

JOB DESCRIPTION

Job title	STAFF NURSE
Sector/Function	Mental Health
Reports to	Senior Staff Nurse
Grade	4

Job purpose	To work under the direction of the Service Manager/Nurse Manager, Senior Staff Nurse and Senior Nurse assisting in the delivery of high quality care and interventions to individuals who use our service. Care and interventions and all aspects of day-to-day work should reflect TP's visions and values and be within the scope of TP's policies and procedures.
Key accountabilities	<p>1. Quality To ensure quality standards are maintained by:-</p> <ul style="list-style-type: none"> ▪ Monitoring own performance to ensure it meets expectations and agreed performance criteria and reporting any areas where support to maintain quality, is required, to line manager ▪ Reporting variances to expected team performance to the line manager ▪ Participating and utilising management information and data collection systems as appropriate ▪ Taking part in quality audits and the completion of actions as a result of the audits as directed by the Senior Staff Nurse or Senior Nurse <p>2. Own Development To continuously review own performance and development needs to assist growth and development by:-</p> <ul style="list-style-type: none"> ▪ Participating in OPR meetings regularly with line manager and identifying development needs and setting objectives ▪ Agreeing own task and development objectives and reviewing these and overall performance against the competency framework. ▪ Participating in training and other development opportunities as agreed within the Performance Management process. ▪ Maintaining registration with the NMC and being revalidation ready/revalidated ▪ To ensure knowledge base and application in respect of the Mental Health Act, DoLs and the Mental Capacity Act is current ▪ Understanding and working to the Work Instructions related to this role <p>Health & Safety & Risk Management To ensure H&S standards are maintained and risk is mitigated to the lowest level possible by:-</p> <ul style="list-style-type: none"> ▪ Ensuring a safe working environment for self, and where appropriate, the team ▪ Ensuring good standard of housekeeping is maintained with own area and being aware of TP's Infection Control policies and procedures ▪ Ensuring risk assessments are completed when appropriate ▪ Taking personal responsibility for own safety e.g. reporting concerns, ensuring appropriate vaccinations and eye tests etc. are obtained ▪ Complying with all H&S policies and procedures including serious untoward incidents and accident reporting ▪ Ensure compliance with initial and on-going training in any restraint

	<p>techniques utilised by the service</p> <ul style="list-style-type: none"> ▪ Carrying out any audits in respect of H&S as required and ensure any actions are completed in a timely manner ▪ To develop good working relations with the Risk and Assurance Team <p>3. Compliance To ensure compliance with internal and external standards and codes of conduct by-</p> <ul style="list-style-type: none"> ▪ Meeting all regulatory requirements and being familiar with the demands of the same e.g. CQC, H&S ▪ Complying with Turing Point's policies and procedures and the NMC Code of Conduct ▪ Working towards ensuring compliance and best practice and support the senior staff nurse and senior nurse to do the same <p>4. Miscellaneous To undertake any other duties reasonably requested by the line manager</p> <p>5. People who use our service To proactively deliver a high quality/person centred service provision that meets the needs of the people who use our service by:-</p> <ul style="list-style-type: none"> ▪ Promoting peoples' rights and responsibilities ▪ Working as an effective member of the team ▪ Providing support and information to people who use our service, their families and friends and professionals regarding their support. ▪ Developing, in consultation with people who use our service, flexible and realistic support packages/person centred plans within agreed guidelines or service models ▪ Ensuring that a collaborative approach is used, with effective communication links with external professional groups e.g. GPs, Social Services, etc. and to work as an effective member of any multi-disciplinary team ▪ Providing written reports to professionals and other organisations, such as, GPs, probation services, social care services, Court reports, MHA tribunals/Managers' hearings and CPA reports ▪ Ensuring record keeping is maintained to the required standard at all times and contributing to service monitoring requirements ▪ Undertaking responsibility for clinical risk and needs assessment and the formation and implementation of management plans <p>6. Clinical To provide effective clinical interventions and services by:-</p> <ul style="list-style-type: none"> • Dispensing medication to people who use our service as per medical notes and clinical guidelines, taking care to ensure that the person's name, route, time etc. matches the instruction on the medicine card • In the case of anyone being detained under the MHA, to ensure that any medication appears on the T2 or T3 and to check this prior to administration of medication • Administering intra-muscular injections as required in accordance with the care plan • Maintaining required stocks of medication and equipment ensuring use-by dates are observed and repeat prescriptions are ordered as necessary • Attending ward rounds with the RC and other members of the MDT (regularity, as per service requirement), noting any change in
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	<p>medication or treatment/care/support plan and cascading this to the rest of the nursing and support team</p> <ul style="list-style-type: none"> • Completing clinical audits weekly or monthly as required and directed by the senior staff nurse or senior nurse • Acting as primary nurse for nominated people who use our service • Participating in clinical supervision • Providing clinical supervision for junior support staff • Acting as Mentor to student nurses as required • Carrying out daily evaluation of people who use our service and maintaining high quality contemporaneous notes • Arranging for services users to visit GP/hospital/other clinical professionals as required, in a timely manner, to meet their needs • Ensuring appropriate standards of cleanliness are maintained and acting accordingly if there are any deficiencies.
	<p>7. Service To assist the Senior Staff Nurse and Senior nurse in the implementation, development and delivery of the service by:-</p> <ul style="list-style-type: none"> ▪ Assisting in the development and implementation of Service record keeping, procedures and policies ▪ Attending relevant internal and external meetings as requested including multi-agency meetings and Statutory Sector Services. ▪ Ensuring that all joint working Policies and Procedures are adhered to where the Service is run on a partnership basis ▪ Acting as NIC of the shift ▪ Contributing towards the maintenance of a robust and well planned off duty, paying attention to skill mix, under the direction/supervision of the senior staff nurse or senior nurse
	<p>9 Service Development To work collaboratively to develop the service by:-</p> <ul style="list-style-type: none"> ▪ Developing and co-ordinating professional links with other statutory and voluntary service providers, ensuring a corporate approach is adopted. ▪ Assisting in establishing formal communication / support / education structures for statutory and voluntary service providers throughout the Local area. ▪ Ensuring the service and the wider organisation of Turning Point is represented in a professional manner at all times. ▪ Proactively contributing to continuously improving the service by making positive suggestions, providing constructive feedback and assisting in the implementation of agreed new ways of working. ▪ Ensuring day to day delivery of service provision embeds and extends Turning Point's person centred approach. ▪ Meeting agreed performance targets and outcomes
	<p>8. Empathy & Support To provide empathy and support to people who use our service by:-</p> <ul style="list-style-type: none"> ▪ Working with people who use our service to develop comprehensive plans, monitoring and reviewing progress against these ▪ Enabling people who use our service, through education and raising awareness, to manage factors that affect their mental wellbeing ▪ Ensuring effective care pathways are provided to each person that uses our service ▪ Developing, implementing, and reviewing service user focused

	<p>interventions</p> <ul style="list-style-type: none"> ▪ Recognising indicators of deteriorating mental health, acting appropriately and liaising with other members of the MDT ▪ Providing guidance to people who use our service and families of current legislation such as the Mental Health Act, DoLs and the Mental Capacity Act ▪ Being aware of the responsibility of the nurse in relation to their power to detain under section 5(4) of the Mental Health Act
	<p>9. Sector Quality Standards</p> <p>To ensure all services are delivered in accordance with recognised standards by: -</p> <ul style="list-style-type: none"> ▪ Ensuring all services are delivered within the Care Quality Commission standards as appropriate ▪ To understand the need to be 'inspection ready' and your role in any CQC inspections

Direct reports	0
Total staff overseen	0
Internal contacts	<ul style="list-style-type: none"> ▪ People who use our service ▪ Area/Nursing Manager/ Nurses ▪ Team Members/MDT
External contacts	<ul style="list-style-type: none"> ▪ Carers/Friends/Family members ▪ Partner agencies in local area ▪ Regulatory bodies ▪ Locality manager and TP Central Support services ▪ Local community members ▪ Advocacy /Service User forums
Planning outlook	Short – Long Term
Problems solved	Various clinical and operational
Financial authority	Responsible for managing petty cash and daily expenditure as required

PERSON SPECIFICATION

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Personal effectiveness	Essential	Desirable
	<ul style="list-style-type: none"> ▪ Diploma/Degree in Nursing ▪ Current registration with Nursing & Midwifery Council and evidence of readiness for revalidation or of revalidation ▪ Proven track record of working within the Mental Health sector or appropriate placements during training ▪ Demonstrable education and/or training in the Mental Health sector ▪ Working knowledge and understanding of mental health issues and the ability to recognise the indicators of deteriorating mental health ▪ Working knowledge and understanding of current legislation, such as the Mental Health Act, DoLS and the Mental Capacity Act ▪ Understanding of the issues faced by people who use our service with mental health and/or dual diagnosis or personality disorder and the challenges they face ▪ Able to deliver a range of services/treatments/interventions in a person centred, non-judgemental manner. ▪ Able to demonstrate flexibility and creativity when developing support packages/care plans ▪ Experience in managing a caseload of people who use our service with complex needs ▪ Proven track record in managing incidents of verbal and violent aggression 	<p>Qualification in Mentorship or agreeable to undertake training</p> <p>Qualification in Clinical Supervision or agreeable to undertake training</p>

	Able to demonstrate a good knowledge and value base in a relevant service specialism	
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Technical effectiveness	Essential	Desirable
	<ul style="list-style-type: none">▪ Proven verbal and written communication skills with the ability to tailor the message to the audience▪ Collaborative team working skills▪ Experience in supervising a small team where appropriate to the role▪ Adaptable and able to work in a challenging and changeable environment▪ Ability to deliver against agreed objectives and targets	