

VINCENT SQUARE
EATING DISORDER SERVICE
JOB DESCRIPTION

JOB TITLE:	Clinical Nurse Specialist- Day Programme
GRADE:	Band 6
DIRECTORATE:	Eating Disorders/CAMHS
LOCATION:	Vincent Square EDS Ward, 1 Nightingale Place
ACCOUNTABLE TO:	Lead OT/ Day Programme Manager
RESPONSIBLE TO:	Lead Nurse(Eating Disorders)

JOB SUMMARY

The Day patient Nurse will provide senior nursing input into both the day patient and inpatient services to ensure a smooth transition between the two areas for patients. They will provide both group and individual therapeutic interventions. Interventions will be on the ward and in the community including some occasional evening work on a needs-led basis. The post holder will you will be responsible for a caseload of clients, co-ordinating their care under the Care Programme Approach.

KEY RELATIONSHIPS

- Service Manager
- Lead Nurse
- Ward Manager
- Inpatient Team- Clinical Team Leaders
- Lead OT
- Occupational Therapists for Inpatient Programme, Day Programme and Liaison service
- Family Therapist
- Psychologists

- Psychiatrists
- Nurse Therapists
- Primary Care
- CMHT
- Other Secondary Eating Disorder Services
- Medical Ward
- Psychiatric Wards/Services

MAIN RESPONSIBILITIES

1. CLINICAL ROLES

- To liaise with the Multidisciplinary Team at Vincent Square Clinic Eating Disorder Service and other stakeholders involved in patient care, to facilitate the smooth transition of care for patients across the service.
- To take a lead role in the nursing assessment of all referrals to the day programme
- To collaborate closely on clinical and managerial matters with the Lead Occupational Therapist for the day Programme in close collaboration with the Lead Occupational Therapist.
- To act as keyworker/ care co-ordinator for day patients, outpatients and inpatients, using the psychotherapeutic models that are used within Vincent Square Clinic such as Cognitive Behavioural Therapy, Cognitive Analytical Therapy, and Family Therapy.
- To ensure that all day patients have a nursing care plan that is regularly reviewed in collaboration with the patient.
- To act as group facilitator/co-facilitator as required, including supervision of meals in dining room, as well as inpatient and day patient groups.
- To oversee and co-ordinate home visits and occasional community-based interventions for day patients.
- To take a lead nursing role in day patient and team review meetings.
- To ensure that planning of care occurs within the framework of CPA, that relevant local and national guidelines are adhered to.
- To work with patients during their transition to, or discharge from day care.
- To liaise and work with the families and/or carers of patients. To provide individualised family work in conjunction with the family therapist.
- To provide supervision, and conduct appraisals as appropriate.
- To meet regularly with own manager for professional and managerial supervision.
- To undertake risk assessment and risk management of individual patients and their families.
- To liaise and work with the families and/or carers of patients. To provide individualised family work in conjunction with the family therapist.

- To act in accordance to excellent working knowledge of the mental health act, supervised discharge and other current legislation.
- To provide interventions applying a good understanding of multicultural issues, so that a culturally sensitive approach that treats service users and their carers/families with respect and dignity all times is adopted.
- To implement the recovery approach
- To provide carers assessments as required and interventions that addresses their needs in conjunction with colleagues within the wider service.

2. MANAGEMENT OF RESOURCES

- To deputise and provide senior nurse cover as part of the management team on the ward as required.
- To assist and support in the establishment of an efficient working environment, making the most effective and efficient use of staff, supplies and services.
- To utilise all available resources to the maximum benefit of the service, being aware of resource implications specific to the Ward/Department.
- To ensure that agreed Trust policies and procedures are followed.
- To report any maintenance requirements through the Trust processes, reporting any difficulties to the nurse in charge.
- To investigate and handle complaints- undertake in any disciplinary investigations, or staff performance data collection, in collaboration with the management team on the ward.
- To ensure that all relevant Managers are aware of any difficulties, omissions in care or complaints, and to ensure that these are dealt with according to Trust Policy.
- To take a lead role, or assist in the recruitment and selection of new staff.
- To ensure that the best quality, evidence-based service is delivered to day patients within the available resources.
- To work as part of the management team in organising care across the service, within the resources available.

3. COMMUNICATIONS AND LIAISON

- To form a positive, therapeutic relationships with people who are experiencing acute crisis or distress in the context of partnership and trust. Using excellent communication skills
- To help promote Team cohesiveness, multidisciplinary working and at all times work collaboratively with colleagues in all parts of the Trust to achieve healthy and effective communication.
- To ensure that all views of patients are effectively sought, channelled and acted upon in review meetings and audits.
- To acquaint the Lead Nurse with professional concerns and promote professional practice at all times.

- To ensure that information of a confidential nature is not divulged to any unauthorised person and is stored in line with the provisions of the Data Protection Act.
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- To keep records of day programme attendance and outpatient, and provide statistical data of these
- To maintain, as required, ongoing records of clinical activities.
- To ensure that all documentation is legible and written in accordance with professional guidelines and best practice.
- To provide supervision and support for junior staff.
- To participate in Preceptorship programme in accordance with Trust policy.
- To act as mentor for students on placement and provide education and support.
- To liaise with primary care services and other disciplines both external and internal to the CNWL Trust on patients care.
- To ensure that records are kept in accordance with local policy, and professional guidelines, and are regularly audited.
- To maintain confidential up to date records and provide letters, report, statistical and audit information as required, always adhering to NMC Guidelines.

4. RESEARCH & DEVELOPMENT

- To undertake audit as required to develop nursing practice within the services.
- To participate in clinical research as directed by the Clinical Governance Team for the Service.
- To keep abreast of best practice in the field of Eating Disorders and share these within the Teams.
- To take a lead role in the setting of nursing care standards for the day programme, including the development, implementation and evaluation of care pathways.

5. TRAINING

- To contribute to activities which continue to build on a culture of shared learning and evidence based practice.
- To keep up to date with current developments (i.e. attending conferences/ workshops, reading journals) regarding eating disorders, mental health and related issues where appropriate, incorporating these into your work and the further development of better services in the unit.
- To engage in regular clinical supervision of own work.
- To be aware of own professional development needs and work towards meeting these.
- To ensure up-to-date NMC registration.

- To participate in the training of students on placement, and to act as student link for local education providers, and to act as a mentor to students on placement.
- To participate in training and development programme, for both external and internal staff.
- To participate in the training of pre/post-registration nursing students and other trained staff.

6. PERSONAL DEVELOPMENT

- To keep up to date and participate in training programmes identified in a Personal Development plan.
- To ensure self-knowledge of changes in health care, in particular the Patients' Charter, Clinical Governance, National Service Framework for Mental Health and NICE Guidelines for Eating Disorders (DOH2004).
- To participate in formal appraisal system in accordance with Trust policy.
- To participate in special projects, research and surveys related to the clinical area as directed.

Rider Clause

This is an outline of the potholder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Trust and Department.

Job Flexibility

The potholder will be required to work flexibly, providing assistance as and when necessary, which may involve them in a developing role.

Working Relationships

The working relationship between all members of staff should be mutually supportive, with staff deputising and covering for each other when appropriate.

Health and Safety

Central and North West London Mental Health NHS Trust has a Health and Safety Policy applicable to all employees. Employees must be aware of the responsibility placed on them under the Employment Rights Act 1996, to ensure that agreed safety procedures are carried out, and to maintain a safe environment for employees, patients and visitors.

Infection Control

The prevention and control of infection is the responsibility of everyone who is employed by Central and North West London Mental Health NHS Trust. Employees must be aware of infection control policies, procedures and the importance of protecting themselves and their clients in maintaining a clean and healthy environment.

Improving Working Lives

Central and North West London Mental Health NHS Trust is committed to the principles of Improving Working Lives and all managers are encouraged to follow Improving Working Lives practices. Consideration will be given to all requests for flexible working in line with Trust policy.

Staff Involvement

Central and North West London Mental Health NHS Trust is committed to involve staff at all levels in the development of the organisation.

Managers should ensure that staff are encouraged and involved in organisational and service developments including business planning and they are able to influence discussions, which affect them and their working conditions.

All managers should engender a culture of openness and inclusion so that staff feel free to contribute and voice concerns. They should develop and implement communication systems that ensure staff are well informed and have an opportunity to feedback their views.

Smoking

Central and North West London Mental Health NHS Trust acknowledges its responsibility to provide a safe, smoke free environment to its employees, patients and visitors. In expressing its commitment to the prevention of smoking related diseases, the Trust has a 'Non Smoking Policy' and all Trust buildings and vehicles are designated as smoke free areas.

Alcohol

Employees are expected to be aware of and understand that Central and North West London Mental Health NHS Trust has a policy on alcohol and the consumption of alcohol. Alcohol is not permitted whilst on duty.

Confidentiality

Employees should be aware that the Trust produces confidential information relating to patients, staff and commercial information. All employees have a responsibility for ensuring the security of information and to comply with the Data Protection Acts, Access to Health Records and Computer Misuse Act. Disclosure of personal, medical, commercial information, systems passwords or other confidential information to any unauthorised person or persons will be considered as gross misconduct and may lead to disciplinary action which may include dismissal.

Equal Opportunities

All employees of Central and North West London Mental Health NHS Trust are expected to be aware of, and adhere to, the provision of the Trust's Equal Opportunities Policy, and to carry out their associated duties and responsibilities under this policy.

As users of the disability symbol, the Trust guarantees to interview all disabled applicants who meet the minimum essential criteria for a vacant post.

Grievances, Disputes, Disciplinary and Other Industrial Relations Procedures

Central and North West London Mental Health NHS Trust has grievance, disputes, disciplinary and other industrial relations procedures. Employees are required to make themselves aware of these procedures, copies of which are available on the Trust net, from your manager and the Human Resource Directorate.

Personal Development

The potholder is expected to co-operate in activities which line management believes will contribute to personal and/or to team growth. This includes attending supervisory sessions and training modules, both at their work base and other selected venues of instruction.

Conflict of Interest

Employees are expected to declare any private 'interest or practice', which might conflict with their NHS employment, and be perceived to result in actual or potential financial or personal gain.

Working Time Regulations

The Working Time Regulations 1998 require that you should not work more than an average of 48 hours each week i.e. no more than 816 hours in a 17-week period. To work more than 48 hours you must have management authorisation and you will be required to sign an opt out agreement.

The Trust policy has a limit of 60 hours per week and all staff must ensure a 24-hour rest period is taken in every 7 days.

Conditions of Employment

The Trust will screen all staff who will be working with children and police checks will be carried out on all staff appointed to posts which have access to children.

This will also apply if role develops to include access to children.

Terms and Conditions

The terms and conditions of service associated with this position are those agreed by the Trust.

