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#### **JOB DESCRIPTION**

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| 1. JOB IDENTIFICATION |
| Job Title: Mental Health Assessment Nurse  Responsible to: ACAST Team Manager  Department(s): ACAST  Directorate: Mental Health  Operating Division: WL HSCP  Job Reference: 158486  No of Job Holders: 16  Last Update: 22/01/2021 |
| 2. JOB PURPOSE |
| To reduce the need for patients to come into hospital by providing a comprehensive assessment and care management plan in the community for individuals and their families. The aim is to provide information and treatment, and to promote wellbeing and recovery in the community setting. This requires utilising specialist clinical knowledge to inform decision making and clinical judgment from initial assessment through to discharge.  To provide specialist advice to the multidisciplinary team, other agencies, carers, clients and relatives in relation to the management of patient conditions through the assessment, treatment and review planning process in partnership with the patient/carer.  To coordinate and manage urgent and emergency Psychiatric incidents within the SJH mental health wards. |
| **3. DIMENSIONS** |
| Staffing Responsibilities:  No direct staffing responsibilities but will provide clinical supervision to junior staff and students  Financial responsibilities  No budgetary responsibilities  The postholder is employed within NHS Lothian and there may be a requirement to work flexibly across Lothian to meet service demands |

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| 4. ORGANISATIONAL POSITION |
| General Manager - Mental Health & Addictions  Clinical Nurse Manager  Mental Health Assessment Nurse (**This Post**)  ACAST Deputy Charge Nurse  ACAST Team Manager  Staff Nurse |
| 5. ROLE OF DEPARTMENT |
| The role of the team is to provide Intensive Home Treatment to service users living within their own homes in the West Lothian HSCP catchment area and for patients referred following discharge from hospital care, as an alternative to hospital admission and in line with government initiatives to provide more community care and choice to patients. The Team also facilitates and support early discharge from hospital when appropriate.  The Team assess suitability and offer alternatives to admission by coordinating all requests for admissions to local inpatient mental health wards and manage the patient flow into hospital settings over a 24-hour basis.  The team currently carries out comprehensive mental health assessments to people who present in crisis for unscheduled care out with normal office hours.  Due to the increasing population and therefore demand on services, this service is fundamental to reducing waiting times for mental health assessments. This in turn will improve the patient experience and ensure care is being delivered by experienced practitioners |
| 6. KEY RESULT AREAS |
| **Clinical Practice**   1. Responsible for the management of a caseload and for providing specialist advice in relation to patient conditions, supporting the development of specialist care plan/package through assessment to meet the mental health/psychological and holistic needs of the patient, discharging from the caseload when appropriate. 2. Actively liaise with A/E and acute wards to undertake mental health assessments by providing support to junior psychiatric medical staff. Communicate, advise the staff and assist in the implementation of the appropriate course of action to meet patient needs. 3. Deliver a variety of care and treatment interventions, in line with evidence base and contribute to wider service care provision within and out with the health service. 4. Responsible for safely coordinating admission flow into hospital settings including assessing suitability for admission and need for further mental health assessment, considering alternatives to hospital admission which include community care using local bed flow procedure and policy. When required, be responsible for finding beds outwit own area for emergency mental health admissions and to organise resources for transfer and patient escort during out of hours periods. Requests from clinicians include local WL HSCP, NHS Lothian and external health board areas. 5. Participate in the development of local procedures, protocols and standards ensuring compliance with National legislation and NHS Lothian policies and identify opportunities for the continuous development of service, including attending specialist/national groups, which facilitate networking and sharing best practice through the provision of specialist professional advice. 6. Support the development of the service to improve practice and work collaboratively across healthcare boundaries, implementing and evaluating evidence-based standards, guidelines and policies. 7. In emergency situations, as the senior clinician, co-ordinate and deploy staff groups overnight within WLHSCP mental health sites ensuring safe support, care and escalation as required.   **Clinical Leadership**     1. Provide clinical leadership in relation to the management of patient condition working at specialist practice level to providing mentoring, supervision and clinical advice where required to mental health staff and the wider multidisciplinary team especially during incidents or situations that require escalation. 2. First bleep responder for all psychiatric emergencies overnight, second responder for medical emergencies in mental health areas with responsibility for coordinating resources in emergencies e.g. fire calls and will provide post-incident debriefing to on call medical and managerial staff. 3. The post holder has specific responsibilities regarding missing patients including liaising with site & capacity, on-call senior manager and organising resources as required to manage the situation. 4. Act as the senior contact for other Hospitals, Police, Social Work and other agencies with regard mental health issues, developing effective partnerships and positive working relationships to support seamless care provision across all agencies and assist junior medical staff (and senior) in an emergency or issues within an acute inpatient ward out of hours 5. Participate in business continuity, workforce planning and skills profiling to ensure the targeting of resources to meet the needs of the team, individuals and families. 6. In the absence of the Team Manager, provide support and guidance to mental health and wider MDT team members, ensuring that a cohesive multidisciplinary team approach is maintained and to maintain effective operational management of the clinical area.   **Practice Development and Facilitated Learning**   1. For area of expertise provide specialist advice, clinical supervision and teaching to the multidisciplinary team. May work in collaboration with education providers and other key stakeholders to ensure staff and learner competency is achieved and maintained.   **Research and Development**   1. Participate in research and undertake clinical audit to support own and the team’s best practice which is research and evidence based leading to continuous improvement in care. Disseminate findings as appropriate to influence best practice. 2. 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 behavior’s 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.  The following are examples of equipment which will be used when undertaking the role:  This list is not exhaustive:  Mobile phones  PC  Alcometer  Scales  BP machine  **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:  To maintain accurate and up to date clinical records complying with patient confidentiality and provide data for core surveillance.  To be responsible for recording all activity/contact on appropriate local system.  To update and maintain a range of information databases.  Responsible for ordering supplies e.g. supplies and equipment using PECOS system.  To be proficient in the use of IT systems - internet/intranet including use of email.  Risk assessments – DATIX.  TRAK.  **Note:** New systems may be introduced as the organisation and technology develops, however training will be provided. |
| 8. ASSIGNMENT AND REVIEW OF WORK |
| Works within occupational, national and local policies and guidelines.  Will have a Professional Personal Development Plan including an assessment of clinical competence which will be reviewed annually by the responsible line manager.  The post is self-directed, organising own workload in relation to specialist caseload to meet the demands of the service.  The clinical workload is generated through various referral protocols of multidisciplinary teams in line with legislation and performance indicators set by the Scottish Government Health Department. |
| **9. DECISIONS AND JUDGEMENTS** |
| Makes autonomous professional clinical decisions in relation to patient assessment, care planning and review within area of specialty, synthesising complex information enabling the critical evaluation of clinical practice and service provision required.  Undertake clinical risk assessment of the patient’s mental health in A&E regarding suitability for psychiatric admission or medical admission with psychiatric staff support. Assess level of need regarding the patient’s safety and possible detention under Mental Health Act, ensuring all required legal requirement of detention is completed and correct.  Agree referral protocols, undertake risk assessments and using specialist clinical reasoning skills, make further referrals to Clinicians when it is identified that further clinical intervention is required.  Uses own initiative and acts independently within the boundaries of own knowledge and skills particularly when providing advice to non-psychiatric staff on patient management within a larger acute hospital environment.  Make critical timely decisions when co-ordinating the initial nursing response acting within relevant procedures in accordance with guidelines for crisis situations deploying adequate number of staff required to contain situation while ensuring psychiatric wards/areas remain safe. |
| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Balancing management of own caseload and providing support/ advice to other staff.  Adapting to the variable and unpredictable demands of the post. Responding to emergency situations as required.  Continued promotion of the specialist role and challenging the boundaries of the current parameters of practice.  Maintaining current knowledge with relevant policies, procedures and legislation to enable full assessment of mental health presentations and having an contemporary awareness of service to enable leadership overnight. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** | |
| Communicates sensitive, complex clinical condition related information to patients, relatives and carers in relation to specialist area. Required to have highly developed communication skills both during clinical interventions involving active listening, negotiation skills and explaining complex information.  To receive complex strands of often contentious or sensitive condition-related information and communicate these in an understandable form to clients, relatives, carers and other professionals. Apply a high level of interpersonal and communication skills to convey this information appropriately often in a hostile or highly emotional atmosphere where there are significant barriers to acceptance.  Communicate verbally and in writing to members of the multidisciplinary team - members of Primary and Secondary Health Care Teams, Social Care; statutory and non-statutory services with the ability to express professional views within group settings and support client advocacy.  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.  - Nursing staff regarding patient care, allocation of work, workload issues.  - Partnership, Trade Union and Professional Organisation representatives in relation to service and staffing issues.  Acts as a patient/staff advocate through the application of ethical, legal and professional knowledge and skills. | |
| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** | |
| **Physical Skills:**  Risk assess a range of working environments and ensure safe working environment for self and staff.  IT – Keyboard skills.  Administer medicines, IM injections.  Violence and Aggression – breakaway/de-escalation.  **Mental Demands:**  Dealing with urgent and life threatening conditions – reacting to crisis situations.  Concentration required when undertaking a variety of assessment approaches and interpretation of findings sometimes complex.  Concentration and decision making in terms of competing demands and priorities.  Writing prolonged reports.  Interpret data and use findings to inform service delivery.  **Emotional Demands:**  Supporting in terms of individual, family and community crisis/ major incident/ poor diagnosis and prognosis, bereavement.  Dealing with challenging behaviour.  Advocating for patients.  Supporting and mentoring staff, including challenging poor performance.  Initial support of colleagues/peers in an emotionally demanding work place, supporting staff after adverse clinical situations e.g., self harm, suicide or death.  Supporting and enabling self-care when individuals, family and community may not be motivated to do so.  Providing episodes of care that challenge individual beliefs and values.  Balancing the support for carers with the protection of vulnerable groups.  **Working Conditions:**  Exposure to body fluids – potentially daily basis.  Potential exposure to verbal and physical aggression from patients and relatives/other visitors.  Working in homes/environments which are challenging including clients homes where there is smoking and also pets.  Daily travel across geographical area to undertake patient assessments.  Lone working in the community. | |
| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB | |
| Degree in Nursing  Registered Nurse with NMC – Mental Health (RMN)  Evidence of significant post registration professional practice experience to undertake and fulfill the key areas for this post, including knowledge of developing clinical quality assurance and evidence based clinical practice.  Portfolio of significant relevant CPD in related topics e.g. deliberate self-harm, personality disorder, drug and alcohol studies and trauma training.  Knowledge of relevant national legislation and guidelines and clinical governance requirements.  Effective listening and interpersonal skills.  Effective time management skills.  Evidence of research /audit experience.  Evidence of effective problem solving skills.  Competent in standard IT packages e.g. Microsoft Word & Excel. | |
| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each job holder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |