

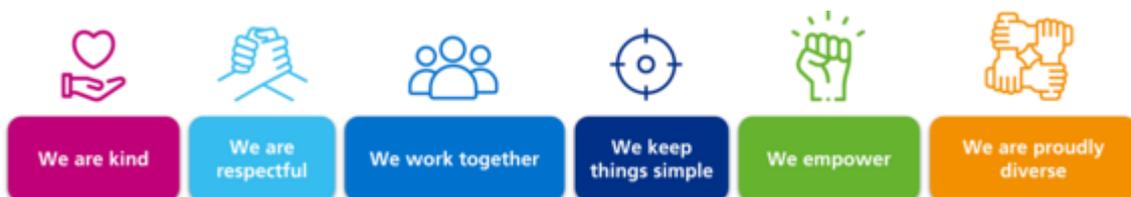
Working for North London Mental Health Partnership

The partnership between **Barnet, Enfield and Haringey Mental Health NHS Trust (BEH)** and **Camden and Islington NHS Foundation Trust (C&I)** is going from strength to strength since it was originally established in 2021 forming the **North London Mental Health Partnership**.

Why choose to join the Partnership?

- We believe that by working together, our two Trusts can achieve more for the residents of North Central London and our patients than we can by working apart.
- Deliver the best care using the most up-to-date practise in supporting those with mental health illnesses.
- Transforming and creating a positive environment for our service users, staff and visitors.
- Creating and working together to become a great place to work for all our staff.
- We offer flexible working, a wide range of health and wellbeing initiatives, NHS Pension and so much more.
- Generous Annual Leave Allowance
- NHS Discounts in a large variety of retail stores and services.
- We have excellent internal staff network support groups.

The postholder will need to be comfortable working in an environment of complex matrix management arrangements and will at all times behave and align with our Trusts' values and cultural pillars:



Job Description and Person Specification

| | |
|--------------------------------------|---|
| Job Title | Clinical Nurse Specialist |
| Band | 6 |
| Hours Of Work | 37.5 |
| Location (BEH, C&I, Both) | C&I |
| Specialty/Department | Islington Assertive Outreach Team & South Islington Rehab & Recovery Team |
| Accountable To | Borough Operational Director |
| Responsible To | Team Manager |

1. Job Summary

Organisational Position

Working as a member of a multidisciplinary Mental Health Team the post holder will be responsible for providing individual assessment, identified clinical interventions and direct care to service users with mental health problems.

They will also undertake management tasks, deputising for the Team manager as required, and will take a lead on mentoring and supervising others within their service area.

As a Nurse, the post holder will be responsible for ensuring that the team understands and operates to the requirements of the service operational policy and strategy, and that safe, evidence based, effective, culturally competent care is delivered in a timely manner to service users.

They will contribute to governance and audit within the team, ensuring that team members are supported and developed to their potential and that new team members are comprehensively inducted and successfully integrated into the team.

The focus of the role will be that of individual assessment, intervention and evaluation of treatment, delivered within the framework of NICE guidelines, evidence based best practice and to maximise service user's recovery and re-enablement.

They will be responsible for a defined caseload and they will formulate appropriate specific, highly specialist care and treatment plans; providing highly skilled and specialist interventions and care to service users with complex mental health problems.

Care co-ordination may also form part of this role. This job description is written as an indication of the nature and scope of duties and responsibilities. Additional

competencies may be required to fulfil the needs of specific areas and particular client groups.

The post holder will be expected to carry out other duties assigned by their Team Manager, which are appropriate to the professional competences and experience of the post holder

2. Relationships/Communications

The post holder is expected to establish and maintain positive interpersonal relationships with other staff members characterised by trust, mutual respect, and open, honest communication.

3. Key Responsibilities

1. Clinical Responsibilities

To be responsible for providing expert care in an area of designated expertise, in accordance with NMC codes of professional conduct

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- To provide expert, autonomous and highly specialist clinical practice within a multi-disciplinary Team to include:
- Initial assessment and formulation using a range of mental health or other specialist tools
- When required to do so making appropriate judgements about own caseload
- 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 care co-ordinator responsibilities within the Care Programme Approach
- Apply a range of therapeutic modalities, using evidence based interventions in accordance with the requirements of service line care pathways
- Contributing to multidisciplinary team decisions at the point of discharge and or transfer of the service user
- To participate in and provide a specialist nursing perspective to multi disciplinary team meetings/case discussions
- Maintaining contemporaneous records to the standard required by the trust and the relevant professional body (where appropriate to the post holder)
- Assessing and managing risk on a continuous basis, in line with trust policy

- Encouraging service users to accept an optimum level of responsibility for their programme of care and with their consent, where appropriate, seek the co-operation of friends, relatives, carers.
- Support other members of staff in their assessment and management of service user care needs through reviewing initial data collection; monitoring of their progress; feedback; discussion and reports at care reviews or CPA reviews with the team.
- To identify carers and to offer carers assessments and review carers care Plans
- To be able to demonstrate and explain clinical reasoning in relation to professional input to a service users' care plan when required to members of the team, trainees or others external to the organisation.
- To recognise and respond appropriately to challenging behaviour in line with Trust policies
- At all times to act in accordance with trust policies in relation to risk assessment
- contributing to comprehensive assessments of risk, and monitoring as appropriate
- To have up to date and detailed knowledge, understanding and experience of Mental Health and or SMS legislation as required by the service line
- To be aware of personal accountability and responsibility in respect of ensuring that cleanliness standards and practices are maintained in the clinical environment and that these are compliant with PEAT, The Hygiene Code, CQC requirements and Trust Infection Control protocols and procedures.
- To follow trust policy in promptly reporting all accidents and incidents.
- Undertaking investigations when called upon to do so or nominating / supervising relevant others in this role.
- To be responsible for the administration, carriage and storage of drugs in accordance with relevant policies and professional guidelines.
- To review and recommend medication changes as appropriate in consultation with medical staff re efficacy and possible side effects and to develop usercentred medication concordance.
- To ensure the implementation of national guidelines for clinical best practice and apply to practice where ever relevant.
- To undertake and lead where appropriate, in the evaluation and audit of professional interventions, clients and the service.

3.1 Responsibility for Administration

To use and complete all Trust clinical documentation to the required standard, including care plans, pathway documents and RiO progress notes and professional reports accurately and in a timely manner.

3.2 Responsibility for IT and Digital Systems/Services

- Maintain confidentiality of information, in accordance with Trust Policy.
- Contribute to the effective communication process of often sensitive or highly sensitive information with service users, carers, family, friends and staff colleagues.
- Always acting in a dignified and responsible manner with service users, visitors,
- carers and colleagues; listening carefully and responding using appropriate language and communication skills which acknowledge cultural differences and professional boundaries.
- Communicates appropriate and accurate information to and from other departments, service lines, and agencies as required.
- To lead, attend and participate in team meetings and contribute ideas to multiprofessional team discussions.
- To use and complete all Trust clinical documentation to the required standard, including care plans, pathway documents and RiO progress notes and professional reports accurately and in a timely manner.
- To work in ways that supports shared responsibility within the team,
- demonstrating support, respect and courtesy towards colleagues and those from other disciplines.
- viii) To act promptly in ensuring that all incidents related to service users, staff, visitors or others are reported using the correct format and procedures in line with trust policy. Ensure that all incidents are investigated and findings communicated and action plans are actioned

4. Operational Responsibilities

- To take operational day to day management responsibility as required at team/service level using performance management systems to ensure the effective delivery of contract activity to agreed quality standards
- To work in conjunction with the Team Manager to deliver integrated governance requirements, this may include contributing to the developing of policy and guidelines which determine practice standards.
 - To work with the Team Manager to ensure that staff are compliant with safeguarding requirements to protect children and vulnerable adults.
- To undertake safeguarding investigations in accordance with policy.
- To provide professional supervision and support for both clinically qualified staff, students and support staff, ensuring clinical best practice at all times.

- To ensure that practices are in place that assess, determine and support learning and development, clinical supervision, managerial supervision and appraisal processes.
- To take a lead on delivering delegated aspects of training within the team and or to the wider service line on an area of specialism as required by service need.
- To be responsible for implementing policy relating to health and safety and monitor compliance e.g. fire marshals, safe environment etc
 - To provide consultation within the team on own area of specialism.
- To assist team members during care reviews
- The postholder, recognising service users as individuals, will foster collaborative working with other agencies both in investigations and in joint working; agree the best approach to meeting individuals' mental health, physical health, and recovery, social, spiritual and recreational care needs, and ensure that care provided respects equality and diversity that is supportive of service users and their carers.
- To be aware of Service Line and Trust financial and budgetary controls and restraints and to manage delegated team resources accordingly.
- To respond to complaints or other concerns as they arise and in accordance with trust policy, and in conjunction with the Operational Services Manager and Team Manager.
- To undertake other duties in a corporate role as may be reasonably expected in accordance with the grade of the post to ensure the attainment of team and service objectives.

5. Policy / Service Development

To adhere to all Trust policies and procedures and requirements of professional NMC or HCPC registration.

- ii) To be managed by and receive supervision from a nominated line manager, including annual review of performance as part of the appraisal system. To be in receipt of and engage with clinical and professional supervision.
- iii) To maintain and update relevant knowledge and skills, maintain a professional portfolio and participate in further training to comply with professional registration and clinical governance requirements.
- iv) To ensure that all standards and requirements of preceptorship or newly qualified nurse and occupational therapists are fulfilled
- v) To promote a culture that fosters staff involvement and a progressive attitude to service improvement.
- vi) To work with the Team Manager to deliver a culture and style of leadership that develops, empowers and recognises achievement while delivering results.
- vii) To work with Team Manager to deliver service line workforce plans in the team.
- viii) To ensure that all personal and team mandatory training requirements are up-to-date as required by Trust policies and professional requirements.
- ix) To act as a role model to others
- x) Evaluation of the service against Trust and national benchmarks with resultant development of the service in response to areas identified as needing development through staff training, service delivery.
- xi) To lead on agreed service line clinical governance programmes and service evaluations in discussion with the team manager.

xii) To actively maintain an awareness of current professional developments within the field of mental health, including current legislation, practice, research and development and polic

6. General

- All staff are responsible for the continual compliance with CQC standards and outcomes.
- The postholder must be aware of, and work in line with, the Trust's Safeguarding Adults and Children procedures.

Recognise own role in meeting the requirements of the Health and Safety At Work Act 1974.

- To ensure safe working practices and environment.
- To report, without delay, all hazards, both real and potential

To ensure appropriate use, maintenance, cleanliness, replacement and storage

- of all material and equipment

To abide by local and Trust policies and procedures with relation to health and

- safety.

7. Personal Development

All staff are required to be appraised by their line managers at least once a year at a personal development review meeting where progress made over the last year is discussed and agreed. Focus on the following year's departmental and personal objectives will be identified, discussed and agreed. Where necessary, help and support will be provided and development opportunities agreed in line with service provision and the knowledge and skills competency framework.

Mandatory Trust Responsibilities

Amending The Job Description

This is a newly created role and it is expected that as the organisation develops and changes, it may be necessary to vary the tasks and/or the responsibilities of the postholder. This will be done in consultation with the postholder, and it is hoped that agreement can be reached to any reasonable changes.

Probationary Period

This post is subject to the requirements of a six month probationary period scheme for new staff only.

Confidentiality

The post holder must at all times maintain a complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or in particular, information relating to diagnoses and treatment of patients and individual

staff records must not, under any circumstances, be divulged or passed on to any unauthorised person or persons. The postholder must respect patient named confidentiality in keeping with “**Caldicott principles**”.

Code Of Conduct

North London Mental Health Partnership has a code of conduct for all non-registered staff in a direct care role. As an employee of the Partnership, you are expected to comply with this code at all times, and any breach of it whilst in practice will be investigated by the Trust.

Copies of the code of conduct can be obtained from the Human Resources Department and it is also available on the Camden and Islington NHS/Barnet Enfield and Haringay intranet.

Data Protection

All staff who contribute to patients’ care records are expected to be familiar with, and adhere to, the Trust’s Standards of Records Keeping Policy. Staff should be aware that patients’ care records throughout the Trust will be subject to regular audit.

All staff who have access to patients’ care records have a responsibility to ensure that these are maintained efficiently, and that confidentiality is protected in line with the Trust’s Confidentiality of Health Records Policy.

All staff have an obligation to ensure that care records are maintained efficiently, and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient / client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act.

Professional Registration

If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body’s code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.

You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.

Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.

If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore,

throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

Risk Management

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receive appropriate training, that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Governance Committee and Risk and Assurance Committee.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Clinical Governance Committee or Risk and Assurance Committee if resolution has not been satisfactorily achieved.

Policies & Procedures:

The post holder will be expected to comply with all statutory legislation, Trust Financial Framework Guidance and approved national and local policy. The postholder is also expected to be aware of the Trust's Risk Management Strategy which includes the responsibilities placed on them by the Health & Safety at Work etc Act (1974) and the Clinical Governance Framework. All employees are expected to comply with all Trust Policies and Procedures.

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff are expected to implement the Trusts' Safeguarding policies and procedures, act promptly on concern, communicate effectively and share information appropriately.

Health And Safety

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work etc Act (1974) to ensure that the agreed safety procedure is carried out to maintain a safe environment for the other employees and visitors.

Infection Control

Employees must be aware of the responsibilities placed upon them by The Health Act (2007) to ensure they maintain a safe, infection free environment. This includes the knowledge and understanding of the management of infected patients and the

principles of Standard Infection Control Precautions including the correct technique for Hand Washing and the appropriate use of Personal Protective Equipment (PPE)

General

The post holder will be expected to comply with all statutory legislation, Trust Financial Framework Guidance and approved national and local policy.

The postholder will be expected to be responsible for his/her continuing professional development and to take a proactive approach to maintaining personal and professional effectiveness in an evolving role.

The duties and responsibilities described in this Job Description are intended to be indicative but not exhaustive of the responsibilities of the postholder. As the Trust develops, the requirements of the job may change and the postholder is expected to adapt to these changes.

Equal Opportunities Policy

The Trust operates in a multi-ethnic area. All members of staff are expected to take into account the need for equality in all areas of work.

All employees are expected to abide by the Trust's equal opportunities policy, failure to do so could result in disciplinary action up to and including dismissal.

Person Specification

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| Post Title: | Clinical Specialist Nurse Islington Assertive Outreach Team for South Islington Rehab & Recovery Team | Grade: | 6 | Review Date: | |
| Speciality | Mental Health | Division | Islington | | |
| Org Name | Camden & Islington NHS Foundation Trust | | | | |

| Selection Criteria | Essential Criteria | Desirable Criteria | Means of Assessment Application (A) /Interview (I) |
|--------------------------------------|--|--|--|
| Qualifications/ Registrations | Registered Mental Health Nurse | Worked with Patients with severe and enduring mental health issues for more than 2 years within community setting Practice Assessor Training or recognised teaching and assessing certificate | A |
| | Evidence of recent and ongoing academic/professional development | Current Level 1 Safeguarding Children and Safeguarding Vulnerable Adults certificates or willingness to undertake | A |
| | Willingness to undertake further training relevant to the practitioner role resulting from legislative or service changes, as appropriate. | Level 2 Safeguarding Children or Safeguarding Vulnerable Adults certificate | I |
| Skills/ Abilities | Excellent verbal and written communication skill | | A/I |
| | Effective risk assessment skills | | I |
| | Ability to work effectively as part of a multi-disciplinary team | | I |

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|----------------------------------|---|--|-----|
| | Ability to communicate informally and develop supportive relationships with service users, carers and other professionals | | I |
| | Ability to communicate formally in meetings and in other contexts | | I |
| | Ability to prepare record and complete relevant documents and reports to a professional standard. | | A/I |
| | Ability to maintain boundaries and form positive therapeutic relationships with service users and carers | | I |
| | Ability to demonstrate effective time management and disciplined self-organisation | | I |
| | To implement and utilise the supervision process. | | I |
| | Ability to value diversity and respond constructively to discriminatory behaviour | | I |
| | Computer literacy | | A/I |
| | To demonstrate and understand the recovery and rehabilitation philosophy | | I |
| | Demonstrate a clear understanding of the roles within the multi-professional team | | I |
| Experience/ Knowledge | | Demonstrable experience caring for people with mental health issues in a community setting | A |
| | To demonstrate a sound knowledge base in relation to factors that cause mental illness and preferred treatment methods | | A/I |
| | Demonstrate a clear understanding of current Mental Health legislation and its application / use in practice or legislation | | I |

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|---------------------------|---|---|-----|
| | relevant to team. | | |
| | Demonstrable understanding and experience of utilising a variety of assessment tools currently used in practice in relation to determining risk and assessing / planning care needs | | A/I |
| | | Practical experience of mentoring or supervising students and junior staff – including providing clinical supervision | A/I |
| | An awareness of current research and evidence-based practice within the setting | | A/I |
| | To demonstrate an understanding of the management of the physical health needs of people with mental health or substance addictions problems. | | I |
| | To have experience of or if appropriate to service needs be willing to undertake training in de-escalation or breakaway techniques | | I |
| | Completed reports for Mental Health review Tribunal Reports, Best interest Reports, Capacity assessments and Funding applications | | I |
| Personal Qualities | Empathetic | | |
| | Easily able to adjust to emerging needs of patients | | |
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| Other Requirements | | | |
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Date: 03/04/2024

Prepared By: *Celestine Buluma & Sophie Hill*