

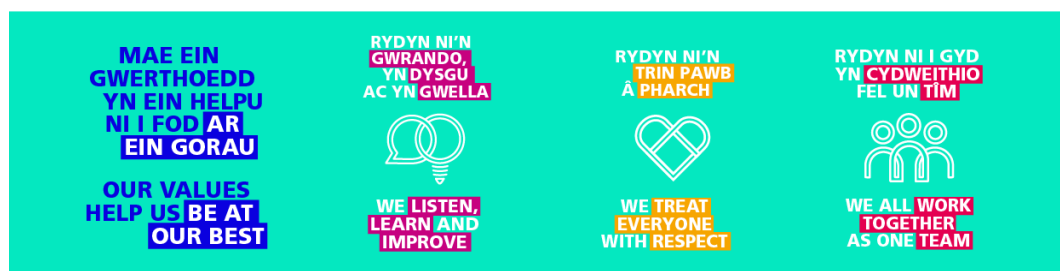


## JOB DETAILS:

Job Title	Mental Health Nurse, Young Person's Unit (YPU), HMP Parc
Pay Band	Band 6
Hours of Work and Nature of Contract	To be completed on recruitment
Division/Directorate	Primary Care and Community Healthcare Groups
Department	Young Person's Unit
Base	HMP/YOI Parc

## ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Head of Healthcare
Reports to: Name Line Manager	Lead Nurse
Professionally Responsible to:	Head of Nursing



Our values and behaviours are fundamental to the way we do things at Cwm Taf Morgannwg University Health Board. They are everything we stand for and aspire to. That includes the way we behave, how we perform our roles and the way we recruit new talent. We look forward to exploring how your values align with ours. This is how we work:

*We listen, learn and improve*  
*We treat everyone with respect*  
*We all work together as one team*

To find out more about our values, visit: <https://cwmtafmorgannwg.wales/we-are-cwm->

**Job Summary/Job Purpose:**

To lead on and improve access to mental health care for young people with mild to moderate or stable severe mental health problems by delivering holistic assessment, and evidence-based care to clients within the context of a multi-disciplinary and multi-agency primary mental health service.

To take responsibility for a clinical caseload providing holistic assessment, care and treatment to clients referred to the Primary Mental Health Service.

Foster robust working relationships with all partners in particular GPs, Practice Nurses, other Primary Care Staff, Custodial Staff and third sector services.

Provision of support and advice to GPs and other primary care providers (such as practice nurses) to enable them to safely manage and care for people with mental health problems.

Contribute to and lead on the continuing improvement and development of Primary Mental Health Services for young people.

**DUTIES/RESPONSIBILITIES:**

Provide information and advice to individuals and their carers about interventions and care, including the options available to them, as well as 'signposting' them to other sources of support (such as support provided by Third Sector organisations).

Work as part of the primary health care team fostering and maintaining constructive communication with colleagues of all disciplines.

Provide clinical support and advice to GPs and Primary Care staff with regard to Mental Health issues.

Manage highly complex and contentious information effectively.

Liaise with statutory and voluntary sector agencies, in particular counselling agencies, to meet client needs.

Establish rapport and maintain supportive professional relationships with clients and their carers, undertaking brief psycho-educational work to assist them to develop coping strategies and problem solving skills, utilising self-help materials and bibliotherapy.

Contribute to effective communication with all parts of the mental health service, in particular the Community Mental Health Team where secondary services are indicated, ensuring regular contact and communication is maintained with patients during transitions between services.

Identify any barriers to good communication.

Ensure record keeping meets the standard required by the professional bodies, utilising paper-based or IT systems as directed by the Senior Nurse/Team Leader and ensuring information sharing protocols are understood, and appropriately explained to clients.

Be a registered mental health nurse with experience working in a range of settings.

Possess a range of clinical experience and specialist knowledge within the mental health field in particular primary or community working, psycho-educational interventions/group work.

Provide evidence of continuing professional development and post registration education.

Demonstrate a good understanding of the legislative and policy framework underpinning mental health service provision e.g. Mental Health Measures, Mental Capacity Act, National Service Frameworks.

Work with Team Leader/Advanced Practitioner to deliver training on Mental Health issues to GPs and Primary Care Staff with the aim of enabling them to respond appropriately and manage common mental health problems effectively.

Screen referrals from Primary Care, identifying any that meet the criteria for secondary mental health services.

Undertake assessments, including Risk Screening or signposting to relevant agencies where required.

Demonstrate ability to present cases, considering the range of care and treatment options available in line with the current evidence base and making recommendations regarding the appropriate course of action.

Assess and manage critical/unpredictable situations that arise, either in relation to the individual caseload or within the wider team as required.

Manage a defined caseload, acting as key worker with responsibility for the development of a plan of care that is negotiated with the client.

Ensure the agreed care is delivered, evaluated, and reviewed on a regular basis.

Maintain accurate records of interventions providing statistical information as required.

Demonstrate effective time management and organisational ability enabling delivery of planned interventions on a 1:1 and group basis.

Be responsible for ensuring the safety and wellbeing of self.

Participate in and when appropriate, chair client review meetings.

Act up in the absence of the Team Leader when requested.

Physical dexterity and accuracy to administer oral/intramuscular medication.

Physical dexterity and accuracy to undertake venepuncture if required.

Physical skills to monitor physical health using appropriate equipment e.g. thermometer, sphygmomanometer.

Keyboard skills and information technology skills including word processing, email, intranet and internet, power point for communication, correspondence, and clinical reports.

Undertake the holistic assessments that cover both needs and risks ensuring subsequent management plans cover both aspects.

Participate in the delivery of care, ensuring quality, consistency and continuity in the delivery of 1:1 interventions or group work.

Involve individuals in their treatment and support and encourage them in their own mental and physical health self-management where possible and appropriate.

Provide expert knowledge in the care and treatment of clients experiencing a range of mental health problems relevant to the area of practice.

Be competent in and provide a portfolio evidence based, time limited interventions, either individually or through group work, if the initial assessment has identified this as appropriate. Such interventions may include bibliotherapy/guided self-help, counselling, a range of psychological interventions including cognitive behavioural therapy, solution focussed therapy, stress management, Mindfulness, family work, online support, stress management, medication management and education.

Engage in appropriate clinical supervision to support practice development.

Run and maintain a range of medication clinics as required ensuring effective communication and continuity of care.

Direct clients to services that can support them in state benefits applications and any aspect of housing, employment or educational needs.

Act in accordance with the legal requirements and statutory rules relating to practice and all Health Board Policies and Procedures.

Participate in patient/client surveys and service evaluation in partnership with service users and carers to inform future service and practice development.

Contribute to policy and service development initiatives as agreed/identified by Team Leader/Senior Nurse and implement changes as required.

Demonstrate an understanding of the resource implications of clinical decision-making.

Use available resources effectively ensuring adherence to financial control procedures  
Act as a mentor to students on placement and provide support and supervision to junior staff.

Participate in annual Your Conversation PDR, providing evidence of achievement against agreed objectives and maintaining a professional portfolio as required by the professional body.

Create accurate, contemporaneous clinical records utilising established systems within clinical teams.

Participate in clinical multi-disciplinary audit ensuring the implementation of evidence-based practice.

Be guided by broad occupational policies and will frequently work as a lone worker.

## **PERSON SPECIFICATION**

The knowledge to be measured is the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of years experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post.

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications and/or Knowledge</b>	<p>Registered RMN.</p> <p>Evidence of additional training, attendance at short courses or qualification in specialist area to postgraduate Diploma Level equivalency.</p> <p>Knowledge of the Mental Health Measure in Wales.</p> <p>Knowledge of mental health, and how this affects an individuals' day-to-day life.</p> <p>Knowledge and experience of delivering therapeutic interventions to enhance mental well-being.</p> <p>Understanding of the process of promoting best practice and contributing to multi-disciplinary team working.</p> <p>Evidence of recent continuing practice development.</p>		<p>Application Form</p> <p>Pre employment checks</p> <p>Interview</p> <p>References</p>
<b>Experience</b>	<p>Post-registration clinical experience of working with young adults with mental health issues</p> <p>Experience of working in a multi-agency team.</p> <p>Experience of working as an autonomous practitioner.</p> <p>Experience of working with service users to develop practice.</p>	Has worked in secure setting with looked after children.	<p>Application Form</p> <p>Interview</p> <p>References</p>

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	<p>Experience of casework coordination.</p> <p>Previous experience of managing a team supervising junior staff, including students.</p> <p>Report writing.</p> <p>Ability to use analytical judgement skills quickly when dealing with incidents of violence and self-harm.</p>		
<b>Aptitude and Abilities</b>	<p>Advanced assessment skills.</p> <p>Counselling skills.</p> <p>IT literacy.</p> <p>Positive mental attitude and a willingness to discuss and negotiate issues and ideas.</p> <p>Ability to build positive working relationships.</p> <p>Able to work on own initiative.</p> <p>Excellent communication skills.</p> <p>Care and compassion.</p>	Ability to speak Welsh.	Interview References
<b>Values</b>	Uphold and promote the values and behaviours of CTMUHB.		Application Form Interview References
<b>Other</b>	<p>Flexible and resilient to meet the demands of the service.</p> <p>G4S Security clearance and HMPPS clearance.</p>		Application Form Interview References

#### **GENERAL REQUIREMENTS**

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Competence:** At no time should the post holder work outside their defined level of competence. If

there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.

- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have \* direct / indirect contact with\* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau \*Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. \*Delete as appropriate.



The post holder does not require a DBS Disclosure Check. \*Delete as appropriate.

- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

**Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Signed: (Post Holder) \_\_\_\_\_ Date: \_\_\_\_\_

Signed: (Line Manager) \_\_\_\_\_ Date: \_\_\_\_\_

Signed: (Care Group Manager) \_\_\_\_\_ Date: \_\_\_\_\_

Date Job Description compiled: \_\_\_\_\_

Date for Review: \_\_\_\_\_

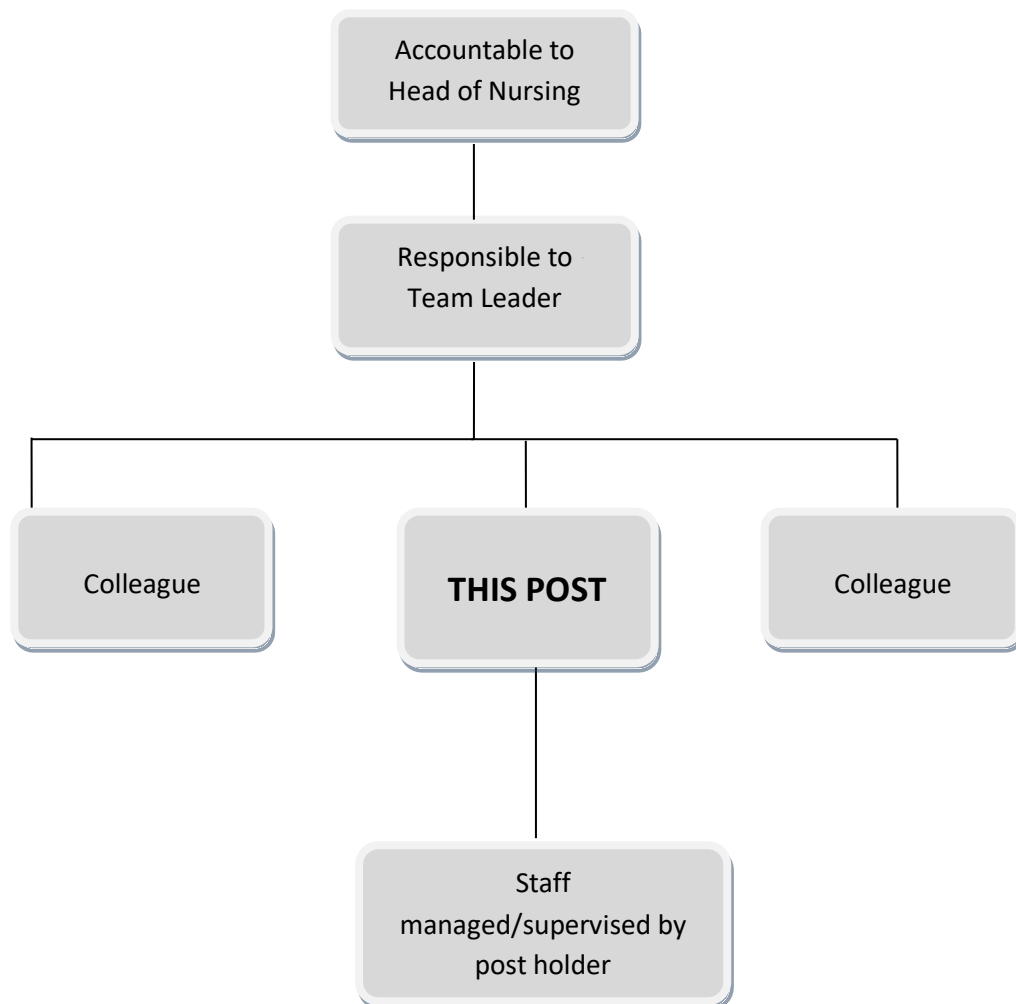
**APPENDIX 1**

**Job Title: \_\_Senior Mental Health Nurse, YPU, HMP Parc \_\_\_\_\_**

## Organisational Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



Job Title: \_\_\_\_\_Senior Mental Health Nurse, YPU, HMP Parc\_\_\_\_\_

### **Supplementary Job Description Information**

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

#### **Physical Effort**

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included'**

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
Be required to use a combination of sitting, standing and walking throughout the day and will be required to respond quickly to any emergency situations in the prison.	Daily	Varies	

#### **Mental Effort**

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This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

<b>Examples of Typical effort(s)</b>	<b>How often per day / week / month?</b>	<b>For how long?</b>	<b>Additional Comments</b>
Be required to concentrate for long periods on a frequent basis and may be subject to interruptions.	<b>Daily</b>	<b>Varies</b>	
Be required to respond to unpredictable situations on occasion e.g. responding to extreme distress where there could be verbal or physical aggression.	<b>Daily</b>	<b>Varies</b>	
Be expected to deal with clients and families who may be distressed.	<b>Daily</b>	<b>Varies</b>	
Be expected to deal with and operational colleagues who are stressed or upset.	<b>Weekly</b>	<b>Varies</b>	

### **Emotional Effort**

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

CAJE Reference/Date: CAJE REFERENCE: RYL/2023/0095 (25/04/2023)

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Be exposed to occasional distressing situations and needing to impart unwelcome news or intervene in a crisis. This may include death of a patient.	Monthly	Varies	
The post holder will be responsible for leading on healthcare matters when an incident occurs and providing advice and guidance to operational colleagues.	Weekly	Varies	

### Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

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Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations -  
**\*Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
Occasionally be exposed to unavoidable hazards e.g. requirement to work in situations where verbal and/or physical aggression may occur	Daily	Varies	
The post holder will work in a noisy and often distracting environment, with raised voices, shouting and doors slamming.	Daily	Varies	
The post holder may be subject to contact with bodily fluids unexpectedly.	Monthly	minutes	