

# JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b>	Charge Nurse
<b>Band:</b>	6
<b>Hours:</b>	37.5
<b>Base:</b>	Blackberry Hill Hospital
<b>Reports to:</b>	Ward Manager
<b>Professionally Accountable to:</b>	

## Job Summary

To provide clear clinical leadership to Staff Nurses and Mental Health Assistants working on the ward. Ensure the continuity of care for service users and full implementation of Trust policies. To supervise Band 5 staff and below in developing, implementing and assessing individual programmes of care. An integral part of the role is to undertake appraisals, clinical supervision and teaching. Responsible for specific "management duties" within the ward, which are commensurate with their grade, you will be expected to provide general management in the absence of the Ward Manager.

## Description of the duties

### Clinical Practice Management

#### Objective:

To carry out clinical practice within the designated clinical areas, ensuring that high quality evidence-based nursing assessment, care planning, interventions and evaluations for patients is provided. This will include:

Undertaking a comprehensive, patient-focused, nursing assessment and prepare care plans in consultation with the service user to provide the best nursing care

Carry out clinical audit to evaluate and improve clinical services in partnership with service users

Ability to administer medicine within relevant Trust and legislative guidance e.g. NMC Standards for Medicines Management 2010, the Misuse of Drugs Act 1971, MHA 1983. Ensure all others apply these, to support safe practice.

Demonstrate a working knowledge of the key elements of relevant mental Health legislation.

Be familiar with the NMC's 'The Code': Standards of Conduct, Performance and Ethics for Nurses and Midwives. Recognise own competencies and to address any limitations to ensure safe practice.

To implement and encourage others to implement research-based practice.

Supervise junior and unqualified staff

Implementation of care and rehabilitation programme

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Evaluation of effectiveness of care provided in partnership with users

Ability to undertake risk assessment and develop risk management strategies for Individual service users: ICPA/SAP to people who present with mental health problems.

### **Teaching, Education & Health Promotion**

#### **Objective:**

To use own specialist skills, knowledge and resources to provide mentoring opportunities for staff within designated areas and promote positive attitudes towards mental health.

This will include:

Regular provision of advice and mentoring to staff.

Function as a preceptor and mentor to new staff enabling their full integration into the service.

Develop junior staff through teaching or training activities.

Support the provision of an appropriate learning environment for pre- and post- registered students, novice practitioners, and new team members as directed.

### **3. Continuing Professional Development**

#### **Objective:**

To maintain and develop professional knowledge, skills and expertise to ensure that practice reflects best practice, remains evidence based, is current and responsive to meet changing patient and NHS service needs, as outlined in the NHS Plan (2000).

Implement the legal rules, statutory regulations and professional responsibilities relating to practice as outlined in the NMC "Code of Professional Practice". Change to: the NMC's 'The Code': Standards of Conduct, Performance and Ethics for Nurses and Midwives

Take responsibility for post-registration education and for continuing professional development as outlined in NMC Standards.

To receive clinical supervision in accordance on a contracted and regular basis from an identified Senior Practitioner, as per trust Clinical Supervision Policy.

To be aware of the need for appropriate management support and supervision from the people manager, and to maintain records of these meetings.

Maintain Health and Safety in accordance with the Health and Safety at Work Act (1974).

Implement Clinical and Personnel Policies and Procedures of AWP Trust.

Maintain up to date knowledge of relevant medicines, related medication management issues and act in accordance with the appropriate NMC standards and Trust policy.

Ensure that others also work within these guidelines.

### **4. Finance and Workforce**

#### **Objective;**

To make best use of available workforce resources based on agreed staffing models ensuring provision of best care possible. Implement and abide by Trust and Service Policies in regard to the security of the building/clients, to ensure safe practice and protection of clients, staff, visitors and members of the general public

To take part in PEAT and environmental risk assessments as requested so that best use is made of resources.

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Undertake appraisals for staff at Band 5 and below to identify training and development needs and to ensure best practice.

Assist in staff disciplinary issues.

Implementation of managerial and clinical supervision to small team of nurses, ensuring best and safest practice is fully undertaken at all times.

Manage temporary staffing resources in line with AWP best practice guidance

Ensure that service provision is both safe and therapeutic within span of knowledge.

Effective organisation of own time, and that of others to ensure safe and efficient running of ward

Utilise electronic rostering systems (Rosterpro)

Participate in education and training opportunities to develop self and others

To take charge of the Unit in the absence of the Ward Manager or Clinical Team Leader

Ensure that all nurses, for whom the post-holder is responsible, abide by all Trust and local policies and procedures, in particular, Health and Safety at Work, Security and Confidentiality to guarantee legal obligations are fulfilled.

## **5 Record Keeping and Administration**

### **Objective:**

To maintain and enforce standards of record keeping and associated administration in accordance with AWP Trust Policy and local joint arrangements, and professional guidelines. This will include:

The upkeep of contemporaneous, chronological and accurate mental health records in accordance with relevant NMC Guidelines and Trust Policy.

To work under the direction of 'Essence of Care' lead.

Contribution to the achievement of Controls Assurance Standards relating to Records Management within their span of control.

Make certain all health record keeping is to current professional and local standards to comply with legal obligations.

## **6 Evidence-Based Nursing, Practice Development & Clinical Audit**

### **Objective:**

To be involved in practice development activity and evidence-based mental health nursing.

This will include:

Undertake relevant practice development/research activity.

To take part in a rolling programme of audit.

To comply with activity as outlined in "The Essence of Care", and ensure direct reports are compliant.

Work within the framework of AWP and Department of Health Research Governance.

## **7 Professional Nursing Advice**

### **Objective:**

To contribute to providing professional nursing advice within the post-holder's area of responsibility and span of knowledge.

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## **General information for all employees**

Below is the section of the Job Description with general information for all employees and the requirements on all employees to behave in accordance with AWP values and to support and comply with Policy and Legislation. Some policies are highlighted and must be read by all employees – all AWP policies are available on the intranet to employees or you can ask your manager for the policy. Anyone who has any difficulty understanding these requirements please highlight this to your line manager.

## Values and behaviours

AWP has a set of values. Your behaviours should reflect AWP **PRIDE** values:

**Passion:** Doing my best all of the time

Everything I do is in the interests of everyone who uses our services

I am positive and enthusiastic in my work

I am receptive to new ideas and service improvements

I actively seek opportunities to learn and develop

**Respect:** Listening, understanding and valuing what you tell me

I show compassion and kindness at all times

I am a team player and support my colleagues

I listen carefully and communicate clearly

I respond positively to differences of opinion

**Integrity:** Being open, honest, straightforward and reliable

I encourage and value feedback from others to help me develop

I try to always do what I say I will do

I am open and honest about when things have not gone well

I raise concerns and report incidents that arise

**Diversity:** Relating to everyone as an individual

I try to listen without judging

I respect other people's culture, beliefs and abilities

I actively take account of the needs and views of others

I understand and support the benefits that diversity brings to my team

**Excellence:** Striving to provide the highest quality support

I set high standards for my work and personal conduct

I plan my workload and deliver on my commitments

I make best use of available resources

I put forward ideas to improve the quality of services

## AWP Recovery Statement

AWP places recovery and reablement at the heart of our service. Therefore we all demonstrate the recovery principles of:

- Hope.
- Partnership.
- Maximising opportunities every day, in all that we do.

## Service User Experience Statement

In all service user and carer contact, your attitude, actions and ambitions should reflect wholeheartedly AWP's motto of 'You matter, we care'. Your goal must be to provide for each individual the quality of care, support and involvement that you would personally expect from a leading mental health trust. 'You matter, we care' should shape your approach to all those who have contact with AWP.

## Other Information

### CONFIDENTIALITY

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with relevant legislation, the Caldicott principles and the common law duty of confidentiality. The post holder must follow record-keeping guidelines to ensure compliance with the Freedom of Information Act.

### VALUING DIVERSITY & HUMAN RIGHTS

No person should receive less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status and must not be placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. AWP has an **Equality Policy** and it is for each employee to contribute to its success.

### INFECTION CONTROL AND HEALTH AND SAFETY

The prevention and control of infection is the responsibility of all employees. Employees must be aware of **Infection Control Policies**, procedures and the importance of protecting themselves and their clients in maintaining a clean and health environment. All staff must comply with all **Health & Safety Policies and Procedures**. Staff must be aware of the responsibilities placed on them under Health and Safety legislation and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

### NO SMOKING

There is a **Smoke Free Policy** in operation. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

### DATA PROTECTION

If you have contact with computerised data systems you are required to obtain, process, and/or use information held on a computer or word processor in a fair and lawful way, to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed. All staff who contribute to patients' care records are expected to be familiar with, and adhere to the **Information Governance Policy**. Staff should be aware that patients' care records will be subject to regular audit.

## **RISK MANAGEMENT**

All AWP employees are accountable, through the terms and conditions of their employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the **Risk Management Policy** and emergency procedures and attendance at training as required.

## **SAFEGUARDING & DUTY OF CANDOUR**

AWP is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff are expected to implement the **Safeguarding Policy** and Procedures, act promptly on concern, communicate effectively and share information appropriately. All staff must be familiar with and adhere to AWP's safeguarding procedures and guidelines. All staff have a Duty of Candour to inform their line manager/supervisor as soon as practicable, when they believe or suspect that treatment or care it provided has caused death or serious injury to a patient.

## **STANDARDS OF BUSINESS CONDUCT AND 'BOUNDARIES'**

You are required to adhere to all corporate policies, including AWP **Standing Orders and Standing Financial Instructions**. This includes not accepting gifts or hospitality in the course of your duties, not acting fraudulently and maintaining appropriate behavioural 'boundaries' regarding your interactions with service users, staff and stakeholders.

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder on a regular basis. You may be required to work at other locations within AWP as determined by the duties of your post. You may be required to undertake any other duties at the request of the line manager, which are commensurate with the role, including project work, internal job rotation and absence cover. This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.

# PERSON SPECIFICATION

## JOB TITLE Charge Nurse

Requirements	Essential	Desirable
<b>Education and Qualification</b>	<p>NMC registration</p> <p>Clear record of ongoing continuing professional development</p>	<p>Post registration training</p> <p>Completed a relevant course on teaching and assessing in clinical practice or equivalent</p>
<b>Experience and Knowledge</b>	<p>Substantial experience at band 5 level</p> <p>Experience of running medication rounds and the safe administration and disposal of drugs</p> <p>Practical experience of providing high quality care</p> <p>Significant experience of effectively coordinating and leading shifts</p> <p>Experienced in the prevention and management of violence and aggressions</p> <p>Relevant experience as a clinician</p> <p>In depth knowledge of Mental Health Act 1983</p> <p>Knowledge of the NMC's The Code</p>	<p>Experience of basic counselling work and group work</p> <p>Experience of managing staff</p> <p>Experience of formal training to others; supporting student placement</p> <p>Experience of clinical audit</p> <p>Experience of clinical supervision</p>
<b>Skills and Abilities</b>	<p>Ability to assess, plan, implement and evaluate service user care</p> <p>Ability to keep accurate, relevant records</p> <p>Ability to deliver best practice assessment of service users needs</p> <p>Excellent written and verbal communication skills – particularly with adults with acute mental health issues.</p> <p>Able to undertake clinical supervision, appraisals, mentorship and teaching preceptorships for student nurses</p> <p>Ability to undertake risk assessments</p> <p>Maintain patient confidentiality</p> <p>Ability to assess, plan treatment for and review nursing care needs</p>	

<b>Other Requirements</b>	Empathy for individuals who have experienced mental health problems and ability to cope with behaviour which may be challenging at times.	
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**Date Job Description and Person Specification agreed:** Click or tap to enter a date.