

### JOB DESCRIPTION

#### JOB DETAILS

JOB TITLE:

Charge Nurse

JOB REFERENCE NUMBER:

Generic

BAND:

6

WARD/DEPT.

Trust Wide

DIRECTORATE/LOCALITY:

Trust Wide

ESSENTIAL QUALIFICATIONS:

Registered Nurse

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### ORGANISATIONAL ARRANGEMENTS

ACCOUNTABLE TO:

Service Manager

REPORTS TO:

Clinical Team Leader

RESPONSIBLE FOR:

Multi-Disciplinary staff allocated to the ward (Bands 3-5) in support of and in the absence of the Clinical Team Leader.  
Ensuring that Clinical Practice is evidence based and best practice at all times

## **ROLE SUMMARY**

- The post holder will work supportively and collaboratively with the Clinical Team Leader in ensuring the effective management of the ward in all respects, environmental, financial and clinical insofar as this relates to nursing practice.
- The post holder will undertake the planning and delivery of direct patient care with appropriate supervision, ensuring continuity of practice and working within a multi-disciplinary and multi-agency environment.
- The post holder will be expected to provide a clinical lead to staff in various areas of practice, adhering to the philosophy and clinical skills base of the ward.
- The post holder will monitor nursing practice on a day to day basis and ensure that nursing compliments the practice of other professionals
- The post holder will work towards implementing reviews and changes in practice at the discretion of the Clinical Team Leader
- The post holder will be required to work shifts across a 24-hour period in order to meet the needs of the service.
- Actively participate in a 24 hour site management rota for both Chatterton House and the Fermoy Unit.

## **DUTIES AND RESPONSIBILITIES**

Duties and responsibilities will be determined by the Senior Charge Nurse and will include:

### **Management**

- Responsible for the line management of identified members of the service.
- Monitor the practice of junior staff and identify any learning and development needs in respect of the clinical skills base.
- Maintain own and lead/supervise staff in maintaining professional, therapeutic relationship/boundaries with patients, carers and colleagues.
- Provide and ensure provision of regular line management supervision and Appraisals to junior members of staff.
- Complete ward rotas as required, ensuring ward is sufficiently and safely staffed at all times.
- To support the development of effective mental health care pathways within the service.
- Support to service evaluation and audit systems.
- Support review/development of service wide policies and protocols.

- Support the establishment of partnerships and networks with key stakeholders.
- Deputise for Clinical Team Leader as required.

### **Clinical**

- To be accountable for own professional practice.
- Support the development and implementation of recovery focused interventions to patients with mental illness.
- Provide training and support to other as appropriate, including non-statutory agencies.
- Demonstrate effective personal planning and organisation of personal daily work load and that of others.
- Work flexibly, managing own working time effectively according to service demands.
- Make clinical judgements, identifying alternative courses of action, managing and providing a high quality of care and supporting others to do the same.
- Maintain respectful, effective professional interpersonal relationships with others.
- Attend all mandatory training as required by the Trust and to undertake further training and updating as required to carry out the role.
- Initiate, create and maintain therapeutic relationships with patients and carers and relevant others, ensuring that clinical practice is recovery focused and patient centred.
- Promote the involvement of service users, carers and relevant others in the development of the care pathway.
- Work collaboratively with the Clinical Team Leader in establishing a clear philosophy for the multi professional clinical practice within the work area and develop an acceptable model of care that is shared amongst the team.
- Ensure that all patients are given a full explanation on their care pathway/treatment options and no decision is taken forward without their involvement and consent.
- Undertake clinical audit and clinical governance activities as required.
- Ensuring that the practice of clinicians is recovery focused and patient centred, promoting the direct involvement of patients, carers and relevant others in the development of the plan of care

### **Professional**

- Demonstrate a personal approach to practice that is reflective and informed by best practice including NICE Guidelines.

- Adhere to local and professionally prescribed codes of conduct and practice.
- Develop and maintain a professional portfolio which demonstrates reflective practice.
- Have monthly clinical supervision as per Trust Policy.
- Have monthly Management Supervision as per Trust Policy.
- Promoting in collaboration with the Clinical Team Leader, an atmosphere within the clinical area conducive of best practice.
- Work co-operatively with the Clinical Team Leader in ensuring that members of the MDT maintain a professional portfolio.
- Ensure a working knowledge of Care Clustering and PbR and that contact data are accurate and timely as per Business Processes.
- Maintain personal standards and ensure self and others adhere to all policies, procedure, guidelines and standards set by the Trust and relevant bodies.
- Maintain an up-to-date knowledge relating to the current Mental Health Act '83/'07 and any relevant guidance thereof and share all relevant information with colleagues as necessary. Ensure others adhere to the legislation.
- Identify personal learning and training needs through KSF, appraisal and personal development plans on an annual basis.
- Support and develop the principles of joint partnership working and to be pro-acting in fostering positive inter-agency relationships and information sharing.
- Be responsible for organising student placements and learning outcomes, be the contact point for the link tutor to discuss student issues as they arise.
- Ensure that self and others maintain yearly mentorship updates.
- Ensure that personal appearance, practice and manner of self and staff conform to the standards and expectations of the Trust.
- To comply with all Trust Policies, Guidelines and Protocols.

### **Fulfilling Organisational Responsibilities**

- At the discretion of, and in the absence of Clinical Team Leader, make the most efficient and effective use of ward resources in the context of an awareness of clinical need and financial limitation.
- Support the Clinical Team Leader in the co-ordination and development of the clinical area.
- Reporting and recording incidents, complaints and accidents involving patient, staff or visitors in accordance with the Trusts standards or at the direction of the Senior Charge Nurse

- Ensure compliance with regulations in respect of the storage and administration of drugs pursuant to the Misuse of Drugs Act 1973
- Ensure compliance with the trusts policies for the care of patients' valuables and ensuring awareness amongst staff of the Standing Financial Instructions and other relevant guidance documents
- Receive Section papers on behalf of the Hospital Managers as required.
- Ensure that staff maintain knowledge of and work within Mental Health Legislation appropriate to their level of practice
- Maintain a personal awareness of the requirements of the Health and Safety at work Act.
- Participate in recruitment and selection as per Trust guidelines.
- Plan, supervise and participate in induction and the preceptorship of all new staff
- Regularly check email, incoming post and trust intranet site for updated information on clinical practice standards and share with others as appropriate.
- Co-ordinating the ordering of equipment and supplies for the ward.

## SPECIFIC DUTIES

### TRUST VALUES AND BEHAVIOURS

To promote and adhere to the workplace values of NSFT.

Our values and behaviours were created by 1,300 staff members, service users and carers all working together in the Putting People First project.

They reflect what we all believe makes the most positive difference to the care we offer and to the way we work with one another. By 'living our values' we will develop our Trust, our people, and continue to improve the quality of everything we do.

## Our values... Our behaviours... Our future

Working together for better mental health...

### Positively...



#### Be proactive...

Look for solutions, think creatively and focus on what we can do

#### Take pride...

Always do our best

#### Take responsibility...

Plan ahead, be realistic and do what we say we will

#### Support people to set and achieve goals...

And be the best they can

#### Recognise people...

Their efforts and achievements, and say thank you

### Respectfully...



#### Value everyone...

Acknowledge people's unique experiences, skills and contribution

#### Step into other people's shoes...

Notice what's actually happening

#### Take time to care...

Be welcoming, friendly and support others

#### Be professional...

Respect people's time and be aware of our impact

#### Be effective...

Focus on the purpose and keep it as simple as possible

### Together...



#### Involve people...

Make connections and learn from each other

#### Share...

Knowledge, information and learning

#### Keep people updated...

With timely, open and honest communication

#### Have two-way conversations...

Listen and respond

#### Speak up...

Seek, welcome and give feedback



nsft.nhs.uk

### REGISTERED HEALTH PROFESSIONAL

All staff that are members of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure that they are familiar with and adhere to these requirements.

### SUPERVISORY RESPONSIBILITIES

Responsibility to receive clinical and managerial supervision from a competent supervisor. The supervision of Junior Staff.

### RISK MANAGEMENT / HEALTH AND SAFETY

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures as laid down by the

Trust. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

## **FLEXIBILITY**

You are expected to be flexible in the duties you carry out and the Trust reserves the right to vary your duties from time to time in line with service needs and as commensurate with your Pay Band. You may, therefore, be required, during the course of your employment, to work in a different location and/or to carry out alternative duties consistent with your status, role, knowledge and experience, taking account of any professional registration and/or qualification requirements, and which are commensurate with your Pay Band; this may include a temporary or longer term transfer to work within a different Locality or Service. Arrangements under your Terms and Conditions of Service and Trust policies will apply.

## **RECORDS MANAGEMENT**

The post holder has responsibility for timely and accurate record keeping where appropriate and in line with professional guidelines.

The post holder has responsibility for the creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and other relevant statutory requirements. Training will be provided in appropriate information management for the post.

## **SUSTAINABILITY**

Carbon reduction and sustainable development are issues that impact on the lives of everyone and it is expected that all staff will commit to the principles of carbon reducing behaviours and sustainable development to ensure that resources are used efficiently, our carbon footprint is reduced and health services continue to improve.

## **SAFEGUARDING**

### **Clinical**

The NSFT expects all practitioners to act in accordance with statutory and local policies regarding recognition, reporting, information sharing, record keeping and joint working in relation to the Safeguarding of Children and Adults as outlined in Children Act 1989/2004, Working Together to Safeguard and Promote the Welfare of Vulnerable Children 2010 and No Secrets 2002.

## **WORKING WITH FAMILIES OF SERVICE USERS**

Ensure that (practitioners / clinicians etc.) when working with service users consider the effects and impact of their mental health and risk behaviours on their families, and provide appropriate support, advice and education for all family members. The needs of children and young people within the household/family should be given special consideration in line with Social Care Institute for Excellence's guidance "Think Child, Think Parent, Think Family" and must always be the priority for NSFT staff across all roles and services.

**CONFIDENTIALITY**

The post holder is required to maintain confidentiality of information in accordance with professional and Trust policy. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of their duties.

This job description is an outline and account of the main duties required to carry out the post. It will be reviewed periodically to reflect changes and developments in service requirements. The post holder is advised that they have a responsibility to ensure they are familiar with their Terms and Conditions of Service detailed in the Contract of Employment.

Signed:.....Manager

Signed:.....Post Holder

## PERSON SPECIFICATION

The person specification should set out the qualifications, experience, skills and knowledge, personal attributes, interests and other attributes necessary for the post holder to perform the job to a satisfactory level.

### JOB TITLE

**Charge Nurse**

	<b>ESSENTIAL</b>  <b>Without which the post holder could not be appointed</b>	<b>DESIRABLE</b>  <b>Extra qualities that can be used to choose between candidates with all essential criteria</b>	<b>METHOD OF ASSESSMENT</b>
<b>QUALIFICATIONS</b>	RMN	ENB 998 / Mentorship. Leadership / Management Training	<b>Certificates</b>
<b>EXPERIENCE</b>	At least 2 years post basic experience, 1 year at Senior Staff Nurse.	Management / Leadership of junior staff.	<b>Application form/interview/References</b>
<b>SKILLS</b>	<p>Ability to work regularly unsupervised</p> <p>Good interpersonal and communication skills</p> <p>Good verbal and written skills</p> <p>Good observation and reporting skills</p> <p>Ability to use own initiative</p> <p>Ability to display common sense</p> <p>Ability to display calm, mature responses to difficult situations</p> <p>Be self-aware and have the ability to learn</p>	<p>Ability to travel</p> <p>Ability to supervise others</p>	<b>Application form/interview/References</b>

	<p>Ability to motivate others</p> <p>Able to demonstrate the ability to process, plan and delegate work</p> <p>Ability to demonstrate effective risk assessment and risk management</p> <p>Excellent communication skills</p> <p>Ability to effectively prioritise and delegate workload as required</p> <p>Basic computer skills including use of email and internet</p>		
<b>KNOWLEDGE</b>	<p>Understanding of issues surrounding confidentiality</p>	<p>Awareness of security and its impact and willingness to expand knowledge on it</p> <p>Working knowledge / application of the Mental Health Act 1983</p>	<p><b>Application form/interview/References</b></p>
<b>OTHER (Please specify)</b>	<p>Flexibility and adaptability</p> <p>Fitness to undergo full PMA training and perform full duties of the post.</p> <p>Enthusiastic and well-motivated</p> <p>Able to work as part of a close team</p> <p>Awareness and understanding of equality and diversity issues</p> <p>Flexibility of duty and hours over a 24hr 7 day a week period</p>		<p><b>Application form/interview/References</b></p>

	Generally interested and motivated to work in a care environment		
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VALUES (APPLICABLE TO ALL POSTS )	Positively...	Respectfully...	Together...	METHOD OF ASSESSMENT
	Look for solutions, think creatively and focus on what we can do	Acknowledge people's unique experiences, skills and contribution	Make connections and learn from each other	Application and Interview
	Take pride...  Always do our best	Step into other people's shoes...  Notice what's actually happening	Share...  Knowledge, information and learning	
	Take responsibility...  Plan ahead, be realistic and do what we say we will	Take time to care...  Be welcoming, friendly and support others	Keep people updated...  With timely, open and honest communication	
	Support people to set and achieve goals...  And be the best they can	Be professional...  Respect people's time and be aware of our impact	Have two-way conversations...  Listen and respond	
	Recognise people...  Their efforts and achievements, and say thank you	Be effective...  Focus on the purpose and keep it as simple as possible	Speak up...  Seek, welcome and give feedback	

## JOB DESCRIPTION SUPPLEMENTARY INFORMATION

POST TITLE:	Charge Nurse
WARD / LOCALITY:	Trust Wide
DATE COMPLETED:	Generic

Please indicate in the boxes whether the post holder will be expected to work in or be directly exposed to the following factors:

### WORKING CONDITIONS

	YES	NO		YES	NO
1. Inclement weather	X		11. Humidity		X
2. Extreme Temperatures		X	12. Contaminated equipment/work area	X	
3. Unpleasant smells	X		13. Driving/Being Driven (normal conditions)	X	
4. Noxious Fumes		X	14. Driving/Being Driven (emergency conditions)	X	
5. Excessive noise/vibration		X	15. Fleas/Lice/Infestation	X	
6. Continuous use of VDU equipment	X		16. Dangerous Chemicals – Substances in containers	X	
7. Unpleasant substances	X		17. Dangerous Chemicals – Substances (uncontained)		X
8. Infectious material	X		18. Exposure to verbal aggression (little/no support)	X	
9. Body Fluids, Faeces/Vomit	X		19. Exposure to physical aggression (little/no support)	X	
10. Dust/Dirt	X				

**Each YES response requires completion in 'Further Information' Section**

## PHYSICAL EFFORT

	YES	NO		YES	NO
1. Working in uncomfortable conditions	X		9. Standing/sitting with limited scope for movement	X	
2. Working in physically cramped conditions	X		10. Kneeling, crouching, twisting, bending, stretching	X	
3. Making repetitive movements	X		11. Walking for long periods	X	
4. Lifting weights/equipment without mechanical aid	X		12. Heavy duty cleaning		X
5. Climbing or crawling	X		13. Pushing/pulling trolleys or similar equipment	X	
6. Manipulating objects		X	14. Working at heights		X
7. Manual Digging		X	15. Controlled restraint i.e. in post requiring training/certification	X	
8. Running	X				

**Each YES response requires completion in 'Further Information' Section**

## EMOTIONAL EFFORT

	YES	NO
1. Processing (e.g. typing/transmitting) news of highly distressing events	X	
2. Giving unwelcome news to patients/clients/carers/staff	X	
3. Caring for the terminally ill		X
4. Dealing with difficult situations/circumstances	X	
5. Designated to provide emotional support to front line staff	X	
6. Communicating life-changing events	X	
7. Dealing with people with challenging behavior	X	
8. Attending scenes of accidents	X	

**Each YES response requires completion in 'Further Information' Section**

## MENTAL EFFORT

		YES	NO			YES	NO
1.	Carry out formal student/trainee assessments	X		9.	Check documents	X	
2.	Carry out clinical/social care interventions	X		10.	Drive a vehicle	X	
3.	Analyse statistics	X		11.	Perform calculations	X	
4.	Operate equipment/machinery	X		12.	Make clinical diagnoses		X
5.	Give evidence in court/tribunal/formal hearings	X		13.	Carry out non-clinical fault finding	X	
6.	Attending meetings (if yes, describe role in "Further Information")	X					
7.	Carry out screening tests/microscope work	X					
8.	Prepare detailed reports	X					

**Each YES response requires completion in 'Further Information' Section**

## FREEDOM TO ACT

		YES	NO
1.	Does the post holder generally work without close supervision	X	
2.	Does the post holder work without direct access to a manager	X	
3.	Does the post holder work without access to a manager by telephone		X
4.	Is the post holder the lead specialist in their field		X

**Each YES response requires completion in 'Further Information' Section**

**How often on average does the post holder give guidance and advice to others?**

Daily:

 X

Weekly:

Other frequency (please comment)

**How often is the post holder's work checked/monitored/assessed?**

Daily:

Weekly:

 X

Other frequency (please comment)

The post holder is the clinical lead for the ward they work on and their role entails them working out of office hours on a frequent basis, up to four shifts per week at times. Contact with the Clinical Team Leader is most likely to be weekly.

## FURTHER INFORMATION

Please enter here details of YES responses in the preceding sections

### Element

(e.g. mental effort)	Ref No	Details of frequency and intensity	
<b>Working conditions</b>	1	Movement between trust premises – can occur daily	
	3	Possibly daily in a ward environment can include unwashed clothing and tobacco smoke	
	6	Possibly daily in a ward environment can include unwashed clothing and tobacco smoke	
	7	Can be daily in a ward environment – clinical waste removal	
	8	Dealing with fouled linen can be a daily occurrence dependent on patient group	
	9	Can be daily dependent on patient group	
	10	During bed linen changes – can occur daily at times dependent on patient group	
	12	Blood/ body fluids can occur daily dependent on patient group	
	13	Patient trips/ escorts - can be daily	
	14	Infrequent but can be escort or driver in emergency situations.	
	15	On infrequent occasions but has been known to happen	
	16	Cleaning substances such as acticlores, usage depends on patient group	
	18	Can be exposed to verbal aggression on a daily basis dependent on patient group	
	19	Can be exposed to physical aggression on a daily basis dependent on patient group. All staff carry alarms to raise assistance.	
	<b>Physical effort</b>	1	Locked environment – daily working conditions
		2	During restraint/ staff offices on some wards – can be daily dependent on role and patient group
		3	Unlocking doors (locked environment) – Frequently during a day
		4	Light furniture (can be daily) without aids, the lifting of equipment with mechanical aids can also be daily e.g. Hoist usage dependent on patient group
		5	During controlled restraint, can be daily dependent on patient group
8		Restraint training emphasises not to run but staff are expected to move quickly in response to an alarm sounding	
9		During controlled restraint, can be daily dependent on patient group for up to 20 minutes per restraint and can occur on more than one occasion per shift	
10		During controlled restraint, can be daily dependent on patient group for up to 20 minutes per restraint and can occur on more than one occasion per shift	
11		Maximum continuous walking up to one hour maximum with no break	
13		Pushing/pulling medication trolleys – can be daily	
15		Can be used daily dependent on patient group	
<b>Emotional effort</b>		1	May type distressing information as part of reports.
		2	Can occur daily if most senior member of qualified nursing staff on duty however highly distressing events would be communicated by a more senior member of staff
		4	Can occur daily e.g. communicating with a patient who may have

		been verbally aggressive towards you the day before.
	5	Can occur daily if most senior member of qualified nursing staff on a ward and an incident has occurred also part of the role to support frontline staff
	6	Can occur frequently if most senior member of qualified nursing staff on a ward e.g. MHA Section renewal or unwelcome news from a relative.
	7	The role involves caring for those with challenging behaviour on a daily basis.
	8	Attendance at incidents can be daily as part of a ward team, dependent on client group.
<b>Mental effort</b>	1	Possibly twice a year dependent on holding the correct qualification
	2	Daily occurrence in a care environment
	3	Analysis of Staff statistics can occur weekly
	4	Hoists/ cleaning equipment/ Computer workstations this can be daily
	5	This very rare but an individual may be called upon to give evidence in court at an inquest or hearing
	6	Can be staff, quality development meetings – attendance can be weekly
	7	Drug screening – occurrence depends on the patient group can be daily
	8	E.g. Preparation of detailed CPA reports and tribunal reports if required to do so- can be weekly
	9	Patients money books, valuables, leave forms – can be daily
	10	Daily at times/ infrequent at others depends on the needs of the patient group
	11	Medication administration/Patients monies– can be daily
	13	Security/ Health and safety fault finding and reporting – occurs as frequently as faults are found, can be more than once a day.
<b>Freedom to act</b>	1	Daily when working autonomously
	2	When working unsocial hours (between 17.00hrs and 09.00hrs Monday to Friday and all weekend from 17.00hrs Friday to 09.00hrs Monday)

**Manager responsible for completion of this document**

<b>Name:</b>	
<b>Member of Staff to whom this document relates:</b>	
<b>Date Completed:</b>	
<b>Review Date:</b>	

**DISTRIBUTION:** One copy to member of staff, one copy to personal file.  
**Please ensure Job Description is agreed and signed by both manager and employee**