

JOB DESCRIPTION

**OUR VISION: 'TO BE THE LEADING HEALTH AND WELLBEING SERVICE IN
THE PROVISION OF MENTAL HEALTH AND COMMUNITY CARE'**

JOB TITLE	Community Psychiatric Nurse
BAND	6
RESPONSIBLE TO	Team Lead
ACCOUNTABLE TO	Service Manager, Community Mental Health Services
BASE	Grays, Thurrock
HOURS OF WORK	37.5

ROLE SUMMARY

To act as the named care co-ordinator and manage the coordination of care needs, planning and implementation of evidence based care to a defined group of service users and their carers, within a defined catchment area/locality. To provide professional advice and support to other agencies and members of the multidisciplinary team, and act up for Team Lead in their absence as appropriate. To act as a role model and resource for junior/less experienced staff.

The post holder will work under the overall supervision of the Team Leader but is required to undertake the duties of the post without direct supervision. The post holder carries responsibility for the assessment and advising on the management of patients presenting to the Community Mental Health Team.

The post holder:

- Provide supervision to junior staff.
- Will act as an independent practitioner within a defined community setting, while liaising with other professionals as necessary.
- Will manage a defined caseload and provide supervision to others as appropriate.
- Will be responsible for the assessment planning implementation and evaluation of nursing care within agreed parameters, and have a working knowledge of local, national policies and legislation, which govern current service provision and audit.
- Will be responsible for ensuring effective communication pathways exist.
- Will be responsible for ensuring the promotion of equality diversity and rights in accordance with good practice and legislation.
- Will be responsible for contributing to the training needs necessary in providing quality evidence based care as appropriate.

KEY RESPONSIBILITIES

- The post holder will be fully conversant and uphold their professional code of conduct.
- Ensure all care is delivered in accordance with Trust's care programme approach guidelines.
- Undertake risk assessments with patients and plan effectively to manage this as part of MDT care planning and shared risk management.
- Ensure that all interventions are undertaken within established time scales and according to standards of best evidence based practice and operational policy.
- To provide clinical supervision and professional leadership to junior staff and promote research based practice.
- Attend training as provided and be responsible for keeping oneself up to date at all times with mandatory training.
- Keep oneself updated in all legislative government initiatives. Particularly those relevant to Community Mental Health and Recovery principles.

OPERATIONAL RESPONSIBILITIES

- To undertake care co-ordination of an allocated caseload of patients with complex needs and may have history of disengagement, dual diagnosis and revolving door treatment episodes.
- Carry responsibility for the assessment of care needs, the development, implementation and evaluation of recovery based care plans.
- To maintain effective individualised care through assessment of service user and carers problems. Plan, implement and evaluate interventions and clear, accurate and concise documentation of individualised care.
- Undertake initial comprehensive assessments and participate in multi-disciplinary team meetings to look at appropriate selection and allocation of patients to CPA and regular reviews.
- Following analysis of patient assessments, plan creatively to meet their needs including the provision of evidence based interventions.
- Prioritise and manage workload to ensure the effective management of a defined group of patients with complex needs.
- Work flexibly across the Community Mental Health Team.
- Responsible for working with colleagues in seeking to improve the quality of services provided to our clients/patients.
- Responsible for maintaining clinical equipment and ensure that these are stored safely to include safe storage and transportation of medication.
- Participate in the team duty system

STAFF MANAGEMENT

- Act as a role model at all times, able to demonstrate excellent leadership skills.
- Participate in the recruitment and selection of staff.
- Instruct and supervise staff, identifying training needs and actively participating in staff development programmes. This includes induction programmes for new staff.
- Undertake and be proactive in clinical and managerial supervision in accordance with Trust procedures at regular intervals with the Team Lead/Manager; discussing the overall nature of the caseload, work methods and techniques and evaluate clinical effectiveness and practice.
- Ensure all staff are fully conversant with the physical health needs of the client with a



holistic approach to care that is reflected within the care programme that encompasses physical health, mental health and social and psychological care.

- Assist the Team Leader/Manager in the maintenance and development of team morale by demonstrating support for colleagues and showing a high level of enthusiasm and commitment.
- Contribute towards team education sessions, providing opportunities for a change of ideas, experience, techniques and interventions.
- Supervise and audit the work of the team ensuring that client needs are fully met and reflected in individual programmes of care according to current research findings.
- Ensure the learning environment for students and trainees is compliant with professional body's regulations.
- Deputise for the Clinical Team Lead/Team Manager as and when required.

COMMUNICATION AND WORKING RELATIONSHIPS

- Establish and maintain a professional and effective working relationship with colleagues including external partners such as Third Sector organisations and primary care.
- Act at all times in a professional manner whilst respecting and upholding good practice and acting as role model.
- In liaison with the Clinical Team Lead and Service Manager, to set objectives for the safe delivery of nursing, social and psychological care within the area and to devise ways of implementing and monitoring standards.
- Participate in the multi-disciplinary decision making process, through allocation meetings, team building and team maintenance.
- Ensure effective and confidential communication between medical, nursing and health care agencies on significant data governing client care and treatment by:
 - Participating in informal and formal case conferences and discussions.
 - Maintaining a secure system of record keeping and information exchange.
 - Establishing regular written reviews in progress.
 - Participating in clinical and managerial supervision as Trust policy.
- Participate in team meetings, initiating and discussing new methods/models of care and in the introduction of research or trials within the area.
- Have leadership skills that reflect organisational skills to maintain excellent standards of care and of the environment.
- Provide professional advice to colleagues including other disciplines deployed within their particular area.

ADDITIONAL DUTIES

In addition to the above duties you will also be expected to perform the below key activities in line with your job role;

- Complete mandatory training in line with Trust policy and procedures
- To participate in the staff appraisal process and to undertake for any staff you manage
- To keep yourself updated on all matters relating to Trust policy
- To provide management supervision where appropriate

OUR TRUST STRATEGIC OBJECTIVES SUPPORTED BY OUR VISION AND VALUES

PEOPLE FIRST

(O)(U)(R) PURPOSE

We **care** for people, every day.
What we do **together**, matters.

(O)(U)(R) VISION

To be the **leading** health and wellbeing service in the provision of **mental health** and **community care**.

(O)(U)(R) VALUES

We **CARE**
We **LEARN**
We **EMPOWER**

(O)(U)(R) STRATEGIC OBJECTIVES

We will deliver **safe**, high quality **integrated** care services.

We will **enable** each other to be the **best** that we can.

We will work together with our **partners** to make our services **better**.

We will help our communities **thrive**.

ASSURANCE STATEMENT

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

NHS CONSTITUTION

You are responsible for ensuring that the values outlined in the NHS Constitution are adhered to daily and any matters of concern are raised with the relevant Line Manager or through the necessary processes within the Trust.

You are responsible for delivering a compassionate, dignified and respectful service to patients at all times.

DUTY OF CANDOUR

You must adhere to the principles of openness, transparency and the statutory duty of candour in your day to day work and conduct and encourage the same behaviours within the wider organisation.



EQUAL OPPORTUNITIES STATEMENT

The Trust operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity in relation to employment, development, training and service delivery.

NO SMOKING POLICY

The Trust is committed to a policy which discourages smoking and prohibits smoking on Trust property and on Trust business outside it.

INFECTION CONTROL

The post holder is accountable and responsible for the prevention of healthcare associated infections by complying with all Infection Prevention & Control policies and procedures in line with legislation (Health Act 2006; Code of Practice for the Prevention and Control of Healthcare Associated Infections.)

HEALTH AND SAFETY

All employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

GENERAL DATA PROTECTION REGULATION 2018

The General Data Protection Regulation (2018) is to ensure compliance with all Trust policies, and those procedures relevant to the area of work.

The Trust will always seek to process your personal data in accordance with its obligations and your rights.

The GDPR requires that personal data shall be;

- Processed Lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purpose;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate, technical or organisational measures.

All employees must adhere to the Trust's Policy on the Protection and Use of Personal Information which provides guidance on the use and disclosure of



information. The Trust also has a range of policies for the use of computer equipment and computer generated information. These policies detail the employee's legal obligations and include references to current legislation. Copies of the Policy on the Protection and Use of Personal Information and other Information Technology policies are included in the Trust's Policies and Procedures Manual/Intranet.

INFORMATION ASSET OWNERS AND ADMINISTRATORS

An information asset is a service user, staff or corporate information/data, processed by us and held in an electronic or hard copy/manual format. An information asset owner (IAO) is a senior member of staff who is the nominated owner for one or more identified information assets within the service/Trust. If you are a nominated IAO you will understand and monitor the following;

- What information assets are held and for what purpose within your team
- How information is created, amended or added to over time
- Who has access to information and why
- Understand and address the risk to the asset, providing assurance to the senior information risk owner in the overall information risk management function
- As an Information Asset Administrator you will ensure you fulfil the following responsibilities
- Ensure that policies and procedures are followed
- Recognise actual or potential security incidents, consulting with IAO's on incidents and management
- Ensuring that information asset registers are accurate and up to date.

CONFIDENTIALITY

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the General Data Protection Regulation.

You are required to observe the strictest confidence regarding any Confidential Information relating to work of the Trust, its patients/clients and its employees.

"Confidential Information" includes but is not limited to information relating to the Trust received by you in the course of your employment with the Trust or its predecessors, information relating to patients, personnel information, budgeting and financial information and information in respect of which the Trust owes a duty of confidentiality to a third party.

You are required not to disclose any Confidential Information either during or after your employment with the Trust, unless expressly authorised to do so by the Trust or required in the proper performance of your duties or as required by law.

This obligation will cease only when such information comes into the public domain other than through unauthorised disclosure by you.

Failure to comply with these requirements could result in action being taken under the Trust's Conduct/Disciplinary Policy and Procedure.



This obligation is without prejudice to the law concerning protected disclosures in the Public Interest Disclosure Act 1998 (the so-called “Whistleblowers Act”).

RISK MANAGEMENT

All staff working in, or for the Trust have a responsibility for participating in the risk management programme. All post-holders have a responsibility to assess all risks to systems, processes and environment and contribute to the clinical and corporate governance agendas as appropriate.

SAFEGUARDING DUTY

“It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Children and Adults as stated in the Trust Safeguarding Policy and the Southend, Essex and Thurrock (SET) Child Protection Guidance. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for ensuring they receive the appropriate level of Safeguarding Children training according to their role”.

INFORMATION TECHNOLOGY

It is the responsibility of the post holder to have a level of IT competence relevant to their job role and will be expected to continue to keep their skills up to date as part of their Continuing Professional Development.

CHANGES TO THIS JOB DESCRIPTION

Post holders have a responsibility to discuss any significant job changes with their line manager at the time the change occurs and agree any permanent substantial change.

On appointment within the Trust staff may be allocated to a specific area of care. It is however Trust policy to allocate staff to other areas of work within the Trust from time to time where this is in the interest of the individual and / or the service.

The Job Description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

Date post holder in receipt of job description

Signature of post holder

Signature of line manager

