

JOB IDENTIFICATION

Job Title: Mental Health Charge Nurse (MHCN) – Band 6
Responsible to: Senior Charge Nurse
Department: Inpatient Mental Health Nursing
Directorate: Mental Health

2. JOB PURPOSE

As an integral member of the multi-disciplinary team the post-holder will work in partnership demonstrating compassionate caring behaviours to fulfil the key functions of the inpatient ward/department. In particular the post-holder will be responsible for the assessment, care planning, implementation and evaluation of complex nursing care programmes using a strength based recovery focused approach that proactively involves the person. The post holder is required to be able to undertake duties without direct supervision, supporting and supervising work undertaken by registered and unregistered nursing staff as well as taking charge in the absence of the Senior Charge Nurse. The post holder is responsible for proactively promoting partnership working with patients, carers and other professionals/ agencies in line with legislative frameworks, agreed standards and clinical policies.

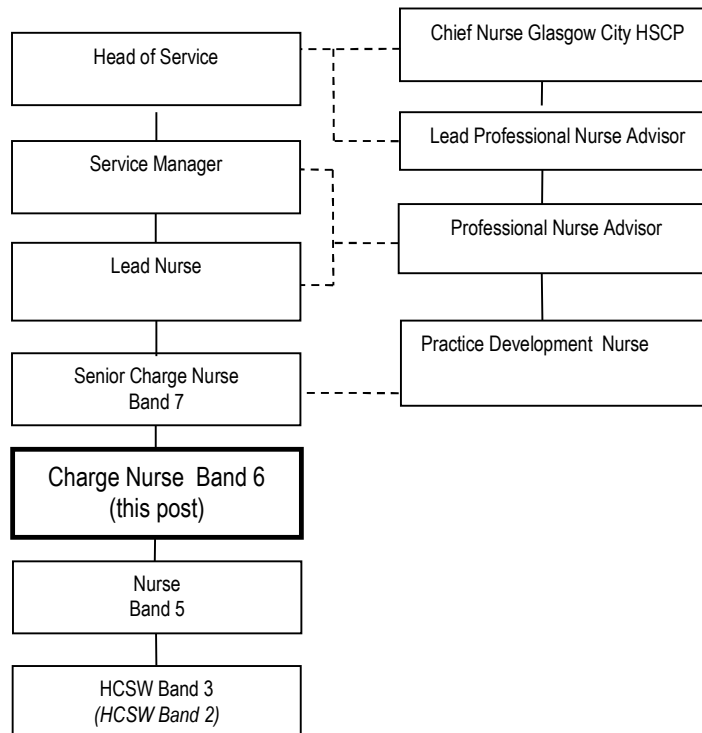
Participating in as well as providing regular Nurse Line Management Supervision, Clinical Supervision and undertaking line management responsibilities are critical aspects of the role. Supervising the practice of others, undertaking mentorship/ preceptorship responsibilities and supporting the Senior Charge Nurse to ongoing learning and development of the staff team are important aspects of this role.

3. ROLE OF DEPARTMENT

To provide safe, effective person centred mental health inpatient service delivery to the adult and older adult population. Inpatient mental health services function using a multi-disciplinary approach and aims to deliver quality care underpinned by values and evidenced based practice in an environment that places minimal possible restrictions on personal choice.

The multi-disciplinary team aim to work in partnership with patients, families, carers and other agencies to ensure care needs are prioritised and that care transitions are safely achieved. All patients being cared for have a Named Nurse who is tasked with working closely with their identified patients/carers to develop a participative, therapeutic relationship and deliver high quality nursing care in an environment where patients feel safe and secure.

4. ORGANISATIONAL POSITION



5. SCOPE AND RANGE

The post-holder will be expected to work as an integrated member of the multi-disciplinary team fulfilling the key functions of the inpatient mental health service.

The post-holder will practice within a legal & ethical framework as defined by: -

- Nursing & Midwifery Council (NMC) The Code: Professional standards of practice and behaviour for nurses and midwives,
- National mental health related legislation
- National and local policy, guidelines and protocols.

The post-holder as a statutory registered employee directly contributes to safe, efficient service delivery and is required to work across the mental health inpatient service (i.e. hospital site) providing nursing care meets the needs of the service. Inpatient services provide mental health nursing care for:

- People requiring acute mental health care (ie adult & older adults)
- People requiring specialist mental health care (e.g. specialist dementia care/ intensive mental health care/ rehabilitation etc.)
- People requiring continued period of assessment, care and treatment for complex mental health care needs

The post-holder:

- will work as part of the multi-disciplinary team, working the rostered shift pattern and will be responsible for providing all aspects of nursing care to a designated patient group
- will be responsible to their direct nurse line manager (refer to section 4 Organisational Position)
- will be required to take charge of the ward/department in the absence of the senior charge nurse
- has line management responsibility for monitoring registered/ unregistered nursing staff and other junior members of the staff team to whom they have delegated aspects of patient care.

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- is required to monitor effective and efficient use of available resources meeting the essential demands of patient care
- monitor and supervise named nurse activity/ responsibilities for a designated group of patients
- responsible for ensuring continuous professional development of self and others to meet regulatory requirements and the ongoing needs of the inpatient mental health service
- Undertake hospital/site responsibilities when required (ie pageholding/ response nurse)

6. MAIN TASKS, DUTIES AND RESPONSIBILITIES

The post-holder will be responsible for: -

1. Functioning as Named Nurse within a multi-disciplinary team, to a defined patient group undertaking aspects of care coordination where required.
2. Undertaking the nursing process regarding assessment of complex care needs, planning, implementation and evaluation of programmes of care.
3. Carrying out risk assessment, contributing to risk management planning in consultation with the multi-disciplinary team in compliance with NHSGGC policy and procedures
4. Carrying out all relevant forms of nursing care pertinent to the individual needs of people within the defined patient group
5. Identifying, coordinating and responding to the health promotion needs of patients focusing on improving the mental well-being of patients
6. Identifying, coordinating and responding to the health promotion needs of patients focusing on improving the physical health of patients
7. Identifying, coordinating and responding to the needs of patients which might be related to vulnerability, gender health, domestic abuse, child protection and/or self harm.
8. Developing therapeutic relationships with patients and carers including those with complex/ unstable care needs ensuring that needs are identified and met within a participative framework demonstrating principles of equality, dignity and respect accounting for spiritual and cultural diversity. Working proactively with other agencies/ services (ie interpreter services) to aid effective communication
9. Working within agreed competency based parameters to undertake evidence based psychological therapies/ psychological approaches to care with individuals and/or group settings.
10. Work in partnership with patients and carers using values based practice to deliver person centred care promoting and supporting mental well being and prevention of relapse
11. Ensuring that professional nursing practice (and that of others including Healthcare Support Workers to whom duties have been delegated) adheres with NMC The Code when exercising any function in relation to legislation and have regard to the principles of the Acts (ie Mental Health (Care and Treatment) (Scotland) Act 2003; Adults with Incapacity 2000 (AWI); Adult Support and Protection 2007 (ASP); Children & Young Peoples 2014 (CYPA) Acts).
12. Participating in, supervising and supporting others to maintain robust clinical governance of the ward/department. This typically includes establishing and maintaining: effective communication & effective leadership: policy, procedural and standards compliance; participating in clinical audit/ research activity; application of evidence-based practice; supporting a culture of learning and innovation and implementing strategies to maintain safety /minimising risk of untoward clinical incidents.
13. Participate in and support others to maintain a safe clinical environment, prevention and control of infection by ensuring compliance with policies, standards and procedures
14. Ensure strict adherence with policies, standards and procedures when assisting people with their finances and belongings.
15. Administering prescribed medication/ treatments in compliance with NHSGGC Policy; monitoring effectiveness of prescribed treatments; monitoring and effective management of

unwanted side effects

16. Be a role model for the nursing team and support others to demonstrate caring, compassionate, professional behaviours fostering trust and confidence in the service for people in your care.
17. Assume responsibility and maintain a cohesive team approach for the ward/department in the absence of the Senior Charge Nurse, ensuring safe, effective and quality person centred care delivery.
18. Participation in regular Nurse Line Management Supervision and regular performance appraisal process (eKSF) including a Professional Development Plan (PDP). Providing regular Nurse Line Management Supervision to others.
19. Participating in regular Clinical Supervision/ reflective practice. Providing regular Clinical Supervision/ facilitated reflective practice to others.
20. Monitoring the practice and performance of others including registered nurses/ Healthcare Support Workers/ junior members supporting ongoing professional and practice development.
21. Support and supervise the practice of learners and as a mentor contributing to the ongoing quality development of the practice learning environment
22. Responsible and accountable for identifying and addressing development needs required for ensuring safe, effective, person centred care for self and others within the ward/department.
23. Liaison with other statutory and non-statutory agencies involved in the care and support of patients in hospital and the community with particular regard to health and social care interface services.
24. Maintaining and monitoring standards of record keeping ensuring contemporaneous risk assessment/ risk management and evidence based nursing care delivery
25. Provide nurse leadership and undertake management responsibilities/ duties where required and as delegated by the Senior Charge Nurse. Maintaining a cohesive team approach to care delivery in the absence of the senior Charge Nurse
26. Ensure rosters are fair, consistent, prepared using existing resources to meet clinical demand in adherence with NHSGGC policy and procedures.
27. Undertake hospital/site responsibilities when required (ie pageholding/ response nurse)
28. Raising and escalating any cause for concern through established reporting mechanisms that may significantly impede the delivery of safe, effective person centred care.

7a. EQUIPMENT AND MACHINERY

The equipment likely to be used on a regular basis will typically include: -

- Computer and associated software most notably Microsoft Office applications
- Telephone, including paging and fire / emergency functions
- Various items of clinical equipment required to carry specific interventions and procedures (ie medical emergency equipment/ moving and handling devices etc)

7b. SYSTEMS

The post-holder will be required to have a sound working knowledge of a wide range of local systems which will include: -

- Patient Information systems
- Care-planning and record-keeping systems
- Fire and emergency procedures
- Care Assurance Standards (ie Standards for Ward Management)
- Clinical and managerial policy relevant to the clinical area
- Health and safety policy relevant to the clinical area
- Infection control policies and guidance

- Staff rostering systems
- Staff appraisal and professional development systems
- Systems and procedures for raising and escalating cause for concern

8. DECISIONS AND JUDGEMENTS

The post-holder will be regularly required to make decisions and judgements related to: -

- Prioritising fluctuating and variable nursing care needs including those with complex/unstable care needs for a designated group of patients
- Identifying, coordinating and tailoring nursing interventions to meet specific /complex patient needs.
- Recognising, responding and assisting others to respond to emergency situations in a manner which minimises clinical risk
- Making judgements with regard to enacting the 'least restrictive' required measures to manage identified clinical risks
- Early identification of sudden and gradual changes in the patient's condition and responding accordingly in a manner which minimises clinical risk.
- Taking into account the role and assessed competency of others including registered nurses/ Healthcare support Workers when delegating work.
- Making complex judgements about patients ability to participate in the planning and delivery of care and make informed choices in this regard
- Appraising available information and making judgements about matters causing concern that require to be raised and escalated.
- Making complex decisions when undertaking site/hospital responsibilities ie deployment of nursing staff resource to ensure safe, effective person centred care service delivery

9. COMMUNICATIONS AND RELATIONSHIPS

Internal

The post holder will be expected to communicate and liaise regularly with a wide range of professions and departments including: -

- Patients, carers and/or their representatives
- All members of the multi-disciplinary team including the inpatient management team
- Interface clinical services and other agencies involved in the provision of care (ie Care Programming/ Infection Control/ CMHT).
- Professional Nurse Advisors/ Practice Development Nurse/ Practice Educators
- Estates/ Procurement
- Human Resources

External

The post holder will be expected to communicate and liaise regularly with a wide range of external agencies and professionals including: -

- Social Services
- Police Scotland
- Independent Sector agencies
- Housing Depts. / Associations/ Benefits agencies

10. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical Skills/ Demands:

- Regular undertaking of nursing duties involving physically assisting people with impairments in the management of ever day living activities
- Regular use of a range of equipment to undertake nursing duties (i.e. manual handling equipment / physical health monitoring equipment/ mobilising equipment/ administration of medications etc)

- Regularly undertaking nursing duties that can be physically demanding in relation to ongoing monitoring of people and the care environment
- Occasional requirement to participate in holding/ guiding techniques for the safe management of people experiencing stress and distress

Mental Demands :

- High levels of concentration required for regular reading, interpreting information, recording and inputting clinical information with accuracy whilst working under pressure
- Regular requirement to complete nursing duties, balancing multiple and competing priorities responding to needs in a dynamic care environment.
- Regular requirement to continuously monitor people; therapeutic engagement (observation practice); address the needs of the patient group; manage competing priorities with resources available
- High level of concentration required for regular safe administration of medication including drug calculations in adherence with NHSGGC policies and procedures
- Regular requirement to use own initiative exercising clinical decision making for patients with complex health care needs with a significant degree of autonomy.
- Frequent requirement to manage the ward/department in the absence of the Senior Charge Nurse, balancing multiple and competing priorities in this regard

Emotional Demands:

- Regular communication with a range of people including people exhibiting stress and distressed behaviours
- Regular management of sensitive personal information related to gender, child protection, domestic abuse, vulnerability
- Regular requirement to undertake difficult conversations
- Occasional requirement to undertake end of life care
- Occasional requirement to manage verbal/ non-verbal expression of anger/ frustration from people who are stress/distressed.
- Occasional requirement to respond to medical and psychiatric emergencies
- Occasional requirement to manage and address own personal feelings relating to clinical incidents
- Occasional participation in significant clinical incidents (SCI)/ incident reviews and supporting other members of the team

Working Conditions

- Regular exposure to bodily fluids when undertaking nursing duties
- Frequent exposure to unpleasant noise/ smells when undertaking nursing duties

11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Effectively assessing and managing complex clinical risks related to suicide, self-harm, capacity, vulnerabilities and harm to others
- Managing equal distribution of nursing care provision within the ward/ department and occasionally across the service thereby ensuring individual care needs of a diverse range of people are met within available resources.
- Fostering effective therapeutic relationship with a diverse range of people including people who may be reluctant to engage; exhibiting stressed, distressed and challenging behaviours.
- Effectively managing competing clinical priorities with available resources including hospital/ site responsibilities to meet the need of the service.

12, KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB		
Knowledge, Training & Experience	Essential	Desirable
Registered Mental Health Nurse - level 1 NMC registration	√	
Educated to minimum degree level/ or equivalent experience	√	
Completion of an evidence based psychological therapies/ psychological approaches to care programme	√	
Completion of a mentor preparation programme/ registered mentor		√
Actively working towards postgraduate level/ or equivalent experience		√
Specialist knowledge and application of mental health nursing care including physical healthcare	√	
Specialist knowledge and application of risk assessment/ risk management factors impacting on mental health/ mental illness/ wellness and recovery for people with complex/unstable care needs	√	
Evidence of active and ongoing CPD	√	
Evidence of Nurse Line Management Supervision/ Clinical Supervision and supervision of staff	√	
Specialist knowledge of rights, values based practice and legislation frameworks	√	
Post Registration Career Development Framework evidence of pillars of practice at Level 6 Senior Practitioner (equivalent): <ul style="list-style-type: none"> • Clinical practice – safe effective person centred care • Facilitation of Learning • Leadership - applied • Research and development 		√
Evidence of using digital technology/ information systems/ email and basic applications	√	
Experience of working in an inpatient environment		√
Can evidence in career history, the application of a range of specialist skills and behaviours e.g. <ul style="list-style-type: none"> • Organisation and applied leadership skills • Self-directing and self-motivating • Enhanced (written/verbal) communication skills including negotiation, influencing, persuading, facilitating and conflict resolution skills • Decision making skills 	√	
Ability to work flexibly and to prioritise workload, delegate appropriately and adapt to meet person centred care without direct supervision.	√	
Ability to form therapeutic professional relationships with others and work as a member of the wider team	√	
Working knowledge and demonstrable evidence of the NMC Code	√	