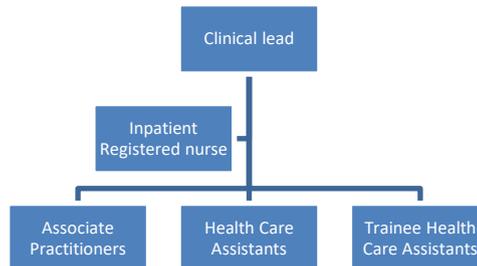


ZZZ-NM-03 Aug 23

Job Description

Job Title	Inpatient Registered Nurse
AFC Band	Band 5
Accountable to	Service Manager
Responsible to	Ward Manager
Responsible for	Band 4 and below clinical staff members

1.0 Organisation Chart:



2.0	<u>Job Summary</u>	
	2.1	To improve the lives of people using our services by minimising the impact of their condition through the delivery of excellent services to promote recovery and wellbeing.
	2.2	To be compassionate in meeting the needs of patients and their carers.
	2.3	To achieve successful completion of the Preceptorship Programme.
	2.4	To be professionally accountable and responsible for patient care, undertaking a range of clinical / therapeutic interventions through in reach, patients' homes, and other community settings.
	2.5	Acts as a key worker as appropriate (currently lead professional or care co-ordinator).
	2.6	To facilitate others in the team to develop competence by providing leadership, day to day supervision, clinical advice and clinical supervision to other practitioners and students as appropriate.
	2.7	To promote social inclusion, community access and participation through the provision of patient care.
	2.8	To work as part of a ward / community team which may be integrated, working collaboratively and in partnership with local authority services.
	2.9	To be committed to and involved in activities integral to the Trust's Quality Improvement System.
	2.10	To promote at all times positive images of people who use our services and the wider Trust.
	2.11	To be responsible for the day to day running of the ward
3.0	<u>Main Duties, area of Responsibilities</u>	

3.1	Delivering high quality patient care	
3.1.1	Promote and maintains safety, privacy, and dignity of all patients in the delivery of patient centred care, recognising and respecting differences including spiritual and cultural beliefs	
3.1.2	Take steps to obtain patient consent (or consent from parental responsibility) for the care and treatment. Ensuring that all patients remain at the centre of decision making and are fully safeguarded.	
3.1.3	Acts, wherever applicable, in accordance with the Mental Health Act, duty of candour and associated policies and procedures.	
3.1.4	Responsible for recognising the potential for signs of patient harm, abuse, or neglect, including poor clinical practice, reporting all such concerns, and taking all reasonable steps to protect the patient. Responsible for identifying and reporting concerns regarding the safeguarding of all those who may be at risk.	
3.1.5	Maintains and further develops a physical and psychological environment conducive to the provision of high-quality care.	
3.1.6	Ensures the highest professional standards and attitudes towards the care of patients are maintained at all times and that care is delivered in accordance with evidence-based practice by all members of the team. Patients have a range of mental health conditions and or Learning Disabilities.	
3.1.7	Acts as named nurse or key worker for patients and may take responsibility as care co-ordinator implementing the mental health transformation framework or iThrive framework where appropriate	
3.1.8	To processes new referrals and have responsibility for own caseload with support from a clinical lead or team manager.	
3.1.9	Assesses patients' needs and develops, implements, and evaluates intervention plans as part of the multi-disciplinary team, with the involvement of the patient and where appropriate, their carer or person with parental responsibility. Guidance is provided by the clinical lead or Advanced Nurse Practitioner as required, for more complex patients.	
3.1.10	Ensures care plans are based on current risk assessment, evidence-based practice, critical thinking, and whole system support requirements that take account of relevant physical, social, cultural, psychological, spiritual, genetic, and environmental factors.	
3.1.11	Undertakes risk assessments in accordance with the Trust's Clinical Risk Assessment and Management Policy, devising and implementing actions and care plans which take the risk formulation fully into account.	
3.1.12	May be required to accompany and provide support to patients within a variety of settings depending on current risk assessment. This may include social inclusion/community integration/transfer to and from appropriate areas e.g., acute hospitals, police stations etc.	
3.1.13	Where professionally appropriate may be responsible for the safe transport and administration of medicines in accordance with Trust policy, legal requirements and NMC guidance, Administers intramuscular injections	
3.1.14	Provides health education and advice on health promotion to patients and their carers.	
3.1.15	Assists in delivering individual or group therapy e.g., CBT, DBT, Motivation Enhancement, Eye Movement Desensitisation.	
3.1.16	Contributes to the planning and co-ordination of clinical interventions to challenging behaviour such as self-harm and aggression. Promotes positive interventions based on a formulation of the factors surrounding a patient's behaviour.	
3.1.17	Demonstrates safe physical interventions in the management of violence and aggression as required.	
3.1.18	Responds appropriately to crisis situations, where necessary seeking advice and guidance from other relevant professionals.	
3.1.19	Where appropriate and with authorisation, advocates for patients / carers.	

	3.1.20	May be required to attend Mental Health Act tribunals, coroners court and serious incidents with support from the leadership teams
3.2	Successfully communicating with others, establish and maintain great working relationships and gain co-operation	
	3.2.1	Communicates in a way which recognises difference and ensures that people feel included and their individual communication needs are met.
	3.2.2	Communications with patients must at all times be safe (appropriate) in content, effective and respectful and made compassionately and positively to minimise anxiety and distress related to their health and well-being.
	3.2.3	Ensures that effective communication systems are maintained within the team and strengthens partnership links with GPs, social workers, local authorities, statutory, private, police, probation and voluntary independent providers of care and other primary care agencies, attending multi-disciplinary and other meetings as required.
	3.2.4	Uses appropriate communication methods to ensure effective therapeutic engagement with patients including the giving and receiving of complex or sensitive information where understanding may be limited.
	3.2.5	Communicates complex and sensitive information regarding patients' needs and progress accurately and in a timely manner to their carers/relatives as appropriate always having due regard for confidentiality.
	3.2.6	Responsible for ensuring that communication with the public is always professional and courteous.
	3.2.7	Resolves informal complaints effectively, avoiding escalation where possible and informs the ward / team manager in a timely manner.
	3.2.8	Ensures that ward staff engage proactively with visitors to the ward and always communicate in a professional and courteous manner
3.3	Effectively analysing information, identify problems, develop solutions, and make recommendations/decisions	
	3.3.1	Makes judgement based on a range of facts and situations when assessment patient conditions in order to develop appropriate care plans or to determine the best course of action in particular circumstances. Analysis will be required in some situations and judgements may be required where there exists a range of options, in discussion with MDT/leadership team.
	3.3.2	Decides when to escalate issues to more senior staff
	3.3.3	Is aware of own limitations and scope of practice and seeks appropriate clinical and managerial supervision
	3.3.4	Responds appropriately to crisis situations, where necessary seeking advice and guidance from other senior professionals. Implements prescribed strategies/interventions to manage the crisis effectively and informs relevant staff in a timely manner.
	3.3.5	Uses judgement to provide appropriate advice to clinical colleagues and students
	3.3.6	Responsible for maintaining appropriate boundaries with patients
	3.3.7	Uses analysis and judgement when developing care plans
3.4	Effective processing and management of information and the use of information systems	
	3.4.1	Responsible for maintaining accurate and comprehensive electronic patient records in accordance with the Trust and professional record keeping standards.
	3.4.2	May be required to write reports for Mental Health Act tribunals, coroners court and serious incidents with support from the leadership teams
	3.4.3	Uses Trust-approved electronic systems as required e.g., IIC, Datix, ESR etc
	3.4.4	Uses clustering tools where required, related assessments and other measures accurately, as a key part of the Payment by Results system to facilitate clinical reporting, monitoring and improvement activities.

3.5	Efficient and effective planning and organising of activities	
	3.5.1	Arranges short-notice cover for absent staff and/or co-ordinates staff resources for the duration of the period of duty or period of sickness where appropriate, on a rota-basis.
	3.5.2	Plans own and others' workload, managing competing demands to ensure care is delivered according to clinical priority.
	3.5.3	Delegates tasks to members of the clinical team whose competence has been established, whilst maintaining professional accountability and ensuring their work meets required care standards.
	3.5.4	Undertakes key worker role (lead professional / care co-ordination) as appropriate.
	3.5.5	Contributes to the business planning process as a member of the team.
	3.5.6	Contributes to continual safety and quality improvement activities as art of the ward/community team or special interest group.
	3.5.7	May participate in projects to develop services to meet the changing needs of the patient group
3.6	Developing and implementing policies and or services	
	3.6.1	Contributes to the development of policies and procedures in own area as part of the ward/community team or specialist interest group.
	3.6.2	Assists in the implementation, monitoring and evaluation of new or revised policies and procedures in the workplace
3.7	Managing finance and physical resources/assets e.g., equipment, fixtures and fittings, stationery etc	
	3.7.1	Personal duty of care to complete time sheets, mileage forms, expense claim sheets etc., accurately and in a timely manner, providing receipts as required.
	3.7.2	May handle patient cash or cheques in course of community activities.
	3.7.3	Monitors stock requests reordering of items as required.
	3.7.4	In the Community, may draft applications for Continuing Healthcare Funding (for authorisation by others). Attends Continuing Health Care panels with the team manager. Supports patients in accessing alternative funding streams.
	3.7.5	Ensures all equipment is used safely and effectively by self and staff following manufacturer's instructions and immediately reporting any defects in accordance with local procedures.
	3.7.6	Uses available resources efficiently and effectively by self and staff.
	3.7.7	Responsible for the safe custody and storage of drugs in accordance with Trust policies
3.8	Undertaking research, audits, and governance, providing assurance to others	
	3.8.1	Participates in clinical audits as required.
	3.8.2	Keeps up to date with new developments in the field, evaluating available research and disseminating information to inform evidence-based practice.
	3.8.3	Participates in practice development initiatives as part of the team.
	3.8.4	Contributes to the setting and monitoring of quality standards for clinical work and implements agreed action plans.
3.9	Management of others, including planning and allocating work, training and development and management of the employment contract	
	3.9.1	Demonstrates clinical leadership through personal practice.
	3.9.2	Undertakes day to day supervision of band 4 and below clinical staff and students, including work allocation, checking record keeping and quality of care delivered and providing clinical advice and guidance as required.

	3.9.3	May undertake appraisal of associate practitioners and healthcare assistants following appropriate training.
	3.9.4	Provides clinical supervision to associate practitioners and healthcare assistants following appropriate training.
	3.9.5	May participate in the recruitment and selection of associate practitioners and health care assistances following appropriate training.
	3.9.6	Participates in the induction of new staff to the clinical area.
	3.9.7	Provides training to associate practitioners, healthcare assistants and students, monitoring and evaluating learning outcomes, providing feedback, and assessing competencies to facilitate learning in practice.
	3.9.8	Provides training in relation to own work to GP's statutory, private, and voluntary providers of care and other primary care agencies as appropriate.
	3.9.9	May on occasions be the senior nurse in charge.
	3.9.10	Acts as Practice Assessor or Practice Supervisor for students as professionally appropriate.
3.10	Managing Self and Level of Autonomy	
	3.10.1	Responsible for maintaining accurate and comprehensive electronic patient records in accordance with the Trust and professional record keeping standards.
	3.10.2	Uses clustering tools where required, related assessments and other measures accurately, as a key part of the Payment by Results system to facilitate clinical reporting, monitoring and improvement activities.
	3.10.3	May be required to write reports for Mental Health Act tribunals, coroners court and serious incidents with support from the leadership teams.
	3.10.4	Comply with the terms of the contract of employment, the Staff Compact and the Trust's Statement of Values and Behaviours.
	3.10.5	Be aware of, comply with and keep up to date with all Trust Policies and Procedures and other communications relevant to the role.
	3.10.6	Maintain registration with the appropriate professional body where applicable and comply with the relevant code of conduct and standards of professional practice. Maintaining a personal professional portfolio of learning activity in compliance with registering body requirements.
	3.10.7	Fully participate in management, clinical and professional supervision sessions relevant to the role, as required by the Trust.
	3.10.8	Fully participate in annual appraisal and appraisal reviews.
	3.10.9	Maintain up to date knowledge and competency in the skills required to perform safely and effectively in the role. Undertake relevant training (including statutory and mandatory training) and be responsible for personal development agreed with the line manager and in line with the requirements of the AFC Knowledge and Skills Framework.
	3.10.10	Data Quality is a personal responsibility for all employees. The information that you record as part of your duties at the Trust must be fit for purpose, reliable and easily accessed by appropriate/authorised personnel. To achieve this standard the information must be accurate, relevant, legible (if handwritten), captured and recorded in a timely manner, complete, up to date and appropriately stored. All staff with clinical registration are professionally accountable for the quality of information they collect and use
4.0	<u>Other Requirements</u>	
	Safeguarding	
	<ul style="list-style-type: none"> All staff members have a duty to report any concerns they have about the safety or wellbeing of adult service users, members of their families, including children. Employees should be aware of their roles & responsibilities to both prevent and respond appropriately to abuse. 	

	<ul style="list-style-type: none"> • They should undertake the safeguarding training relevant for their role. <p>Flexibility</p> <ul style="list-style-type: none"> • The post holder may be required to undertake duties not specified in the job description, but which are commensurate with the role and/or band as required by service need. • The post holder may be required to work in different locations as required by service need. • The post holder may be required to work flexible hours as required by service need. • There may be a requirement to change the job description in light of developing service needs. <p>Physical Effort required for the role</p> <ul style="list-style-type: none"> • The nature of the role requires frequent moderate effort for short and sometimes prolonged periods of times, for example, when providing care to patients, responding to alarms <p>Predictability of the role and level of concentration/mental effort required</p> <ul style="list-style-type: none"> • The nature of the role requires the post holder to regularly concentrate when providing clinical care, administering drug dosages, and dealing with unpredictable behaviour <p>Exposure to Emotional Circumstances/information</p> <p>The nature of the role involves frequent exposure to highly distressing and emotional circumstances, challenging behaviour of patients</p> <p>Working conditions</p> <ul style="list-style-type: none"> •The nature of the role will involve frequent exposure to highly unpleasant working conditions involving verbal aggression.
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5.0 Person Specification

	Essential	Measured by
<p>The following identified Qualification Experience and knowledge are all essential criteria that all candidates/post holders will have in order to be shortlisted for the role</p> <p>QUALIFICATIONS REQUIRED</p>		

<p>Current professional registration with Nursing & Midwifery Council RNMH or RNLD (RNSC – CAMHS only) – RGN (If appropriate – Advert must indicate if the role is open to RGN nurses to apply)</p> <p>To be recognised practice assessor / mentor or work towards in an agreed timescale</p> <p>Trained Clinical Supervisor (within 6 month probationary period)</p> <p>Evidence of Continuing Professional Development</p> <p>EXPERIENCE REQUIRED</p> <ul style="list-style-type: none"> Working with people with mental ill health / learning disabilities Working in a person centred therapeutic organisation Working collaboratively with service users and their families/carers Working in a multi-disciplinary team Working in partnership with other agencies <p>KNOWLEDGE REQUIRED</p> <ul style="list-style-type: none"> Evidence based knowledge of best practice in caring for patients in the designated field. Understanding of relevant legislation (e.g. Mental Health Act, Mental Capacity Act) Understanding of Safeguarding and its application in practice Clinical Risk Assessment and Management and its application in practice Clinical Governance and its application in practice. Confident working knowledge of clinical medicines management, including administration of injections 	<p>Application Form</p>			
<p>The following sets of Knowledge, Skills, Experience, Personal Attributes are all essential requirements of the role, as identified some will be measured as part of the interview process and other must be acquired by the post holder within the first 6 – 12 months of being in post.</p>	<table border="1"> <tr> <td data-bbox="981 1361 1157 1579">Method of Assessment and timescales</td> <td data-bbox="1157 1361 1514 1579">Desirable</td> </tr> </table>	Method of Assessment and timescales	Desirable	
Method of Assessment and timescales	Desirable			
<p>Knowledge/ Skills/experience</p>	<table border="1"> <tr> <td data-bbox="443 1579 976 2166"> <ul style="list-style-type: none"> Communicate complex and sensitive information effectively to patients, carers/families and all members of the multidisciplinary team. Work effectively as part of a multidisciplinary team Undertake lead professional/care co-ordinator responsibilities (following probationary period) Manage own time and prioritise effectively Co-ordinate and prioritise the activities of the ward/community team Motivate and work positively and assertively with other members of the team </td> <td data-bbox="976 1579 1157 2166"> <p>At Interview All within 6 – 12 months of being in post</p> </td> <td data-bbox="1157 1579 1514 2166"></td> </tr> </table>	<ul style="list-style-type: none"> Communicate complex and sensitive information effectively to patients, carers/families and all members of the multidisciplinary team. Work effectively as part of a multidisciplinary team Undertake lead professional/care co-ordinator responsibilities (following probationary period) Manage own time and prioritise effectively Co-ordinate and prioritise the activities of the ward/community team Motivate and work positively and assertively with other members of the team 	<p>At Interview All within 6 – 12 months of being in post</p>	
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	<ul style="list-style-type: none"> • Provide (following probationary period) effective teaching, training and clinical supervision. • Use approved techniques in physical intervention (following training) • Demonstrates recovery focussed practice 		
Personal Attributes	<ul style="list-style-type: none"> • Able to work in accordance with Trust Values. • Committed to continual quality and service improvement. • Self-aware and committed to continual professional and personal development. • Able to accept and respond positively to feedback from supervision. • Committed to promoting a positive image of people with mental health conditions and learning disabilities. • Committed to promoting a positive image of the department and the wider Trust. 	Interview by Values based Questions Within 6 – 12 months of being in post	
Other Requirements	Ability to travel independently in accordance with Trust policies and service need. <ul style="list-style-type: none"> • This post is subject to a satisfactory Disclosure and Barring Service check 		

JOB DESCRIPTION AGREEMENT

Post Holder

Sign..... Date.....

Print Name.....

Line Manager

Sign..... Date.....

Print Name.....

Print Job Title.....



Our Journey To Change key messages

It's really important that as we continue to raise awareness and embed Our Journey To Change we use key messages. They will help us to use a shared language to communicate consistently with everyone and to make sure that what we say is simple and human. The key messages below are for use in the communications we share and conversations we have about Our Journey To Change.

Key messages:

- Our Journey To Change sets out why we do what we do, the kind of organisation we want to become and the way we will get there by living our values, all of the time. To help us achieve this we have also committed to three big goals over the next five years.
- Our Journey To Change was created with more than 2,500 colleagues, service users, families, carers, partners, and our local communities who all took part in Our Big Conversation. We listened to every piece of feedback – and we will continue to listen.
- Through our conversations it was clear that the experience we provide to our service users, carers and colleagues was not consistently good and partners told us we weren't always easy to work with. We are committed to ensuring that we improve this experience for everyone.
- Change won't happen overnight but Our Journey To Change will be placed at the centre of everything we do and will inspire all actions and decision making at all levels, all of the time.
- This is our journey with you – it's important that everyone continues to be part of this.

Our values - key messages

- We are committed to co-creating safe and personalised care that improves the lives of people by involving them as equal partners. The most important way we will get there is by living our values, all of the time.
- Our values are respect, compassion, and responsibility. They were created with more than 2,500 colleagues, service users, families, carers, partners, and our local communities who all took part in Our Big Conversation.
- Our values are:

- respect – we listen, we are inclusive, and we work in partnership
 - compassion – we are kind, we are supportive, and we recognise and celebrate achievement
 - Responsibility – we are honest, we are always learning, and we are ambitious.
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- Our values are at the heart of everything we do.

Further information

Further information is available at www.tewv.nhs.uk/about-us/our-journey-to-change

There is also further information for colleagues on our internal staff intranet <https://intranet.tewv.nhs.uk/our-journey-to-change>