

Job description

Job Title	Senior Staff Nurse
Department	CAMHS Inpatient Service
Band	6
Reports To	Ward Manager
Operationally Responsible To	Ward Manager
Professionally Responsible To	Operational Manager
Location	Lapwing Ward Psychiatric Intensive Care Unit (PICU), Red Kite View, Leeds

JOB PURPOSE

The core purpose of the role is to provide direct care which is high quality and evidence based to patients who have complex and challenging mental health needs. This care is provided on a 24/7 basis. Main job purpose is:

- To work closely with the Operational Manager in overseeing efficiency and effectiveness of treatment provided.
- To present as a positive and professional role model to all staff within the service and to all stakeholders, striving to maintain a philosophy of service user involvement in continuously improving the service
- To work as an integrated member of the clinical team, participating in all aspects of day to day service provision.
- Band 6 nurses work with a caseload of service users and usually as part of a multi-disciplinary team, providing assessment, care planning and interventions. This will include the provision of highly skilled nursing care, psychological interventions, group work, clinical assessment, risk assessments / risk management, and promoting recovery and inclusion.
- Band 6 nurses may also provide leadership, management and supervision / appraisal for junior nursing staff (and other members of a multi-disciplinary team) and often lead / coordinate / supervise teams of staff in the delivery and evaluation of care.

- In some roles specialist skills and knowledge may be required. Band 6 nurses will often have designated areas of practice to lead within the team.
- Band 6 nurses will be required to regularly take charge of a team and to delegate and supervise the work of other staff, and may be required to oversee the safe running of services and interventions.
- Nurses are expected to consistently demonstrate the 'Six C's' – namely care; compassion; competence; communication; courage; and commitment.

DUTIES AND RESPONSIBILITIES

1. Communication/Relationship Skills

(covers providing and receiving routine, complex or highly complex information, barriers to understanding, communicating sensitive or contentious information)

The post holder is expected to demonstrate articulate and effective written and verbal communication skills, with a wide range of people.

- Communicates in an effective manner with all service users and carers, ensuring use of additional services where required, e.g translation services, communication aids, visual aids.
- To provide advice, support and information to service users and carers.
- Promotes effective team working to provide high quality care through effective communication and liaison.
- Ensure effective communication with the team and more senior clinical and operational team members during the planning, implementation and evaluations of care and interventions.
- Liaise with other agencies, providers, service users/carers during the planning implementation and evaluations of care as appropriate to the role.
- Maintains effective communication and liaison systems which ensures the accurate and timely distribution and receipt of information and is able to delegate responsibilities and duties where necessary.
- Is aware of the limitations of their own role and utilises senior support and advice systems (including the on-call structure) as required.
- May provide clinical supervision to colleagues if required.
- Attend local team and clinical meetings as required. Attend care group meetings as required/designated representing the team, and give feedback as appropriate.
- Participate in managerial supervision and participate in performance review/appraisal with an identified supervisor
- To adhere to all professional and Trust policies including the reporting of Trust incidents, complaints procedure and information governance.
- Adhere to the Lone Working policy as appropriate

Reporting and Recording

- Develop and follow integrated care plans.
- The post holder will maintain and produce detailed contemporaneous and accurate

<p>records and reports, in accordance with agreed Trust and local procedures.</p> <ul style="list-style-type: none"> • Assist with data collection and the daily completion of statistical information. • Use a computer (and other agile technologies) to aid work. • Contribute data for local performance indicators. • The post holder, on occasions, may be involved in project work or contribute ideas/participate in sub groups to provide feedback on specific topics that they currently have experience with in their scope of professional practice.
<p>2. Knowledge, training and experience <i>(covers base, intermediate or specialist knowledge (theoretical and/or practical), level of qualifications, training and experience)</i></p> <ul style="list-style-type: none"> ▪ Registered Nurse Qualification for Mental Health with current NMC registration. ▪ Evidence of further study/qualification relevant to specialism. ▪ Experience and knowledge of the problems and difficulties experienced by those with mental health illness (and specific/specialist needs.) ▪ Understanding of and ability to effectively implement the Mental Health Act and DoLS as relevant to service. ▪ Knowledge / experience of joint working with the Local Authority (ie social care) and primary and/or acute NHS providers.. ▪ Experience of working effectively as part of a multi-disciplinary team. ▪ Demonstrate knowledge in person centred approaches and awareness of legislation that affects delivery of health care in mental health/relevant specialism. ▪ Experience in assessing, planning, implementing and evaluating care to meet service user needs. ▪ Demonstrates importance of sound evidence based health interventions when delivering/initiating direct care work ▪ Ability to work in partnership with families / carers. ▪ Demonstrates experience in assessing and formulating treatment plans. ▪ Demonstrates knowledge of sound evidence based health interventions when delivering/initiating direct care work ▪ High level of skill in de-escalation of distress and anger. ▪ Knowledge of CPA framework and ability to act as named care coordinator. ▪ Has a good working knowledge of psychological approaches in mental health ▪ Has an understanding of the relevant skills required and a commitment to developing skills in psychological thinking and interventions (appropriate to skill level and in line with the serviced integrated care pathways) ▪ Will engage in the supervision, learning and development of junior staff, student nurses, other professionals, carers and service users, and volunteers ▪ Actively participate in the Trust and team structures and systems to enable professional development and growth of individuals and the team. ▪ Values the importance of partnership working and the contributions this brings to clinical care/services. ▪ Demonstrate knowledge of clinical governance and the ability to implement this in practice within the relevant service area / setting. ▪ Has experience of working with diverse populations and values the work associated to promoting diversity and social inclusion. ▪ Ensure that own continuing professional development is undertaken, including

maintaining an updated knowledge of current legislation in relation to care delivery.

3. Analysis, Problem Solving and Judgmental Skills *(covers judgements/decision making of straightforward, a range of situations, complex or highly complex of facts or situations)*

- Ability to assess and plan to meet complex needs and manage complex situations.
- Assist with the management of staff performance.
- To provide advice and support to staff as required.
- The post holder has a responsibility to seek advice from a senior colleagues / health care professionals on clinical decisions when required, and to work within their scope of practice.
- Manages and makes judgements regarding clinical work on a day to day basis, and is able to effectively coordinate activity as appropriate.

4. Planning and Organisational Skills *(covers planning and organising own tasks, straightforward tasks, complex or a broad range of complex activities or programmes)*

- To use professional judgement and exercise professional accountability in all aspects of clinical practice.
- Will plan the delivery of care and delegate appropriately.
- Post holder will be involved in the risk assessment of individuals (in conjunction with other members of the team, service users and their carers). They will ensure appropriate plans of action are in place to manage identified risks.
- Will cover and support team members during times of annual leave or unexpected leave of absences.
- To work flexibly ensuring the services are delivered safely and timely.

5. Physical Skills *(covers minimal demand for physical skills, standard driving/keyboard or advanced/highly developed physical skills such as hand-eye co-ordination, sensory skills, moving service user's and surgical activities)*

- IT literacy skills and the ability to work with electronic care records.
- To be able to perform moving and handling interventions in line with Trust policy.
- To be able to perform breakaway techniques as per Trust requirements on compulsory training.
- The post holder should be able to work flexibly as appropriate to or required by the service.
- Holds a current drivers licence and has access to a car.

6. Service User/Client Care *(covers non-clinical advice, personal care, clinical care, implements or develops care packages/clinical technical services which are specialist or highly specialist)*

- To provide assessment, planning and delivery of evidence based care / interventions based upon the individual needs of the service user
- To maintain a commitment to person centred care and to promote the use of the recovery model where appropriate, engaging service users in all aspects of their care.
- Undertake direct clinical treatment interventions as required by the service user in

differing settings, and support / supervise the delivery of care by junior staff

- To safely administer medication in accordance with NMC Code and policy / procedures where appropriate.
- Collaborate with outside agencies to ensure care packages are in line with all agencies policies and procedures and current legislations.
- To promote social inclusion and diversity for clients by coordinating/facilitating and supporting access to a variety of community based opportunities
- To promote the physical health and wellbeing of people by supporting assessment and interventions that facilitates access to relevant screening and information around health promotion and prevention (including effects of medication, diet, nutrition, exercise, alcohol & drug use, and smoking cessation).
- Have a good working knowledge of the impact of co-morbidities.

7. Policy and Service Development Implementation

(covers responsibility for development and implementation of policies and/or services i.e. implements in own work area, policy/service development across own area/directorate/organisation)

- The post holder will abide by the NMC Code for nurses and midwives.
- The post holder will work in accordance with Trust policy and procedures
- To contribute to the development of policies and procedures as appropriate
- To lead and actively participate in evaluation of care delivery and in wider service evaluation and developments as required.

8. Responsible for Financial and Physical Resources

(covers financial resources i.e. cash, cheques, budgets and physical resources such as clinical, office and other equipment, tools, instruments, personal possessions of service user's/clients)

- To make effective use of all available resources under the guidance of the Clinical Team Manager.
- To support the CTM in ensuring services are delivered within agreed budgets.
- Adhere to Trust Financial Instructions e.g.: mileage and expenses claims, timely submission of attendance sheets and activity recording.
- Maintain stock of clinical supplies as appropriate for care delivery

9. Responsible for Human Resources

(covers management/supervision/coordination/teaching, training and development/ including dealing with HR issues such as grievance, disciplinary, absence management and appraisal)

- To provide clinical and managerial supervision, appraisal and other staff developmental work for junior staff where applicable.
- To act as named line manager for staff as required.
- In collaboration with the Clinical Team Manager, develop and implement action / performance plans for individual staff members.
- To coordinate the safe and effective running of a team on a daily basis, including managing the deployment of staff, in the role of senior nurse on duty.
- Participate in own clinical supervision as stated within Trust policy.
- Participate in appraisal system
- Provide cover for the team caseload for holidays and sickness if required.

- To be responsible for pre-registration education and preceptorship.
- To participate in the recruitment and induction of new staff.

10. Responsible for Information Resources

(covers computerised, paper-based and information systems i.e. records own generated information, data entry, create reports, design/development/use of information systems)

- Post holder will maintain and produce detailed contemporaneous and accurate records and reports at all times in accordance with agreed procedures.
- Post holder will ensure compliance with relevant Information Governance policies and procedures

11. Research and Development (R & D)

(covers informal and formal clinical or non-clinical R & D i.e. carries out audits, undertakes R & D, co-ordinates and implements R & D programmes)

- Participate and contribute in the in the process of research and audit within the service.

12. Freedom to Act

(covers accountability for own actions and those of others, use of own initiative and act independently and the discretion to take action i.e. works with supervision or is guided by procedures, guidance by others, interprets policy and strategy)

- The post holder is responsible for organising time management of their workload as an individual practitioner.

HEALTH, SAFETY & RISK MANAGEMENT

You must at all times comply with the Leeds and York Partnership NHS Foundation Trust Health & Safety Policies, in particular by following agreed safe working procedures and reporting incidents using the trust's risk incident reporting system.

You are required to inform the line manager of any safety issues that could affect you or others in the work place. You are responsible for your own Health & Safety and must co-operate with the management at all times in achieving safer work processes and work places, particularly where it can impact on others.

You will be trained in the correct use of any equipment provided to improve Safety and Health within the trust. You are required to use the equipment when necessary and as instructed; it is your responsibility to ensure the equipment is safe to use, prior to its use and must report any defects immediately to your manager.

You have a duty to take reasonable care of health and safety at work for you, your team and others, and to co-operate with employers to ensure compliance with health and safety requirements

PLUS FOR SUPERVISORY GRADES ONLY

You are required to provide adequate supervision to ensure compliance with safe work practices.

You will be expected to carry out risk assessments, identify hazards in your work place, and evaluate the level of risk associated with identified hazards and implement adequate controls to eliminate or reduce the level of risk.

OR FOR MANAGEMENT GRADES ONLY

You are responsible for the implementation and adherence to trust Safety Policies and Procedures for areas within your remit.

You are required to ensure suitable and sufficient risk assessments are completed for all areas within your remit. The controls identified must be evaluated and implemented where necessary.

You are required to review all risk assessments periodically and particularly when staffing and/or equipment changes. Monitoring the effectiveness of any control measures implemented

You are to ensure suitable and sufficient equipment is provided to sustain the Health & Safety of staff, patients and visitors to areas within your remit

TRAINING AND PERSONAL DEVELOPMENT

You must take personal responsibility in agreement with your line manager for your own development by ensuring that continuous professional development remains a priority. You will undertake all mandatory training required for the role and participate in supervision/appraisal as necessary.

SAFEGUARDING

Any postholder within the organization will be expected to undertake safeguarding training (Children and Adults) appropriate to their role and adhere to policies and procedures relevant to the area they work in.

All staff must work in accordance with their statutory roles and responsibilities in relation to safeguarding in accordance with the Working Together to Safeguarding Children 2018, Promoting the health and well-being of looked after children 2015, The Care Act 2014 and the Prevent Duty 2015. This must include familiarisation with safeguarding policies and how to raise concerns as well attendance at training commensurate with the role in line with the intercollegiate documents for Adults and Children - Roles and Competencies for Health Care Staff 2018.

INFORMATION GOVERNANCE AND DATA QUALITY

CONFIDENTIALITY

You have a duty to protect the confidentiality of personal information you hold. You should respect patient confidentiality at all times, and protect, and not divulge patient information unless sanctioned by the requirements of the role.

DATA QUALITY

If your job involves collecting and / or inputting data into Trust information systems, and particularly if this relates to service users or other persons, then you must follow Trust policies and procedures to ensure the accuracy and completeness of this information.

Plus for supervisory and management grades

If you supervise or manage staff then you are required to ensure staff understand and comply with Trust policies and procedures concerning the collection and input of data into Trust information systems.

TRUST VALUES

You are required to act at all times in accordance with the Trust values of we act with integrity, we are caring and we keep it simple.

EQUALITY AND DIVERSITY

You have a duty not to discriminate against service users/patients, staff or visitors and to adhere to equal opportunities and equality and human rights legislation.

SPECIAL WORKING CONDITIONS

This is community post so will involve travelling between sites and service users homes. You may need to escort service users as necessary. Extended hours may be required, across seven days

INFECTION CONTROL RESPONSIBILITIES

You have the following key responsibilities:

- You must wash your hands or use alcohol gel on entry and exit from all clinical areas and/or between each patient/service user contact.
- You have a duty to attend annual mandatory hand hygiene training (clinical staff) or three yearly mandatory hand hygiene training (non clinical staff) provided for them by the Trust.
- If you develop an infection (other than common colds and illness) that may be transmittable to patients you have a duty to contact Occupational Health or Infection Control and seek advice on its' management.
- Compliance with all infection control policies and procedures will form an integral part of the practice of all staff.

HIGH QUALITY PATIENT CARE

For clinical staff only

You will maintain the highest standards of care and service treating every individual with compassion, dignity and respect taking responsibility not only for the care you personally provide but also your wider contribution to the aims of your team and the NHS as a whole.

You will play your part in sustainably improving services by working in partnership with patients, the public and communities

RAISING CONCERNS

You should aim to raise any genuine concern you may have about a risk, malpractice or wrongdoing at work which may affect patients, other staff or the public or the Trust at the earliest reasonable opportunity. Please refer to the Trust's Whistleblowing/Raising Concerns Procedure

THE NHS CONSTITUTION

Staff within the NHS have legal duties under Section 9 of the NHS Constitution and these should be complied with. A copy of the Constitution can be found on the Trust's staff net or on the NHS Employers web-site.

LINE MANAGER'S NAMESIGNATURE.....

DATE.....

