North East London

NHS

NHS Foundation Trust

Job description and specification

Bank MHS Nurse Band 5

JOB DESCRIPTION

JOB TITLE: **Bank Mental Health Nurse**

BAND: **5**

RESPONSIBLE TO: **Clinical Manager**

KEY RELATIONSHIPS:

Internal	External
Own Team Line Manager	GP Collaborative Care Social Services Acute Hospital

CONTROLS ASSURANCE STATEMENT:

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is clearly identified and carried out under clear lines of accountability.

Aim of the role:

The post holder will be expected to support their team, department and organisation to achieve the Trust's Values in their day to day work. These are the 5P's:

- Putting people first
- Prioritising quality
- Being progressive, innovative and continually improve
- Being professional and honest
- Promoting what is possible – independence, opportunity and choice

Key Responsibilities:

1. Operating, as named clinician, for a group of clients, under the supervision of a Team Manager.
2. Providing high quality evidence-based and individualised mental health care to a clearly defined group of patients, relatives and carers.
3. Supervising unqualified staff in the delivery of their care.
4. Working and acting as a key member of the multi-disciplinary teams, supporting each service user in achievement of planned outcomes.

2

5. Supporting the Trust Mission and Trust Vision by incorporating the Trust's Values into their day to day role.

Leadership

1. To supervise unqualified staff in the delivery of care.
2. To demonstrate appropriate values to working with a mental health setting to junior staff.
3. Identify any performance concerns about agency staff and liaise with line manager when necessary.
4. Identify performance concerns about support staff working on the unit and ensure they are interacting appropriately and effectively with service users, relatives and carers at all times.
5. Facilitate students achieving their competencies relevant to their outcome.

Clinical Skills

1. Ensure that own knowledge and skills are constantly updated
2. Actively participate in clinical supervisions
3. Actively participate in management supervision
4. Be aware of the KSF outline for the post and develop and maintain a portfolio of evidence for KSF review meetings.
5. Achieve and demonstrate agreed standards of personal and professional development with the agreed time scale

Computer/Administration

1. Attain appropriate levels of computer literacy
2. To input clinical information on the TIO (Computerised system) promptly and accurately

Communication

1. Communicate clearly and concisely in both written and verbal forms, taking into account the ethical, professional and legal aspects of care, including care provison and communication with relevant others.

Training

1. Attend mandatory training and courses to maintain professional and clinical excellence.

Additional Information

Health & Safety

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) and subsequently published regulations to ensure that the Trust's Health and Safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

Infection Control

Each staff member has a duty to take personal responsibility for the prevention and control of infection, in accordance with Trust Infection Prevention and Control Policies, which reflect the statutory requirements of the Health Act 2006 – Code of Practice for the Prevention and Control of Healthcare Associated Infection. They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAIs.

Risk Management

You will be responsible for adopting the Risk Management Culture and ensuring that you identify and assess all risks to your systems, processes and environment and report such risks for inclusion within the Trust Risk Register. You will also attend mandatory and statutory training, report all incidents/accidents including near misses and report unsafe occurrences as laid down within the Trust Incidents

Safeguarding Children and vulnerable adults

North East London NHS Foundation Trust (NELFT) is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults and families in their care. Staff are required to comply with Trust policies on Safeguarding.

Standards of Business Conduct & Conflict of Interest

The NHS Code of Conduct and Standards of Business conduct for NHS Staff require all employees to declare all situations where you or a close relative or associate has a controlling interests in a business [such as a private company, public organisation or other NHS or voluntary organisation] or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. All such interests must be declared in the Trust's register of interests either on appointment or when such interests are gained.

As an employee you are required to make yourself aware of and adhere to the Trust's governance policies, such as Standing Orders and Standing Financial Instructions.

Sustainability

All staff has a responsibility for delivering high quality healthcare in a low carbon environment, where energy is used wisely and not wasted. It is the responsibility of all staff to minimise the Trust's environmental impact by recycling where possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

Smoking Policy

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within the Trust buildings and vehicles.

Codes of Conduct

North East London NHS Foundation Trust (NELFT) requires the highest standards of personal and professional conduct from all of its employees. All employees must comply with the Code of Professional Conduct appropriate to their professional governing body.

As an NHS employee, you are required to observe the following principles:

- Make the care and safety of patients my first concern and act to protect them from risk;
- Respect the public, patients, relatives, carers, NHS staff and partners in other agencies;
- Be honest and act with integrity;
- Accept responsibility for my own work and the proper performance of the people I manage;
- Show my commitment to working as a team member of working with all my colleagues in the NHS and the wider community;
- Take responsibility for my own and continuous learning and development

Data Protection

Personal data is protected under the Data Protection Act (1999) and the post holder will ensure that it is securely held and that the requirements of the Act are followed. It is the responsibility of all staff whose jobs requires them to record information in Trust Computer systems (e. g RIO and ESR) to ensure that the data entered into these systems is of high data quality and that information is recorded correctly and in a timely manner. Failure to adhere to this requirement could be considered a disciplinary matter

Information Security and Confidentiality

All employees are required to observe the strictest confidence with regard to any patient/client information that they may have access to, or accidentally gain knowledge of, in the course of their duties.

All employees are required to observe the strictest confidence regarding any information relating to the work of the Trust and its employees.

You are required not to disclose any confidential information either during or after your employment with the Trust, other than in accordance with the relevant professional codes.

All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with NHS Confidentiality Guidelines [Caldicott] and the Data Protection Act 1998 unless explicit written consent has been given by the person identified, or where information sharing protocols exist.

Failure to comply with these regulations whilst in the employment of the Trust could result in action being taken under the Trust Disciplinary Policy and Procedure.

Equality and Diversity

North East London NHS Foundation Trust (NELFT) is committed to the implementation of the Equality and Diversity at Workplace policy which ensures equal opportunities for all. NELFT is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. The Trust will ensure that it provides equal and fairness for all, and not to discriminate on the grounds of gender, marital status, race/ethnicity, disability, sexual orientation, religion, transgender or gender reassignment status, age, marriage or civil partnership/same sex marriage, and because of you being pregnant or being on maternity/paternity leave. All staff are required to observe this policy in their behaviour to employees and patients/service users.

Key Performance Indicators (KPI)

Each individual and service will be set KPIs and achievement against these will be regularly reviewed. Performance against individual and service KPI's will be routinely monitored by your manager.

Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

Other Duties

There may be a requirement to undertake other duties as may reasonably be required to support the Trust. These may be based at other Trust managed locations.

Person Specification

	Essential	Desirable	Measurement
Demonstration of Trust Values			
Putting people first	✓		Application Form Interview Assessment
Prioritising quality	✓		Application Form Interview Assessment
Being progressive, innovative and continually improve	✓		Application Form Interview Assessment
Being professional and honest	✓		Application Form Interview Assessment
Promoting what is possible, independence, opportunity and choice	✓		Application Form Interview Assessment
Qualifications			
NVQ level 2 or equivalent standard of literacy and numeracy	✓		Application Form Interview Assessment
RGN	✓		Application Form
ENB 998		✓	Application Form
Evidence of Continuous Professional Development	✓		Application Form Interview Assessment
Teaching and Assessing in clinical Practice		✓	Application Form Interview Assessment
Experience			
CAMHS Experience		✓	Application Form Interview Assessment
1-2 Years Post-Reg experience.	✓		Application Form Interview
To have experience as a caseworker/named nurse.	✓		Application Form Interview
Assessing, planning, implementing and evaluating aspects of care.	✓		Application Form Interview
Working/liaising with multi-disciplinary teams and other agencies in	✓		Application Form Interview

the provision of care.			
Facilitating and leading groups for clients with severe and enduring mental health problems	✓		Application Form Interview
Minimum 6 months post qualification experience.		✓	Application Form Interview
Broad experience of working with adult people with mental health needs.		✓	Application Form Interview
Experience of taking charge in the absence of senior staff.		✓	Application Form Interview
Experience of working with RMN students.		✓	Application Form Interview
Knowledge			
An awareness of NHS Plan, NSF and clinical governance priorities	✓		Application Form Interview Assessment
Skills			
Basic awareness of IT and IT skills	✓		Application Form Interview Assessment
To demonstrate ability to use effective time management and work under pressure. To demonstrate ability to work effectively in a changing environment.	✓		Application Form Interview Assessment
To be innovative and capable of taking initiative.	✓		Application Form Interview Assessment
Excellent communication Skills	✓		Application Form Interview Assessment
Ability to work as part of a team	✓		Application Form Interview Assessment
Ability to manage conflict and challenge inequality	✓		Application Form Interview Assessment
Excellent interpersonal skills, ability to listen to others' views and respect and value individuals from a diverse range of backgrounds	✓		Application Form Interview Assessment

Ability to inspire hope, support recovery and make a difference	✓		Application Form Interview Assessment
Flexible approach in care provision with focus on choice and social inclusion opportunities	✓		Application Form Interview Assessment
Ability to engage with service users/relatives with empathy and compassion	✓		Application Form Interview Assessment
Other			
To be aware and demonstrate the Trust Values	✓		Application Form Interview Assessment
To be able to travel efficiently throughout the area	✓		Application Form Interview