

### JOB DESCRIPTION

#### JOB DETAILS

JOB TITLE:	Senior Community Mental Health Nurse
JOB REFERENCE NUMBER:	LW-GEN-33
BAND:	6
WARD/DEPT.	Community
DIRECTORATE/LOCALITY:	Trust Wide
ESSENTIAL QUALIFICATIONS:	Nursing degree or equivalent – mental health

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### ORGANISATIONAL ARRANGEMENTS

ACCOUNTABLE TO:	Clinical Team Leader
REPORTS TO:	Clinical Team Leader / LIDTS
RESPONSIBLE FOR:	None

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## **ROLE SUMMARY**

The post holder will undertake the planning and delivery of direct patient care with minimal supervision, ensuring continuity of practice and working within a multi-disciplinary and multi-agency environment.

Managing a caseload and the provision of mental health care services to people with mental health care need.

To be responsible for accurate mental health clustering of all patients on admission, discharge and at review.

To ensure all mental health clustering information is passed onto other Trust teams or services on transfer of patients.

To ensure accuracy and quality of mental health clustering activity within the team.

## **DUTIES AND RESPONSIBILITIES**

To assist in the management and organisation of work as required.

Provide planned nursing care and risk assessment / screening for patients within his or her care plan.

To be responsible for implementing first and / or urgent patient assessments.

Provide ongoing evaluation of patients' needs and identify suitability for potential discharge in conjunction with the Senior Nurse, through caseload management and supervision.

Initiate and attend patient centred reviews, case conferences and other meetings as required.

To advise the Responsible Medical Officer(s) and / or health and social care professional of any change in the patients' conditions and / or circumstances.

To work within the multi-disciplinary team and to form working partnerships with other care providers.

To ensure service users and / or carer(s) are enabled and empowered to make informed decisions about their care and delivery of that care, working with agencies from within and outside the multi-disciplinary team.

To provide caseload management supervision to junior staff under direction and supervision of the Senior Nurse.

Assist with the supervision of peers if requested.

To have ongoing responsibility for the review of a patient's care within the team setting and to prioritise and disseminate such information within the team.

To enable patients to gain and maintain independence.

To fully co-operate with the educational requirements of Learner Nurse placements in the Community Nursing Service in accordance with the Nursing and Midwifery Council.

To keep the Clinical Nurse Leader fully informed of clinical and service delivery issues.

To maintain and provide accurate records, statistics and reports as required by the Nurse Manager and / or the Trust.

To participate in clinical governance / audit, clinical trials and research practice that would affect service development.

To understand and work within the requirements of the Mental Health Act (1983).

To effectively organise the working day for self and others, making the best use of time, geographical distances and resources.

To be responsible for and legally comply with the safe carriage, custody and administration of drugs and other clinical material.

Ensuring the nursing practice is a person centred and, as far as possible, promoting the direct involvement of patients and carers in the development of the plan of care from admission to discharge.

Identifying personal learning and training needs through KSF, appraisal and personal development plans on an annual basis.

Taking responsibility for ensuring that personal nursing practice is informed by relevant local and national developments and is evidence based.

Actively participating in training and education.

Act as a mentor for students and undertake annual updates on mentorship and evidence for triennial reviews.

Undertake sign-off mentor training and responsibility.

To delegate appropriate tasks to junior staff as appropriate.

To use available resources effectively.

Adhere to organisational guidelines on clinical supervision and undertake protected time as per Trust guidelines.

May act as a mentor to students within all professions.

May participate in recruitment and selection of junior staff.

Ensure that personal appearance, practice and manner conform to the standards and expectations of the Trust.

Maintaining a professional therapeutic relationship with patients, carers and colleagues.

To comply with all Trust policies, guidelines and protocols with particular regard to community services.

To discharge statutory social care functions as delegated under the Section 75 agreement with Suffolk County Council for service users (aged 18+, excluding those with moderate/severe learning disabilities or dementia and carers on behalf of the organisation (for Suffolk service users only).

To provide appropriate health and social care interventions according to service users' recovery goals (for Suffolk service users only).

To assess health and social care needs as part of an integrated team and implement / commission packages of care where appropriate (for Suffolk service users only).

## SPECIFIC DUTIES

### TRUST VALUES AND BEHAVIOURS

To promote and adhere to the workplace values of NSFT.

Our values and behaviours were created by 1,300 staff members, service users and carers all working together in the Putting People First project.

They reflect what we all believe makes the most positive difference to the care we offer and to the way we work with one another. By 'living our values' we will develop our Trust, our people, and continue to improve the quality of everything we do.

## Our values... Our behaviours... Our future

Working together for better mental health...

### Positively...



#### **Be proactive...**

Look for solutions, think creatively and focus on what we can do

#### **Take pride...**

Always do our best

#### **Take responsibility...**

Plan ahead, be realistic and do what we say we will

#### **Support people to**

#### **set and achieve goals...**

And be the best they can

#### **Recognise people...**

Their efforts and achievements, and say thank you



Working together  
for better mental health

### Respectfully...



#### **Value everyone...**

Acknowledge people's unique experiences, skills and contribution

#### **Step into other people's shoes...**

Notice what's actually happening

#### **Take time to care...**

Be welcoming, friendly and support others

#### **Be professional...**

Respect people's time and be aware of our impact

#### **Be effective...**

Focus on the purpose and keep it as simple as possible

### Together...



#### **Involve people...**

Make connections and learn from each other

#### **Share...**

Knowledge, information and learning

#### **Keep people updated...**

With timely, open and honest communication

#### **Have two-way conversations...**

Listen and respond

#### **Speak up...**

Seek, welcome and give feedback

nsft.nhs.uk

### REGISTERED HEALTH PROFESSIONAL

All staff that are members of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure that they are familiar with and adhere to these requirements.

### SUPERVISORY RESPONSIBILITIES

Junior multi-disciplinary team members / students and students / leavers attached to the team.

## **RISK MANAGEMENT / HEALTH AND SAFETY**

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures as laid down by the Trust. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

## **FLEXIBILITY**

You are expected to be flexible in the duties you carry out and the Trust reserves the right to vary your duties from time to time in line with service needs and as commensurate with your Pay Band. You may, therefore, be required, during the course of your employment, to work in a different location and/or to carry out alternative duties consistent with your status, role, knowledge and experience, taking account of any professional registration and/or qualification requirements, and which are commensurate with your Pay Band; this may include a temporary or longer term transfer to work within a different Locality or Service. Arrangements under your Terms and Conditions of Service and Trust policies will apply.

## **RECORDS MANAGEMENT**

The post holder has responsibility for timely and accurate record keeping where appropriate and in line with professional guidelines.

The post holder has responsibility for the creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and other relevant statutory requirements. Training will be provided in appropriate information management for the post.

## **SUSTAINABILITY**

Carbon reduction and sustainable development are issues that impact on the lives of everyone and it is expected that all staff will commit to the principles of carbon reducing behaviours and sustainable development to ensure that resources are used efficiently, our carbon footprint is reduced and health services continue to improve.

## **SAFEGUARDING**

### **Clinical**

The NSFT expects all practitioners to act in accordance with statutory and local policies regarding recognition, reporting, information sharing, record keeping and joint working in relation to the Safeguarding of Children and Adults as outlined in Children Act 1989/2004, Working Together to Safeguard and Promote the Welfare of Vulnerable Children 2010 and No Secrets 2002.

## **WORKING WITH FAMILIES OF SERVICE USERS**

Ensure that (practitioners / clinicians etc.) when working with service users consider the effects and impact of their mental health and risk behaviours on their families, and provide appropriate support, advice and education for all family members. The needs of children and young people within the household/family should be given special consideration in line with Social Care Institute for Excellence's guidance "Think Child, Think Parent, Think Family" and must always be the priority for NSFT staff across all roles and services.

## **CONFIDENTIALITY**

The post holder is required to maintain confidentiality of information in accordance with professional and Trust policy. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of their duties.

This job description is an outline and account of the main duties required to carry out the post. It will be reviewed periodically to reflect changes and developments in service requirements. The post holder is advised that they have a responsibility to ensure they are familiar with their Terms and Conditions of Service detailed in the Contract of Employment.

Signed:.....Manager

Signed:.....Post Holder

## PERSON SPECIFICATION

The person specification should set out the qualifications, experience, skills and knowledge, personal attributes, interests and other attributes necessary for the post holder to perform the job to a satisfactory level.

### Senior Community Mental Health Nurse

	<b>ESSENTIAL</b>  <b>Without which the post holder could not be appointed</b>	<b>DESIRABLE</b>  <b>Extra qualities that can be used to choose between candidates with all essential criteria</b>	<b>METHOD OF ASSESSMENT</b>
<b>QUALIFICATIONS</b>	Nursing degree or equivalent  Mentoring / Mentorship (ENB988 or equivalent)	Evidence at social care / health related study	<b>Certificates</b>
<b>EXPERIENCE</b>	Experience of working within a multi-disciplinary team  Familiar with risk assessment and its management	Previous community experience	<b>Application Form / Interview / References</b>
<b>SKILLS</b>	Able to demonstrate the ability to process, plan and delegate work  Ability to identify and action change in health care need  Satisfactory verbal and written English language skills	Able to time manage and reflect on clinical practice	<b>Application Form / Interview / References</b>
<b>KNOWLEDGE</b>	Up to date and evidence based knowledge of Person Centred Care  Working knowledge / application of the Mental Health Act	Knowledge of mental health needs for older people  Knowledge of national policy influencing older persons' health care	<b>Application Form / Interview / References</b>
<b>OTHER (Please specify)</b>	Be able and willing to undertake further training / development specific to the role  Able to travel independently	Ability to transport patients as appropriate  Able to liaise with statutory / non-statutory bodies due to patients' needs.	<b>Application Form / Interview / Document Check</b>

	Positively...	Respectfully...	Together...	METHOD OF ASSESSMENT
VALUES (APPLICABLE TO ALL POSTS )	Look for solutions, think creatively and focus on what we can do	Acknowledge people's unique experiences, skills and contribution	Make connections and learn from each other	Application and Interview
	Take pride...  Always do our best	Step into other people's shoes...  Notice what's actually happening	Share...  Knowledge, information and learning	
	Take responsibility...  Plan ahead, be realistic and do what we say we will	Take time to care...  Be welcoming, friendly and support others	Keep people updated...  With timely, open and honest communication	
	Support people to set and achieve goals...  And be the best they can	Be professional...  Respect people's time and be aware of our impact	Have two-way conversations...  Listen and respond	
	Recognise people...  Their efforts and achievements, and say thank you	Be effective...  Focus on the purpose and keep it as simple as possible	Speak up...  Seek, welcome and give feedback	

## JOB DESCRIPTION SUPPLEMENTARY INFORMATION

POST TITLE:	Senior Community Mental Health Nurse
WARD / LOCALITY:	Trust Wide – Community
DATE COMPLETED:	Generic updated – June 2017

Please indicate in the boxes whether the post holder will be expected to work in or be directly exposed to the following factors:

### WORKING CONDITIONS

	YES	NO		YES	NO
1. Inclement weather	X		11. Humidity		X
2. Extreme Temperatures		X	12. Contaminated equipment/work area		X
3. Unpleasant smells	X		13. Driving/Being Driven (normal conditions)		X
4. Noxious Fumes		X	14. Driving/Being Driven (emergency conditions)		X
5. Excessive noise/vibration		X	15. Fleas/Lice/Infestation	X	
6. Continuous use of VDU equipment		X	16. Dangerous Chemicals – Substances in containers	X	
7. Unpleasant substances		X	17. Dangerous Chemicals – Substances (uncontained)		X
8. Infectious material		X	18. Exposure to verbal aggression (little/no support)	X	
9. Body Fluids, Faeces/Vomit	X		19. Exposure to physical aggression (little/no support)	X	
10. Dust/Dirt	X				

**Each YES response requires completion in 'Further Information' Section**

## PHYSICAL EFFORT

	YES	NO		YES	NO
1. Working in uncomfortable conditions	X		9. Standing/sitting with limited scope for movement		X
2. Working in physically cramped conditions		X	10. Kneeling, crouching, twisting, bending, stretching	X	
3. Making repetitive movements		X	11. Walking for long periods		X
4. Lifting weights/equipment without mechanical aid	X		12. Heavy duty cleaning		X
5. Climbing or crawling		X	13. Pushing/pulling trolleys or similar equipment		X
6. Manipulating objects		X	14. Working at heights		X
7. Manual Digging		X	15. Controlled restraint i.e. in post requiring training/certification	X	
8. Running		X			

**Each YES response requires completion in 'Further Information' Section**

## EMOTIONAL EFFORT

	YES	NO
1. Processing (e.g. typing/transmitting) news of highly distressing events		X
2. Giving unwelcome news to patients/clients/carers/staff	X	
3. Caring for the terminally ill	X	
4. Dealing with difficult situations/circumstances	X	
5. Designated to provide emotional support to front line staff		X
6. Communicating life-changing events	X	
7. Dealing with people with challenging behavior	X	
8. Attending scenes of accidents	X	

**Each YES response requires completion in 'Further Information' Section**

## MENTAL EFFORT

	YES	NO		YES	NO
1. Carry out formal student/trainee assessments	X		9. Check documents	X	
2. Carry out clinical/social care interventions	X		10. Drive a vehicle	X	
3. Analyse statistics		X	11. Perform calculations		X
4. Operate equipment/machinery		X	12. Make clinical diagnoses	X	
5. Give evidence in court/tribunal/formal hearings	X		13. Carry out non-clinical fault finding		X
6. Attending meetings (if yes, describe role in "Further Information")	X				
7. Carry out screening tests/microscope work		X			
8. Prepare detailed reports	X				

**Each YES response requires completion in 'Further Information' Section**

## FREEDOM TO ACT

	YES	NO
1. Does the post holder generally work without close supervision	X	
2. Does the post holder work without direct access to a manager	X	
3. Does the post holder work without access to a manager by telephone		X
4. Is the post holder the lead specialist in their field		X

**Each YES response requires completion in 'Further Information' Section**

**How often on average does the post holder give guidance and advice to others?**

Daily: ☐ X

Weekly: ☐

Other frequency (please comment)

**How often is the post holder's work checked/monitored/assessed?**

Daily: ☐

Weekly: ☐

Other frequency (please comment)

Maximum of monthly within professional / clinical supervision.

## FURTHER INFORMATION

Please enter here details of YES responses in the preceding sections

### Element

(e.g. mental effort)	Ref No	Details of frequency and intensity
<b>Working conditions</b>	1	Occasionally exposed to inclement weather
	3	Occasionally exposed to unpleasant smells (home visits)
	9	Occasionally exposed to body fluids, faeces/vomit
	10	Occasionally exposed to dust and dirt
	15	Occasionally exposed to fleas / lice / infestations
	18	Occasional exposure to verbal aggression
	19	Occasional exposure to physical aggression
<b>Physical effort</b>	1	Occasionally required to work in uncomfortable positions
	4	Occasionally required to lift without mechanical aid
	10	Occasionally participates in kneeling, crouching, twisting, bending and stretching
	15	Breakaway training
<b>Emotional effort</b>	2	Occasionally required to give unwelcome news to patients / carers / staff
	3	Occasionally required to work with the terminally ill
	4	Occasionally required to deal with difficult situations / circumstances
	6	Occasionally required to communicate life changing events
	7	Frequently required to deal with people with challenging behaviour
	8	Occasionally required to attend scenes of incidents / accidents
<b>Mental effort</b>	1	Frequent requirement for prolonged concentration to carry out formal student assessments.
	2	Frequent requirement for concentration to carry out clinical / social care interventions
	5	Occasionally required to give evidence at formal hearings
	6	Frequently required to attend meetings
	8	Occasionally required to prepare detailed reports
	9	Frequently required to check documents
<b>Freedom to act</b>	12	Frequently required to make clinical diagnosis
	1	Works within clearly defined occupational policies, work is managed rather than supervised. Works within codes of practice and professional guidelines.
	2	Works autonomously within the community, manager not always available to contact

**Manager responsible for completion of this document**

**Name:**

**Member of Staff to whom this document relates:**

**Date Completed:**

**Review Date:**

**DISTRIBUTION:** One copy to member of staff, one copy to personal file.

**Please ensure Job Description is agreed and signed by both manager and employee**