

Job Description

Post Title	Community Psychiatric Nurse (CPN)
Band	6
Directorate	Salford
Location/Base	Humphrey Booth Resource Centre, Swinton
Responsible to	Team Manager
Accountable to	Senior Manager-Services

Job Summary/Purpose

Salford Older Adult CMHT is a supportive multi-disciplinary team providing mental health assessment and interventions for older adults in Salford with both functional and organic mental health difficulties.

The post holder will:

- Fulfil the role of Care Coordinator and the requirements of this role.
- Support a caseload of older adults with mental health problems, using evidence-based, client-centered principles to assess, plan, implement, evaluate, and record interventions.
- Provide support and advice to carers.
- Participate in the duty rota.
- Provide a nursing perspective within the multi-disciplinary team.
- Maintain nursing standards and contribute to the development of nursing practice in the team.
- Contribute within the wider MDT in the development of clear care pathways regarding support, care and treatment of older adults with mental health problems.
- Support student placements.
- Work weekends and bank holidays on a rota basis, typically one weekend in every 12 weeks.

Main Duties & Responsibilities

Heading	Duty/Responsibility
Communication	<ul style="list-style-type: none"> • To demonstrate high-level communication skills. • To utilise highly developed interpersonal skills including specific skills to facilitate effective communication when there are barriers to understanding e.g., sensory, or cognitive impairment or in a hostile, antagonistic or highly emotive situation. • To establish and maintain robust communication networks with clients, carers, and other health care workers and numerous external agencies. • To establish and maintain good working relationships with GPs. • To promote awareness of the role of CMHT within local service area/team, GP practices and the wider community.
Clinical	<p>Be a full member of the multi-disciplinary team (MDT). Effectively manage own caseload accepting referrals from agreed agencies in accordance with agreed operational procedures.</p>

	<p>Undertake formal mental health assessments of new clients.</p> <p>Undertake assessments of clients as part of the CMHT duty system in accordance with agreed operational procedures.</p> <p>Assess, care-plan, provide interventions and evaluate and record community mental health nursing delivered to clients on own caseload.</p> <p>Act as Care-Coordinator for appropriate clients under the Care Programme Approach (CPA).</p> <p>Provide specialist mental health nursing assessments as required in line with operational procedures.</p> <p>To promote positive mental health and physical care to clients in all situations.</p> <p>To encourage and support clients to collaborate in their treatment programme and recovery.</p> <p>To encourage self-help as much as possible, promoting the maintenance of skills and independence in clients.</p> <p>To support health promotion and act in a consultative role/advisor to other community services/agencies and personnel in relation to individual clients and their mental health issues.</p> <p>To undertake and record comprehensive risk assessments, devise, and implement risk management plans for clients at risk of vulnerability, self-harm or risk of physical, sexual or emotional harm to others, using the agreed Risk Assessment Tool.</p> <p>Administer medications as required. E.g., depot injections.</p>
3) Clinical & Social Care Governance & Quality	<p>Ensure compliance with all Care Programme Approach requirements as per Trust Policy.</p> <p>Ensure that service users and carers receive clear and accurate information on:</p> <ul style="list-style-type: none"> • How to access the service • Confidentiality • Access to Records • Their own Assessments and Care Plans • Mental Health conditions and medication • Service Publicity, including what they can expect from the service. • Community Resources • Complaints and compliments procedures • How to access Advocacy Services <p>Promote a service philosophy based on a balanced model of care, recovery, and personalisation.</p> <p>Establish quality standards relating to the service user and carer experience.</p> <p>Maintain quality assurance systems to monitor and audit these standards.</p> <p>To participate in complaint investigations when required</p> <p>To participate in Serious Untoward Incident Reviews when required.</p> <p>Participate in service governance initiatives.</p> <p>To ensure that Patients Charter Standards, Local Service Standards, Purchaser Quality Standards and Trust Quality Standards are maintained.</p> <p>Contribute to the writing of shared guidelines/protocols of care.</p> <p>The post-holder will comply with all policies and procedures e.g., NMC Code of Conduct, MHA 2007, Health and Safety Regulations and Trust and local Policies and Procedures.</p>
4) Policy/Service Improvement & Development	<p>To participate in the continuous improvement of the service provided by the CMHT.</p> <p>Promote opportunities for local service development.</p>

	<p>Identify unmet needs to support service planning and development.</p> <p>Participate in the drafting and implementation and review of operational policies and local procedures.</p> <p>Comply with own Code of Ethics and Professional Conduct, Professional Standards and National, Trust and local Policies and Procedures.</p> <p>Demonstrate a lead role in the maintenance of a learning environment.</p> <p>Demonstrate the sharing of knowledge, skills, and attitudes to others</p>
5) Financial and Other Resources	<p>To ensure the effective use of resources, including the responsible management of petty cash, and ensuring junior staff compliance with the same.</p> <p>To exercise good personal time management, punctuality, and consistent, reliable attendance.</p>
6) Human Resources	<p>To act up in the absence of the Clinical Lead.</p> <p>To assist in the recruitment and induction of new staff as required.</p> <p>Participate in the appraisal process.</p> <p>To participate in Line Management and Clinical Supervision according to policy.</p> <p>To provide clinical supervision to other members of the multi-disciplinary team.</p> <p>To supervise junior members of staff in undertaking Risk Assessment and Formulation of risk as required.</p> <p>Deal personally with patients, their families or carers who make a complaint.</p> <p>To supervise junior staff in dealing with complaints as appropriate.</p>
7) Service User, Carer and Stakeholder Involvement	<p>Promote a service philosophy that is strongly recovery focussed for service users and carers.</p> <p>Ensure the promotion of Personalisation within the service users recovery plans.</p> <p>Ensure, as far as practicable, the full involvement of service users – and where appropriate, relatives and carers – in the assessment of their needs and the formulation and review of their care plans.</p> <p>Promote user and carer involvement in the recruitment, induction, and training of staff.</p> <p>Promote user and carer involvement in the evaluation and development of services.</p>
8) Learning, Education and Personal Development	<p>To take responsibility for own learning and development by recognising and taking advantage of all opportunities to learn in line with NHS core competencies, including full participation in appraisal and supervision, and acting as role model for self-development.</p> <p>To promote a learning environment and culture within the team which supports the professional development and effectiveness of the whole team.</p> <p>Contribute to the delivery of multidisciplinary training, including the induction of new staff, students, and trainees in the service.</p> <p>To act as Practice Educator for Nursing students on clinical placement within the team.</p>
9) Safeguarding Children and Vulnerable Adults	<p>To adhere to the principles of safeguarding of children and vulnerable adults in line with Trust Policy and reporting local procedures.</p> <p>To ensure junior staffs compliance with same</p>
10) Equal	<p>To carry out all duties and responsibilities of the post in accordance with</p>

Opportunities, Equality and Diversity and Dignity in Care and Work.	<p>the Trust's Equal Opportunities, Equality and Diversity and Dignity in care and work policies.</p> <p>To avoid unlawful discriminatory behaviour and actions when dealing with colleagues, service users, members of the public and all other stakeholders.</p> <p>To promote awareness of and respect for equality and diversity and dignity in care and work in accordance with Trust policies and procedures.</p> <p>To treat all staff, patients, service users, NHS contractors and the public with dignity and respect always.</p>
11) Information Governance & Data Quality	<p>To access only information, whether paper, electronic or in other media, which is authorised to you as part of your duties.</p> <p>Not to communicate to anyone outside or inside the NHS, information relating to patients, service users, staff, contractors, or information of a commercially sensitive nature, unless done in the normal course of carrying out the duties of the post and with the appropriate permission.</p> <p>To maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately, appropriately and kept up to date.</p> <p>To ensure compliance with the GMMH Information Governance Policy.</p> <p>Ensure compliance with information management.</p> <p>To ensure compliance with confidentiality policies and procedures for self and team members.</p> <p>To take personal responsibility for own data quality for all GMMH and City Councils performance indicators is maintained, including CQC, CQUIN, MMHDS, MONITOR and PbR.</p> <p>Understand and fully utilise the IT systems for health services</p>
12) Infection Control	<p>To protect service users, visitors, and employees against the risk of acquiring health care associated infections by consistently observing Trust Infection Prevention and Control Policies and procedures and best practice guidance to maintain high standards of Infection Prevention and Control.</p>
13) Health, Safety and Security	<p>To comply with all the service security requirements within the context of being a lone practitioner in the community.</p> <p>To fulfil Trust mandatory training requirements, including PMVA training as per policy.</p> <p>To recognise the need to prioritise and respond appropriately to clinical emergencies/perceived risks.</p> <p>To demonstrate a high level of self management skills for dealing with frequent crisis management and be aware of own personal limitations and seek appropriate advice.</p> <p>To take reasonable care of the health and safety of yourself and other persons who may be affected by your acts or omissions at work and to co-operate with the Trust in adhering to statutory and departmental safety regulations.</p> <p>Not to intentionally or recklessly misuse or interfere with anything provided in the interests of health safety or welfare e.g., misuse of equipment.</p> <p>To ensure the management of risk in accordance with Trust Policy and to report immediately any complaints, incidents, accidents, or other untoward occurrences or near miss involving patients, service users, carers, staff, contractors, or members of the public using the Trust Incident reporting system- DATIX.</p> <p>To support the team manager in reviewing all environmental risks and updating the service Risk Register as required.</p>

	Ensure an up-to-date knowledge of all relevant legislation relating to the remit of the service, i.e., Child Protection, Protection of vulnerable adults, Caldicott, Health and Safety at work, Risk assessment etc
Trust Mandatory On-going Requirements - to be met by the candidate after commencing in post, these will not be assessed at the recruitment stage	<ul style="list-style-type: none"> • To undertake any other reasonable duty, when requested to do so by an appropriate Trust manager. • To understand and comply with all Trust policies, procedures, protocols and guidelines. • To understand the Trusts Strategic Goals and how you can support them. • To understand the need to safeguarding children and vulnerable adults and adhere to all principles in effective safeguarding. • To carry out all duties and responsibilities of the post in accordance with Equal Opportunities, Equality and Diversity and dignity in care/work policies and principles • To avoid unlawful discriminatory behaviour and actions when dealing with the colleagues, services users, members of the public and all stakeholders. • To access only information, where paper, electronic, or, in another media, which is authorised to you as part of the duties of your role. • Not to communicate to anyone or inside or outside the NHS, information relating to patients, services users, staff, contractors or any information of a commercially sensitive nature, unless done in the normal course of carrying out the duties of the post and with appropriate permission. • To maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately, appropriately and kept up to date. • To ensure their day to day activities embrace sustainability and reduce the impact upon the environment by minimising waste and maximising recycling; saving energy; minimising water usage and reporting electrical faults, water leakages or other environmental concerns to the facilities department or their line manager. • Take reasonable care of the health and safety of yourself and other persons • To contribute to the control of risk and to report any incident, accident or near miss • To protect service users, visitors and employees against the risk of acquiring health care associated infections. • To take responsibility for your own learning and development by recognising and taking advantage of all opportunities to learn in line with appraisal and supervision.

Further Information for Postholder(s)

This job description is not exhaustive, but is intended to give an overall picture of the role. Other duties within the general scope of the post may be required from time to time. The duties of the post and job description can be reviewed through the agreed process. All information obtained or held during the

post-holders period of employment that relates to the business of the Trust and its service users and employees will remain the property of the Trust. Information may be subject to disclosure under legislation at the Trust's discretion and in line with national rules on exemption.

All Trust sites have been designated a no smoking area. The post holder is therefore advised smoking is not permitted within the hospital premises or grounds or whilst representing the Trust in the course of their duty. While the Trust will not discriminate against employing smokers, all prospective employees should be aware of this policy

Person Specification

Post Title	CPN
Band	6
Directorate	Salford
Location/Base	Humphrey Booth Resource Centre
Responsible to	Team Manager
Accountable to	Operational Manager
Job Summary/Purpose Salford Older Adult CMHT is a supportive multi-disciplinary team providing mental health assessment and interventions for older adults in Salford with both functional and organic mental health difficulties.	

Essential Criteria - The qualities without which a post holder could not be appointed.	Desirable Criteria - Extra qualities which can be used to choose between candidates who meet all the essential criteria	How Assessed – AP = Application form IN = Interview OA = Other Assessment
Education / Qualifications - to be able to complete the duties as laid out on the Job Description		
Professional Nursing Registration	<ul style="list-style-type: none"> Post Graduate Qualification 	AP IN
Experience - to be able to complete the duties as laid out on the Job Description		
Significant experience working in Older Adult Mental Health	<ul style="list-style-type: none"> Experience working in Older Adults CMHT 	AP IN
Knowledge - to be able to complete the duties as laid out on the Job Description		
Understanding of Older Adult mental Health	<ul style="list-style-type: none"> Experience/knowledge of completing Specialised Health Needs Assessments/commissioning 	AP IN
Trust Mandatory Requirements	<ul style="list-style-type: none"> The post holder should be able to: Understand all Trust Policies and Procedures 	

	<ul style="list-style-type: none"> • Understand the Trusts Strategic Goals and how they can support them • Understand the need to safeguard children and vulnerable adults • Carry out all duties and responsibilities of the post in accordance with Equal Opportunities, equality and Diversity and dignity in care and work policies and principles • maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately, appropriately and kept up to date • take reasonable care of the health and safety of yourself and other persons • contribute to the control of risk and to report any incident, accident or near miss • protect service users, visitors, and employees against the risk of acquiring health care associated infections. • take responsibility for own learning and development 	
Other Requirements - to be able to complete the duties as laid out on the Job Description		
<p>Requirements to Travel:.</p> <ul style="list-style-type: none"> • There is a frequent requirement to travel mainly within the Salford area in order to see service users in their own homes or care homes and an occasional requirement to travel across the wide footprint of the Trust to attend meetings and events relevant to the role. 		AP

The Trust will consider any reasonable adjustments to the recruitment and selection process and to employment for applicants who have protected characteristics under the Equality Act 2010.