

**AGENDA FOR CHANGE
NHS JOB EVALUATION SCHEME**



JOB DESCRIPTION TEMPLATE

Revised February 2010

1. JOB IDENTIFICATION

Job Title: Senior Staff Nurse (Band 6)

Reports to: Senior Charge Nurse

Department, Ward or Section: Inpatient Mental Health Service

CHP, Directorate or Corporate Department: Argyll and Bute CHP

Job Code: ARGLMENTNURSINPT08

No of Job Holders:

Effective date of this job description:

2. JOB PURPOSE

The post holder will:

- be responsible, in collaboration with service user's for the assessment of care needs, the development, implementation and evaluation of interventions within a recovery framework, without supervision and will be required to teach other nursing and non-nursing staff.
- provide modern, recovery based, skilled, practical nursing care within a multi-disciplinary framework ensuring this is evidenced based. Will provide all supporting mechanisms to achieve this in conjunction with the Senior Charge Nurse.
- deputise in the absence of the Senior Charge Nurse.
- carry and discharge the associated duties of the Hospital Response Page when required.
- have a working knowledge of local, national policies and legislation, which govern service provision and audit.
- be responsible for ensuring effective communication pathways exist.
- be responsible for ensuring the promotion of equality, diversity and rights in accordance with good practice and legislation.
- be responsible for identifying and contributing to the training needs necessary in providing quality evidence based care as appropriate.

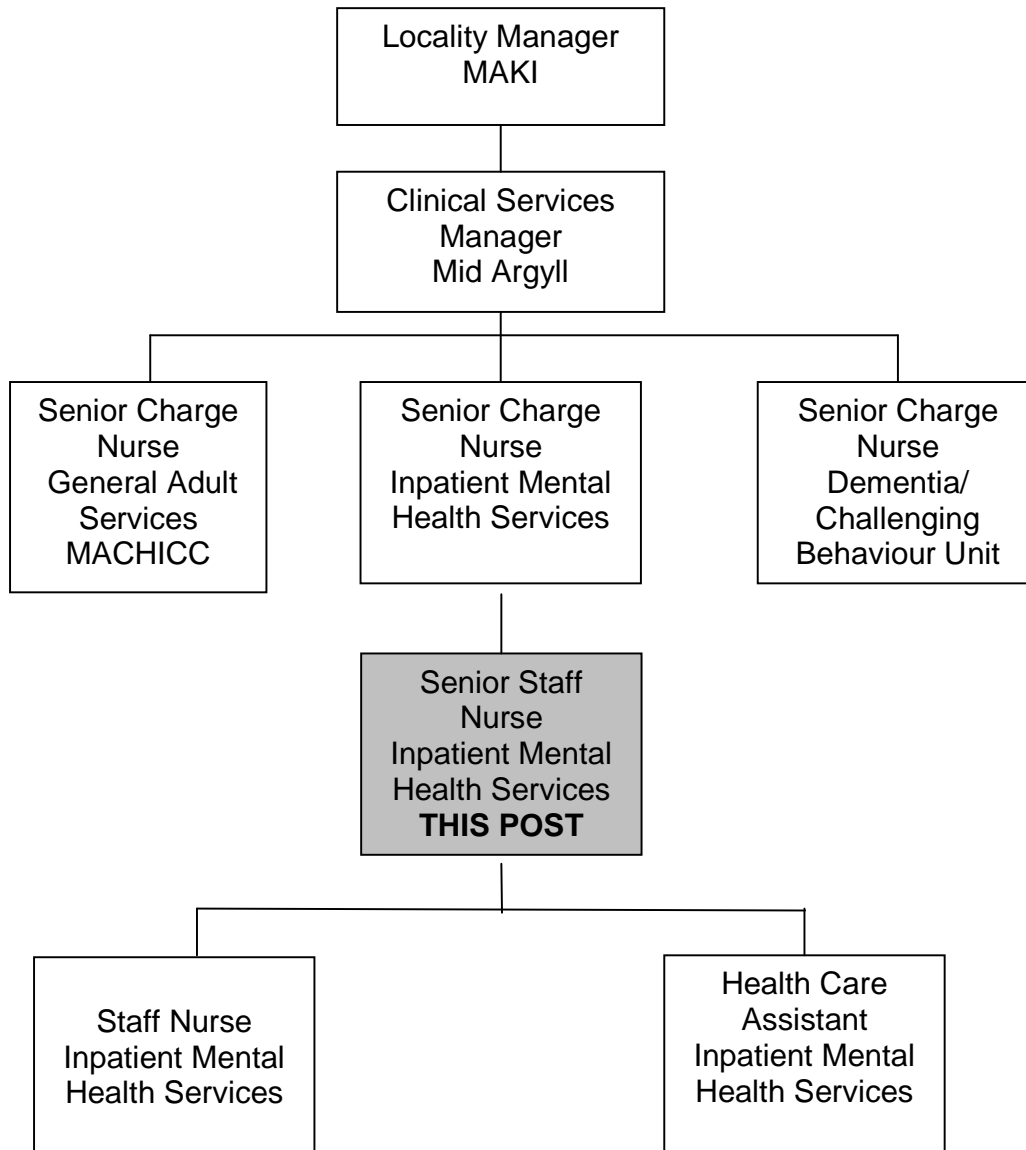
3. DIMENSIONS

Argyll and Bute has a population of 90 000 and comprises 4 localities. The acute Mental Health inpatient facility based in Lochgilphead provides 24 hour inpatient care for a population of 60 000 and 3 localities.

The acute inpatient facility will work collaboratively with locality based Community Mental Health Services.

A substantial element of the population live in very remote and rural locations including a large number of islands.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT OR SECTION

Mental Health Services in Argyll & Bute embrace the principles of:

- Respect for service users view's
- Inclusion & involvement of staff, service users, carers and communities
- Therapeutic, recovery focussed care
- Local service provision in communities

Services will be developed and delivered across the recognised mental health tiers following the "patient journey" and will be based on best practice, be research based and will implement nationally recognised care pathways.

The service will plan to anticipate care needs, initiate an early response, and will work to maintain individuals in their own community avoiding and/or shortening hospital admission where possible.

The Acute Inpatient Service will promote recovery and a social inclusion approach in the provision of a high quality multidisciplinary, multi-agency approach to people who are affected by mental ill health, their carer's and family. This will be provided through assessment and implementation of a range of clinical interventions, resulting in a comprehensive and individualised package of care.

6. MAIN TASKS, DUTIES AND RESPONSIBILITIES

CLINICAL

- Within the ward setting use Scottish Recovery Indicators to develop a person centred approach which promotes ownership and responsibility.
- Without direct supervision assesses, plans, implements and evaluates programmes of care, in collaboration with service user's and their care's/families.
- Identify hopes and goals of the service user and work with them towards their achievement.
- Assists the Senior Charge Nurse to facilitate change processes within the area whether clinical or managerial in nature to ensure that the ward team foster innovative practice and meet all service user's care needs.
- To initiate change where appropriate and with the agreement of the Senior Charge Nurse.
- Responsible for ensuring the post holder understands and meets their professional responsibilities under the Child Protection, and Adult Protection Legislation.
- Responsible for ensuring that the requirements of the Mental Health (Care and Treatment) (Scotland) Act 2003 are observed, adhered to and implemented.
- To work collaboratively with other disciplines within the team and respect the contributions of other disciplines.
- Co-ordinates the provision of seamless care for services user's from admission to

discharge by utilising effective verbal and written communication practices with all members of the multi-disciplinary team.

- Ensure that all documentation written and electronic within the ward area are clear, concise, timely and complies with the Nurses and Midwives Council, Standards for Records and Record keeping.
- Establish, develop and maintain effective communication with all disciplines, service users and relatives.
- Will participate in ward and directorate audit activity where appropriate and assist the Senior Charge Nurse in the development of evidenced based practice as required.
- Is aware of, observes and adheres to hospital, organisational and national policies.
- Reports all accidents, incidents and complaints involving service users, carers, staff and members of the public via the incident reporting system and when indicated to a line manager. Also as appropriate, commence investigatory enquiries as necessary.
- Help foster and maintain an environment which encourages staff development, supporting and counselling staff as necessary.
- To respond when required immediately to incidents and emergencies both within and out with own base area.
- Participates in and assists with a range of therapeutic interventions including e.g. Electroconvulsive Therapy.
- Identify hopes and goals of the service user and carer/family and work with them towards their achievement.
- Works collaboratively with service users to develop anticipatory care and crisis plans encouraging self management.
- Participates in escort duties for people detained under the Mental Health (Care and Treatment) (Scotland) Act 2003, who are being admitted to the Acute Mental Health Unit.
- Will participate in a crisis response service as required.

MANAGERIAL

- In the absence of and support of the Senior Charge Nurse, the post holder will, within their area of responsibility, supervise, deploy and develop all nursing staff to ensure efficient management of a rapidly changing and developing nursing service.
- Deputises in the absence of the Senior Charge Nurse and is responsible for the ongoing management of the ward in their absence
- Whilst discharging Response Page duties may require to take an overview of the hospital/mental health service wide nurse staffing situation, subsequently making adjustments based on clinical need.
- In conjunction with and/or in the absence of the Senior Charge Nurse, participate in efficient and effective Human Resource planning e.g. management of employee conduct, duty rosters, annual leave, study leave, mandatory training sessions, sickness/absence reporting and management of and the appropriate use of Bank nursing staff complying with agreed policy and procedures.
- Assist the Senior Charge Nurse in the recruitment and selection of staff as required.

- Assists the Senior Charge Nurse in ensuring all ward nursing staff attend regular 1:1 meetings ensuring completion of regular Personal Development Plan's using eKSF according to Policy.
- Participate in the Hospital Response Page holding duties for the operational management of the service, maintaining an overview, and imparting clinical expertise and advice when required.
- Ensures effective management of ward/department resources including stores, supplies and medicines.

PROFESSIONAL

- Responsible for maintaining and conducting oneself in a professional manner, towards service users, carers, colleagues and other agencies.
- Provide leadership to other staff within the ward.
- Participate in joint working with appropriate experts/agencies.
- Responsible for participation in the NHS Highland appraisal process, identifying own/others mandatory professional, supervisory, personal development and training needs using e-KSF.
- Participates actively and willingly in clinical supervision and identifies areas of practice requiring development.
- Responsible for the safe custody and administration of medicines in accordance with best practise. Participates and contributes appropriately in research, service modernisation, clinical governance and the Mental Health Delivery Plan.
- Ensure that the agreed philosophy approach is adopted and followed, whilst respecting and valuing the different therapeutic approaches available within the multi-disciplinary team.
- Responsible for ensuring confidentiality is maintained at all times, in accordance with the Data Protection Act, NHS Highland policy and good practice.

ORGANISATIONAL

- The post holder is responsible for ensuring that they contribute and work towards the service/organisational aims and objectives.
- The post holder as an individual is required to understand their responsibility for respecting and promoting issues of equality diversity and rights in accordance with good practice and legislation.
- Responsible for reading, understanding and complying with all relevant NHS Highland and statutory policies and procedures.

HEALTH & SAFETY

- Utilises the incident reporting procedures appropriately and effectively.
- Participate in the identification of risk and risk management strategies incorporating these, through Hospital reporting structures and management, to the Hospital Risk Register utilising both formal risk assessment documentation and the formal incident reporting system when appropriate.

- To keep abreast of changes in Health and Safety Legislation and policies with particular regard to e.g. Control of Substances Hazardous to Health, Fire Safety, Reporting of Injuries, Diseases and Dangerous occurrences Regulations 1985, Infection Control and Manual Handling.

EDUCATION

- Assists the Senior Charge Nurse in the development of ward based orientation and education programmes for newly qualified staff and student nurses and acts as mentor/preceptor as required.
- Provides teaching, guidance, supervision and support for junior staff (qualified and non qualified) acting as a resource, advisor and role model to colleagues in the delivery of care.
- To maintain an extensive knowledge of own speciality, by participating in on-going education and continuing self development, including regular appraisal of own performance.

7. EQUIPMENT AND MACHINERY USED

Machinery and/or equipment used in the job:	Use of each item:
Hoists	Lifting and moving of service users
Needles/Syringe	Venepuncture/Preparation of and giving injections
Blood Pressure and other vital signs monitoring equipment	Assessment of service user's condition
Dynamic pressure relieving equipment, beds and bed rails	Prevention of pressure damage, sleep and rest, falls from bed (patient safety)
Motor Transport Vehicles	Transport of service users
Alco meter	Assess if service user has consumed alcohol
Medicine trolley, nebulisers/inhalation medicine aids, Oxygen Masks and cylinders,	Administration of medication via various routes, administration of Oxygen for either emergency or routine purposes.
Computer equipment	Information returns, communication
Commodes	Service user hygiene/personal care requirements
Gastrostomy feeding pumps	Maintenance of feeding when service user unable to consume oral foods
Personal alarm systems	Staff security
Paging system,	Acts as Hospital Response Page carrier when required.

8. SYSTEMS

Systems used in the job:

Job holders role in relation to each system:

Named and Associated Nursing system	Completing documentation after assessing, developing, implementing and evaluating plans of care with the service user/carer. Coordinates and monitor ongoing application of named/associate nursing system. In support of and in the absence of the Senior Charge Nurse.
Manages service users/ward funds when in charge of ward/department,	Follows NHS Highland standing financial procedures.
Medication ordering, recording, storage and security	Responsible for ordering drugs, sundries and sterile supplies. Controlled drugs. Authorised signatory.
Clinical supervision	Participate in and organise in the absence of the Senior Charge Nurse.
Computer system	Communication
Referral systems	Adhering to CHP wide policies and procedures Being aware of and applying in support of the Senior Charge Nurse.
Human resources policies and procedures	
Health and Safety	Be aware of and comply with all requirements actively promoting awareness and safe practice within the workplace.
Incident reporting	Reports incidents through the Incident reporting system, and initiates investigation when required to do so.
Nursing staff deployment	Organise in absence of the Senior Charge Nurse for own base area and Hospital wide during Hospital Response Page carrying responsibilities as and when necessary.

9. ASSIGNMENT AND REVIEW OF WORK

- Work will be assigned by the Senior Charge Nurse, or deputy.
- Work will be reviewed on a regular basis both informally and formally via e.g. the Knowledge and Skills Framework and the post holders Personal Development Plan via eKSF

10. DECISIONS AND JUDGEMENTS

- Accountable for own actions and omissions.
- When in charge of the shift supervises (other qualified staff, Health Care Assistants, students, support workers).
- Organises own workload and delegates work.
- Alters routine as and when required meeting unpredictable needs of the patients/ward.
- Takes charge of the ward area as required and utilising as necessary staff resource.
- Plans service users care.
- Hospital Response Page holding duties, exercising sound judgment.
- Emergency clinical decision making regards service user care.
- Works within the boundaries of N.H.S. Highland and Argyll and Bute Community Health Partnership policies and procedures, legislation and professional standards and guidelines.

11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Working with unpredictable service user's who present major challenges in terms of behaviour and emotional distress.
- Maintaining service user's individual dignity within a difficult environment. Working with service users dependency/complex needs.
- Working within the multi-disciplinary team, contributing to its cohesiveness and effectiveness in the provision of best possible care outcomes.
- Achieving the balance between the demands of direct service user care and available resources
- Maintaining service provision within existing resources when deputising in the absence of the Senior Charge Nurse.
- Clinical prioritising and identifying and subsequently minimising clinical and other risk factors.
- Maintaining up to date clinical skills and knowledge.

12. COMMUNICATIONS AND RELATIONSHIPS

Who communications are With:	What the communication is about:	Difficulties encountered:
Services user's	Clinical and non clinical issues.	Due to service user's condition communication may be verbal, written, touch and other non verbal means. Service user's with mental health issues may present major communication challenges i.e. Dementia, challenging behaviours, Psychosis, substance abuse.
Ward multi-disciplinary team, other wards, medical records, medical staff and all departments within the mental health service.	Exchange of information to allow the provision of effective care.	Differing priorities within the multi-disciplinary team.
Primary care teams, social work all statutory and non statutory bodies relevant to service user's and their carers.	Sharing information to allow other professionals to make informed decisions including the sharing of relevant information e.g. risk assessment.	Ensuring and maintaining effective communication.
Relatives/carers.	Communicating about the implementation and implication of treatment plans.	Recognising and being sensitive to communication barriers in relationships whilst being required to maintain confidentiality.
Ward nursing team and senior nursing and Service managers.	Clinical and non clinical issues, any nursing and/or ward management issue.	Identifying and accessing the appropriate communication recipient.

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

PHYSICAL SKILLS

- Manual Handling skills.
- Subcutaneous and Intra muscular injection technique.
- Wound care technique.
- Physical Life Support skills.
- Therapeutic Management of aggression and violence skills.
- Verbal and non verbal communication skills.

PHYSICAL EFFORT

- Movement of service user's, equipment, beds, trolleys, monitors.

- Combination of sitting, standing and walking for lengthy periods of time.
- Long and rotational shift patterns.
- Attending to services users physical health care needs
- Cleaning and maintenance of equipment.
- Participates in safely managing aggressive behaviour using recognised management of aggression techniques.

MENTAL EFFORT

- Calculation of medication dosages.
- Increased concentration in care planning.
- Complaints handling.
- Multi-tasking and prioritising.
- Dealing with interruptions which require reallocation of workload.
- Work pattern can be unpredictable due to nature of client group.
- Ability to respond immediately to emergency situations, high level of concentration required to maintain safe level of patient observation, with ongoing clinical risk assessment.
- Supervising other staff during duty span.

EMOTIONAL EFFORT

- Discuss and contain highly sensitive issues such as sexual abuse, relationship problems, family conflict, etc.
- Dealing with highly distressing situations/emergencies, which may arise.
- Challenging behaviours exhibited by service user's or others.
- Working with service user's who are recognised as high risk, e.g. self harm or suicide. Including coping with services user's complex emotional issues.
- Caring for service user's with limited or terminal prognosis, and supporting their relatives/carers.
- Responding to a wide range of staff issues and in the absence of the Senior Charge Nurse providing appropriate managerial interventions.

ENVIRONMENTAL

- Frequent contact with body fluids.
- Occasional exposure to infected patients e.g. MRSA, Hepatitis B, Hepatitis C, HIV.
- Working with patients with poor bodily hygiene.
- Frequent exposure to verbal and/or physical aggression.
- Occasional lone working.
- Frequent exposure to smoking.

14. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- Registered by the Nurses and Midwives Council on part 3, or part 13 of the Register
- Good communication practices.
- Good organisational skills.
- Able to work without supervision using own initiative.
- Evidence of continued professional development.
- Effective decision making and problem solving skills.
- Possession of or evidence of the potential of working towards a first degree.
- Self motivated, articulate and assertive.
- A positive and interested outlook personally and professionally, with skills in the management of nurses and their subsequent delivery of care.
- A mature, responsible, approach to health care delivery that respects service user's dignity and human rights.

Level of experience/knowledge required:

Length of experience:

How specialised experience needs to be:

Management of Aggression training.

RMN with a minimum of 3 years post registration experience.

Experience gained within speciality whilst building on a broad and comprehensive knowledge base.

Manual Handling training.

Current Mental Health legislation.

Knowledge of Human Resources policies.

15. JOB DESCRIPTION AGREEMENT

I agree that the above Job Description is an accurate reflection of my duties and responsibilities at the date of signing.

Job Holder's Signature:

Date:

Manager's Signature:

Date: