

## Job Description

### 1. Job Details

**Job Title:** Lead Nurse

**Reports to:** Service Manager/Neighbourhood Manager

**Accountable to:** General Managers

**Band:** Band 6

**Main Location:** Derbyshire County

**Date:** October 2015

### 2. Job Summary

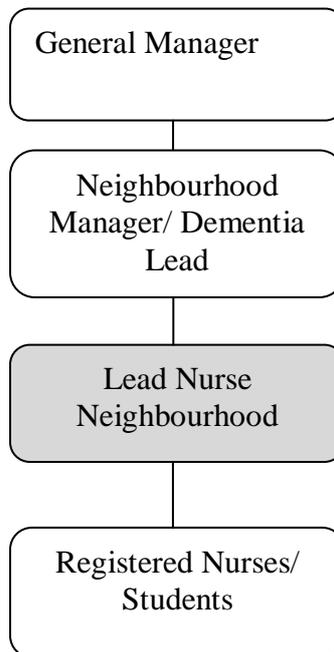
The post holder will be clinically responsible for supporting the delivery of a flexible, responsive local service within a Neighbourhood. S/he will work collaboratively with colleagues, key partners and those within the local community to develop services to meet the mental health needs of the community.

The post holder will employ a wide range of skills, building on and developing their expertise and actively seeking advice and collaboration with issues which may not be readily within their sphere of competence. As a senior registered practitioner they are professionally and legally accountable under the NMC code of professional practice.

### 3. Dimensions (Financial responsibility)

The post holder will regularly support the budget holder to ensure all resources are managed effectively e.g. financial, staff, equipment, stock control etc. and in co-ordinating the clinical and operational budget allocation for the clinical area.

#### 4. Organisation Chart



#### 6. Key result areas

1. Utilise best evidence to undertake a core mental health assessment to Triage, Assess, Formulate, Plan, implement and evaluate care for patients referred within the Neighbourhood.
2. The post holder will participate in the duty system and home safe (lone working) system regularly as required and ensure that awareness of clinical and resource information is used analytically to inform decisions that meet service user, team and organisational objectives.
3. Take the lead role in the development of a collaborative care plan that includes delivering care as a non-medical prescriber under the supervision if trained and competent to do so.
4. The post holder will assume the role as a lead professional/Care Co-ordinator for patients under their care.
5. Provide clinical supervision and accountability as designated by the Neighbourhood manager/Dementia Lead.
6. Responsible for the delivery of core interventions and Wellness Recovery Action Plans (WRAP), and where appropriate specialist interventions.

7. Ensure the therapies provided should be appropriate to meet the specific needs of the individual based on their diagnosis, Life stage and abilities.
8. The post holder will promote health education in accordance with the Trust “Making Every Contact Count” and based upon individuals holistic assessments.
9. Ensure that patients on their caseload have up to date safety plans in place, completed in collaboration and shared where appropriate across the health community.
10. Work in conjunction with current Trust Care Programme Approach processes, assuring that clinical systems are in place for individuals on their caseload.
11. The post holder will be responsible for assuring individuals on their caseload have a personalised plan of care that is formulated, with agreed outcomes associated with current evidence.
12. The post holder will ensure that the physical health needs of individuals on their caseload are screened, monitored and appropriately responded to.
13. To act as mentor and assessor for students nurses as and when required.
14. Ensure recordkeeping is adhered to in accordance with Trust policy, procedures and NMC guidelines.
15. To engage appropriately with carers and ensuring carers assessments are completed in accordance with the Carer’s act 2014.
16. To support and advocate for individuals on caseload, for example when specialist placement is required.
17. The post holder will be expected to provide interventions to patients experiencing a wide variety of diagnoses.
18. Interventions provided will be within the practitioner’s sphere of competency and within their major skill set, the practitioner is expected to liaise with colleagues who may be more experienced within a particular field as and when required.
19. To ensure up to date knowledge and skills in the administration of inter muscular injections.

**Effective**

1. Utilise evidence based practice and National Institute for Clinical Excellence (NICE) guidance to demonstrate the knowledge and skills required to support a patients mental social and physical wellbeing in a community setting.
2. Support people who use the service with promoting effective change to positively impact individual outcomes.
3. The post holder will be responsible for ensuring that their mandatory and statutory training is up-to-date.
4. Undertake audits and surveys necessary to own work and occasionally participate in clinical audit and research activity.

**Responsive**

1. Ensure that a multi professional / agency approach to care is maintained, valuing the interface of roles and responsibilities and through multi-disciplinary team working.
2. The post holder will ensure that safeguarding procedures are implemented for both adults and children in a safe and timely manner across a defined staff group within the Neighbourhood.
3. Responsible for proactively commenting and proposing new systems that support the teams approach to care delivered within the Neighbourhood, utilising best evidence and national guidance.
4. The post holder will occasionally participate in untoward incident investigation and reporting, and promoting a 'learning the lessons' in accordance with Trust reporting processes.
5. Cover duty and respond appropriately to ensure the required intervention is undertaken. The post holder will take the lead in ensuring clinical and non-clinical risk management systems are operational within the clinical area, including Health & Safety at Work issues.

**Well led**

1. Provide a professional role model for the delivery of high quality care within the Neighbourhood.
2. Take the lead in developing opportunities for reflective practice and practice development for staff within the Neighbourhood.
3. The post holder will ensure that the organisational clinical / managerial supervision policy is implemented across a defined service area proactively encouraging multi professional supervision arrangements and will deliver individual supervision in accordance with the local neighbourhood model.

4. Complete staff annual appraisals as delegated by the Neighbourhood Manager/Dementia lead as required.
5. Support, comment and propose on developments to clinical standards supported by best evidence and national guidance within the Neighbourhood and across the pathway.
6. Chair clinical and managerial meetings as delegated by the Neighbourhood Manager/Dementia Lead.
7. The post holder will ensure Trust policies, procedures, and legislative directives are advocated and implemented, i.e. Equal Opportunities, Human Rights Act, Disability Discrimination Act, Race Relations, Sex Discrimination and age discrimination.
8. The post holder will regularly support the budget holder to ensure all resources are managed effectively e.g. financial, staff, equipment, stock control etc. and in co-ordinating the clinical and operational budget allocation for the clinical area.

### **Caring**

1. The post holder is expected to uphold values at all times and ensure that respect, dignity and compassion are at the forefront of interactions with patients, their carers and colleagues, and challenge poor practice in relation to these values.
2. Use effective interpersonal skills when communicating with patients, carers and relatives and team members across the pathway in order to promote choice, inclusion and personal autonomy.

**Information Governance**

NHS Foundation Trust

The Derbyshire Healthcare NHS Foundation Trust requires its staff to comply with Information Governance related standards and policies at all times when dealing with confidential information, which includes any information relating to the business of the Trust and its service users and employees.

All NHS employees are bound by a duty of confidentiality and must conduct their duties in line with the NHS Confidentiality Code of Practice, Data Protection Act and Freedom of information Act.

Post-holders must maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately and kept up to date. The post-holder must only access information, whether paper, electronic or in other media, which is authorised to them as part of their duties.

All Information obtained or held during the post-holder's period of employment that relates to the business of the Trust and its service users and employees will remain the property of the Trust. Information may be subject to disclosure under legislation at the Trust's discretion and in line with national rules on exemption.

Any breach of confidentiality or computer misuse could lead to disciplinary action, and in serious cases could result in dismissal. Breaches after the post-holder's employment has ended could result in the Trust taking legal action against them.

Post-holders must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction programme.

**Infection Control**

All staff have a responsibility to appraise themselves of how the prevention of the spread of infection relates to their role. They have a responsibility to ensure they are aware of Trust policies and procedures in relation to infection prevention and control, and ensure that they comply with them in fulfilling their role.

**Values**

*As an employee of Derbyshire Healthcare NHS Foundation Trust you are required to adhere to the Trust's overriding value of putting "patients at the heart of everything we do". In recognising both the values expressed in the NHS Constitution and the Trust Values you will:*

- *Take pride in the Trust, show loyalty and commitment.*
- *Build and maintain trust in all our relationships.*
- *Treat everyone with respect, recognise people's differences.*
- *Value everyone, listen to others and respond accordingly.*
- *Be positive, honourable and honest but also sensitive*
- *Be respectful, welcoming, polite and courteous.*
- *Put quality at the centre of all we do.*
- *Educate and develop ourselves to perform to the highest standards*

**Safeguarding – The action we take to promote the welfare of children and vulnerable adults and protect them from harm**

**SAFEGUARDING CHILDREN & VULNERABLE ADULTS IS EVERYONE'S RESPONSIBILITY**

*All staff working within Derbyshire Healthcare NHS Foundation Trust who come into contact with children, young people and/or their families/carers, including those who are non-clinical and those who work predominantly with adults has a duty within their role and responsibility to ensure that they understand what is required of them as an individual and as part of the wider organisation in order to keep children and vulnerable adults safe.*

**9. Job Description Agreement**

Job Holder's Signature..... Date.....

Senior Officer/Head of Department's

Signature..... Date.....

Title:.....

**Job Description Additional Information  
Appendix A**

The following additional elements are not fully covered in the current job descriptions.  
Please complete one and attach to your up-dated job description.

<b>Job Title:</b>	Lead Nurse Neighbourhood
<b>Location:</b>	Derbyshire County
<b>Reports to:</b>	Neighbourhood Manager
<b>Accountable to:</b>	General Manager

**Physical Effort**

There is a need to travel across a large geographical area. Due to the broad geographical area this post covers the post holder will need to be a car driver or to demonstrate that they can travel within the area frequently, transporting Service Users as needed occasionally, without compromising service needs.

The postholder is expected to work with Service users in their homes and will need to be aware of potential hazards.

The postholder will be working with Service Users who may have a severe mental illness and this can be challenging and demanding. They will therefore have to adopt appropriate support strategies.

The post holder will need to be computer literate and use of IT systems on a daily basis.

Skilled in the administration of intramuscular.

Frequent, light physical effort for short periods of time – driving, walking short distances, computer use, delivering intramuscular injections.

Uses IT equipment on a daily basis required for inputting data onto Trust IT systems.

Occasional requirement to exert moderate physical effort during the course of duties and responsibilities.

**Mental Effort**

The working environment is one of unpredictability, (is already as per NHS matching) due to the needs of the patient group. The work pattern requires frequent concentration when assessing the needs of the patients where the work can be both predictable and unpredictable. There will be times when the post holder will need to deal with patient crisis.

**Emotional Effort**

The post holder may experience regular verbal or physical abuse and aggression.

May regularly need to deal with safeguarding incidents and may be called to give evidence in some cases.

**Working Conditions**

The post holder will be working in the community setting within personal environments where there may regularly be unpleasant smells and odours present. The post holder may be in contact with unpleasant conditions that relate to suicide, self-harm and potential aggression from patients who may be suffering from a degree of distress. Occasionally the levels of patient impact may relate to highly unpleasant conditions.

Job Appendix Agreed

Job Holders Signature, ----- Date-----

Senior Officer/  
Head of Department Signature, ----- Date-----

### PERSON SPECIFICATION

**Job title:** Lead Nurse Neighbourhoods

**Grade:** Band 6

Area	Essential	Desirable
<b>Attainment/ Qualifications</b>	<ul style="list-style-type: none"> <li>• Registered Nurse</li> <li>• Degree/ Diploma in Nursing or equivalent experience</li> <li>• ENB 998/Mentoring in Practice</li> <li>• Membership of a nursing professional body and / or special interest group</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to regularly manage complex and sensitive information using well-developed motivational and negotiating skills, representing the nursing service in a variety of different situations</li> <li>• Evidence of service receiver and carer involvement activity</li> <li>• Understanding team dynamics and promoting a positive working culture to support team cohesion.</li> <li>• Ability to build effective working relationships internally and externally to the organisation</li> <li>• Ability to work autonomously and set own priorities</li> <li>• Ability to write reports and contribute to Serious incidents, action plans</li> <li>• Computer literate</li> <li>• Training and facilitation skills</li> </ul>	
<b>Knowledge/ Experience</b>	<ul style="list-style-type: none"> <li>• Post-graduate training relevant to specialist area</li> <li>• 3 years post registration experience as a Registered Nurse</li> <li>• Experience of working with people who have severe and enduring needs</li> <li>• Extensive clinical experience including individual and group work</li> <li>• Experience of supervising staff and students</li> <li>• Experience of audit, research and clinical governance procedures and their application in practice</li> <li>• Knowledge and application of theoretical models of practice</li> <li>• High level understanding of Mental Health disorders and treatment models</li> <li>• Detailed knowledge of legislation relevant to Mental Health and Specialist practice where appropriate</li> <li>• Working knowledge of the principles of CPA (Care Programme Approach) where</li> </ul>	

	<p>appropriate <span style="float: right;">NHS Foundation Trust</span></p> <ul style="list-style-type: none"> <li>• Extensive knowledge of the principles of Safety planning</li> <li>• Knowledge and application of Nursing assessments and interventions and outcome measures, relevant to client group</li> <li>• Understanding of Nursing Professional Code of Conduct, revalidation and core skills, and their application in practice</li> </ul>	
<p><b>Values</b></p>	<ul style="list-style-type: none"> <li>• <i>Respectful and build Trust</i></li> <li>• <i>Compassionate</i></li> <li>• <i>Be responsive, listen and positive</i></li> <li>• <i>Dignity</i></li> <li>• <i>Value &amp; support other people</i></li> <li>• <i>Engage and Encourage</i></li> <li>• <i>Value learning and innovation</i></li> </ul>	