job description SENIOR NURSE

***Duties and Responsibilities:***

Carry out duties as required on a daily basis, to include the following:

***General***

**1.1** Ensure a high standard of nursing input in the application of clinical procedures, including risk assessment, care planning, implementation and evaluation, medication management, physical investigations and implementation of the Recovery Approach.

**1.2** To liaise with the Hospital Manager and Service Manager in ensuring the safe and effective delivery of care, in line with national, local and Company policy, through supervision of junior staff and audit processes.

**1.3** To undertake SUI & RCA’s investigations, incident reports, IAR reports, accident reports, HIW notifications, Safeguarding, Complaints, Clinical Audits, ROTA management, Investigations and the restraint register as required by the Service Manager / Hospital Manager.

**Specific responsibilities in the following domains, to include:**

***Clinical***

**2.1** Attendance at weekly M.D.T meetings and effective presentation of clinical reports and information.

**2.2** Liaison with other M.D.T disciplines to ensure effective team working and consistent approaches to care delivery.

**2.3** Oversee the effective delivery of the MDT process.

**2.4** Oversee the correct implementation of negotiated patient care plans and new Care and Treatment Plans (CTP’s).

**2.5** Supervise the completion of nursing reports by Key/Associate Nurses (C.P.A/S117, M.H.R.T, Hospital Managers, and MDT) in keeping with specified and statutory timescales.

**2.6** Attendance at six monthly patient C.P.A/S117 meetings.

**2.7** Attendance at M.H.R.T and/or Hospital Managers Hearings in the absence of the Key/Associate Nurse.

**2.8** Ensure effective management of medication through training delivery, and carry out audits to ensure adherence to M.H.C. policy and N.M.C. guidelines.

**2.9** Oversee Key Nurse liaison with external Care Co-ordinators and Commissioners.

**2.10** Oversee organisation of monthly Care Team Meetings carried out by Key/Associate Nurse.

**2.11** Attendance at Clinical Governance meetings and dissemination of action points.

**2.12** Support the Service Manager in conducting and addressing issues of complaints and investigations.

**2.13** Liaise with the Service Manager and Hospital Manager in addressing issues involving whistle blowing.

**2.14** Liaise with Key/Associate Nurse and Service Manager in establishing and maintaining therapeutic relationships with patients’ family (where appropriate).

**2.15** Ensure adequate staffing to cover ward requirements and liaise with Service Manager to address any deficits, taking into consideration financial budgets.

**2.16** Participate in senior nursing staff, Hospital on-call rota.

* 1. Carry out assessment visits as part of the M.D.T, assessing potential patients and preparing assessment and treatment reports.

**2.18** Monitor, undertake and oversee ward based Risk Assessments (HCR-20, SVR-20) and Risk Management Plans.

***Managerial***

**3.1** Carry out and monitor annual appraisals of nursing staff and support workers, as directed by Service Manager, and ensure regular evaluation of PDPs.

**3.2** Have direct line management for the staff nurses and ensure the staff nurses oversee the line management of the support workers.

**3.3** Undertake,monitor and ensure monthly supervision of nursing staff (Managerial and Clinical – alternate months).

**3.4** Chairing monthly ward staff meetings, ensuring delegation and implementation of action points.

**3.5** Provide Mentorship/Preceptorship to newly qualified or newly appointed nursing staff (including nursing students, where applicable).

**3.6** Completion of Return to Work interviews following sickness/absence and liaison with Service Manager for ‘Snowdrop’ purposes.

**3.7** Liaise with Service Manager in the identification of external and in house training (including mandatory training) for specified staff.

**3.8** Completion of off-duty and liaison with Service Manager for final approval before implementation.

**3.9** Provide temporary cover for Service Manager in the event of their absence, as required by the Hospital Manager.

**3.10** Undertake interviewing of new ward staff, at nursing and support level.

**3.11** Attendance at the morning staffing meeting in the absence of the Service Manager.

**3.12** Support the Service Manager in all personal related issues.

***Documentation***

**4.1** Oversee andCo-ordinatemonthly audit of all office files (patient, health and safety, H.A.C.C.P., fire, A.E.D.) and develop and implement action plans to address identified deficits.

**4.2** Co-ordinate monthly clinic audits and implement action points to address any identified deficits.

**4.3** Ensure the completion of Return to Work documentation – see 3.6, in conjunction with the Service Manager.

**4.4** Ensure the effective completion of off-duty documentation – see 3.8, in conjunction with the Service Manager.

* 1. Monthly input of HoNOS/CQUIN data. Scoring to be undertaken by the Key/Associate Nurse and one additional staff member.
  2. Ensure patient finances are managed according to M.H.C policy and assist with audit as required.
  3. In conjunction with the Clinical Administrator, monitor and ensure that legal processes and documentation are in line with MHA (1983) guidelines and M.H.C policy and procedures.
  4. Support the Service Manager in the completion of contractual and commissioner relating documentation.

***Recovery***

**5.1** Oversee the completion of individual weekly therapeutic timetable.

**5.2** Monitor the implementation of ward structured day, including the specified hours of meaningful activity.

**5.3** Review the completion of monthly audit of Recovery focused 1:1 Key Worker and Key Nurse discussion.

**5.4** Monitor three-monthly review of Recovery Star by Key/Associate Nurse or Key Support Worker.

**5.5** Monitor and review use of Recovery monies, liaising with hospital administrative staff.

**NB The above list is not exhaustive and the post holder may be required to undertake additional duties, as determined by the Service Manager or Hospital Manager.**

**This job description may be amended in line with changing service requirements. In such circumstances, any amendments will be discussed with the post holder.**

**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 SENIOR 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/RNLD  Diploma  Can demonstrate continuous professional development  Will be willing to undertake management training offered by MHC | Management and/or Leadership qualification  Management experience within a health setting  Teaching qualification |
| **Show the Length and Nature of Experience required undertaking the job. This could be work or academic experience.** | 18 months post registration experience | Forensic and/or Locked rehabilitation experience  Personality Disorder training and/or experience  Experience of monitoring quality improvements  Previous experience of undertaking an on-call rota |
| **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 professionals, including commissioners and other stakeholders  Excellent personal organisational skills  Excellent communication skills  Demonstrate an empathy and interest in staff and patients  Can demonstrate leadership skills in relation to motivating and resolving ward based problems  Experience in delivering supervision and monitoring performance to junior staff  Demonstrate an ability to produce high quality Nursing reports | Previous experience in providing supervision and appraisals for qualified staff  Previous experience in clinically leading a ward  Has undertaken the Mentorship course and has experience of being a Mentor. |
| **What other attributes are required e.g. innovation, Objectivity, Motivation and enthusiasm, Confidence** | A commitment to high ethical and professional standards  Team player  A willingness to support and embrace change  Demonstrate a good understanding of own strengths and weaknesses  Motivated and enthusiastic around leading and managing staff  Has basic computer literacy skills | Ability to inspire and motivate  Excellent computer skills  Demonstrated an ability to be innovative and creative in developing ward based practices |
| **Other** | Ability to work across services in the Hospital and Mental Health Stream |  |