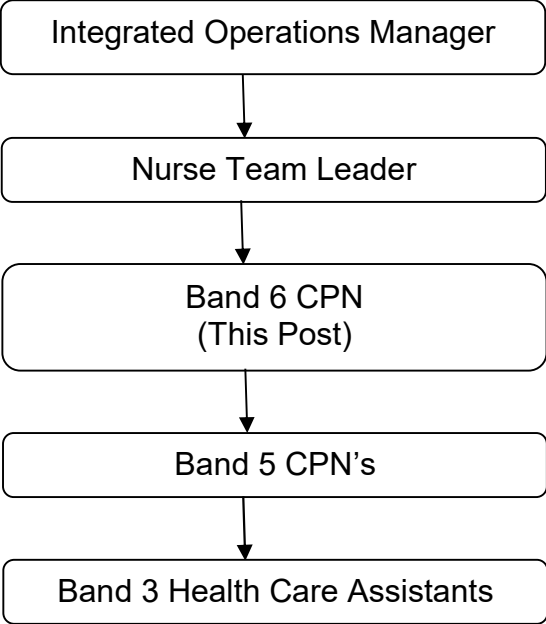


Job Description Template

<ul style="list-style-type: none"> JOB IDENTIFICATION <p>Job Title: Band 6 Community Psychiatric Nurse Responsible to: Integrated Operations Manager Department: Mental Health Services Directorate: West Dunbartonshire Health and Social Care Partnership</p>
<p>2. JOB PURPOSE</p> <p>The Community Mental Health Team are looking to recruit a Band 6 CPN to their team, based in Goldenhill Resource Centre. The successful applicant will be responsible for management of their own caseload, as well as the management and supervision of trained and untrained staff, within the Nursing Team. The post holder will provide comprehensive, specialist nursing care to clients with often complex health and social needs within a defined geographical area.</p>
<p>3. ROLE OF DEPARTMENT</p> <p>The Mental Health Service provides a full range of secondary care to patient and community based mental health services for the population West Dunbartonshire.</p>
<p>4. ORGANISATIONAL POSITION</p>  <pre> graph TD A[Integrated Operations Manager] --> B[Nurse Team Leader] B --> C["Band 6 CPN (This Post)"] C --> D[Band 5 CPN's] D --> E[Band 3 Health Care Assistants] </pre>
<p>5. SCOPE AND RANGE</p> <ul style="list-style-type: none"> The post holder will be directly responsible for leading and managing a team of qualified nursing staff and health care assistants.

- The post holder will be expected to work collaboratively with the Nurse Team Leader and Integrated Operations Manager to ensure effective utilisation of resources. This includes the nursing human resources resource, as well as the effective management of supplies.
- The post holder will have responsibility for negotiation and co ordination of resources via social services and voluntary agencies.
- The post holder is operationally responsible to the Nurse Team Leader and professionally accountable to the Professional Nurse Advisor. An appraisal system operates within the Mental Health Service, requiring the post holder and line manager to meet annually,
- The post holder has responsibility for assignment and review of work undertaken by their nursing team.
- To be responsible for the assessment, care planning, review and discharge of individual caseload, management of a caseload or client group within a defined clinical area and carry out regular reviews of the nursing team caseload within sphere of responsibility.

6. MAIN TASKS, DUTIES AND RESPONSIBILITIES

1. To be responsible for the assessment, care planning, review and discharge of individual caseload, management of a caseload or client group within a defined clinical area and carry out regular reviews of the nursing team caseload within sphere of responsibility.
2. To liaise with and act upon referrals from GP's, other primary care workers, consultants, and other statutory bodies.
3. To provide a regular caseload management and clinical supervisory function to other nursing grades and facilitate the appraisal process for a team within sphere of responsibility. Ensure that the systems are in place for all grades of nursing staff within their area.
4. To provide a leadership/developmental function to nursing staff within defined sphere of responsibility with regard to career long learning, implementation of evidence based practice and innovation. This includes activity associated with continuous quality improvement such as the setting and monitoring of standards of practice.
5. Provide as required, an extended supervisory role for nursing staff out-with the team, e.g. other nursing grades.
6. Develop and maintain therapeutic collaborative relationships with service users, carers, relatives and fellow health and social care professionals who are involved in care delivery, this happening in often complex and contentious situations requiring specialist nursing skills.
7. Actively be involved in the development of local protocols and also participate in the development of clinical policy, procedures and guidelines, which may have an organisational or multi-professional focus.

8. To support the effective management of clinical and environmental risk on a day to day basis including assessing and reporting risk, identification of safety issues in lone working practice and also working in complex situations where engagement with clients can be difficult.
9. Maintain high quality, contemporaneous written and electronic clinical records and provide written reports for the service, as required.
10. Initiate and develop new ideas to improve patient care and provide specialist nursing advice to members of the community mental health team and to other health and social care professionals.
11. To assess, critically appraise and apply the evidence base for practice within a specified clinical area and to promote the development of evidence based culture.
12. Liaise with higher education institutions to ensure a meaningful learning experience for pre and post registration students and support the clinical area to meet defined standards for practice placements.
13. Responsibility for the induction and preceptorship of nursing and participate in induction of other disciplines within the team.
14. Act as a role model for nursing, modelling professional and leadership behaviours as an integral part of professional practice.
15. In the absence of the Nurse Team Leader respond to team issues thereby ensuring the safe delivery of services.
16. To support and manage nursing staff as required ensuring that patient needs are assessed, care planned, implemented and evaluated, and that there is consultation and involvement of patient/carers and non statutory agencies.
17. To participate in Resource Centre duty system ensuring gate keeping for locality adult mental health beds; interfaces with Primary Care for assessment and advice, providing a crisis service to local adult population and carers. To additionally provide support to other members of the team during their duty cover.
18. Perform an active role in the recruitment process as required.

7a. EQUIPMENT AND MACHINERY

The equipment and machinery will be used by the post holder in their role includes:

- A computer will be used on a regular basis. The post holder will need to have a working knowledge of systems such as Microsoft Word, e-mail and internet.
- A telephone and mobile telephone will be used regularly.
- It is essential that car driving will be a feature of the role.

- The post holder's requirement of equipment for physical interventions may include needles and syringes to administer medications, and equipment such as sphygmomanometers and thermometers which will be used during physical health checks.

7b. SYSTEMS

The post holder will regularly be involved in a number of systems, including:

- Planning and recording of annual leave or other planned and unplanned leave
- Ongoing maintenance of paper based and electronic patient records
- Delivery of appraisal and personal development planning systems
- Maintenance of training records
- Use of caseload management systems
- Recording of practice support/supervision sessions
- Use of standardised clinical rating scales
- Stores and/or pharmacy ordering systems

8. DECISIONS AND JUDGEMENTS

The post holder is expected to make independent clinical decisions on a day to day basis. This includes the provision of advice to members of the nursing team and to the multi-disciplinary team and contributing to the effective forward planning and deployment of human resources.

Independently assess, implement and develop programmes of care, which includes decisions relating to the management of risk e.g. harm to self or others.

Prioritise and re-assign team workload and develop caseload management system.

The post holder will deal with staff performance.

The post holder will deal with complaints.

Identify staff training needs and develop systems to support this

Practice is guided by professional and organisational policy, protocols, guidelines and procedures and the post holder is also required to make decisions that are informed by the legal and ethical framework within which they operate.

The post holder is expected to have developed analytical skills based on broad knowledge and skills in adult mental health which is underpinned both by experience and theory.

9. COMMUNICATIONS AND RELATIONSHIPS

The post holder will regularly be involved in communicating internally and externally with health and social care professionals as well as users and carers. The role will involve an educational

dimension with users, carers and colleagues. The post holder will be required to communicate sensitive information, provide counselling and manage potential interpersonal conflict. This is a feature of the clinical or managerial/leadership dimension of their role. They will also attend a range of meetings that support effective communications, including:

- Clinical meetings
- Referral meetings
- Staff meetings
- Local business meetings
- User/carer forums
- Supervision meetings.
- Care Programming
- Educational Meetings

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

He post holder's role will place a high level of mental and emotional demand on the post holder. The emotional effort involved in the role will be high and will occur frequently. This could be driven by the needs of service users, their carers or through the management/supervisory role with staff. Mental demands are significant in relation to the retention and communication of knowledge and information. Resolution of conflict will place high emotional demands on the post holder, as will dealing with verbal and/or physical abuse in isolation.

Working conditions variable and unpredictable as the role will involve visiting patients in their Own homes and community environments.

Technical skills associated with clinical tasks, such as administration of injections and venepuncture may also be regular features of the role.

Driving in a variety of weather conditions.

- Driving, the post holder will be driving to visit patients in a range of locations, both domestic and in community settings which will be in catchment area of the post and across the boards.

Ensuring safety of staff in own centre and using staff safety system to ensure safety of other staff in other centres; securing centre at end of shift.

11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

The most challenging parts of the job will be balancing the leadership and supervisory demands

of the post holder with the effective delivery of high quality care to a defined community caseload.

Balancing demands of own clinical caseload while effectively managing the nursing dimension of the wider multi-disciplinary team.

Ensuring availability and uptake of supervision of both clinical and managerial performance.

Managing interpersonal and interdisciplinary conflict.

Co ordination of care often involving different disciplines and agencies with the aim of meeting client needs.

12, KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- First level Registered Mental Nurse
- Evidence of continuing professional development
- Excellent communication, organisational and analytical skills
- Ability to fulfil main duties and responsibilities as outlined in the job description.
- Current Driving licence