

---

## JOB DESCRIPTION

---

**DATE:** January 2022  
**REF NO:** 01407

---

### **JOB DETAILS**

**JOB TITLE :** Inpatient Sister / Charge nurse  
**BAND:** 6  
**HOURS:** As per Contract of Employment  
**DEPARTMENT:** Adult Mental Health Services  
**LOCATION:** As per contract of employment  
**REPORTS TO:** Ward Manager

**ACCOUNTABLE TO:** Operational Manager

### **RESPONSIBLE FOR:**

- Working on an identified adult community mental health ward, with the flexibility of working across wards, dependent on skill and service need.
- Delivering a high quality clinical service to service users and their families.
- To be responsible for the management and care delivery of patients referred to the Ward, by liaising with statutory and non-statutory agencies where appropriate and developing a network of support to patients and their carers to ensure a high standard of therapeutic care is delivered.
- To be responsible for managerial and clinical supervision of other team members where identified.
- Delivering therapeutic interventions, in accordance with an agreed care plan, to an identified group of people experiencing mental health related difficulties.
- To be responsible for the management of the clinical area in the absence of the ward manager.
- To implement agreed monitoring of effectiveness of care implementing the essence of care guidance.

### **WORKING RELATIONSHIPS**

**INTERNAL:** Multi-disciplinary team members, adult mental health pathway/ neighbourhood team members.

**EXTERNAL:** Service users, carers, relatives, local authority, police, primary care staff, charitable and voluntary organisations and other healthcare providers, employment and education providers.

## **JOB PURPOSE**

The post holder will be responsible for working on an identified adult mental health ward, with the flexibility of working across wards, dependent on skill and service need.

The post holder will take the lead for quality and clinical interventions on the ward and be an active member of a collective leadership group.

The post holder will be responsible for guiding and undertaking clinical assessments, in accordance with clinical pathways, in order to establish the person's needs, goals, risks and strengths in order to generate a formulation based care plan agreed with all involved. They will be responsible for guiding and delivering therapeutic interventions, in accordance with an agreed care plan.

The post holder will also be expected to be available for consultation, support and clinical supervision to other health professionals working on the ward.

## **ORGANISATIONAL STRUCTURE**



## **KEY RESPONSIBILITIES**

- Participate in the setting and agreeing of clinical and educational standards for the service, and develop systems to enable such standards to be measured and evaluated.
- Develop effective communications within the area of responsibility and promote positive working relationships with individuals, departments and other agencies of care within the community area and plan for the future development of the service to meet the needs of the clients.
- Ensure that manpower resources are utilised to their fullest extent and make sure that managers are aware of developments, service needs and priorities within the area.
- Establish and shape a climate within which appropriate attitudes, knowledge and skills of the staff are brought together and developed

## Clinical duties

- Demonstrate an active clinical involvement in the service, assessing, developing, implementing and evaluating multi-disciplinary input into, individual care programmes.
- Provide evidence based specialist clinical advice within the service and contribute to the development of future service provision.
- Demonstrate an active involvement in delivering on objectives set out in collaboration with quality leads for the raising of clinical standards.
- Monitor workload management within the service, taking appropriate action if required.
- Undertake clinical audit and quality monitoring as appropriate.
- Responsible for participating in the setting of quality standards, including the auditing, monitoring and reviewing of practice in line with current clinical guidance practice and policy.
- Act as a clinical supervisor
- Utilise agreed outcome measures to review the effectiveness of interventions, as part of the care planning and evaluation process.
- Participate in the development of the service to ensure clinical governance processes are actively implemented at team level.
- Assist in ensuring that the aims and objectives of the pathway are fulfilled and to identify factors which may inhibit these from being achieved.
- The post holder will be required to work within the NMC code of practice.
- Administer medication if required, complying with relevant Trust procedures and NMC Guidance.
- Assess patient's individual care needs, develop, implement and evaluate programmes of care.
- Deliver a range of interventions in accordance with the agreed plan of care and pathway guidance including; pharmacological and psychologically informed interventions.
- Complete and contribute, where appropriate to robust risk assessments and risk management plans. Deliver and promote positive risk taking, where appropriate, to improve quality of life and maximise occupational performance/independence.
- Maintain an effective reporting system by observing and reporting verbally and in writing on patient conditions.
- Maintain an up-to-date level of professional competence within the specific environment.
- Assist in the implementation of evidence-based practice and participate in research and other projects as required.

- Maintain an up to date awareness of the infection control precautions relevant to your area of work and implement these in practise. As a minimum, this must include hand hygiene, the use of personal protective equipment, the use and disposal of sharps and communicating the importance to service users, their carers and staff you are working with. Details of the precautions and sources of advice and support to assess and manage infection control risks are provided through mandatory training and can be found in the Trust's infection control policies and national guidance, such as that published by NICE.

### **Personnel**

- Undertake an active role in the induction process for new staff.
- Conduct annual appraisals for staff of band 5 and below
- Contribute to an annual training plan for staff to reflect the developments of the service and the individual needs of staff.
- Ensure correct implementation of health and safety policies.

### **Managerial**

- Implement Midlands Partnership Foundation NHS Trust policies and procedures and ensure that junior staff are aware of them.
- Implement relevant mental health care legislation.
- Act as Site Manager /Senior Nurse for both days and nights where required.
- Deputise for the Ward Manager when required.

### **Research and Service Development**

- Identify and highlight issues in relation to the needs for people and their carers; assessed using best practice evidence, in order that these are reflected in service planning, development and future provision.
- Develop efficient and relevant health promotion activities to promote health education and ensure that preventative approaches and interventions are used to maintain independence.
- Actively engage in the organisations clinical governance initiatives, for example to participate and lead in audit, clinical supervision and bringing critically evaluated evidence and research into practice.
- Participate and lead on research within area of clinical expertise where possible to raise understanding and awareness of the benefits of Mental Health Intervention.
- Participate in the development of the service to ensure clinical governance processes are actively implemented at team level.

### **Human Resources and Training**

- As required, supervise junior staff; provide clinical advice/supervision support, leadership and professional supervision, in line with Trust Policies.

- Support in the provision of formal and informal training of pre/post registration students, staff members, carers and service users.
- Participate in staff appraisal and performance reviews as identified.
- To participate, when required, in the recruitment, selection and induction of junior/support staff.
- Provide a learning environment to support students (multidisciplinary) undergoing training and assist new and junior members of staff, peers and other disciplines to develop professional competence.
- Lead on the development and delivery of specialist Mental Health education and training to: clients, carers, families' staff, students and other relevant organisations.
- Promote mental health education to reduce stigma and support relatives of sufferers of all types of Mental illness.

### **Systems and equipment**

- Maintain timely data collection and regular inputting of information through the use of data collection systems e.g. daily diaries/RIO, Safeguard, ensuring that confidentiality is maintained at all times in accordance with legislation and Trust policy.
- Return accurate Mental Health data to Planning and Information Department as required. Ensure all key targets are met and entered on the computer system as per Trust policy.
- To work in partnership with other service providers to access and provide equipment and opportunities for service users to maximise functioning where possible.
- Responsible for ensuring actions are carried out where safety alerts are issued regarding equipment.

### **Decisions and judgements**

- Undertake specialist assessments of patients with complex mental health, physical health and social problems to ensure appropriate treatment support and management.
- Undertake a comprehensive and specialist mental health assessment resulting in an individualised care plan.
- Facilitate the safe discharge or transfer of the patient to other services where appropriate.
- Ensure that practice is evidence-based paying particular attention to the Trusts guidelines, policies, protocols and pathways.
- Be available for individual supervision with agreed clinical supervisor in line with Trust policies.
- Implement, review and maintain Trust Policies and Procedures and propose changes to working practices within the ward area.

## **Communication and relationships**

- Communicate sensitive diagnosis and treatment related information with patients, utilising highly developed communication skills to overcome barriers to understanding.
- Establish therapeutic relationships with service users, and implement evidence based therapeutic interventions with appropriate boundaries in accordance with professional code of conduct.
- Ensure that all members of the multi-disciplinary team, their colleagues, service users and appropriate others are informed/updated of changes involving current care plans, progress, mental state and psychosocial factors in line with best practice.
- Liaise with and advise service users and carers, local authority and other statutory bodies and third sector agencies.
- Communicate sensitive information to carers and relatives.
- Use a range of communication styles and channels as appropriate to the task.

## **General**

- Responsible for the promotion of carer and service user involvement within the service and for its provision.
- Responsible for participation in the Trust appraisal process, identifying own/others mandatory professional, supervisory, personal development and training needs and in supporting the provision of induction, mentorship, appraisal and clinical supervision to colleagues as appropriate.
- Responsible for the effective utilisation of clinical/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.
- Responsible for accessing and participating in clinical and managerial supervision.
- Responsible for understanding and meeting own professional responsibilities under Child Protection legislation and Adult Safeguarding policies.

## **Physical demands of the job**

- The post holder will be expected on a daily basis to implement highly developed physical skills pertinent to the area of specialism, for example, injection administration, manual handling, de-escalation skills and driving.
- Standard keyboard skills required for inputting data onto RiO.

## **Most challenging/difficult parts of the job**

- The nature of the client group is such that the post holder will be required to concentrate when assessing / implementing programmes of care and will need to be able to address interruptions from other patients / staff as necessary.

- The post holder will be frequently exposed to emotional or distressing circumstances.
- The post holder will frequently be exposed to potential incidents of physical and non-physical assault.

## **JOB STATEMENT**

### **Infection Control**

Maintain an up to date awareness of the infection control precautions relevant to your area of work and implement these in practice. As a minimum, this must include hand hygiene, the use of personal protective equipment, the use and disposal of sharps and communicating the importance to patients, prison staff and other health care staff you are working with. Details of the precautions and sources of advice and support to assess and manage infection control risks are provided through mandatory training which all staff must attend at intervals defined in the Trust policy on mandatory training and can be found in the Trust's infection control policies and national guidance, such as that published by NICE.

### **Learning and Development**

As an employee of the Trust, you have a responsibility to participate, promote and support others in undertaking learning and development activities. This includes a proactive approach to ensuring you meet the statutory/mandatory training requirements of your role, and engaging in KSF appraisal processes in line with Trust policy and guidance.

### **Health and Safety**

As an employee of the trust you have a responsibility to abide by the safety practices and codes authorised by the trust. You have an equal responsibility with management, for maintaining safe working practices for the health and safety of yourself and others.

### **Constitution, Competence and Capability**

As an employee of the Trust you have a responsibility to promote and abide by the rights and responsibilities outlined in the NHS Constitution. You are additionally expected to adhere to Organisational/National/Regulatory Codes of Practice relevant to the role you are employed to undertake. At all times it is expected that you will limit the scope of your practice to your acquired level of competence and capability.

### **Dignity at Work Statement**

Midlands Partnership NHS Foundation Trust are committed to treating all of our staff with dignity and respect. You are responsible for behaving in a way that is consistent with the aims of our Equality and Diversity Policy. This includes not discriminating unfairly in any area of your work and not harassing or otherwise intimidating other members of staff.

### **Safeguarding Children and Vulnerable Adults**

All Trust employees are required to act in such a way that at all times safeguards (and promotes) the health and well-being of children and vulnerable adults. Familiarisation with and adherence to Trust Safeguarding policies is an essential requirement of all employees as is participation in related mandatory/statutory training.



## PERSON SPECIFICATION

|                    |                            |              |   |
|--------------------|----------------------------|--------------|---|
| <b>JOB TITLE:</b>  | Ward sister / Charge nurse |              |   |
| <b>DEPARTMENT:</b> | Adult inpatient services   | <b>BAND:</b> | 6 |

\*Assessed by: A = Application I = Interview R = References T = Testing

| Qualifications and Training                           |   |   |   |
|---|---|---|---|
| Essential Criteria                                    |   | Desirable Criteria  |   |
| Registered mental health professional (NMC)           | A | Leadership qualification  | A |
| Post registration course/s at degree or diploma level | A | Degree in Nursing or Equivalent   | A |
| Registered mentor/supervisor                          | A | Supervision qualification   | A |
|   |   | Coaching qualification  | A |
|   |   | Non-Medical Prescriber  | A |
|   |   | Psychological interventions qualification (CBT, EMDR, CAT, DBT, Family Therapy) | A |
|   |   | Registered mentor for students  | A |

| Experience  |     |  |     |
|---|-----|--|-----|
| Essential Criteria  |     | Desirable Criteria                               |     |
| Evidence of extensive post registration experience of working with adults experiencing mental health related difficulties | A/I | Experience of presenting at local/national level | A/I |
| Experience of working with people who have difficulty in engaging with services and have complex mental health needs      | A/I | Experience of leading CPA process                | A/I |
| Experience of assessing, planning, co-ordinating and managing people with mental health problems in a community setting   | A/I | Experience of making decisions autonomously      | A/I |
| Experience of integrating care delivery across multi-disciplinary/multi agency teams                                      | A/I | Experience of carrying out clinical audit        | A/I |
| Experience of contributing to CPA process   | A/I |  |     |

| <b>Skills and Knowledge – Essential Criteria</b>   |     |
|--|-----|
| Knowledge of the Mental Health NICE Guidelines   | I   |
| Knowledge of NMC Code of Conduct   | I   |
| Understanding of the Care Programme Approach and Community Care Act  | A/I |
| Demonstrate understanding of Equality and Anti-discriminatory practice   | I   |
| Knowledge of other relevant local and national documents/drivers that affect practice  | I   |
| Knowledge of the wide range of statutory independent and third sector service provision for adults with mental ill health  | I   |
| Skills of assessing, planning and evaluating care, for people with mental health related difficulties, utilising the principles of Recovery  | I   |
| Skilled in the assessment of clinical risk and developing and communicating appropriate risk management plans  | I   |
| Knowledge and experience of holistic assessment of someone's mental ill health, strengths and needs and appropriate nursing and multi-disciplinary and agency interventions  | I   |
| Ability to complete and interpret HONOS  | I   |
| Ability to integrate the assessment, care planning and the review process for service users/carers in a sensitive manner   | I   |
| Knowledge of the physical health needs and monitoring requirements for people receiving adult community mental health services   | I   |
| Skilled in undertaking and interpreting physical health investigations and providing physical health promotion advice including: weight, BMI, blood pressure, smoking, alcohol, drugs (prescribed and non-prescribed)                      | I   |
| Knowledge of pharmacological interventions prescribed in mental health and where appropriate skilled in the administration   | I   |
| Skilled in interventions to engage people difficult to engage  | A/I |
| Skilled in interventions to support concordance with treatment interventions   | A/I |
| Knowledge of Mental Health Act, the Mental Capacity Act and DOLS   | A/I |
| Range of Interpersonal skills, (communication, listening, working collaboratively) maintaining good working relationships with service users/carers, other service providers and agencies  | I   |
| Ability to manage staff/support workers and to incorporate management/leadership skills into practice including: promoting positivity, supporting innovation, management of performance, delegation and caseload and clinical supervision. | A/I |
| Participate in Staff Appraisal and Performance Review  | I   |
| Ability to work to agreed Quality Standards (CQUINS, CQC, MONITOR, NHSLA, NHS OUTCOMES and others)   | A/I |
| Accurate and timely recording and maintenance of information systems   | I   |
| Ability to type into and read information from electronic records.   | A/I |
| Ability to manage conflict and complexity  | I   |
| Ability to work flexibly and away from main base of other nursing staff/colleagues   | I   |

| <b>Personal Attributes – Essential Criteria</b>                                      |     |
|--|-----|
| Leadership skills, ability to motivate and influence others                          | I   |
| Team player, Integrity, Negotiation skills, good time management/organisation skills | A/I |
| Ability to deliver difficult messages in a sensitive manner                          | A/I |
| Credibility with others as a clinician and a leader                                  | I/R |
| Exemplary personal standards of conduct and behaviour                                | I/R |
| Possesses values and beliefs that enables others to deliver services effectively     | I   |
| Passion for working with adults experiencing mental health difficulties              | A/I |
| A flexible attitude  | A/I |

|                   |                  |
|-------------------|------------------|
| <b>JOB HOLDER</b> | <b>SIGNATURE</b> |
|                   | <b>DATE</b>      |
| <b>MANAGER</b>    | <b>SIGNATURE</b> |
|                   | <b>DATE</b>      |