



JOB DESCRIPTION

Job title	Community Mental Health Nurse
Division	Jameson
Team/Service	Harrow Community Mental Health Hub
Pay Band	Band 5 upgraded to Band 6 upon completion of development period
Hours	37.5 per week Monday - Friday
Location	Harrow Community Mental Health Team
Responsible to	Team Manager
Accountable to	Community Service Manager
Liases with	Patients, carers, other members of the multi-disciplinary team, local adult social care services, GPs and relevant voluntary organisations

Job Purpose:

To promote the health and wellbeing of users and to maintain a safe, caring and therapeutic environment.

To provide a high standard of nursing practice within a Multi-Disciplinary Model, in accordance with the NMC Code of Professional Conduct.

To assess, plan, implement and evaluate care in negotiation with Service Users, Carers and other services, considering the needs of a diverse community.

To undertake key worker responsibilities for mental health service users with severe and enduring mental health needs, using evidence based, client centred interventions in accordance with Trust and Local Authority policy.

Responsibilities:

To provide comprehensive, culturally appropriate, evidence-based assessments to establish eligibility for health and social care services and consult/refer to other services when appropriate.

To key work an allocated caseload of service users with complex mental health, incorporating the following:

- To provide all service users with an adult mental health assessment encompassing health and social care needs in line with national and local policy; the Care Act 2014 and Section 117; and any other relevant
- To undertake continuous Risk Assessment and Risk Management.
- To formulate, monitor and review service user care plans.



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- To provide direct therapeutic care to users in their own home or other community settings, using evidence-based nursing skills and psychosocial interventions.
- To co-ordinate and manage all aspects of care, including overseeing work carried out by statutory and non-statutory agencies. To offer supervision, training, and guidance to external agencies and internal junior staff members as required.
- To identify cultural, spiritual and communication needs of users within a diverse community and ensure that these needs are addressed in the care plan.
- To co-ordinate a multidisciplinary response to crisis situations.
- To ensure regular reviews of the care plan and ongoing monitoring of all aspects of treatment and services provision.
- To provide evidence-based medication management in line with NMC guidelines and Trust Policy and to develop user centred medication concordance.
- To assess, plan, implement and evaluate the care provided to users, in collaboration with users, carers, GP's and other members of the multidisciplinary team.
- To identify carers and to offer statutory Carers Assessments and Care Plans. To review Carers Care Plans in line with policy and statutory requirements.
- To screen for Vocational Needs and refer on for full Vocational Needs Assessment where appropriate.
- To work in partnership with other agencies (e.g. Housing, Benefits, Social Services, etc). To facilitate appointeeship, benefit claims and other financial and housing support.
- To identify substance misuse Issues and work within a Dual Diagnosis model when required.
- To participate in the running of the clozapine; depot and physical health clinic
- To provide comprehensive review of placements and services commissioned by Royal Borough of Kensington and Chelsea for adults with SMI, in line with the Care Act and Section 117.
- To identify Adult Safeguarding and Child Protection issues and to implement procedures as required.
- To prepare and present Social Circumstances reports for service users in accordance with statutory Mental Health Act procedures.
- To work as part of the Kensington and Chelsea Community Mental Health Duty System as required and to provide assessment and respond to mental health and social emergencies.

Communication and Liaison

- To ensure open channels of communication with both internal and external agencies.
- To possess excellent communication skills and form positive therapeutic relationships using warmth



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and empathy.

- To be aware of own verbal and non-verbal communication.
- To participate in and provide a specialist nursing perspective to multidisciplinary team meetings/case discussions, to include business and clinical meetings, supervision groups and staff support groups.
- To maintain close working liaison with the Inpatient Unit and Acute Service Line
- To provide continuity of care by covering colleagues when on annual leave, sickness etc.
- To communicate via an interpreter when required.

Education and Training

- To ensure that learners within the clinical area receive high quality supervision and teaching in both formal and informal settings.
- To lead, present and participate in team training sessions to share skills and knowledge within a Multi Disciplinary Team.
- To attend ongoing training including Statutory and Mandatory courses to meet the objectives set in your personal development plan to meet PREP requirements.
- To ensure clinical information on working practices and developments are up-to-date.
- To take an active interest in mental health and nursing research, utilising findings where appropriate and developing research-based practice.

Management of Resources

To work within agreed levels of resources, both human and financial.

Data Recording/Administration

- To collect and record clinical data in the required format on IT data bases both Trust and Social Services.
- To maintain integrated client records accurately in line with NMC, Trust and Social Services guidance and The Data Protection Act.
- To write reports, documentation and summaries as required in patient's notes, according to the NMC guidelines and Trust and Social Service Policy.

Management, Supervision and Accountability

- To be managerially accountable to the Team Manager and Clinical Team Leaders



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- To receive Professional/Caseload Supervision and Appraisal in accordance with Trust Policy and to use this time to reflect on clinical and professional practice and to work on own professional development.
- To be professionally accountable to Central and North West London NHS Foundation Trust.
- To have a valid NMC registration and adhere to NMC code of Professional Conduct.
- To uphold the principles of the NMC Code of Professional Conduct and adhere to all other statements as required by the NMC.
- To receive clinical supervision if needed, in line with NMC and Trust guidelines.
- To support the Clinical Team Leader when required.
- To offer support and guidance to junior members of staff, in the absence of seniors, on a day-to-day basis.
- To participate in formal appraisal systems in accordance with Trust Policy.
- To be available as a Clinical Supervisor, in line with Trust Policy.

Research and Service Development:

- To actively engage in health promotion and psycho-education in line with Trust priorities.
- To contribute to the development of policies and procedures devised by the team, in line with Trust Clinical Governance and Audit.
- To identify service development needs and to lead or participate in approved audit and research programmes.

Quality Assurance:

- To be directly accountable and responsible for own nursing practice and to operate in line with NMC Code of Professional Conduct in relation to rules, regulations and policies on direct user care.
- To act as an autonomous clinician.
- To act with the guidance, policies and procedures issued by the Trust's Directorate of Nursing and Social Services, to maintain and continually improve practice as outlined with PREP.
- To act within the Trust Clinical Governance framework and inform local Clinical Governance Groups in relation to evidence-based practice.
- To maintain and observe the confidentiality of all information relating to clients as laid down in the Confidentiality Policy and the Caldicott Principles.



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- To take part in any approved research programmes.

Rider Clause

This is an outline of the post-holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Trust and Department.

Supplementary Information

Job Flexibility

The post-holder will be required to work flexibly, providing assistance as and when necessary, which may involve them in a developing role.

Working Relationships

The working relationship between all members of staff should be mutually supportive, with staff deputising and covering for each other when appropriate.

Health and Safety

Central and North West London Mental Health NHS Trust has a Health and Safety Policy applicable to all employees. Employees must be aware of the responsibility placed on them under the Employment Rights Act 1996, to ensure that agreed safety procedures are carried out, and to maintain a safe environment for employees, patients and visitors.

Infection Control

The prevention and control of infection is the responsibility of everyone who is employed by Central and North West London Mental Health NHS Trust. Employees must be aware of infection control policies, procedures and the importance of protecting themselves and their clients in maintaining a clean and healthy environment.

Improving Working Lives

Central and North West London Mental Health NHS Trust is committed to the principles of Improving Working Lives and all managers are encouraged to follow Improving Working Lives practices. Consideration will be given to all requests for flexible working in line with Trust policy.

Staff Involvement

Central and North West London Mental Health NHS Trust is committed to involve staff at all levels in the development of the organisation.

Managers should ensure that staff are encouraged and involved in organisational and service developments including business planning and they are able to influence discussions, which affect them and their working conditions.

All managers should engender a culture of openness and inclusion so that staff feel free to contribute and voice concerns. They should develop and implement communication systems that ensure staff are well informed and have an opportunity to feedback their views.

Smoking

Central and North West London Mental Health NHS Trust acknowledges its responsibility to provide a



safe, smoke free environment to its employees, patients and visitors. In expressing its commitment to the prevention of smoking related diseases, the Trust has a 'Non-Smoking Policy' and all Trust buildings and vehicles are designated as smoke free areas.

Alcohol

Employees are expected to be aware of and understand that Central and North West London Mental Health NHS Trust has a policy on alcohol and the consumption of alcohol. Alcohol is not permitted whilst on duty.

Confidentiality

Employees should be aware that the Trust produces confidential information relating to patients, staff and commercial information. All employees have a responsibility for ensuring the security of information and to comply with the Data Protection Acts, Access to Health Records and Computer Misuse Act. Disclosure of personal, medical, commercial information, systems passwords or other confidential information to any unauthorised person or persons will be considered as gross misconduct and may lead to disciplinary action which may include dismissal.

Equal Opportunities

All employees of Central and North West London Mental Health NHS Trust are expected to be aware of, and adhere to, the provision of the Trust's Equal Opportunities Policy, and to carry out their associated duties and responsibilities under this policy. As users of the disability symbol, the Trust guarantees to interview all disabled applicants who meet the minimum essential criteria for a vacant post.

Grievances, Disputes, Disciplinary and Other Industrial Relations Procedures

Central and North West London Mental Health NHS Trust has grievance, disputes, disciplinary and other industrial relations procedures. Employees are required to make themselves aware of these procedures, copies of which are available on the Trustnet, from your manager and the Human Resource Directorate.

Personal Development

The post holder is expected to co-operate in activities which line management believes will contribute to personal and/or to team growth. This includes attending supervisory sessions and training modules, both at their work base and other selected venues of instruction.

Conflict of Interest

Employees are expected to declare any private 'interest or practice', which might conflict with their NHS employment, and be perceived to result in actual or potential financial or personal gain.

Conditions of Employment

The Trust will screen all staff who will be working with children and police checks will be carried out on all staff appointed to posts which have access to children.

This will also apply if role develops to include access to children.

Terms and Conditions

The terms and conditions of service associated with this position are those agreed by the Trust.



Person Specification for Band 5 Development Post

Community Mental Health Nurse – Westminster Community Mental Health Team - Person Specification. Criteria	Essential	How Tested? (Application form: A) / (Interview: I)	Desirable	How Tested? (Application form: A) / (Interview: I)
Education and Qualifications	Current Professional Qualification in mental health nursing Registration must be live with professional body NMC Evidence of post registration training and CPD.	A A	Training in Psychosocial Interventions or Thorn Family Therapy/Work training; Other relevant training, e.g. substance misuse	A A A A
Experience	Significant years post-registration experience Experience of working in multidisciplinary mental health team with clients with acute/severe and enduring mental health problems	A	Work with clients with acute/severe and enduring mental health problems who are homeless/rootless Work with people experiencing mental health crisis. Supervision of students and junior staff. Audit and research; Teaching; Working with people who use substances	A & I A & I A & I A & I A A & I



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Skills and knowledge	Excellent verbal and written communication skills, including report writing and presentations / IT skills. Ability to assess, plan, implement and evaluate a comprehensive care package for the identified client group, using a wide range of resources. Able to develop a comprehensive programme of intervention and support for the identified client group and their families	A & I A & I A & I	Skills in leadership: ability to motivate others, use initiative and manage change. Basic counselling and group work skills. Dual diagnosis/substance misuse	A & I A A
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*Key: Measured by: A = Application Form I = Interview T = Test