

JOB DESCRIPTION

JOB TITLE:	Community Mental Health Nurse
BAND:	6 (Working 37.5 hrs per week)
DEPARTMENT:	Mid Bedfordshire Community Mental Health Teams
DIRECTORATE:	Bedfordshire Mental Health
REPORTING TO:	Team Manager
ACCOUNTABLE TO:	Team Manager

JOB SUMMARY

The post holder will hold a caseload and work within the principles of the agreed model of care for the service as laid down in the operational policy. The post holder will work as an autonomous practitioner within an integrated team. This will involve the assessment planning, implementation, and evaluation of the care provided and will liaise with all agencies involved with the service user.

The post holder will be responsible for

- continually delivering and maintaining high standards for a defined caseload as agreed with Team Manager
- administering IM injections when required and participating in the weekly depot clinic rota
- leadership, supervision and support to junior staff
- ensuring national targets and standards are achieved
- building trust and developing relationships to ensure service user involvement
- demonstrating a professional manner in all work carried out
- maintaining accurate and timely records
- ensuring equality and diversity values underpin the day to day working of the practice area.

KEY RESPONSIBILITIES

Key Responsibilities:

1. To adhere to Health & Safety requirements
2. To be aware of the Trust Complaints Policy in order to promote excellence of service and consumer satisfaction.
3. Awareness and understanding of effective use of risk assessment and mitigation techniques
4. Awareness of service standards/targets and ensure they are being met
5. Knowledge of national and international best practice and innovation and implementation

COMMUNICATION AND WORKING RELATIONSHIPS

1. Deliver a high quality, service user focussed service that identified and addresses actual needs
2. Provide a best evidence practice to service users, which complies with legislation, policies and procedures and relevant quality, governance and local/national guidelines.
3. To take a proactive approach to ensure all targets and standards set by the CQC or Local Authorities relevant to the area of work/team are achieved.
4. To guide and support multi-disciplinary team members in delivering the care as documented within the service users care plan
5. Receive regular feedback from service users and carers on the service provided by the team and ensure the team manager is aware of any areas of concern
6. Assist in the review of operational policies and procedures on an annual basis
7. To ensure systems are implemented for effective Health & Safety management
8. To ensure any incidents and near misses are reported in line with Trust Policy.
9. Assist in ensuring results of research undertaken relating to national and international best practice are applied within the team

MAIN DUTIES AND RESPONSIBILITIES	
Patient Care	<ul style="list-style-type: none"> To ensure the management of caseloads to agreed standards Ensure that care plans are developed in partnership with service user, identifying clear goals and objectives for each intervention. Ensure that regular reviews of service users care plans are conducted and recorded in a timely and appropriate manner. To access mandatory and statutory training to maintain competence in practice and safe working practices To be personally responsible for maintaining professional registration within the requirements of the individual bodies
Clinical	<ul style="list-style-type: none"> To be responsible for an identified community caseload, ensuring high standard of professional conduct to comply with best practice and professional accountabilities. To participate in the CMHT duty and depot rotas To promote a service user focussed service Ensure that service users receive a culturally competent service To ensure the legal requirements of the Mental Health Act (1983), Mental Capacity Act (2005) and Care Act (2014) are adhered to To establish and maintain good relationships with service users, carers and voluntary sector colleagues To provide best evidence practice to service users which complies with legislation, policies and procedures and relevant quality, governance and local and national guidelines. Liaise with General Practice and Primary Care colleagues to promote partnership working Ensuring that the local demographics are taken into consideration for service provision and improvement
Administration	<ul style="list-style-type: none"> To adhere to the Trusts policies on Record Keeping and Care Programme Approach. To ensure that records are maintained in line with Trust policies and procedures; ensuring recorded information is accurate, comprehensive and timely. To ensure that information provided for regular audits and surveys is appropriate and used to aid service improvement
Management	<ul style="list-style-type: none"> To provide supervision to all support staff as required To mentor / supervise trainees as directed by Team or Operational Manager To coordinate the day-to-day activity and manage the workload of the team in the absence of the Team Manager To participate in development of new policies and procedures as required
Performance and Quality	<ul style="list-style-type: none"> Participate in audits and survey relevant to the team
Financial and Physical Resources	<ul style="list-style-type: none"> To be responsible for the safe use of equipment and resources within the workplace.

JOB DESCRIPTION AGREEMENT

This job description is intended as a guide to the main duties of the post and is not intended to be a prescriptive document. Duties and base of work may change to meet the needs of the service or because of the introduction of new technology. This job description may be reviewed from time to time and changed, after consultation with the postholder..



Statement on Employment Policies	
In addition to the requirement of all employees to co-operate in the implementation of Employment related policies, your attention is drawn to the following individual employee responsibilities:-	
Health and Safety	Under the Health & Safety at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work, and to co-operate with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
Equal Opportunities	<p>ELFT is committed to equality of opportunity for all employees, job applicants and service users. We are committed to ensuring that no one will be discriminated against on the grounds of race, colour, creed, ethnic or national origin, disability, religion, age, sex, sexual orientation or marital status. The Trust commits itself to promote equal opportunities and value diversity and will keep under review its policies, procedures and practices to ensure that all employees, users and providers of its services are treated according to their needs.</p> <p>For management posts, to ensure that within their service area fair employment practice and equality of opportunity are delivered.</p>
Dealing With Harassment/ Bullying In The Workplace	<p>The Trust believes employees have the right to be treated with respect and to work in a harmonious and supportive working environment free from any form of harassment and / or bullying.</p> <p>The Trust has taken positive steps to ensure that bullying and harassment does not occur in the workplace and that procedures exist to resolve complaints as well as to provide support to staff. It is your responsibility as an employee to abide by and support these steps so all employees can work in a harmonious, friendly and supportive working environment free of any harassment or intimidation based on individual differences.</p> <p>Disciplinary action will be taken against any member of staff found to be transgressing the Dignity at Work Policy.</p>
No Smoking	To refrain from smoking in any of the organisations premises not designated as a smoking area. 'East London Foundation Trust is a Smokefree Trust – this means that staff must be smokefree when on duty or otherwise in uniform, wearing a badge or identifiable as ELFT staff or undertaking trust business.'
Alcohol	To recognise that even small amounts of alcohol can impair work performance and affect ones ability to deal with patients and the public in a proper and acceptable manner. Consumption of alcohol during work hours in not permitted.
Confidentiality	<p>As an employee of the Trust the post-holder may have access to confidential information. The postholder must safeguard at all times, the confidentiality of information relating to patients/clients and staff and under no circumstances should they disclose this information to an unauthorised person within or outside the Trust. The post-holder must ensure compliance with the requirements of the Data Protection Act 1998, Caldicott requirements and the Trust's Information and IM&T Security Policy.</p> <p>To safeguard at all times, the confidentiality of information relating to patients/clients and staff.</p>



<p>General Data Protection Regulation (GDPR)</p>	<p>To maintain the confidentiality of all personal data processed by the organisation in line with the provisions of the GDPR.</p> <p>As part of your employment with East London Foundation Trust, we will need to maintain your personal information in relation to work on your personal file. You have a right to request access to your personal file via the People & Culture Department.</p>
<p>Safeguarding</p>	<p>All employees must carry out their responsibilities in such a way as to minimise risk of harm to children, young people and adults and to safeguard and promote their welfare in accordance with current legislation, statutory guidance and Trust policies and procedures. Employees should undertake safeguarding training and receive safeguarding supervision appropriate to their role.</p>
<p>Service User and Carer Involvement</p>	<p>ELFT is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work.</p>
<p>Personal Development</p>	<p>Each employee's development will be assessed using the Trust's Personal Development Review (PDR) process. You will have the opportunity to discuss your development needs with your Manager on an annual basis, with regular reviews.</p>
<p>Quality Improvement</p>	<p>The Trust encourages staff at all levels to engage in the Trust's approach to quality through quality improvement projects and quality assurance.</p>
<p>Professional Standards</p>	<p>To maintain standards as set by professional regulatory bodies as appropriate.</p>
<p>Conflict of Interests</p>	<p>You are not precluded from accepting employment outside your position with the Trust. However such other employment must not in any way hinder or conflict with the interests of your work for the Trust and must be with the knowledge of your line manager.</p>
<p>Risk Management</p>	<p>Risk Management involves the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. Every employee must co-operate with the Trust to enable all statutory duties to be applied and work to standards set out in the Risk Management Strategy.</p>
<p>Personal and Professional Development/Investors in People</p>	<p>The Trust is accredited as an Investor in People employer and is consequently committed to developing its staff. You will have access to appropriate development opportunities from the Trust's training programme as identified within your knowledge and skills appraisal/personal development plan.</p>
<p>Infection Control</p>	<p>Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all Healthcare Associated Infections including MRSA. In particular, all staff have the following key responsibilities:</p> <p>Staff must observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after following all patient contact. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations.</p> <p>Staff members have a duty to attend infection control training provided for them by the Trust as set in the infection control policy. Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.</p>



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PERSON SPECIFICATION

JOB TITLE:	Community Mental Health Nurse
BAND:	6 (Working 37.5 hrs per week)
DEPARTMENT:	Biggleswade Community Mental Health Team
DIRECTORATE:	Bedfordshire Mental Health
REPORTING TO:	Team Manager
ACCOUNTABLE TO:	Team Manager

ATTRIBUTES	CRITERIA	ESSENTIAL/ DESIRABLE	SELECTON METHOD (S/I/T)
Education/ Qualification/ Training	Relevant RMN Professional Qualification to degree level (or equivalent)	E	S,I
	Registered with the NMC	E	
	Evidence of continued professional development	E	
Experience	Demonstrable experience at qualified practitioner level within Mental Health setting	E	S,I
	Two years post qualifying experience in a community mental health team	D	
Knowledge and Skills	Understanding of current NHS/Social Care Policies/practices relating to Mental Health Services	E	S,I
	Successful completion on medication assessment or equivalent	E	
	IT literate	E	
	European Computer Driving Licence (ECDL)	D	
	Excellent communication and listening skills with the ability to tailor the message to a variety of audiences	E	
	Good Report Writing Skills	E	
Demonstrable knowledge and understanding of	E		



	equality and diversity issues and the ability to integrate into employment policies and practices		
Other	Team player, inspirational to others, ability to negotiate “win win” situations	E	S,I
	Able to work independently	E	
	Confident and approachable	E	
	Self motivated, committed and open to new ideas and experiences	E	
	Ability to organize and prioritise workloads	E	
	The ability to work shifts and weekends when required	E	
	Mobility to travel across sites	E	

S: Shortlisting I: Interview T: Test



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