



## **JOB DESCRIPTION**

### **JOB DETAILS**

<b>Job Title:</b>	Acute Care Services Mental Health, Staff Nurse
<b>Pay Band:</b>	Band 5
<b>Directorate:</b>	Acute Care Service Mental Health Inpatient Units
<b>Department:</b>	Mental Health & Learning Disabilities

### **ORGANISATIONAL ARRANGEMENTS**

<b>Managerial Accountable to:</b>	Ward Manager
<b>Reports to:</b>	Ward Manager/Ward Sister
<b>Professionally Responsible to:</b>	Nursing Director
<b>Responsible For:</b>	Supervising Qualified and Unqualified Nursing Staff
<b>Organisation chart:</b>	

### **JOB SUMMARY / PURPOSE**

The post holder will be responsible for the assessment of care needs, the development of programmes of care and the implementation and evaluation of these programmes of care for a delegated clinical caseload within their identified areas of responsibility.

The post holder is required to work without direct supervision for the delegated clinical caseload and is professionally accountable for his/her practice.

The post holder will take responsibility for the supervision and direction of staff (qualified and unqualified) including basic and/or post basic students / learners.

Take responsibility for the effective running of the ward in the absence of the person who has continuing responsibility.

The post holder will access monthly supervision sessions for caseload review and further ad hoc supervision as necessary.

Support the Ward Manager and Team in promoting a positive attitude towards adults with mental health problems.

To provide and support home treatment where directed by the ward manager/ team leader

To obtain/have recognised psychosocial interventions qualifications and to be utilising these within the post.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Service Management**

To adopt a systematic individual approach to all patient care programmes, taking responsibility for all stages of assessments, planning, implementation and evaluation, informing the patient team of the patients response/progress and recommending modifications when necessary.

Management of a delegated caseload as identified by the line manager which will be reviewed in caseload management sessions where any planned discharge will be agreed by the ward manager / deputy.

Participate as an active member of the ward team and effectively liaise with all other agencies/teams as required.

To reduce and control clinical risks within his/her area of work.

To recognise the involvement of carers and to provide support to them as appropriate and with the clients permission to involve them in the care planning process.

To provide short term crisis support to clients of colleagues, working in partnership with the key worker

To engage in the process of clinical supervision on an agreed basis as per Hywel Dda University Health Board Policy on Clinical Supervision.

To participate in the process of the review of serious incidents / investigation / complaints and to learn from any practice issues identified, utilising a reflective approach.

To participate in providing a rapid response for people in crisis during working hours and out of hours, if applicable, within their designated area.

To ensure that clinical practice provides a quality service throughout the Clinical Governance Framework.

To work within the requirements of the mental health measure applicable to your practice.

To implement agreed evidence based practice and to participate in audits/reviews as part of the ongoing quality improvement programme.

To comply with the relevant regulations and Health Board Policies in respect of storage and administration of medication.

Undertake the appropriate named nurse / associate role in respect of direct patient care.

To work within the National/ Health Board / Division / Service Policies / Procedures and Guidelines and the Nursing Midwifery Council Policies Standards, Codes and Guidelines:

- Mental Health Act
- Health and Safety
- Welsh Language Scheme
- Complaints
- Clinical Policies and Procedures
- NMC/Professional Codes of Conduct
- Directorate and Service Specific policies and procedures

To participate in day and night rotation

To work within and contribute to the locality arrangements for clinical governance.

To actively promote user centred approaches to care and planning of services and shared care planning with users.

To contribute to the departments performance management outcomes

Maintain a current knowledge of clinical practice and professional developments.

### **Service Improvement**

To contribute to the development of and implementation of the operational policy/ plan and the agreed service developments in line with the Divisional performance/strategic framework

### **Communications**

Must possess the ability to obtain the relevant information in face to face discussion with patient/ families / carers and other agencies involved in the care process.

Utilise developed communication and counselling skills and the ability to demonstrate high degree of empathy.

To provide and receive complex, sensitive information and reports / records relevant information within the nursing process.

To communicate effectively with referring agencies from whole range of statutory and non-statutory bodies.

The ability to form and maintain effective working relationships with individuals (staff, patients and carers) with complex perceptual problems relating to serious mental health problems.

To promote and engage in the positive engagement with service users/carers.

### **Finance and Resources**

To contribute to the effective use of resources and participation in the collection of relevant statistical information.

To work within the remit of the Health Board Standing Financial Instructions with regard to client's property and valuables.

### **Personal and People Development and People Management**

To work within the principles of Investors in People with active involvement in Personal Development Review process.

To work towards meeting the requirements of PREPP/Revalidation and to maintain a professional portfolio.

To provide support to and participate in training of qualified and unqualified staff / student nurses and staff from other agencies.

To assist in the induction / orientation of new and junior staff.

To comply with the requirements of self and others as practice co-ordinates for student nurses.

### **Information Processing**

Maintain accurate records both written and electronically.

The postholder must be able to Analyse specialist assessment /measurement tools and provides detailed feedback.

The postholder must be able to refer to appropriate agencies following assessment as appropriate.

The postholder must exercise effective judgement in understanding, analysing and assessing complex events and situations.

### **Effort and Environment**

Lifting immobile patients

Use of computer

Assisting staff in patient emergency

Involved daily in clinical care of patients on or returning to the ward

Concentration to check clinical (medication, Mental Health Act info) and non clinical data (sickness, budget etc)

Prepare reports for Mental Health Review/ Appeals tribunals

Undertake training in Control and Restraint, de-escalation, manual handling

Link between ward and families in distressing circumstances with acutely challenging / disturbed patients.

Extremely challenging / hostile patient group with complex needs.

Contact with bed linen following fouling and also on admission.

Patients admitted with various substances including illicit drugs etc

On occasions have been required to provide written statements for police and serious incident reporting.

Have to attend client review meetings both in statutory and non statutory sector.

**General**

Any other duties that may be required as appropriate and discussed with the relevant line manager.

## PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications and Knowledge</b>	RMN / RNMH  Sound Knowledge of clinical issues within area of practice	Student Nurse Practice supervisor	Application form Certificates
<b>Experience</b>	Experience of working with people who have long term mental health needs and who present challenging behaviour /a high risk of violence to others  Evidence of ongoing professional development and must be willing to undertake identified local courses/ study days and mandatory training	Have understanding and knowledge of local area and facilities within area that clients may access	Application form and interview.
<b>Language Skills</b>		Welsh speaker (Level 1)  <i>Full details around the expectations associated with level 1 may be found at the bottom of this page</i>	Application form and interview
<b>Aptitude and Abilities</b>	Effective in a multi disciplinary team  Able to supervise team and staff and be able to implement induction programmes  Will be able to make decisions autonomously and delegate work appropriately  Must portray a professional and caring image  Able to maintain a high level of energy and enthusiasm  Enjoy good relationships and mix easily with patients/families and	Will show ability to motivate others to achieve individual goals  Maintain effectiveness in the face of changing environment	Interview

	<p>colleagues alike</p> <p>Articulate in written and oral communication</p> <p>Has experience of and is able to study and research written material and to recommend ways to improve standards and expertise in clinical practice and able to reflect on practice</p>		
<b>Values</b>	<p>Ability to embrace the following personal values and behaviours on a daily basis -</p> <ul style="list-style-type: none"> <li>• Dignity, Respect and Fairness</li> <li>• Integrity, Openness and Honesty</li> <li>• Caring, Kindness and Compassion</li> </ul> <p>Ability to demonstrate a commitment to our organisational values -</p> <ul style="list-style-type: none"> <li>• Working together to be the best we can be</li> <li>• Striving to develop and deliver excellent services</li> <li>• Putting people at the heart of everything we do</li> </ul>		
<b>Other</b>	Must be flexible in hours over a 24 hour 7 day week.		Application form and interview

### Level 1 Welsh

*(Please note that for this particular post level 1 in spoken Welsh is desirable but not essential)*

**Listening/Speaking:** Pronounce Welsh words, place names, department names, etc. Greet and understand a greeting. Use basic every day words and phrases, e.g. thank you, please, excuse me, etc. Understand / pass on simple verbal requests of a routine / familiar / predictable kind using simple language, e.g. 'May I speak to...'. State simple requests and follow up with extra questions / requests in a limited way.

**Reading/Understanding:** Understand simple key words and sentences on familiar / predictable matters relating to own job area, e.g. on signs, in letters.

**Writing:** Fill in simple forms, note down simple information, e.g. date and venue of a meeting, Welsh address, etc.

## **GENERIC STATEMENTS**

### **NHS CODE OF CONDUCT FOR MANAGERS**

\*\* For Managers only:

The post holder will be expected to adhere to the standards laid down in the NHS Code of Conduct for Managers and at all times act in a manner that reflects and promotes the values of the HB.

The post holder must ensure all activity and service objectives are effectively met in compliance with HBs standing orders and SFIs, scheme of delegated authority and employment legislation.

### **REGISTERED HEALTH PROFESSIONAL**

\*\* For Registered Health Professionals only:

All staff who are members of a regulatory body must comply with standards of professional practice/conduct. It is the postholders responsibility to ensure they are both familiar with and adhere to these requirements.

### **HEALTHCARE SUPPORT WORKERS**

\*\* For Healthcare Support Workers only:

All healthcare support workers should be familiar with and must comply with the Code of Conduct for Healthcare Support Workers in Wales.

### **COMPETENCE**

The post holder is required to participate in the Hywel Dda PDR process and work towards meeting identified development needs.

The postholder is required to demonstrate on-going continuous professional development.

At no time should the postholder work outside their defined level of competence. If the postholder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The postholder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

### **TEAM BRIEF**

The post holder is required to actively participate in Hywel Dda Team Briefing in order to aid communication within the Health Board.

Managers and supervisors will regularly deliver the Team Brief verbally to their own staff teams by means of a Core Brief and additional departmental information.

### **RISK MANAGEMENT/HEALTH & SAFETY**

The postholder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Hywel Dda. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

The postholder has the responsibility for monitoring the progress on action plans in relation to risk, health and safety.

The postholder has the responsibility for the development of risk profiles and a risk register within their area of responsibility.

The postholder has the responsibility for developing systems to monitor performance against agreed performance indicators.

### **HARRASSMENT & BULLYING**

The HB condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff is requested to report any form of harassment and bullying to their line manager or to any Director of the HB.

### **RECORDS MANAGEMENT**

The postholder has the responsibility for timely and accurate record keeping and where appropriate in accordance with professional guidelines.

The postholder has the responsibility for the creation and maintenance of records in accordance with Hywel Dda policy and the data protection act.

### **FLEXIBILITY STATEMENT**

The developing and rapidly changing nature of the organisation will require considerable flexibility from the post holder. This job description indicates the main functions and responsibilities for the post and is not intended to be a fully inclusive list and the duties and responsibilities specified in this job description are subject to change as the needs of the HB evolve. On agreement with the post holder, this job description will be amended, as necessary, in the event of future organisational and professional changes and/or personal development.

### **CONFIDENTIALITY**

All staff may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. Any breach of such confidentiality is 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.

### **EQUAL OPPORTUNITIES**

It is the aim of the Hywel Dda HB to ensure that no job applicant or employee receives less favourable treatment on grounds of gender, religion, race, colour, sexual orientation, nationality, ethnic or national origins or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, the HB has an Equal Opportunities Policy and it is for each employee to contribute to its success.

### **OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS**

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of the HB.

### **ENVIRONMENTAL**

The Hywel Dda Health Board is committed to its environmental responsibilities. The Board recognizes that its activities, including energy consumption, waste generation, transportation emissions, water use and resource consumption, have a significant impact on the environment. As an integral part of its commitment to ensure high quality patient

care, all staff have a responsibility to adhere to environmental policy and procedure at both an organisational level and within their own area of work to ensure legal compliance. Staff will do their utmost to minimize the environmental impacts of Health Board activities and services, and seek to continually improve operations to minimize their environmental effects. Staff should take note of relevant communications and attend mandatory training when required.

### **SMOKE FREE POLICY**

All Health Board sites and premises and grounds are designated as smoke free areas. This policy applies to all staff, contractors/service providers, patients, visitors and the public.

### **SAFEGUARDING ADULTS AND CHILDREN**

Every employee of the Health Board, whatever their job, role, profession, status or place of work, paid or voluntary, has a responsibility for Safeguarding both adults and children. Staff must:

- Understand the nature of abuse and how children and adults might be at risk of harm and neglect.
- Understand their own safeguarding responsibilities and what actions they may need to take.
- Know where they can access local policies and procedures in relation to Safeguarding Children and Safeguarding Adults.
- Report allegations or suspicions of abuse to their line manager, including suspicions about a colleague or manager, irrespective of their status, profession or authority. This includes whistle-blowing
- Know how to make a Safeguarding referral to Social Services and/or the Police for both adults and children to report allegations or if they have concerns.
- Know what services, advice and support are available locally to vulnerable children and adults and how to access help needed.

### **INFECTION CONTROL**

"The document *Commitment to Purpose: Eliminating Preventable Healthcare Associated Infection: A Framework of actions for healthcare organisations in Wales* stipulates that all staff must understand their responsibility and accountability for Infection Prevention & Control and the Health Board must be assured of this on an ongoing basis".

IP&C is the personal and individual responsibility of all Health Board staff. All staff have a responsibility to protect and safeguard 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; and best practice guidance in order to maintain high standards of Infection Prevention & control.

### **GENERAL**

The postholder needs to ensure they are familiar with their terms and conditions of service,