HERTFORDSHIRE PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

JOB DESCRIPTION FORMAT

Job Title: Staff Nurse

Grade/Band: Band 5

Responsible to: Team Leader

Department: Quality and Safety - Nursing

Accountable to: Modern Matron

Base: Broadland Clinic

Hertfordshire Partnerships University NHS 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.

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 support people to live their lives to their full potential by enabling 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'.

Great Together

Great Together**,** our Trust strategy for 2023 – 2028, has been developed and co-produced with our service users, carers, staff, partners and local communities and gives us a clear roadmap to achieve our vision of great care and great outcomes.

Great Together places service users and carers at the centre of what we do; commits us to addressing inequalities and achieving equity; focuses on developing our people and creating a vibrant learning organisation whilst working in strong partnerships to deliver high quality 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.

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

The post holder will work in close collaboration with other professionals in assessing service user's needs, devising care plans and evaluating outcomes that promote service user empowerment through the process. The post holder, with the wider Multi-Disciplinary Team (MDT) will participate in the assessment and treatment to provide high quality, individualised care, which addresses the needs of the service users.
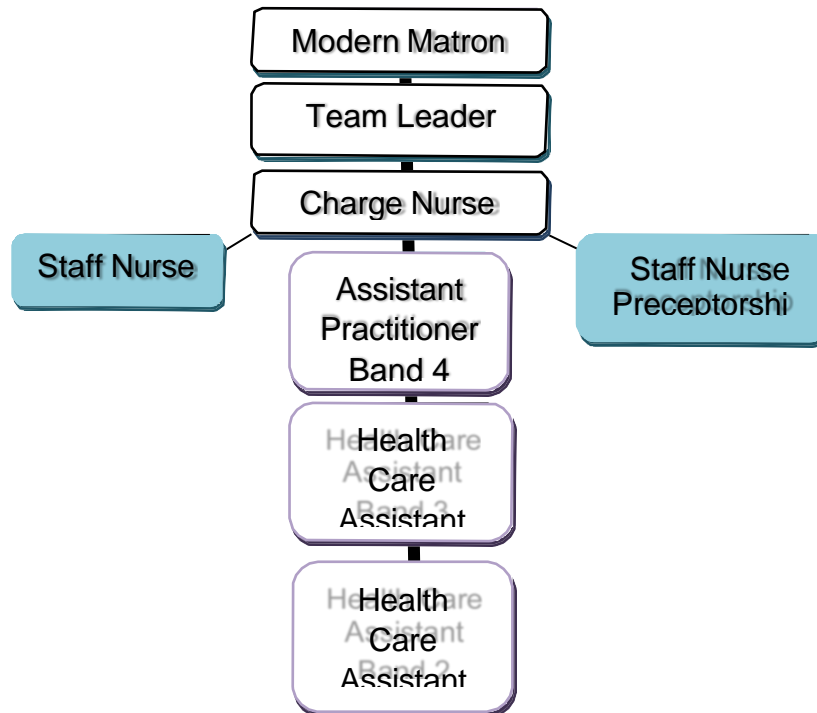
The post holder will support the Charge Nurse and the Team Leader to ensure that the service is managed effectively and efficiently in all aspects.

Preceptorship

This job description covers staff subject to preceptorship arrangements. The aim of preceptorship is for the newly registered nurse to engage in a minimum of a twelve month structured process of support and development. The process will enable the post holder to develop professional skills, knowledge and competencies and expected standards in relation to the NMC Code.

Support will be given to all Staff Nurses via mentors, area managers and the Placement Support Team.

Organizational Chart

```
                    ┌─────────────────┐
                    │  Modern Matron  │
                    └─────────────────┘
                    ┌─────────────────┐
                    │   Team Leader   │
                    └─────────────────┘
                    ┌─────────────────┐
                    │  Charge Nurse   │
                    └─────────────────┘
   ┌──────────────┐ ┌─────────────────┐ ┌──────────────────┐
   │  Staff Nurse │ │    Assistant    │ │   Staff Nurse    │
   └──────────────┘ │   Practitioner  │ │   Preceptorshi   │
                    │     Band 4      │ └──────────────────┘
                    └─────────────────┘
                    ┌─────────────────┐
                    │     Health      │
                    │      Care       │
                    │    Assistant    │
                    └─────────────────┘
                    ┌─────────────────┐
                    │     Health      │
                    │      Care       │
                    │    Assistant    │
                    └─────────────────┘
```

Duties and Responsibilities

•	To actively fulfil the role of Named Nurse for the individuals in the service area, providing a holistic approach to service user assessment, treatment, review and management of packages of care

•	To ensure that the statutory requirements of the MHA 1983 (amended 2007) and Mental Capacity Act are observed and applied
•	To have the clinical skills relative to the delivery of care in the service area

•	To have effective working relationships with other professionals within the service area, across the Strategic Business Units, (SBUs) Trust and other NHS providers and key stakeholders

•	To contribute towards effective management and utilisation of resources with service area
•	To lead a nursing staff team in the absence of the Charge Nurse.

Key Relationships

•	To form effective working relationships with other professionals and nursing staff within the service area, across the SBU, service users and across and other internal and external stakeholders.

•	To maintain links with various external agencies associated with the management of service users and their care package

•	To treat colleagues and service users with respect at all times, creating a positive role model and team player. Clinical Responsibility

Outline the level of clinical responsibility within the post.

This should include treatment, clinical technical services therapy and health promotion or responsibility of the delivery of services to patients either direct or indirect.

Communication Requirements

•   To act at all times in safeguarding the integrity, confidentiality and availability of sensitive information relating to both service users and staff

•   To demonstrate excellent interpersonal skills

•   To communicate effectively, using a variety of methods, with members of the Multidisciplinary Team (MDT), service users, carers and other agencies involved in the service users' care

•   To chair meetings effectively, when required

•   To demonstrate de-escalation skills in managing aggression exhibited by service users
•   To maintain appropriate therapeutic boundaries with service users

•   To ensure effective and collaborative working with staff from other provider and commissioning organisations.

Clinical Responsibility

•   To comply with and promote the Nursing and Midwifery Council (NMC) Code of Professional Conduct

•   In conjunction with carers and other MDT members, the post holder will lead in the nursing assessment, planning, implementation and evaluation of care for an identified group of service users

•   To recognise and promote all aspects of equality and diversity whilst assessing, planning, delivering and evaluating care.

•   To carry out clinical nursing procedures/techniques whenever required in accordance with the policies and procedures of the Trust
•   To implement and promote evidence based clinical processes and standards of practice across the service area
•   To undertake a range of, comprehensive and evidence based clinical risk assessments and associated care plans that are relevant to the service user's care needs.

•   To review and communicate service users risk assessments and management care plans in accordance with Trust policy, ensuring meaningful service user, carers and MDT involvement throughout the process

•   To provide written reports as necessary for service user reviews, tribunals etc, in accordance with agreed record keeping standards

•   To ensure each service user per shift receives therapeutic engagement time as per care plan and that this is reflected in the care record documentation.

•   As Named Nurse, to ensure that each service user has a minimum of one to one time at least three times per week

•   To ensure that the administration and safe custody of drugs and medications are in accordance with Trust policy and procedure, and the NMC guidelines.

•   To regularly assess and report on the side effects experienced by service users

Leadership and Staff Management Responsibility

•   To lead and manage others and the nursing team, in the absence of the Charge Nurse, promoting commitment and motivation
•   To demonstrate a willingness to positively engage in change management

•   To act as a role model to the MDT, service users, carers and staff

•   To provide clinical supervision to junior nursing staff as per Trust policy

•   In consultation with the Charge Nurse and Team Leader, to set and review performance objectives for Health Care Assistants and other

staff where appropriate. This will include supporting staff in their ongoing personal development

•   To be a mentor or co-mentor to student nurses in the clinical area

•   To provide a person centred/recovery oriented approach integrated within the care planning approach, which optimises integration into community life.

Financial Responsibility

•   To assist the Charge Nurse and Team Leader in the effective use of resources at all times

•   To assist the Charge Nurse and Team Leader in the care and safe custody of service user's monies and property in accordance with the Trust's standing financial arrangements.

Service Development and Improvement

•   To comply with the Trust's requirement in attending all relevant mandatory training

•   To actively participate in quality and safety improvement initiatives

•   To advise senior management on current issues and new developments with the service area field

• To develop and deliver in-service training for nursing staff working in the service area and business unit, in conjunction with members of the management team

• To participate in the training of student nurses, their assessments and placement evaluation in accordance with the NMC and university requirements

• To maintain evidence of continuing professional nurse development

• To support both the mentorship of student nurses and preceptorship of newly registered nurses

• To develop and maintain own professional profile.

Analytical and Judgemental Skills

• To ensure clinical skills relative to the delivery of care in the service area
• To assess, plan, implement and evaluate service user care and risk

• To be flexible in the approach to care, using own judgement and decision making process

• To recognise own limitations

• To engage in reflective practice

• To have the knowledge and abilities to manage change.

Planning and Organisational Skills

• To ensure effective planning, time management and decision making skills

• To effectively coordinate a shift as delegated by the Charge Nurse of Team Leader
• To prioritise own work load

• To attend service user care review meetings and ward rounds in the service area
• To produce comprehensive and accurate report writing abilities and presentation at meetings
• To maintain high standards of record keeping.

Physical Working Conditions and environment

• To be able to work in the service area

• To be physically fit and able to successfully complete a prevention and management of aggression training course and annual refresher
• To have the skills and confidence to manage service users who may exhibit violence and aggression using approved physical intervention techniques as necessary.

Information Resources

- To ensure that junior staff are aware of each service user's individual management program in relation to security/risk behaviours
- To hold basic IT skills, good literacy and numeracy skills.

Supplementary Information

Staff covered by 'Preceptorship' pay progression, as described in the Agenda for Change Handbook section 1.8 will have two individual reviews during their first year. The first will take place within 6 months to establish whether they are on track to meet the Foundation Gateway requirements and, if this is the case, they will receive accelerated pay progression of an increment after 6 months. The second review will take place at the Foundation Gateway stage and they will receive a second increment provided those responsible are satisfied with their standard of practice.
The above reflects a flexible broad ranging job description. There is an over- riding expectation of a high standard of performance and continuing commitment to the objectives of the Trust.

This job description should be read in conjunction with Hertfordshire Partnership NHS Foundation Trust Operational Policies and Philosophy of Care statement.

d
Other Additional Information

The following statement forms part of all job descriptions: -

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 polices 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 of 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

The person specification must detail the level at which a person should have reached before you recruit them. You should use the dimensions and levels for the second gateway subset of the relevant KSF outline to assist with developing the person specification.

Successful candidates MUST have the potential to achieve the knowledge and skills requirements of their second gateway.

Job Title: Staff Nurse

Department: Quality and Safety - Nursing

CRITERIA	A/I/T	A/I/T
QUALIFICATIONS/EDUCATION/TRAINING	A/I/T	A/I/T
Academic qualifications • RNMH/RNLD/RMN Additional areas of training through short courses • ENB 998/Mentorship • Completion of management training Membership of professional bodies • NMC Teaching/training experience		
PREVIOUS EXPERIENCE	A/I/T	A/I/T
• Leadership and motivational skills • Organisational skills and the ability to work effectively within a management structure • Communication skills – written, verbal and non-verbal • IT skills, in particular MS word • Provision of effective clinical supervision		

• Experience of assessing and managing clinical risk Experience in care planning		
SKILLS/KNOWLEDGE/ABILITY **As per KSF outline** **COMMUNICATION SKILLS** • Recognises and reflects on barriers to effective communication, modifying communication in response. • De-escalation in managing verbal aggression of disturbed service users. • Keeps accurate and complete records and communication consistent with legislation, policies and procedures. • Demonstrate good verbal presentation skills. • Ability to chair meetings effectively. • Excellent communicator	A/I/T	A/I/T
ANALYTICAL SKILLS • Demonstrate good decision-making skills. • Flexible and responsive approach to care • Knowledge and ability to positively manage change. • Ability to identify and manage changes to clinical risks**.**	A/I/T	A/I/T

DIVERSITY • Contributes to development of a culture that promotes equality and diversity. • Shows respect and treats people with dignity with whom s/he meets. • Recognises and reports behaviour that undermines equality and diversity.	A/I/T	A/I/T
PHYSICAL SKILLS Physically fit and able to successfully complete a prevention and management of aggression training course, and annual refresher training. Car driver (unless you have a disability as defined by the Equality Act 2010 which prevents you from driving	A/I/T	A/I/T
PHYSICAL EFFORT Flexibility to support service users both within the service area and utilisation of local communities.	A/I/T	A/I/T
MENTAL EFFORT • Commitment and self-motivated • Approachable • Innovator	A/I/T	A/I/T
EMOTIONAL EFFORT • Good interpersonal skills to manage a range of emotions. • To be able to manage a shift in a clinical service area.	A/I/T	A/I/T
GENERAL • Enthusiastic and caring approach to working with service users. • Demonstrate a positive vale base to supporting people with a learning disability and/or mental ill health. • Able to travel to place of work	A/I/T	A/I/T

ADDITIONAL INFORMATION	A/**I**/**T**	A/**I**/**T**
Values/Motivational/Personal Qualities/Diversity • Welcoming • Kind • Positive • Respectful • Professional		

A- Application Form   **I – Interview**   **T – Test**

Template: July 2023