

JOB DESCRIPTION

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| POST TITLE: | Community Psychiatric Nurse |
| BASE: | Church Hill House, Bracknell |
| BAND: | 5 |
| LINE MANAGER: | Community Services Manager |
| PROFESSIONAL ACCOUNTABILITY: | Appropriate Professional Lead within BHFT |

OUR VISION AND VALUES

Berkshire Healthcare's vision is to provide the best care in the right place; developing and delivering excellent services in local communities with people and their families to improve their health, well-being and independence. We pride ourselves in recruiting staff who display our values and the right behaviours and work hard to create a culture which respects all of our staff for the unique contribution they make to ensuring high quality care is delivered. Our values are:

- **Caring** for and about you is our top priority
- **Committed** to providing good quality, safe services
- working **Together** with you to develop innovative solutions

JOB SUMMARY

1. Clinical

- a. The post holder will be responsible for the formulation, execution and evaluation of a care plan for a designated number of patients who may present with significant complexity within a multidisciplinary team.
- b. The post holder will ensure that each individual plan is developed in consultation/agreement with the patient and informed by the wider multidisciplinary team.
- c. The post holder will be responsible for identifying the specific interventions and skills required from the multidisciplinary team to deliver the plan of care and expected health/social outcomes which are evidence based and lead to recovery and minimise risk.
- d. The post holder will be responsible for devising a crisis plan with each individual patient and alerting the Urgent Care services as required.
- e. The post holder will operate within the principles of recovery and as such support each patient to develop a Wellness Recovery Action Plan/Recovery Star and reduce dependence on Secondary Mental Health Services enabling a planned integration into local community facilities and then discharge as part of the patient's recovery plan.

- f. As an experienced mental health practitioner the post holder will direct and supervise junior staff and/or students and resources within their area of responsibility and take an active participation in clinical quality assurance and learning programmes.

2. Leadership

- a. The post holder will direct and supervise junior staff in the delivery of care to the post holders allocated patients or as required by the Clinical Lead.

3. Point of Delivery

- a. The post holder will be a member of the Bracknell Community Mental Health Team and as such will be mainly based at the CMHT and work within its hours of operation as set out in its operational policy.

MAIN DUTIES AND RESPONSIBILITIES

1. Care delivery

- a. To develop relationships with patients and their significant others (where appropriate) within a designated patient group to establish an effective therapeutic relationship that enables the communication and sharing of complex and sensitive information.
- b. To be responsible for the assessment, planning, implementing and evaluating patient care and be responsible for developing care packages and programmes of care for a designated patient group.
- c. To provide effective analysis of a range of facts and inputs to establish and apply an evidenced based formulation and options of care that can be negotiated with the patient.
- d. To make appropriate judgements that best improve the opportunity for the patients' recovery and which mitigates risk to themselves or others.
- e. To provide interventions as part of the patients' plan of care ensuring that clinical policies and procedures are followed correctly and risks inherent in any procedures are minimized.
- f. To ensure services are delivered in a manner that is appropriate, relevant and respectful to all community members, recognising the diversity of ethnicity, culture, belief, privilege and capacity of service users and carers.,
- g. Plan and organize activities and direct junior staff where necessary.
- h. Respond to any changes in presenting patient or service need and organise own work as appropriate or when directed by senior staff.
- i. The post holder is required to adopt the principles of the Care Programme Approach (CPA) and work within the framework when assessing, planning and co-ordinating the care and medical treatment that a person requires.

2. Record keeping, information collection and communication

- a. Effectively communicate sensitive condition related information and situations to service users and other professional.
- b. To ensure data recorded (by post holder and by those staff supervised by post holder) on all electronic systems, in particular RiO, Patient Experience Trackers (PETs) and safeguarding systems, conforms to necessary policies, processes and protocols.
- c. To be responsible for the accurate maintenance of clinical record keeping and the required communication of individual patient care packages for which the post holder has responsibility.

- d. To be responsible for the accurate recording of information relating to the patients in receipt of care as determined by the Trusts operational policies or when directed by the Clinical Lead.

3. Development & Supervision

- a. To apply up to date professional and other knowledge to ensure any options of care for individuals is evidenced based and informed by theoretical and practical learning and experience.
- b. Participate in clinical audits and research as necessary to own work.
- c. Provide the day to day supervision and direction of junior staff as allocated by the Clinical Lead.
- d. To measure own personal goals ensuring they align to the wider Trust goals and strategic objectives.
- e. To assist service projects as and when required.

4. Professional & Trust Policies

- a. The post holder must comply with all national, statutory, legislative, professional and local policy.
- b. The post holder should proactively contribute to improve local policy and any changes to improve service or protocols.
- c. To be responsible for the application in practice of the Trusts policies and procedures and the limit of the authority and responsibility the post holder has within these.
- d. To operate within the Trusts standing financial instructions and their application to financial and physical resources.

GENERAL

1. This job description is not exhaustive and can be altered in consultation with the post holder.
2. Any other duties which may be requested by the line manager in order to facilitate the smooth running of the service.
3. The Trust is an equal opportunities employer. The post – holder is at all times expected to carry out their duties in accordance with the Trusts Equal Opportunities Policy.
4. The post – holder is required to take reasonable care of the health and safety of him/her acts or omissions at work, and to co-operate with the Berkshire Healthcare NHS Trust to ensure that statutory and departmental safety regulations are adhered to.

BEHAVIOURS

In addition to the responsibilities and requirements outlined in this job description, all staff should refer to the associated behavioural framework relating to their role. These are based on the Trust's values, define the behaviours all staff are expected to display and underpin our organisational recruitment, appraisal, reward and development processes.

LOCATION/MOBILITY

You may be required to work at or from any additional location as may be determined by the Trust from time to time. The Trust also reserves the right from time to time to change your base on a permanent basis to a location determined by it at the time that the change is made.

You may also be required to travel between Trust premises as may be required for the performance of your duties.

FLEXIBILITY

The Trust reserves the right to amend your job description and/or your duties from time to time. You also agree that you will work with the Trust to deliver the Trust's services, including without limitation, by complying with lawful and reasonable instructions from the Trust by adapting to new ways of working and attending training courses determined by the Trust from time to time.

CONTINUING PROFESSIONAL DEVELOPMENT

To attend and contribute to staff meetings and Forums, supervision sessions, training courses, seminars and workshops, to ensure the development and enhancement of current working practices.

To participate in all personal review meetings, and take responsibility for personal and professional development. Responsibility for developing the role and the services provided.

DATA PROTECTION ACT

You should be aware of the Data Protection Act and follow the local Codes of Practice to ensure appropriate action is taken to safeguard confidential information.

HEALTH & SAFETY

You are required to take responsibility for Health and Safety Risk Assessment and Workplace Inspections, and to take reasonable care for your own health and safety and that of other persons who may be affected by his/her acts of omissions.

You are also required to co-operate with all staff to ensure that all statutory regulations, policies, Codes of Practice and departmental safety procedures are adhered to, and to attend relevant training programmes.

INFECTION CONTROL

Managers at all levels have a responsibility to act as role models to ensure that Infection Control is on the corporate and service agenda and remains a priority in terms of attention and resources.

All staff providing direct patient care must ensure that they follow procedures aimed at reducing the risk of passing on the organisms that can cause infections.

All staff, collectively and individually, have a duty of care in following best practice in adherence to guidelines which is a fundamental requirement in underpinning the management of Infection Control.

CONFIDENTIALITY

Your attention is drawn to the confidential aspects of this post. You must not disclose any information of a confidential nature relating to the Trust or the service that it provides, or in respect of which the Trust owes an obligation of confidence to any service user, client or third party during or after your employment except in the proper course of your employment or as required by law.

You must not remove or copy any documents or tangible items including software which belongs to the Trust or which contain any confidential information from the Trust's premises at any time without proper advanced authorisation. You must return to the Trust upon request and in any event upon the termination of your employment, all documents and tangible items which belong to the Trust or which contain or refer to any confidential information and which are in your possession or under your control.

A breach of confidence could result in dismissal.

You should be aware that regardless of any disciplinary action taken, a breach of confidence could also result in civil action for damages.

CLINICAL GOVERNANCE

The Trust aims to provide the highest standards of care. To further this aim you are expected to adhere to acceptable working practice as defined in Trust policies and guidelines. You also have a personal responsibility to your team and service to keep up to date and, if you encounter unacceptable practice, to raise through accepted channels.

ASYLUM & IMMIGRATION ACT 1996 AND AMENDMENTS

In order to comply with the Asylum and Immigration Act 1996, it is Trust policy to check documentation of all applicants in respect of proper immigration status to work in the UK. Employment will not be offered to any applicant or employee who does not have valid leave to remain in the UK or is subject to conditions, which prevent the individual from taking up employment.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

Safeguarding of individuals who come into contact with our services, whether a child or young person, person with Learning Disabilities or an older or vulnerable adult, is the responsibility of all employees of Berkshire Healthcare NHS Foundation Trust in whatever capacity they are employed.

SAFEGUARDING CHILDREN

The Trust adheres to the Berkshire Local Safeguarding Children Boards Child Protection Procedures, and all employees have a duty of care and a responsibility to safeguard and promote the welfare of children.

SMOKE FREE

A smoke free policy is in operation and smoking is not permitted on any of the Trust's sites'. The policy also applies to all persons travelling in vehicles (including owned and lease cars) whilst on official business. Smoking is not permitted in privately owned vehicles that are parked on Trust grounds, or when transporting services users or visitors on official Trust business. Staff will not be supported by taking additional breaks away from the workplace to smoke off site. Please refer to the Staff Smoke Free policy for further details.

PERSON SPECIFICATION

| CATEGORY | ESSENTIAL | DESIRABLE |
|--|------------------|------------------|
| Education/Qualifications/Training | | |
| Degree in Mental Health Nursing (current NMC registration) | X | |
| Diploma in psycho-social interventions, or similar post registration qualification relevant to the post. | | X |
| Knowledge, Skills & Experience | | |
| Demonstrable experience of working with people who experience serious on-going mental health issues. | X | |
| Experience of managing a busy caseload of service users with a range of mental health conditions | X | |
| Experience of working effectively in a multi-disciplinary team and multi-agency environment | X | |
| Knowledge and understanding of relevant Health and Social Care legislation including Mental Health Act 1983, Mental Capacity Act 2005 and the Care Act 2014 | X | |
| Assessment , care planning and case management skills. | X | |
| Strong organisational skills and the ability to analyse situations and be able to make the right decisions | X | |
| Able to empathise, be supportive and sensitive to the needs of others as well as being able to cope with distressing circumstances | X | |
| Ability to cope in a pressurised environment and apply practical problem solving skills in everyday situations | X | |
| Competent IT skills and the ability to navigate around various systems and software packages (<i>such as outlook, databases, MS office and the internet</i>) | X | |
| Skills in CBT or family work | | X |
| Ability to work effectively in a team, work on own initiative, work unsupervised and manage own workload | X | |
| Manage difficult situations with service users that have complex mental health conditions and challenging behaviours | X | |
| Additional Requirements | | |
| An understanding and positive regard for the needs and rights of people with mental health issues and their carers. | X | |
| Ability to manage stress and work under pressure. | X | |

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| Ability to adapt to changing environments, needs and demands | X | |
| A commitment to continuing professional development | X | |
| An understanding of Safeguarding procedures | X | |

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