

**JOB DESCRIPTION FOR THE POST OF
STAFF NURSE
INPATIENT ROWAN WARD**

TITLE:	Staff Nurse
AGENDA FOR CHANGE PAY BAND:	Band 5
DIRECTORATE	Acute Inpatient Crisis and Assessments Services
ACCOUNTABLE TO:	Service Manager - Neil Jackson
REPORTS TO:	Ward Manager – Jacqueline Hollingsworth
RESPONSIBLE FOR:	

JOB SUMMARY:

The postholder is a key member of the in-patient multi-disciplinary team, working within a recovery focused service. There is a need to demonstrate a commitment to teamwork.

Personal and professional development is a requirement of the post and will be supported through both internal and external training opportunities.

The postholder may be required to work in other areas of the Trust to meet service needs.

DATE OF JOB DESCRIPTION: **January 2010**



KEY RESPONSIBILITIES

Clinical

- To lead the clinical management of designated service users in assessing, implementing and planning nursing care.
- To ensure that junior staff and students are actively engaged in patient activity.
- To observe, report and record changes in the patient's physical, mental health and behaviour.
- To work with the MDT in planning and delivering care.
- To maintain working knowledge of legislation and guidance pertaining to mental health and learning disabilities.
- To identify, provide and supervise the necessary physical care to patients to help them complete daily living activities. Personal care and daily living activities include personal hygiene, elimination, diet and fluid intake, clothing and laundering, manual handling, personal environment and maintaining rest and activity.
- To identify and provide and supervise therapeutic activities, emotional support and stability to patients to ensure effective engagement whilst maintaining professional boundaries.
- To create and maintain professional supportive relationships with all members of staff, with other professionals and agencies to enhance recovery.
- To undertake required physical observations including blood pressure, temperature, respirations, blood sugars, urinalysis, weight and height and report exceptions appropriately.
- To ensure that all clinical and risk assessments are completed and reviewed in line with Trust policies on data collection.
- To be responsible for the administration of prescribed medication in line with Trust policy and drug administration standards.
- To work within and manage the legal and professional frameworks relating to consent, capacity, deprivation of liberty and the Mental Health Act.
- To understand the range of interventions available, the evidence-base and potential outcomes for service users.
- To communicate effectively with patients, relatives, carers and other members of the in-patient and community teams.
- To establish, maintain and end purposeful therapeutic relationships with patients.
- To adhere to all practice standards implemented by the Trust.
- To act as keyworker to admitted clients as designated.

Professional

- To adhere to the Nursing & Midwifery Council code of professional conduct at all times.
- To abide by the legal requirements and statutory rules related to practice.
- To utilise management and clinical supervision and appraisal in enhancing performance development.
- To utilise the Trust's personal development review process in order to identify personal and professional development needs.
- To take responsibility for personal development and education including in-service training, reviewing and reflecting own practice and performance.
- To contribute to the experience of learners and ensure delivery of mentorship requirements, meeting standards of the NMC.
- To abide by dress code and uniform policy.
- To be aware of, and act in accordance with, Trust policies and procedures.

Managerial

- ✦ To provide clinical advice and support for junior members of the team.

- ⤴ To support the team manager through contributing to clinical leadership within the team.
- ⤴ To support the team manager to achieve team objectives, targets and quality standards.
- ⤴ To contribute to the promotion of staff well-being and morale in the team through developing and maintaining supportive relationships, acting as a role model.
- ⤴ To deal with complaints in accordance with Trust policies and procedures.
- ⤴ To maintain adequate resources for the delivery of care.

Legislation

- Ensure health and safety requirements are maintained within sphere of responsibility.
- Observe and act upon health and safety requirements.
- Observe and act upon requirements of the Mental Health Act 1983, sex & race discrimination acts 1973 and equal opportunities legislation.

Any Other Duties

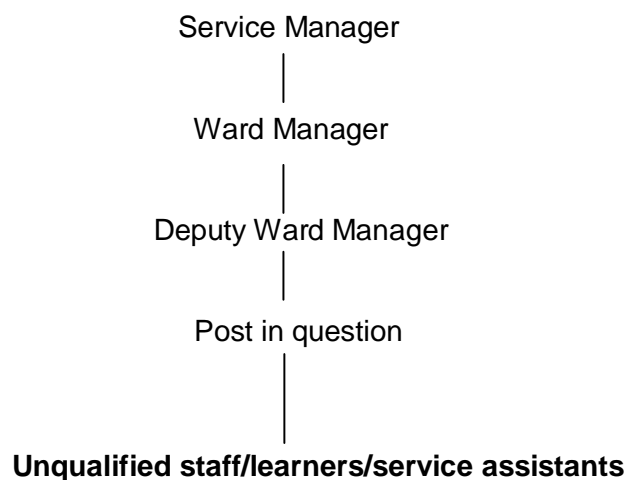
To undertake any other duties at a comparable level of responsibility as may be allocated.

- Attending meetings as appropriate.
- Fulfilling duties of weekly timetable including any 'out of hours' responsibilities.
- Duties as instructed by your manager or appropriate authority.

WORKING CONDITIONS

- The postholder will be able to deal with challenging behaviour without being punitive, at times dealing with face-to-face physical aggression.

STRUCTURE CHART



Person Specification

**Staff Nurse (Inpatient)
Band 5**

REQUIREMENTS	ESSENTIAL	DESIRABLE
Qualifications and Training	Registered Mental Health Nurse. Appropriately registered with the NMC as per post requirements.	Teaching /Assessor qualification.
Knowledge & Experience	Required to develop the knowledge base in line with the KSF requirements for the post.	Experience of working in multi-agency services. Evidence of continuing professional development and to have undertaken post registration training.
Skills and Abilities	Compassionate - Exceptional interpersonal skills with the ability to communicate effectively with patients, carers and relatives remaining sensitive and empathetic. Listens to others' views respecting and valuing individual patient needs. Professional and patient focussed approach with inspirational skills, acting as a role model to colleagues and junior staff members. Excellent organisational skills, ability to manage own time and plan timed activities for staff and patients. Ability to recognise and manage challenging situations in a calm and professional manner. Able to take instruction and direction and work effectively as part of a team. Ability to record and retrieve information on charts/paper and electronic patient records. High standards of written communication skills with the ability to use email and internet.	

	Ability to undertake PMVA training to required level for role.	
Personal Qualities	<p>Compassionate - Open minded, treats colleagues, patients, carers and relatives with dignity and respect.</p> <p>Intuitive and caring nature.</p> <p>To be able to demonstrate an awareness and responsibility whilst recognising the impact frequent exposure to distressing circumstances has on care and compassion.</p> <p>Flexible and adaptable to meet the needs of the patients.</p> <p>Sympathetic and considerate towards patients, carers and relatives.</p> <p>Ability to inspire hope, support recovery and make a difference.</p> <p>Act in a ways that support equality and diversity.</p>	

EXPECTATIONS OF THE POST HOLDER

CHANGES TO THE JOB

This post may be subject to changes/review as the needs of the service/department /unit change. Any changes will be made following consultation with the individual before the changes are made.

CONFIDENTIALITY

Your attention is drawn to the confidential nature of this post. Disclosures of confidential information or disclosures of any data of a personal nature can result in prosecution for an offence under the Data Protection Act 1998 or an action for civil damages under the same Act in addition to any disciplinary action taken by the Somerset Partnership NHS Foundation Trust, which might include dismissal. Data Protection applies even after staff have left their employment with the Trust. It is the responsibility of each member of staff to be aware of and to comply with, the Staff Code of Confidentiality Policy, which highlights your responsibilities in respect of service user (patient) confidentiality. Staff who are governed by a professional Code of Conduct are expected to uphold their professional body's provisions relating to confidentiality.

INFORMATION GOVERNANCE

All staff must keep up to date with Trust requirements and changes in this area. Your attention is drawn specifically to: *Information Technology*: correct, professional and safe use of computers and digital data storage solutions. *Data Protection*: Confidentiality of service user and staff information either verbally or in writing and including IT solutions, e.g. secure e-mails, paper records and other media. *Freedom of Information*: All NHS staff may receive a FOI request and must be aware of who to contact. Senior Managers will be responsible for ensuring information governance is complied with by staff they are responsible for. Each Head of Service or Senior Manager will report any performance issues in relation to information governance to the Director they are accountable to.

Employees are individually responsible for the quality of data, which they input to Trust systems and documents.

FREEDOM OF INFORMATION

Staff must also be aware of the Freedom of Information Policy because they may be asked for confidential personal and/or corporate information under the Freedom of Information Act, which can only be disclosed if approved. Failure to adhere to this policy may result in dismissal.

HEALTH AND SAFETY

All staff have a responsibility and duty of care to operate safe working practices to prevent injury to themselves and others affected by their acts or omissions whilst undertaking duties and activities for the Trust. Individuals may find themselves liable to action if they fail to report health and safety/risk issues. All staff are required to make themselves aware of and comply with the Health and Safety policy.

Smoking is prohibited on all Trust sites.

FITNESS TO PRACTISE & TO UNDERTAKE JOB ROLE

The Trust has an obligation to ensure that employees do not start work without careful examination of their fitness to undertake the post for which they applied.

Employees should also be honest and trustworthy, acting with integrity at all times. In order to demonstrate that they are fit to practise, employees should: -

- act quickly to protect the safety of patients if you have reason to believe that you or a colleague may not be fit to undertake the duties within their job role.
- take effective action if they have concerns about the honesty of others.
- be honest and trustworthy when writing reports, completing and signing forms and using the RiO electronic patient record system.
- be honest and trustworthy in any financial dealings, especially if you are managing finances, and make sure that any funds are used for the purpose they were intended for.
- co-operate with any formal inquiry by your professional body or the Trust into your health, behaviour or performance, or that of anybody else.
- comply with the regulations of your professional body and all Trust policies and procedures.
- If the ability to perform Control and Restraint (C&R) or Prevention of Violence, Management of Aggression (PVMA) techniques is a requirement of the role the individual must declare physical fitness to undertake such a role.
- All members of staff are required to undertake the level of mandatory training and personal safety training appropriate to their role and work area, and to keep this training up to date.

APPRAISAL

Employees are entitled to an annual appraisal identifying learning needs and reflecting on performance. Each employee should agree a personal development plan and ensure that they access mandatory training on an annual basis.

This job description is designed to identify principal responsibilities only. The post holder is required to be flexible in developing the role in accordance with changes in the Trust's organisational objectives and priorities.

RECOVERY

All employees are required to have an understanding of the broad principles of the Recovery Approach and to incorporate them into every aspect of their work in support of the Trust's aim to provide services that support people's recovery through being holistic and promoting social inclusion, self management, personal autonomy and independence.

INFECTION CONTROL

The Trust regards infection control as an essential requirement in the provision of a safe service to all its patients. All members of staff will be expected to follow the Trust policies in relation to infection control and staff have a duty to make themselves aware of the policies and how they affect them. Decontamination of hands is regarded as an integral part of the provision of the service and in particular staff in clinical areas who are in patient contact must decontaminate their hands following all examinations or treatment and before dealing with another patient. Similarly, ensuring the cleanliness of equipment is the responsibility of all staff, with staff in clinical areas expected to decontaminate equipment in line with Trust

policy. Staff who are observed not complying with any infection control policy should be expected to be challenged and action may be taken in line with the Trust's Employee Relations policy.

EMERGENCY STAFFING

The trust reserves the right to move staff between units within a (25 mile radius) to cover emergency staffing situations or to facilitate improved quality of care or skill mix for the benefit of its patients. The trust does not deem a short-term change of base, for example to cover a shift, as a material change in contract or terms of employment and the banding of the post will not change.

If a longer-term change is required, this arrangement will be made by mutual agreement.

SAFEGUARDING

It is a requirement that all staff undertake both the mandatory Level 1 Children and Adults Safeguarding training. These are combined for all staff and form part of the Trust's induction programme. The Trust has clearly defined structures for Safeguarding Adults and Children; these are underpinned with policies, procedures and additional training where appropriate depending on individual roles. Each team has a Lead for Safeguarding who will receive additional role specific guidance and training from the Safeguarding Lead and Named Nurse. The Trust's Safeguarding intranet pages provide all staff with up to date policies, procedures and guidance that must be adhered to as well as other useful information and contact details for the Safeguarding Team.

SAFEGUARDING ADULT AT RISK

All staff must have an understanding of their roles and responsibilities in relation to Safeguarding Adult at Risk. Staff must be familiar with the specific policies and associated procedures, and understand the responsibility relevant to their position within the organisation.

Staff must be familiar with and understand the correct safeguarding reporting process.

SUSTAINABILITY/CARBON FOOTPRINT

The Trust, as one of the largest public organisations in the county, is committed to promoting sustainable development and reducing the harmful effects of its activities on the environment. Staff are expected to promote and embrace the principles of sustainable development in their daily duties; specifically to ensure that they use energy and other natural resources as efficiently as possible to minimise their carbon footprint.

We are committed to being an Equal Opportunities Employer and operate a Job Share Policy.

We welcome applications from people who have personal experience of mental health difficulties.

This document is available in other formats, including easy read summary versions and other languages upon request. Should you require this please contact the Information and Records Officer on 01278 432000