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#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION | |
| Job Title: | Mental Health Nurse |
| Responsible to: | Mental Health Nurse Team Lead |
| Department: | Mental Health Department |
| Directorate: | Community Health & Social Care |
| Date of last update: | December 2022 |

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| 2. JOB PURPOSE |
| To have responsibility for an agreed nursing caseload, providing assessment and ongoing care and treatment of people with a mental health issues in an island based community.  To provide support, care and treatment to individuals in crisis, both in and out of hours. |

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| **3. DIMENSIONS** |
| To include:   * Working as part of a multi-disciplinary team (MDT) to provide a clinical nursing service to individuals who have been identified as having mental health issues. * Forming and maintaining effective working relationships with relevant services and agencies providing care for people with mental health issues. * Developing and maintaining both short-term and long-term support for people with a mental health issues. * Provision of support and education about mental health issues for carers and relevant others. * Assessing the needs of people with mental illness and agreeing “Recovery Based” treatment plans with individual patients, offering nursing care and support in their home and/or other relevant community setting as appropriate. * Planning and liaison with community support services for people with mental health issues in statutory and third sector agencies. * Working in partnership with GP’s, Hospital and Community staff, the wider MDT, Dual Diagnosis Service, other health and social care professionals with a patient group which can have complex and overlapping health/social needs. * Contributing to operational and strategic planning decisions about mental health. * Acting as a resource for colleagues within NHS Shetland by providing training and information on mental health matters as the clinical caseload allows. * Acting as a mentor for nursing students whilst on placement with the department. * Contributing to the training and development of other non-specialist professionals * Participate in an On-Call Rota both for Out of Hours provision and during working hours for Gilbert Bain Hospital response team. * Participate in a transfer rota in order to be available to provide air ambulance transfers to Royal Cornhill hospital as and when needed. * develop and maintain specialist mental health prescribing service |

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| 4. ORGANISATIONAL POSITION |
| Substance Misuse Service  Consultant Psychiatrist  MHD Manager  MHNs  (Adult Services)  **This Posts**  SMS Team Lead  MHN Team Lead  Post Diagnostic Support Services  Dementia Services Development Manager  Social Care Support Workers  Mental Health Team Lead (Social Care)  Senior Social Care Worker |

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| 5. ROLE OF DEPARTMENT |
| Shetland has a population of approximately 22,500 people and is served by one general hospital and 18 general practitioners in 10 health centres. Community Nursing staff are attached to each health centre. There are five islands with a resident nurse but no resident doctor.  The CMHS delivers a comprehensive community based mental health service. There is a resident psychiatrist but no dedicated psychiatric beds. Inpatient services are provided by NHS Grampian at Royal Cornhill Hospital (RCH), Aberdeen.  The post holder will work as part of a multi-disciplinary community mental health department which includes CMHT, Substance Misuse, Dementia Service and Psychological Therapies Services. CMHT is supported by a specialist mental health social care resource via Annsbrae Community Support Service. |

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| 6. KEY RESULT AREAS |
| The post holder has a key role in the integration of theory and practice, drawing upon specialist expertise in order to:   1. Responsible for the management of own caseload by admitting, controlling and discharging as appropriate and by offering a variety of treatment interventions. 2. Act upon referrals from general practitioners, other primary care professionals, secondary care and regional psychiatric service colleagues, providing assessment, implementation and development of care programmes to individuals, families and groups 3. Provide on-call and duty cover on a rotational basis for all mental health crisis interventions. 4. Provide shift cover when needed for observations of individuals with acute mental health needs. 5. Liaise with professional and voluntary agencies to provide appropriate specialist psychiatric advice for patients with mental health problems and call, attend and contribute to appropriate multi-disciplinary team meetings and case conferences 6. Be familiar with and ensure implementation of all local, regional and national policies, procedures and guidelines pertinent to all staff within area of responsibility and comply with their contents in the pursuit of the highest standards of patient care. 7. Be familiar with and comply with all mental health, community care, adult support and protection and child protection legislation. 8. Develop and maintain good relationships with service users, carers, relatives and fellow health, social and welfare professionals who are involved in care delivery to effect the highest standards attainable in good mental health care. 9. Responsible for own professional development and participate in continuing education and health promotion programmes. 10. Supervise junior staff in all areas of nursing practice, completing appraisals as necessary and encouraging development of good practice and initiative. 11. Maintain written and electronic records and provide reports for the Department as required and patient reports for legal purposes. 12. Initiate and develop new ideas to improve patient care and provide advice relating to changing community based mental health services. 13. Co-operate with nurse teaching establishments in ensuring a realistic learning experience for student nurses and be responsible for the quality of the programme and for demonstrating the role of the community psychiatric nursing service to other health professionals such as medical students, post graduate student nurses and mental health officers.   The post holder will also have a role in planning and shaping services and will:   * Contribute to the further development of Mental Health services, (including protocols, referral criteria, assessment tools and audit mechanisms). * Identify risks and priorities for the operation and development of the service. * Work with others to identify the effectiveness of service against agreed criteria. * Re evaluate with others, changes that have been made to services to ensure that improvement has occurred. * Gather and share data that will assist in identifying future service priorities. |

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| 7a. EQUIPMENT AND MACHINERY |
| Computer.  Mobile phone.  Clinical Equipment |

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| **7b. SYSTEMS** |
| Carry out comprehensive assessments and ensure the nursing records are accurate, stored appropriately and reflect the principles of Caldicott Guardianship.  Complete monthly patient information returns as required by ISD and local initiatives.  Complete monthly timesheets.  Provide information to update and maintain patient databases. |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| The post holder will work with all GPs in Shetland and will be expected to establish and develop close and effective working relationships with departmental colleagues, GPs and other primary care staff.  The post holder will also liaise with the medical and nursing staff in the Gilbert Bain hospital to support patients admitted with mental health issues.  All referrals are received via an electronic single point of referral from medical staff and are reviewed in a MDT setting.  The post holder will have a high degree of autonomy and accountability and will work largely unsupervised.  Peer review of work will be carried out through weekly multi-disciplinary meetings.  The post holder is accountable to the Head of Service and clinical leadership/support/supervision is provided by the Lead MHN  The post holder is responsible for management of their own caseload and this will be regularly reviewed in partnership with managers and peers via multi-disciplinary meetings.  The post holder will be required to participate in an on call rota. |

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| **9. DECISIONS AND JUDGEMENTS** |
| The post holder will:   * Carry out specialist assessments, formulate care plans and undertake regular reviews. * Be aware of local and national policies and guidelines. * Administer and monitor medication when required and advising the Consultant Psychiatrist with regards to the patient’s symptoms, compliance with medication and effectiveness of same. * Have responsibility for reporting any incidents, accidents or near misses including concerns relating to Health and Safety to the Head of Service. * Monitor the working environment ensuring that it is safe for self, colleagues, patients and others taking the necessary action in relation to risks and hazards. * Ensure that working practice is consistent with legislation, organisational procedures, risk assessment and management e.g. Shetland Lone Worker Policy. * Ensure that all equipment is stored, maintained and used appropriately. * Ensure there is clear and accurate recording of all identified risks by way of risk management plan which will be placed in the case notes and copied to all relevant parties. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Due to the rapidly changing area of mental healthcare and treatment, the post-holder will be required to be a dynamic, self-motivated individual who is confident and comfortable with change, remaining abreast of developments in policy and practice.  The post-holder works mainly in isolation when carrying out patient work.  Managing a complex caseload in a dynamic working environment where the post-holder is required to respond to patients at risk and episodes of unscheduled care. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| Develop and maintain effective communications and working relationships with clients, carers, relatives and other health, welfare and social service agencies involved in care provision in order that a high quality service can be provided for mental health service users and their families.  Actively encouraging patients to participate in treatment decisions and aftercare planning.  Communicating with patients who may have cognitive, sensory and/or perceptual impairments and who therefore may have difficulty understanding what is being said, and modifying own method of communication accordingly.  Promote and model good practice consistent with legislation relating to communication, adapting the most appropriate style of communication to enable people to understand and reinforce what is being communicated to them during a range of complex situations.  Contribute to the decision making process.  Maintain patient confidentiality during communication in line with legislation and NHS Shetland Board policies.  Ensure regular meetings with MHN Lead to provide and receive feedback on organisational and service issues.  Negotiate outcomes in situations that may involve a range of participants. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| The post-holder will be required to work in a variety of settings including GP practices, local hospital, CMHT, patients homes and any other setting deemed suitable for clinical work.  The post-holder will work predominately in isolation, mainly in the patient’s home, which may be in remote areas.?? They will frequently have contact with emotionally distressed individuals, including family, carers and friends of the patient. Any situation may be potentially volatile, unpredictable and subject to change over a short timescale.  The post-holder will be required to have a heightened consideration for personal safety and be able to respond to changes in their working environment, enabling minimisation of any potential risks to them and/or others.  The post-holder will be responsible for adhering to the lone working policy and specific instructions pertinent to the mental health teams.  **Physical Skills**  Keyboard  Driving  IM Injection  **Physical Effort**  Combination of walking, sitting, standing.  **Mental Effort**  Concentration required when working in group sessions  Intense individual therapy sessions up to 1 hour per session (max. 6-7 clients per day)  **Emotional Effort**  Discuss sensitive issues such as sexual abuse, relationship problems, family conflict, etc  **Environmental Factors**  Body fluid  Exposure to verbal and physical aggression |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| Completion of Training as a first level registered nurse in mental health with a currently valid registration with the Nursing and Midwifery Council.  Evidence of Continuing Professional Development.  Recent experience of working within a Community and/or crisis setting.  Experience of multi-agency working.  A mature, responsible, empathic outlook on health care delivery which respects clients’ dignity and human rights.  High levels of communication, organisational and people management skills.  A current full driving licence.  Willingness to undertake training in Breakaway and Restraint Techniques |

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| **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:  Head of Department Signature: | Date:  Date: |