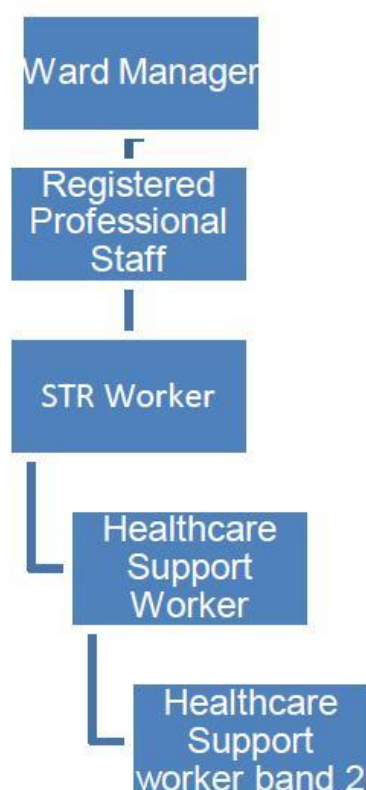


HR Use Only	
Job Ref:	Occ. Code
CHC_BANKMH5	

JOB DESCRIPTION

JOB TITLE:	Bank Nurse - Mental Health
PAY BAND:	Band 5
DIRECTORATE:	Nursing and Quality
TEAM/SERVICE:	Nurse Bank
BASE:	All Adult Mental Health Areas within North Staffordshire Combined Healthcare
RESPONSIBLE TO:	Nurse-in-Charge/Ward Manager
ACCOUNTABLE TO:	Senior Nurse, Nurse Bank
RESPONSIBLE FOR:	

Organisational Chart *(Responsible to/Accountable to/Responsible for)*



Job Summary:

1. The post holder will be responsible for the assessments of care needs and the development, implementation and evaluation of programmes of care. He/she will be expected to carry out all relevant forms of care.
2. The post holder will be required to act in accordance with the legal requirements and statutory rules relating to Practice and all North Staffordshire Combined Healthcare
3. To take responsibility for patients as delegated by the nurse-in-charge.

Key Duties/Responsibilities

The duties and responsibilities will vary according to the area of placement for the shift.

1. Act in accordance within statutory and professional regulations relating to practice and North Staffordshire Combined Healthcare nursing and general policies and procedures.
2. To ensure all aspects of care are documented timely, accurately and reported according to North Staffordshire Combined Healthcare Policy's, NMC Standards and The Mental Health Act.
3. Undertake or assist in a comprehensive nursing assessment recognising and taking account of situations which may be detrimental to the well being of the individual.
4. Undertake, devise and implement a plan of care based on the nursing assessment with the co - operation of the patient and others, taking account of the medical prescription of care.
5. Implement in or assist in the planned care and review of the effectiveness of the care provided, initiating any action that may be required.
6. To maintain a safe environment and promote a therapeutic relationship with client group.
7. Work effectively in a team with other nurses and with medical and healthcare professionals.
8. To undertake clinical risk assessments, formulate and implement risk reduction strategies.
9. Undertake as required and after appropriate training, assessment and with competence, any expanded scope of practise complying with NMC standards and North Staffordshire Combined Healthcare Policy.
10. Support carers and involve them in the care planning process.
11. Ensure a safe clinical environment for patients, carers and staff and to report hazards.
12. Contributing to and maintain a therapeutic environment and organising social and therapeutic activities.
13. Participate and assist in standard setting, quality assurance programmes and audit.
14. Comply with the North Staffordshire Combined Healthcare Policy and Standards of infection control and prevention.

15. Maintain confidentiality of information regarding patients, family and friends at all times and to comply with Data protection regulations.
16. To be conversant and comply with fire precautions and procedures from evacuation and emergency resuscitation.
17. Ensure safe custody and care of patients' possessions.
18. Advise with competence to patients and relatives on the promotion of health and prevention of illness.
19. To take charge on occasions on the ward if required in absence of senior nursing staff.

Specialist/technical requirements

20. Participate in the therapeutic management of patients who are violent and aggressive using de – escalation and safe holding techniques.
21. To participate in the site emergency response team to medical and psychiatric emergencies
22. Administration of prescribed medication, monitoring, recording and reporting effects and side effects. Complying with legal requirements, NMC standards and Cardiff and Vale University Local Health Board Policy and Procedures.
23. Supervise health care assistants, student nurses and adaptation nurses.

GENERIC CLAUSES

- To maintain a broad understanding of the work of North Staffordshire Combined Healthcare NHS Trust as a whole, and actively contribute your ideas for the improvement of service provision.
- To ensure own actions contribute to the maintenance of a quality service provision.
- To be responsible for the self-development of skills and competencies through participation in training and development activities and to maintain up to date technical and professional knowledge relevant to the post.
- To participate in the Performance and Development Review and to undertake any identified training and development related to the post.
- To undertake statutory and mandatory training as deemed appropriate by the Trust.
- To develop and maintain effective working relationships with colleagues.
- To adhere to all Trust policies and procedures.

Trust Values:

As an employee and representative of the Trust, you are required to demonstrate and uphold the Trust's Values. These are:

Proud to CARE:

Compassionate

- Caring with compassion, it's about how we listen, what we say, what we do.

Approachable

- Friendly, welcoming, sharing ideas and being open

• Taking personal and collective responsibility, being accountable for our actions
Excellent

- Striving for the best, for high-quality safe care and continually improving

Health & Safety:

All staff have a duty to ensure the health and safety of themselves and others whilst at work. Safe working practices and health and safety precautions are a legal requirement. ALL incidents/ accidents must be reported to your manager and in line with the general philosophy of the Trust, you must participate in accident prevention by reporting hazards and following relevant policies and procedures including Moving and Handling guidelines and mandatory health and safety training.

Infection Control:

Infection Prevention and Control (IPC) is everybody's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and Procedures and make every effort to maintain high standards of infection prevention and control at all times. This includes good antimicrobial stewardship, hand decontamination, cleanliness and adhering to the Dress and Appearance policy. This will reduce the risk of Healthcare Associated Infections including MRSA and Clostridium Difficile in accordance with the Code of Practice on the prevention and control of infections and related guidance (2015).

Risk Management:

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

Data Security:

To ensure that the Trust Policies and Procedures regarding data security are adhered to, and that staff are aware of their obligations under these policies.

Confidentiality:

Working within the trust you may gain knowledge of confidential matters which may include manual/electronic personal and medical information about patients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Equality & Diversity:

The Trust is committed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender, race, religion or belief, sexual orientation, marital status, gender reassignment or pregnancy/maternity. We fully support the right of all staff to equal opportunities and are committed to the development of a diverse workforce.

Safeguarding:

The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and is signed up to Stoke-on-Trent Safeguarding Children Board Procedures, Staffordshire Safeguarding Children Board Procedures and the Staffordshire and Stoke-on-Trent Safeguarding Adults Partnership Procedures. All Trust staff must be familiar with, and adhere to, these procedures. It is the post-holder's responsibility to attend the Trust's mandatory Safeguarding Training, and to follow the relevant Trust's Policies and Practice Guidance.

Codes of Conduct and Accountability:

You are required to comply with Trust codes of conduct and accountability and codes of conduct which are relevant to this post.

Raising Concerns

If you have any concerns about a risk, malpractice or wrongdoing at work you are expected, as a Healthcare professional, to raise these concerns at the earliest opportunity, either with your line manager or

lead clinician. This may be done verbally or in writing. As a result of raising a genuine concern under the Raising Concerns procedure, you will not be at risk of losing your job or suffering any detriment (such as a reprisal or victimisation) provided you are acting in good faith and the matter is not raised maliciously. Please refer to the Raising Concerns (formerly Whistleblowing) procedure for further information.

Registration:

Registration with a professional body imposes a duty on health care professionals to maintain the safety of the public through working within professional standards, to provide good quality care to patients and to promote professional education and conduct. It is the policy of the Trust that all health care professionals register or re-register and act in accordance with the requirements of their professional body.

Disclosure & Barring Service (DBS)

This post may be exempt from the Rehabilitation of Offenders Act 1974. If so, should you be offered the post it will be subject to a criminal check from the DBS before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions. North Staffordshire Combined Healthcare NHS Trust may require a Disclosure through the DBS for this post to ensure suitability for employment. Should an employee be subject to a caution, reprimand, final warning or convictions during the course of their employment then they must share this with their manager at the first possible opportunity, to assess their continued suitability for employment in the post.

THE TRUST OPERATES A NO SMOKING POLICY

EMPLOYEE

SIGNATURE: _____

DATE: _____

Person Specification

	Essential	Desirable	Method of assessment
Qualifications	Registered Mental Health Nurse. Registered Learning Disability Nurse Registered General Nurse NMC Registration. Evidence of Continuing Professional Development.	Some evidence of post registration training.	Application form / interview / assessment
Experience	Qualified nursing experience in relevant areas. Evidence of good practice.	Teaching and mentoring students.	Application form / interview / assessment
Knowledge and skills	Good communication skills. Able to work under supervision. Able to assess, plan, implement and evaluate programmes of care for patients. Up to date with current nursing issues. Health promotion and illness prevention. Understanding of stigma and effects of mental health problems on the family. Knowledge of the Mental Health Act.	Mental Health Act. Best practice/research based practice initiatives.	Application form / interview / assessment
Other	Ability to work with in all mental health areas within the North Staffordshire Combined Healthcare		Application form / interview / assessment