

LEARNING DISABILITY and AUTISM DIRECTORATE

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Qualified Nurse/ Staff Nurse

BAND: Band 5

REPORTS TO: Unit Manager

BASE: Brooklands Hospital -
Secure Service
SATS Services (Adults, Children, Specialist)

JOB SUMMARY

Take on the role of nurse in charge daily or when delegated by the Unit Manager or Deputy and prioritise competing demands and the workload of other staff across the service including the accountability for all patient care and the wellbeing of staff and visitors to the unit.

The post holder will be appointed to work within an inpatient environment at Brooklands Hospital and will be accountable to the unit manager.

The post holder will work as part of a multi-disciplinary team in implementing planned packages of care from admission through to discharge within a therapeutic environment.

The post holder will be expected to participate in and facilitate the various group activities that occur on the ward as part of the inpatient treatment programme and will act as named nurse to allocated patients.

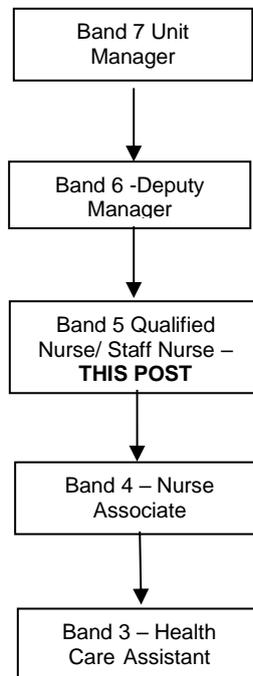
Whilst full induction and training will be given, due to the specialist nature of the services it is crucial that staff have a particular interest in this patient group.

The post holder is required to possess and constantly update skills which enable them to provide services to this specialist group of patients.



The post holder will be required to provide emergency cover, at short notice, to other units in the event of temporary staff deficits.

ORGANISATIONAL CHART



Organisational Values:



MAIN RESPONSIBILITIES OF THE POST

- Take on the role of nurse in charge daily or when delegated by the Unit Manager or Deputy and prioritise competing demands and the workload of



other staff across the service including accountability for all patient care and the wellbeing of staff and visitors to the unit.

- Ensure the positive behavioural support model is applied in practice and ensure that restrictive practices are challenged, and that low arousal techniques and non-aversive practice are implemented.
- Ensure patient observations are carried out and recorded in line with Trust policy, contributing to every decision to instigate, discontinue or change the levels of person observations and sharing this information with patients and staff.
- Act as named nurse to identified patients providing comprehensive person-centred treatment packages.
- Ensure that dignity, choice, respect, independence and the rights of the people with learning disabilities and /or autism are maintained at all times, and to immediately raise any concerns.
- Ensure the safety of patients at all times whilst at the same time promoting positive risk taking.
- Ensure patients are central to and involved in all aspects of their care.
- Develop, monitor and evaluate care packages / risk assessment and make appropriate changes in a timely manner
- Supervise staff in line with Trust policies and procedures.
- Ensure continued personal development of self and staff team.
- Have an awareness of relevant national and local policy and the implications for service delivery.
- Participate in the monitoring and maintenance of standards in accordance with Trust and Unit policies and procedures, plus the NMC professional standards.
- Be conversant with legal requirements as laid down by the Mental Health Act / Mental Capacity Act / Deprivation of Liberty Safeguards ensuring practice is within a legal framework
- Inform the Unit manager of professional concerns and promote professional evidenced based practice at all times



- Recognise own limits seeking appropriate specialist support and supervision.
- Promote a positive and open culture both within the clinical areas and across the service
- Maintain the physical, procedural and relational safety of patients, colleagues and self in line with current policy and practice
- Contribute to maintaining safety and security, observing local policies and procedures in relation to risk.
- Ensure the safe use and care of security equipment, e.g., Pinpoint Alarms, two-way radios, mobile phones etc.
- Engage appropriately in the clinical supervision processes in accordance with Trust policy.
- Ensure that the requirements of NMC Revalidation programme is met.
- To have knowledge or be prepared to learn about the CQC requirements within an inpatient setting.
- To be a designated named nurse to patients allocated by the Ward Manager or Deputy.

Communication

- Forms effective working relationships with other professionals, specialists and specialist departments within the Trust and with outside agencies.
- Promptly report all complaints, incidents, untoward occurrences or situations affecting the care provided to the patients to the Unit Manager / Senior Nurse Manager.
- Appropriately share information with staff of other departments and disciplines.
- Help establish and maintain good communications within the unit ensuring continuity of information over the twenty-four-hour period
- Attend multi-disciplinary and other team meetings as part of front-line communication making an active contribution and functioning within a team environment.
- To make maximum use at all times of verbal and non-verbal communication techniques at the prescribed manner level and pace in order to create the optimum communication environment.



Analytical and Judgemental Skills / Freedom to Act

- Work with some supervision but will be required to deal with a wide range of situations requiring decisions or judgments in relation to risk assessment or care pathways on a day-to-day basis.
- Take on the role of nurse in charge daily or when delegated by the Unit Manager or Deputy and prioritise competing demands and the work load of other staff across the service including the accountability for all patient care and the wellbeing of staff and visitors to the unit.
- Ensure all judgements / decisions made are in the best interest of the patient or service and are in line with local and Trust wide policies and the Nursing and Midwifery Councils Code of Professional Conduct.
- Ensure all complaints, incidents, untoward occurrences or situations affecting the care provided to the patient are reported to the Unit Manager at the earliest opportunity.

Planning and Organisational Skills

- Act as named nurse to Co-ordinate complex care packages and be able to develop and manage staff to provide creative and innovative care packages meeting a variety of mental and physical health needs.
- Act as nurse in charge of the shift when delegated to do so by unit or deputy manager, prioritise competing demands and the workload of other staff across the service

Physical Skills

- Ability to undertake and be proficient at Safety Intervention training (SIT) training that will equip you with the skills to work alongside patients who present with challenging behaviour which can include, violence and aggression, verbal abuse, destruction to property or patients who have offence related histories.
- Ability to undertake and be proficient at Emergency/Immediate Life Support Skill training.
- Able to transport themselves on behalf of the service this may include travelling to other Trust sites or further afield when gathering or handing over information pre and post admission.
- The post holder must be proficient in the use of Microsoft office packages.



Respect



Excellence



Integrity



Collaboration



Compassion

Responsibility for Patients

- Ensure the patient is supported and encouraged to actively participate in his/her treatment plan through advocacy / self-advocacy/ 1:1 sessions.
- Ensure that the appropriate referrals are made to meet the individual treatment needs of patients.
- To assist the patient to maintain contact with family, friends and those people who are important to them where appropriate.
- To maintain professional links with members of agencies outside of the Trust to ensure the Treatment plan is sustainable.
- To take appropriate steps to safeguard all patients making referrals to internal and external agencies as required.

Policy and Service Responsibilities

- Assist the Manager in ensuring that an operational policy, aims and objectives are set for the unit and are reviewed on an on- going basis.
- Assist the Manager in ensuring that service standards are consistent with the Trust's service agreements and are implemented within the unit.
- Participate in the monitoring and maintenance of standards in accordance with Trust and Unit policies and procedures, plus the NMC professional standards.
- Assist the Manager in ensuring that policies and procedures are developed, kept up-to-date and that staff are monitored as to their knowledge and adherence to them.
- Work within available legislation, guidelines and frameworks which include all national guidance

Responsibility for Staff

- Participate in planning, developing, and implementing programmes of training for the service.
- Supervise health care assistants and learner nurses through 1:1 supervision /mentorship
- Act as an appraiser for staff in the Trusts annual appraisal process, supporting staff in developing their objectives and personal development plans



Respect



Excellence



Integrity



Collaboration



Compassion

- Attend training both in house or external that meets both statutory and mandatory requirements
- Identify and report allegations of misconduct in line with the Trusts disciplinary policy or issues reportable under local safeguarding procedures without delay.

Responsibility for Financial and Physical Resources

- Assist the Manager in maintaining effective systems for the control of patient finances and cash accounts (petty cash) within the unit in accordance with the Trusts standing financial instructions.
- Assist the manager in maintaining a flexible rota system with appropriate skill mix of staff to meet patient need that is cost effective and fair. Check timesheets and input for payment.
- Monitor the ordering of equipment and supplies and comply with any 'stock labelling systems' to ensure cost effective maintenance of the non-pay budget.
- Help maintain effective records are maintained re sickness, absence and annual leave.
- Monitor expenditure relating to the service and take corrective action where necessary.
- Ensure the appropriate resources are available and support other units with staff when required.

Responsibility for Information

- Ensure all information, verbal, written and electronic is kept confidential and in line with information governance guidelines/policies and data protection.
- Ensure all records are up to date and in an appropriate format.
- Contribute to and be the author of various reports and documents in relation to the care and treatment of patients or in line with the requirement of Trust policies.
- Ensure that all documentation in relation to the care of the patient is in line with the Nursing and Midwifery Councils guidelines for records and record keeping

Research and Development

- Ensure practise is based on credible evidence in line with the principles of Clinical Governance and evidence-based practice



Respect



Excellence



Integrity



Collaboration



Compassion

- Participate in the on-going development of the service through peer reviews, inspections and programmes of audit

Physical Effort

- Ability to undertake and be proficient at Safety Intervention training (SIT) training that will equip you with the skills to work alongside patients who present with challenging behaviour which can include, violence and aggression, verbal abuse, destruction to property or patients who have offence related histories. As a last resort this this could include restraining patients.

Mental Effort

- The post holder will be required to check documents, carry out assessments, and prepare reports at times when their concentration may be interrupted. Frequency of the task or interruptions will depend on service demands.

Emotional Effort

- Able to Work alongside patients who present with challenging behaviour which can include, violence and aggression, verbal abuse, destruction to property or patients who have offence related histories.
- Able to support patients when in distressed states which includes reliving past abuse.
- Work alongside patients who have been the perpetrators of serious crime.
- Work alongside patients who will be verbally and physically abusive.

Working Conditions

- Supporting patients in maintaining their personal appearance and or physical wellbeing which will require hands on personal care or medical intervention.
- This may involve some exposure to bodily fluids.

OTHER DUTIES

1. The post holder will be required to use a computer, either a standalone or as part of a networked system and will be responsible for the quality of information. The amount of time spent on this type of work will depend on the job.
2. The Trust embraces the principles of Improving Working Lives and all staff will be required to adhere to the standards laid down in this initiative.



The post holder will be required to take part in an annual performance appraisal, where this job description will be reviewed, and objectives set.

The Trust has a No Smoking Policy that prohibits any smoking whilst at work.

To follow and adhere to the Trust's Health and Safety Policies and instructions and be responsible for your own and others health and safety in the work place.

The post holder is expected to contribute to the creation of a working environment where everyone feels respected, valued and treated with dignity.

This job description is not exhaustive and may be amended in consultation with the post holder. It should be reviewed whenever major changes have been agreed to the post and should be reviewed as part of the annual appraisal process to ensure it remains an accurate reflection of the duties and responsibilities undertaken by the post holder.

Safeguarding Children and Adults

All Trust staff have a responsibility to ensure the safeguarding of children, young people and vulnerable adults. This includes attending statutory and mandatory training, adhering to local Safeguarding Children and Adults boards' policies and procedures and inter-agency guidance as identified in the Trust's Safeguarding policies and procedures.

Confidentiality

Personal information and many of the duties of this post are of a confidential nature and disciplinary action will be taken if confidential information is divulged to inappropriate persons.

Data Protection Act

All staff are reminded of their duties and responsibilities as employees under the General Data Protection Regulations (2018) and in particular to ensure that Personal Data is not negligently or unlawfully handled or disclosed to unauthorised persons.

Infection Control

As an employee of Coventry and Warwickshire Partnership Trust you are responsible for protecting yourself and others against the risk of acquiring a Healthcare Associated Infection. All staff, clinical or non-clinical are expected to comply with infection control policies and procedures. You will attend the mandatory infection control training and updates as required by the Trust.

Environmental Issues



The Trust is committed to reducing its impact on the environment by preventing pollution, continually improving its environmental performance which increases the wellbeing of staff and patients. As a member of staff you are expected to adhere to policies to assist the Trust in meeting its environmental and sustainability targets.

Post holder's Signature

Date:

Post holder's Name:

Manager's Signature

Date:

Manager's Name:



Respect



Excellence



Integrity



Collaboration



Compassion

Person Specification

JOB TITLE: Staff Nurse

| | | HOW MEASURED? A (Application form) I (Interview) | WEIGHTING 1 – Low 2 – Medium 3 – High |
|---|---|---|---|
| Coventry and Warwickshire Partnership Trust Values | Demonstrable ability to meet the Trust Values | | |
| |  Respect | A/I | 3 |
| |  Excellence | A/I | 3 |
| |  Integrity | A/I | 3 |
| |  Collaboration | A/I | 3 |
|  Compassion | A/I | 3 | |
| QUALIFICATIONS | Nursing qualification Learning Disability: RNMH, RNLD OR Nursing qualification Mental Health: RMN, RNMH Adult Nursing qualification: RGN | A | 3 |
| KNOWLEDGE & SKILLS | Demonstrate an ability to develop a nursing care plan. | I | 3 |
| | Willingness to assist in the provision of personal care in line with treatment plans | I | 3 |
| | Demonstrates a good understanding of equality and diversity | I | 3 |



| | | |
|---|---|---|
| Demonstrates a good understanding of the principles of 'Transforming Care' | I | 3 |
| Demonstrates a good working understanding of the Transforming Care Agenda or be willing to undertake a development programme to obtain the knowledge. | I | 3 |
| Able and willing to share knowledge and skills with staff and take part in staff induction | I | 3 |
| Understands the need and value of quality, standard setting and monitoring in the working environment | I | 3 |
| Demonstrate a knowledge of positive behavioural support and its application in practice. | I | 3 |
| To be aware of least restrictive practice, low arousal techniques and non-aversive practice. | I | 3 |
| Must be able to demonstrate sound and current knowledge of the Mental Health Act , Mental Capacity act and Deprivation Of Liberty | I | 3 |
| Must have good verbal and written communication skills | | |
| Must be able to work within a multidisciplinary team | I | 2 |
| Must be able to work on own initiative | | |
| Must have a sound knowledge of the treatment approaches in a LD settings. | | |



Respect



Excellence



Integrity



Collaboration



Compassion

| | | | |
|--|---|-----|---|
| | | | |
| EXPERIENCE | A range of experience of working with people with a mental disorder | A I | 3 |
| PERSONAL ATTRIBUTES (Demonstrable) | Demonstrates a good attitude towards people with a learning disability | I | 3 |
| | Able to recognise the effect of working with patients who may: <ul style="list-style-type: none"> a. Have committed a serious sexual offence. b. Have been the victim of abuse (physical, sexual, emotional) c. Display violence and aggression | I | 3 |
| | Demonstrates the fundamental values of high quality compassionate care and treatment and how this is reflected in practise. | I | 3 |
| | Demonstrate caring compassionate values and a commitment to nursing | A I | 3 |
| | Demonstrate the ability to supervise and support care staff in their role and undertake the role of the nurse in charge. | I | 3 |
| | Able to prioritise needs of the service on a day to day basis and take on role of nurse in charge. | I | 3 |
| | | I | 3 |



| | | | |
|--|--|---|--|
| | <p>Able to function effectively within a team and assist in it's development.</p> <p>Able and willing to form good working relationships with other disciplines, parents and advocates</p> <p>Demonstrates the ability to communicate effectively with all patients and staff of all disciplines</p> <p>Able to set and achieve personal objectives</p> <p>Able and willing to take on the role of mentor for students and junior staff</p> <p>Able to demonstrate the need for confidentiality</p> <p>Able and willing to participate in the management and assessment of violence and aggression including physical intervention</p> | <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> | <p>3</p> <p>2</p> <p>2</p> <p>3</p> <p>3</p> |
| <p>OTHER (Please specify)</p> | <p>Able to carry out multi role duties</p> <p>Able to work flexibly over a 24 hour period including awake nights and sleep-in duties as required.</p> <p>Willing to travel on behalf of the service or for training</p> <p>Able to assist in the management of pay and non pay budgets in line with standing financial instruction</p> <p>Willing to undertake DBS (Disclosure & Barring Service)</p> | <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>A I</p> | <p>3</p> <p>3</p> <p>3</p> <p>2</p> <p>3</p> |



| | | | |
|--|-------------------------|--|--|
| | Check at Enhanced level | | |
|--|-------------------------|--|--|



Respect



Excellence



Integrity



Collaboration



Compassion