

## NHS Lothian

**Post: L-GEN-NM-MH-SNCOMM - Community Mental Health Staff Nurse (Band 5)**

### PERSON SPECIFICATION

In order to be shortlisted you must demonstrate you meet all the essential criteria and as much of the desirable as possible. When a large volume of applications are received for a vacancy and most applicants meet the essential criteria then the desirable criteria is used to produce the shortlist.

Criteria	Essential	Desirable	How assessed
Personal Traits	<p>Good interpersonal skills including observational, listening and empathy skills.</p> <p>Able to work independently or as part of a team.</p> <p>Willingness to learn</p>		A I
Qualifications and Training	Registered Mental Health Nurse.		A C
Experience and Knowledge	Degree in Nursing or equivalent (DipHE)		A C
Skills and/or Abilities	<p>Team working skills</p> <p>Ability to use own initiative.</p> <p>Effective communication and time management skills.</p> <p>Well developed written and verbal communication skills</p>		
Specific Job Requirements			

#### Key – how assessed

A = Application form	I = Interview
C = Copies of certificates	T= Test or exercise
P = Presentation	R = References

# JOB DESCRIPTION

## 1. JOB IDENTIFICATION

Job Title:	<b>Community Mental Health Staff Nurse (Band 5)</b>
Responsible to:	Team Manager
Department(s):	East Lothian CMHT
Directorate:	Community Mental Health
Operating Division:	East Lothian HSCP
Job Reference:	<b>L-GEN-NM-MH-SNCOMM</b>
No of Job Holders:	4

## 2. JOB PURPOSE

As part of a multidisciplinary team the post holder will have responsibility to ensure the delivery of high quality care to patients by the assessment of care needs, the development of programmes of care, the implementation and the evaluation of these programmes.

In the absence of the Senior Charge Nurse / Team Manager the post holder may be required to provide cover to ensure effective operation of the clinical area.

## 3. DIMENSIONS

Insert/Delete as appropriate to role:

### **FOR EXAMPLE:**

Population and demographic indicators of the area are:

East Lothian has an expanding population currently around 103,000. The team will work with adults experiencing moderate to severe mental health and psychological problems.

The team works across multiple sites requiring flexibility to work where need is greatest.

]

Staffing responsibilities:

Supervision and mentoring of junior staff and students

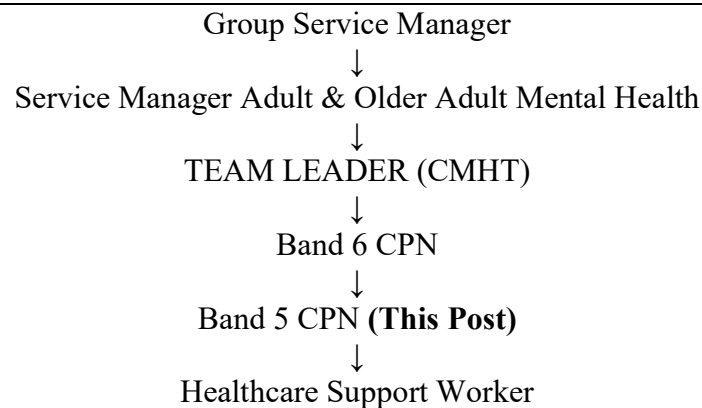
Financial/Budgetary

Day-to-day responsibility for the safekeeping of patients house keys kept in the community.

Ordering of supplies.

The postholder is employed within NHS Lothian and there may be a requirement to work flexibly across Lothian to meet service demands.

#### 4. ORGANISATIONAL POSITION



#### 5. ROLE OF DEPARTMENT

To provide mental health assessment and treatment to the adult population of East Lothian.

To provide evidence based treatments to those within this population experiencing moderate to severe mental health difficulties.

To work in partnership with other agencies and care providers locally and Lothian wide, within and external to the services e.g. signposting or referring on as appropriate.

]

#### 6. KEY RESULT AREAS

1. To assess patients, plan their care, implement and evaluate programmes of care and consult / involve patient / carers at all stages of the patients' journey to ensure patients receive a high standard of nursing care.
2. Managing a delegated caseload, responsible for organising and prioritising own workload and workload of others within the team to ensure the patients care needs are met and systems of teamwork are maintained.
3. In the absence of the Charge Nurse / Team Manager required to respond to arising clinical needs and act as a source of advice to ensure smooth organisation so patients and their relatives receive a high standard of prescribed care.
4. To support, guide and direct junior members of the team to appropriately provide holistic nursing care for patients ensuring robust risk assessment and management of the patient.
5. To contribute to the arrangements for patient referrals and pathways so that patients are managed according to the clinical area procedures and processes and discharges are fully planned.
6. To implement and maintain, as part of the multidisciplinary team, policies, procedures, standards and protocols of the clinical area to ensure adherence to, and delivery of the highest level of patient care at all times.

7. To participate in audit systems to monitor the delivery and standards of care given to patients and their families.
8. To have an overall awareness of potential risks within the client group, assessing these at all times (including patient behaviours and working environment) to ensure the health and safety of patients, visitors and staff and compliance with related legislation and guidelines.
9. To have direct involvement in the provision of education and development of pre-registration, appropriate post-registration students and other members of the multidisciplinary team to ensure that appropriate learning opportunities are provided and students feel supported. To participate in the PDPR processes for junior members of the team. Providing mentorship and clinical supervision.
10. To order supplies ensuring that resources are used appropriately and efficiently at all times.
11. To maintain effective written and verbal communications with patients, relatives and other members of the multidisciplinary team to ensure patient needs are met and appropriate information is shared and documented. Adhering to best practice guidance on information sharing and recording in line with Public Protection, NMC and NHS Lothian publications.
12. To develop within the post by expanding knowledge and skills to ensure continuous professional development and the delivery of evidence-based practice, as per NMC fitness to practice.
13. To support NHS Lothian's values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes.

#### **7a. EQUIPMENT AND MACHINERY**

The postholder will be expected to be responsible and knowledgeable in the safe use of all clinical and non clinical equipment used within the area ensuring this is checked and maintained and where problem are identified these resolved so that all equipment is fit for purpose.

**Note:** New equipment may be introduced as the organisation and technology develops, however training will be provided.

#### **7b. SYSTEMS**

The following are examples of systems which will be used when undertaking the role:

- maintenance of patient records -TRAK
- for ordering stores and supplies
- Risk assessments
- eLearning modules – personal development
- Intranet and internet – access to policies
- Health Roster

- Datix
- Empower
- eKSF

**Note:** New systems may be introduced as the organisation and technology develops, however training will be provided.

## **8. ASSIGNMENT AND REVIEW OF WORK**

Workload is determined by the needs of the service.

The post-holder will work without direct supervision and will delegate work to other members of the nursing team as necessary.

The post holder will participate in caseload supervision with a more senior member of the team (both formal and informal basis). If undertaking a formal therapeutic approach will also participate in supervision for that therapy.

The post holder's work will be assigned by the line manager although the post holder will manage their own daily workload.

The post holder will be responsible to the Line Manager/senior nurse for clinical guidance and professional management, work review and formal appraisal of performance.

## **9. DECISIONS AND JUDGEMENTS**

The post holder is expected to clinically assess patients to establish any changes, inform other members of the multidisciplinary team as necessary and plan subsequent care.

The post holder is expected to anticipate problems in meeting patients' care needs and resolve them autonomously / within the nursing team or seek advice from a more senior nurse.

The post holder, once they have completed symptomatic relief training, makes clinical judgements about the administration of medicines covered by a symptomatic relief prescription.

In the absence of senior staff allocates work and deployment of staff.

Participate in the appraisal process through Personal Development Planning and review in line with the Knowledge and Skills Framework.

## **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

Managing the demands of direct and indirect patient care within available resources.

Seeking local resolution to complaints from patients and relatives and advising on the formal complaint procedure if required.

In the absence of senior staff providing leadership to ensure the effective operation of the area.

Managing patients who are displaying risk behavioural problems.

Negotiating with other professional groups e.g. Police, GP's

## **11. COMMUNICATIONS AND RELATIONSHIPS**

Communicate verbally and in writing to members of the multidisciplinary team - members of Health and social care partnership teams; statutory and non-statutory services with the ability to express professional views within group settings and support client advocacy.

The postholder will communicate with patients with mental health problems who may be hostile or antagonistic.

In addition to the above other contact falls into the following main categories in relation to healthcare, staffing and service issues:

- The patient, their relatives and the multidisciplinary team involved in the provision of care
- Inpatient ward staff and other mental health teams and Police Scotland.
- Multi Disciplinary Team regarding patient care, allocation of work, workload issues
- Other relevant departments within the organisation e.g. Facilities, Estates, Domestic Services

## **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB**

Examples may include:

### **Physical Skills:**

Skills required to undertake clinical interventions e.g. administer intra-muscular injections, Phlebotomy, physical health checks- weight, BP, pulse, alcometer

Manual handling and management of violence and aggression manoeuvring wheelchairs, , moving clinical equipment, breakaway techniques  
(this list is not exhaustive and will vary depending on clinical area).

### **Physical Demands:**

Computer skills.

### **Mental Demands:**

Concentration required when checking documents including prescriptions; updating patient records; and dispensing, calculating doses and administering medication.

Frequent interruptions from patients / relatives / team members.

Concentration required when observing patient behaviours which may be unpredictable and providing ongoing risk assessment.

1:1 conversations with patient's up to one hour at a time.

Leading group work with patient's.

Concentration required e.g. when delivering evidence based interventions- active listening

### **Emotional Demands:**

Communicating with distressed / anxious / worried patients and relatives.

Communicating with and caring for patients who have reduced understanding and insight due to cognitive impairments.

Caring for patients and supporting relatives following receipt of bad news.  
Caring for the terminally ill.  
Supporting junior staff / colleagues in the work environment.  
Exposure to traumatic histories and episodes of self injury/ suicide attempts

**Working Conditions:**

Exposure to body fluids, faeces, emptying bed pans/urinals, catheter bags.  
Daily exposure to verbal aggression from patients and relatives / other visitors. and occasional physical aggression.  
Exposure temperature variations.

**13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

Registered Nurse with NMC – Mental Health.  
Team-working skills and the ability to work using own initiative.  
  
Effective communication and time management skills.  
  
Management of violence and aggression training - Breakaway Techniques and e-learning

**14. JOB DESCRIPTION AGREEMENT**

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date: