

## HERTFORDSHIRE PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

### JOB DESCRIPTION

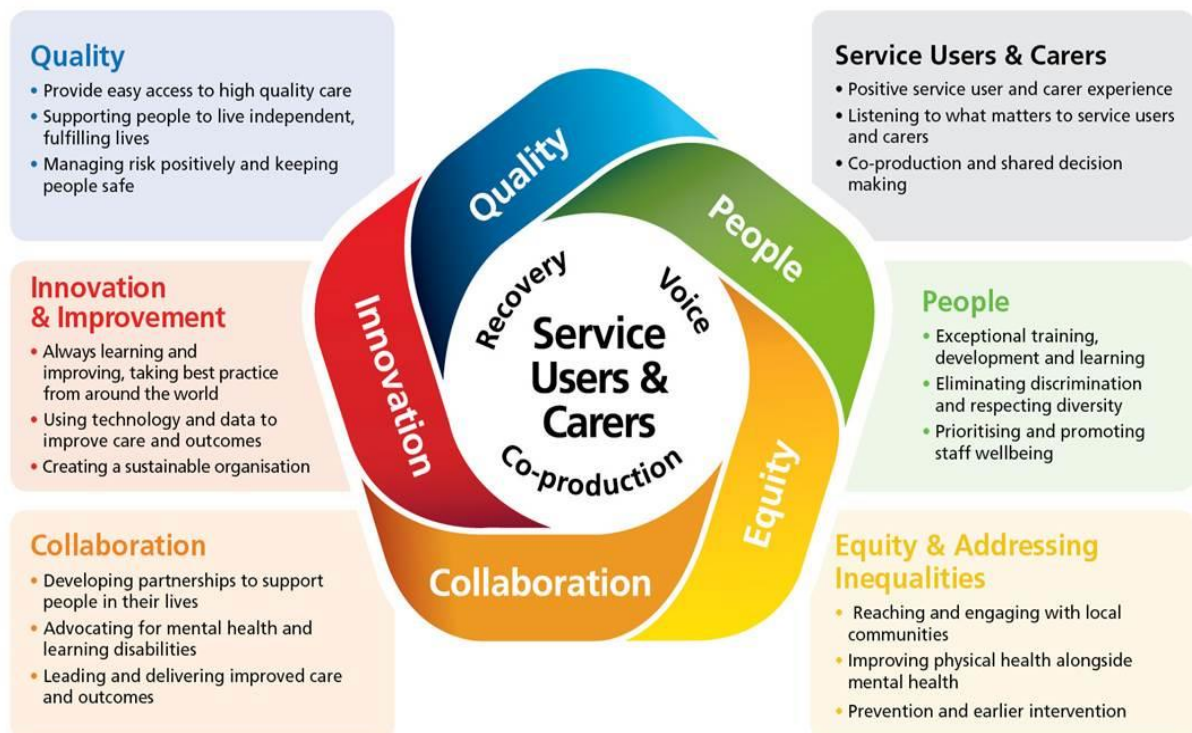
**Job Title:** Registered Nurse

**Grade/Band:** 5

**Department:** Acute Inpatient Services

**Responsible to:** Ward Manager

**Accountable to:** Modern Matron



## **Hertfordshire Partnerships University Foundation Trust**

- Hertfordshire Partnership University NHS Foundation Trust (HPFT) is an exceptional organisation with big ambitions, our aim is to be the leading provider of mental health and specialist learning disability services in the country.
- With a workforce of around 3,500 people and an annual income of some £330million this year, the Trust provides integrated health and social care services through a network of community and inpatient settings, serving diverse communities across Buckinghamshire, Essex, Hertfordshire and Norfolk. As a university NHS foundation trust, HPFT continues to develop strong links with the University of Hertfordshire, providing excellent learning and development opportunities, as well as strengthening our clinical research capability.
- Whilst it is a challenging period for the NHS, there has never been a more exciting time to join HPFT following our CQC rating of Outstanding awarded to us in April 2019. We are on our “Good to Great” journey as we continue to innovate, improve, transform and ultimately deliver the very highest standards of care to the service users and communities that we serve.

### **Our Services**

We provide mental health and social care services - including Adults of Working Age, Older Adults, Children and Adolescents and Specialist Learning Disabilities services.

The Trust works in close partnership with Hertfordshire County Council and also with other NHS organisations to promote and support mental health in the community. We also provide specialist learning disability services in Norfolk and North Essex.

The Trust provides:

- Community Services including local teams for mental health.
- Acute and Rehabilitation Services including inpatient services and crisis team.
- Specialist Services such as mental health services for older people, eating disorders, and our mother and baby unit.
- Learning Disability and Forensic Services

### **Our Mission**

We help people of all ages live their lives to their full potential by supporting them to keep mentally and physically well.

Everything we do is aimed at providing consistently high quality, joined up care, support and treatment that:

- Empowers individuals to manage their mental and physical wellbeing.
- Keeps people safe from avoidable harm.

- Is effective and ensures the very best clinical and individual recovery outcomes.
- Provides the best possible experience.

## Our Vision

Our conversations with service users, carers, staff, commissioners and the wider communities we serve have informed a simple but ambitious vision:

***“Delivering great care, achieving great outcomes - together”.***

We will achieve our vision by:

- Putting the people who need our care, support and treatment at the heart of everything we do - always.
- Consistently achieving the outcomes that matter to the individuals who use our services, and their families and carers, by working in partnership with them and others who support them.
- Providing the very best experience of joined-up care in line with what service users and carers have told us makes ‘Great Care’.

## Values and Behaviours

Our values and behaviours have been developed by over 800 service users, carers and members of staff. They describe how we aim to be with service users, carers and each other. By living our values, we will deliver our ambition to be a leading provider for everyone we work with.

	we are...	you feel...
Our Values	<b>Welcoming</b>	✔ Valued as an individual
	<b>Kind</b>	✔ Cared for
	<b>Positive</b>	✔ Supported and included
	<b>Respectful</b>	✔ Listened to and heard
	<b>Professional</b>	✔ Safe and confident

### Our values set the tone for:

- The way we plan and make decisions.
- The way we behave with service users and each other.
- The kind of colleagues we recruit.
- The way we induct, appraise and develop our staff

### Job Summary:

In line with the philosophy of the clinical area the post holder will be responsible for the assessment, planning and implementation and evaluation of care for the identified service user group in conjunction with other staff.

To maintain high standards of nursing care to service users and to contribute to the development of comprehensive psychiatric nursing service, which meets the needs of service users and carers.

To take charge of the Unit in the absence of the Unit Manager or deputy and to instruct/demonstrate knowledge and skills to junior staff.

All staff should comply with the Trust's Anti-Discriminatory Statement, Employee Charter, Trust Policies and Procedures, Code of Conduct and Equality and Diversity.

### **Key Relationships:**

Describe who the post holder is expected to work with – in terms of individuals, teams, groups of staff and management. What are the key relationships the post holder is required to develop? Is there a necessity to develop working relationships with other key stakeholders from outside the organisation?

Indicate which directorate organisational chart is applicable to this post.

### **Duties and Responsibilities:**

#### **Rotation & Preceptorship:**

All newly registered nurses will take part in the Trust's rotation nursing scheme for the first year of their employment. The scheme is run for one year and includes the nurse working in their allocated post for six months and rotated to another area of clinical practice for a further six months. As part of the rotation nursing scheme the newly registered post holder will automatically be selected to participate in and complete the nurse's preceptorship programme. The aim of preceptorship is for newly registered nurses to engage in a 12-month structured process of support and development running parallel to the rotation nursing scheme. The process will encourage the post holder to engage in the development of professional skills, knowledge, and competency.

### **Clinical Responsibility**

To demonstrate a sound knowledge of caring effectively for people with mental health problems as appropriate to the speciality and use this to guide and teach others.

To be aware of all policy documents and legal requirements concerning the unit and ensure that these are adhered to, e.g., Mental Health Act, administration of drugs and implement appropriately.

To have a working knowledge of the Mental Health Act (1983) along with current changes in legislation.

To be fully conversant and ensure compliance with Nursing & Midwifery Council (NMC) codes of conduct and practice.

To use clinical judgement on problems requiring investigation and analysis regarding service users' condition

To assess and manage risk associated with the working environment ensuring appropriate Trust policies and procedures are followed accordingly.

### **Leadership and Staff Management Responsibility**

Describe the post holder's responsibility for management, supervision, training and development of employees/students/trainees or equivalent others, including whether they are responsible for recruitment, appraising and disciplinary matters.

Managers have a duty to promote and support staff's personal health and wellbeing at all times, this includes both physical and mental health and wellbeing.

Managers have a responsibility to support staff by directing employees to services that are available to everyone to help in managing health and wellbeing.

They should be open and approachable as well as proactive in discussing and agreeing a process to monitor an employee's mental and physical health.

### **Financial Resources**

To order supplies for the workplace as necessary and ensure their use is kept within budget.

To follow procedure for handling patient money and valuables.

### **Service Development and Improvement**

To personally practice and deliver skilled nursing care working with the framework of agreed policies and procedures.

To be aware of, and adhere to, policies and guidelines always, and those in relation to service user's valuables, finance, budget policy.

To participate in any formal monitoring, review or quality systems developed by the Trust or unit. This will include clinical supervision, individual performance reviews and standard setting.

To ensure effective reporting and communication with line managers and multi-disciplinary team regarding service user care, incidents, health and safety issues and service deficits.

To encourage and partake in the development and trial of new ideas and methods on the ward for improving the quality of care and promotion of morale.

To carry the Unit bleep when required, (except under preceptorship) particularly outside of office hours. When in charge of the unit to ensure the consistency and continuity of all care programmes, unit policies, and budgeting issues.

### **Communications**

To communicate complex and sensitive information and overcome barriers to communication as appropriate to people with mental health problems and/or learning disabilities, according to the clinical speciality.

To provide support to relatives, carers and colleagues appropriate to caring for a person with mental health problems.

To develop effective communication and relationships to ensure good liaison with other professional disciplines and with external statutory and voluntary agencies.

To ensure that wherever possible service users are fully involved in and consulted about the care planning process.

To ensure effective reporting and communication with line managers and multi-disciplinary team regarding service users care, incidents, health & safety issues, and service deficits.

## **Other**

### **Responsibility for Service User Care:**

To assess, plan, implement and evaluate the clinical care of people with mental health problems, as appropriate to the clinical specialty, using evidence-based practice.

To act as named nurse to an identified group of service users.

To co-ordinate all co-workers assigned to his/her group of service users and ensure they are fully conversant with all aspects regarding the service user's care and treatment.

To ensure that assessments and care plans reflect the psychological, emotional, social care, treatment, intervention, risk management and physical healthcare needs of the service user.

To maintain close liaison with all disciplines\staff involved in a service user's care and report on progress and effectiveness to the Multi-Disciplinary Team.

To provide a nursing perspective and representation in ward rounds, case conference, etc and to prepare reports on service users as required.

To demonstrate and serve as an example for all clinical activities to appropriate grades of staff.

To maintain sufficient personal awareness of clinical developments and practice, nursing research and clinical audit as required.

### **Additional Information:**

### **Health and Safety**

The post holder has a duty of care to themselves and to others with whom they come into contact in the course of their work as laid down in the Health and Safety at Work Act 1974 and any subsequent amendment or legislation.

## **Infection Control**

All Trust staff will:

Act as a role model and champion for the highest standard of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.

Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene.

Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection.

## **Equality and Diversity**

Hertfordshire Partnership University NHS Foundation Trust is committed to providing an environment where all staff, service users and carers enjoy equality of access, provision, opportunity and outcomes.

The Trust works to eliminate all forms of discrimination and recognise that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

Providing equality of opportunity means understanding and appreciating the diversity of our staff, service users & carers and ensuring a supportive environment free from harassment. As a result, Hertfordshire Partnership University NHS Foundation Trust actively encourages its staff to challenge discrimination and promote equality of opportunity for all.

## **Confidentiality**

Employees must maintain confidentiality of staff, patients and Trust business and have a responsibility to comply with the General Data Protection Regulations (GDPR) 2018 and be aware of the Caldicott principles. If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose. You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance with the General Data Protection Regulations (GDPR) 2018. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training.

## **Standards of Business Conduct and Conflicts of Interest**

The Trust has adopted a Standards of Conduct Policy, which reflects NHS Management Executive Guidelines. It is the responsibility of all staff to ensure that they act as a role model, by upholding the principle of a leading mental Trust. Staff should be informing their line manager if they are working for any other organisation to ensure that this Trust complies with the Working Time Regulations.

## **Information and Records Management**

The post holder must be competent in using IT and have the relevant skills to carry out the activities required for the post.

To comply with the Data Protection Act 1998, Freedom of Information Act 2000 and Department of Health Code of Confidentiality in line with Trust procedures.

To adhere to the Trust's policies on records management including creation, use, storing and retention and disposal of records.

Adhere to the Trust's Corporate Identity (using the standard templates – available on the Trust intranet 'HIVE').

## **Safeguarding Adults and Children**

The Trust is committed to ensuring adults and children are protected and come to no harm from abuse. All employees have a responsibility to be aware of national and local policies, their individual responsibilities with regards to the protection and safeguarding of both adults and children and must adhere to them at all times.

## **Organisational Change**

As services develop and change, the post holder may be required to undertake other responsibilities within the Trust.

## **Flexible Working**

The Trust believes that its staff members are its most valuable asset and is committed to attracting and retaining the very best and utilising all the talent and experience available. The Trust recognises the importance of helping its employees balance their work and home life by offering flexible working arrangements that enable them to balance their working life with other priorities, including parental and other caring responsibilities, life-long learning, charity work, leisure activities and other interests.

## **Health and Safety**

Health and Safety at Work In accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, staff have a duty to take responsible care to avoid injury to themselves and others by their work activities, to maintain a safe working environment for patients, visitors and employees and to co-operate in meeting statutory requirements

## **Review:**

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post holder.



## PERSON SPECIFICATION

Job Title: Registered Nurse

Department: Acute Inpatient Services

CRITERIA	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS/EDUCATION/TRAINING</b> RMN\ Dip (Mental) Live registration with NMC Mentorship & Preceptorship after one year. Appropriate post registration Qualification Basic Food Hygiene Certificate	A/I/T A/I A/I A/I A/I	A/I/T
<b>PREVIOUS EXPERIENCE</b> Detailed knowledge of legislation and practise guidelines concerning Adult Acute Mental Health  Ability to develop professional relationships with staff, service users and all other stakeholders.  Ability to lead and motivate others.  Provision of effective clinical supervision Ability to participate in training of others – students and other team members.  Working with people detained under the Mental Health Act (1983)	A/I/T A/I  A/I  A/I  A/I	A/I/T
<b>SKILLS/KNOWLEDGE/ABILITY</b> <b>As per KSF outline</b> <b>COMMUNICATION SKILLS</b> Excellent communications skills – written, verbal and able to complete computer data entry and recording.	A/I/T   A/I	A/I/T

Good interpersonal skills.	A/I	
Good team worker, able to demonstrate organisational skills.	A/I	
<b>ANALYTICAL SKILLS</b>		
Ability to identify priorities of service and the need to deliver a high standard of care.	A/I	
Ability to demonstrate flexibility in approach to solutions of service needs.	A/I	
Ability to work with resources available.	A/I	
Demonstrate ability to manage ward on a shift-by-shift basis.	A/I	
Maintains a high standard of care delivery.	A/I	
<b>PHYSICAL SKILLS</b>		
Able to move between bases and offices, as required, using suitable mode of transport.	A/I	
<b>MENTAL EFFORT</b>		
Regular requirement to concentration, frequency, and consequences of interruptions, as the patient group has limited understanding or challenging behaviour.	A/I	
<b>EMOTIONAL EFFORT</b>		
Regular requirement to deal with distressing or emotionally charged situations.	A/I	
<b>ADDITIONAL INFORMATION</b>	A/I/T	A/I/T
<b>Values/Motivational/Personal Qualities/Diversity</b>	A/I	
<ul style="list-style-type: none"> <li>• Welcoming</li> <li>• Kind</li> <li>• Positive</li> <li>• Respectful</li> <li>• Professional</li> </ul>		

A- Application Form

I – Interview

T – Test

**Our values**

Welcoming Kind Positive Respectful Professional

