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## **JOB DESCRIPTION**

### **Oxford Health NHS FT**

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Oxford Health is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Job Title:	Forensic Community Psychiatric Nurse
Band:	6
Responsible to:	Specialist Community Forensic Team Mental Manager
Accountable to:	Professional lead /Deputy Team Manager
Place of work:	Marlborough house Medium Secure unit, Milton Keynes
Hours:	30
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## **JOB PURPOSE**

The post holder will work as part of a multi-disciplinary team in the provision of care, therapeutic interventions, and treatment to Thames Valley Forensic Services users, ensuring the highest standards of care are provided. The post holder will cover Buckinghamshire and Milton Keynes as part of the Thames Valley Specialist Community Forensic Team (SCFT). To ensure that services to users and carers are delivered and developed according to Trust and Social and Healthcare departmental policies.

## **DUTIES AND RESPONSIBILITIES**

### **Clinical**

- Physical Health Skills – Knowledge of common physical health conditions and their management, and an ability to monitor physical health conditions and wellbeing
- Knowledge of medications and their effects, including side effects and the management of side effects. Maintain the safe custody and control of medication. Administer and monitor medication prescribed to service users. Discuss medication with service user and carers and offer information and advice.
- Psycho-educational family approaches.
- Work with patients who exhibit negative symptoms such as poor motivation
- Assisting patients to meet their activities of daily living and helping them to attain their optimum functional level
- Demonstrate a high level of personal skill and expertise in the delivery of care through individual and group work
- To liaise closely with the Forensic Pathway in-patient wards to support transition of care to the community.
- Have a comprehensive knowledge of existing resources available in the community and demonstrate effective use of these resources.
- Play a vital role in crisis intervention and be a link figure to the multi-disciplinary team operating in the Forensic Service.
- To work collaboratively and in partnership with other disciplines and agencies in meeting the needs of the patients, including consultation with partner agencies to support them with difficult to manage patients in risk formulation.
- Develop care plans to meet individual patient and their family/carers needs that are focussed on strengths, outcome based and promote service user empowerment to manage their health as much as possible.
- Demonstrate and develop excellent relational security skills for the purpose of robust risk assessment and management
- Manage and prioritise clinical time and caseload effectively. Keep a diary of all visits, journeys and assessments on a daily basis and regularly update the team administrator any future activity.
- To demonstrate effective communication skills with people in an age appropriate way and those whose understanding may be impaired.

### **General Provision of care and interventions**

- Provide a comprehensive high standard of care to patients in the community, with the flexibility to work across the service's geographical area when necessary.
- To carry out the role of Care Co-ordinator to an allocated number of service users and take responsibility for ensuring that patients care is assessed, planned, implemented and reviewed as part of the Care Programme Approach.
- To initiate and maintain good links with local authorities of the area of origin of ECR patients within the service.
- To work as part of a multi-disciplinary team contributing to needs and risk assessments and planning of care and risk management as part of the Care Programme Approach.
- Participate in MDT caseload meetings and discuss clinical cases which may have implications for others on policy/departmental strategy etc.
- To ensure that recording data and information is managed in accordance with agreed protocols and to the required standards of both Social Care and NHS organisations and that records are safely kept within Caldicott principles.
- To work closely with a range of agencies including MAPPA, Ministry of Justice, probation, Victim Liaison Service, AMHTS and others to ensure there is a high standard of Multi-agency working and that this is represented within a service user's treatment plan and care pathway.
- To produce reports for a variety of purposes and within the required deadlines, such as MHRT and section 117 after care.
- To work at all times with regard to the Department's Equal Opportunities policies, and to support and promote anti-discriminatory practise and initiatives.

### **Education**

- Use reflective practice in enhancing clinical work.
- Provide supervision and support as required to other team members.
- Keep abreast of relevant legislative policies and best practices guidelines and ensure that they are implemented and operated correctly.
- Participate in clinical audit and research so that practice and skills are enhanced.

### **Other**

- Be aware of the legal and statutory implications of visiting patients in their place of residence in the community.
- Act as an advocate for the patient's needs and rights.
- Act in the role of an 'Appropriate Adult', representing the interests of the patients within the legal system, when required.
- Take an active role in the formulation of nursing procedures and practices for patient care in the community.
- Have a working knowledge of policies and legislation relating to health, safety and security for health care staff.
- Be fully conversant with the Mental Health Act 1983 and the Code of Practice.
- To apply highly specialist skills and knowledge in order to establish professional competence and fitness to practice.
- To travel out of area when required.

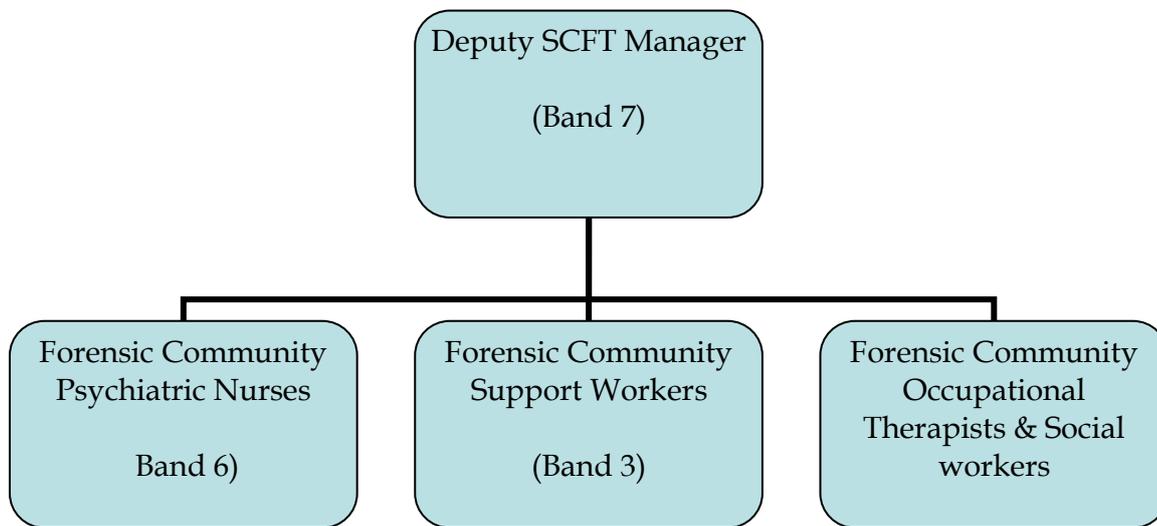
### **Clinical Governance:**

- To collect and present statistical and performance related information as required.
- To initiate and participate in clinical governance and audit activities as required by the service and Trust.
- In conjunction with the SCFT Manager to establish and monitor professional and clinical standards and to take action to raise standards where necessary.

- To participate in and support research projects in the Trust and to develop individual research initiatives as appropriate and agreed with the Team Manager.
- In conjunction with clinical colleagues, to evaluate the service provision.
- To take a role in the development of evidence-based services and specialist programmes for this care group.
- To develop and provide a quality needs led service as part of the multi-disciplinary team in order to meet the needs of service users.

These duties are not meant to be exhaustive. The postholder will therefore be expected to adopt a flexible attitude as duties may have to be varied (after discussion) and in keeping with the general profile of the post, dependent on the needs of the Service.

### STRUCTURE CHART



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## **CODE OF CONDUCT**

All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, DoH Code of Conduct for Senior Managers).

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

In addition to undertaking the duties as outlined above, the post-holder will be expected to fully adhere to the following:

### **Personal Development**

- To actively participate in an annual performance review (appraisal) and the development and implementation of a personal development plan.
- To take responsibility for their own professional development ensuring professional standards are maintained and statutory and mandatory training is in date.
- To attend any training as requested.

### **Code of Conduct**

- To adhere to the Professional Code of Conduct relating to your profession (if applicable).
- To uphold the principles and values set out in the NHS Code of Conduct for Managers.
- To support the organisation in developing an effective work/life balance for employees that meets the needs of the organisation.
- To ensure that the health and wellbeing of patients is at the centre of all activities and that all staff engage and communicate with patients as appropriate.
- To always promote quality and safety of patients, visitors and staff thus enabling the Trust to meet its regulation requirements (Care Quality Commission Registration – Regulations and Outcomes) that relate most directly to patients and also strive for continuous quality improvement.

### **Equal Opportunities/Diversity**

- To observe Oxford Health NHS Foundation Trust's Equal Opportunities Policy providing equality of treatment and opportunity to employees, service users and service providers irrespective of sex, sexuality, age, marital status, ethnic origin or disability.

### **Health & Safety**

- To take responsibility for the health & safety of themselves and other persons who may be affected by their omissions or actions at work.
- To promote the Trust's Health and Safety Policy and ensure matters are managed in accordance with it.
- To co-operate with the Trust to ensure that statutory and departmental regulations are adhered to.
- Report accidents, incidents and near misses, implementing corrective action where necessary.

### **Infection Control**

- To comply with Trust policies for infection control and hand hygiene such as hand hygiene, decontamination Policy, uniform and workwear code and standard precautions Policy to reduce the spread of healthcare-associated infections (HCAIs).

- Employees with clinical responsibilities must incorporate into their clinical activities up to date evidence that supports safe infection control practices and procedures, such as the use of aseptic techniques and the safe disposal of sharps.

### **Confidentiality and Data Security**

- To comply fully with the duties and responsibilities outlined in the Trust's Information Governance Policy.
- To comply with the Data Protection Act 1998, NHS Confidentiality guidelines (eg. Caldicott, GMC) and any code of practice on Confidentiality and Data Protection as accepted by the Trust. Departmental codes of practice and procedures for confidentiality are available from the head of department.
- To ensure that all information collected, stored and used is done so in compliance with the above Act and any relevant Trust Policy.
- To preserve the confidentiality of any information regarding patients, staff records in your area (in connection with their employment) and the Trust business. This obligation shall continue in perpetuity.
- To raise any matters of concern with your Manager/Director

### **Safeguarding**

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring service users are protected from abuse or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the Trust's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Criminal Records Bureau.

### **Other**

- To be aware of and work in line with all Trust policies and procedures.
- To carry out any other tasks as reasonably directed.

**PERSON SPECIFICATION**

<b>Band: 6 Forensic Community Mental Health Nurse</b>		
<b>Criteria for Selection</b>	<b>Essential Requirements</b>	<b>Desirable Requirements</b>
Knowledge and Experience Requirements	<ul style="list-style-type: none"> <li>• Substantial amount of relevant post-qualifying experience in Mental Health Nursing in a mental health setting (minimum of 1.5 years in total).</li> <li>• RMN experience with vulnerable and difficult to engage adults particularly with mentally disordered offenders.</li> <li>• Maintenance of Continuing Professional Development in accordance with NMC registration.</li> <li>• Knowledge of safeguarding practice and procedures in relation to vulnerable adults and children sufficient to comply with legislation and procedures as they relate to working with mentally disordered offenders.</li> <li>• Good working knowledge of the Mental Health Act (1983) and Code of Practice, the Mental Capacity Act (2005), and other legislation, policies and guidance relevant to working with mentally disordered offenders.</li> <li>• Good understanding of the criminal justice system and associated processes.</li> <li>• Willingness to participate in reflective practice.</li> <li>• A sound understanding of equal opportunity issues and relevant legislation, policies and procedures.</li> <li>• Confidence to promote equal opportunities and anti-discriminatory practice in multi-disciplinary teams.</li> </ul>	
Qualifications – Academic/Skills/Professional	<ul style="list-style-type: none"> <li>• Professional qualification: RMN,</li> <li>• Registered with NMC</li> </ul>	

<p>Further Training or Job Related Aptitude and Skills</p>	<ul style="list-style-type: none"> <li>• Excellent skills in assessment and formulation.</li> <li>• Excellent skills in care planning and case management.</li> <li>• Significant experience and competence in identifying and assessing risk in complex situations.</li> <li>• Confidence to exercise autonomous professional judgement in accordance with the expectations of NMC registration and appropriate accountability including in the role of Appropriate Adult.</li> <li>• An understanding of the disadvantages experienced by people with mental health problems in society.</li> <li>• An excellent capacity to manage sensitive information within appropriate boundaries of confidentiality in a risk management context.</li> </ul>	
<p>Communication &amp; Relationship Skills</p>	<ul style="list-style-type: none"> <li>• An ability to engage with service users and carers who may be resistant to care.</li> <li>• Experience and confidence in undertaking the role of social supervisor of conditionally discharged patients subject to Ministry of Justice restrictions.</li> <li>• An ability to use empathy when dealing with a difficult to manage service user.</li> <li>• Excellent skills in clear and concise report writing.</li> <li>• Good level of other compatible communication skills.</li> <li>• Sophisticated interviewing and assessment skills.</li> <li>• Proficient IT skills to enable use of electronic medical records and administration.</li> <li>• Good understanding of appropriate information governance legislation and guidance including the Data Protection Act (1998) and Caldicott principles.</li> <li>• Confidence in working as part of a multi-disciplinary team.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in working with people with mental health problems who also have challenging behaviors or who are offenders.</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent presentation skills to deliver reports to Mental Health Review Tribunals and other court settings.</li> <li>• Demonstrated ability to maintain relationships external to the organisation, to interface with other agencies and participate in processes such as MAPPA.</li> </ul>	
Planning and Organisational Skills	<ul style="list-style-type: none"> <li>• An ability to plan and manage individual work load and client care.</li> <li>• Ability to work independently as well as part of the team.</li> </ul>	<p>An ability to lead on specific topics which have an impact across the Trust.</p> <p>An ability to contribute a Nursing perspective in wider contexts such as clinical governance.</p>
Responsibilities for Client Care	<ul style="list-style-type: none"> <li>• An ability to plan, develop and participate in the delivery of care packages.</li> <li>• Experience in contributing to in-patient care pathway planning in accordance with CPA.</li> <li>• Confidence and ability to plan for provision of S.117 aftercare and promote timely discharge of inpatients.</li> <li>• An ability to provide specialised advice in relation to the care of clients in this service.</li> <li>• Experience of assessing the needs of carers.</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>• Adaptable and flexible</li> <li>• Able to use own initiative when appropriate</li> <li>• Keen to learn</li> <li>• Team player</li> <li>• Reliable</li> <li>• Able to challenge and be challenged</li> <li>• Able to build rapport</li> <li>• Able to work in an emotionally challenging environment</li> <li>• Good interpersonal skills</li> </ul>	
Contractual Requirements or other requirements	<ul style="list-style-type: none"> <li>• Willingness to carry out duties outside of ordinary office hours on a irregular basis.</li> <li>• Ability to travel including occasionally out of area when required.</li> </ul>	

	<ul style="list-style-type: none"><li>• Ability to access a range of settings including visiting people at home</li><li>• Be committed to continuous development of job related knowledge and skills.</li></ul>	
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