

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>COMMUNITY MENTAL HEALTH NURSE / PRACTITIONER</b>
<b>BAND:</b>	Band 6
<b>LOCATION:</b>	Hahnemann House, Bournemouth, Assertive Outreach Team
<b>ACCOUNTABLE TO:</b>	Service Manager
<b>LINE MANAGER:</b>	Assertive Outreach Team Leader
<b>KEY RELATIONSHIPS:</b>	Patients, Carers, AOT & Community Mental Health Team Professionals, Social Care Professionals, GPs, Health Professionals working in Primary and Secondary Care
<b>HOURS OF WORK:</b>	This is a full-time post of 37.5 hours per week. The post holder may be required to work flexibly to meet the needs of the service.
<b>JOB PURPOSE:</b>	<p>To be personally responsible and professionally accountable for a patient caseload within the community working with people with severe mental illness who have multiple and complex needs.</p> <p>To provide high quality nursing care and treatment in conjunction with other professionals through the Trust's agreed multi-disciplinary assessment and treatment/ care programmes.</p> <p>To participate as an active member of the Assertive Outreach Team in developing high quality and innovative Community Mental Health Services to people with severe mental illness.</p>

## **MAIN DUTIES AND RESPONSIBILITIES:**

### **1. CLINICAL AND PROFESSIONAL**

- 1.1 Responsibility for the nursing assessment of care needs and the development, implementation and evaluation of programmes of care for a defined caseload of patients with regular supervision and guidance from a Team Leader.
- 1.2 Promoting and participating in the multi-disciplinary assessment and development of treatment/care programmes and reviews.
- 1.3 Acting as a Care Co-ordinator and fully implementing and adhering to the

Trust and Social Services policies on Integrated CPA and Risk Assessment and Local Authority Policies. To work in a socially inclusive way and in line with the recovery model.

- 1.4 To promote the needs of carers, complete carers assessments and care plans and support local Carer/User Groups.
- 1.5 Promoting the Trust's philosophy of treatment/care.
- 1.6 Administration of medication, ensuring compliance with nursing responsibilities under the Medicines Act (1971), the local Care of Drugs policy
- 1.7 and other relevant Trust clinical procedures.
- To participate in the Team Duty Worker rota and adhere to the Trust requirements for this role.
- 1.8 Ensuring compliance with approved Trust clinical nursing policies/procedures and the Trust's Supervision policy.
- 1.9 Ensuring compliance with the Mental Health Act (1983) and Mental Capacity Act regulations/procedures and Code of Practice.
- 1.10 Complying with Admission and Discharge policies and associated procedures.
- 1.11 Promoting good relationships and working arrangements with other relevant staff of other professions and agencies to ensure the smooth running of
- 1.12 services for patients.
- Ensuring good communications with relatives and other carers and agencies involved in the care of service users.
- 1.13 Maintaining and developing effective links and sound communication with the Inpatient and Crisis Service, particularly in respect of aftercare of discharged
- 1.14 patients.
- Attend all Mandatory Training required by the Trust
- 1.15

## 2. **MANAGERIAL**

- 2.1 Provide advice and demonstrate nursing skills and team procedures to new staff and junior colleagues in the team.
- 2.2 Assist in the induction of new staff joining the team

## 3. **ADMINISTRATIVE**

- 3.1 Maintain high standards of case note recording using the electronic patient record.
- 3.2 Ensure all data required for performance monitoring is recorded on the electronic patient record within the timescales required.

#### **4. HUMAN RESOURCES/WORKFORCE**

- 4.1 Supervision of nursing students doing placements with the team, including acting as “mentor” as necessary.
- 4.2 Receive Clinical Supervision in line with the Trust policy.
- 4.3 Act as ‘Clinical Supervisor’ for qualified nursing colleagues.

#### **5. FINANCE/RESOURCES**

- 5.1 Ensuring compliance with Trust Standing Orders and Standing Financial Instructions and associated procedures.
- 5.2 Ensure compliance with the appropriate Local Authority Fair Access to Care policy.

#### **6. RESEARCH & DEVELOPMENT**

- 6.1 Participate in clinical audits and surveys relating to the CMHT as required

#### **7. POLICY & SERVICE DEVELOPMENT**

- 7.1 Bringing any ideas for initiatives/innovations to improve services to the attention of the Integrated Services Manager and, if agreed, to assist in implementing them.
- 7.2 Ensuring the Trust’s and Social Services’ annual objectives, targets and standards are met, and complying with the agreed Community Mental Health Team annual objectives and quality standards.

#### **8. INFORMATION / DATA RESPONSIBILITIES**

- 8.1 Completing & inputting all required statistical returns promptly and efficiently, including Incident and Accident Forms.
- 8.2 Maintaining high standards of record keeping, recording all clinical work using

the Trust's Electronic Service User Record System, including the required fields for statistical reporting.

- 8.3 Full compliance with the Data Protection Act and confidentiality requirements
- 8.4 Adhere to all Information Governance requirements set out by the Trust.

## 9. **GENERAL**

- 9.1 To provide cover as required for other colleagues.
- 9.2 Other duties as required by the Integrated Locality Manager and/or the Associate Director (Community Mental Health) according to the needs of the service.

## 11. **ENVIRONMENTAL**

- 11.1 Ensuring familiarity with the fire and evacuation procedures and enact them as necessary.
- 11.2 The post holder will be exposed to distressing information relating to service users and carers in the course of their clinical work e.g. working with service users who have experienced child abuse.
- 11.3 The post holder will be required to drive to appointments with service users in their own homes and to meetings on other sites. They will occasionally be required to transport service users using their own vehicle.
- 11.4 The post holder will be required to visit service users in their own homes on a daily basis ensuring adherence to the Trust Staff Safety Procedures (incorporating Lone Worker Guidelines).