

**HERTFORDSHIRE PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST**

**JOB DESCRIPTION**

**Job Title:** Charge Nurse (MH)  
**Grade/Band:** Band 6  
**Department:** Herts Forensic Services  
**Responsible to:** Team Leader  
**Accountable to:** Modern Matron  
**Base:** Beech Ward, Radlett, Hertfordshire

**Hertfordshire Partnerships University Foundation Trust**

- Hertfordshire Partnership University NHS Foundation Trust (HPFT) is an exceptional organisation with big ambitions. Our aim is to be the leading provider of mental health and specialist learning disability services in the country.
- With a workforce of around 3,500 people and an annual income of some £330million, the Trust provides integrated health and social care services through a network of community and inpatient settings, serving diverse communities across Buckinghamshire, Essex, Hertfordshire and Norfolk. As a university NHS foundation trust, HPFT continues to develop strong links with the University of Hertfordshire, providing excellent learning and development opportunities, as well as strengthening our clinical research capability.
- While it is a challenging period for the NHS, there has never been a more exciting time to join HPFT following our CQC rating of Outstanding awarded to us in April 2019.

**Our Services**

We provide mental health and social care services, including Adults of Working Age, Older Adults, Children and Adolescents, and Specialist Learning Disabilities services.

The Trust works in close partnership with Hertfordshire County Council and also with other NHS organisations to promote and support mental health in the community. We also provide specialist learning disability services in Norfolk and North Essex.

The Trust provides:

- Community Services, including local teams for mental health
- Acute and Rehabilitation Services, including inpatient services and crisis team
- Specialist Services such as mental health services for older people, services for people with eating disorders, and our mother and baby unit
- Learning Disability and Forensic Services

## Our Mission

**“We support people to live their lives to their full potential by enabling them to keep mentally and physically well.”**

Everything we do is aimed at providing consistently high quality, joined up care, support and treatment that:

- Empowers individuals to manage their mental and physical wellbeing.
- Keeps people safe from avoidable harm.
- Is effective and ensures the very best clinical and individual recovery outcomes.
- Provides the best possible experience.

## Our Vision

Our conversations with service-users, carers, staff, commissioners and the wider communities we serve have informed a simple but ambitious vision:

***“Delivering great care, achieving great outcomes - together”***

We will achieve our vision by:

- Putting the people who need our care, support and treatment at the heart of everything we do – always.
- Consistently achieving the outcomes that matter to the individuals who use our services and their families and carers by working in partnership with them and others who support them.
- Providing the very best experience of joined-up care in line with what service-users and carers have told us makes ‘Great Care’.

## Great Together

*Great Together*, our Trust strategy for 2023 to 2028, has been developed and co-produced with our service-users, carers, staff, partners, and local communities and gives us a clear roadmap to achieve our vision of great care and great outcomes.

*Great Together* places service-users and carers at the centre of what we do; commits us to addressing inequalities and achieving equity; and focuses on developing our people and creating a vibrant learning organisation whilst working in strong partnerships to deliver high quality care.



## Values and Behaviours

Our values and behaviours have been developed by over 800 service-users, carers and members of staff. They describe how we aim to be with service-users, carers and each other. By living our values, we will deliver our ambition to be a leading provider for everyone we work with.

	<i>we are...</i>	<i>you feel...</i>
Our Values	<b>Welcoming</b>	✔ Valued as an individual
	<b>Kind</b>	✔ Cared for
	<b>Positive</b>	✔ Supported and included
	<b>Respectful</b>	✔ Listened to and heard
	<b>Professional</b>	✔ Safe and confident

Our values set the tone for:

- The way we plan and make decisions.
- The way we behave with service-users and each other.
- The kind of colleagues we recruit.
- The way we induct, appraise and develop our staff.

## Job Summary

This inpatient forensic Charge Nurse role is the perfect opportunity for a Mental Health or Learning Disabilities Nurse with at least two years' experience at Band 5.

Beech Ward is a 15-bed low-secure service for men with mental illnesses and a history of offending behaviour who are at significant risk of causing harm to others. It offers specialist psychological, psychiatric and behavioural therapies and complex specialist rehabilitation to help patients prepare for their return to life in society.

Our service-users are our number one priority, so we need non-judgemental, sensitive staff who are committed to supporting others, even at more challenging times. Excellent communication, interpersonal, organisational and team-working skills are essential for this role, as well as initiative, mature judgment and a calm and friendly manner.

The successful candidate must be able to demonstrate an ability to manage competing demands and organise their own work effectively to ensure the smooth running of the service. They will also need a good understanding of relational security and be prepared to model and promote the Trust's values at all times.

All staff should also comply with the Trust's Anti-Discriminatory Statement, Employee Charter, Trust Policies and Procedures, Code of Conduct, and Equality and Diversity.

## **Key Relationships**

The successful candidate will:

- Form effective working relationships with other professionals and nursing staff within the service area and across the SBU, with service-users and carers, and with other internal and external stakeholders.
- Maintain links with various external agencies associated with the management of service-users and their care packages.
- Treat colleagues and service-users with respect at all times.

## **Key Duties and Responsibilities**

The successful candidate will:

- Provide local clinical leadership under the direction of the Team Leader.
- Be responsible for the running of an identified clinical area including Key Performance Indicators (PDP, Attendance Management and e-rostering).
- Be responsible for the assessment, planning, implementation and evaluation of mental and physical health care for service-users.
- Teach other nursing and non-nursing personnel.
- Be a role model through their own good practice.
- Be responsible for maintaining clinical standards and team systems under the direction of the Team Leader.
- Assist the team leader in maintaining effective team-working processes, including outcome measures.
- Deputise for the Team Leader in their absence.
- Manage the unit resources and clinical environment during their shift.

## **Clinical Responsibility**

The successful candidate will:

- Act as a clinical expert in their service area. This means keeping clinically up to date, being able to assess service-users thoroughly, plan care rigorously, and audit and evaluate nursing interventions based on evidence and locally agreed protocols and policies.
- Co-ordinate all co-workers assigned to their service-user group and ensure they are familiar with all aspects of the service-user's care and treatment.
- Identify the individual mental and physical health care needs of allocated service-users, and plan, implement and evaluate all care programmes in conjunction with the unit's nursing team and the MDT.
- Maintain close links with all department/staff involved in a service-user's care and report on progress and effectiveness to the MDT.
- Lead and/or participate in ward rounds, case conferences etc, and prepare reports on service-users as required.
- Be aware of all policy documents and legal requirements pertinent to the post and ensure they are adhered to.
- For all clinical activities, demonstrate and serve as an example to more junior staff.
- Be fully conversant in, and ensure compliance with, NMC codes of conduct and practice, and relevant legislation, policies and procedures.
- Participate as appropriate in the assessment, care-planning and review of individuals referred to the unit, in liaison with the relevant disciplines.

## **Leadership and Staff Management Responsibility**

The successful candidate will:

- Exercise leadership and develop a good working relationship with colleagues in the MDT and the unit as a whole.
- Ensure Trust policies and procedures, and NMC guidelines and protocols, are adhered to at all times.
- Monitor and review sickness/absence, in partnership with the Team Leader.
- Participate in the recruitment and selection of junior staff.
- Participate in positive, regular clinical supervision and formal appraisal systems, in line with Trust policy.
- Contribute to orientation/induction programmes for new staff, and training/development programmes for all staff and students.
- Help ensure the physical environment is therapeutic, and conducive to the wellbeing of both service-users and staff.
- Develop regular teaching sessions within the clinical environment.
- Act as a mentor to student nurses, providing ongoing support.
- Act up in the absence of the Team Leader.
- Take charge of the Unit as required.

## **Financial Responsibility**

The successful candidate will:

- Assist the Team Leader in the effective use of resources at all times, including maintaining an awareness of budgetary issues and supporting the Team Leader in managing budgetary balance.
- Assist the Team Leader in the care and safe custody of service user's monies and property in accordance with the Trust's standing financial arrangements.
- Act as a signatory for staff timesheets.

## **Service Development and Improvement**

The successful candidate will:

- Participate in the Trust's Practice Governance and monitor the quality standards in order to benefit service-users and service improvement.
- Ensure that the Care Programme Approach (CPA) is fully implemented for all inpatients in liaison with the MDT and other agencies.
- Ensure the requirements of the Mental Health Act are adhered to as laid down by the Code of Practice (if applicable).
- Promote the concept of evidence-based practice and facilitate staff in the Trust PACE.
- Ensure all nursing records meet the standards of NMC guidelines and Trust policies.
- Co-ordinate the clinical activities of qualified nurses and healthcare assistants.
- Be aware of, and adhere to, policies and guidelines at all times.

## **Communications**

The successful candidate will:

- Be an effective communicator and the service area 'hub'. This means being the link between service area staff, service-users and their relatives, and professional visitors (such as members of the MDT). It includes being an advocate for both the service area staff and the service-users.
- Maintain a positive working relationship and clear communications with team members and other staff within the MDT and the wider Trust.
- Manage concerns/complaints with the appropriate people effectively.
- Ensure clinical information is shared with the appropriate staff.
- Help ensure a working environment conducive to high morale and effective communication, where staff are encouraged to contribute fully.
- Report to, and communicate with, line managers and multi-disciplinary team members effectively regarding patient care, incidents, health and safety issues, and service deficits.

## **Supervision, Personal Development, Training & Education Responsibilities**

The successful candidate will:

- Receive and deliver clinical supervision and participate in appraisal and performance development.
- Adhere to the NMC Code of Professional Conduct for Nursing.
- Ensure attendance at all essential Trust training.
- Identify personal development needs and set personal development objectives in discussion with the Team Leader.
- Work towards achieving competencies outlined within the role and collect evidence for personal portfolio.
- Contribute to the experience of learners and ensure the delivery of mentorship requirements, meeting NMC standards for nursing students.
- Ensure the development of an environment that is conducive to learning and to promoting staff development and involvement.
- Teach registered and non-registered staff, including students, in all aspects of professional nursing, as required.
- Be responsible for developing own skills and knowledge, as well as contributing to the development of others.
- Work in collaboration with the Team Leader to monitor and regulate training and development of all staff to ensure:
  - All mandatory training is undertaken and recorded.
  - Study leave is consistent and equal.
  - All staff are competent in relevant care skills.

## **ADDITIONAL INFORMATION**

### **Health and Safety**

The post holder has a duty of care to themselves and to others with whom they come into contact in the course of their work as laid down in the Health and Safety at Work Act 1974 and any subsequent amendment or legislation.

### **Infection Control**

All Trust staff will:

- Act as a role model and champion for the highest standard of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.
- Demonstrate respect for the roles and endeavours of others in implementing good standards of hand hygiene.
- Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare-associated infection.

### **Equality and Diversity**

- HPFT is committed to providing an environment where all staff, service users and carers enjoy equality of access, provision, opportunity and outcomes.
- The Trust works to eliminate all forms of discrimination and recognises that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.
- Providing equality of opportunity means understanding and appreciating the diversity of our staff, service-users and carers, and ensuring a supportive environment free from harassment. As a result, Hertfordshire Partnership University NHS Foundation Trust actively encourages its staff to challenge discrimination and promote equality of opportunity for all.

### **Confidentiality**

Employees must maintain confidentiality of staff, patients and Trust business and have a responsibility to comply with the General Data Protection Regulations (GDPR) 2018 and be aware of the Caldicott principles. If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose. You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance with the General Data Protection Regulations (GDPR) 2018. For those posts where there is management or supervision of other staff, it is the responsibility of that employee to ensure that their staff receive appropriate training.

### **Standards of Business Conduct and Conflicts of Interest**

The Trust has adopted a Standards of Conduct Policy, which reflects NHS Management Executive Guidelines. It is the responsibility of all staff to ensure that they act as a role model, by upholding the principle of a leading mental Trust. Staff should be informing their line manager if they are working for any other organisation to ensure that this Trust complies with the Working Time Regulations.

## **Safeguarding Adults and Children**

The Trust is committed to ensuring adults and children are protected and come to no harm from abuse. All employees have a responsibility to be aware of national and local policies, and their individual responsibilities with regards to the protection and safeguarding of both adults and children, and must adhere to them at all times.

## **Information and Records Management**

The post holder must:

- Be competent in using IT and have the relevant skills to carry out the activities required for the post.
- Comply with the Data Protection Act 1998, Freedom of Information Act 2000 and Department of Health Code of Confidentiality in line with Trust procedures.
- Adhere to the Trust's policies on records management including creation, use, storing and retention and disposal of records.
- Adhere to the Trust's Corporate Identity (using the standard templates – available on the Trust intranet 'HIVE').

## **Organisational Change**

As services develop and change, the post holder may be required to undertake other responsibilities within the Trust.

## **Flexible Working**

The Trust believes that its staff members are its most valuable asset and is committed to attracting and retaining the very best, and utilising all the talent and experience available. The Trust recognises the importance of helping its employees balance their work and home life by offering flexible working arrangements that enable them to balance their working life with other priorities, including parental and other caring responsibilities, life-long learning, charity work, leisure activities and other interests.

## **Health and Safety Health and Safety at Work**

In accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, staff have a duty to take responsible care to avoid injury to themselves and others by their work activities, to maintain a safe working environment for patients, visitors and employees and to co-operate in meeting statutory requirements.

## **Review**

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post holder.





## **PERSON SPECIFICATION**

**Job Title:** Charge Nurse, Band 6

**Department:** Beech Ward, Herts Forensic Services

### **KNOWLEDGE, TRAINING AND EXPERIENCE:**

#### **Essential criteria:**

- RNMH/RNLD/RMN/RGN
- Registered with NMC
- ENB 998/Mentorship training
- At least two years' experience at Band 5
- Evidence of CPD

#### **Desirable criteria:**

- Experience of working in other clinical settings

### **SKILLS AND ATTRIBUTES:**

#### **Essential criteria:**

- The ability to communicate effectively within a multi-disciplinary team
- The confidence to work autonomously, use own initiative, and make decisions in complex situations
- The ability to provide and receive complex, sensitive or contentious information, where persuasive, motivational, negotiating, training, empathic or reassuring skills may be required
- The ability to deal with distressing circumstances and challenging behaviour
- The ability to cope with an unpredictable work pattern and frequent interruptions
- An understanding of the legal (MHA, MCA, DoL), safeguarding and social factors involved in care
- An understanding of relational security and of the therapeutic rationale for necessary rules and boundaries
- Supervision skills
- The ability to work flexibly according to service-user/service needs
- The ability to be receptive to changing environments and promote positive approaches to implementing change
- Leadership qualities
- The ability to remain calm in difficult situations
- A positive approach to work
- A good attention to detail

#### **Desirable criteria:**

- Specific applicable clinical skills eg cognitive therapy and anxiety management
- Knowledge or experience of implementing quality improvement initiatives
- Knowledge or experience of supporting service-users to manage their physical health and well-being
- Car driver

*NB ALL CRITERIA SHOULD BE SUPPORTED BY APPROPRIATE EVIDENCE THAT IS CLEAR AND CHECKABLE AT INTERVIEW*