

JOB DESCRIPTION

**OUR VISION: 'TO BE THE LEADING HEALTH AND WELLBEING SERVICE IN
THE PROVISION OF MENTAL HEALTH AND COMMUNITY CARE'**

JOB TITLE	Community Mental Health Nurse
BAND	Band 5
RESPONSIBLE TO	Matron / Clinical Manager
ACCOUNTABLE TO	Clinical Team Lead
BASE	Basildon Mental Health Unit, Basildon
HOURS OF WORK	37.5

ROLE SUMMARY

The post holder carries responsibility for the assessment of care needs and their development, implementation and evaluation of programs of care for clients with mental health problems who are referred to the Home Treatment Team Service.

The post holder is responsible on a day-to-day basis to the Clinical Lead but ultimately accountable to the Matron for the overall service. In addition, they will be a member of a multi-disciplinary team and work in close co-operation with wards and community teams. They will be responsible for the maintenance of standards of care within the Home Treatment service; sharing responsibility for an integrated service provision to the clients and ensuring that a good inter-disciplinary working environment is maintained.

KEY RESPONSIBILITIES

Be responsible for the assessment, development, implementation and evaluation of recovery based care programs and to ensure acceptable, safe and effective standards of care in collaboration with service users.

Establish and maintain effective working relationships within the Home Treatment Team. The post holder will also work closely with the ward staff to facilitate early discharge.

Participate in Team Meetings and reviews where all team members share in the care of individuals and their families.

Be aware of one's own values, beliefs and attitudes when assessing clients to ensure that a non-judgmental and objective overview of the client's needs are met at all times.

Able to establish and maintain a therapeutic relationship with individual clients and their

WE CARE. WE LEARN. WE EMPOWER.

families.

Ensure effective and confidential communication between medical, nursing and health care agencies on significant data governing client care and treatment by:

- Participating in informal or formal case conferences and discussions.
- Maintaining a secure system of record keeping and information exchange.
- Establishing regular written reviews of progress.

Be fully aware of the importance of effective risk management, the undertaking of clinical risk either to themselves or towards others.

Develop close links with relatives/carers and ensure that effective communication takes place especially when clients are admitted to hospital or preparing to be discharged and that all appropriate agencies are informed so that follow-up care can take place.

Advise line Manager and professional Nurse Advisor on all breaches of nursing professional conduct is required by the NMC's Code of Professional Conduct/or equivalent allied professions.

Liaise with line manager to ensure that all EPUT Policies and Procedures are communicated, implemented and developed within the area.

Undertake clinical work commensurate with experience/skills, in liaison with their supervisor and other senior staff within the team

Be responsible for working with your colleagues in seeking to improve the quality of services provided to clients/patients.

The role includes shift work, including early, late and shifts, weekends and public holidays. This may involve night shift working.

Managerial Duties

To participate in the multi-disciplinary decision making process, through allocation meetings, team building and team maintenance.

To ensure the safe and correct storage of drugs (including controlled drugs) in accordance with the NMC requirements and the EPUT.

To review at regular intervals through supervision the overall nature of the caseload, work methods and techniques and evaluating clinical practice as whole.

Provide accurate returns, statistics and reports as required by the Manager and members of the Community Team.

The appointee will be expected to carry out any other duties commensurate with the post.

Training and Education

In liaison with the Clinical Lead / Matron ensure that EPUT Policies and Procedures are communicated, implemented and developed within the area. Ensure that staff are aware that the up to date Policy information is held on the Trust Intranet. To advise senior staff of any

breaches of nursing professional conduct and uphold the NMC's Code of Professional Conduct.

To be responsible for updating own knowledge of contemporary psychiatry and a commitment to continuing own personal and career development, in line with Trust Appraisal and Development Policy. To instruct and supervise staff in nursing and therapeutic techniques, identifying training needs and actively participating in staffing development programs.

To contribute towards Home Treatment Team education sessions providing opportunities for a change of ideas, experience, techniques and interventions.

To research findings when designing care programs and to develop an awareness of the significance of nursing research that underpins evidence based practice.

Have a knowledge/understanding of the legislation likely to be encountered as part of the role of the community mental health worker e.g. Mental Health Act 1983, Misuse of Drugs Act 1986 Health and Safety at work Act 1974.

Although Nursing Staff/Allied Professionals are allocated initially to working in one area, all appointments are made to the Mental Health Service within EPUT as a whole.

This is an outline job description and may be subject to change according to the needs of the service in consultation with the post holder and will be reviewed according to the changes of service provision.

Although Nursing Staff/Allied Professionals are allocated initially to working in one area, all appointments are made to the Mental Health Service within EPUT as a whole.

The appointee will be expected to carry out any other duties commensurate with this post.

Any other duties as delegated by your Director or Chief Executive commensurate with the responsibilities of this post.

ADDITIONAL DUTIES

In addition to the above duties you will also be expected to perform the below key activities in line with your job role;

- Complete mandatory training in line with Trust policy and procedures
- To participate in the staff appraisal process and to undertake for any staff you manage
- To keep yourself updated on all matters relating to Trust policy
- To provide management supervision where appropriate

OUR TRUST STRATEGIC OBJECTIVES SUPPORTED BY OUR VISION AND VALUES

PEOPLE FIRST

(O)(U)(R) PURPOSE

We **care** for people, every day.
What we do **together**, matters.

(O)(U)(R) VALUES

We **CARE**
We **LEARN**
We **EMPOWER**

(O)(U)(R) VISION

To be the **leading** health and wellbeing service in the provision of **mental health** and **community care**.

(O)(U)(R) STRATEGIC OBJECTIVES

We will deliver **safe**, high quality **integrated** care services.

We will **enable** each other to be the **best** that we can.

We will work together with our **partners** to make our services **better**.

We will help our communities **thrive**.

ASSURANCE STATEMENT

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

NHS CONSTITUTION

You are responsible for ensuring that the values outlined in the NHS Constitution are adhered to daily and any matters of concern are raised with the relevant Line Manager or through the necessary processes within the Trust.

You are responsible for delivering a compassionate, dignified and respectful service to patients at all times.

DUTY OF CANDOUR

You must adhere to the principles of openness, transparency and the statutory duty of candour in your day to day work and conduct and encourage the same behaviours within the wider organisation.

WE CARE. WE LEARN. WE EMPOWER.

EQUAL OPPORTUNITIES STATEMENT

The Trust operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity in relation to employment, development, training and service delivery.

NO SMOKING POLICY

The Trust is committed to a policy which discourages smoking and prohibits smoking on Trust property and on Trust business outside it.

INFECTION CONTROL

The post holder is accountable and responsible for the prevention of healthcare associated infections by complying with all Infection Prevention & Control policies and procedures in line with legislation (Health Act 2006; Code of Practice for the Prevention and Control of Healthcare Associated Infections.)

HEALTH AND SAFETY

All employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

GENERAL DATA PROTECTION REGULATION 2018

The General Data Protection Regulation (2018) is to ensure compliance with all Trust policies, and those procedures relevant to the area of work.

The Trust will always seek to process your personal data in accordance with its obligations and your rights.

The GDPR requires that personal data shall be;

- Processed Lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purpose;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate, technical or organisational measures.

All employees must adhere to the Trust's Policy on the Protection and Use of Personal Information which provides guidance on the use and disclosure of

WE CARE. WE LEARN. WE EMPOWER.

information. The Trust also has a range of policies for the use of computer equipment and computer generated information. These policies detail the employee's legal obligations and include references to current legislation. Copies of the Policy on the Protection and Use of Personal Information and other Information Technology policies are included in the Trust's Policies and Procedures Manual/Intranet.

INFORMATION ASSET OWNERS AND ADMINISTRATORS

An information asset is a service user, staff or corporate information/data, processed by us and held in an electronic or hard copy/manual format. An information asset owner (IAO) is a senior member of staff who is the nominated owner for one or more identified information assets within the service/Trust. If you are a nominated IAO you will understand and monitor the following;

- What information assets are held and for what purpose within your team
- How information is created, amended or added to over time
- Who has access to information and why
- Understand and address the risk to the asset, providing assurance to the senior information risk owner in the overall information risk management function
- As an Information Asset Administrator you will ensure you fulfil the following responsibilities
- Ensure that policies and procedures are followed
- Recognise actual or potential security incidents, consulting with IAO's on incidents and management
- Ensuring that information asset registers are accurate and up to date.

CONFIDENTIALITY

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the General Data Protection Regulation.

You are required to observe the strictest confidence regarding any Confidential Information relating to work of the Trust, its patients/clients and its employees.

"Confidential Information" includes but is not limited to information relating to the Trust received by you in the course of your employment with the Trust or its predecessors, information relating to patients, personnel information, budgeting and financial information and information in respect of which the Trust owes a duty of confidentiality to a third party.

You are required not to disclose any Confidential Information either during or after your employment with the Trust, unless expressly authorised to do so by the Trust or required in the proper performance of your duties or as required by law.

This obligation will cease only when such information comes into the public domain other than through unauthorised disclosure by you.

Failure to comply with these requirements could result in action being taken under the Trust's Conduct/Disciplinary Policy and Procedure.

WE CARE. WE LEARN. WE EMPOWER.

This obligation is without prejudice to the law concerning protected disclosures in the Public Interest Disclosure Act 1998 (the so-called “Whistleblowers Act”).

RISK MANAGEMENT

All staff working in, or for the Trust have a responsibility for participating in the risk management programme. All post-holders have a responsibility to assess all risks to systems, processes and environment and contribute to the clinical and corporate governance agendas as appropriate.

SAFEGUARDING DUTY

“It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Children and Adults as stated in the Trust Safeguarding Policy and the Southend, Essex and Thurrock (SET) Child Protection Guidance. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for ensuring they receive the appropriate level of Safeguarding Children training according to their role”.

INFORMATION TECHNOLOGY

It is the responsibility of the post holder to have a level of IT competence relevant to their job role and will be expected to continue to keep their skills up to date as part of their Continuing Professional Development.

CHANGES TO THIS JOB DESCRIPTION

Post holders have a responsibility to discuss any significant job changes with their line manager at the time the change occurs and agree any permanent substantial change.

On appointment within the Trust staff may be allocated to a specific area of care. It is however Trust policy to allocate staff to other areas of work within the Trust from time to time where this is in the interest of the individual and / or the service.

The Job Description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

Date post holder in receipt of job description

Signature of post holder

Signature of line manager