job description STAFF NURSE

**Job Summary**

Under supervision of the Senior Nurse, the job holder will provide a range of assistance with the key tasks that enable people to maintain an independent and ordinary lifestyle wherever possible.

**DUTIES**

* Provide clinical leadership to both staff and patients.
* Act as a role model for the delivery of care and ensure that all staff are performing to required standards.
* Ensure effective and adequate individual assessment, planning, implementation, and evaluation of patient care.
* Manage risk assessment on a daily basis and ensure a safe and therapeutic environment is available to all and report any deficiencies/concerns to the Senior Nurse/Service Manager/Deputy Hospital Manager/Hospital Manager.
* Assist the Senior Nurse in effectively and efficiently managing the Clinical programme, staffing, patient care, budgets and deputising where necessary in the absence of the Senior Nurse.
* Is aware of the role of commissioners and the importance of ensuring compliance with regulations for any inspectorate bodies.
* Ensures that the policies and procedures of MHC are adhered to and understood by junior members of staff.
* Ensure that at all times you are prepared for any inspectorate visits and that all documentation, notes, reports and action plans are available.
* Updates self and is aware of the need for compliance with all commissioning criteria and ensures that junior staff adhere to these requirements
* Ensure you meet all contractual obligations.

## KEY TASKS AND SKILLS

**Quality of work**

* Has key skills in observation, listening and communicating effectively
* Assists the Senior Nurse in prioritising the delivery of care, the management of the therapeutic environment and the delivery of information. (Balancing security and therapeutic needs).
* Effectively plans for own clinical supervision and carries out planned programmes of clinical supervision with junior staff. Ensuring that this is recorded, documented and necessary statistics are provided on a monthly basis to support management.
* Ensures all staff have regular feedback about their performance and promotes the development of staff, and self.
* Contributes in helping to maintain the morale of the team, i.e. providing help and support to all staff where necessary, reporting any issues of concern to the Senior Nurse and Hospital Management.
* Safely administers medication and assists other staff in carrying out clinical procedures and treatment. Regularly monitors junior staff in administration of medication.
* Ensures procedures are adopted to maintain high standards of care within the hospital.
* Ensures patients are cared for and treated within regulations and that patients are helped to exercise their rights. (Knowledge of the MHA 1983, DoLS, CPA, CTP, NHS All Wales, HIW, POVA, Care Standards Act and any other legislation regarding the delivery of care and treatment)
* Identifies good practice and shares good practice with others.

**Communication**

* Leads on the initiation of activities with patients and staff in the therapeutic environment.
* Effectively leads meetings with other staff i.e. handovers and staff meetings.
* Effectively leads teaching sessions for junior staff and ensures that knowledge and skill bases are enhanced, this will also include students or other trainees allocated to the hospital.
* Aware of and can use own abilities and strengths when interacting with others.
* Uses interpersonal skills to support patients, help patients express their emotions, help patients find solutions to their problems, give patients information that they can understand, can support patients and colleagues as required and help patients and colleagues overcome self-defeating behaviour.
* Can reflect on and help colleagues reflect on areas of development in interpersonal skills.
* Communicates in writing in a clear and concise manner and ensures that all reports and documentation required for patient meetings, CTP’s, CPA’s, Lay Managers and MHRT’s are prepared and ready for dissemination on time.
* Can provide specific information, in report form, acknowledging different perspectives, to managers.
* Communicates effectively with other members of the MDT and other professional external agencies regarding the services, patient issues and other relevant areas.
* Attends regularly communication meetings, reflective practice sessions and facilitates patient meetings.
* Maintains professional attitude and behaviour at all times and acts as a role model to patients and staff.

**Initiative**

* Demonstrates their own therapeutic and managerial role pro-actively within their sphere of responsibility.
* Always remain patient focused to understand the world from the patient's point of view and help the patient to assemble resources to help them meet their potential.
* Is aware of own limitations and seeks appropriate support through supervision, appraisals, reflective practice and communication with the Senior Nurse and significant others.
* Ensures each span of duty is adequately resourced with suitably qualified staff, based on the Statement of Purpose (SOP) and Staff Matrix.
* Is proactive and takes responsibility for assessing priorities and effectively managing the hospital for spans of duty. Delegate’s duties as required ensuring that hospital programmes are adhered to and that patients can maximise their therapeutic potential.
* Ensures that staff take charge of specific areas of responsibility in the hospital, i.e. Clinical Audits, Hospital Audits, Health and Safety; Staff/Patient groups, teachings, etc.

**Adaptability**

* Understands and can work within professional and therapeutic boundaries, and negotiate ambiguous boundaries with patients, their friends, relatives and staff.
* Can help patients plan, implement and reflect back on Section 17 leave from the hospital and any incidents or behaviour of concern.
* Is aware of how the mix of patients and staff within the hospital can affect the atmosphere, and contributes positively in helping ensure the good morale of the team.

**Team work**

* Understands the concept of therapeutic risk and contributes to the planning of the MDT.
* Can provide relevant and concise information to the MDT to aid the decision-making process.
* Supports members of other disciplines in their work with patients.
* Ensures that nursing opinion and perspectives are articulated to the MDT.
* Ensures that information from the team is fed back to staff working in the clinical area, especially any areas of risk and any developmental issues.
* Encourages and takes part in the development and trial of new ideas and methods for improving the quality of care, including participation in research projects and assisting in data collection.

**Time Management**

* Effect good time management and priority setting in the hospital. Ensuring that all staff adhere to requirements and performance manage those that are not.
* Is aware of and can meet deadlines in relation to reports and service delivery.
* Ensures that good time management is highly prioritised for all staff.

**Knowledge and Skills**

* Monitors and can take part in, the assessment, planning, implementation and evaluation of care, supported by contemporary evidence (research findings).
* Ensures that all care plans and risk assessments are written to the required standard, Patient Centred, taking into account patient's physical, psychological, social, ethnic/cultural, spiritual and safety needs.
* Helps ensure that the service's specification is reflected in practice.
* Is able to identify effective nursing interventions in relation to allocated patients and help others formulate plans of care via the CTP and CPA process. Regularly audit your own and juniors work with spot checks to ensure that Care Plans, Files, Folders and Documentation is up to standard.
* Maintains their PIN, Revalidations and ‘code of conduct’ at all times. Keeping themselves up to date with the latest research and requirements under the ‘NMC’.
* Maintains up to date with their ‘mandatory training’ requirements.

**Safety**

* Has specific knowledge of how safety and security is maintained within the clinical environment.
* Attends and ensures evidence of regular updating through health and safety sessions.
* Has specific knowledge of how security and safety is maintained and implemented, within and outside the clinical environment.
* Ensures junior and new staff are aware of and carry out procedures for maintaining safety/security.
* Participates in regular review and alterations in safety/security levels linked to patient need.

***This job description is a guide to the general range of duties. It is not intended to be restrictive or definitive. A periodic review will take place with the post holder.***

***Staff are appointed as employees of the MHC based at New Hall Hospital but in the event of emergency may be required to work* elsewhere within the company.**

**ADDITIONAL INFORMATION**

The following supplementary information will form part of your job description.

**Codes of Professional Conduct:**

Staff are required to abide by the all relevant Company policies and procedures and any relevant national / professional Codes of Conduct or Practice.

**Confidentiality:**

Information relating to patients, employees and business of the Company must be treated in the strictest confidence. Under no circumstances should such information be discussed with any unauthorised person(s) or organisations. All staff must operate within the requirements of the Whistleblowing Policy.

**Health & Safety:**

Employees are required to ensure they are aware of, and comply with, policies and procedures relating to Health & Safety (whether statutory or Company), and assist in ensuring the compliance of other staff.

**Equality & Diversity:**

The Company is committed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender, race, religion or belief, sexual orientation, marital status, gender reassignment or pregnancy/maternity. We fully support the right of all staff to equal opportunities and are committed to the development of a diverse workforce.

**Policies:**

It is the responsibility of staff to be familiar with Company policies that affect them, and work within the scope set out in them. Managers are responsible for ensuring staff know of, and work within the Company’s policies, procedures and protocols.

***NOTE: Notwithstanding the detail within the job description, the post holder will undertake such duties as may be determined by the Company from time to time, up to or at a level consistent with the principal responsibilities of the post.***

person specification STAFF NURSE

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| **Person Specification** |
|  | **Essential** | **Desirable**  |
| **What National Occupational standard applies to this post and;****What qualifications are necessary to undertake this role e.g. NVQ, Registered Nurse, ACA** | RMN/RNLDDiploma / DegreeCan demonstrate continuous professional development | MentorshipPhysical Health |
| **Show the Length and Nature of Experience required undertaking the job. This could be work or academic experience.** | None required, preceptorship offered for newly qualified staff. | Forensic and/or Locked rehabilitation experiencePersonality Disorder training and/or experience |
| **What other skills are needed to undertake the role e.g. Oral and Written Communication skills, Computer skills** | Ability to liaise with a number of professionalsMust have proven experience of working with individuals who present challenging behaviourGood personal organisational skillsGood communication skillsDemonstrate an empathy and interest in staff and patientsDemonstrate an ability to produce good quality Nursing reportsAble to communicate highly complex and sensitive informationDemonstrate a high level of self-awareness in relation to strengths, weaknesses and personal qualities Provide education and training to other staff and students | Has undertaken the Mentorship course Can demonstrate leadership skills in relation to motivating and resolving ward based problemsExperience in delivering supervision and monitoring performance to junior staff  |
| **What other attributes are required e.g. innovation, Objectivity, Motivation and enthusiasm, Confidence** | A commitment to high ethical and professional standardsTeam playerA willingness to support and embrace changeMotivated and enthusiastic Has good computer literacy skillsDemonstrate motivation and commitment to the team working and the development of self and other team membersFlexibility and adaptability within the roleDemonstrate an ability to value othersPunctual and reliable Team PlayerAbility to work in an environment of change to meet the needs of the hospitalWork under pressure and to agreed timescales | Ability to motivateExcellent computer skills |
| **Other**  | Ability to work across services in the Hospital and Mental Health Stream |  |