

AVON & WILTSHIRE MENTAL HEALTH PARTNERSHIP NHS TRUST

JOB DESCRIPTION

Title:	Charge Nurse
Band:	Band 6
Hours of work:	See attached
Base:	See attached
Responsible to:	Ward Manager

Job Purpose:

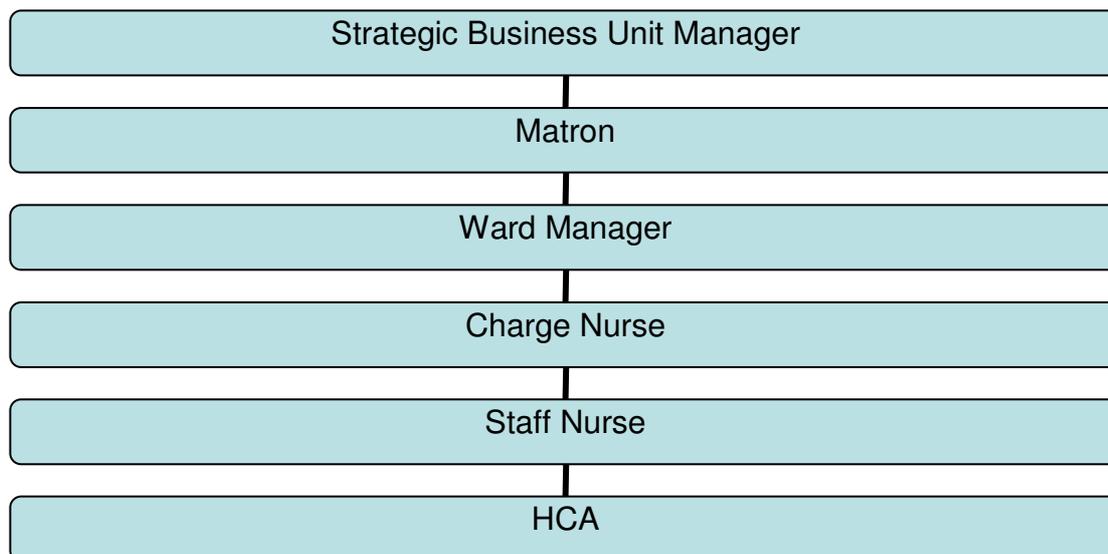
To provide clear clinical leadership to Staff Nurses and Mental Health Assistants working on the ward. Ensure the continuity of care for service users and full implementation of Trust policies. To supervise Band 5 staff and below in developing, implementing and assessing individual programmes of care. An integral part of the role is to undertake appraisals, clinical supervision and teaching. Responsible for specific “management duties” within the ward, which are commensurate with their grade, you will be expected to provide general management in the absence of the Ward Manager.

AWP Recovery Statement

We in AWP place recovery and reablement at the heart of our service. Therefore we all demonstrate the recovery principles of:

- Hope
- Partnership
- Maximising opportunities every day, in all that we do.

Organisational chart:



Dimensions:

Budget Managed: £

Number of staff responsible for:

Number of sites working across:

Key Results Areas

1. Clinical Practice Management

Objective:

To carry out clinical practice within the designated clinical areas, ensuring that high quality evidence-based nursing assessment, care planning, interventions and evaluations for patients is provided. This will include:

- Undertaking a comprehensive, patient-focused, nursing assessment and prepare care plans in consultation with the service user to provide the best nursing care
- Carry out clinical audit to evaluate and improve clinical services in partnership with service users
- Ability to administer medicine within relevant Trust and legislative guidance e.g. NMC Standards for Medicines Management 2010, the Misuse of Drugs Act 1971, MHA 1983. Ensure all others apply these, to support safe practice.
- Demonstrate a working knowledge of the key elements of relevant mental Health legislation.
- Be familiar with the NMC's 'The Code': Standards of Conduct, Performance and Ethics for Nurses and Midwives. Recognise own competencies and to address any limitations to ensure safe practice.
- To implement and encourage others to implement research-based practice.
- Supervise junior and unqualified staff
- Implementation of care and rehabilitation programme
- Evaluation of effectiveness of care provided in partnership with users
- Ability to undertake risk assessment and develop risk management strategies for Individual service users: ICPA/SAP to people who present with mental health problems.

2 Teaching, Education & Health Promotion

Objective:

To use own specialist skills, knowledge and resources to provide mentoring opportunities

for staff within designated areas and promote positive attitudes towards mental health. This will include:

- Regular provision of advice and mentoring to staff.

- Function as a preceptor and mentor to new staff enabling their full integration into the service.
- Develop junior staff through teaching or training activities.
- Support the provision of an appropriate learning environment for pre- and post-registered students, novice practitioners, and new team members as directed.

3. Continuing Professional Development

Objective:

To maintain and develop professional knowledge, skills and expertise to ensure that practice reflects best practice, remains evidence based, is current and responsive to meet changing patient and NHS service needs, as outlined in the NHS Plan (2000).

- Implement the legal rules, statutory regulations and professional responsibilities relating to practice as outlined in the NMC "Code of Professional Practice". Change to: the NMC's 'The Code': Standards of Conduct, Performance and Ethics for Nurses and Midwives
- Take responsibility for post-registration education and for continuing professional development as outlined in NMC Standards.
- To receive clinical supervision in accordance on a contracted and regular basis from an identified Senior Practitioner, as per trust Clinical Supervision Policy.
- To be aware of the need for appropriate management support and supervision from the people manager, and to maintain records of these meetings.
- Maintain Health and Safety in accordance with the Health and Safety at Work Act (1974).
- Implement Clinical and Personnel Policies and Procedures of AWP Trust.
- Maintain up to date knowledge of relevant medicines, related medication management issues and act in accordance with the appropriate NMC standards and Trust policy. Ensure that others also work within these guidelines.

4. Finance and Workforce

Objective;

To make best use of available workforce resources based on agreed staffing models ensuring provision of best care possible. Implement and abide by Trust and Service Policies in regard to the security of the building/clients, to ensure safe practice and protection of clients, staff, visitors and members of the general public

- To take part in PEAT and environmental risk assessments as requested so that best use is made of resources.

- Undertake appraisals for staff at Band 5 and below to identify training and development needs and to ensure best practice.
- Assist in staff disciplinary issues.
- Implementation of managerial and clinical supervision to small team of nurses, ensuring best and safest practice is fully undertaken at all times.
- Manage temporary staffing resources in line with AWP best practice guidance
- Ensure that service provision is both safe and therapeutic within span of knowledge.
- Effective organisation of own time, and that of others to ensure safe and efficient running of ward
- Utilize electronic rostering systems (Rosterpro)
- Participate in education and training opportunities to develop self and others
- To take charge of the Unit in the absence of the Ward Manager or Clinical Team Leader
- Ensure that all nurses, for whom the post-holder is responsible, abide by all Trust and local policies and procedures, in particular, Health and Safety at Work, Security and Confidentiality to guarantee legal obligations are fulfilled.

5 Record Keeping and Administration

Objective:

To maintain and enforce standards of record keeping and associated administration in accordance with AWP Trust Policy and local joint arrangements, and professional guidelines. This will include:

- The upkeep of contemporaneous, chronological and accurate mental health records in accordance with relevant NMC Guidelines and Trust Policy.
- To work under the direction of '**Essence of Care**' lead.
- Contribution to the achievement of Controls Assurance Standards relating to Records Management within their span of control.
- Make certain all health record keeping is to current professional and local standards to comply with legal obligations.

6 Evidence-Based Nursing, Practice Development & Clinical Audit

Objective:

To be involved in practice development activity and evidence-based mental health nursing. This will include:

- Undertake relevant practice development/research activity.

- To take part in a rolling programme of audit.
- To comply with activity as outlined in “***The Essence of Care***”, and ensure direct reports are compliant.
- Work within the framework of AWP and Department of Health Research Governance.

7 Professional Nursing Advice

Objective:

To contribute to providing professional nursing advice within the post-holder's area of responsibility and span of knowledge.

Communication and Working Relationships

INTERNAL

Multidisciplinary Team
Staff from other areas & Trusts
CPA Co-ordinator
MHA Administrator
Ward Manager

EXTERNAL

Advocacy Groups
Social Services
Voluntary Organisations

Policies and Procedures

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or from your manager.

The post holder must be aware of their individual responsibilities for public protection and safeguarding, set out in the Children Act 1989, the Protection of Children Act 1999, the Children Act 2004, Every Child Matters, Working together to Safeguard Children Guidance 2006, No Secrets, Criminal Justice and Court Services Act (2000), Crime and Disorder Act 1998, Safeguarding vulnerable Groups Act 2006 other relevant legislation, and trust, multi agency and national policies, procedures and guidance

Confidentiality

Much of the work is of a confidential nature. This means that no discussion should take place about the care, needs, or activities of any service user, except in the clear interest of that service user or other members of staff. Staff are reminded that personal information concerning colleagues is also confidential

Equality and Diversity

Avon and Wiltshire Mental Health Partnership NHS Trust is committed to the fair treatment of all people, regardless of their gender, race, colour, ethnicity, ethnic or national origin, citizenship, religion, disability, mental health needs, age, domestic circumstances, social class, sexual orientation, beliefs, political allegiance or trades union membership.

Smoking

Smoking by Trust Staff is not permitted whilst on duty whether that be on Trust premises or grounds or out in the community. Staff must also be mindful of public perception and must therefore not smoke whilst traveling in Trust identified vehicles or when in uniform or can otherwise be identified as Avon and Wiltshire Partnership Mental Health Care NHS Trust staff.

Review

These duties are intended to be a guide to the post and should not be considered exhaustive. It is subject to review, depending on the needs of the department. The post holder will be encouraged to participate in any such review. The Trust is committed to regular performance appraisal (including setting objectives for review annually) and agreement of personal development plans for all staff to enhance their ability to fulfil the requirements of their post.

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Please note this job description should be considered alongside the KSF Profile for Staff Nurses and the associated Skills for Health objectives.

Band 6 Charge Nurse

Person specification

Essential knowledge, skills, experience.

- NMC Professional Code of Conduct. Change to: the NMC's 'The Code': Standards of Conduct, Performance and Ethics for Nurses and Midwives
- Clear record of ongoing continuing professional development
- Substantial experience and band 5 level
- Evidence of ability to assess , plan, implement, and evaluate service user care and act accordingly if untoward changes occur
- Keeping accurate, relevant records
- Experience of running medication rounds, and the safe administration and disposal of drugs
- Practical experience of providing high quality of care; exceeding expectations
- Able to evidence thorough best practice assessment of service users needs; able to demonstrate appropriate plan for any risks posed.
- Significant experience of effectively co-coordinating and leading shifts
- Experienced in the prevention and management of violence and aggressions; evidence of use of effective de-escalation , Control and Retrain, and Breakaway techniques.
- Evidence of excellent written and verbal communication skills – particularly relating to adults with acute mental health issues and who may exhibit unpredictable behaviors and outbursts.
- Able to undertake clinical supervision, appraisals, mentorship, teaching and preceptorships for student nurses and Band 2,3,4 and 5 staff ensuring all personal development needs are reported to team leader.
- Significant relevant experience as a clinician, able to undertake thorough risk assessment; assess plan and evaluate service user care.
- Demonstrate effective leadership (motivaton, initiative, change management) and management skills in a clinical area.
- In depth knowledge of Mental Health Act 1983
- Knowledge of the NMC's 'The Code': Standards of Conduct, Performance and Ethics for Nurses and MidwivesRobust knowledge of Integrated Care Plan Approach and its implementation
- Risk assessment and management
- Evidence of current development in mental health care and nursing practice
- Maintain patient confidentiality
- Able to assess, plan treatment for and review nursing care needs.
- Motivated to provide the highest standard in a changing service
- Awareness and understanding of Health and Safety issues
- Understands the importance of equal opportunity
- Willingness to undertake further training to relevant clinical area
- Ability to recognize and manage stress in the workplace.

Desirable knowledge, skills, experience.

- Post registration training in an area relevant to caring for adults with acute MH problems

- Completed a relevant course on teaching and assessing in clinical practice or equivalent.
- Experience of basic counseling and group work
- Experience of managing other staff
- Able to evidence successfully providing formal training to others; supporting student placement on the ward
- Clinical Supervision
- Clinical audit
- Disciplinary procedures