

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Staff Nurse (RMN)
<b>BAND:</b>	Band 5
<b>LOCATION:</b>	Glendinning Unit, Dorchester
<b>ACCOUNTABLE TO:</b>	Service Manager
<b>LINE MANAGER:</b>	Ward Manager
<b>KEY RELATIONSHIPS:</b>	Those with whom the post holder interacts with on a regular basis
<b>HOURS OF WORK:</b>	This is a part time post of 30 hours per week. The post holder may be required to work flexibly to meet the needs of the service.
<b>JOB PURPOSE:</b>	To assist the Ward Manager in providing high quality nursing care and treatment of patients in conjunction with other professionals through the service's multi-disciplinary assessment, treatment and care programmes.

### MAIN DUTIES AND RESPONSIBILITIES

#### 1. CLINICAL

- 1.1 To complete nursing assessment of care needs and the development, implementation and evaluation of programmes of care.
- 1.2 To carry out all relevant forms of nursing care.
- 1.3 To carry out high standard of nursing care and treatment of patients working alongside staff of all professions in the unit.
- 1.4 To play an active part in the units multi-disciplinary patient treatment programmes.
- 1.5 To help to organise and participate in therapeutic and social activities to change patients recovery.
- 1.6 To attend case conferences/review meetings with other members of the multi-disciplinary team to review patients' conditions and their progress in the programme of care and recovery.
- 1.7 To arrange patients' meals and special diets and participating in the meals service.
- 1.8 To liaise and maintaining good relationships with other staff of all disciplines to ensure the smooth running of services for patients.
- 1.9 To communicate with relatives and other visitors.

- 1.10 To assist in the maintenance of good communications within the Trust.
- 1.11 To substitute for other nursing staff as necessary.
- 1.12 To report all accidents and untoward incidents.
- 1.13 To be familiar with the use of emergency equipment.
- 1.14 To discuss carer needs to all patients you are named nurse to, as appropriate, initially weekly and thereafter on agreed time frame.
- 1.15 To ensure that ward and hospital areas remain clean and tidy, working closely with the ward manager to create a Therapeutic Environment.

## 2. **MANAGERIAL**

- 2.1 To take regularly charge of co-ordinate the shift in the absence of the Ward Manager/Clinical Team Leader.
- 2.2 To supervise junior staff.

## 3. **ADMINISTRATIVE**

- 3.1 To maintain an effective reporting system by observing and reporting verbally and in writing on patient conditions.
- 3.2 To maintain a high standards of record/case note recording (RiO / Ulysses).

## 4. **HUMAN RESOURCES/WORKFORCE**

- 4.1 To assist with induction and in-service training of nursing staff.

## 5. **POLICY & SERVICE DEVELOPMENT**

- 5.1 To administer medication, complying with the nursing responsibilities under the Medicines Act (1968), the Misuse of Drugs Act (1971), the local Care of Drugs Policy and any other relevant Trust procedures.
- 5.2 To comply with the Mental Health Act (1983) regulations/procedures, including carrying out registered nurse holding powers as necessary.
- 5.3 To observe approved Trust clinical nursing policies/procedures.
- 5.4 To be familiar with fire evacuation procedures and enact them as necessary.
- 5.5 To know and comply with the Health and Safety at Work Act (1974).
- 5.6 To comply with Catering Hygiene regulations.
- 5.7 To comply with the Patients' Property Policy.
- 5.8 To fully implement and comply with discharge procedures and standards including CPA/Care Management and involvement in audit.
- 5.9 Complying with the agreed Nursing Standards.

**6. INFORMATION / DATA RESPONSIBILITIES**

- 6.1 To maintain security and confidentiality of information and clinical records relating to patients' treatment.

**7. PROFESSIONAL RESPONSIBILITIES**

- 7.1 Teaching qualified and unqualified staff, including basic and/or post basis students, including acting as mentor as appropriate.

**8. ENVIRONMENTAL**

- 8.1 Following training, the post holder will be required to participate in the Prevention and Management of Violence and Aggression (PMVA) of patients.

**PERSON SPECIFICATION**  
**STAFF NURSE (RMN), BAND 5**

<b>1. Knowledge, skills and training</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment method</b>
1.1	Registered Nurse (Mental Health)	Yes		certification
1.2	Preceptorship or working towards it	Yes		application form/ interview
1.3	Ability to take charge of a ward/case load regularly	Yes		application form/ interview
<b>2. Job specific experience</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment method</b>
2.1	Ability to supervise other staff	Yes		application form/ interview
<b>3. Managerial/supervisory experience</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment method</b>
3.1	Supervised experience gained during clinical placements	Yes		application form / interview
3.2	Ability to mentor students	Yes		application form/ interview
<b>4. Information Technology</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment method</b>
4.1	Basic IT skills, normally obtained through practice or practical training	Yes		application form/certification
<b>5. Personal qualities/attributes</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment method</b>
5.1	Ability to work unsupervised	Yes		application form/ interview
5.2	Ability to use initiative	Yes		application form/ interview
5.3	Ability to work in a team	Yes		application form/ interview

5.4	Able to positively influence others	Yes		application form/ interview
5.5	Ability to work with minimum supervision	Yes		application form/ interview
5.6	Good organisational skills	Yes		application form/ interview
<b>6. Additional requirements</b>		<b>Essential</b>	<b>Desirable</b>	
6.1	Ability to meet contractual requirements and participate in 24 hour care	Yes		application form/ interview
6.2	A level of fitness and ability to participate and complete PMVA, Breakaway training and Manual Handling (practice and theory).	Yes		application form/ interview
6.3	Demonstrable skills in written and spoken English to a standard which enables the post holder to carry out the full range of duties and responsibilities of the role effectively.	Yes		application form/ interview
6.4	Subject to the provisions of the Equality Act, able to travel using own vehicle on Trust business.	Yes Level 1 /2		
6.5	Employment in this post requires an Enhanced Disclosure and Barring Service (DBS) check.	Yes		

### Essential / desirable car user definitions

Level 1 – (Essential) post holder is required to:

- travel an average of more than 3,500 miles a year;
- or travel an average of at least 1,250 miles a year; and necessarily use their car an average of 3 days a week; or spend an average of at least 50% of their time on such travel; including duties performed during the visits;
- or travel an average of at least 1,000 miles a year and spend an average of 4 days a week on such travel, including the duties performed during the visits.

Level 2 – (Essential) users who use their own vehicles for official journeys other than in the circumstances described under Level 1 above.