



**BIRMINGHAM AND SOLIHULL MENTAL HEALTH NHS FOUNDATION TRUST**

**JOB DESCRIPTION**

**Job Title:** Community Psychiatric Nurse

**Grade:** Band 6

**Reporting to:** CMHT Manager

**Accountable to:** CMHT Manager

**Location:** Northcroft

**Job Purpose:**

To be responsible as the Care Coordinator for the assessment and 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 the Team Manager in their absence as appropriate. To act as a role model and resource for junior/less experienced staff.

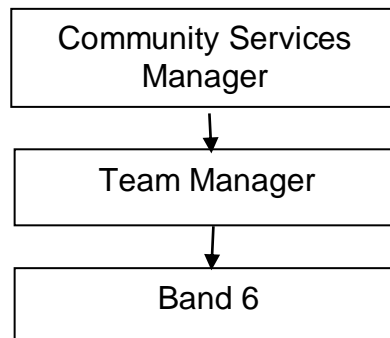
**Job Summary:**

The post holder:

- 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 identifying and contributing to the training needs necessary in providing quality evidence based care as appropriate.

### Organisation Chart:

Department organisation chart, which identifies where the vacancy is and reporting relationships.



### Key Communications and Working Relationships

**Internal:** Multi-disciplinary Team, Service Users, Carers, Support Services Staff, Practice Placement Coordinators.

**External:** General Practitioners, Universities, Department of Social Security, Statutory Services and Voluntary Sector Agencies.

## **Principle Duties and Responsibilities**

### **CLINICAL**

- To be responsible for the assessment, planning implementation and evaluation of the evidence based care required, including health promotion for a named service user/group.
- Responsible for the appropriate clinical risk assessment of service users contacting the "Out of Hours" service, providing an effective advice, guidance and decision-making process culminating in the coordination of any reviewed plan of care.
- Responsible for the admission, case conference/reviews and discharge in collaboration with members of the multi-disciplinary team.
- Responsible for coordinating the care and assessment under the Care Programme Approach of a designated caseload.
- Responsible for participating in the development of the service, setting of quality standards, including the auditing, monitoring and reviewing in line with current clinical guidance practice and policy.
- Responsible for ensuring the postholder understands and meets their professional responsibilities under the child protection legislation.
- Responsible for ensuring that the requirements of the Mental Health Act 1983 are observed, adhered to and implemented.
- Responsible for the promotion of carer and service user involvement within the service and for its provision.
- Responsible for establishing therapeutic relationships with service users, and the implementation of evidence based therapeutic interventions with appropriate boundaries in accordance with Nursing and Midwifery Councils professional code of conduct.
- Responsible for ensuring that carers assessments, education and support is delivered in accordance with the requirements of the NSF.
- Responsible for deputising and providing appropriate support and caseload coverage for colleagues/team members.

### **PROFESSIONAL**

- Responsible for participation in the Trust appraisal process and take a lead in identifying own/others mandatory professional, supervisory, personal development and training needs for junior and senior team members.
- Responsible for ensuring that the post holder and junior staff members access and participate in clinical supervision.
- Responsible for the safe custody and administration of medicines.
- To participate and contribute appropriately in research, service modernisation, clinical governance and the National Service Framework. To ensure that the agreed philosophy approach is adopted and followed, whilst respecting and valuing the different therapeutic approaches available within the multi-disciplinary team.
- Responsible for ensuring confidentiality is maintained at all times in accordance with the data protection act, trust policy and good practice.
- Responsible for maintaining and conducting oneself in a professional manner towards service users, carers, colleagues and other agencies.
- Participate in joint working with appropriate experts/agencies.

### **EDUCATION**

- Responsible for the provision of formal and informal training of pre/post registration students, staff members, carers and service users.
- Responsible for providing formal and informal training on Mental Health promotion to statutory and non-statutory services.
- Responsible for the provision of staff induction, mentorship, appraisal and clinical supervision to professional colleagues as appropriate.

## **ORGANISATIONAL**

- The post holder is responsible for ensuring that they contribute and work towards the service/organisational aims and objectives.
- The post holder as an individual is required to understand their responsibility for respecting and promoting issues of equality diversity and rights in accordance with good practice and legislation.
- Responsible for reading, understanding and complying with all relevant trust and statutory policies and procedures.

## **COMMUNICATION**

- The post holder is responsible for ensuring accurate and timely written records are kept which comply with the Trust policy and NMC guidance, reporting on any issues as appropriate.
- The post holder is responsible for ensuring they comply with current good practice in informing/updating all members of the multi-disciplinary team, their colleagues, service users and appropriate others of changes involving current nursing care plans, progress, mental state and psychosocial factors in line with best practice.
- The post holder is responsible for ensuring that they clearly communicate with clients and carers, actively listen to establish an understanding of the needs of the service user and their carers.

## **MANAGERIAL**

- Responsible for the effective utilisation of nursing/financial resources to ensure adequate clinical care is provided with a requirement that all incidents, which may compromise care, are reported immediately to a senior manager, and clinicians involved in their care as appropriate.
- To make decisions and work within a framework commensurate with their level of knowledge and competence and to act accordingly within their sphere of responsibility.
- Responsible for ensuring that appropriate safeguards and practices are adopted when working autonomously with clients independently.

## **General**

### Confidentiality

It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant trust policies are met in respect of information held on the Trust's computerised systems.

### Equal Opportunities

The Trust is committed to equality of opportunity. All staff are required to comply with current legislation, trust policies and guidance good practice and the NHS Executive's Planning & Priorities Guidance 1996/7.

### Conduct

It is expected that all employees will conduct themselves and represent the Trust in a responsible manner and comply with all policies and procedures;

### Risk Management and Health & Safety

The post-holder will ensure compliance with the Trust's Risk Management policies and procedures; these describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, employees and visitors from harm, and stress that all employees have a responsibility to minimise risk. The post-holder will be required to observe local Health & Safety arrangements and take reasonable care of him/herself and the persons that may be affected by his/her work;

### Safeguarding

All members of employees have a duty to safeguard and promote the welfare of vulnerable adults, children and young people in all relevant areas of their work. This will include any timely attendance at relevant training events and compliance with the Safeguarding Procedures;

### Training, Education and Development

All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying his or her own training and development needs to meet their KSF outline;

### Research and Development

Research and development is at the heart of providing effective treatment and high quality services, supporting a culture of evidence based practice and innovation amongst employees. All employees have a duty to be aware of and comply with their responsibilities for research governance, whether as researchers, as part of the team caring for those participating in research or as research participants themselves;

### Control of Infection

All employees whether clinical or non-clinical are required to comply with the Health and Social Care Act 2008: Code of Practice for health and adult social care on the prevention and control of infections and related guidance;

Therefore the post-holder is expected to keep patients, visitors, themselves and other employees safe by continuously reducing the risk of healthcare associated infections;

As a manager the post holder is required to ensure that infection control responsibilities are clearly identified, allocated and understood within your team and that appropriate resource, training and support is provided to ensure that they are compliant with Trust policies and procedures on Infection Control and Hygiene;

As a manager the post holder is required to ensure that employees are supported in attending the necessary training and on-going professional development to support their responsibilities and ensure full awareness of infection control and hygiene;

### Governance Standards

Comply with the relevant Governance Standards applicable to the Trust as communicated to the post-holder from time to time;

### Records Management

Maintain Trust and patient records (both paper and electronic) in accordance with Trust policies to facilitate clinical care and effective administration;

### Freedom of Information

Provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in

accordance with Trust Freedom of Information procedures;

#### Standards of Professional and Business Conduct

The post-holder will be required to comply with the Trust's Standing Orders and Stranding Financial Instructions, and at all times deal honestly with the Trust, with colleagues and all those who have dealings with the Trust, including patients, relatives and suppliers. The post-holder will also be required to comply with the Code of Conduct for NHS Managers and/or the relevant professional Codes of Conduct;

#### Data Protection

Comply with Trust Policies and the Data Protection Act in all respects, with particular relevance to the protection and use of personal and patient information;

#### Security

Comply with Trust policies to ensure there is a safe and secure environment that protects patients, employees and visitors and their property, and the physical assets and the information of the organisation;

#### Smoking

The Trust operates a No Smoking Policy. Mobility This is a Trust Wide appointment and travel around the Trust may be required;

#### Flexibility

BSMHFT is currently working in a climate of great change within the NHS. It is therefore expected that all employees will develop flexible working practices both within the Trust on a cross-directorate basis, and across Trust's and other organisations to meet the challenges and opportunities of working within the new NHS, which could include taking on new and changing responsibilities, according to the needs of the directorate;

This job description is a reflection of the current position and a summary of the key tasks and may change in light of the developing organisation and in consultation with the post holder. It is the practice of the Trust to regularly examine employees' job descriptions and to update them to ensure that they relate to the job being performed or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager and those working directly to him or her. You will therefore be expected to participate fully in such discussions and in connection with them and to help re-write your job description to bring it up to date if this is considered necessary or desirable. The aim is to reach agreement on reasonable changes, but if agreement is not possible the Trust reserves the right to insist on changes to your job description after consultation with you;

Work will be managed rather than supervised;

#### Environment

BSMHFT is a major NHS Trust and we pride ourselves in the unique environment which exists for all employees. An environment where innovation is encouraged, hard work rewarded, and where our employees play an inclusive role in new developments;

#### Health and Safety

Staff must ensure that they are familiar with the requirements of the Health and Safety at Work Act (1974), the Trust's Health & Safety policies/codes of practice or regulations applicable to the work place.

Birmingham and Solihull Mental Health Foundation NHS Trust is a major NHS Trust located conveniently to the centre of Birmingham, as a Trust we pride ourselves on the unique environment, which exists, for all our staff.

An environment where innovation is encouraged, hard work rewarded and where our staff, play an inclusive role in new developments. This job description is indicative only, and the post will continue to evolve as the Trust's priorities develop. It will therefore be revised in consultation with the post holder from time to time and not less than annually. You may also be required to provide cover in other areas following appropriate discussion.

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### Job Description Agreement

Budget Holder	.....	<b>Signature</b>
	.....	<b>Name</b>
Post Holder	.....	<b>Signature</b>
	.....	<b>Name</b>
Date	.....	

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**Date/ref:**