



DIRECTORATE OF FORENSIC MENTAL HEALTH **DIRECTORATE**

JOB DESCRIPTION

JOB TITLE:	Staff Nurse
LOCATION:	Forensic Mental Health Directorate
GRADE:	Band 5
REPORTS TO:	Ward Manager/Charge Nurse
PROFESSIONALLY ACCOUNTABLE TO:	Clinical Service Manager

JOB SUMMARY: To assist Charge Nurse/Ward Manager to manage and clinically supervise the staff, patients and resources of a designated ward. To take charge of the ward on a regular basis. The post holder will act as a primary nurse to an allocated patient/s. Flexible internal rotation is in operation to meet the needs of the service.

DUTIES & RESPONSIBILITIES:

To act as the primary nurse for allocated patients(s) by planning, assessing and evaluating nursing care.

To prepare a written report for weekly clinical team meetings, also reports for case conferences and Mental Health Review Tribunals.

The primary nurse will attend the clinical team meetings on a regular basis and all case conferences and Mental Health Review Tribunals.

To liaise with other members of the multi disciplinary team in order to co-ordinate care delivery to allocated patient(s) ensuring adherence to treatment plans.

As nurse in charge to effectively co-ordinate the ward team ensuring the implementation of care plans and that patient need is met.

As nurse in charge to ensure completion of 24 hour ward report for the designated shift.

Responsibility for Staff

To assist the Charge Nurse to ensure that all staff follow agreed policies.

To assist the Charge Nurse to ensure that all staff comply with the provisions of the Mental Health Act 1983, particularly Part III.

To assist the Charge Nurse to ensure that all staff comply with fire regulations and the Health & Safety at Work Act.

To assist in the regular supervision and appraisal of all junior nursing staff.

To have an understanding of Disciplinary and Dismissal Policy and Procedure and their role in the implementation of this.

Responsibility for Resources

Adhere to service guidelines on the management of sickness, absence and annual leave.

To ensure that unit furniture and equipment is maintained in good order and arrange for repair and replacement when necessary.

To assist senior staff to exercise control of the allocated ward budget.

Continuous Professional Development

Identify opportunities to maximise benefits and effectiveness of new information and information technologies.

Actively seek opportunities to continually develop oneself, consistent with the principles of life long learning and in line with the professional bodies' Continuous Professional Development requirement.

Take leadership for personal development and education including statutory, mandatory, and in-service training.

Research and Teaching Responsibilities

To participate in research projects relevant to forensic nursing practice.

To teach, as required student nurses and junior members of the care team through demonstration and explanation of the specialist nature of forensic mental health nursing.

- **Risk Management:** The Trust is committed to protecting its staff, patients, assets and All clauses to be included in the Job Descriptions of all staff, including Medical Staff and where appropriate, the Trust's Risk Management Policy, Health and Safety Policy and other associated policies and to actively participate in this process, having GENERAL responsibility for managing risks and reporting exceptions.

- **Records Management/Performance Obligation:** The postholder will be expected to participate in the Trust's individual performance review process to ensure confidence (for staff and employees) has left the Trust). This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer.
- **Job Limitations:** At any time should the postholder work outside their defined level of competence of the postholder's with concerns regarding this, they should immediately discuss them with their Manager / Supervisor / Consultant. All staff have a responsibility
- **Health & Safety:** The Trust's duties are to ensure that the Trust is a safe health and safety duties and requirements are complied with. It is the postholder's
- **Confidentiality:** In line with the Data Protection Act 1998, the postholder will be responsible for maintaining confidentiality in all staff relationships, personal and professional as properly and maintain confidentiality in all staff relationships, personal and professional as outlined in the contract of employment. The postholder may access information only on a need to know basis. It is the postholder's responsibility to ensure that all information is kept secure and used for its intended purposes.
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the postholder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.
- **For Clinical Staff Only:** All clinical staff are required to comply, at all times, with the relevant codes of practice and other requirements of the appropriate professional organisations eg GMC, NMC, HPC etc. It is the postholder's responsibility to ensure that they are both familiar with and adhere to these requirements.

All Clinical Staff will be advised during their induction of the arrangements available for them to access advice and support both during and outside normal working hours.

To accept the role of mentor for student nurse(s) during placement assessing competencies as required in placement objectives.

Date & Author's Initials: MS/21/10/08