



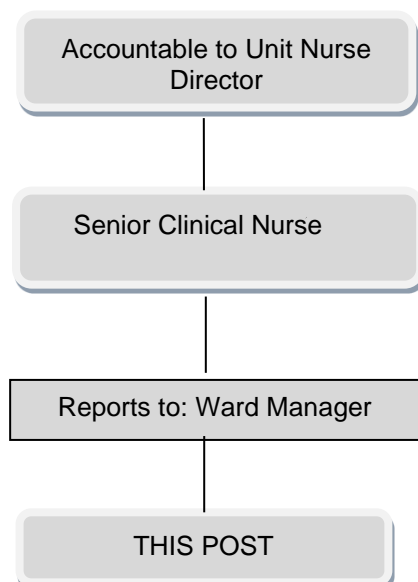
GIG
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Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board

Job Description

Job Title	Staff Nurse - Mental Health & Learning Disabilities
Pay Band	5
Delivery Unit	Mental Health & Learning Disabilities
Service	Mental Health & Learning Disabilities
Department	Mental Health & Learning Disabilities
Reports to (Line Manager):	Ward Manager
Accountable to (Professionally/managerially):	Unit Nurse Director
Safeguarding Children Training	LEVEL 1
Our Values In this Health Board we aspire to be driven by our values; where every person that works for us, regardless of their role, is expected to demonstrate the values of “caring for each other”, “working together” and “always improving”.	

Organisational Chart



Job Summary/Job Purpose

To work as a Registered Nurse in the in-patient settings of the Mental Health & Learning Disability Delivery Unit as directed.

Key Tasks and Responsibilities of the Post

- To work effectively as a member of the multi-disciplinary team.
- To assist in the provision of care and treatment to meet people's physical, psychological, social, mental and spiritual care needs.
- To assist the individual to maintain and improve their health, independence and recovery; within the clinical and / or community setting.
- To work with individuals assisting them to gain new skills and values promoting self-direction and social inclusion.
- To focus on providing person-centred care, with a shared responsibility for positive risk taking.
- To assist people to exercise their rights and uphold safeguards to ensure minimal restriction on people's lives, whilst also maintaining the safety of others.
- To contribute to the operation and the development of high quality clinical services that aim to improve outcomes for people with mental health problems or learning disability.
- To participate in Clinical Supervision and Reflective Practice.
- To act as Named Nurse or Care Coordinator to a small group of individuals; during their episode of care as outlined in the Mental Health (Wales) Measure 2010.
- To provide one to one sessions with their allocated patients.
- To act as an effective role model and mentor to junior staff.
- To participate in the PADR process and continually update practice and education.

Clinical

1. Using the Mental Health (Wales) Measure 2010 Care & Treatment Plan as a framework, to work with the individual to assess, plan, implement and evaluate their needs using the recovery process; agreeing realistic and achievable outcomes.
2. Participate in the individualised (MDT) Care & Treatment Plan reviews. Ensure reviews are carried out on a regular basis and the review is documented accurately in the individual's inpatient records. Act as a named nurse for individuals during their episode of care as an inpatient.
3. As a named nurse, to provide one to one sessions for individual patients; this will include specific pieces of work / interventions on behalf of the MDT.

4. To administer, monitor and supervise prescribed medication. Observe for and report, as appropriate, therapeutic effects and any side effects, using evidence based scales.
5. Offer support, advice and information to carers / relatives. Encourage participation of carers in the planning of care and work in a manner which will engender trust and co-operation, thereby enhancing patient care, maintaining confidentiality at all times.
6. Contribute to clinical reviews / case formulations and report on the condition of patients to other professionals within the MDT. When required provide written reports.
7. To function as an effective member of the MDT in developing the service.
8. Promote the health of individuals by implementing activities and groups that enhance their psychological, social and spiritual needs by helping them to gain new skills that will promote self direction and social inclusion.
9. To demonstrate an awareness of the ABMU Health Board Policies and Procedures, ensuring that all nursing practice is carried out in accordance with these policies.
10. To take charge of the unit / ward in the absence of senior staff and ensure that nursing care is of the highest standard and staff are deployed appropriately.
11. To participate in the setting of formalised standards of care and participate in / contribute to audit activity.
12. Act as a positive role model or mentor to junior members of staff.
13. Ensure that the privacy and dignity of patients is protected at all times and that the ABMU Health Board Safeguarding Adults policy is followed.
14. Ensure that risk assessments are continuously updated and that 'Safe and Supportive Observations' are carried out according to the ABMU Health Board Policy.
15. Ensure that the rights of individuals are respected and that they are treated in the least restrictive manner possible taking into account the risk to the individual and others.
16. Report, in an accurate and timely manner, any accidents, incidents which occur or complaints received, to the Unit Manager / Ward Manager, using agreed processes. Participate in the investigation process, as required.

Administrative and Management

1. To effectively manage the ward for a span of duty, e.g. ensuring adequate staffing within resources, liaison with all other Health Care Professionals. Responding to queries from patient's relatives / carers and ensuring that all care is delivered to the highest standard and in accordance with the ABMU Health Board and Mental Health & Learning Disability Delivery Unit Policies and Procedures.

<ul style="list-style-type: none"> 2. To maintain secure methods of record keeping and professional exchange of information, adhering to the Data Protection Act (1998). 4. Assist in the preparation of the duty rota as directed, ensuring the ward has adequate cover to meet the needs of the patients. 5. Assist, coordinate and participate in the education of learners; this will include junior staff, and students of all disciplines. 6. Ensure that staff who have been delegated tasks are competent to carry out those tasks effectively. 7. Support, maintain and enhance effective working relationships within a multi-disciplinary, inter-agency framework, using established communication systems and structures to optimum effect. 8. Contribute to the Professional Leadership Agenda.
<p>Professional</p> <ul style="list-style-type: none"> 1. Maintain a high level of professional knowledge and ensure compliance with Continued Professional Development through involvement in appropriate post basic training programmes. 2. Adhere to the NMC Professional Code of Conduct. 3. Participate in the PADR process on a regular basis. 4. Adhere to all ABMU Health Board Policies and Procedures. 5. To supervise and participate in the training of staff, providing mentorship support as appropriate – to include student nurses, preceptors and students from other allied professional groups. 6. To keep updated with clinical trends and evidence based practice in patient care and clinical practice. 7. Participate in Clinical Supervision and Reflective Practice Groups on a regular basis. 8. Attend / participate in relevant statutory & mandatory training and up-date workshops / seminars, etc.
<p>Legal and Statutory</p> <ul style="list-style-type: none"> 1. Develop a knowledge and understanding of the legislation likely to be encountered in the role of Staff Nurse with particular reference to the Mental Health Act 1983 and 2007, the Mental Health (Wales) Measure 2012, the Misuse of Drugs Act 1971, The Mental Capacity Act (2005), etc. 2. Ensure adherence to the Health & Safety at Work Act and COSHH regulations. 3. To adhere to the Health Board Risk Management Strategy. 4. Develop a knowledge and understanding of the statutory agencies and those relevant groups within the voluntary and third sector who may work in partnership with the Health Board in the provision of care.

General Considerations

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour framework in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the Health Boards individual performance review process to ensure continued professional development.
- **Job Limitations:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their Manager / Supervisor / Consultant. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection Act 1998, the post holder will be expected to maintain confidentiality in relation to personal and patient information, as outlined in the contract of employment. 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 duties.
- **Health & Safety:** The post holder is required to co-operate with the health Boards Health and Safety Policy to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Quality Improvement:** The Health Board is keen to promote an understanding of the principles of continuous quality Improvement and encourages all staff to undertake IQT ("Improving Quality Together") training.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Corporate Governance:** The post holder is required to ensure the highest standards of corporate governance and probity are maintained by ensuring all staff work within the provision of Standards of Business Conduct, Standing orders and Standing Financial Instructions.
- **Risk Management:** The Health Board is committed to protecting its staff, patients, assets and reputation through an effective risk management process.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organisation's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.

- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have * direct / indirect contact with* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Disclosure Barring Service *Standard / Enhance check as part of the Health Board's pre-employment check procedure. *Delete as appropriate.

The post holder does not require a DBS Disclosure Check. *Delete as appropriate.

- **Safeguarding Children:** The Health Board is committed to safeguarding children and adults at risk. All staff must therefore attend the required level of safeguarding children & adult training. This post requires minimum level *insert level*.
- **Cognitive Dysfunction:** Some degree of cognitive impairment is now common in the communities that we serve. We encourage all our staff to undertake online training for dementia awareness, so as to understand and be responsive to the particular needs of people with cognitive dysfunction.
- **Infection Control:** The Health Board is committed to meet its obligations to minimise infection. The post holder is required to comply with current procedures for the control of infection, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the Health Board.
- **Records Management:** The post holder has a legal responsibility to treat all records created, maintained, used or handled as part of their work within the Health Board in confidence (even after an employee has left the Health Board). This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
- **Job Description:** This job description is not exhaustive but is an outline and account of the main duties. Any changes will be discussed fully with the post holder 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 NMC, GMC, GDC, HCPC etc. It is the post holder's responsibility to ensure that they are both familiar with and adhere to these requirements.

- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites including buildings and grounds are smoke-free.



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PERSON SPECIFICATION

Job Title			Staff Nurse (Mental Health & Learning Disability)		
Band			5		
Delivery Unit			Mental Health & Learning Disability		
<i>Criteria</i>			<i>How Tested</i>		
Qualifications	Essential	Desirable	Application	Interview	Presentation
1 st Level Registered Nurse.	√		√		
Professional Registration with NMC	√		√		
Evidence of post graduate study		√	√		
Teaching and assessing/mentorship of students		√	√		
Experience & Knowledge					
Experienced and new registrants accepted	√		√		
Experience of multi-disciplinary and/or multi-agency working.	√		√	√	
Experience of research and/ or audit and implementing evidence based practice		√		√	
Experience of working with the designated client group		√	√	√	
Broad knowledge of current best practice with designated client group		√		√	
Knowledge of the principles of Clinical Governance	√			√	
Awareness of specific government policy / legislation pertinent to the clinical areas.		√		√	
Documented evidence of CPD	√			√	

Awareness of Health and Safety legislation	√			√	
Skills & Abilities					
Ability to work single-handedly with individuals or facilitating groups		√	√	√	
Organizational, planning and time management skills	√		√	√	
Understanding of team dynamics	√			√	
Problem solving skills	√		√	√	
Effective written and oral communication skills.	√		√	√	
Ability to facilitate own and others learning environment	√			√	
Ability to reflect and critically appraise own performance.	√			√	
Ability to speak Welsh		√	√		
Values					
Shows empathy and compassion towards others – a natural disposition to put yourself in someone else’s shoes. Sees and treats others as individuals (patient, families, colleagues) and treats people with dignity and respect.	√		√	√	
Shows resilience, adaptability and flexible approach as situations arise and positivity when times are tough.	√		√	√	
Shows respect for others’ views and appreciate others’ inputs and encourage colleagues to display our values.	√		√	√	
Motivated to use initiative to recognise problems and seek solutions whilst understanding the importance of empowering and enabling others (patients, families, colleagues).	√		√	√	
Friendly and helpful disposition, awareness of how our own and others’ behaviours impact on	√		√	√	

people's experiences and the organisation's reputation.					
Willing to seek out learning, give and accept constructive feedback and committed to continuous improvement.	√		√	√	