JOB DESCRIPTION

Job Title: Staff Nurse

Grade: Band 5

Reports to: Ward Manager

Accountable to: Modern Matron

1. ROLE PURPOSE

- To contribute where required to the provision of a 24 hour, seven day a week In-patient based service, across an acute care pathway.

- Under the supervision of the Ward Manager and Charge Nurses, you are required to work according to the Nursing and Midwifery Council (NMC) Code of Professional Conduct and relevant professional guidelines. You will be responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care. Develop, implement and evaluate care plans in conjunction with patients, carers and other professionals ensuring individual needs are met. To carry out all relevant forms of care and will be designated to take charge of a ward in the absence of a charge nurse.

2. POSITION IN ORGANISATION

- Ward Manager (Band 7)
- Charge Nurse (Band 6)
- Staff Nurse (Band 5) This Post
- (Band 4) Trainee Associate Practitioner / Nursing Associate
- Senior Health Care Support Worker (Band 3)
- Health Care Support Worker (Band 2)

3. DIMENSIONS
Clinical Responsibilities

- To provide a nursing assessment when appropriate, of referred cases to determine the suitability for mental health nursing intervention.
- To act as a prime provider of care for allocated patient(s) by planning, assessing and evaluating patient programmes of care.
- To frequently prepare for, participate in and attend ward rounds and other multi-professional meetings.
- To ensure a high standard of nursing in the application of clinical nursing procedures and treatments including the custody, storage and administration of medicines.
- To advise staff of other psychiatric services in the nursing care of difficult to manage patients when appropriate.
- To maintain a high standard of nursing care during procedures and treatments through supervision and instruction.
- To ensure patients’ rights are maintained and protected under the Mental Health Act.

Responsibility for Staff

- Assist the Ward Manager and charge nurses to ensure that all staff follow the unit and Trust policies/procedures.
- Assist the Ward Manager and charge nurses to ensure that all staff observe the provisions of the Mental Health Act (particularly part III).
- Assist the Ward Manager and charge nurses to ensure that all staff follow legislative and statutory requirements, e.g. Health & Safety at Work Act, Food Hygiene, etc.
- Assist the Ward Manager and charge nurses, to ensure that allocated staff are aware of care plans and objectives, together with any set activities to be undertaken.
- Assist the Ward Manager and charge nurses in the appraisal of junior staff when appropriate.

Responsibilities for Resources

- Ensure that ward furniture and equipment is maintained in good order and inform the Ward Manager of the need for repairs/replacements when necessary.
- To assist the Ward Manager and charge nurses exercise control of the allocated nursing budget.

Independence/Initiative

- To take charge of a ward in the absence of a charge nurse.
- At all times, adhere to those stipulations as defined in the NMC Code of Professional Conduct.
- Under the guidance and supervision of the Ward Manager and charge nurses, exercise leadership within the service by ensuring sound organisation, good communication and relationships within the nursing team.
- Inform the Ward Manager and/or charge nurses of any specific clinical activity as appropriate.
- Inform the Ward Manager and/or charge nurses of any professional issues as necessary.
- To report to, or assist/advise the Ward Manager and/or charge nurses of any matters of complaint.
Educational/Research Responsibilities

- To take an active part in research projects relevant to forensic mental health nursing practice.
- To teach, as required, nursing students and junior members of the care team through demonstration and explanation.
- To act as a clinical supervisor for nursing students and assess their competency levels as required by their placement objectives.
- To assist in the provision of induction training to all new nursing staff.
- To promote and maintain good public relations by educating the public in matters relating to forensic mental health nursing.

Security

- To take all possible precautions to safeguard the welfare and safety of staff, patients, visitors and the public by implementing all policies and procedures relating to security.
- To ensure the safe custody of all patients in accordance with their leave status as defined by the Responsible Medical Officer. This includes the supervision of patients within the unit, grounds and community.

4. KEY RELATIONSHIPS

- Patients
- Primary Nurses/Inpatient Care Coordinators
- Practice Development Nurse
- Associate Director of Nursing – Specialised Services
- All member of the multi-disciplinary team
- Support Services including Human Resources and Finance
- Inter-agency relationships (Police, Prison, High Security hospitals, Advocacy, Customer Experience Teams, Care Providers)
- Patients and Carer Involvement Groups
- External Care Providers (e.g., Dentist, GP)
- Externa Resources such as local colleges, day centres, and hostel

5. STAFF LEADERSHIP AND MANAGEMENT

Provide effective leadership and management to staff which promotes high performance standards both individually and as a team, in the achievement of the Trust’s objectives and priorities. The Trust’s success will be dependant on all managers playing an active role to make sure the existing areas of good employment practice are universally embedded within the organisation. Managers will be expected to:

- Understand the Trust’s key priorities and those for your Directorate or Service
- Translate these into key priorities for your Directorate, Service or Team
- Ensure clarity and effectiveness in developing and designing roles
- Promote an effective team ethos
- Complete Annual Appraisals for all your staff which reflect these priorities
- Ensure staff have access to appropriate training and development
- Communicate regularly through meetings with teams and individuals
- Provide opportunity for two-way feedback
• Value and treat your team equally
• Ensure management of staff is consistent with the Trust's HR Policies to the achievement of equality, equity and optimum performance.

HEALTH AND SAFETY

It is the responsibility of all employees to work with managers to achieve a healthy and safe environment, and to take reasonable care of themselves and others.

EQUALITY AND DIVERSITY

It is the responsibility of all employees to support the Trust’s vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of Equality & Diversity Strategies and Policies.

INFORMATION GOVERNANCE

As an employee you will have access to information that is sensitive to either an individual or to the organisation and you are reminded that in accordance with the requirements of Information Governance, NHS Code of Confidentiality, Data Protection Act 1998 and also the terms and conditions in your contract of employment, you have a duty to process this information judiciously and lawfully; failure to do so may result in disciplinary action.

PERFORMANCE APPRAISAL AND PROFESSIONAL DEVELOPMENT

The Trust is committed to providing a high quality service through the effective management and development of its employees. The Performance Appraisal process ensures that the Trust is able to achieve its key aims of delivering cost effective, high quality and responsive healthcare, whilst enabling employees to understand how the outcome of their contribution fits within these overall aims.

All staff has the responsibility to support all learners and to keep their knowledge of supporting learners in practice up-to-date, according to appropriate governing bodies regulations.

STATUTORY AND MANDATORY TRAINING

The Trust will assess the requirements for Statutory and Mandatory training for all new staff prior to commencement and aims to ensure that all Statutory and Mandatory training requirements are completed before staff start their full duties. All required Statutory and Mandatory training must be completed within the first three months of staff start date and refresher training must also be undertaken on a regular basis and in accordance with the Trust's policy.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

The Trust is committed to safeguarding children, young people and vulnerable adults within its care. As an employee you are accountable to ensure that you know how to respond when you are concerned for the safety of a child, young person or vulnerable adult. The Trust will support you in this process by providing training, support and advice. There is a safeguarding team for children and young people and leads for vulnerable adults, who can be contacted for guidance and who provide safeguarding supervision.
For children you should be aware of your responsibilities detailed in the ‘4 Local Safeguarding Children Boards Child Protection Procedures’ and for vulnerable adults in the Safeguarding Adults Policy.

INFECTION PREVENTION AND CONTROL

The Trust has designated the prevention and control of infection and the full implementation of the Code of Practice (2008) as a core component in the organisations clinical governance, managing risk and patient safety programmes. All employees are expected to follow consistently high standards in the prevention and control of infection, especially with reference to hand hygiene, adherence to dress/uniform code and for clinical staff all procedures involving aseptic technique. Be aware of and follow all Trust Infection Control guidelines and procedures relevant to their work. Participate in mandatory training and annual updates. Protecting patients from infection is everyone’s responsibility.

SMOKE-FREE POLICY

This Trust operates a Smoke-free policy. This means that smoking is not permitted anywhere within owned or leased premises, including within their grounds and within owned or leased vehicles. In the interests of promoting responsible healthcare all staff are to refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place. The policy also applies to all staff employed by the Trust at any location they may work, whether within or external to the Trust’s premises. The policy contains further details including support facilities; subsequent failure to comply with this policy may result in disciplinary action.

CONFIDENTIALITY

In the course of your employment you will have access to confidential information of a personal and/or clinical nature, including information relating to the Trust, its patients, patients, employees and other parties.

You must not use such information for your own benefit nor disclose it to other persons without the consent of the Trust and the party concerned unless required to do so by law. This applies both during and after the termination of your employment. Any breach of confidentiality during employment may be regarded as serious misconduct and could lead to summary dismissal.

REHABILITATION OF OFFENDERS ACT 1974

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are ‘spent’ must be declared. Previous convictions will not necessarily preclude an individual from employment but must be declared in writing at the appropriate stage during the recruitment process.

DATA PROTECTION

As your employer, the Trust needs to keep information about you for purposes connected with your employment. The sort of information we will hold includes information for payroll purposes, references, contact names and addresses and records relating to your career with
the Trust. These uses are covered by our notification with the Information Commissioners
Office under the Data Protection Act 1998.

The information which we hold will be for our management and administrative use only but we
may need to disclose some information we hold about you to relevant third parties (e.g. Inland
Revenue). We may also transfer information about you to the NHS Executive solely for
purposes connected with the management of the NHS.

RECORDS MANAGEMENT AND QUALITY

As an employee, you are legally responsible for all records that you gather, create or use as
part of you work within the Trust and they remain the property of the Trust. This includes
patient, financial, personal and administrative records, whether paper based or on computer.
All such records are considered public records and you have a legal duty of confidence to all
patients. You should consult the Trusts Records Management Policy and ask for guidance
from your manager if you have and doubt about the correct management of records with which
you work. All staff have a responsibility to ensure information quality standards are achieved.

INFORMATION SECURITY

Under the provisions of the Data Protection act, it is the responsibility of each member of staff
to ensure that all personal data relating to patients and members of staff, whether held in
manual or electronic format, is kept secure at all times. Computer passwords must not be
shared either between systems or users. The Trust may monitor e-mail messages, any files
stored on the networks or on equipment and usage of the Internet, NHS.net and computer
systems, irrespective of whether these relate to trust or personal use. Access and usage of
the Trusts computers must be in accordance with the Trust's Policies. Safehaven procedures
are to be used for all electronic transfers of personal data. This is in order to protect the Trust's
patients and staff, and its reputation and to ensure that it complies with the law and other
guidelines.

DATE: January 2018

PERSON SPECIFICATION

POST: Staff Nurse – Band 5
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
<th>Measurement/Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Qualifications</strong></td>
<td>RMN/RNLD/RSCN Sub part 1 of the NMC Register</td>
<td>Evidence of formal post registration learning</td>
<td>Qualification/Registration</td>
</tr>
<tr>
<td></td>
<td>Evidence of Continuing Professional Development (CPD)</td>
<td>Completion of Preceptorship Programme (if less than a year experience)</td>
<td>Application/Interview</td>
</tr>
<tr>
<td></td>
<td>Commitment to Lifelong Learning</td>
<td>European Computer Driving License (ECDL)</td>
<td></td>
</tr>
<tr>
<td><strong>Experience</strong></td>
<td>Theoretical knowledge and understanding of the Mental Health Act and legal aspects of mental health care</td>
<td>Knowledge of risk assessments and outcome measures</td>
<td></td>
</tr>
<tr>
<td><strong>General &amp; Specific</strong></td>
<td>In depth working knowledge and understanding of the principles of social inclusion, promoting independence and recovery focused</td>
<td>Facilitating group and/or project work</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Coordinating Care Programme Approach (CPA) meetings</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Writing reports for CPA's, managers meetings and mental health review tribunals</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Coordinating and managing the ward for a span of duty</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Able to carry out supervision of staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Managing personal and professional boundaries</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Experience of working independently demonstrating; initiative, decision-making and prioritising skills</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Self-managing emotions and resilience in a range of situations**
Motivating patients with the belief that patients can achieve
Demonstrate evidence of team working

<table>
<thead>
<tr>
<th><strong>Skills</strong></th>
<th>Ability to provide high quality holistic nursing care to patients</th>
<th>Strength, stamina and physical fitness</th>
<th>Application/Interview</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Leadership skills with the ability to; supervise, teach and role model qualified and un-registered staff including students</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Good verbal, written and communication skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Excellent interpersonal skills; active listening, negotiation, assertiveness, negotiation, decision making, social awareness</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Good level of IT skills – Outlook (email), word, excel</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Able to provide clear, effective and accurate record keeping in line with Trust Policies and procedures</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Self-motivated with excellent time and stress management skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Facilitation skills</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Values</strong></th>
<th>Views patients holistically, taking account of all aspects of their life including; physical, mental, social and economic wellbeing</th>
<th>Application/Interview</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Patient &amp; Person Centred</strong></td>
<td>'this is about making a difference'</td>
<td>Demonstrates personal integrity; reliable, honest, trustworthy, conscientious</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **Releasing Ambition**  
| ‘this is about getting things done’ | Considers the needs of their patients as the most important thing when prioritising their workload  
| | Remains positive and optimistic even during difficult times and encourages others to do the same | Application/Interview |
| **Value through Innovation**  
| ‘this is about making things work better’ | Comes up with ideas and suggestions for improving the way things work  
| | Finds ways to use available resources more efficiently rather than seeing the solution as spending more money  
| | Interest in personal development | Application/Interview |
| **Forging Relationships**  
| ‘this is about integrating services’ | Talks passionately about their role and speaks highly of their team and the wider organisation  
| | Looks to find common ground and shared interests when working with people from different disciplines or organisations | Application/Interview |
| **Valuing Achievement**  
| ‘this is about getting the best from each other’ | Gets actively involved in celebrating and enjoying individual and team success  
| | Willing to constructively challenge others when they see them doing something wrong or making a mistake  
| | Remains approachable and professional with a positive and enthusiastic attitude in difficult times | Application/Interview |

**Please Note:**

*This job description seeks to provide an outline of the duties and responsibilities of the post. It is not a definitive document and does not form part of the main statement of Terms and Conditions. The job description will be reviewed within the Annual Appraisal process. This job description does not constitute part of the Contract of Employment.*

**DATE:** January 2018