

The HILLINGDON HOSPITAL NHS FOUNDATION TRUST

JOB DESCRIPTION

Job Title	Bank Registered Mental Health Nurse
Band	6
Division	Corporate
Responsible to	Nurse in Charge
Accountable to	Head of Temporary staffing and Lead Nurse- Mental Health
Type of Contract	Bank
Hours per week	As Required
Location	Hillingdon Hospital and Mount Vernon Hospital

Trust Values

The Trust has launched its values to patients and members of the public to demonstrate the standard of care and experience they should expect from any of our services:

These Values form the mnemonic CARES:

Communication	- Recognising the importance of listening and communicating in practice
Attitude	- Striving to understand others' needs, responding with care, compassion and professionalism
Responsibility	- Taking responsibility for consistently delivering excellence and being open in all that we do
Equity	- Recognising that people are different and value everyone equally
Safety-	viewing patient , staff and visitor safety as a priority

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Job Summary

To provide Mental Health nursing support to patients in the Trust including ensuring their safety within clinical areas and /or during escort duties

To provide professional leadership in relation to the day-to-day management of patients requiring Mental Health care and support

To follow the patients' Mental Health Risk Management Plan as devised by Psychiatric Liaison staff, Lead nurse for Mental Health (MH) or a Duty Psychiatrist

Where appropriate to formulate care plans in relation to the patients mental health needs in conjunction with other mental health professionals and the patient but to adhere to plans put in place by the assessing Mental Health Team including Psychiatric Liaison Services.

To fulfil the relatively autonomous role of Mental Health Nurse in a non-Mental Health setting, working to established policies and procedures but willing and able to use professional decision making skills and discretion as required.

To use critical assessment skills to address new or ambiguous matters/ circumstances and to seek support as required.

Key working relationships

- Psychiatric Liaison Services
- Child and Adolescent Mental Health Services
- Drug and Alcohol services
- All Hospital Department Staff
- Lead Nurse –Mental Health
- Local Psychiatric Home Treatment Teams
- Older Persons Psychiatric Services.

Roles and Responsibilities

1. Please note in the event of a covid -19 breakout you may be working within an area that has patients who have contracted the virus . The hospital will supply you with the relevant PPE to enable you to adhere to your duties. Before you start your shift it is essential that you complete the risk assessment with the

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Manager. Please follow the hospital & government guidelines in regards to social distancing, wearing a mask and washing your hands .If you feel are sick or unwell do not come to the hospital.

2. Report to the Nurse in charge of the Clinical Area when you arrive as the start of your shift where you will be allocated to the Patient you will be looking after .
3. To report to another ward or change which Patient you are looking after for clinical reasons when asked to do so by senior staff including nurse in charge, clinical site practitioner, or Lead Nurse- Mental Health. Any refusal to comply, without a valid reason, may result in removal from the Bank.
4. To Ensure that that you are fully briefed during handover with regards to current patients mental state, nature of mental health difficulties, details of current or planned Mental Health Act Assessments and, plans for physical / medical Treatment.
5. Using their therapeutic skills, through engagement with the patient, make an initial, and if appropriate on –going, psychosocial assessment and advise the Nurse in Charge and the Psychiatric Liaison Team of any findings or concerns.
6. To promote therapeutic relationships which take account of the patient’s customs, values and spiritual beliefs and facilitate dignity, independence and choice.
7. To read and be fully aware of the Trusts “ Specialling Policy for enhanced Observation of ‘ At Risk’ Adult Patients, incorporating children and young people.”, as well as any other Policies or guidelines relevant to the role.
8. To ensure that they are aware of the patient’s history including any risk factors and to commence and maintain timely risk management to manage any known or unknown risks. To liaise closely with the clinical medical teams and to refer to the Psychiatric liaison Team if psychiatric assessment required when concerns become evident.
9. To ensure that any Risk Management Plan put in place by Mental Health Services (Psychiatric liaison and /or Lead Nurse Mental Health) is adhered to and utilize their own clinical skills to advise if changes are indicated in relation to the implementation of these.
10. Ensure that the environment around the patient is as safe as possible, actively managing risk in a changing clinical environment It may be necessary to search patient’s belongings in order to maintain a safe environment. This should be planned with the patient if possible although this is not always appropriate. It should always be carried out with the nursing team’s agreement and support.

- 11.** To monitor and, if appropriate, restrict access to any item that could be used by the Patient to harm themselves or others.
- 12.** To undertake any other reasonable duties as requested by the nurse in charge of the clinical area.
- 13.** Maintain strict confidentiality of patient information at all times.
- 14.** Report any changes concerning the Patients clinical presentation to the appropriate professionals and if necessary take additional steps to ensure the safety of all until such time as an in depth Psychiatric review can take place.
- 15.** To provide the patient assistance with hygiene needs, eating and drinking as required, including recording fluid balance if required.
- 16.** Carry out and record baseline observations in line with Trust Policy in consultation with allocate General nurse or Midwife
- 17.** Assist medical and nursing staff with patient's clinical management within NMC scope of practice.
- 18.** To utilise their own Clinical skills to ensure high quality of care in maintaining the safety and well – being of the Patient.
- 19.** To utilise diversion and de-escalation skills to manage conflict situations and to understand when and how to request assistance from others if situation escalates.
- 20.** To ensure they are aware of the Trusts emergency protocol including contacting Security, action in event of a fire , cardiac arrest or Mental Health patient absconding.
- 21.** To have extensive knowledge of the Mental Capacity Act, DOLS, Common Law and the Mental Health Act- and to provide expert advice to clinical staff in relation to current legislation for safe practice
- 22.** Support the registered nurses in clinical area in the administration of the patient's medication- explaining what is happening to the patient and providing any physical assistance In line with NMC registration permitted duties
- 23.** Ensure that any specific aspects of the Mental Health Act are adhered to in relation to individual Patients including reading rights to detained Patients and recording this on a Section 132 monitoring form.

- 24.** Manage any requirements necessary to safely facilitate possible surgical procedures including ensuring the Patient remains nil by mouth as and when instructed.
- 25.** Escort patient to other departments or services both inside and outside of the Hospital ensuring that any concerns are raised with the relevant professional prior to any escort taking place, This will include escorting Patients outside for a cigarette if assessed as safe to do so.
- 26.** Communicate with the Multi-disciplinary Team, Psychiatric Liaison Team and any other Clinical services in a Professional and appropriate manner.
- 27.** To ensure that any written documentation required for the role is completed in a timely, legible and clinically appropriate manner and format.
- 28.** Work under the direction of the Nurse in Charge and comply with the management requests from the Matron, Clinical site Practitioner and / or Lead Nurse for Mental Health
- 29.** To be helpful, motivated , engaging and willing to assist your colleagues at all times hence reflecting THH CARES values.
- 30.** To ensure that you have a current risk assessment completed for the areas you will work in, with the current line Manager.

The job description may be subject to change according to the varying needs of the services. Such changes will be made after discussion between the post holder and his/ her manager.

All duties must be carried out under supervision or within Trust policy and procedure. You must never undertake any duties that are outside your area of skill or knowledge. If you are unsure you must seek clarification from a more senior member of staff.

Person Specification

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Evidence for suitability in the role will be measured via a mixture of application form, testing and interview.

Essential: E Desirable :D

Trust Values	
Communication- Recognising the importance of listening and communicating in practice	E
Attitude - Striving to understand others' needs, responding with care, compassion and professionalism	E
Responsibility- Taking responsibility for consistently delivering excellence and being open in all that we do	E
Equity- Recognising that people are different and value everyone equally	E
Safety- viewing patient , staff and visitor safety as a priority	E

Education and Qualifications	
Registered Mental Nurse or on the NMC Register	E
Degree or equivalent level of experience	E
Post graduate qualifications Mental Health, or equivalent in experience	E
Completed approved Prevention and Management of Violence and aggression course	D
Registered General Adult Nurse on the NMS Register	D

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Experience	
Post qualifying experience in Acute Mental Health setting	E
Substantial previous experience of working in an NHS setting	E
Previous experience in a Psychiatric Liaison or Crisis Resolution Team Role	D
Previous experience working in a General Hospital Setting	D

Skills and Knowledge	E
Exceptional Communication skills	E
Must be an effective team player	E
Able to demonstrate excellent clinical skills in Risk Assessment	E
Excellent knowledge of all relevant legislation in relation to Mental Health and Mental Capacity	E
Excellent Time management skills	E
Possess ability to work on own and as part of a team	E
Able to demonstrate knowledge and skills in relation to the management of suicidal individuals	E
Knowledge of comorbid physical illness's in relation to Mental Health patients	D

Personal Qualities	
Able to work effectively and flexibly as a member of a team	E
Able to use initiative and demonstrate a proactive approach	E
Able to work flexibly	E
Must be able to be reliable, calm and have an approachable manner	E
Proactive about own personal development	E
Commitment to equality and diversity	E

Additional Information

Confidentiality

The postholder is required not to disclose such information, particularly that relating to patients and staff. All employees are subject to the Data Protection Act 1998 and must not only maintain strict confidentiality in respect of patient and staff records, but the accuracy and integrity of the information contained within. The postholder must not at any time use personal data held by the Trust for any unauthorised purpose or disclosure such as data to a third party. You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of the Trusts, unless expressly authorised to do so by the Trust.

Health and Safety

The post holder must co-operate with management in discharging responsibilities under the Health and Safety at Work Act 1974 and take reasonable care for his or her own health and safety, and that of others. The postholder must also ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

Equal Opportunities

The postholder is required at all times to carry out responsibilities with due regard to the Trust's Equal Opportunities Policy and to ensure that staff receive equal treatment throughout their employment with the Trust.

Risk Management

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to, co-operate with any investigation undertaken.

Conflict of Interests

You may not without the consent of the Trust engage in any outside employment and in accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests, which could potentially result in personal gain as a consequence of your employment position in the Trust. Interests that might appear to be in conflict should also be declared.

In addition the NHS Code of Conduct and Standards of Business conduct for NHS Staff (HSG 93/5) required you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public organisation or other NHS voluntary organisation), or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently whenever such interests are gained. You should not engage in such interests without the written consent of the Trust, which will not be unreasonably withheld. It is your responsibility to ensure that you are not placed in a position, which may give rise to a conflict between your private patient's interest and your NHS duties.

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Infection Control

It is the responsibility of all staff to recognise their role in maintaining a safe environment for patients, visitors and staff to minimise the risk of avoidable Healthcare Associated Infection. Employees are responsible for ensuring that they are fully aware of the Trust's Infection Prevention and Control policies and the post holder will undertake infection control training on an annual basis.

Safeguarding

The Hillingdon Hospitals NHS Foundation Trust is committed to and has a duty to make arrangements to safeguard and promote the welfare of children, young people and vulnerable adults (Children Act, 1989 and 2004; Safeguarding Vulnerable Groups Act, 2006). Staff groups will have different training needs to fulfil their duties, depending on their degree of contact with children, young people and vulnerable adults and on their level of responsibility. Each employee has a responsibility to cooperate with their manager in attending the relevant training and to adhere to safeguarding legislation, local policy and processes.

Code of Conduct for Professional Group

All staff are required to work in accordance with their professional group's code of conduct (eg NMC, GMC, DoH Code of Conduct for Senior Managers).

NB: For posts with substantial access to children, the following paragraph will be included:-

This post has substantial access to children under the provision of Joint Circular No: HC(88)9, HOC 8/88, WHC (88)10. Therefore, any offer of employment will be subject to a satisfactory Criminal Records Bureaux check having been completed.

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

I confirm this job description has been drawn up with my full involvement and accurately reflects the responsibilities of the role.

Postholder signature:

Postholder print name:

Line Manager signature:

Line Manager print name:

Date:

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