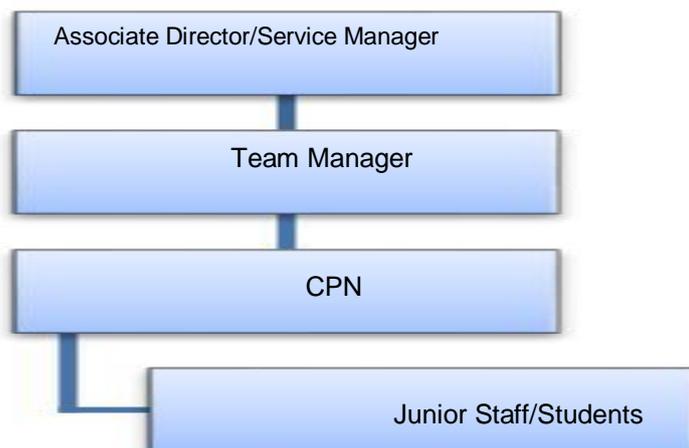


JOB DESCRIPTION

HR Use Only	
Job Ref:	Occ. Code
CHC_MH13	

JOB TITLE:	Community Psychiatric Nurse
PAY BAND:	6
DIRECTORATE:	Stoke Directorate
TEAM/SERVICE:	Community Mental Health Team
BASE:	Sutherland Centre
RESPONSIBLE TO:	Team Leader
ACCOUNTABLE TO:	Team Leader/Service Manager
RESPONSIBLE FOR:	Junior Staff

JTOrganisational Chart (*Responsible to/Accountable to/Responsible for*)



Job Summary:

To act as care coordinator for a specific group of service users and conduct assessments and to deliver specific therapeutic interventions to this group and liaise with other professionals regarding progress and outcomes.

To ensure that practice remains abreast of new developments and to develop and maintain standards and implement change in respect of this.

To liaise with other professionals and agencies both statutory and non-statutory and to provide a link between hospital and community and/or primary and secondary services.

To operate a duty role in the screening of referrals and allocation for assessment. To provide support and guidance to colleagues over issues of risks and/ or complex clinical presentation.

Key Duties/Responsibilities

To act as care coordinator for an identified group of service users within the community mental health team. To ensure that appropriate interventions are planned and delivered according to assessed need. To promote a positive relationship and to engage with carers/relatives as appropriate. To have responsibility for documenting the plans of care and ensuring that plans remain current and that standards for record-keeping are adhered to. To take an active role in auditing and maintaining standards of record-keeping for this group of service users.

To have responsibility for seeking support and advice from the Team manager in respect of issues and difficulties with individual service user care. To attend regular decision-making meetings with the Team manager in order to address caseload management issues such as acceptance of assessments, the provision of ongoing care, discharge planning, face-to-face contacts and service user mix.

To assess service user response and provide advice and education to both service user and carers in respect of prescribed medicines.

To provide support to other service users within the Community mental health team at times when the named worker is unavailable e.g. periods of annual leave, sickness, etc.

Taking prompt action on changes in condition, liaising with other care givers, members of the clinical (multi-disciplinary) team and/or other agencies when necessary, reviewing nursing care and communicating any amendments to the care plan.

Develop skills in respect of specific interventions that are appropriate to the clinical area and act as the lead in developing nursing practice in relation to this.

Ensure personal practice and that of those supervised adheres to relevant Codes of Conduct, legislation and policies and procedures. To be aware of the implications of these, particularly those concerning service users' rights, and take any necessary action in the event of non-compliance.

Take responsibility for personal and professional development in accordance with the Nursing and Midwifery Council Guidance, attending statutory and mandatory training and other pertinent training as agreed with the team manager through the personal review process.

To maintain registration and personal professional portfolio.

To have responsibility for the delivery of care to a group of service users within the community setting under the direction of the Team manager and ensuring that clinical need and workload is prioritised effectively and that resources are utilised effectively. Reaching decisions in conjunction with the Team manager based upon knowledge of services and client group, assessment of level of risk and available resources. Delivering clinical interventions and discharging service users according to agreed treatment pattern and discussing any deviations from this with the team manager.

To provide supervision and support to junior staff and report any issues or concerns to the team manager.

Act as Change Agent; develop practice through evidence/action research. Management of all aspects of the change process, ensuring that significant others are fully engaged and that positive change is reviewed, evaluated and communicated both within the immediate team and more widely within the organisation.

Ensure effective and accurate communication both written and verbal and ensure that communication is maintained within the wider clinical team and where necessary, with other agencies or individuals.

Contribute to the learning environment of the clinical area. Promote learning opportunities for all staff and encourage enquiry. Contribute to the development of learning packages for both student nurses and junior staff. Undertake the roles of supervisor and assessor to students allocated to the clinical area. Organise and participate in the delivery of teaching sessions of students, qualified and unqualified staff. Maintain knowledge through liaison with educational bodies and link workers.

Act as preceptor to newly qualified staff nurses. Assist in the identification of objectives and provide ongoing support and supervision throughout the preceptorship period.

Undertake duties as a trainer as agreed with clinical manager and ensure that one's own knowledge and skills in respect of this remain current.

Take prompt action upon receiving or being notified of a complaint and ensure that all efforts are made to resolve the complaint informally in accordance with the Trust policy. Ensure that complaints are reported and that service users and carers/relatives are informed of the complaints procedure.

To take an active role in promoting and maintaining standards of practice; informally through acting as a role model to junior staff and formally via the relevant standard setting forum.

Maintain a safe and orderly working environment. Identify potential hazards and take appropriate action. Ensure that audit and Health & Safety checks are undertaken and that deficiencies are acted upon promptly.

Contribute to the areas clinical governance plans and take on specific tasks in relation to these. Promote the involvement of other staff in the clinical governance process and provide information and support.

The above Job Description is not exhaustive, and you may be required to undertake other duties appropriate to your grade.

GENERIC CLAUSES

- To maintain a broad understanding of the work of North Staffordshire Combined Healthcare NHS Trust as a whole, and actively contribute your ideas for the improvement of service provision.
- To ensure own actions contribute to the maintenance of a quality service provision.
- To be responsible for the self-development of skills and competencies through participation in training and development activities and to maintain up to date technical and professional knowledge relevant to the post.
- To participate in the Performance and Development Review and to undertake any identified training and development related to the post.
- To undertake statutory and mandatory training as deemed appropriate by the Trust.
- To develop and maintain effective working relationships with colleagues.
- To adhere to all Trust policies and procedures.

Trust Values:

As an employee and representative of the Trust, you are required to demonstrate and uphold the Trust's Values. These are:

Proud to CARE:

Compassionate

- Caring with compassion, it's about how we listen, what we say, what we do.

Approachable

- Friendly, welcoming, sharing ideas and being open

Responsible

- Taking personal and collective responsibility, being accountable for our actions

Excellent

- Striving for the best, for high-quality safe care and continually improving

Health & Safety:

All staff have a duty to ensure the health and safety of themselves and others whilst at work. Safe working practices and health and safety precautions are a legal requirement. ALL incidents/ accidents must be reported to your manager and in line with the general philosophy of the Trust, you must participate in accident prevention by reporting hazards and following relevant policies and procedures including Moving and Handling guidelines and mandatory health and safety training.

Infection Control:

Infection Prevention and Control (IPC) is everybody's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and Procedures and make every effort to maintain high standards of infection prevention and control at all times. This includes good antimicrobial stewardship, hand decontamination, cleanliness and adhering to the Dress and Appearance policy. This will reduce the risk of Healthcare Associated Infections including MRSA and Clostridium Difficile in accordance with the Code of Practice on the prevention and control of infections and related guidance (2015).

Risk Management:

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

Data Security:

To ensure that the Trust Policies and Procedures regarding data security are adhered to, and that staff are aware of their obligations under these policies.

Confidentiality:

Working within the trust you may gain knowledge of confidential matters which may include manual/electronic personal and medical information about patients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Equality & Diversity:

The Trust is committed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender, race, religion or belief, sexual orientation, marital status, gender reassignment or pregnancy/maternity. We fully support the right of all staff to equal opportunities and are committed to the development of a diverse workforce.

Safeguarding:

The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and is signed up to Stoke-on-Trent Safeguarding Children Board Procedures, Staffordshire Safeguarding Children Board Procedures and the Staffordshire and Stoke-on-Trent Safeguarding Adults Partnership Procedures. All Trust staff must be familiar with, and adhere to, these procedures. It is the post-holder's responsibility to attend the Trust's mandatory Safeguarding Training, and to follow the relevant Trust's Policies and Practice Guidance.

Codes of Conduct and Accountability:

You are required to comply with Trust codes of conduct and accountability and codes of conduct which are relevant to this post.

Raising Concerns

If you have any concerns about a risk, malpractice or wrongdoing at work you are expected, as a Healthcare professional, to raise these concerns at the earliest opportunity, either with your line manager or lead clinician. This may be done verbally or in writing. As a result of raising a genuine concern under the Raising Concerns procedure, you will not be at risk of losing your job or suffering any detriment (such as a reprisal or victimisation) provided you are acting in good faith and the matter is not raised maliciously. Please refer to the Raising Concerns (formerly Whistleblowing) procedure for further information.

Registration:

Registration with a professional body imposes a duty on health care professionals to maintain the safety of the public through working within professional standards, to provide good quality care to patients and to promote professional education and conduct. It is the policy of the Trust that all health care professionals register or re-register and act in accordance with the requirements of their professional body.

Disclosure & Barring Service (DBS)

This post may be exempt from the Rehabilitation of Offenders Act 1974. If so, should you be offered the post it will be subject to a criminal check from the DBS before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions. North Staffordshire Combined Healthcare NHS Trust may require a Disclosure through the DBS for this post to ensure suitability for employment. Should an employee be subject to a caution, reprimand, final warning or convictions during the course of their employment then they must share this with their manager at the first possible opportunity, to assess their continued suitability for employment in the post.

THE TRUST OPERATES A NO SMOKING POLICY

EMPLOYEE
SIGNATURE:

DATE:

Person Specification

	Essential	Desirable	Method of assessment
Qualifications	<p>A qualified/registered Mental Health nurse.</p> <p>Evidence of professional updating and development in the delivery services to people with mental health problems.</p>	<p>Leadership qualification</p> <p>BSc degree in nursing or equivalent level</p> <p>Qualification in providing supervision</p> <p>Qualification in coaching</p> <p>Non – medical Prescriber</p> <p>Psychological intervention Qualification including EMDR, CBT, CBTp, Family Interventions, CAT, DBT</p> <p>Phlebotomy</p>	<p>Application form / interview / assessment</p>
Experience	<p>Experience of working with a range of Statutory non-statutory agencies.</p> <p>Experience of assessment and care planning, including an understanding of needs led assessment.</p> <p>Experience of assessing, planning, co-ordinating and managing people with mental health problems in a community setting.</p> <p>Evidence of extensive post registration experience with working with adults experiencing mental health related difficulties.</p>		<p>Application form / interview / assessment</p>
Knowledge and skills	<p>Knowledge of various approaches to mental health assessment.</p> <p>Understanding of psychosocial interventions.</p>	<p>Skilled in utilising specific assessments and outcome measures including:</p>	<p>Application form / interview / assessment</p>

	<p>Knowledge of the principals of Care co-ordinations.</p> <p>Awareness of harassment, social exclusion issues and the effects of person and institutional discrimination.</p> <p>Knowledge/awareness of relevant legislation and guidance including common law issues, the Mental Health Act (1983), Community Care Act (1990), Human Rights Act (1998), National Service Framework and Clinical Governance.</p> <p>Skills in assessing, planning and evaluating mental health care. Treatment interventions.</p> <p>Skills in interacting therapeutically with service users who have a range of presenting problems.</p> <p>Skills in teaching and assessing.</p> <p>Ability to fulfil role of care co-ordinator.</p> <p>Ability to work independently and in a team.</p> <p>Ability to assimilate new concepts and approaches to care.</p> <p>Imagination, determination and a questioning attitude.</p> <p>Enthusiasm, flexibility and an ability to work under pressure and meet deadlines.</p> <p>A problem solving approach to professional practice.</p>	<p>GAD7, PHQ9, CAARMS, PANNS, SWEMWBS, Lunsers, GASS</p>	
<p>Other</p>		<p>Registered sign off mentor for nurse students.</p>	<p>Application form / interview / assessment</p>