



Job description and specification



**Bank- Community Mental
Health Nurse
Band 6**



JOB DESCRIPTION

JOB TITLE: Bank- Community Mental Health Nurse

BAND: 6

RESPONSIBLE TO: Team 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

The post holder will achieve this by:

- Having continuous responsibility for coordinating the care of an identified group of service users on CPA
- Delivering a range of evidence based interventions which will promote recovery, social inclusion and normalization for this group of service users, who suffer from severe and enduring mental health problems



- Working in partnership with the MDT, Home Treatment Team and acute Inpatients Services to provide support and treatment to service users within crisis to facilitate the safe management of their needs within a community setting
- Supporting the Trust Mission and Trust Vision by incorporating the Trust's values and Staff Charter into their day to day role. The Trusts Values are:
 - Valuing and Respecting Individuals
 - Listen to the views of others
 - Individual Care
 - Choice and socially inclusive opportunities
 - Effective communication
 - Service users at the heart of everything we do
 - Embracing Diversity
 - Empowerment and Choice

Key Responsibilities:

1. Foster recovery through empowerment of service users and carers by involving the service user and carer in the planning of their care establishing and maintaining consistent supportive relationships, which encourage increased self-determination and responsibility for service users and their care.
2. Offer a range of evidence based interventions and risk management approaches enabling the service user and carers to reduce and manage symptoms and high-risk behaviour.
3. Be proactive, innovative and creative in delivering care, enabling the facilitation of service user's recovery
4. Engage service users and carers in relapse prevention and crisis plans, providing intervention that maximizes the service user's ability to resolve crisis and prevent hospitalization.
5. Facilitate early discharge from both inpatient and Home Treatment Team by providing regular, formal reviews.
6. Deliver a flexible and responsive service through practice that is dictated by service users/carers needs.
7. Work collaboratively and effectively with members of the multi-disciplinary team and in partnership with other agencies.
8. Deliver high quality care and provide solutions to service users with severe and enduring mental health problems.
9. Provide care within the Recovery Model of practice maintaining service users within their own environment in the community.
10. Act as an educator for service users and carers. Advise on issues of mental health so as to generate a positive approach to health and strengthen the service user's capacity to manage illness, symptoms and crisis.
11. Act as a Care Coordinator to a defined caseload of service users.
12. Respond swiftly to crisis, providing intervention to prevent admission.
13. Work closely with Carers.
14. Recognize racial, cultural, sexual preference and linguistic differences.
15. Ensure that record keeping/documentation reflects needs.
16. Maximize the use of resources within the team and available in the community.
17. Have an understanding and work within the trusts Clinical Governance framework
18. To be responsible for assessing, planning, implementing and evaluating care, using evidence based tools.
19. Work within the M.D.T. framework according to code of practice, for delivery of optimum care.



20. Ensure that care plans are reviewed and updated to take into account of the most recent information regarding service user's needs. It should reflect the views of the service users and carers.
21. Undertake risk assessment/management for service users on caseload and to disseminate the information to other team members and professionals involved.
22. Ensure activity/contact is entered promptly on RIO, conforming to the Trust and Social care data quality requirement.
23. Provide carers assessment and care plans in accordance with NSF Guidelines, Trust and Social Services policies.

Leadership

1. To participate in the development of an effective team and the development of productive working relationships throughout the Trust.
2. To actively promote integrated health professional working internally and externally.
3. To facilitate the development of a positive and 'supportive' team culture by taking responsibility for dealing effectively with potential conflict.
4. To take an active interest in working parties and groups within the Trust to develop and improve on service delivery, protocols and guidelines.
5. To participate in the audit process, linking in with the clinical governance agenda.
6. To advise, encourage and share knowledge utilising the latest research and practice development, through literature and peer reviews.

Clinical Skills

1. Have a working knowledge of current appropriate legislations – The Children's Act, Community Care Act (1990), Carers Act (1995) and the Mental Health Act (1983) and other relevant legislation.
2. Be aware of and adhere to Trust procedures.
3. Set own objectives through PDR system, work towards achieving these in keeping with the Trusts business plan.
4. Engage in regular clinical and professional supervision.
5. Adhere to and work within the guidelines of own professional code of practice.
6. Maintain registration of care profession and membership relevant to professional area. Duties in relation to the relevant professional qualification will be required e.g the administration of medicines as stated within agreed policies and procedures.
7. Act as a positive role model for colleagues.
8. Ensure that full regard is taken of the dignity, individuality and well being of service users and carers.
9. Be accountable for own practice and take every reasonable opportunity to sustain and improve knowledge and professional competence.
10. Advocate and promote self-advocacy for service users/carers.

Computer/Administration

1. To be computer literate and encourage implementation of the Trust's IM&T Strategy.
2. To ensure accurate recording of actions, and updating patient's records, maintaining confidentiality at all times.
3. To take part, and assist, in the planning and administration relating to day to day running of the caseload.

Communication



1. Communicate effectively with other members of the M.D.T. pertaining the assessment, care plan, risk factors, relapse signature, sign of deterioration in service user's mental and physical conditions.
2. Ensure that information of a sensitive and contentious content is handled with professionalism and communicated appropriately to clearly identified persons.
3. Respond to emergency situations in a clearly and supportive manner showing sensitivity and direction at all times.

Training

1. Ensure that own knowledge and skills are constantly updated.
2. Attain appropriate levels of computer literacy
3. Facilitate students achieving their competencies relevant to their outcome.
4. Attend mandatory training as outlined by Trust policies.
5. Undertake training as necessary in line with the development of the post, through PDR.
6. Be willing to train and practice as an approved mental health practitioner, providing assessments as required by the mental health act.



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 HCAs.

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
Registered Mental Health Nurse	✓		Application Form Interview
MELPS (Mentoring and enabling in a clinical setting) or ENB 998/ TICS qualification	✓		Application Form Interview
Experience			
Minimum of 2 years post registration/qualification.	✓		Application Form Interview
Working in an environment that promotes service users involvement.	✓		Application Form Interview
Working with SMI	✓		Application Form Interview
Crisis resolution.	✓		Application Form Interview
Clinical assessment of physical, psychological and social care.	✓		Application Form Interview
Working with service users who may be	✓		Application Form Interview



abusive, threatening and display anti-social behaviour.			
Forensic cases.	✓		Application Form Interview
Offering support to carers/families in relation to distressing circumstances.	✓		Application Form Interview
Managing self-harm.	✓		Application Form Interview
Substance misuse.	✓		Application Form Interview
Child protection issues.	✓		Application Form Interview
Knowledge			
An awareness of NHS Plan, NSF and clinical governance priorities	✓		Application Form Interview Assessment
Recovery Model.	✓		Application Form Interview
Social inclusion.	✓		Application Form Interview
Equal Opportunity.	✓		Application Form Interview
Working knowledge of Mental Health Act 1983, NHS and Community Care Act 1990, NFS, Freedom of Information, and Clinical Governance.	✓		Application Form Interview
Provide a holistic service.	✓		Application Form Interview
Application of CPA.	✓		Application Form Interview
Risk assessment/Management.	✓		Application Form Interview
M.D.T. framework.	✓		Application Form Interview



Working in collaboration with other agencies.	✓		Application Form Interview
Skills			
Basic awareness of IT and IT skills	✓		Application Form Interview Assessment
Ability to prioritize key tasks and target intervention.	✓		Application Form Interview
Excellent verbal and written communication.	✓		Application Form Interview
Able to communicate complex information to other professionals.	✓		Application Form Interview
Negotiating and motivational skills.	✓		Application Form Interview
Crisis resolution and management skills.	✓		Application Form Interview
Decision-making.	✓		Application Form Interview
Problem solving/solution focus.	✓		Application Form Interview
Access potential risky situations and take appropriate course of action	✓		Application Form Interview
Good time management	✓		Application Form Interview
Take appropriate action in response to child abuse/neglect.	✓		Application Form Interview
To work with emotionally distressed service users/carers and families	✓		Application Form Interview
Basic IM&T.	✓		Application Form Interview
Keyboard skills.	✓		Application Form Interview
Access information by using Trust data system.	✓		Application Form Interview



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

