

JOB DESCRIPTION

Oxford Health NHS FT

Oxford Health is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Job Title:	Senior Mental Health Nurse
Band:	Band 6
Responsible to:	Team Manager
Responsible for:	Band 3 – 5 clinical staff
Accountable to:	Team Manager/Matron/Service Manager
Place of work:	Oxford Heath NHS Foundation Trust
Hours:	37.5 0900-1700 hours

Author:	Rebecca Byrne
Creation Date:	6 September 2023
Last Updated:	6 September 2023
Document Ref:	IJES 95946
Version:	1

JOB PURPOSE

To provide mental health interventions to individuals within the prison establishment across the stepped care model.

This will involve being responsible for managing a caseload, including the assessment, planning, delivery of interventions and review of care of individuals located within the prison with a mental illness, within the framework of the multi-disciplinary team and Care Program Approach when appropriate.

Post holders are expected to work as an integral member of the multi-disciplinary, multi-agency team to provide advice and support to primary health care and prison staff based within the prison, and to liaise with and provide advice and support to, statutory and non-statutory agencies.

To support the team manager in delivering identified objectives in terms of individuals care, staff, and service development.

DUTIES AND RESPONSIBILITIES

Clinical

- Responsible for the management of own caseload; this will include the assessment, monitoring, and provision of specialist nursing evidence-based interventions with individuals with mental health needs within the prison establishment. In addition, the post holder is responsible for arranging aftercare and referrals as required and ensuring care is coordinated with other services if necessary.
- Provide a range of interventions across the stepped care model; this will include offering primary mental health care and wellbeing-based interventions where appropriate including supporting and liaising with the primary care and substance misuse teams to deliver interventions where appropriate taking account of cultural, racial, and religious beliefs.
- Act upon referrals from prison based Primary Care staff, prison staff including the various agencies that work within the prison and external teams. The post holder will provide assessment, implementation, and development of care programs for individuals on their caseload.
- Be aware of policies relating to vulnerable adults and mental capacity and to be able to work within this framework.
- Be able to work within the Mental Health Act 1983 with a robust knowledge of how it is deployed within the criminal justice service.
- Be familiar with and ensure implementation of all local, regional, and national policies, procedures, and guidelines pertinent to all staff within area of responsibility and comply with their contents in the pursuit of the highest standards of patient care.
- Ensure confidentiality is always maintained, including during- the dissemination of information and records.
- Be familiar with, and comply with, all mental health, community care and child protection legislation.
- Be aware and understand the relevant legislation applicable to the care of prisoners.

- Develop and maintain good relationships with service users, relatives, prison staff and fellow health, social, welfare professionals and other statutory or non-statutory agencies that are involved in care delivery to affect the highest standards attainable in good mental health care.
- Ensure that everybody's welfare is maintained through adherence to agreed Health and Safety policies.
- Provide compassionate care relating to issues pertinent to individuals in prison.
- Ensure that clinical supervision of professional practice is undertaken, and caseload supervision is carried out.
- Adhere to the principles of clinical governance.
- Support the facilitation of group work where appropriate.

Liaison

- Liaise with professional and voluntary agencies to provide appropriate specialist mental health advice for prisoners with mental health problems and attend and contribute to appropriate multi-disciplinary team meetings and case reviews including MAPPA meetings.
- Develop and sustain links with multi-disciplinary services and relevant agencies including statutory and non-statutory providers to promote service accessibility for individuals in contact with the service.
- Attend relevant meeting to represent Oxford Health NHS Foundation Trust and the team when required.

MANAGEMENT / LEADERSHIP SKILLS

- Actively work with the Team Manager and Matron to implement the vision for mental health care in the prison and be actively involved in service improvement initiatives.
- Provide, where appropriate, clinical leadership and supervision to a defined staff group within the team.
- Act as a role model for other staff.
- Provide, where appropriate, clinical leadership and supervision to a defined staff group within the team.
- Demonstrate the knowledge and skills necessary to provide effective clinical supervision to staff in the team and wider establishment.
- Support individuals in the establishment and public involvement within the service.
- Have a complete knowledge of the trust and prison policies and ensure that they are implemented.
- Ensure that effective incident reporting takes place.
- Be responsible for the implementation of risk management plans within the department, including the development, implementation, and monitoring of action plans to address identified risks.
- Be conversant with and apply Trust / Directorate / prison policies and procedures.
- Demonstrate the commitment to develop the range of skills required to deputise for the Team Leader
- Demonstrate the skills of managing care effectively in conjunction with the Multidisciplinary Team taking account of each member's contribution to the care package.
- Demonstrate the skills of effective time management and ability to prioritise competing demands.

- Able to work positively with individuals or carers who express verbal concerns or complaints about the service and attempt timely response and effective resolution in conjunction with the PALS Service. Identify any learning and implement action plans in relation to complaints.
- Is cognisant of the policy and procedural guidance following a Serious Untoward Incident in the establishment and able to prepare a clear and concise report within 24hrs.
- Show awareness of the major national policy initiatives and their influence on care delivery.
- Assist team leader in the management of change, taking account of the views of individuals in contact with the service, carers, and other stakeholders.

COMMUNICATION

- Comply with requirements to monitor and record agreed outcome measures and key performance indicators.
- Accurately record all contacts with service users in the electronic record in line with the Prison Service and Oxford Health NHS Foundation Trust record keeping policies and NMC Guidelines.
- Ensure effective and timely communication with individuals, relatives and carers, staff, and others. Making adjustments as necessary to take account of potential barriers to communication e.g., visual or hearing impediment, mental state, cognition.
- Ensure that all communication is within the boundaries of confidentiality and to seek guidance when unsure.
- Be aware of own behaviour and professional boundaries with both individuals in the establishment and colleagues and ensure these are in accordance with Trust Policy and professional standards.

QUALITY & GOVERNANCE

- Actively participate in audit, service improvement projects and the development of meaningful service standards, including benchmarking
- Identify, implement, and evaluate, with others, areas for potential service improvement/development and agree further actions.
- Have a clear understanding of CQC requirements working to ensure compliance for the team and as an individual practitioner.
- Present a positive image of self, the team, service, and Trust.
- Act in a way that ensures the safe and effective use of resources in accordance with the limitations of authority for the role.
- Take a lead role for an agreed area of work within the unit as required.
- Work with others to create a culture of continuous improvement.

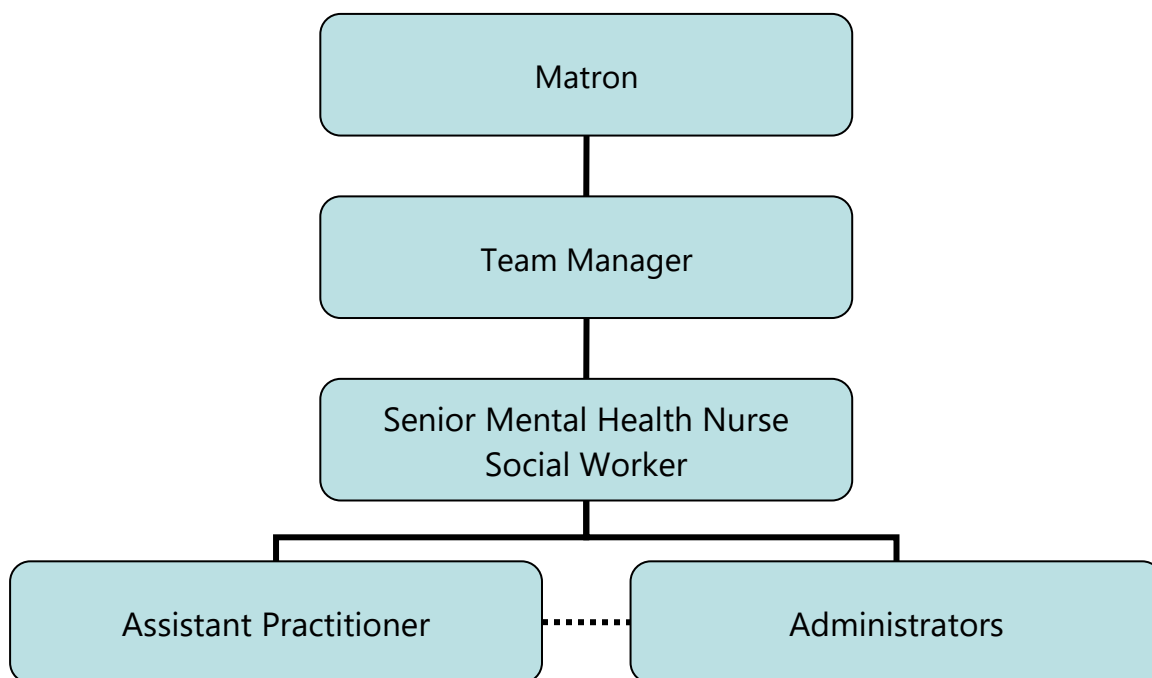
RISK ASSESSMENT

- Understand the range of risks potentially faced by individuals in the establishment.
- Work in partnership with others to identify and assess the risk accurately and understand when to act.

- Recognise potential emergency and crisis situations and act responsively and responsibly, to resolve the situation seeking assistance if required.
- Be aware of the potential for individuals' vulnerability and potential for abuse and using the local policy to inform appropriate personnel in line with safeguarding vulnerable adults and children's procedures and Trust Policies.
- Work with other members of the multi-agency team to plan, monitor and review the effectiveness of the risk management plan.
- Take all possible precautions to safeguard the welfare and safety of individuals in contact with the service, staff, and the public, by implementing all policies related to health, safety, and risk.

This job description is not exhaustive and will be reviewed in discussion with the post holder and line manager in line with the personal review process. Any changes made will be with the agreement of the post holder and the line manager.

STRUCTURE CHART



CODE OF CONDUCT

All staff are required to work in accordance with their professional group's code of conduct (e.g., NMC, GMC, DoH Code of Conduct for Senior Managers).

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

In addition to undertaking the duties as outlined above, the post-holder will be expected to fully adhere to the following:

Personal Development

- To actively participate in an annual performance review (appraisal) and the development and implementation of a personal development plan.
- To take responsibility for their own professional development ensuring professional standards are maintained and statutory and mandatory training is in date.
- To attend any training as requested.

Code of Conduct

- To adhere to the Professional Code of Conduct relating to your profession (if applicable).
- To uphold the principles and values set out in the NHS Code of Conduct for Managers.
- To support the organisation in developing an effective work/life balance for employees that meets the needs of the organisation.
- To ensure that the health and wellbeing of patients is at the centre of all activities and that all staff engage and communicate with patients as appropriate.
- To always promote quality and safety of patients, visitors and staff thus enabling the Trust to meet its regulation requirements (Care Quality Commission Registration – Regulations and Outcomes) that relate most directly to patients and also strive for continuous quality improvement.

Equal Opportunities/Diversity

- To observe Oxford Health NHS Foundation Trust's Equal Opportunities Policy providing equality of treatment and opportunity to employees, service users and service providers irrespective of sex, sexuality, age, marital status, ethnic origin, or disability.

Health & Safety

- To take responsibility for the health & safety of themselves and other persons who may be affected by their omissions or actions at work.
- To promote the Trust's Health and Safety Policy and ensure matters are managed in accordance with it.
- To co-operate with the Trust to ensure that statutory and departmental regulations are adhered to.
- Report accidents, incidents and near misses, implementing corrective action where necessary.

Infection Control

- To comply with Trust policies for infection control and hand hygiene such as hand hygiene, decontamination Policy, uniform and workwear code and standard precautions Policy to reduce the spread of healthcare-associated infections (HCAIs).
- Employees with clinical responsibilities must incorporate into their clinical activities up to date evidence that supports safe infection control practices and procedures, such as the use of aseptic techniques and the safe disposal of sharps.
- In line with the Health and Social Care Act all staff have a responsibility for maintaining high standards of environmental cleanliness, which includes escalating and addressing any concerns.

Confidentiality and Data Security

- To comply fully with the duties and responsibilities outlined the Trust's Information Governance Policy.

- To comply with the Data Protection Act 1998, NHS Confidentiality guidelines (e.g., Caldicott, GMC) and any code of practice on Confidentiality and Data Protection as accepted by the Trust. Departmental codes of practice and procedures for confidentiality are available from the head of department.
- To ensure that all information collected, stored, and used is done so in compliance with the above Act and any relevant Trust Policy.
- To preserve the confidentiality of any information regarding patients, staff records in your area (in connection with their employment) and the Trust business. This obligation shall continue in perpetuity.
- To raise any matters of concern with your Manager/Director

Safeguarding

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring service users are protected from abuse or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the Trust's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Criminal Records Bureau.

Other

- To be aware of and work in line with all Trust policies and procedures.
- To carry out any other tasks as reasonably directed.

PERSON SPECIFICATION

Band: 6		
Criteria for Selection	Essential Requirements	Desirable Requirements
Knowledge Requirements	<p>Ability to prioritise.</p> <p>Ability to work collaboratively with other professionals.</p> <p>Good interpersonal skills and communication skills</p> <p>Ability to work under pressure.</p> <p>Some degree of flexibility in working hours</p> <p>Good IT skills</p> <p>The ability and willingness to work some evenings and weekends.</p> <p>Ability to liaise and build links with relevant statutory and non-statutory agencies.</p> <p>Ability to collect, interpret and keep statistical data & produce well written reports.</p> <p>Demonstrate an understanding of a patient's physical health needs and be able to carry out physical health checks as required.</p>	<p>Knowledge of Health in Justice</p>
Qualifications – Academic/Skills/Professional	<p>Registered Nurse with the Nursing and Midwifery Council Register</p> <p>Evidence of recent CPD and compliance with NMC revalidation</p>	<p>Relevant training / Qualification in associated field</p> <ul style="list-style-type: none"> • CBT • Motivational Interviewing • Brief solution focused therapy • Mapping techniques (ITEP/BTEI) <p>First Line management training or equivalent</p>
Further Training or Job Related Aptitude and Skills		Relevant additional training

Experience	<p>Considerable experience of working in the mental health field</p> <p>Experience of providing specialist interventions for those with mental health problems, counselling techniques, CBT, motivational interviewing</p> <p>Providing supervision and line management of staff.</p> <p>Evidence of good nursing practice</p> <p>Excellent communication skills and a willingness to promote service user involvement.</p> <p>Ability to hold a complex caseload of individuals presenting with a different range of needs.</p> <p>Counselling skills, case management experience & the ability to work under pressure.</p> <p>Good presentation skills both written and oral including the ability to produce & present reports.</p>	<p>Experience of developing and delivering group work.</p> <p>A commitment to and understanding of harm reduction & recovery approaches to working with drug users.</p> <p>Evidence of good nursing practice</p>
Personal Qualities	<p>Commitment to work within the framework of the recovery agenda.</p> <p>Reliable and punctual</p>	
Contractual Requirements or other requirements	<p>Ability to undertake mandatory training.</p> <p>Willingness to promote equal opportunities and anti-discriminatory practice.</p> <p>Commitment to safeguarding and promoting the welfare of vulnerable adults.</p> <p>Valid driving licence</p>	