

JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE:	Community Mental Health Nurse/ Care Co-ordinator
BAND:	6
DEPARTMENT:	Bedfordshire and Luton Adult Community Mental Health services
DIRECTORATE:	Bedfordshire
REPORTING TO:	Team Manager
ACCOUNTABLE TO:	Service Manager
LOCATION:	Biggleswade Hospital, Bedfordshire, SG18 0EL

JOB SUMMARY



We are recruiting for 2 community mental health nurses

... 'Sensation colleagues' ... 'camaraderie' ... 'support' ... 'it's the team work' ...

These are some of the reasons why people work and stay working in the team, along with the a semi-rural location, free parking, local shops, Cottage Hospital site with lots of green areas space surrounding the work place.

Biggleswade is located on the famous Great North Road (formally the A1) and the Edinburgh to London mainline to Kings Cross.

By car, within approximately 60 minute drive, Stevenage, Bedford, Hitchin, Letchworth, Papworth, St. Neots, Huntingdon, St. Ives, Cambourne.

Biggleswade is a semi-rural market town and civil parish in Central Bedfordshire. It lies on the River Ivel, 11 miles east of Bedford. Its population was 16,551 in the 2011 census,^[2] and its estimated population in mid-2019 had increased to 21,700,^[1]

It founded by the Anglo-Saxons. A gold Anglo-Saxon coin was found on a footpath I in 2001. The British Museum bought the coin in February 2006 and at the time, it was the most expensive British coin purchased.^[4]

A charter to hold a market was granted by King John in the 13th-century. In 1785 a great fire devastated the town. A railway station was opened in 1850.

Biggleswade Isolation Hospital was built in 1878, costing £2,500. The hospital was enlarged in 1904 at a total cost of £6,073, with beds for 46 patients.

In 1905 a number of appointments were made, a doctor for £60 per year, a nurse at 15/- (75p) per week plus board, a cook at 10/- (50p) plus board and the charwoman received 12/6d (62 ½ p) a week.

The hospital now houses the modern day multi-disciplinary community mental health team

Come And Join The Team!

If you would like to visit us or call for an informal chat please feel free.

Call Kelly Stevens on 01767 224922

Service Information

You will be part of The Mid & South Beds Community Mental Health Services. Our team is part of the Mental Health Transformation of services and our new blended team where our voluntary service colleagues are fully embedded within the team. This is definitely an exciting time to join this expanding, developing and modern service.

The team is also made up of a rich resource of multidisciplinary professionals who support psychological ways of working. The team includes Registered Nurses, Social Workers, Doctors, Psychologists, Assistant Psychologist, Occupational Therapists, Support Recovery Workers, Peer Support Worker, Administrators and an Employment specialist as well as working closely within a designated locality with Primary care mental health link workers, the Local Authorities and voluntary services.

There are many other development opportunities that you will have access to. If you are looking to be innovative, a team player and want to be part of a supportive, progressive and effective team, then this will be the post for you. This role is available to existing Band 6's or experienced Band 5's who wish to progress in their career

We are interested in what you want from your career, to grow and develop for your continuing professional development and we will work closely with you to focus on and to tailor your individual needs as a nurse professional.

We want to explore options for your personal development and to expand your therapeutic skill set and managerial skills. This will include the option to rotate within the service to widen your breadth of experience, skills and knowledge.

The post holder will hold a caseload and work within the principles of the agreed model of care for the service as laid down in the operational policy. The post holder will work as an autonomous practitioner within an integrated Multi-disciplinary team. This will involve the assessment planning, implementation and evaluation of the care provided and will liaise with all agencies involved with the client. The post holder will be confident and competent in administering IM injections and fully aware of the Medicines Management Guidance & associated policies.

- Undertake specialist and comprehensive assessment of needs
- Co-ordinate care for a defined caseload

- Undertake physical health assessments and provide or support access to appropriate intervention.
- Practice within professional guidelines and promote professional practice in clinical area.
- Ensure high standard and accurate verbal/written communication about patient care with all team members.
- Put service users at the centre of everything achieved, taking responsibility for the development and delivery of evidence based practice, ensuring that it supports and reflects service user individual needs, Trust objectives and professional guidance.
- Work to values that include self-determination, empowerment and choice for service users
- Work in partnership with service users and empower them to draw on their individual strengths and assets, and set goals they would like to achieve in all aspects of their lives.

KEY RELATIONSHIPS

All members of the multi-disciplinary team
 Service Users
 Carers/relatives/visitors
 Community Health Teams inclusive of childrens
 Heads of Department
 Inter-agency relationships
 Head of Nursing/Service Directors
 Local Authority
 General Practitioners
 VCSE partners

MAIN DUTIES AND RESPONSIBILITIES

Patient/Client Care	<ul style="list-style-type: none"> • Comprehensive needs assessment and care planning – ensuring this is holistic, person centred, co-produced utilising DIALOG+ • Specialist clinical assessments and care delivery in line with best and evidence based practice with reference to NICE recommendations • Case management • Crisis intervention • Safeguarding – awareness, alert raising and acting as enquiry officer • Awareness and implementation of MHA and relevant legal frameworks. Good report writing and presentation of case • Trauma informed practice • Carers support and Psychoeducation • Liaison and interface with other agencies
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	<ul style="list-style-type: none"> • Ensuring that a service user centred multi-disciplinary approach to care is present • To take an active role in direct service user care and act as a role model at all times • Demonstrate an understanding of the Care Act associated responsibilities within your role • Ensuring that care reflects individual and cultural needs taking into account any reasonable adjustments that may be required • Understand and apply the aims and principles of health promotion, protection and improvement and the prevention of ill health when engaging with people • Undertake training and assessment to expand clinical skills and knowledge relevant to clinical practice needs. • Ensure that the clinical environment is pleasant, clean, comfortable and suitable for use at all times liaising with other departments as necessary. Safe clinical management of the clinic room and equipment
Clinical Care	<ul style="list-style-type: none"> • Undertake specialist clinical assessment of mental health, including MSE • Undertake physical health assessments and provide or support access to appropriate intervention. • Risk assessment and comprehensive risk management • Relapse prevention and early warning signs • Psychosocial interventions • Medication administration & management inclusive of concordance and side-effect monitoring. Participation in depot/clozapine clinic • Symptom management • Health promotion, awareness raising and psychoeducation • Reflective practice • Facilitating groups

	<ul style="list-style-type: none"> Ensuring that all practices are within the guidelines set out by the NMC and other professional groups and are in accordance with Trust policies.
Management	<ul style="list-style-type: none"> Supervision of junior staff as required Act as a preceptor to newly qualified staff Practice supervisor for student nurses Chairing of clinical meetings To coordinate the day-to-day activity and manage the workload of the team in the absence of the deputy/team manager Leading of and participation in QI projects
Admin, Quality and performance	<ul style="list-style-type: none"> Record keeping Outcome measures Participation in audits and quality improvement projects Co-production Continual professional development
Policy and Service Development	<ul style="list-style-type: none"> Exercise professional responsibility for adhering to Trust Policies and Procedures. Contribute to policy, practice changes and service improvements arising from audits, complaints and serious untoward incidents. Update and maintain clinical expertise within national, Trustwide and health care initiatives in order to effectively contribute to service development. Contribute to the development of a culture that actively promotes the involvement of service users and carers. Participate in projects within the service and the Trust as negotiated with your service. Active participant in developing and implementing Quality Improvement initiatives within your area of work.
Financial and Physical Resources	<ul style="list-style-type: none"> Ensure effective and responsible use of available resources.
Human Resources	<ul style="list-style-type: none"> Support and develop other staff. Share knowledge as appropriate

	<ul style="list-style-type: none"> • Allocate, supervise and monitor work given to junior staff. • Provide support to all Team members to ensure the smooth running of the medical monitoring pathway in relation to the wider service offer • Assist senior staff in staff training and development and recruitment and selection, as appropriate. • Promote learning environment and to work alongside students and liaise with the Student Nurse Mentors in order to support their learning objectives as required
Information Resources	<ul style="list-style-type: none"> • Ensure patient records are up to date and are an accurate reflection of the situation. • Ensuring that work is fully compliant with the requirements of the GDPR.
Research and Development	<ul style="list-style-type: none"> • To assist in ensuring Quality Improvement clinical audit becomes part of everyday practice. • To assist in research as appropriate to clinical area. • To support a culture of research and development appropriate to clinical area and current area of specialism in Eating Disorders
Freedom to Act	<ul style="list-style-type: none"> • Manage own workload ensuring this is in line with relevant policies, procedures and Nursing Accountability Framework. • Actively participate in appraisal and goal setting process and evaluate throughout the year. • Ensure participation in regular clinical and managerial supervision with the line manager and clinical supervisor .
Physical Effort	<ul style="list-style-type: none"> • To be fully conversant with Moving and Handling Security Policies in practice. • Ensure you are full trained and annually updated in management of aggression and violence in order that Trust guidelines are followed in the management of violent or aggressive patients.
Mental Effort	<ul style="list-style-type: none"> •
Emotional Effort	<ul style="list-style-type: none"> • Manage distressing and challenging situations in a sensitive and non-threatening way to reduce anxieties and promote effective resolutions. • Flexible approach, able to recognise signs of stress in self and others and take the appropriate action. • Acknowledge own strengths and limitation and discuss/identify training and development needs in management supervision.

	<ul style="list-style-type: none"> • Remain optimistic in therapeutic engagement with patients, family and carers • To work within the anti-bullying policy providing support to bullies, victims and other members of the nursing team.
Working Conditions	<ul style="list-style-type: none"> • Take an active role in ensuring working conditions are safe.

KNOWLEDGE AND SKILLS

Knowledge, Training and Experience	<ul style="list-style-type: none"> • Applied understanding of the needs of clients and a breadth of knowledge about mental health presentations, physical health and medication. • Completed or willing to work towards modules in Physical health & Psychopharmacology • Monitor and escalate concerns around overall standards of care and practice in the service • Knowledge and application of the standards of professional behaviour. • Provide evidence based care that is regularly reviewed. • Support collection and utilisation of data that evaluates the effectiveness of the service and experience. • Understanding of clinical audit. • Awareness of Quality Improvement methodology and application in clinical practice. • Completion of all statutory and mandatory training. • Willingness to undertake specialist training in accordance to specialist area of work. • Completed or willing to work towards NMP, AMHP, ACP
Analytical and Judgemental Skills	<ul style="list-style-type: none"> • Exercise analytical and decision making skills in relation to patient risk and care in complex cases
Communication and Relationships	<ul style="list-style-type: none"> • To communicate sensitively to patients and/or relatives and carers. • Use a range of communication skills to communicate verbally, and in writing in a professional manner in line with professional and Trust guidelines. • Provide effective means of communication with staff across the patient pathway.

	<ul style="list-style-type: none"> Attend meetings and forums, ward/community interface, representing the service at various levels as required. To act as a positive role model to staff.
Planning and Organisational Skills	<ul style="list-style-type: none"> Able to prioritise and manage their own workload Ability to problem solve and utilise resources to manage risk and changing clinical presentation. Supporting junior staff in developing skills in relation to time/task management to deliver effective care
Physical Skills	<ul style="list-style-type: none"> Ensure annual attendance at ILS training and keep up to date on service wide policy and procedure for responses to medical emergencies. Ensuring the compliance of Health and Safety regulations and legislative (Health and Safety at Work Act, Infection Control Policy, etc) requirements are fully complied with in line with the guidance.

JOB DESCRIPTION AGREEMENT

This job description is intended as a guide to the main duties of the post and is not intended to be a prescriptive document. Duties and base of work may change to meet the needs of the service or because of the introduction of new technology. This job description may be reviewed from time to time and changed, after consultation with the post holder.

Statement on Employment Policies

In addition to the requirement of all employees to co-operate in the implementation of Employment related policies, your attention is drawn to the following individual employee responsibilities:-

Health and Safety	Under the Health & Safety at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work, and to co-operate with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
Equal Opportunities	<p>ELFT is committed to equality of opportunity for all employees, job applicants and service users. We are committed to ensuring that no one will be discriminated against on the grounds of race, colour, creed, ethnic or national origin, disability, religion, age, sex, sexual orientation or marital status. The Trust commits itself to promote equal opportunities and value diversity and will keep under review its policies, procedures and practices to ensure that all employees, users and providers of its services are treated according to their needs.</p> <p>For management posts, to ensure that within their service area</p>

	fair employment practice and equality of opportunity are delivered.
Dealing With Harassment/ Bullying In The Workplace	<p>The Trust believes employees have the right to be treated with respect and to work in a harmonious and supportive working environment free from any form of harassment and / or bullying.</p> <p>The Trust has taken positive steps to ensure that bullying and harassment does not occur in the workplace and that procedures exist to resolve complaints as well as to provide support to staff. It is your responsibility as an employee to abide by and support these steps so all employees can work in a harmonious, friendly and supportive working environment free of any harassment or intimidation based on individual differences.</p> <p>Disciplinary action will be taken against any member of staff found to be transgressing the Harassment and Bullying Policy.</p>
No Smoking	To refrain from smoking in any of the organisations premises not designated as a smoking area. 'East London Foundation Trust is a Smokefree Trust – this means that staff must be smokefree when on duty or otherwise in uniform, wearing a badge or identifiable as ELFT staff or undertaking trust business.'
Alcohol	To recognise that even small amounts of alcohol can impair work performance and affect ones ability to deal with patients and the public in a proper and acceptable manner. Consumption of alcohol during work hours in not permitted.
Confidentiality	<p>As an employee of the Trust the post-holder may have access to confidential information. The postholder must safeguard at all times, the confidentiality of information relating to patients/clients and staff and under no circumstances should they disclose this information to an unauthorised person within or outside the Trust. The post-holder must ensure compliance with the requirements of the Data Protection Act 1998, Caldicott requirements and the Trust's Information and IM&T Security Policy.</p> <p>To safeguard at all times, the confidentiality of information relating to patients/clients and staff.</p>
Data Protection Act	To maintain the confidentiality of all electronically stored personal data in line with the provision of the Data Protection Act.
Data Protection – Your Data	<p>As part of your employment with East London Foundation Trust, we will need to</p> <p>Maintain personal information relating to your work on your personal file. You have a right to request access to your personal file via the Human Resources Department.</p> <p>To carry out as per Data Protection Act responsibilities with regard to the access and Health Records Act 1990.</p>
Safeguarding	All employees must carry out their responsibilities in such a way as to minimise risk of harm to children, young people and adults and to safeguard and promote their welfare in accordance with

	current legislation, statutory guidance and Trust policies and procedures. Employees should undertake safeguarding training and receive safeguarding supervision appropriate to their role.
Service User and Carer Involvement	ELFT is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work.
Personal Development	Each employee's development will be assessed using the Trust's Personal Development Review (PDR) process. You will have the opportunity to discuss your development needs with your Manager on an annual basis, with regular reviews.
Clinical Governance	As an employee of the trust you are expected to support the Trust's clinical governance framework for monitoring and improving standards of care. You must do this by:- <ul style="list-style-type: none"> • taking part in activities for improving quality • identifying and managing risks • maintaining your continuous professional development
Professional Standards	To maintain standards as set by professional regulatory bodies as appropriate.
Conflict of Interests	You are not precluded from accepting employment outside your position with the Trust. However such other employment must not in any way hinder or conflict with the interests of your work for the Trust and must be with the knowledge of your line manager.
Risk Management	Risk Management involves the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. Every employee must co-operate with the Trust to enable all statutory duties to be applied and work to standards set out in the Risk Management Strategy.
Personal and Professional Development/Investors in People	The Trust is accredited as an Investor in People employer and is consequently committed to developing its staff. You will have access to appropriate development opportunities from the Trust's training programme as identified within your knowledge and skills appraisal/personal development plan.
Infection Control	<p>Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all Healthcare Associated Infections including MRSA. In particular, all staff have the following key responsibilities:</p> <p>Staff must observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after following all patient contact. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations.</p> <p>Staff members have a duty to attend infection control training provided for them by the Trust as set in the infection control policy.</p> <p>Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.</p>

PERSON SPECIFICATION

ATTRIBUTE S	CRITERIA	ESSENTIAL/ DESIRABLE	SELECTED METHOD (S/I/T)
Education/ Qualification/ Training	Relevant professional qualification Registered with the NMC	E	
	Has obtained MSPP qualification or equivalent	E	
	Evidence of further training, e.g. Bsc Community Mental Health Nursing or AMHP status or Clinical skill based qualification e.g. CBT, Psycho-social interventions	D	
	Non-medical prescribing.	D	
	Degree module in Psychopharmacology	D	
	Degree module in physical health	D	
Experience	At least 1 year post qualification	E	
	Experience of working in a community mental health team	D	
Knowledge and Skills	Assessment skills	E	
	Good understanding of mental health conditions and treatment options in line with NICE guidance	E	
	Physical health assessment and monitoring	E	
	Administering of depot medication	E	
	Medication Management	E	
	Symptom management	E	
	Risk assessment	E	
	relapse prevention	E	
	health promotion and prevention/education	E	
	establishing good relationships with	E	
	good communication skills with	E	
	SU's/carers/MDT/partner organisations	D	
	chairing meetings	E	
	presenting cases	E	
	comprehensive report writing	E	
Other	managing clinic inclusive of depot and physical health	E	
	psycho-social intervention skills		
	Motivated to providing the highest standards of care in a changing service	E	
	Awareness of equal opportunities in the workplace	E	
	Able to work within the accountability framework	E	
	Personal Integrity		

S: Shortlisting I: Interview T: Test

Please note: JD 7 PS are subject to ratification.