



## Job description and specification



## Mental Health Nurse Band 6



## JOB DESCRIPTION

**JOB TITLE:** Mental Health Nurse

**BAND:** 6

**RESPONSIBLE TO:** Team manager  
**ACCOUNTABLE TO:** Assistant Director

### KEY RELATIONSHIPS:

Internal	External
Own Team Line Manager Acute Mental Health Services	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

Participating in the development and implementation of high standards of clinical care ensuring the service provided is needs led, compliant with national guidance and is viewed positively by service users.

Supporting the team in understanding and valuing others' roles and contributions. To enable others to contribute effectively, acknowledging the nature of and context of their work, sharing



and taking account own and others' knowledge and skills, and differences in working and professional practice.

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:

### **People first**

We remember that patients and service users are our top priority, and treat others how we would like to be treated.

### **Prioritising quality**

We provide the best service possible, following best practice and national developments.

### **Progressive, innovative and continually improving**

We listen and continually improve our services for the benefit of our patients and service users.

### **Professional and honest**

We work to create relationships based on honesty, respect and trust, and meet the highest standards of professionalism and confidentiality.

### **Promoting what is possible - independence, opportunity and choice**

We help people achieve the best quality of life possible, giving them the information and support they need.

The post holder will be a Registered Nurse (RN12-NMC) and will be responsible for patients allocated to them. They will assess, manage, plan and deliver care, including being professionally and legally accountable.

### **Key Responsibilities:**

1. Provide a range of intervention and assessment of patients, including those with multiple pathologies and complex mental health needs, taking into consideration the patient's physical/cognitive/perceptual skills to identify the patient's abilities and areas of difficulty.

2. To be responsible for organising and prioritising own caseload in the day to day allocation of work, whilst being able to work flexibly to meet the needs of their patients, their relatives and carers and the service.

To have organisational knowledge relating to Trust protocols and procedures and adhere to them

To be responsible for providing accurate records of information required by the Trust for audit purposes

To ensure effective risk management at team level by accident/incident reporting, assessing and controlling risk and ensuring residual risks are added to the Trust register



To provide support and input to the Personalisation/ISA placement Lead regarding Personal Budgets and Placement Reviews.

To ensure that risk assessment / management procedures are implemented including Safeguarding Children and Safeguarding Adult Procedures.

#### **Leadership:**

To participate in the development of an effective team and the development of productive working relationships throughout the Trust

To actively promote integrated health professional working internally and externally

To facilitate the development of a positive and 'supportive' team culture by taking responsibility for dealing effectively with potential conflict

To take an active interest in working parties and groups within the Trust to develop and improve on service delivery, protocols and guidelines

To provide supervision to junior colleagues

To act as a mentor to students on placement

To participate in the audit process, linking in with the clinical governance agenda

To advise, encourage and share knowledge utilising the latest research and practice development, through literature and peer reviews

#### **Clinical Skills:**

To act as an autonomous, registered practitioner who is legally and professionally accountable for own unsupervised actions guided by the professional code of conduct and Trust guidelines and protocols

The post holder will have Current Effective Status on the professional register

Further professional knowledge will have been gained through accredited courses workshops, study and in house training programmes

To be responsible, and accountable, for service delivery to clients/patients

To be able to assess and develop plans of care to meet the complex needs of patients with a variety of conditions. This includes chronic, acute and high intensity within own competencies, recognising own limitations and seeking advice when necessary. This will include continuously evaluating and acting on outcomes

To be able to initiate referrals to other health professional specialist services and agencies

To provide patients and relatives with information and education thus ensuring they have meaningful choices that promote dignity, independence and quality of life

To ensure practice is supported by research, evidence based practice, literature and peer review

#### **Computer/Administration**



To be computer literate and encourage implementation of the Trust's IM&T Strategy

To ensure accurate recording of actions, and updating patient's records, maintaining confidentiality at all times

To take part, and assist, in the planning and administration relating to day to day running of the caseload

## **Communication**

To have a wide range of knowledge in approaches to communicating and managing patient care

To be able to effectively communicate with colleagues, peers, senior managers and clinical leads within the Trust

To be able to communicate complex patient related information facilitating positive outcomes and ensuring collaborative working

Participate in the review and development of clinical policies and identifies improvements to service provision

## **Training**

To act as mentor to students, providing effective education, facilitating their development and promoting high standards of care

Ensure students are actively supported to enable them to achieve their learning needs

To ensure own continued professional development and support a culture of lifelong learning in self and others

To undertake, and assist, in the planning of own mandatory training and workshops

To undertake a regular appraisal, developing a personal development plan that includes clinical competencies reflecting the health needs of the local population and relates to Trust strategy

To support new staff and their integration within the team

To support training as part of the role including changes to professional development and implementation of new policies and guidelines





## **Specific Tasks directly related to the post:**

- Operating as named care coordinator , for a group of clients, under the supervision of a Team Leader
- To work in a positive manner , adopting a recovery focused approach to care delivery and well being
- Providing high quality evidence-based and individualised mental health care to a clearly defined group of patients, relatives and carers.
- Supervising qualified and unqualified staff in the delivery of their care
- Working and acting as a key member of the multi-disciplinary teams, supporting each service user in achievement of planned outcomes.
- Ensure consideration of contemporary evidence base and policies to clinical practice.
- To administer, supervise and monitor medication
- Work closely with GPs with an emphasis on safely discharging Mental Health patient to primary care.

## **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.



## Guidance

- Information already listed in the person specification should remain.
- All rows that are marked with a \* and highlighted in yellow can have information added to them.

	Essential	Desirable	Measurement
<b>Demonstration of Trust Values</b>			
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
<b>Qualifications</b>			
NVQ level 2 or equivalent standard of literacy and numeracy	✓		Application Form Interview Assessment
RMN, RGN, RNLD, OT or Social Work. Registration with relevant professional body	✓		Application Form Interview Assessment
Teaching qualification or other specific job related post-registration qualification (eg Mentoring and Enabling Learning in Practice, ENB-998 or equivalent)	✓		Application Form Interview Assessment
Evidence of CPD	✓		Application Form Interview Assessment
<b>Experience</b>			
Working with adults who have complex mental health needs	✓		Application Form Interview Assessment
Working with adults	✓		Application Form



dual diagnosis			Interview Assessment
Working in an acute environment	✓		Application Form Interview Assessment
To have experience in working/liasing with multi-disciplinary teams, internal and external agencies in the provision of care	✓		Application Form Interview Assessment
Undertaking audits within a clinical setting	✓		Application Form Interview Assessment
To have experience of assessing, planning and initiate care	✓		Application Form Interview Assessment
Ability to work under pressure, quickly and effectively, making timely clinical decisions in conjunction with the MDT	✓		Application Form Interview Assessment
Anility to work both independently and as part of the team	✓		Application Form Interview Assessment
<b>Knowledge</b>			
An awareness of NHS Plan, NSF and clinical governance priorities	✓		Application Form Interview Assessment
Understanding of NICE CQC and DoH guidance		✓	Application Form Interview Assessment
Understanding the Community Care Act and its application.	✓		Application Form Interview Assessment
Awareness of The 1983 Mental Health Act, related legal guidance and ethical practice		✓	Application Form Interview Assessment
Understanding of contemporary evidence based 'best practice'	✓		Application Form Interview Assessment
Awareness of latest infection control and prevention standards	✓		Application Form Interview Assessment
Understanding of Trust service structure and appropriate referral criteria and processes		✓	Application Form Interview Assessment
<b>Skills</b>			
Basic awareness of IT	✓		Application Form



and IT skills			Interview Assessment
Well-developed interpersonal skills, especially the ability to engage with service users and significant others in busy/high pressure environments	✓		Application Form Interview Assessment
Robust assessment of mental health presentation and risk profiling	✓		Application Form Interview Assessment
Ability to facilitate positive MDT working relationships across all service areas	✓		Application Form Interview Assessment
Ability to maintain confidentiality where appropriate	✓		Application Form Interview Assessment
Ability to work closely with the families, friends and significant others of service users in assessing need and planning intervention	✓		Application Form Interview Assessment
Understanding of and commitment to the principles of equal opportunities in service delivery	✓		Application Form Interview Assessment
Ability to formulate clear and concise clinical records and be able to disseminate information appropriately and to relevant agencies	✓		Application Form Interview Assessment
<b>Other</b>			
To be aware and demonstrate the Trust Values	✓		Application Form Interview Assessment
To be able to travel efficiently throughout the area	✓		Application Form Interview
To be flexible, supportive and if required to take a new role within NELFT appropriate to knowledge, education	✓		Application Form Interview Assessment



and skills, as required			
-------------------------	--	--	--

