

MENTAL HEALTH DIRECTORATE

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Community Mental Health Nurse - Registered Professional

BAND: 6

REPORTS TO: Team Manager

BASE: Trust-wide

JOB PURPOSE

The Community Mental Health Nurse role is suitable for Registered Nurses who have successfully completed preceptorship and have registered as an approved NMC mentor.

The post holder will deliver, or advise on the delivery of, high quality safe nursing care, ensuring consistently high standards of practice and clinical excellence which comply with the Nursing and Midwifery Council (NMC) code of professional conduct.

As a Community Mental Health Nurse/you will promote and develop clinical leadership and clinical practice and be a positive role model to junior members of the team through the practice of evidence-based care. You will be expected to support professional development through clinical appraisal and supervision and contribute to the ongoing educational programme for staff, fostering a positive learning environment. You will be encouraged and supported by your line manager to undertake professional and personal development.

JOB SUMMARY

This job description is an outline of the key tasks and responsibilities expected of a Band 6 Nurse. The post holder will be required to undertake additional duties appropriate to the clinical area/speciality in which they work.



As a Band 6 Community Mental Health Nurse you will be required to work within a Place Based Multi-Disciplinary Community Mental Health Service that will be aligned to designated Primary Care Networks (PCNs). These teams will form part of a Primary Care and Specialist Service Continuum. These roles are key in providing professional nursing support and interventions to a wide range of service users presenting with complex mental health, conditions, needs and experiences.

The post holder will have responsibility for the day-to-day delivery of the service to individual service users and their families and carers via a range of evidence-based interventions. They will be expected to provide cover for peers across the Coventry and Warwickshire Partnership Trust (CWPT), planned or unplanned as required.

The post holder will ensure that all organisational systems and processes are adhered to. The post holder will manage and organise competing and conflicting priorities and manage change in complex situations. As a nurse you will be a resource of clinical knowledge and competence in the service area contributing to staff and service development.

The post holder will be required to undertake comprehensive assessments of service users' needs and presenting symptoms and be able to provide evidence-based clinical interventions to maximise recovery and independence as required by service needs or complex presentations.

The post holder will be expected to provide mentorship for student nurses, provide preceptorship and supervision for Band 5 nurses and supervise other junior staff as directed.

To operate within legislative frameworks – Mental Health Act 2007, The Mental Capacity Act 2005, The Care Act 2014 and other relevant health and social care legislation.

The post holder and team will be required to work to the organisation's agile working policy.

The post holder will be required to undertake delegated responsibilities as required.

Frameworks within which you work

As a senior nurse within the clinical team, providing service user care, we encourage you to be:

- Caring
- Competent
- Courageous
- Committed
- Communicative



- Compassionate

The Nursing and Midwifery Council requires nurses to:

- Priorities people
- Practice effectively
- Preserve safety
- Promote professionalism

Professional Registration

In order to practice it is a condition of your employment to maintain membership of the NMC (Nursing & Midwifery Council). It is also your responsibility to comply with the relevant body's code of practice. You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration. Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.

Attending and participating in regular personal development, ensuring compliance with all mandatory training requirements. Maintaining a work development portfolio and complying with all requirements of NMC revalidation.

ORGANISATIONAL CHART



Respect



Excellence



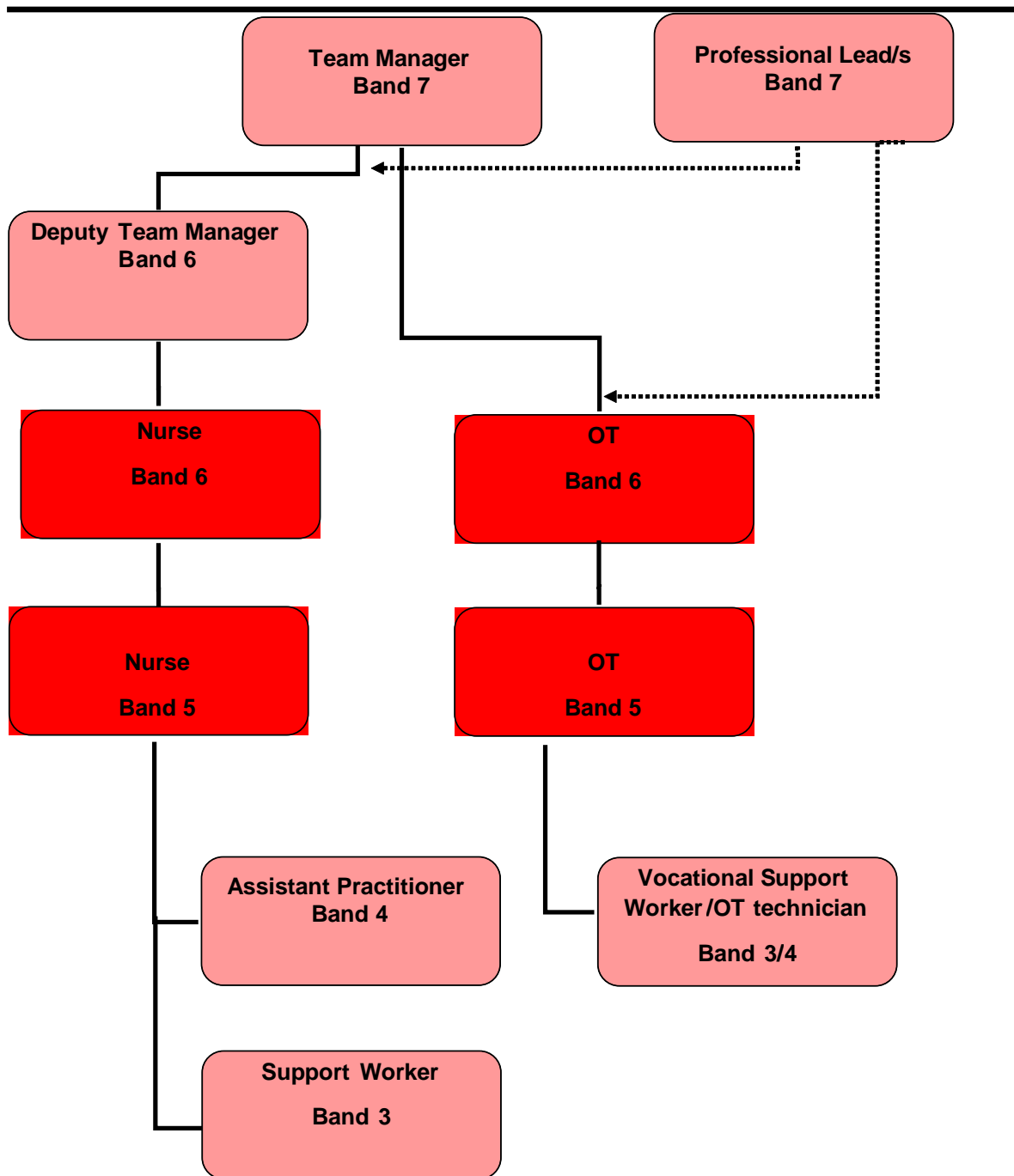
Integrity



Collaboration



Compassion



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MAIN RESPONSIBILITIES OF THE POST



Communication

The post holder will:

- Communicate with both internal and external stakeholders, such as service users, carers, other teams, third sector and voluntary organisations.
- Communicate effectively across a wide variety of settings, using tact and diplomacy in response to situations that may be complex and sensitive and may have resulted from conflict.
- Providing advice and use their initiative and follow organisational procedures in routine and crisis situations.
- Apply communication skills which take account of communication needs and differences, in order to plan, deliver and evaluate care.
- Apply enhanced communication skills both oral and written to communicate information within records and reports. This may also include the need to respond to and offer reassurance to questions and concerns from a variety of groups, such as service users, carers and other staff/teams.
- Comply with and implement local and Trust policies and procedures regarding appropriate communication.
- Be required to lead service users' reviews within the multi-disciplinary team.
- Advocate for service users' needs and rights within Trust policy. Encouraging and empowering service users to have an optimum level of responsibility for their individual programme of care.

Analytical and Judgemental Skills / Freedom to Act

The post holder will:

- Act within the limits of competency and authority in line with the NMC code of conduct.
- Take responsibility and actively participate in both managerial and professional supervision to ensure their competence and support continuous professional development.
- Provide management and/or clinical supervision to staff within their team.

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- Ensure that their professional competence enables them to determine the appropriate actions from a range of options.
- Evaluate and deliver advice in complex situations.

Planning and Organisational Skills

The post holder will:

- Undertake routine management and organisation of their own time and activities to support the completion of their designated role within the team.
- Support others in the team to effectively manage their time and resources to effectively deliver care from the team
- Plan and manage a range of activities which may be complex in nature and delegate appropriate responsibilities to other members of the team.
- Review, evaluate and adjust activities in response to the changing demands.

Physical Skills

The post holder will:

- Have the ability to use I.T. systems sensibly and purposefully to meet the needs of the role and will be required to utilise systems safely and securely in line with organisational guidelines.
- Attend annual training and undertake life support training appropriate to role.
- Undertake MAPA training to a level appropriate as designated by the line manager.

Responsibility for Service Users

The post holder will:

- Apply enhanced clinical knowledge and skills to the work environment.
- Work autonomously within the parameters of the role leading and supporting junior staff and the wider care team to implement the delivery of quality nursing care, contributing to the physical, psychological, social, recreational, and spiritual care in a recovery-focused way through therapeutic engagement and activities, and taking steps to address any issues that arise.
- Contribute to an effective communication process with appropriate and accurate information to service users, carers, family, friends and colleagues. Engaging and listening carefully and actively and responding using appropriate language and accessible communication methods and skills. Developing communication skills to enable and support difficult conversations, acknowledging cultural differences and professional boundaries.

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- Demonstrate effective clinical communication and documentation to internal and external stakeholders ensuring effective verbal and written handover of relevant and objective information. Demonstrating ability to determine key information, ability to recognise and describe effectively symptoms of mental illness, distress or of a deteriorating service user, and ability to escalate issues of concerns effectively and in a timely manner.
- Demonstrate an enhanced understanding of Mental Health signs and symptoms and an understanding of how these may present in practice including recognition of impact on service user presentation and behaviour including risk factors.
- Supporting and teaching junior staff to develop understanding of mental health signs and symptoms and develop appropriate responses to these in practice.
- Undertake 1-1 engagement with service users in an honest, open and non-judgmental way.
- To work within a trauma informed model and to reduce the need for repeated long assessments and storytelling.
- Recognise and value service users as individuals, acknowledging the importance of maintaining the service user's respect and dignity at all times and ensure that the care provided respects equality and diversity.
- Provide holistic and specialist bio-psycho-social assessment for anyone experiencing mental health difficulties and offer specialist nursing assessment where required.
- Co-ordinate and evaluate collaborative service user centred care, getting feedback and improving plans with the multi-disciplinary team (MDT).
- Provide accurate information about care in an accessible format to service users and their relatives / carers.
- To co-produce personalised care/support plans with service users, wider MDT and family/carers. To undertake a framework of Personalised Care Planning.
- To use mandated service user reported outcome measures (PROMS) to support the identification and planning of care delivery alongside the service user and family/carers.
- To deliver specific interventions in line with the treatment pathway, including complex service users. Deliver care that is evidence based, reflecting current best practice and research (including NICE guidelines), demonstrating clinical excellence and high standards of professional practice to other staff.
- To provide access within the wider multi agency team (including VCSE providers) to a broad range of specialist psychosocial interventions for service users where needed and at the right time.
- Implement the principles of 'recovery': encouraging and supporting service users to engage with healthy lifestyles, facilitating psychosocial activities and other activities of their interest. Where appropriate contributing to psychological interventions.



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- Enable service users to choose and take part in activities that are meaningful to them. These may include self-care, education, recreational and work activities.
- Liaise, advise, and inform service providers to enable them to support services users to access and use services in a way which respects their values and supports their rights.
- Evaluate potential efficacy of planned intervention, in relation to supporting the recovery and wellbeing of service users.
- To facilitate transfer between services, signpost and/ or discharge/step down care as appropriate.
- Lead and support/teach junior staff on risk assessment and risk management that involves making decisions based on knowledge of the research evidence, knowledge of the individual service user and their social context, knowledge of the service user's own experience and clinical judgment.
- Support and supervise junior staff to develop skills around the management of service users care needs through
- To routinely enquire, identify and report through the appropriate procedures any safeguarding issues. To report safeguarding issues that are identified via others.
- To perform the role of investigator for matters of safeguarding as directed by the safeguarding manager
- Be responsible for administering and/ or supervising and monitoring the side-effects of medication; monitoring service user concordance. Administer intramuscular injections. May be a non-medical prescriber. To have a sound knowledge of medications and their desired and undesired effects.
- To participate in the procedures and guidance for the use of clozapine in the community including clozapine initiation and the ongoing monitoring requirements.
- Be responsible for the custody of and transportation of medicines, sharps, clinical equipment in accordance with Trust policy, legal requirements and NMC guidance. To report all incidents following trust policy.
- Provide expert advice regarding the pharmacological treatment options available to service users and non-mental health professionals, seeking clinical guidance from the designated Pharmacist, Consultant Psychiatrist/GP in relation to any specific prescribing advice.
- Advise, inform and support on the physical health and wellbeing of individuals (services users, their family, their significant other) in a holistic way.
- Ensure service users have access to physical health checks as indicated by key performance targets and promote healthy lifestyles giving health promotion advice and support.
- Obtain valid consent from an individual or relevant other for a range of healthcare activities.
- Demonstrate a depth of knowledge and understanding of the fundamentals of the Mental Health Act, Mental Capacity Act and Deprivation of Liberty and other legislation applicable to the practice area and how they are implemented



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in practice ensuring adherence to legislation at all times. Teaching junior staff to understand the legal frameworks that support their practice.

- Escort service users, as required, in line with Trust policies.

Teamworking and Professional development:

The post holder will:

- Liaise and work positively with members of the multi- disciplinary team and partner organisations.
- Lead, attend and participate in team meetings and contribute ideas to multi-professional team discussions.
- Work in ways that support shared responsibility within the team: demonstrating support, respect and courtesy towards colleagues; working in a professional manner and with Trust values always in mind, respecting the boundaries of the relationship with service users/patients, carers and staff.
- Share clinical skills and knowledge and support the development of others.
- Be required to reflect on and evaluate their own and others values, priorities, interests and effectiveness in order to continually improve their practice.
- Receive and provide supervision in line with organisational policy.
- Reflect on their development and maintain own skills and practice by continued learning and development. Facilitate others to reflect and develop.
- Demonstrate understanding and learning of application in practice supported with CPD portfolio evidence.
- Contribute to training and development programmes of staff and supporting the clinical placements of student nurses.
- Provide mentoring and support for other learners (subject to professional standards and training requirements).
- To support the team manager to develop the clinical practice of junior members of staff, including newly qualified band 5 nurses, including preceptorship.
- To support the team manager to coordinate and oversee the supervision and development of Bands 3 – 5 nursing staff.
- Link with Higher Education Institutes (HEIs) to ensure delivery of care is in line with current teaching standards for both pre-registration and post registration nursing.
- Support of junior staff to undertake and complete apprenticeships as part of their career progression and development.
- Recognise nursing practice that needs improvement and to work in partnership with the team manager to ensure appropriate action is taken to address it.
- Undertake Human Resource activities as appropriate to role e.g., appraisal, sickness absence
- Deputise as and when appropriate

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- Effectively delegate to others as and when appropriate
- Deputise for senior managerial and leadership staff as directed
- Facilitate the induction of new staff and students.

Policy and Service Responsibilities

The post holder will:

- Act within own level of authority and legal requirements for maintaining confidentiality in healthcare. This covers all aspects of information, data and other resources relevant to healthcare activities.
- Ensure that own actions and those of others reduce risks to health and safety through removal, mitigation and escalation
- Promote people's equality, diversity and rights
- Consider service needs and make relevant suggestions to all local and organisational policies and procedures.
- Have good knowledge of and comply with relevant legal frameworks such as the Care Programme Approach, Mental Health Act 2008 Capacity Act 2005.

Responsibility for Financial and Physical Resources

- The post holder will be required to work within their own personal duty of care, in line with organisational policy and specific service need, i.e. when handling money, medical devices and using mobile telephones.

Responsibility for Information

The post holder will:

- Gather, store and communicate information relevant to their particular job role.
- Comply with the relevant professional standards.
- Adhere to the record keeping policies and process of the Trust.
- Understand individual responsibility and act in accordance with the national data protection act and organisational information governance policies and protocols
- At all times the post holder must only access information relevant and appropriate to role

Research and Development



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- The post holder will be required to contribute to and support research and audit within their service area, as required.

Physical Effort

- The post holder will be required to undertake light physical duties e.g. taking physical health monitoring equipment on visits.

Mental Effort

The post holder will:

- Be required to work in a variety of settings which may be busy and demanding. This will require the post holder to conduct themselves in a professional manner at all times.
- Manage frequent interruptions and maintain concentration whilst carrying out a range of tasks e.g. report writing, assessment and formulation, documentation, individual therapy.
- Frequently re assess and manage tasks required to deliver the service within allocated resources.

Emotional Effort

The post holder will:

- Therapeutically engage in effective communication and relationships with people who are troubled or distressed.
- Be required to establish, sustain and disengage from professional relationships.
- Occasionally manage highly distressing or emotional circumstances i.e. which may include imparting unwelcome news
- Provide support to staff who have been exposed to highly distressing and emotional situations
- Recognise and respond appropriately to challenging behaviour in line with Trust policies and training. Leading and coordinating junior staff and the wider care team in the management of difficult situations and de-escalation and developing resilience and strategies to manage, including on leading staff and patient 'de-briefing' sessions.

Working Conditions

The post holder will:



- Be required to oversee and comply with Trust policy in relation to infection control, which includes hazardous waste, hand washing and disposal of sharps.
- Be required to work in an agile manner in response to the needs of the service.
- Be required to use a computer daily.
- Occasionally exposed to unpleasant working conditions e.g., verbal aggression
- The post holder will be required to have a current full driving licence and have access to a vehicle for use during the working day.

OTHER DUTIES

1. The post holder will be required to use a computer, either a stand alone or as part of a networked system and will be responsible for the quality of information. The amount of time spent on this type of work will depend on the job.
2. The Trust embraces the principles of Improving Working Lives, and all staff will be required to adhere to the standards laid down in this initiative.
3. The post holder will be required to take part in an annual performance appraisal, where this job description will be reviewed, and objectives set.
4. The Trust has a No Smoking Policy that prohibits any smoking whilst at work.
5. To follow and adhere to the Trust's Health and Safety Policies and instructions and be responsible for your own and others health and safety in the workplace.
6. The post holder is expected to contribute to the creation of a working environment where everyone feels respected, valued and treated with dignity.

This job description is not exhaustive and may be amended in consultation with the post holder. It should be reviewed whenever major changes have been agreed to the post and should be reviewed as part of the annual appraisal process to ensure it remains an accurate reflection of the duties and responsibilities undertaken by the post holder.

Safeguarding Children and Adults

All Trust staff have a responsibility to ensure the safeguarding of children, young people and vulnerable adults. This includes attending statutory and mandatory training, adhering to local Safeguarding Children and Adults boards' policies and procedures and inter-agency guidance as identified in the Trust's Safeguarding policies and procedures.



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Confidentiality

In accordance with the Data Protection Act 1998, the Caldecott Principles and the Department of Health, Confidentiality Code of Practice all NHS employees are bound by a legal duty of confidence to protect personal information that they may come into contact with during their work.

All Trust staff must ensure that they protect all information they collect during the course of their job role. This applies to personal information, person identifiable information and sensitive information. Failure to do so may be considered gross misconduct and subject to the disciplinary processes of the trust.

Data Protection Act

All staff are reminded of their duties and responsibilities as employees under the General Data Protection Regulations (2018) and in particular to ensure that Personal Data is not negligently or unlawfully handled or disclosed to unauthorised persons.

Infection Control

As an employee of Coventry and Warwickshire Partnership Trust you are responsible for protecting yourself and others against the risk of acquiring a Healthcare Associated Infection. All staff, clinical or non-clinical are expected to comply with infection control policies and procedures. You will attend the mandatory infection control training and updates as required by the Trust.

Environmental issues

The Trust is committed to reducing its impact on the environment by preventing pollution, continually improving its environmental performance which increases the wellbeing of staff and service users. As a member of staff you are expected to adhere to policies to assist the Trust in meeting its environmental and sustainability targets.

Post holder's Signature

Date:

Post holder's Name:

Manager's Signature

Date:

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Manager's Name:



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Person Specification

JOB TITLE: Band 6 Registered Professional

		HOW MEASURED? A (Application form) I (Interview)	WEIGHTING 1 – Low 2 – Medium 3 – High
Coventry and Warwickshire Partnership Trust Values	Demonstrable ability to meet the Trust's Values  Respect  Excellence  Integrity  Collaboration  Compassion	A/I	3
QUALIFICATIONS	Registered Mental Health Nurse Current unrestricted registration with NMC Specialist knowledge across a range of procedures and theory Professional knowledge acquired through degree/ diploma Relevant training and experience specialist short courses Evidence of continuing	A/I	3

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	professional development		
KNOWLEDGE & SKILLS	Excellent written communication skills	A	3
	Excellent verbal communication skills	I	3
	Effective organisational and delegation skills		
	Ability to demonstrate and apply understanding of policies and procedures		
	Ability to demonstrate and apply understanding of Equal Opportunities		
	Ability to demonstrate and apply understanding of confidentiality		
	Ability to demonstrate and apply understanding safety issues		
EXPERIENCE	Ability to demonstrate and apply problem solving skills to a variety of situations		
	Substantial experience in a Community Mental health care setting	A/I	3
	Developed specialist knowledge gained within a similar environment over a considerable period of time		
	Significant experience of undertaking assessment, formulation, risk assessment and positive risk management		



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	<p>Experience of safeguarding and investigations</p> <p>Proven experience of people management</p> <p>Experience of research based/reflective practice, e.g. understanding and ability to use supervision to reflect on skills, attitude and knowledge and develop these by using evidence based practice</p> <p>Experience as a preceptor / mentor</p>		
<p>PERSONAL ATTRIBUTES (Demonstrable)</p>	<p>Reliable</p> <p>Enthusiastic</p> <p>Punctual</p> <p>Self motivated</p> <p>Ability to work on own initiative</p> <p>Engaging, open and honest</p> <p>Personal resilience</p> <p>Able to demonstrate a non judgemental and empathetic approach to service users</p> <p>Ability to work as part of a team and able to accept direction and leadership in carrying out duties</p> <p>Ability to motivate others</p> <p>Demonstrate ability to resolve conflict</p>	A/I	3



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	Demonstrate leadership qualities		
OTHER (Please specify)	Disclosure and Barring Service (DBS) to an enhanced level	A/I	3
	Special requirements attached to the post – e.g. travelling, working in an agile manner, working unsocial hours, mobility etc.	I	3
	Must have full driving licence and access to a motor vehicle for business use	A/I	3



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