

# JOB DESCRIPTION

## 1. JOB IDENTIFICATION

Job Title:	<b>Community Mental Health Staff Nurse (Band 5)</b>
Responsible to:	Advanced Practitioner/ Team Lead Nursing
Department(s):	CAMHS
Directorate:	REAS
Operating Division:	REAS
Job Reference:	<b>L-GEN-NM-MH-SNCOMM</b>
No of Job Holders:	

## 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

The post holder will:

Be located within one of the CAMHS Lothian outpatient teams. There are currently 5 geographical outpatient teams in Edinburgh North, South, East **Lothian** Midlothian and West Lothian. Each area serves the local CAMHS population up to 18 years.

Be part of a multi disciplinary outpatient team where a variety of assessment and treatment modalities are used including psychological therapies.

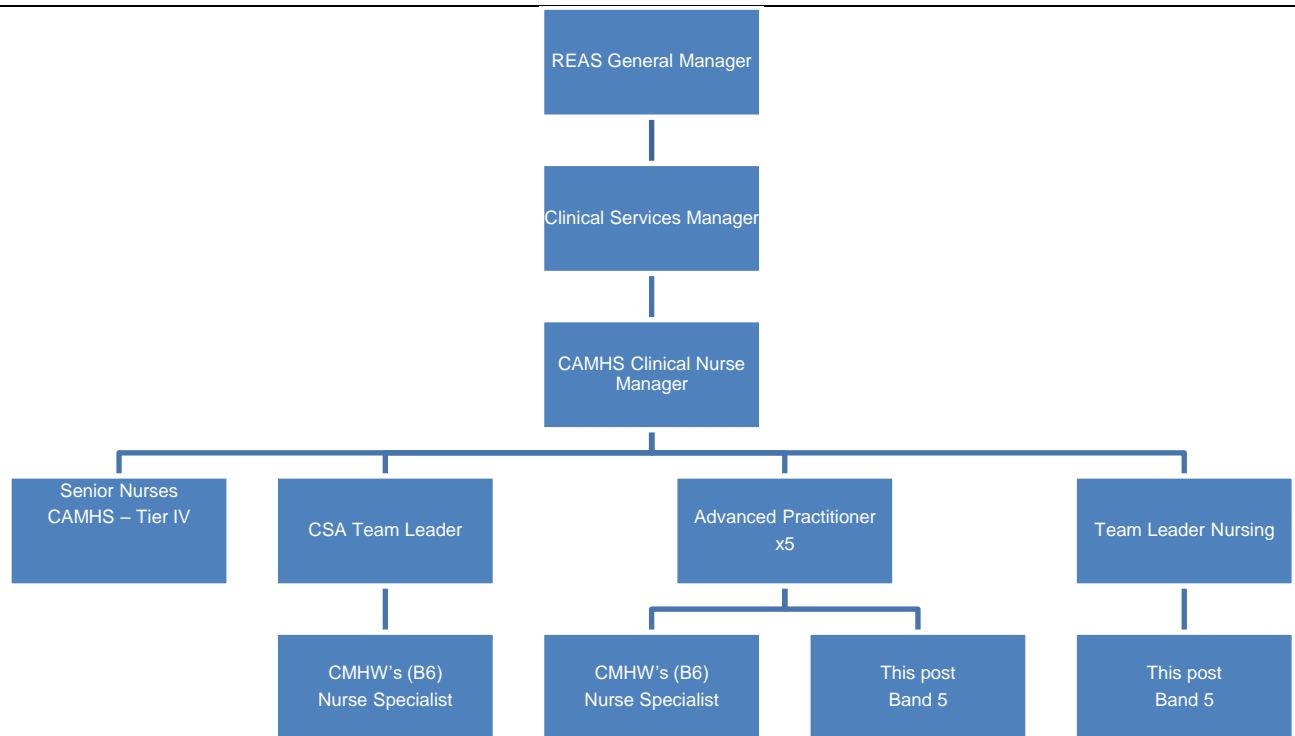
Work under the direction of the senior nurse and carry out aspects of assessment and treatment for individual or group work delivery as appropriate.

Develop a role in teaching and training with and of staff including nurses, student nurses and other members of the team or other professionals within or out-with the service.

The post holder is not responsible for managing the budget but needs to be aware of the resources available and the need to remain within the financial envelope.

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 and psychological assessment and treatment to the CAMHS population.

To provide evidence based therapies 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, giving support or advice or referring on as appropriate.

Lothian CAMHS provides a Tiered service approach and a comprehensive range of community outpatient, day patient, in-patient and specialist mental health services for young people and their families up to the age of 18 years. The majority of the referrals sit within Tier 3 at outpatient level. There are generic outpatient teams in each area across Lothian. The Tier 4 Intensive Treatment and Day Programme services support outpatient teams to reduce the need for admission or they support the admission process and reduce the length of stay where possible.

The CAMHS Lothian Inpatient unit is a regional unit and there is a consortium arrangement between Lothian, Borders and Fife in regard to admission to CAMHS In patient unit. The CAMHS department also provides an important training resource and placement for CAMHS career development across all professional disciplines.

## 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 behaviors 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, **education** 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
- In-patient 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- height, 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:

**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.

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
Personal Traits	<ul style="list-style-type: none"> <li>• Compassionate and caring.</li> <li>• Able to understand boundaries in a professional relationship.</li> <li>• Fun, adaptable and energetic.</li> <li>• Warm, friendly and easy to talk to.</li> <li>• Professional.</li> <li>• Ability to stay calm and patient under pressure.</li> </ul>		A I
Qualifications and Training	Registered Mental Health Nurse.	<ul style="list-style-type: none"> <li>• Willingness to undergo mandatory training and further training required to fulfil the role.</li> <li>• Completion of NQP or equivalent</li> </ul>	A C
Experience and Knowledge	Degree in Nursing or equivalent (DipHE)	<ul style="list-style-type: none"> <li>• Previous experience working in CAMHS services or with children and young people.</li> <li>• Previous experience in working as part of a multi-disciplinary team.</li> <li>• Previous experience liaising with external agencies and report writing.</li> <li>• Awareness of mental health problems affecting children and young people.</li> <li>• Experience and understanding of neurodevelopment difficulties, including Autism spectrum disorder Attention deficit hyperactivity disorder.</li> <li>• Awareness of child</li> </ul>	A C



		protection policies and procedures.	
Skills and/or Abilities	<ul style="list-style-type: none"> <li>• Team working skills.</li> <li>• Ability to build appropriate therapeutic relationships with young people and their families.</li> <li>• Participate in internal and external meetings.</li> <li>• Ability to use Information technology to communicate.</li> <li>• Excellent interpersonal and communication skills.</li> <li>• Skills in assessment and intervention of mental health difficulties and / or social, emotional and behavioural difficulties and their families /carers.</li> <li>• Excellent organisational and record keeping skills.</li> <li>• Ability to work within a team under the direction and of the senior Nurse or Band 6.</li> <li>• Ability to prioritise workload.</li> <li>• Teaching and supervision skills.</li> <li>• Knowledge of audit and evaluation.</li> <li>• Knowledge of Quality Improvement.</li> </ul>	Driving licence	
Specific Job Requirements			

<b>Key – how assessed</b>	
A = Application form	I = Interview
C = Copies of certificates	T= Test or exercise
P = Presentation	R = References