

**JOB DETAILS:**

<b>Job Title</b>	Staff Nurse
<b>Pay Band</b>	Band 5
<b>Hours of Work and Nature of Contract</b>	37.5
<b>Division/Directorate</b>	Mental Health
<b>Department</b>	PICU
<b>Base</b>	Princess of Wales Hospital

**ORGANISATIONAL ARRANGEMENTS:**

<b>Managerially Accountable to:</b>	Ward Manager
<b>Reports to: Name Line Manager</b>	
<b>Professionally Responsible to:</b>	Lead Nurse Nursing (Mental Health)



**MAE EIN GWERTHOEDD YN EIN HELPU NI I FOD AR EIN GORAU**  
**OUR VALUES HELP US BE AT OUR BEST**

**RYDYN NI'N GWRANDO, YN DYSGU AC YN GWELLA**  
**WE LISTEN, LEARN AND IMPROVE**

**RYDYN NI'N TRIN PAWB A PHARCH**  
**WE TREAT EVERYONE WITH RESPECT**

**RYDYN NI I GYD YN CYDWEITHIO FEL UN TIM**  
**WE ALL WORK TOGETHER AS ONE TEAM**

**Our values and behaviours are fundamental to the way we do things at Cwm Taf Morgannwg University Health Board. They are everything we stand for and aspire to.**

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That includes the way we behave, how we perform our roles and the way we recruit new talent. We look forward to exploring how your values align with ours. This is how we work:

*We listen, learn and improve*  
*We treat everyone with respect*  
*We all work together as one team*

To find out more about our values, visit: <https://cwmtafmorgannwg.wales/we-are-cwm-taf-morgannwg/>

#### **Job Summary/Job Purpose:**

To work as a registered mental health nurse in the in-patient setting of the Mental Health. The post holder will have excellent communication skills, a positive attitude to working with people with complex mental health needs and work effectively within a multi-disciplinary team. The post holder will manage their own caseload of patients, and act as an expert resource in the care and treatment of patients experiencing a range of mental health problems relevant to the area of practice.

#### **DUTIES/RESPONSIBILITIES:**

##### The post holder will:

- Using the Mental Health Measure 2012 framework, to work with the individual to assess, plan, implement and evaluate their needs. Using the recovery process; agreeing realistic and achievable outcomes.
- Participate in the individualised Care and Treatment (multi-disciplinary team) care reviews. Ensuring that reviews are carried out on a regular basis and the review is documented accurately in the individual inpatient records.
- To administer, monitor and supervise prescribed medication.
- Observe for and report, as appropriate, therapeutic effects, any possible side effects using evidence based scales.
- Offer support, advice and information to carers/relatives.
- Encourage participation of carers in planning of care and work in a manner which will engender trust and co-operation, thereby enhancing patient care, maintaining confidentiality at all times.
- As a member of the multi-disciplinary team contribute to clinical reviews/case formulation and report on the condition of patients to other professionals and when required provide written reports as requested, including Mental Health Tribunals.
- Adhere to the Cwm Taf Morgannwg University Health Board Policies and Procedures in all areas of clinical practice.
- To ensure that nursing care is of the highest standard.

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- Act as a positive role model and mentor to junior members of staff.
- Ensure that the privacy and dignity of patients is protected at all times and that the Cwm Taf Morgannwg University Health Board Safeguarding Adults policy is followed.
- Ensure that risk assessments and care plans are continuously updated and that Safe and Supportive Observations are carried out according to the Cwm Taf Morgannwg University Health Board Policy.
- Ensure that the rights of individuals are respected and that they are treated in the least restrictive manner possible taking into account the risk to the individual and others.
- Report, in an accurate and timely manner, any accidents, incidents which occur or complaints received, to the Unit Manager. Participate in the investigation process, as required.
- To exercise nurse leadership and develop collaborative relationships with statutory and non- statutory agencies in relation to the rehabilitation and recovery service.
- To actively partake in audit of services to ensure regular review, efficiency of services and action plans for improvement.
- To support the unit manager in completion of Care Indicators and Fundamentals of Care audit process
- To maintain statutory and mandatory training as per Cwm Taf Morgannwg University Health Board policy.
- Responding to queries from patient's relatives / carers and ensuring that all care is delivered to the highest standard and in accordance with the Health Board and Mental Health Policies and Procedures.
- Ensure that effective communication is maintained between multi-disciplinary team members and other agencies.
- To maintain secure methods of record keeping and professional exchange of information, adhering to the Data Protection Act (1998).
- Assist, coordinate and participate in the education of learners; this will include junior staff, and students of all disciplines.
- Ensure that staff who have been delegated tasks are competent to carry out those tasks effectively.
- Maintain a high level of professional knowledge and ensure continued professional development through involvement in appropriate post basic training programmes. To work within the guidance of the NMC Professional Code of Conduct.
- To participate in the PADR process on a regular basis
- Adhere to all Health Board Policies and Procedures, including Financial Policies and Procedures.
- To supervise and participate in the training of staff, including student nurses, providing mentorship support to appropriate staff.
- To keep updated with clinical trends and evidence based practice in patient care and clinical practice.
- Undertake Clinical Supervision and Reflective Practice Groups on a regular basis.
- Develop a knowledge and understanding of the legislation likely to be encountered in the role of the staff nurse with particular reference to the Mental Health Act 1983 and 2007, the Mental Health Measure (Wales) 2012, the Misuse of Drugs Act 1971, The Mental Capacity Act (2005).

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- Ensure that the Health and Safety at Work Act and COSHH regulations are adhered to.
- To adhere to the Health Board Risk Management Strategy.
- Develop a knowledge and understanding of the statutory agencies and those relevant groups within the voluntary sector.
- Work as part of a multi-disciplinary, fostering good communication with colleagues of all disciplines.
- Manage highly complex and contentious information effectively demonstrating excellent communication skills, both orally and in writing.
- Liaise with statutory and voluntary sector agencies in particularly Care Co-ordinators and Independent Mental Health Advocates, to meet patient needs.
- Provide specialist clinical reports as required e.g. MHRT, continuing healthcare applications.
- Ensure record keeping meets the standard required by the NMC, utilising paper-based or IT systems as directed by the Senior Nurse and ensuring information sharing protocols are understood and appropriately explained to patients.
- Provide skilful and comprehensive assessment of clients within inpatient mental health service ensuring risk assessment is an integral component of all clinical work.
- Demonstrate ability to present cases to the multi-disciplinary team considering the range of care and treatment options available in line with the current evidence base and making recommendations regarding the appropriate course of action.
- Assess and manage critical/unpredictable situations that arise in the unit.
- Physical dexterity and fitness to undertake Restricted Physical Intervention training/Violence and Aggression training and interventions when required.
- Physical fitness to escort patients inside and outside of the in-patient setting.
- Physical dexterity, skills and accuracy to administer oral/intramuscular medication and to monitor physical health using appropriate equipment e.g. thermometer, sphygmomanometer.
- Keyboard skills and information technology skills including word processing, email, intranet and internet, correspondence, clinical reports, teaching preparation, clinical literature searches.
- Create a therapeutic environment for patients promoting a philosophy of user/carer involvement in all aspects of the service.
- Ensure consistency and continuity in the maintenance of high standards of care.
- Evaluate the care given systematically, using evidence based practice and review care plans to reflect the changing needs of the individual.
- Provide expert knowledge in the care and treatment of patients experiencing a range of mental health problems relevant to the area of practice.
- Be competent in and provide a range of therapeutic interventions relevant to the area of practice e.g. family intervention, medication management, psycho-social interventions.
- Support the Care Co-ordinator to undertake nursing assessments integral to the overall continuing healthcare assessment process, making recommendations regarding potential specialist placement.
- Be responsible for ordering essential clinical supplies demonstrating an awareness of efficient resource management.

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- Demonstrate an understanding of the resource implications of clinical decision making.
- Use available resources effectively ensuring adherence to financial control procedures.
- Have an overall duty of care in relation to patient cash, property and valuables in the ward area and ensuring the implementation of relevant financial control procedures.

## **PERSON SPECIFICATION**

The knowledge to be measured is the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of years experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post.

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications and/or Knowledge</b>	<p>1<sup>st</sup> level Registered Mental Health Professional Nurse</p> <p>Professional registration with NMC.</p> <p>Knowledge of Mental Health Act, Mental Health Act Measure Wales and Misuse of Drugs Act.</p> <p>Awareness of specific government/legislation pertinent to the clinical area</p>	<p>Knowledge of Cwm Taf Morgannwg UHB modernisation of services plan.</p> <p>Evidence of post graduate study</p>	<p>Application Form</p> <p>Interview</p> <p>Certificates</p> <p>References</p> <p>Application</p>
<b>Experience</b>	<p>Experience as a band 5 registered mental health nurse or applications from new registrants accepted</p> <p>Experience of multi-disciplinary and/or multi agency working</p>	<p>Experience of working within health settings</p> <p>Ability to support and influence change</p>	<p>Application Form</p> <p>Interview</p> <p>References</p> <p>Application Form</p> <p>Interview</p>

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		Experience of working with designated client group	Application interview
<b>Aptitude and Abilities</b>	<p>A high level of interpersonal and communication skills</p> <p>Working knowledge of safeguarding procedures</p> <p>Able to demonstrate empathy with patients and their families/carers</p> <p>Demonstrate an awareness of the need for self- development</p> <p>Analytical and judgemental skills to enhance the decision making process to resolve complex issues/situations</p> <p>Ability to work independently and as part of a team</p> <p>IT Literacy</p>	Ability to speak Welsh	<p>Interview</p> <p>References</p> <p>Application form</p>
<b>Values</b>	Demonstrates an ability to meet health Board Values		<p>Application Form</p> <p>Interview</p>
<b>Other</b>	<p>Physically able to undertake Restrictive Physical Intervention at level 4 with annual up-dates</p> <p>Special requirements to perform in the role e.g. Ability to travel within geographical area when needed</p> <p>Ability to work flexibly to meet the demands of the unit</p> <p>Flexible working pattern.</p>		<p>Application Form</p> <p>Interview</p> <p>References</p> <p>Occupational Health Questionnaire</p> <p>DBS check</p>

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	Satisfactory DBS check		
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## GENERAL REQUIREMENTS

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is

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considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have \* direct / indirect contact with\* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau \*Standard / Enhanced Disclosure Check as part of the HB/Trust's pre-employment check procedure. \*Delete as appropriate. The post holder does not require a DBS Disclosure Check. \*Delete as appropriate.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

**Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Signed: (Post Holder) \_\_\_\_\_ Date: \_\_\_\_\_

Signed: (Directorate Manager \_\_\_\_\_ Date: \_\_\_\_\_

Signed: (Divisional Manager \_\_\_\_\_ Date: \_\_\_\_\_

Date Job Description compiled: \_\_\_\_\_

Date for Review: \_\_\_\_\_

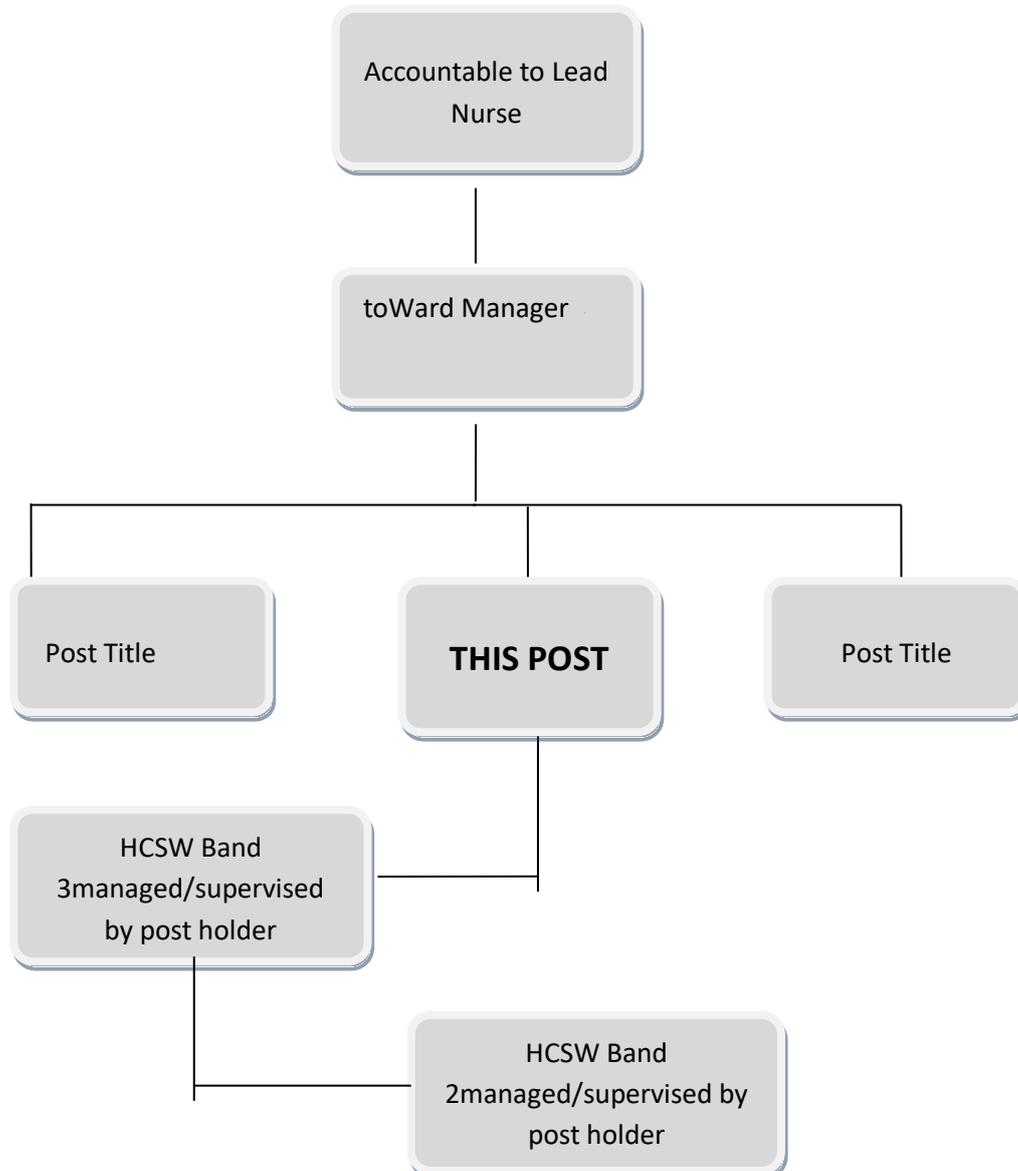
Job Title: \_\_\_\_\_ Staff Nurse Band 5 \_\_\_\_\_

**APPENDIX 1**

## Organisational Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



Job Title: \_\_\_\_\_ Staff Nurse

**Supplementary Job Description Information**

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

**Physical Effort**

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

‘Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included’**

Examples of Typical effort(s)	How often per day / week /	For how long?	Additional Comments
Be required to use a combination of sitting, standing, kneeling and walking throughout the day.	<b>Occasional</b>		

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Moderate effort for short periods when physically manoeuvring.	<b>Occasional</b>		
Physically able to undertake Restrictive Physical Intervention at level 4 with annual up-dates	<b>Frequently</b>		

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## Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

‘Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

<b>Examples of Typical effort(s)</b>	<b>How often per day / week / month?</b>	<b>For how long?</b>	<b>Additional Comments</b>
Be required to concentrate for long periods on a frequent basis and may be subject to interruptions.	<b>Frequently</b>	<b>Most of Shift</b>	
Be required to respond to unpredictable situations on occasions.	<b>Occasional</b>		

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## Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, ' processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Be expected to deal with clients and families who may be distressed	Occasional		

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Be exposed to distressing situations and challenging behaviour when dealing with serious mental health problems and needing to impart unwelcome news or intervene in a crisis.	<b>Occasional</b>		
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### Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - **\*Driving to and from work is not included**

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<b>Examples of Typical Conditions</b>	<b>How often per week / month?</b>	<b>For how long?</b>	<b>Additional Comments</b>
Unpleasant and occasionally highly unpleasant exposure to unavoidable hazards e.g. requirement to work in situations where verbal and/or physical aggression may occur.	<b>Occasional</b>		
Occasional exposure to bodily fluids.	<b>Occasional</b>		

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