

## Job Description

<b>Post Title:</b>	<b>Senior Nurse Practitioner/RMN</b>
<b>Department:</b>	<b>Mental Health</b>
<b>Location:</b>	<b>Wolverhampton</b>
<b>Directorate:</b>	<b>Mental Health</b>
<b>Band:</b>	<b>6</b>
<b>Hours:</b>	<b>37.5 inclusive of BH/weekends/nights</b>
<b>Contract Type:</b>	<b>Permanent</b>
<b>Responsible to:</b>	<b>CRHTT Team Manager</b>
<b>Responsible for:</b>	<b>(Staff Responsibility)</b>

## Job Purpose

- To work as a member of a multi-professional mental health team whose main focus is to offer an alternative to periods of in-patient admission and to provide intensive treatment as required within the community

## Main Duties/Responsibilities

- To practice within the N.M.C. Code of Professional conduct.
- Responsibility for management of stock ordering for medication, equipment and clients' essential needs.
- Responsibility of acting as duty office on a regular rota system.
- To invariably inform doctors, family members and other involved agencies, e.g. housing providers, of progress, possible risks and contingency strategies to deal with anticipated problems.
- Providing high level of communication and relationship skills with clients, carers and other professionals.



- To contribute to effective multi-professional working with the Crisis Resolution Home Treatment Team and the service generally. Specifically this requires flexibility in working practices and a willingness to acquire familiarity with all areas of the Team's work. This will involve advising and taking advice from colleagues in order to provide a well-integrated and rapid service.
- To be able to advise on issues relating to medication, to administer or supervise the taking of medication as appropriate and to offer advice to other members of the team on medication and other health issues.
- Advise on prescription of medication to GPs and A & E medical staff if required.
- To carry out duties in a non-discriminatory manner and to always treat service users with dignity and respect.
- To be available for supervision from the Team Manager or nominated supervisor who will be from a health or social service background.
- Gatekeeper service for hospital admissions 7 days per week and where possible to join Mental Health Act Assessments
- To work within the framework of a shift system. The Crisis Home Treatment Team provides a seven day per week service. All professional team members will be expected to participate fully in the out of hour's provision working shifts over 24 hours.
- Accept referrals and provide further assessments for service user's on the caseload and are proactive in making autonomous clinical decisions, with high-risk user population.
- Demonstrate high level of skills in assessment and identifying symptoms and conditions in both mental health and physical health.
- Responsibility of acting as duty manager on a regular rota system, involving the management of time, use of organisational and delegation skills.
- Use of physical skills, e.g. depot injections, phlebotomy (after appropriate training). Hold a current, Full Driving Licence and have regular access to a car.
- Sole responsibility for providing specialist programmes of care and advice to clients and carers.
- Responsibility for service development, interagency and liaison link working with other agencies.
  - Active in involvement and development of the Crisis Resolution Service, consisting of the Crisis Intervention and the Home Treatment Teams.



### Service Delivery/Development

- Escorting clients to clinical reviews or hospital admission.
- Involvement in setting standards and clinical audits.
- Participate in meetings relevant to operation of services in Wolverhampton.
- To deputise for the Team Manager when necessary.
- To provide In-Reach into the Adult in patient ward/s, which will support Bed Management and facilitate Early Discharge.
- To carry out additional duties at the discretion of the Team Manager and General Manager.
- Provide specialist training and education to students and other professionals.
- Responsibility of daily handover of information regarding client care also involving organisation of scheduled visits.
- Frequently involved in highly distressing circumstances requiring the assistance of the emergency services.
- Involvement in imparting highly distressing or unpleasant news to clients and carers.
- Involvement in frequent high risk and unpleasant conditions and volatile and dangerous situations.
- The post holder will undertake the Duty Senior Nurse role, for the Place of Safety 136 suite at Penn Hospital, facilitating the operational and managerial responsibilities for the co-ordination of a Mental Health Act Assessment and Gatekeeping admission if required.

### Professional Development

- To maintain professional status by complying with the appropriate requirements for periodic registration and continuing professional development.
- To constantly update knowledge of research in order to apply evidence based practice.
- Maintain specialist knowledge training and experience through, for example, degree level or short courses.



- Participate in all available opportunities for clinical and managerial supervision.
- Discuss in supervision areas for potential professional development in terms of specific skill, e.g. family work, CBT, anxiety management or Welfare Rights.

### Audit/Maintenance of Records

- Participate in Clinical Audit Service evaluation and research. Initiate, assist or co-operate with research projects relating to Crisis Resolution Home Treatment work. Contribute to the implementation of the Care Governance Strategy.
- Record work using the appropriate Information Technology System. It is vital that events are promptly recorded in order to facilitate effective management of unstable situations. It will be necessary for on-call workers to access records remotely out of hours.
- To be responsible for maintaining and monitoring accurate written and verbal nursing communication and other CRHT records/documentation, e.g. communication at team meetings, reports to outside agencies and professionals etc.
- To be responsible for administering the process of the Care Programme Approach (CPA) including safe and effective discharge planning. To ensure effective use of electronic records.
- Supply information on workload as required by the Team Leader.

### Educational

- To supervise and support as necessary other staff members including Support Workers and staff on placement.
- To attend Mentorship training and refresher updates in order to supervise students as and when required.
- To undertake any other duties of a similar nature consistent with the responsibilities of this post in order to provide a quality mental health service.

## Trust Values

Employees, workers, and / or contractors will be expected to uphold the values of the Trust and exhibit the expected Trust behaviours aligned to the Trust's values. Individuals have a responsibility to ensure that they display the Trust values and



behaviours in carrying out their job and that individuals feel able to challenge (or raise a challenge) when other colleagues' behaviours breach the spirit of Trust values.

### Confidentiality and Data Protection

Staff are to familiarise themselves with the Employer's data protection policy when this is available, which sets out its obligations under the General Data Protection Regulation, the UK Data Protection Act 2018 and all other data protection legislation. You must comply with the Employer's data protection policy at all times and you agree that you will only access the systems, databases or networks to which you have been given authorisation and only for the purposes of your work for the Employer. The Employer will consider a breach of its data protection policy by you to be a disciplinary matter which may lead to disciplinary action up to and including summary dismissal. You should also be aware that you could be criminally liable if you disclose personal data outside the Employer's policies and procedures. If you have any queries about your responsibilities in respect of data protection you should contact the Employer's Data Protection Officer.

### Data Quality

The post holder should ensure any data/information prepared for either internal or external analysis is 'fit for purpose' i.e. that it is accurate, valid, reliable, timely, relevant and complete.

### No Smoking

The Trust has a no smoking policy. Smoking is not allowed on any Trust premises.

### Health and Safety

The post holder will take personal responsibility for any Health & Safety issues and obligations under the Health & Safety at Work Act. The post holder should also be aware of and comply with other relevant legislation and policies e.g. Fire Regulations.



### Clinical Governance

All employees are required to actively contribute towards the Trust's clinical governance systems, taking responsibility as appropriate for quality standards, and work towards the continuous improvement in clinical and service quality.

### Infection Prevention & Control

Infection prevention & control is everybody's responsibility, it is a requirement for all Trust staff to comply with all Trust infection control policies and procedures.

- All Trust staff should ensure that they fulfil their responsibilities for infection prevention and control, that they provide leadership where appropriate in infection control matters and that they challenge poor infection control practice in their workplace.
- All staff must adhere to the Trust's Hand Decontamination Policy
- All staff are expected to behave in a manner which protects patients, public and colleagues from infection risks within the scope of their role.
- All staff should have infection control training at induction and annual infection control updates as required.
- All clinical staff will have annual infection control objectives set and these will be reviewed at appraisal.

### Safeguarding Adults

Safeguarding is 'Everybody's Business'. It means protecting people's health, well-being and human rights. It includes protecting their rights to live in safety, free from abuse and harm; taking their views, wishes, feelings and beliefs into account. In the West Midlands, the main statutory agencies work together to promote safer communities, to prevent harm and abuse and to deal with actual or potential when concerns arise. These Organisations which include Black Country Healthcare NHS Foundation Trust work together to achieve these outcomes by working within the Safeguarding Adults multi-agency policy and procedures for the West Midlands and adhering to the local Safeguarding Adult policy and procedures. Staff can contact the Trust Named Nurses for Safeguarding Adults or a member for advice and support if they have concerns. It is an employee's responsibility to comply with all current legislation and relevant Safeguarding training as breaches may lead to an employee being subject to disciplinary action.



### **Safeguarding Children**

All members of staff have a responsibility to ensure that children and young people are safe from abuse or harm. Employees must comply with Local Safeguarding Board Child Protection Policy and Procedures and Black Country Healthcare NHS Foundation Trust Safeguarding Children Policy. Staff can contact the Trust Named Nurses for Safeguarding Children or a member for advice and support if they have concerns. It is an employee's responsibility to comply with all current legislation and relevant Safeguarding training as breaches may lead to an employee being subject to disciplinary action.

### **Professional / Managerial Codes of Practice**

The post holder is expected to abide by the relevant codes of practice of the registering body for healthcare professionals, and, where applicable, the NHS Code of Conduct for managers.

### **Policies and Procedures**

The post holder is required to abide by all policies and procedures of the Trust.

### **Pandemic / Other Emergencies**

In the event of a pandemic being declared, the post holder may be required to adjust their days of work, hours of attendance, work base, and duties to support the delivery of services.

### **Job Description**

This document is not intended to be an exhaustive list. Other duties, responsibilities and work base appropriate to this role / grade, may also be required. The manager will discuss this with the post holder where necessary.



**Post Holder's Signature:**

**Date:**

