

## Job Description

<b>Post Title</b>	<b>Later Life Community Psychiatric Nurse</b>
<b>Band</b>	<b>Band 6</b>
<b>Directorate</b>	<b>Later Life</b>
<b>Location/Base</b>	<b>North Manchester</b>
<b>Responsible to</b>	<b>Team Manager</b>
<b>Accountable to</b>	<b>Lead Nurse</b>
<b>Job Summary/Purpose</b>  <p>The post holder will participate in the shared caseload of one of the Trust's Community Mental Health Teams for older adults. The post holder will work in a variety of settings undertaking assessments, including memory assessments and using the agreed processes for service users with serious mental health conditions, who have been referred to the team. They will also deliver interventions and negotiate care plans with service users, families/carers and other professionals, and ensure that quality and timely care is delivered at all times.</p> <p>The post holder will support the team processes in accepting referrals and managing the stepping up or down of service users as dictated by their needs and the relevant care pathways and the recovery model.</p>	

### Main Duties & Responsibilities

<b>Heading</b>	<b>Duty/Responsibility</b>
<b>GENERAL</b>	<ul style="list-style-type: none"> <li>• The post holder will take an active role in delivering a quality, safe and effective community mental health service.</li> <li>• The post holder will be aware of and act within the requirements of the Mental Health Act and Mental Capacity Act, any other relevant legislation at all times.</li> <li>• The post holder will follow policies and protocols with regards to children and family services and share relevant information with other agencies as required by Child Protection procedures.</li> <li>• The post holder will work in accordance with relevant Trust and Team policies and procedures at all times.</li> <li>• The post holder will effectively manage their own time, workload and resources.</li> <li>• The post holder will accept referrals from the Team Manager or Assistant Manager and be responsible to the Team Manager for all matters relating to caseload management.</li> <li>• The post holder will manage a caseload of service users with often complex mental health issues, taking into account all aspects of risk management.</li> <li>• The post holder will be supervised for managerial purposes by the Team Manager or Assistant Manager.</li> <li>• The post holder will participate in team meetings and other meetings as required.</li> </ul>

	<ul style="list-style-type: none"> <li>• The post holder will work effectively as part of a multi-disciplinary team and collaborate with other statutory and non-statutory agencies as required.</li> <li>• The post holder will ensure that positive lines of communication are maintained with other agencies, and that all communication is accurate and up-to-date.</li> <li>• The post holder will promote and educate other statutory and non-statutory agencies, and service users and their families/carers, on the role of the Community Mental Health Service.</li> <li>• The post holder will facilitate the effective delivery of the Care Programme Approach (CPA) and Care Management and engage service users, families and carers with the service.</li> <li>• The post holder will contribute to the development of the team.</li> <li>• To produce court reports and attend as required including Mental Health Tribunal Reports for service users for whom the post holder is care co-ordinator, detained under the Mental Health Act.</li> <li>• The post holder will act as an active member of the Community Mental Health Team, making a positive contribution to its operations by participating in team meetings, team building and other team development processes.</li> </ul>
<b>CLINICAL</b>	<ul style="list-style-type: none"> <li>• The post holder will participate in the shared caseload of the team.</li> <li>• The post holder will provide care co-ordination in accordance with Trust policy and protocols.</li> <li>• The post holder will be responsible for carrying out initial assessments of individuals referred to the service, including memory assessments.</li> <li>• When assessing service users, the post holder will access all available sources of information including, where appropriate, the views of family and carers.</li> <li>• The post holder will carry out a thorough risk assessment during the initial assessment and at subsequent meetings with service users. This assessment will inform risk management plans, which will include facilitating admission to hospital when community alternatives are deemed to be unsuitable. This process is supported by the Trust Risk Management Policy, which provides a framework for the worker to promote service user, carer and public safety.</li> <li>• The post holder will develop, negotiate and co-ordinate the delivery of care plans to meet service users' complex needs.</li> <li>• The post holder will monitor the implementation of care plans to ensure that they continue to meet service users' complex needs.</li> <li>• The post holder will identify carers involved in service users'</li> </ul>

	<p>care and offer appropriate assessment, specialist advice and review.</p> <ul style="list-style-type: none"> <li>• The post holder will regularly undertake physical state assessments and monitor any changes to the service user's physical state.</li> <li>• The post holder will act as a non-medical prescriber where qualified and supported to do so.</li> <li>• The post holder will administer prescribed medication and supervise self-administration of client medicines, providing a mechanism for monitoring and recording observed/reported effects and side effects.</li> <li>• The post holder will undertake clinical procedures relevant to the service users' treatment plans. This will include the measurement of physical characteristics i.e. depot injections, blood pressure and weight balance.</li> <li>• The post holder will prescribe and deliver evidence-based psychological therapies ensuring that ethical and legal requirements are maintained at all times.</li> <li>• The post holder will provide listening, responding and summarising skills to enable identification of problem areas and the service user and care's perception of these.</li> <li>• The post holder will actively encourage and support service users in accessing primary health care and health improvement services.</li> <li>• The post holder will liaise with other agencies, requesting relevant assessments and intervention for the service user as appropriate and ensuring common goals are agreed.</li> <li>• The post holder will share information with other agencies as appropriate, and in accordance with Trust policies, in particular where there are risk indicators.</li> <li>• The post holder will ensure continuity of care irrespective of the setting in which the service users resides, this will include liaising closely with inpatient facilities.</li> <li>• The post holder will develop effective working relationships with service users and their families/carers to enhance the effects of proposed intervention strategies.</li> <li>• Where appropriate, the post holder will accompany service users to hospital, appointments and meetings.</li> </ul>
<b>PROFESSIONAL</b>	<ul style="list-style-type: none"> <li>• The post holder will ensure that their professional knowledge is up to date with current local and national developments in mental health services and nursing</li> <li>• The post holder will be responsible for maintaining their own professional registration, ensuring that statutory training is undertaken as directed.</li> <li>• The post holder will be responsible for their own personal and professional development as identified through supervision.</li> <li>• The post holder will attend appropriate education and training activities as agreed with the Team Manager.</li> </ul>

	<ul style="list-style-type: none"> <li>• The post holder will work within the NMC professional code of conduct and the Trust's policies and procedures, to ensure safe and quality practice.</li> <li>• The post holder will participate in the induction, mentorship, training, supervision and practice development of students.</li> <li>• The post holder will undertake formal supervision and an annual appraisal with the Team Manager or Deputy Manager.</li> <li>• The post holder will undertake audit and research activities as required,</li> <li>• The post holder will value diversity and promote equality of opportunity ensuring that individuals are treated fairly and respected for their contribution in terms of experience, knowledge and skills.</li> </ul>
<b>MANAGEMENT OF INFORMATION</b>	<ul style="list-style-type: none"> <li>• The post holder will maintain up to date and accurate records in accordance with service policies including via electronic recording systems.</li> <li>• The post holder will maintain and protect at all times the confidential nature of clinical information, whether written or given verbally, within the context of the Trust confidentiality policies.</li> <li>• The post holder will provide information for performance measurement purposes as requested by the Team manager.</li> </ul>
<b>Trust Mandatory On-going Requirements - to be met by the candidate after commencing in post, these will not be assessed at the recruitment stage</b>	<ul style="list-style-type: none"> <li>• To undertake any other reasonable duty, when requested to do so by an appropriate Trust manager.</li> <li>• To understand and comply with all Trust policies, procedures, protocols and guidelines.</li> <li>• To understand the Trusts Strategic Goals and how you can support them.</li> <li>• To understand the need to safeguarding children and vulnerable adults and adhere to all principles in effective safeguarding.</li> <li>• To carry out all duties and responsibilities of the post in accordance with Equal Opportunities, Equality and Diversity and dignity in care/work policies and principles</li> <li>• To avoid unlawful discriminatory behaviour and actions when dealing with the colleagues, services users, members of the public and all stakeholders.</li> <li>• To access only information, where paper, electronic, or, in another media, which is authorised to you as part of the duties of your role.</li> <li>• Not to communicate to anyone or inside or outside the NHS, information relating to patients, services users, staff, contractors or any information of a commercially sensitive nature, unless done in the normal course of carrying out the duties of the post and with appropriate permission.</li> <li>• To maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately, appropriately and kept up to date.</li> </ul>

	<ul style="list-style-type: none"> <li>• To ensure their day to day activities embrace sustainability and reduce the impact upon the environment by minimising waste and maximising recycling; saving energy; minimising water usage and reporting electrical faults, water leakages or other environmental concerns to the facilities department or their line manager.</li> <li>• Take reasonable care of the health and safety of yourself and other persons</li> <li>• To contribute to the control of risk and to report any incident, accident or near miss</li> <li>• To protect service users, visitors and employees against the risk of acquiring health care associated infections.</li> <li>• To take responsibility for your own learning and development by recognising and taking advantage of all opportunities to learn in line with appraisal and supervision.</li> </ul>
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### **Further Information for Postholder(s)**

This job description is not exhaustive, but is intended to give an overall picture of the role. Other duties within the general scope of the post may be required from time to time. The duties of the post and job description can be reviewed through the agreed process. All information obtained or held during the post-holders 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.

All Trust sites have been designated a no smoking area. The post holder is therefore advised smoking is not permitted within the hospital premises or grounds or whilst representing the Trust in the course of their duty. While the Trust will not discriminate against employing smokers, all prospective employees should be aware of this policy

## Person Specification

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<b>Essential Criteria</b> - The qualities without which a post holder could not be appointed.	<b>Desirable Criteria</b> - Extra qualities which can be used to choose between candidates who meet all the essential criteria	<b>How Assessed –</b> <b>AP</b> = Application form <b>IN</b> = Interview <b>OA</b> = Other Assessment
<b>Education / Qualifications</b> - to be able to complete the duties as laid out on the Job Description		
Registered to practice/evidence of revalidation  Evidence of continuing professional development, including mentorship training  Non-medical prescriber or willingness to work towards this if required	Mentorship	AP IN
<b>Experience</b> - to be able to complete the duties as laid out on the Job Description		
Experience of multi-disciplinary working.  Experience of risk assessment and risk management.  Experience of developing and delivering packages of care to	Experience of working in a Community setting  Experience of supervising junior staff/students	AP IN

<p>support service users.</p> <p>Experience of supporting families/carers to maintain their relationships with service users.</p> <p>Experience of working with older adults with mental health needs</p> <p>Experience of working with service users with organic and functional illnesses</p> <p>Proven post qualifying experience</p>		
<b>Knowledge</b> - to be able to complete the duties as laid out on the Job Description		
<p>Up-to-date knowledge and understanding of relevant mental health legislation and issues.</p> <p>Understanding of the role of Community Mental Health Teams.</p> <p>Knowledge of the CPA and Care Management.</p> <p>Knowledge of the Mental Health Act and Mental Capacity Act</p>	<p>Knowledge of Court of Protection</p>	<p>AP IN</p>
<b>Skills and Abilities</b> - to be able to complete the duties as laid out on the Job Description		
<p>Ability to receive and communicate complex information effectively, both verbally and in written format.</p> <p>Ability to work flexibly as an individual and team member.</p> <p>Ability to respond effectively in crisis or conflict situations.</p> <p>Ability to take an analytical approach to decision-making.</p> <p>Ability to follow policies and procedures.</p> <p>Problem-solving skills.</p>		<p>AP IN</p>
<b>Other Requirements</b> - to be able to complete the duties as laid out on the Job Description		
Requirements to Travel:		

There is a frequent requirement to travel mainly within the Manchester area in order to assess and review patients and an occasional requirement to travel across the wide footprint of the Trust to attend meetings and events relevant to the role.		
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The Trust will consider any reasonable adjustments to the recruitment and selection process and to employment for applicants who have protected characteristics under the Equality Act 2010.

**Drawn up by:**  
**Designation:**  
**Date:**