 1995) • Sitting and standing for long periods of time. 		Interview, Application form, CV, References
MENTAL EFFORT	<ul style="list-style-type: none"> • Daily one to one and/or group sessions requiring concentration. • Able to change own practice in light of understanding gained through experience, training and supervision • Possess cognitive and intellectual ability to take part in any required training 		Interview, Application form, CV, References
EMOTIONAL EFFORT	<ul style="list-style-type: none"> • Ability to be self reflective, whilst working with service users, in own personal and professional development and in supervision • Able to manage own personal stress working where there can be persistent exposure to distressing and emotional circumstances. 		Interview, Application form, CV, References
GENERAL Describe any personal characteristics not already mentioned.	<ul style="list-style-type: none"> • Values service user focussed care. • Flexible, adaptable approach. • Receptive to change. • Assertive and self confident. • Enjoys a challenge. 		

NB: ALL INDICATORS SHOULD BE SUPPORTED BY APPROPRIATE EVIDENCE WHICH IS CLEAR AND CHECKABLE AT INTERVIEW