

## Job Description / Person Specification

POSITION:	RMN/RNLD Registered Nurse
HOSPITAL SPECIALISM:	Mental Health
HOURS OF WORK:	42 Hours (part time hours are welcomed)
ACCOUNTABLE TO:	Clinical Team Leader
SALARY:	<u>£32,000.00 - £36,000.00</u>

### Role Summary:

The post holder will have a working knowledge of the Mental Health Act and mental health illness.

The post holder will take responsibility for ensuring the effective planning, delivery and evaluation of care to all patients under the aegis of the Mental Health Act and informal status within the hospital and community.

The post holder will lead and co-ordinate staff on a shift by shift basis, working to maximise the effective use of resources and to deliver treatment and care in an environment that is conducive to healing and recovery.

The post holder will undertake activities that support clinical governance and the smooth running of the hospital

The post holder will act always in accordance with The Atarra Project Ltd ethos and philosophy, positively promoting this within the team

### The post holder will be expected to undertake the following duties and roles:

#### Patient Care:

1. Plan, deliver and evaluate the care of patients, working within the frameworks of professional governing bodies, statutory requirements and the expectations of regulatory authorities.
2. Ability to understand, formulate and review risk assessments in conjunction with the clinical team.
3. Practice within the framework of the policies and procedures of The Atarra Project Ltd, ensuring that the planning and delivery of care is patient centred and that work is undertaken with patients in a spirit of openness and collaboration.
4. Direct the work of support staff, ensuring there is consistency and cohesion in the delivery of care to each patient and that work is undertaken in accordance with the agreed plan of treatment and care.
5. Deliver concise clinical handovers to incoming staff
6. Ability to undertake safe medication administration practices in line with NMC guidelines and maintain a safe and orderly clinic.

7. Ensure that all plans of care and subsequent changes and evaluations are communicated to the wider multi-disciplinary team, ensuring continuity of approach.
8. Ensure that all plans of care, progress notes, and other elements of the Health Record are completed in a cogent, comprehensive and intelligent manner.
9. All reports for the purposes of CPA, First Tier Tribunals, Mental Health Act Managers Meetings, Section 117 reviews and any other as required are completed to a higher and within the given time frames
10. Attend and lead, ward rounds, case conferences and review meetings ensuring good liaison with referring clinical teams and smooth discharge planning.
11. Attend First Tier Tribunals and Mental Health Act Managers Meetings.
12. Responsibility for safeguarding processes being carried out in line with legal frameworks and local protocols
13. Act at all times in line with The Atarrah Project Ltd policy and professional codes of conduct.

### **Staff Leadership**

1. Ensure that all support staff working on the shift are informed as to the work required and the specifics of delivery of care to each patient.
2. Communicate effectively with ancillary staff to ensure they have an awareness of the daily activity on the main unit and advise of any issues that may affect their routine
3. Ensure that all clinical and ancillary staff are comfortable and competent with the work that they are delegated offering support, instruction and supervision where necessary.
4. Act as a point of contact and leadership for support staff, ensuring that there is a shared understanding of the process and focus of treatment and care for each patient.
5. Participate in the supervision and appraisal process to lead and support junior staff
6. Participate in training and development programmes
7. Participate in the organisation mission to develop an elite team and support champion roles within the organisation.
8. Actively promote an environment conducive to learning, supporting the development of personal and professional growth including revalidation requirements, mentorships and preceptorship processes
9. To deputise for the CTL in their absence
10. To support the needs of the organisation in ensuring quality assurance and CQC Key Line of Enquiry (KLOES).

**Personal Development:**

1. Develop skills knowledge base and awareness in respect of issues relating to mental health illness in line with NICE Guidelines and good practice and the aspirations of the organisation in terms of enhancing patient care
2. Actively participate in own appraisal process, seeking feedback from others and identifying areas of strength and potential for development.
3. Engage in line management and clinical supervision to support continued personal and professional development and effective delivery of patient care.
4. Facilitate the learning and development of support and ancillary staff.
5. The post holder will be expected to act and practice always within the framework of the Nursing and Midwifery Council Code of Practice and its' supplementary guidance and in line with company policy.
6. To comply with NMC requirements for revalidation every three years: this will require, reflective discussions, written self-reflections on practice, and obtaining confirming evidence of continued adherence to the NMC codes of practice. While responsibility for revalidation rests with the individual practitioner, the service will support him/her to achieve this as far as possible

**Organisational:**

1. To be actively involved in and support the process of clinical audit.
2. To be aware of the clinical governance programme and contribute as requested.
3. Ensure that CQC requirements and standards are met, demonstrating continuous improvement by evidencing good practice in line with company standards
4. Participate in the Health and Safety monitoring system as required
5. Ensuring compliance is maintained in line with infection control standards
6. Participate in the documentation and collation of data required for quality assurance processes, legal and statutory frameworks and evidence-based practice
7. Attend mandatory staff and organisational meetings.
8. Promptly report and address any activities, behaviour or incidences that compromise the health, wellbeing and safety of individuals and/or the organisation.
9. Undertake any other reasonable duty as requested by the management team

**This job description is subject to periodic review.**

## RMN/RNLD

### Person Specification

#### Qualifications

- Diploma/Degree in Mental Health Nursing
- A minimum of 2 Year post registration experience of working in a specialist mental health setting.

#### Essential Knowledge, Understanding and Values

- Practice within the scope of relevant professional code of conduct
- Working knowledge of the mental health act
- Understanding of and respect for patients with mental health issues
- Promote people's equality, diversity and rights
- Understanding of and respect for the importance of maintaining and practicing privacy, dignity and confidentiality
- Ensure actions contribute to quality
- Knowledge of physical health problems
- Knowledge of clinical governance and a commitment to clinical supervision
- Knowledge of the individual's responsibility towards health and safety
- Knowledge and understanding of performance management and relevant HR policies and procedures.
- Understanding of working with other agencies/multi-disciplinary working
- Knowledge of CQC compliance frameworks

#### Essential Skills

- Ability to treat patients with mental health illnesses and disabilities with respect and sensitivity
- Ability to manage safely, effectively and in confidence staff, patient and organisational requirements.
- Ability to effectively manage and resolve complaints and/or conflict in line with company policy.
- Ability to lead an empowered team
- Ability to manage staff conduct effectively and in line with company policy
- Ability to appropriately and confidently delegate tasks.
- Ability to assess, plan, implement and evaluate programmes of care
- Ability to supervise and develop individuals' skills, knowledge and competence.
- Ability to work collaboratively as a clinical team and work collaboratively with patients
- Ability to work alone
- Excellent communication skills; oral, written and non-verbal
- Excellent listening skills
- Present reports and use data effectively
- Maintain clear and legible documentation
- Good IT skills
- Ability to demonstrate an organised approach to work, prioritise and meet deadlines
- Use own initiative and take decisions
- Ability to co-ordinate and lead junior staff
- Ability to problem solve with regard to out of hours activity and where necessary attend the hospital out of hours.

## **Essential Attitude**

- Calm, tolerant, tactful, self-motivated, patient and understanding
- Ability to work in stressful situations
- To present as approachable and courteous to others at all times
- Promote and reflect the ethos of Milestones at all times.

## **Essential Requirements**

- To attend staff meetings
- Ability to plan and delegate effectively
- Attend all mandatory training set by the company
- Participate fully in the supervision and appraisal process
- Have the ability to effectively participate in the practice of control and restraint
- Car driver with current, valid, Driving Licence
- Ability to work within the full scope of the Professional Codes of Conduct
- To be able to work within the organisations policies and procedures at all times
- Willing to work flexible shift patterns to meet the needs of the service
- Experience of working within the guidance of the Mental Health Act 1983 (as amended 2007)
- Knowledge base of current Health and Safety legislation pertinent to hospital setting.
- Experience of lone working
- Undertake shared responsibility of on call duties
- Experience of leading/co-ordinating junior staff
- Good literacy and numeracy skills
- Experience of conducting supervision and appraisals to clinical and ancillary staff
- Further training/qualifications relating to job role and evidence of professional development
- To comply with NMC requirements for revalidation every three year